

Fornham St Martin cum St Genevieve Parish Council

Minutes of the meeting of Fornham St Martin cum St Genevieve Parish Council
Held at the Village Hall on Thursday 8th September 2016 at 7.30pm

Councillors Present: Cllr. Gary Hubbard (GH), Cllr. Peter Forster (PF), Cllr. Paul Butler (PB) and Cllr. Jayne Hubbard (JH).

Present: Vicky Bright - Parish Clerk and Rebecca Hopfensperger, Borough & County Councillor.
5 members of the public were present.

Item	The Vice Chairman, Cllr. G. Hubbard welcomed everyone in the absence of the Chairman.	Action
	<p><u>Public Forum – LGA 1972, Section 100(1):</u></p> <ul style="list-style-type: none">• One member of the public expressed concerns regarding the state of the Playing Field and the progress of a decision regarding the Wild Flower Meadow Scheme. The resident raised concerns that the field had been cut so many times, that this was not stimulating growth as originally discussed, but due to repeated ploughing, rolling, cutting and seeding it had been left very badly rutted, with weeds and large bald patches, he stated that he believes that in its current state any proposal of a Wild Flower Meadow would now not be feasible until before Spring 2017, with the field out of use at least until Summer 2017. He stated that he believes the field needs to be stripped before being established, being hand weeded and cut by scythe at least twice yearly. He expressed his disappointment that the field is not being used and no users have been on the field during the summer, which is sad and a shame. In response the Clerk read a report on items 7(iv) and 9 (i), see item 7(iv) in the minutes for details.• A resident raised the issue of the minutes of Parish Council meetings not being made public quickly enough following meetings, and asked if the Council would consider a brief overview being added to the website before minutes are published. The Clerk responded by apologising for the lateness of the July meeting minutes being produced, due to the fact that during the Summer the Clerk had been concentrating on Archiving, updating the website and updating Policies & Procedures of the Council. The Clerk stated that the minutes would usually be available much more expediently than they had during the summer, and agreed that she would in future publish a DRAFT copy of the minutes on the website between meetings, but that they would be subject to change before being approved at the next meeting. The minutes will of course still be published in the Bugle.	
16/09/1	<p><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> Cllr. Mike Collier & Cllr. Penny Borrett.</p> <p><u>Absent:</u> None.</p>	
16/09/2	<p><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u></p>	

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Cllr. P. Forster declared an interest in Item 9 (iii).

16/09/3

Minutes of the last meeting – LGA 1972, Schedule 12, para41(2):

Resolved 16/09/3.01

The Minutes of the meeting of 14th July 2016 were adopted as a true statement and signed by the Vice Chair (GH), in the absence of the Chair.

16/09/4

Local Authority Reports:

County & Borough Councillor

Rebecca Hopfensperger updated the meeting with the following;

- The Devolution Consultation ended at the end of August. The initial findings, of 10,000 responses received (the majority of which were from a telephone survey), showed 53% in support, with strong support for infrastructure to be governed locally rather than centrally. 52% were in support of a Mayor, 58% supported a combined authority. 250 businesses responded, which were more supportive of the deal than the public, but were less supportive of a Mayorship. The report will go to Central Government, who will then decide the way forward. In October/November each Council will vote for the final stage of the Devolution Deal, if at this point any vote against, the deal will most probably not proceed.
- Works at Barton Hill – I can confirm as the archaeological report for the West Suffolk Hub, this lasted 1 week. The Tree works at the Apple Farm were not relating to any current planning applications in the area, Enforcement Officers have been asked to attend and check and if necessary impose a retrospective Enforcement Order.
- Noise at the Sugar Beet factory - which may relate to the new Biodigestor, Environmental Health have been asked to inspect.
- Fornham Park Application – Two site visits with the applicant, Planning Officer, which I and Mike Collier attended resulted in the application being deferred due to concerns over pedestrian routes and cycle ways. The applicant agreed to a new internal pedestrian and cycle path route within the site and has committed as part of the conditions to look at adequate green (cycle) routes and options. Cllr. Butler expressed his disappointment and concern at the missed opportunity to secure much needed cycle ways for the community, and expressed that with all the pending new applications and facilities being built in the area that this was much needed and should have been made a firm condition before the application was granted.
- West Suffolk Operational Hub – Mark Walsh is to provide an update on the current progress soon, this will be forwarded to the Clerk for information.
- Tut Hill – This will go to a re-consult for the Traffic Order, but the option to keep it open for local traffic and for emergency vehicles will be one option considered.
- Village Sign – RH to chase.

