

# 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 20<sup>th</sup> May 2021

**Councillors present:** Cllr. M. Collier (MC), Cllr. P. Forster (PF), Cllr. P. Borrett (PBo), Cllr. J. Borrett (JBo), Cllr. G. Hubbard (GH), Cllr. P. Butler (PBu) & Cllr. F. Stennett.

**Present:** Clerk – Vicky Bright. Cllr. R. Hopfensperger WSC/SCC. 0 Members of the Public.

<p>21/05/1</p>	<p><b>Meeting opened at 7:30pm</b> <b>ANNUAL COUNCIL BUSINESS</b> <b>Election of Chairman:</b> Cllr. M. Collier proposed Cllr. J. Borrett, this was seconded by Cllr. P. Butler. All voted in favour and Cllr. Borrett 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. J. Borrett signed the declaration of office of Chairman for the year 2021-2022 and this was witnessed and countersigned by the Clerk.</p> <p>Thanks were expressed to Cllr. Mike Collier for his 17 years as Chairman on the Parish Council.</p>
<p>21/05/2</p>	<p><b>Statement to Defer the Annual Parish Assembly:</b> The Local Government Act 1972 requires that a meeting of the parish shall assemble annually, on a day between 1st March and 1st June (both dates inclusive). Please note that due to the COVID-19 coronavirus pandemic, and in accordance with the guidance issued by the Government regarding restrictions on public assemblies, the Parish Council voted that it would not be in the interests of public safety for:</p> <p>The Parish Council to fix a date for the 2021 Annual Parish Assembly, until after Step 4 of the Roadmap out of Lockdown (21 June 2021). The Chairman of the Parish Council will convene the Parish Assembly later in the year.</p>
<p>21/05/3</p>	<p><b>Chairman's Welcome &amp; Acceptance of Apologies for Absence (LGA 1972, Section 85(1) &amp; (2)):</b> The Chairman welcomed everyone. <b>Apologies:</b> None. <b>Absent:</b> None.</p>
<p>21/05/4</p>	<p><b>Local Authority Reports:</b> See Annual Reports submitted by Cllr. Hopfensperger; <b>Appendix 1.</b></p> <ul style="list-style-type: none"><li>• Cllr. Hopfensperger was asked to look into the caravans on the A1101.</li><li>• Infrastructure concerns were raised regarding the Tollgate and Marham Park developments.</li><li>• The Council raised interest in the status of the proposed footpath on Kytson Way (British Sugar).</li></ul>

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21/05/5	<p><b><u>Election of Vice Chairman:</u></b> Cllr. J. Borrett proposed Cllr. G. Hubbard, this was seconded by Cllr. F. Stennett. All voted in favour. Cllr. Hubbard accepted and signed his Declaration of Acceptance of Office as Vice Chair.</p> <p><b><u>To Receive the Vice Chairman's Declaration of Acceptance of Office:</u></b> Cllr. G. Hubbard signed the declaration of office of Vice Chairman for the year 2021-2022 and this was witnessed and countersigned by the Clerk.</p>
21/05/6	<p><b><u>To Receive the Declarations of Office by Members:</u></b> All members signed their declaration of office as Councillor for the year 2021-2022 and these were witnessed and countersigned by the Clerk.</p>
21/05/7 i)	<p><b><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u></b> Cllr. Frank Stennett Item 19 (ii).</p>
ii)	<p>The Clerk asked all Councillors to check their Register of Interests Forms on the WSC website, to be updated, if necessary, and countersigned by Clerk.</p>
21/05/8	<p><b><u>Appointment of Councillor Responsibilities &amp; Representatives on Outside Bodies:</u></b> Representative on Village Hall Committee – Cllr. Paul Butler. SALC Liaison – Clerk. SEBC Parish Forum Liaison – Clerk &amp; Chair (Cllr. J. Borrett). Councillor's responsible for Planning – Cllr. Mike Collier, Cllr. Penny Borrett, Cllr. Paul Butler, Cllr. John Borrett &amp; Cllr. Frank Stennett. Councillor's responsible for Inspection of Play Equipment – Rota to be agreed at each meeting. Councillor's responsible for Street Lighting – All Councillor's and Clerk responsibility to report. Councillor responsible for Trees / Footpaths – Cllr. John Borrett. *The Clerk is to chase Lizzi Flaherty for the TPO info and maps. Councillor responsible for Asset Risk Assessment – Cllr. Mike Collier &amp; Clerk (Back-Up) Councillor's Responsible for VAS Machine – Cllr. Mike Collier &amp; Cllr. Peter Forster Councillor responsible for VAS data – Cllr. John Borrett.</p>
21/05/9	<p><b><u>Appointment of the Responsible Financial Officer:</u></b> <b><u>Resolved 21/05/09.01</u></b></p>

