

# 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 11<sup>th</sup> May 2017 at 8:53pm

**Councillors present:** Cllr. M. Collier (MC), Cllr. P. Butler (PBU), Cllr. P. Forster (PF) & Cllr. L. Flaherty (LF).

**Present:** Clerk – Vicky Bright.

		Action
17/05/1	<p><b>Meeting opened at 8:53pm</b> <b>ANNUAL COUNCIL BUSINESS</b> <b>Election of Chairman:</b> Cllr. P. Forster proposed Cllr. M. Collier, this was seconded by Cllr. P. Butler. All voted in favour and Cllr. Collier accepted and signed his Declaration of Acceptance to Office as Chairman.</p> <p><b>To Receive the Chairman's Declaration of Acceptance of Office:</b> Cllr. M. Collier signed the declaration of office of Chairman for the year 2017-2018 and this was witnessed and countersigned by the Clerk.</p>	
17/05/2	<p><b>Chairman's Welcome &amp; Acceptance of Apologies for Absence (LGA 1972, Section 85(1) &amp; (2)):</b> Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 to consider the exclusion of the public and press for confidential items had taken place before the public meeting.</p> <p>The Chairman welcomed everyone. <b>Apologies:</b> Cllr. G. Hubbard, Cllr. J. Hubbard &amp; Cllr. P. Borrett. <b>Absent:</b> None.</p>	
17/05/3	<p><b>Election of Vice Chairman:</b> Cllr. P. Butler proposed Cllr. G. Hubbard, this was seconded by Cllr. Flaherty. All voted in favour. Cllr. Hubbard was appointed in his absence and the Clerk will arrange signing of his Declaration of Acceptance of Office upon his return from holiday.</p>	Clerk/GH
17/05/4	<p><b>To Receive the Declarations of Office by Members:</b> All members signed their declaration of office of Councillor for the year 2017-2018 and these were witnessed and countersigned by the Clerk.</p>	
17/05/5	<p><b>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</b> None.</p>	
17/05/6	<p><b>Appointment of Councillor Responsibilities &amp; Representatives on Outside Bodies:</b> This is to be deferred to the next meeting, when all Councillors will be present.</p>	
17/05/7	<p><b>Appointment of the Responsible Financial Officer:</b> <b>Resolved 17/05/07.01</b> It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2017-2018.</p>	
17/05/8	<p><b>Adoption of the Annual Governance Statement 2016-2017:</b> <b>Resolved 17/05/8.01</b></p>	

# 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 11<sup>th</sup> May 2017 at 8:53pm

- The Annual Return for 2016-2017 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.
- 17/05/9** **To Approve the Final Accounts for the Financial Year ended 31<sup>st</sup> March 2017:**  
The Income for 2016/17 was £29,106.12, the Expenditure was £27,480.19. The balance of 2016/17 carried forward £12,944.44.  
**Resolved 17/05/9.01**  
The final accounts and Bank Reconciliations for the financial year ended 31<sup>st</sup> March 2017 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (MC).
- Resolved 17/05/9.02**  
Section 2 Accounting Statements 2016/17 of the Annual Return were approved and accepted by all Councillor's and signed as such by the Chairman (MC) and the RFO.
- 17/05/10** **To Review & Adopt the Budget for 2017/2018:**  
**Resolved 17/05/10.01**  
The projected budget for 2017-18 was scrutinised and approved and signed by the Chairman (MC).
- 17/05/11** **Review & Adoption of Financial Risk Assessment 2017/2018:**  
**Resolved 17/05/11.01**  
The Financial Risk Assessment for the financial year 2017-18 was reviewed and adopted by the Full Council and signed by the Chairman (MC).
- 17/05/12** **Review Effectiveness of Internal Audit Procedure:**  
**Resolved 17/05/12.01**  
The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2017-18.
- 17/05/13** **To Consider any Annual Donations:**  
**Resolved 17/05/13.01**  
Village Hall Committee = £500 (LGA 1976 (Miscellaneous Provisions) s19).  
St Martins Church (Churchyard Maintenance) = £500 plus a donation of £170 towards tree works in the churchyard (Local Government Act 1972, s. 214(6)).  
  
