

Fornham St Martin cum St Genevieve Parish Council

Minutes of the Parish Council meeting held in the Village Hall, The Street, Fornham St Martin, IP31 1SW on Thursday 17 September 2015 at 7.30pm

Present: Councillors (Cllrs) Paul Butler, Michael Collier (Chair), Peter Forster, Gary Hubbard and Jayne Hubbard.

In attendance: Paul MacLachlan (Clerk), Borough Councillor, Rebecca Hopfensperger (part) and six members of the public.

The following documents will be appended to the signed minutes:

- the Agenda;
- the following appendices:
 - 1: actions arising from prior meetings;
 - 2: report of the Responsible Finance Officer;
 - 3: future parish council meeting dates.

1 Apologies

The apologies of Cllrs Penny Borrett and Nick Owen were received and accepted.

2 Declarations of Interest

The requirement to update the Register of Interests was noted.

No further interests were declared. No dispensations were sought.

4 Minutes of the last meeting

The minutes of the Parish Council meetings dated 16 July, 4 August and 20 August 2015 were agreed a true record and signed by the Chair.

5 Clerk's report

- (i) The Clerk reported progress on actions arising from prior meetings (see Appendix 1). The Clerk advised that a second lower quotation (£340.00) had been obtained from tree surgeon, Chris Hunter, for the trimming of the trees and hedges around the playing field and that the work would be undertaken prior to the next meeting.
- (ii) The Clerk reported on correspondence from Mr D Yates and Mrs J Bridges Adams. The Clerk was asked to respond appropriately.

6. Borough, County and Community Reports

Cllr Hopfensperger reported that she is reluctant to support the Cabinet's recommendations in Report CAB/SE/15/050 as it was clear that, despite offering an extended consultation period, Hollow Road Farm was still highlighted as the Borough Council's preferred option.

Cllr Hopfensperger commented that she could not understand how the public could be invited to nominate further waste sites without having been advised of the selection criteria. Identification of suitable sites was the responsibility of the County and Borough Councils.

Cllr Hopfensperger advised the likely introduction of opt-in charges for the collection of organic waste.

Cllr Hopfensperger reported that Suffolk County Council would be bidding to seek greater devolved powers from central government.

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The meeting was adjourned for public question time

Councillors were advised that leaflets had been distributed throughout the parish encouraging residents to attend the Borough Council meeting on Tuesday 22 September in order to register their objection to siting the proposed West Suffolk Operational Hub at Hollow Road Farm.

Cllr Hopfensperger left the meeting.

The meeting reconvened.

7. Decisions taken since the last meeting

The Clerk reported that, following consultation with councillors, he had summoned councillors to extraordinary meeting on 4 and 20 August to deal with urgent planning applications.

The Clerk also advised that, following consultation with councillors, he had issued Waste Hub updates 1 and 2 to local residents on the contact mailing list.

8. West Suffolk Operational Hub (WSOH)

Cllrs agreed with the views and concerns expressed earlier by the Borough Cllr, Rebecca Hopfensperger,

Cllr Collier reported on a meeting with the chairmen of Great Barton and Fornham All Saints parish councils advising that they would be meeting Borough Councillor, Peter Stevens, prior to the full council meeting on 22 September.

9. Planning and Environment

(i) Cllrs considered the following planning applications:

15/1576/HH:	4 Rectory Gardens, The Drift, IP31 1SU	No objection
15/1665/HH:	1-2 Rectory Gardens, The Drift, IP31 1SU	No objection
15/1521/HH:	3 Oak Green, IP31 1TH	No objection

The Clerk advised that eight applications had been received in the last three days, all relating to Lark's Pool Farm and that he was awaiting confirmation that the planning authority would extend the consultation period to permit them to be considered at the parish council meeting on 15 October.

Cllrs noted the following planning decisions made since the last meeting:

15/1113:	6 Gleneagles Close, IP28 6XA	Approved
15/1074:	Park Gate Plantation	Approved
15/1332:	Fornham Park, Thetford Road, IP28 6TY	Approved

(ii) The Chairman advised that the verges by the golf club and opposite Flint Cottages were overgrown. Cllrs agreed that the Chairman should contact Steve Rodwell to undertake this work.

(iii) Cllrs considered the problems arising from Chafer bugs and moles within the playing field. It was agreed that the Clerk should contact:

- Suffolk Golf Club for guidance regarding the mole infestation;
- Mr M Turner for guidance on the Chafer bug infestation.