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	<p>It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2021-22.</p>
21/05/10	<p><b><u>Adoption of the Annual Governance Statement (Section 1 AGAR) 2020-2021:</u></b></p>
i)	<p><b><u>Resolved 21/05/10.01</u></b> The Annual Return for 2020-2021 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 (JBo) and the RFO.</p>
ii)	<p><b><u>Resolved 21/05/10.02</u></b> The Clerk presented the Internal Audit report; no significant issues were highlighted. As such, the Internal Audit Report for 2020-21 was adopted.</p>
21/05/11	<p><b><u>To Approve the Final Accounts for the Financial Year ended 31<sup>st</sup> March 2019:</u></b></p>
i)	<p>The Income for 2020/21 was £28,230.69, the Expenditure was £24,431.78. The balance of 2020/21 carried forward £9,972.68. <b><u>Resolved 21/05/11.01</u></b> The final accounts and Bank Reconciliations for the financial year ended 31<sup>st</sup> March 2021 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (JBo) &amp; the RFO.</p>
ii)	<p><b><u>Resolved 21/05/11.02</u></b> Section 2 Accounting Statements (AGAR) 2020/21 were approved and accepted by all Councillor's and signed as such by the Chairman (JBo).</p>
21/05/12	<p><b><u>To Review &amp; Adopt the Budget for 2021/2022:</u></b></p>
	<p><b><u>Resolved 21/05/12.01</u></b> The Clerk presented an Actual to Budget Report and the budget for 2021-2022, with amendments to reflect the Clerks wage increase was scrutinised and approved and signed by the Chairman (JBo).</p>
21/05/13	<p><b><u>Review &amp; Adoption of Financial Risk Assessment 2021/2022:</u></b></p>
	<p><b><u>Resolved 21/05/13.01</u></b> The Financial Risk Assessment for the financial year 2021/22 was reviewed and adopted by the Full Council and signed by the Chairman (JBo).</p>
21/05/14	<p><b><u>Review Effectiveness of Internal Audit Procedure:</u></b></p>
	<p><b><u>Resolved 21/05/14.01</u></b> The Internal Audit Procedure was fully reviewed and it was agreed to continue with, and appoint, the current Internal Auditor, Mijan Ltd for the financial year 2021-22.</p>

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21/05/15

**Approve & Authorise Annual Standing Payments & Direct Debits:**

**Resolved 21/05/15.01**

The following standing payments and direct debits were approved;

Mrs V Bright	Clerks Monthly Salary	Local Government Act 1972ss. 101, 111 and 112	SO	PCM	£759.84
WSC	Waste	Litter Act 1983, 5 and 6	DD	PCM	£29.52
WSC	Dog Bins emptying	Litter Act 1983, 5 and 6	DD	PCM	£80.09
Eon	Hall Electric	Local Government (Miscellaneous Provisions) Act 1976, s.19	DD	PCM	SC £0.30 per day & £0.16.108p per Kwh Unit
WSC	Grass Cutting - Playing Field	Open Spaces Act 1906, s 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19.	DD	PCM	£126

21/05/16

**To Consider any Annual Donations:**

**Resolved 21/05/16.01**

Village Hall Committee = £500 (LGA 1976 (Miscellaneous Provisions) s19).

St Martins Church (Churchyard Maintenance) = £500 (Local Government Act 1972, s. 214(6&8)).

21/05/17

**ORDINARY COUNCIL BUSINESS**

**Minutes of the meeting held on 23<sup>rd</sup> April 2021 - LGA 1972, Schedule 12, para 41(2):**

**Resolved 21/05/17.01**

The minutes of the meeting held on 23<sup>rd</sup> April 2021 were adopted as a true statement and signed by the Chairman (JBo).

21/05/18

i)

**Planning Applications:**

**Boundary Commission Consultation – SCC Divisions (21<sup>st</sup> June 2021)**

The Clerk and Cllr. Hopfensperger advised the Council on the new consultation on Electoral Boundaries;

- Reducing Councillor's from 75 to 70. With Single Councillor divisions.
- Re-consultation is on the West Suffolk Bury Area
- Thingoe North and South will be merged into other divisions.
- The Bury Town division is to be split into two separate divisions.

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Cllr. Hopfensperger is due to attend meetings to discuss the changes and concerns and will report back to the Clerk following those meetings with more guidance and information. The deadline for comments is 21<sup>st</sup> June 2021. The Clerk is to forward the consultation link to all Councillor's.

