

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 9th May 2019

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

Present: Clerk – Vicky Bright. 1 Member of the Public.

19/05/1	<p>Meeting opened at 8:44pm ANNUAL COUNCIL BUSINESS Election of Chairman: Cllr. P. Butler proposed Cllr. M. Collier, this was seconded by Cllr. P. Forster. 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 2019-2020 and this was witnessed and countersigned by the Clerk.</p>	
19/05/2	<p>Chairman's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)): The Chairman welcomed everyone. Apologies: Cllr. F. Stennett. Absent: None.</p>	
19/05/3	<p>Election of Vice Chairman: Cllr. P. Butler proposed Cllr. G. Hubbard, this was seconded by Cllr. P. Borrett. 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 2019-202 and this was witnessed and countersigned by the Clerk.</p>	
19/05/4	<p>To Receive the Declarations of Office by Members: All members signed their declaration of office as Councillor for the year 2019-20 and these were witnessed and countersigned by the Clerk. The Clerk is to send a form to Cllr. Stennett to sign and return.</p>	Clerk/FS
19/05/5	<p>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III: None. The Clerk issued all Councillors with new Register of Interests Forms, to be completed and signed and countersigned by Clerk. The Clerk is to send a copy of the form to Cllr. Stennett.</p>	Clerk/FS
19/05/6	<p>Appointment of Councillor Responsibilities & Representatives on Outside Bodies: It was agreed to defer Item 19/05/6 to the next meeting agenda.</p>	
19/05/7	<p>Appointment of the Responsible Financial Officer: Resolved 19/05/07.01</p>	

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It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2019-20.

19/05/8

Adoption of the Annual Governance Statement 2018-2019:

Resolved 19/05/8.01

The Clerk presented the Internal Audit report; no significant issues were highlighted. As such, the Internal Audit Report for 2018-19 was adopted.

Resolved 19/05/8.02

The Annual Return for 2018-2019 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.

19/05/9

To Approve the Final Accounts for the Financial Year ended 31st March 2019:

The Income for 2018/19 was £28,068.10, the Expenditure was £31,034.84. The balance of 2018/19 carried forward £6,182.61.

Resolved 19/05/9.01

The final accounts and Bank Reconciliations for the financial year ended 31st March 2019 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (MC) & the RFO.

Resolved 19/05/9.02

Section 2 Accounting Statements 2018/19 of the Annual Return were approved and accepted by all Councillor's and signed as such by the Chairman (MC).

19/05/10

To Review & Adopt the Budget for 2019/2020:

Resolved 19/05/10.01

The Clerk presented an Actual to Budget Report and the projected budget for 2019-20 was scrutinised and approved and signed by the Chairman (MC).

19/05/11

Review & Adoption of Financial Risk Assessment 2019/2020:

Resolved 19/05/11.01

The Financial Risk Assessment for the financial year 2019/20 was reviewed and adopted by the Full Council and signed by the Chairman (MC).

19/05/12

Review Effectiveness of Internal Audit Procedure:

Resolved 19/05/12.01

The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2019-20.

19/05/13

To Consider any Annual Donations:

Resolved 19/05/13.01

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Village Hall Committee = £500 (LGA 1976 (Miscellaneous Provisions) s19).
St Martins Church (Churchyard Maintenance) = £500 plus a donation of £200 towards a new water supply pipe for 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 = £200 (s137)
Fornham Ladies Club = £200 (s137).

19/05/14

ORDINARY COUNCIL BUSINESS

Minutes of the meeting held on 11th April 2019- LGA 1972, Schedule 12, para 41(2):

Resolved 19/05/14.01

The minutes of the meeting held on 11th April 2019 were adopted as a true statement and signed by the Chairman (MC).

19/05/15

i)

Planning Applications:

DC/18/1372/FUL - RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL - Planning Application - New bedroom wing to existing hotel to create 42 no. additional rooms - All Saints Hotel, The Street, Fornham St Genevieve

It was agreed for the Clerk to submit a request for further information and an extension to the deadline for comments;

- There is concern that the Public Right of Way will be affected, and we would request clarification on this issue and how the Public Right of Way may be affected due to the new layout.
- The site was previously at risk for flooding, but this was then re-categorised, however there is no information as to whether flood risk has been considered in relation to the new layout.
- There are concerns regarding traffic impact on the Highway network, with decreased visibility on the site entrance, we feel the new layout should be subject to a new Visual Impact Analysis.
- The Parish Council would also like to see a Tree Survey/Arborist report that details the tree line which is now impacted due to the proposed changed layout, as the previous tree report is for the original layout.

ii)

(For Information Only)

WSOH Update & Discuss Village Projects eligible for Assistance by Morgan Sindall

Cllr. Collier is to follow up with Danny Branson, Morgan Sindall.