It was agreed to defer the donation requests from the Elderberry Group and the Toddler Group until the June meeting.
- 17/05/14** **ORDINARY COUNCIL BUSINESS**  
**Minutes of the meeting held on 20<sup>th</sup> April 2017- LGA 1972, Schedule 12, para 41(2):**

# 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 11<sup>th</sup> May 2017 at 8:53pm

## **Resolved 17/05/14.01**

The minutes of the meeting held on 20<sup>th</sup> April 2017 were adopted as a true statement and signed by the Chairman (MC).

17/05/15  
i)

## **Planning Applications:**

**DC/17/0773/FUL - Retention of dwelling - Fornham Farm Thetford Road Fornham St Martin**

## **Resolved 17/05/15.01**

Fornham St Martin cum St Genevieve Parish Council strongly objects to application DC/17/0773/FUL, and would stress that our previous comments and concerns have not changed. We believe this is a new build, as the existing building has all but been demolished and the new building in its place is bigger and not on the original footprint. We believe that the exit/entrance is on a very busy 60mph road, and is therefore dangerous, we note that Highways also object to the entrance location and has raised concerns. The development is on low lying wetland, and as such is at risk of flooding, it is also located outside the secondary boundary. Our opinion is that the build size and design is out of keeping with the character of the natural surrounding environment.

ii)

**DC/17/0369/ADV - Application for Advertisement Consent - 3no. Non Illuminated Hoarding Signs (Temporary) - Suffolk Golf And Spa Hotel , The Street, Fornham St Genevieve**

## **Resolved 17/05/15.02**

Fornham St Martin cum St Genevieve Parish Council offers no objections to application DC/17/0369/ADV, with the following comments to be submitted; We would very much like to see the signs approved, as we are in support of the Commercial Success of the Hotel and its Management, however, we would hope to see the application approved with the 3 signs being set further apart and further back, ideally within the applicants own boundary and on their land.

iii)

**DC/17/0735/FUL - Installation of electrical substation; data and electrical distribution housing unit (ii) underground LPG gas supply tanks (iii) bin storage area and fencing (iv) extended access road - in association with holiday lodge development - The Dream Lodge Group Fornham Park Fornham St Genevieve Suffolk**

## **Resolved 17/05/17.03**

Fornham St Martin cum St Genevieve Parish Council would like to submit the following comments and concerns regarding application DC/17/0735/FUL;

We are greatly concerned that this application is in fact a retrospective application as the substation has already been installed, and that the applicant has failed to follow proper process. We have concerns regarding safety with the electrical substation and the gas supply being in close proximity to each other, and would hope that Regulations regarding this have been adhered to, there is also concern that it is in close proximity to the existing lodges on site.

We would also like to express that in our opinion, the application should only be approved in so long as the facility is provision only for the current 26 lodges on site and is not also

# 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 11<sup>th</sup> May 2017 at 8:53pm

planned to provide for further developments or applications for more lodges in the future. The Parish Council does not object to the application, but neither does it support the application.

**iv) Discussion regarding Golf Course Application & Pidgeon Lane Barns Development (Builders Yard)**

Cllr. Flaherty explained that residents of Park Avenue have raised concerns to her regarding the constant building works and vehicle movement at the end of Park Avenue. Roads have apparently been cleared through woodland, depleting the woodland and reducing wildlife in the area. Residents have also raised concerns that large bonfires are being burnt early mornings and at weekends, the fire brigade have attended recently and the Environment Agency have stated that the development needs a D7 Licence to burn trade/building waste, which they do not have. It also appears that the river is being diverted, although this may be due to the river banks etc. being tidied up. There is fencing attached to the pathways and it appears headstones in the St Genevieve old cemetery. Concerns have also been brought to the attention of Cllr. Flaherty regarding an application for a Builders Yard development at the old barns at the end of Pidgeon Lane. There is apparently no connection to this development and the Hotel development, however, the planning applications bear the same applicant name, there are concerns over what further plans may be in store and what, if any, connection there is to the Hotel. There are also concerns regarding trees that may have TPO's that are being cut down.

