

Fornham St Martin cum St Genevieve Parish Council

Minutes of the Annual Meeting of Fornham St Martin cum St Genevieve Parish Council
Held at the Village Hall on Thursday 10th May 2018 at 8:49pm

Councillors present: Cllr. M. Collier (MC), Cllr. P. Forster (PF), Cllr. P. Borrett (PBo), Cllr. J. Hubbard (JH), Cllr. G. Hubbard (GH) & Cllr. L. Flaherty (LF).

Present: Clerk – Vicky Bright. 2 Members of the Public.

		Action
18/05/1	<p>Meeting opened at 8:49pm ANNUAL COUNCIL BUSINESS Election of Chairman: Cllr. P. Forster proposed Cllr. M. Collier, this was seconded by Cllr. G. Hubbard. All voted in favour and Cllr. Collier accepted and signed his Declaration of Acceptance to Office as Chairman.</p> <p>To Receive the Chairman’s Declaration of Acceptance of Office: Cllr. M. Collier signed the declaration of office of Chairman for the year 2018-2019 and this was witnessed and countersigned by the Clerk.</p>	
18/05/2	<p>Chairman’s Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)): The Chairman welcomed everyone. Apologies: Cllr. P. Butler Absent: None.</p>	
18/05/3	<p>Election of Vice Chairman: Cllr. L. Flaherty proposed Cllr. G. Hubbard, this was seconded by Cllr. P. Forster. All voted in favour. Cllr. Hubbard accepted and signed his Declaration of Acceptance of Office as Vice Chair.</p> <p>To Receive the Vice Chairman’s Declaration of Acceptance of Office: Cllr. G. Hubbard signed the declaration of office of Vice Chairman for the year 2018-2019 and this was witnessed and countersigned by the Clerk.</p>	
17/05/4	<p>To Receive the Declarations of Office by Members: All members signed their declaration of office of Councillor for the year 2018-2019 and these were witnessed and countersigned by the Clerk. The Clerk is to send a form to Cllr. Butler to sign and return.</p>	Clerk/PBu
18/05/5	<p>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III: None.</p>	
18/05/6	<p>Appointment of Councillor Responsibilities & Representatives on Outside Bodies: Resolved 18/05/6.01 Representative on Village Hall Committee – Cllr. Paul Butler. SALC Liaison – Clerk. SEBC Parish Forum Liaison – Clerk & Cllr. Mike Collier. WSOH Point of contact – Cllr. Mike Collier.</p>	

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	<p>Councillor's responsible for Planning – Cllr. Mike Collier, Cllr. Jayne Hubbard, Cllr. Penny Borrett & Cllr. Paul Butler.</p> <p>Councillor's responsible for Inspection of Play Equipment – Rota to be agreed at each meeting.</p> <p>Councillor's responsible for Street Lighting – All Councillor's and Clerk to report.</p> <p>Councillor's responsible for Trees / Footpaths – Cllr. Lizzi Flaherty.</p> <p>Councillor responsible for Asset Risk Assessment – Cllr. Collier & Clerk</p>
18/05/7	<p><u>Appointment of the Responsible Financial Officer:</u></p> <p><u>Resolved 18/05/07.01</u></p> <p>It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2018-2019.</p>
18/05/8	<p><u>Adoption of the Annual Governance Statement 2017-2018:</u></p> <p><u>Resolved 18/05/8.01</u></p> <p>The Clerk presented the Internal Auditors written report; no significant issues were highlighted. Although it had been recommended to do Budget review quarterly as Best Practice and to record the Powers for granting Donations within the Minutes of meetings. As such, the Internal Audit Report for 2017-2018 was adopted.</p> <p><u>Resolved 18/05/8.02</u></p> <p>The Annual Return for 2017-2018 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor's present and signed as such by the Chairman (MC) and the RFO.</p>
18/05/9	<p><u>To Approve the Final Accounts for the Financial Year ended 31st March 2018:</u></p> <p>The Income for 2017/18 was £26,989.85, the Expenditure was £30,943.27. The balance of 2017/18 carried forward £9,041.02.</p> <p><u>Resolved 18/05/9.01</u></p> <p>The final accounts and Bank Reconciliations for the financial year ended 31st March 2018 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (MC) & the RFO.</p> <p><u>Resolved 18/05/9.02</u></p> <p>Section 2 Accounting Statements 2017/18 of the Annual Return were approved and accepted by all Councillor's and signed as such by the Chairman (MC).</p>
18/05/10	<p><u>To Review & Adopt the Budget for 2018/2019:</u></p> <p><u>Resolved 18/05/10.01</u></p> <p>The Clerk presented an Actual to Budget Report and the projected budget for 2018-19 was scrutinised and approved and signed by the Chairman (MC).</p>
18/05/11	<p><u>Review & Adoption of Financial Risk Assessment 2018/2019:</u></p>