RH

RH

16/09/5

Clerks Report

The Clerk advised that the Councillor Vacancy would now go to Co-Option at the October meeting. The vacancy and eligibility criteria and information how to apply will be in the

Clerk

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Bugle and on the website/notice boards.

The Clerk confirmed that the Council had in place all mandatory Governing documents, with the exception that no Financial Risk Assessment or Review of Effectiveness of Internal Audit Procedure had been carried out or adopted in line with Regulation 4 of the Accounts and Audit Regulations 2015, which requires the review of effective internal control and risk management, with each financial year. Therefore, the Clerk will carry out the risk assessment for adoption at the October meeting and the Effectiveness of Internal Audit Procedure is item 7 (vi) on this agenda.

Clerk

The Clerk is planning to liaise with Cllr. Collier upon his return from holiday to update the Asset Register and put in place a Risk Assessment Procedure

Clerk/MC

The Clerk advised that the Bus shelter on The Street, at the top of Lark Valley Drive had been reported to have a wasp nest. After much research it has been discovered that no one owns the bus shelter, therefore the Clerk and Chairman authorised the wasp nest to be dealt with and the Clerk suggest that the bus shelter be adopted by the Council and added to the Asset List when it is updated.

Tree's update - Re: The Paddocks & Carnoustie Drive) & TPO List/maps;

- The Tree Officer, Michael Rutterford at SEBC provided a map showing the area of SEBC responsibility and an additional map showing the land registry parcels of number 19 Carnoustie Drive and surrounding areas, this was emailed to the resident to ascertain the exact location of the tree in relation to the land parcels. The Tree Officer visited the location and agreed the tree is very diseased and dangerous. The maps showing SEBC responsibility are not completely accurate he concluded. He was happy to email Highways at SCC but did not think that would get a response. He thought it was a good idea to contact Cllr. Hopfensperger directly. The resident emailed Cllr. Hopfensperger on Monday morning outlining the problems they have encountered trying to establish who owns and is responsible for the tree, their concerns, plus those of Mr Rutterford, and attached 5 photographs. Cllr. Hopfensperger stated she would look out for the email.
- Parklands Green: The Tree Officer identified some minor pruning work to the trees that are close to the footpaths and driveways, and a works order has been raised for these works. The trees on the public open space, that are not obstructing the footpaths or roads, will not be pruned as they are not causing a legal nuisance. He stated "there are some fantastic specimen trees on the green spaces with good form that do not warrant the lower branches to be removed". The Clerk confirmed that she was in receipt of maps showing the TPO's in the village and would work on a list, when she had time.

Clerk

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16/09/6 Planning and Environment

None.

16/09/7 Finance & Policies:

i) **Parish Council Bank Balances and Reconciliation from list of payments and receipts and to approve bills for payment**

Resolved 16/09/7.01

That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Vice Chairman (GH), in the absence of the Chair. The bank account balance as of 1st August 2016 is £24,738.79.

ii) **Cheques for Signing and Approval**

Resolved 16/09/7.02

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. J. Hubbard.