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10. Finance

- (i) Cllrs agreed that the report of the Responsible Finance Officer for September 2015 (Appendix 2) be received and that any outstanding payments be made.
The Clerk reported that a further invoice had been received from David Hoggett for litter duties in the sum of £191.76. Cllrs approved the payment.
- (ii) The Clerk reported on insurance quotations received, via parish council brokers, Came and Company, from Aviva, Hiscox and Ecclesiastical.
Cllrs agreed that the quotation from current insurer, Aviva, be accepted as they had offered the lowest premium and were recommended by Came and Company. Cllrs further agreed that a 3-year agreement be made with Aviva and that the discounted premium of £381.24 be paid.

11. Governance

Cllrs considered and agreed the meeting dates proposed in appendix 3.

12. *The Bugle*

- (i) Cllrs agreed to enter *The Bugle* for the Newsletter of the Year;
- (ii) Cllrs noted the copy and print deadlines agreed with *The Bugle's* editors;
- (iii) Cllrs agreed to continue publishing the full minutes of parish council meetings in *The Bugle* but agreed to re-visit the issue later in 2016.

13. Community

- (i) Cllrs considered the following parish boundary issues raised by the Community Governance Review:
 - Oak Lodge, IP28 6LP – parish boundary runs through the property;
 - whether the area between Fornham Lock Bridge and the Sheepwash Bridge, adjacent to the seaage works entrance should be in Fornham St Genevieve or Fornham All Saints.

It was agreed that the Chairman should liaise with the relevant parish council chairmen and make contact with the residents involved to seek their views on which parish they feel most connected to.
- (ii) Cllrs agreed that the two notice boards in Fornham St Genevieve and in Lark Valley Road are not fit for purpose and should be replaced. Cllr Forster was asked to seek quotations for appropriate replacements.
- (iii) Cllrs considered whether to hold a village fete in 2016 but agreed that they did not wish to compete with the church fete.

14. Councillors' reports and items for future agenda

- (i) Reports on meetings attended had been considered;
- (ii) It was agreed that Cllr Jayne Hubbard attend a SALC planning training course;
- (iii) It was agreed that Neighbourhood Planning be considered at a future meeting;
- (iv) There were no items of further information.

The meeting ended at 9.30pm.

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Chairman

15 October 2015

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Appendix 1: Actions arising from prior meetings

Presented to Parish Council meeting dated 17 September 2015

Cllrs – All Councillors	PB – Paul Butler	MC – Mike Collier
PF – Peter Forster	GH – Gary Hubbard	JH – Jayne Hubbard
NO – Nick Owen		
Clerk – Paul MacLachlan	RH – Rebecca Hopfensperger - Borough/County Cllr	

Actions carried forward from Parish Council meeting dated 18 June 2015

Ref	Action	Who	Done
Meeting dated 18 June 2015			
11	Write to Greene King asking that original pub signage be re-instated – landlord has replied that customers are content with signage – no further action	Clerk	Yes
11	Arrange for church fete to be placed on agenda for next meeting	Clerk	Yes
Meeting dated 16 July 2015			
5(i)	Seek second quotation for trimming hedges around playing field and raising the height of lowest tree branches	Clerk	Yes
5(ii)	Seek repair to lay-by near golf course Suffolk CC to keep under review	Clerk	Yes
6	Contact Hen Abbott regarding Vehicle Activated Signage To seek clarification from Parish Council about signage location and funding prior to further action.	Clerk	
6	Ascertain timetable for repairs to bus stop at the bottom of Barton Hill – work completed	Clerk	Yes
6	Ascertain timetable for footpath improvements outside Flint Cottages – work to begin on 26 October	Clerk	Yes
8	Draft letter to Leader of the Council thanking him for his commitment to a thorough evaluation of other Hub sites	Clerk	Yes
8	Arrange subscription to Materials Recycling World	Clerk	Yes
9(ii)	Weed between or around edges of play surfaces	PF	Yes
10(ii)	Request repair to entrance of Old Hall Road Authority state that road is not their responsibility	Clerk	Yes
10(iii)	Arrange for rights of way to be cleared	Clerk	Yes
11(ii)	Meet with Chair and Vice-Chair to agree employment-related costs	Clerk	Yes
12(i)	Meet with Chair and Vice-Chair to agree draft Standing Orders and Financial Regulations	Clerk	Yes
13(ii)	Advise Cllrs Collier and Owen proposing to attend Vision 2013 Liaison Group	Clerk	Yes

Publication of delegated decisions

After consultation with councillors:

- (i) meetings called on 4 and 20 August to consider planning applications;
- (ii) circulated Waste Hub updates #1 and #2 to residents on mailing list.