19/05/16

i)

Highways/Footpaths & Trees

VAS 'Hotel' Post Installation Update

The post has now been installed and the VAS will be added to this location on rota.

ii)

Update on 'Oak Trees' TPO's application – 'Old Thetford Road' Footpath

Clerk

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	<p>The Clerk confirmed she is in the process of putting the Planning Application together to be submitted to West Suffolk.</p>	Clerk																
iii)	<p>Lark Valley Trees/Footpaths Update The 'Lark valley' residents have been advised to submit through the compensation process. The footpaths are to be added to future program of works.</p> <p>The Carnoustie Drive screenage is now in place and there are plans to get more established screening as well.</p> <p>Cllr. Collier is to meet with M&TJ's to discuss works to the trees at Gleneagles.</p>	MC																
iv)	<p>Cycleways - Consultation Update The Clerk confirmed she had yet to receive any response from West Stow & Culford PC. So far she has received 2 submissions from residents in response to the Bugle consultation, both were negative and against the cycleway. It was agreed to put the consultation in the Bugle again and the Clerk is to chase other consultees. If no interest from residents, then the proposal will be removed from future agenda's.</p>	Clerk																
19/05/17	<p>Finance & Policies:</p>																	
i)	<p>Parish Council Bank Reconciliation from List of Payments/Receipts Resolved 19/05/17.01.</p> <p>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 28th May 2018 is £6,182.61.</p>																	
ii)	<p>Cheques for signing and approval and to authorise payment of outstanding invoices Resolved 19/05/17.02</p> <p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 25%;">Mr & Mrs Pott</td> <td style="width: 25%;">Litter pickers</td> <td style="width: 10%;">2064</td> <td style="width: 40%;">£108.33</td> </tr> <tr> <td>M&TJ's</td> <td>Grass cutting</td> <td>2065</td> <td>£480.00</td> </tr> <tr> <td>Mrs V Bright</td> <td>Mileage, expenses & backdated pay</td> <td>2066</td> <td>£72.46</td> </tr> <tr> <td>Mr P Forster</td> <td>Bench maintenance</td> <td>2067</td> <td>£386.99</td> </tr> </table>	Mr & Mrs Pott	Litter pickers	2064	£108.33	M&TJ's	Grass cutting	2065	£480.00	Mrs V Bright	Mileage, expenses & backdated pay	2066	£72.46	Mr P Forster	Bench maintenance	2067	£386.99	
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iii)	<p>Adopt new NALC Model Standing Orders 19/05/17.03</p> <p>The revised NALC Model Standing Orders (July 2018), were adopted and signed by the Chairman (MC).</p>																	
19/05/18	<p>Correspondence:</p>																	
i)	<p>A134 Fornham St Martin Road Resurfacing Road resurfacing works will be carried out at the A134/B1106 Roundabout, overnight between 21st May 2019 to 28th May 2019</p>																	

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- ii) **SCC Highways Grass Cutting 2019/20**
Following a review of the 2018 grass cutting season, improvements are being made to include;
- Apportioning of the country into 2 areas covered by 2 separate supply chain partners to give the service greater resilience
 - Publication of the grass cutting schedule earlier to enable stakeholders to better plan any additional cutting
 - Employment of new supply chain partners to work with SCC Highways to undertake the works.

19/05/19

- i) **Parish Matters:**
Play Area Inspection Reports & Agree Rota
The Clerk advised that the monthly inspection reports had identified no new items for concern or consideration. Cllr. Penny Borrett & Cllr. John Borrett are to undertake the weekly inspection rota until the June meeting. Cllr. Forster confirmed the bench maintenance works had now been completed. The Clerk was asked to report the dog bin at the bottom of Barton Hill which had not been emptied for some time. The Clerk is to place a notice in the Bugle reminding people of Dog Fouling in the field and play area.

PBo/JBo

Clerk

- ii) **Discuss Quotes & Purchase of Picnic Benches for Play Area**
The Clerk presented a variety of options and designs and quotes. The Clerk advised that she had received no response to the Bugle consultation. It was agreed to place it in the Bugle again and to consult with the Toddler Group.

Clerk

19/05/20

Items for next Meeting to be held on Thursday 13th June 2019 at 7:30pm, in the Village Hall.

- Picnic Benches
- Kytson way Footpath update
- Cycleway proposal – Consultation update
- Trees 'Old Thetford Rd' – Planning Application update
- Morgan Sindall update on Community Help Projects
- DC/18/1372/FUL Update & comments to be submitted

Meeting closed at 10.03pm

Signed: *Mike Collier*

Date: 13th June 2019

Chair, FSMSGPC