- ii) **DC/21/0547/HH AMENDED – a. Single storey side link extension to house b. weatherboarding to existing dwelling. – Location: 1-2 Rectory Cottage, The Drift, Fornham St Martin IP31 1SU**  
**Resolved 21/05/18.01**  
It was agreed to object to the amended application DC/21/0547/HH, on the same grounds as previously regarding the proposed use of the Weatherboarding.
- iii) **(For Information Only)**  
**Update on DC/21/0534/TPO and the Enforcement Action Update for the Land adjacent to the Old Parsonage**  
The Clerk advised that no update had been received, despite chasing the Enforcement Officer. The Clerk is to forward to Cllr. Hopfensperger to chase up.
- 21/05/19  
i) **Highways/Footpaths & Trees:**  
**Flooding & Drainage Works Update - (BMW Garage) Barton Hill, Russell Baron Road & B1106 (Ditches)(RH)**
- Thetford Road flooding, emanating from Barton Hill is better from some works carried out including digging a shallow ditch from the footpath, however, as the ditch runs upward and is overgrown again it doesn't help much. Water and silt runs down the Barton Hill and collects at the corner/junction to flood the main road and also runs into the footpath. There are no gullies or drains on the hill.
  - Flooding at the bottom of Russell Baron Road is just as bad as ever, no works have been carried out to this at all. The problem is caused by blocked gullies and drains all the way down the road which is as steep as Barton Hill of course and all of that water cannot get away at the bottom.
- ii)
- Drainage works to the ditches on the B1106 have been done on the roundabout, but so far landowners have not yet been contacted about works to reinforce the ditches along the road.
- iii) Cllr. Hopfensperger is to follow up on the above with Highways.
- 30mph Roundel Works Update – Barton Hill (RH)**  
This has now been completed. It was discussed that other roundels and lining that have faded, and 30mph signs that need replacing be looked at.
- iv)
- Replace Village Sign/Highway Gates Update (RH)**

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- Cllr. Hopfensperger confirmed that works had been ordered, but it was classed as non-urgent, so no date had been set yet for works to start.
- v) **Update on footpaths Thetford Rd to B St Ed's and potholes: Mildenhall Rd & Manners Road (RH)**  
Potholes on the Mildenhall Road have been temporarily repaired, with re-surfacing due in the Summer.
- vi) Manners Road works have been ordered for pothole repairs. Cllr. Hopfensperger has asked for an inspection of the area and surrounding roads to identify other road defects.
- 21/05/20  
i) **Update on EV Charging Units Scheme**  
The Clerk confirmed that the Register of Interest had been submitted and received, but no update so far. Cllr. Hopfensperger is to chase this up.
- ii) **Discuss Quiet Lanes Scheme**  
As no lead contact has come forward to volunteer to run the scheme, it was agreed to take the item off the agenda.
- iii) **Parish Matters:**  
**Weekly Play Area Inspection Reports & Agree rota**  
Cllr. Paul Butler agreed to do the weekly inspections until the June meeting.
- iv) **To discuss the formal Monthly H&S Inspection Report for the Play Area**  
The Clerk presented the Annual RoSPA report, with several issues highlighted for attention. The Clerk is to liaise with the Play Inspection Company and clarify what repairs are needed and will get quotes.
- Trim Trail Bark Top Up Quotes**  
Deferred to the next agenda.
- St Johns Plantation/Golf Course Trees Update**  
Cllr. Hopfensperger gave the following update on the enforcement action;  
*"Andy Smith, Falcon Saunders and I, met last week to discuss the actions to remedy the issues at the Golf Course/St John's plantation. We are waiting for Falcon to provide us with a specification of remedial works and replacement planting to negate the impact of the loss of trees that Falcon has identified at the site. We are also awaiting some information regarding some replanting that had already been requested at another area of the site, so that we may effectively kill two birds with one stone and deal with all tree related issues at once.*  
*We will also request a retrospective planning application for the outdoor gym that has been constructed so that we may control things such as the changes in land levels by way*

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- v) *of condition, it is Falcon's view that the land levels have changed which may be detrimental to remaining trees in the area.  
As you can see All Saints Hotel have been told to carry out some remedial work and replanting of trees in the area and planning permission is being sort for the outdoor gym with a condition on how to mitigate for the change of land level which may well effect the trees. I will ensure that I keep on top of the enforcement and that the actions are carried to try and mitigate some of the damage which has already occurred."*

- vi) **Discuss Noise Pollution/Fly Tipping Complaint – Pumping Station, Lark Valley**  
The Clerk advised of complaints received regarding a high-pitched noise, coming constantly from the Pumping Station at Lark Valley. So far the landowners and who is responsible for the site have been difficult to locate. Cllr. Hopfensperger is to look into this.