Came & Company	Insurance 2016-17	1858	£399.58
HMRC	Tax Apr-June Mr. P. MacLachlan	1859	£304.00
BDO	External Audit Fee	1860	£120.00
SALC	Internal Audit Fee	1861	£192.00
Mrs. S Brooklyn	Bugle Editing	1862	£150.53
Realise Futures	Bugle Printing	1863	£187.91
Mr. D Randall	Planting	1864	£36.65
Noticeboard Company	Noticeboards	1865	£1,208.40
Pest Solution Ltd	Wasp Nest Bus Shelter	1866	£60.00
M&TJ's	Grass Cutting July/August	1867	£852.00
David Hoggett	Litter Picking	1868	£603.84
Mrs. V Bright	Mileage & Expenses	1869	£17.77

iii) **Council Annual Insurance Policy Renewal**

Resolved 16/09/7.03

The Council agreed to accept this year's schedule and policy from Aviva (came & Company) at a cost of £399.58

iv) **King George Playing Field Trusteeship Report**

The Clerk advised that after consultation with David Sharman at Fields in Trust she had learnt that the Field was currently registered as the following landowners with Land Registry and Trustees with the Charity Commission; David Payne, Robert Long and Peter Hazelhurst. David Sharman and the legal team at Fields in Trust had advised that as the field is charitable land under Trust, in order for the Trusteeship to be transferred to the Parish Council, then the Council would need to instruct a Solicitor and several steps would need to happen, namely;

- David Payne would need to appoint two new trustees on behalf of the committee

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by a resolution document.

- The solicitor and the trustees would then need to do a Deed of Transfer to pass the trusteeship to the Parish Council as a body.
- A Deed of Transfer would need to be passed to change the Title Deeds with land Registry to show new ownership as the Parish Council, as a whole body.
- We would then need to gain the consent of this to happen from Fields in Trust and sign a Deed of Dedication.
- Once this has all happened we could then update the Trusteeship with the Charity Commission.

Alternatively, David Payne could re-form the committee and appoint new trustees to sit on the committee and therefore run the Playing Field as before, with no changes to Land Registry and the Parish Council would have no responsibility.

As such, until the trusteeship is resolved and a decision for a way forward has been reached, the Wild Flower Meadow Scheme must be put on hold. The Parish Council will continue to maintain the Field as it has been doing in the interim.

It was agreed that the option to transfer the Trusteeship and Landownership to the Parish Council, although the more difficult option, would be the preferred option and the most sensible for the future of the Field. Therefore, the Clerk is to approach David Payne to ascertain his opinion, stressing the Council's preferred option, and to get the ball rolling. The Clerk is also to meet with Andrew Cobbold and Cllr. Collier to try and improve the condition of the field in the interim, if possible.

Clerk

Clerk/MC

v)

Bugle Advertising Fees Review

The Clerk presented the following financial report for the Bugle;

Bugle Financial Report

2015/16 Actual:

Bugle: Editing	981.52
Bugle: Printing and Distribution	806.49
Total	1,788.01

Bugle Advertising Income 1,240.81

***Shortfall of £547.20**

2016/17 Projected:

Bugle: Printing and Distribution:

Realise Futures Bi-Monthly = 570 Copies at approx. £187.00 = per Annum £1,122.00

Bugle: Editing:

Bi-Monthly = £150 approx. = per Annum incl. 2.5% increase

£900

Total

£2,022.00

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Bugle Current Projected Advertising Income £1,540.00 (26 x ½ page @ £35 & 9 x Full page @ £70)

***Projected Shortfall of £482.00**

An average cost for Black & White advertising in Local Parish Newsletters is £8 for ½ page per edition and £16 for full page per edition.