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	<p><u>Resolved 18/05/11.01</u> The Financial Risk Assessment for the financial year 2018-19 was reviewed and adopted by the Full Council and signed by the Chairman (MC).</p>
18/05/12	<p><u>Review Effectiveness of Internal Audit Procedure:</u> <u>Resolved 18/05/12.01</u> The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2018-19.</p>
18/05/13	<p><u>To Consider any Annual Donations:</u> <u>Resolved 18/05/13.01</u> Village Hall Committee = £500 (LGA 1976 (Miscellaneous Provisions) s19). St Martins Church (Churchyard Maintenance) = £500 plus a donation of £198 towards tree works in the churchyard (Local Government Act 1972, s. 214(6&8)). Elderberry & Friendship Club = £200 (s137) Fornham St Martin Mother & Toddler Group = £200 (s137) Fornham Computer Club = £100 (s137).</p>
18/05/14	<p>ORDINARY COUNCIL BUSINESS <u>Minutes of the meeting held on 12th April 2018- LGA 1972, Schedule 12, para 41(2):</u> <u>Resolved 18/05/14.01</u> The minutes of the meeting held on 12th April 2018 were adopted as a true statement and signed by the Chairman (MC).</p>
18/05/15	<p><u>Planning Applications:</u></p>
i)	<p>DC/18/0730/HH - Single storey side extension - 8 Turnberry Drive, Fornham St Martin <u>Resolved 18/05/15.01</u> No objections to application DC/18/0730/HH.</p>
ii)	<p>DC/18/0654/FUL - General purpose bulk storage building - Hall Farm, The Drift, Fornham St Martin <u>Resolved 18/05/15.02</u> No objections to DC/18/0654/FUL.</p>
iii)	<p>DC/18/0566/FUL - Refurbishment of existing MINI valet to create new after-sales workshop and refurbishment of existing BMW showroom to include new customer entrance portal (ii) Re-configuration of existing customer parking and addition of flag poles (ii) Creation of secure car storage parking area - Lancaster BMW Thetford Road, Fornham St Martin, IP31 1SX <u>Resolved 18/05/15.02</u> No objections submitted on 30th April 2018, to application DC/18/0566/FUL.</p>
iv)	<p>Update on DC/16/2792/FUL Appeal Appeal decision still pending.</p>
v)	<p>WSOH/CLG Update</p>

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The second meeting of the CLG was held at West Suffolk House. The contractors for the project were confirmed as Morgan Sindall. The ongoing methods of communication were discussed and agreed. Main works will start around the 21st May and the completion date is late 2019. The working hours to be 8.00am to 6.00pm Monday to Friday and 8.00am to 1.30pm Saturday. All suppliers have been given designated routes of access to the site. Morgan Sindall are committed to keeping the community up to date with issues that might affect the villages.

- vi) **Boundary Review Update - OneCouncil**
The Consultation ended on 28th March, there has been a good response, changes have been suggested. The next step is that all the responses are sent to the Boundary Commission who will look at these and come back in July with their recommendations, there will be a period on Consultation with the Boundary Commission which will run from 3rd July to 27th August this will be an opportunity for further submission to be sent to them, once this period is over they will look at these again and in October will issue the final order.

18/05/16

- i) **Finance & Policies:**
Parish Council Bank Reconciliation from List of Payments/Receipts April 2017

Resolved 18/05/17.01.

That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (MC). The bank account balance as of 1st May 2018 is £32,185.37

- ii) **Cheques for signing and approval and to authorise payment of outstanding invoices**
Resolved 18/05/16.02
It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. G. Hubbard and Cllr. M. Collier.

Mr & Mrs L Pott	Litter picking	1994	£216.66
Mrs V Bright	Mileage, expenses & backdated pay rise Apr 18	1995	£38.18
Mrs V Bright	Office allowance 2018-19	1996	£208.00
Village Hall	Donation (LGA 1976 s19)	1997	£500.00
St Martins Church	Churchyard Maintenance donations (LGA 1972 s214 (6&8))	1998	£500.00
		1999	£198.00
Toddler group	Donation (s137)	2000	£200.00
Elderberry Group	Donation (s137)	2001	£200.00
Computer Club	Donation (s137)	2002	£100.00

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ii)	<p>The Clerk advised that the monthly inspection reports had identified no new items for concern or consideration. Cllr. Jayne Hubbard agreed to carry out the weekly inspections until the next meeting in June.</p>	JH
iii)	<p>New Notice Board – Barton Hill Update The Clerk is still waiting receipt of the payment from Cllr. Hopfensperger’s Locality Budget and Cllr. Hopfensperger is to chase this up again.</p>	
	<p>Update on Barton Hill Verges (Anglian Water) Cllr. Borrett met with Anglian Water to discuss the issue of the Daffodil bulbs and verges being reinstated. Anglian Water have agreed to reinstate the bulbs at planting time. The Clerk is now to chase the grass cutting in the village with SCC/SEBC.</p>	Clerk/MC
18/05/19	<p><u>Items for next Meeting to be held on Thursday 14th June 2018 at 7:30pm, in the Village Hall.</u> Cllr. Collier advised that the Welcome pack software has now been updated and it is hoped that SEBC will print 50 copies.</p> <ul style="list-style-type: none">• VAS Data & Second Unit• Grass Cutting Schedules SEBC/SCC & Quotes etc.• Ramblers Footpath Update – Russell Baron Estate• Bugle Printing Quotes• New Notice board – Barton Hill Update• GDPR Update• APM Feedback <p>Meeting closed at 9:51pm</p> <p>Signed: <i>Mike Collier</i> Chairman, FSMSGPC</p> <p style="text-align: right;">Date: 14th June 2018</p>	MC

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