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**Appendix 2: September 2015 RFO report
Presented to the Parish Council meeting dated 17 September 2015**

Chq	Payments	Gross	VAT	Net	
1773	M&TJs	222.00	37.00	185.00	Grass cutting
1774	St Edmundsbury BC	199.58	33.26	166.32	Supply and installation of dog bin
1775	Paul MacLachlan	375.77	0.00	375.77	Sept salary
1776	HMRC	93.80	0.00	93.80	Sept Tax and NI
1777	Aida Pest Control	162.00	27.00	135.00	Moles in play area
	Payments reported	1,053.15	97.26	955.89	

Receipts	Gross	VAT	Net	
Bank of Ireland	2.06	0.00	2.06	Interest
Orange	4.28	0.00	4.28	Refund
	6.34	0.00	6.34	

The Parish Council will be considering approval of a further payment for 2015/16 insurance cover under agenda item 10(ii)

2014/15 Actual		2015/16 Actual	2015/16 Budget
	Income		
	Precept	17,842.00	17,842.00
	Parish Support Grant	2,158.00	2,158.00
	Other Grants	0.00	0.00
	Interest	9.30	30.00
	Other Income	0.00	0.00
0.00	Total	20,009.30	20,030.00
	Expenditure		
	Staff costs	2,272.57	5,500.00
	Office Admin Costs	476.20	1,510.00
	Office Equipment Costs	32.00	350.00
	Insurance	0.00	425.00
	Subscriptions	505.00	500.00
	Auditor Fees	280.00	500.00
	Election Costs	0.00	0.00
	Publications and Training	166.30	100.00
	Cost of meetings	0.00	300.00
	Website	0.00	0.00
	VAT paid	403.84	1,500.00
	VAT Refunded	-1,610.89	-1,500.00
0.00	Administration Costs	2,525.02	9,185.00
	Grass Cutting	910.00	1,800.00
	Planters and Planting	53.82	100.00
	Litter Picking	980.22	2,000.00
	Paths Maintenance	0.00	950.00
	Trees Maintenance	400.00	400.00
	Refuse / Bin Collection	488.80	800.00
	Other Environmental Costs	179.00	750.00
0.00	Environment	3,011.84	6,800.00
	Play Area Mowing	0.00	800.00
	Play Area Maintenance	565.98	470.00
	Play Area Insurance	0.00	150.00
	Play Area Safety Inspections	0.00	0.00
0.00	Play Area	565.98	1,420.00
	Bugle: Editing	499.21	1,200.00
	Bugle: Printing and Distribution	392.46	1,300.00
	Bugle: Advertising	-360.00	-1,200.00
0.00	The Bugle	531.67	1,300.00
	Community Events	0.00	50.00
	Community Campaigns	91.65	50.00
	Community Assets	0.00	100.00
0.00	Community Costs	91.65	200.00
	S137 Village Hall donations	899.79	1,600.00
	S137 Churchyard donation	1,000.00	1,000.00
	Other S137 donations	0.00	200.00
0.00	Section 137 Donations	1,899.79	2,800.00
0.00	Total Expenditure	8,625.95	21,705.00
0.00	Surplus / Deficit	11,383.35	-1,675.00

Bank	Bank balance at 31 March 2015	11,434.00	
Reconciliation	Less outstanding cheques	-489.89	10,944.11
	Surplus for 2015/16		11,383.35
			22,327.46
	Bank balance at 31 August 2015	23,352.89	
	Less outstanding cheques	-1,025.43	22,327.46
	Less payments to be authorised	-1,053.15	
	Plus credits in transit	0.00	-1,053.15
	Net available funds available		21,274.31

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Appendix 3: Future meeting dates

Presented to Parish Council meeting dated 17 September 2015

Parish Council meeting

15 October 2015

19 November 2015

No December meeting

14 January 2016

11 February 2016

10 March 2016

14 April 2015

12 May 2016

09 June 2016

14 July 2016

No August meeting

08 September 2016

13 October 2016

10 November 2016

No December meeting

12 January 2017

09 February 2017

09 March 2017

13 April 2015