It was suggested that Cllr. Collier and Cllr. Flaherty try and meet informally with the owner of the Hotel, to discuss the concerns and to establish any connection to the Pidgeon Lane Builders Yard development and any further plans being considered.

MC/LF

**17/05/16**

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

**Resolved 17/05/17.01.**

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 28<sup>th</sup> April 2017 is £33,214.14

**ii) Cheques for signing and approval and to authorise payment of outstanding invoices**

**Resolved 17/05/16.02**

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. P. Forster and Cllr. M. Collier.

SALC	Subscription 2017/18	001915	£507.65	
M&TJ's	Grass cutting April 2017	001916	£468.00	
Mrs V Bright	Mileage & Expenses	001917	£15.59	
Mr M Collier	Signs for Play Area	001918	£25.00	

**iii) Review & Adoption of Asset Register & Review of Insurance Schedule & Policy**  
**Resolved 17/05/16.03**

# 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 11<sup>th</sup> May 2017 at 8:53pm

	<p>The Asset Register for 2016-2017 was reviewed and adopted, and signed as a true record by the Chair (MC).</p>	
	<p>It was suggested that the Clerk investigate the street lighting owned by the Parish Council, and establish with SCC who is responsible for maintaining it.</p>	Clerk
	<p>The Clerk is to update the Insurance Schedule/Policy with the updated Asset Register for the 2017-2018 cover.</p>	Clerk
17/05/17	<p><b>Correspondence:</b> None.</p>	
17/05/18	<p><b>Parish Matters:</b></p>	
i)	<p><b>Defibrillator</b> Funding has been received from the Big Lottery. BT have confirmed adoption of the Phone Box outside the Village Hall, for a cost of £1. The Clerk is to sign and return the contract and when the phone box is officially handed over to the Parish Council, she will liaise with CHT to purchase and install the equipment and to arrange a Village Information Session, date to be confirmed.</p>	Clerk
ii)	<p><b>Play Area Inspection Reports &amp; Agree Rota / Trim Trail Signage Update &amp; Funding / Goal Posts Quotes</b> The Clerk advised that the monthly inspection reports had identified no new items for concern or consideration.</p> <p>The Clerk advised that the equipment sign for the Hurdles equipment had been left off the original quote. It was agreed to instruct Signet Signs for the seven signs (including the Hurdles sign). The Clerk is to order them. The Clerk advised that funding may be available for the signage through the County Councillor's Locality Budget.</p> <p>The Clerk is to get quotes to make good the goal posts on the Playing Field.</p>	Clerk  Clerk
iii)	<p><b>New Planter Quote / Moving Existing Planters Update</b> The Clerk confirmed that it had been agreed to leave the planter outside the village hall where it is, and to move the one on the corner of Old Hall Lane along the verge about 10 paces so that it is not under the large tree. David Randall asked for volunteers to assist with moving the planter, Cllr. Collier, Cllr. Forster &amp; Cllr. Butler offered their help.</p> <p>The Clerk presented two quotes for a new planter as close in likeness to the existing ones that she could find. It was agreed to defer agreeing the location of the new planter until the June meeting and to defer ordering the planter until the Autumn.</p>	MC/PF/PBu
	<p><b><u>Items for next Meeting to be held on Thursday 22<sup>nd</sup> June 2017 at 7:30pm, in the Village Hall.</u></b></p> <ul style="list-style-type: none"><li>• Defibrillator Update</li><li>• Leaves on Footpaths &amp; overgrown vegetation on footpaths (Quotes/Options)</li><li>• Maintenance Quotes for 2 benches (Parklands Green, Opp. Bus Shelter)</li></ul>	

# 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 11<sup>th</sup> May 2017 at 8:53pm

- Parking on Grass Verges
- Goal Posts Quote
- Street Lighting Update
- Annual Donations (Elderberries & Toddler Group)
- Councillor Responsibilities and Representatives on Outside Bodies

Meeting closed at 11:05pm

Signed: *Mike Collier*

Date: 22<sup>nd</sup> June 2017

Chair, Fornham St Martin cum St Genevieve Parish Council

# 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 11<sup>th</sup> May 2017 at 8:53pm