21/05/21

- i) **Update on Defibrillator Volunteer**  
So far no volunteers have come forward, the Clerk is to place a notice in the Bugle. Alan Reid has agreed to continue until a replacement can be found.

#### **Update on Village Welcome Pack**

Cllr. Collier advised that the review and amendments are in progress.

#### **Correspondence:**

##### **Suffolk Community Restart Fund – SCC**

The Suffolk Community Restart fund, funded through Suffolk County Council, is a grant fund totalling £300,000 and each District and Borough Council within Suffolk have been given £75,000 each to offer voluntary, community and social enterprise (VCSE) groups a grant to help them resume their previous activities safely and/or to support them to transition to new ways of working. This scheme offers grant of between £250 and £2,500 to voluntary, community and social enterprise (VCSE) organisations in Suffolk.

The aim of the fund is to enable VCSE organisations to restart previous activities safely and/or to support them to switch to new ways of working. All VCSE groups are eligible to apply, provided funding requested is for equipment, adaptations or staffing (but these need to be additional and not part of your core costs) to enable an existing/previous activity to resume safely or to enable a new activity/service to be developed/launched.

#### **Key information:**

Before applying, please note that this funding is not intended to replace lost income/hardship experienced by VCSE organisations as a result of the pandemic, although it can be used help you to resume activities suspended due to Covid-19. We cannot provide retrospective funding for projects, unless it was something that has had to 'pause' due to COVID-19.

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## What can be funded/Criteria:

The attached criteria provide examples of the types of activity the fund can be used for:

- **Minor facility alterations** – i.e. Reconfiguration/refurbishment to meet social distancing requirements
- **Service alterations** – i.e. Volunteer training, e.g. health and safety requirements, risk assessments, etc.
- **Operational alterations** - i.e. Signage/floor markings – maintaining social distance and avoiding congestion

## Process:

Applicants will first contact Community Action Suffolk by email at [vcse-support@communityactionsuffolk.org.uk](mailto:vcse-support@communityactionsuffolk.org.uk) or telephone 01473 345400 to discuss their project and to ensure that it meets the attached criteria.

ii)

## How to apply:

If you would like to access funding through the scheme, please complete the application form online <https://forms.office.com/r/hYXMsYNkrK>

For further information please visit [Suffolk Community Restart - Community Action Suffolk](#)

The Clerk has forwarded the information to the Hall Committee for their information.

## Fly Tipping Campaign 2021/22- WSC

21/05/22

i)

Suffolk's SCRAP fly-tipping campaign will launch next Tuesday the 25th of May and last approximately one year. The campaign we ran in 2020, with your help, we were able to reach hundreds of thousands of people across Suffolk with our messaging against fly-tipping. Unfortunately, fly-tipping remains a serious issue of which I am sure you are aware, so we have developed a second phase of the campaign with funding from the Suffolk Waste Partnership. It will be run the same way as before with Facebook and Twitter posts posted on the 'Suffolk Recycling' Facebook/Twitter pages so please have a look, hit the follow button and share as widely as you are able.

ii)

## Finance & Policies:

### Parish Council Bank Reconciliation from List of Payments/Receipts

#### Resolved 21/05/22.01.

That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (JBo). The bank account balance as of 30<sup>th</sup> April 2021 is £39,952.80.

iii)

### Cheques for signing and approval and to authorise payment of outstanding invoices

#### Resolved 21/05/22.02

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.



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M&TJ's	Grass Cutting	002198	£480.00
<p><b>Discuss &amp; Agree Thank You Gifts for David Randall, Alan Reid and COVID-19 Community Help Team Volunteers</b></p> <p><b><u>Resolved 21/05/22.03</u></b></p> <p>It was agreed to gift the following;</p> <p>David &amp; Pat Randall - £100 voucher for the village planting and tree maintenance at the playing field.</p> <p>Alan Reid - £100 voucher for volunteering to act as the Defibrillator contact.</p> <p>Stacey (Stennett's) – Flowers and bottles of wine for each volunteer for the COVID-19 Community Help Team.</p>			
21/05/23	<p><b><u>Items for next Meeting to be held on Thursday 10<sup>th</sup> June 2021 at 7:30pm, in the Village Hall.</u></b></p> <ul style="list-style-type: none"><li>• Skirting/weeding footpaths The Street (Church to roundabout)</li><li>• 30mph Roundels/White Lining &amp; 30mph signage that needs replacing</li></ul> <p>Meeting closed at 9:43pm</p> <p><b>Signed:</b> John Borrett <b>Chair, FSMSGPC</b></p> <p><b>Date:</b> 10<sup>th</sup> June 2021</p>		