Suggested increase;

For ½ page for 6 editions = £48 (37% increase)

For full page for 6 editions = £96 (37% increase)

****2016/17 Projected Income after increase £2,112.00**

Resolved 16/09/7.04

The Council agreed to raise the advertising fees to £48 for a ½ page for 6 editions, and £96 for a full page for 6 editions. With a 10% discount for advertisers within the village.

vi)

External Audit Report & Review of Effectiveness of Internal Audit Procedure

The Clerk advised that the audit had now been completed and the Notice of Conclusion would be displayed on the website and notice boards, for anyone who wished to see the Annual Accounts and the Audit Report. The report had raised one issue with the Internal Auditor, who had incorrectly ticked a box on Section 4 as No, when it should have been ticked as Non Applicable. The External Auditors have advised that this could have put the Council at risk and we should therefore review our internal audit procedures. The Clerk advised that she would inform our internal auditors SALC of the mistake. The Clerk advised the Council of an alternative Internal Auditor, Mr. Williamson (Mijan Ltd) has a small consultancy that has experience of carrying out audit work for parish councils and voluntary organisations in the East Cambridgeshire and Suffolk areas. He has built up knowledge of local council finance over the years, and also sits on the Parish Council of Waterbeach, so has a good knowledge of Council procedure. His past and current employment suggests that he is a capable and competent person to carry out this task. Mr. Williamson (Mijan Ltd) has no involvement in the Council's financial controls, procedures or decision making. He is not related to, nor associated with, any member of the Council or the Clerk.

Clerk

Resolved 16/09/7.05

The Internal Audit Procedure was fully reviewed and it was agreed to appoint Michael Williamson, Mijan Ltd as the Internal Auditor for the financial year 2016-17.

16/09/8

Highways Update:

The Clerk reported;

- Gulley opposite Parklands Green – A works order has been raised to jet it and cut out roots from Gulley.
- Hedges and verges have now been cut (let me know any issues to report online).
- Flooding at Carr's – To be monitored and report next occurrence online with

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photos.

- Missing VAS Post – The post appears to have been located. Cllr. Collier is to arrange collection and installation upon his return. Highways have offered to install it for us.
- White Lining at Pub - Solid white lines will mean cars can't cross to park in car park. To have FOOTPATH painted in the hatched zones would be at Parish Council's cost. The Clerk is to find out approximate costs involved.
- Residents/Councillor's are reminded to report potholes Online or alternatively to the Clerk.
- Faded Tollgate Road Markings Update from Amanda Mays, the Clerk is to chase progress;

Clerk

"In this case the markings along the A1101 are on the summer 2016 programme of road markings and have been given the highest level of priority so will be one of the first to be carried out. I cannot expedite the markings refresh any quicker than that. With regard to the likelihood of collisions I hope I can put your mind at rest that this has been considered. These are markings that I consider reasonably important and there is a risk of collision on any part of the highway network so I cannot ever guarantee there will be no incidents but my background is in road safety engineering so I have spent a lot over time over the last couple of decades looking at police reports, collision sites and accident causation factors. The layout of the area where the give way markings is worn is a 90-degree approach to the main flow, visibility is good, and it is within a 30mph speed limit area. The markings are feint but and there is a vertical sign with the give way triangle to highlight the priorities".

16/09/9

Parish Matters:

i) **Update on King George Playing Field/Wild Flower Meadow Scheme**
Deferred until Trusteeship is resolved.

ii) **Play Areas Inspection Report and Risk Assessment Rota and Quotes for Signage**
The Clerk is to chase the removal of the weeds and vegetation and the tree works. The rota for the weekly play area inspections for the forthcoming month is passed to Cllr. Jayne Hubbard. The Clerk presented two quotes for the signage for Incident Reporting from Impress Express and MultiSigns.

Clerk

JH

Resolved 16/09/9.01

The Council chose to accept the quote from MultiSigns for two signs and artwork at a cost of £7.50 & VAT each.

iii) **Quotes for Notice Boards Installation**
The Clerk presented three quotes from Peter Forster Building Services, Rowan Property Maintenance and M&TJ's. The quote from M&TJ's was incomplete as they had only quoted for two notice boards out of the three.

Resolved 16/09/9.02

It was agreed to accept the quote from Peter Forster Building Services for the installation of the three notice boards at a cost of £274.00.

iv) **Village Seating Area – Planting/Bollards Options**

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The Clerk advised that the option of planting was considered impractical, as people would still park and would inevitably damage any planting before it could be established. M&TJ's had supplied a quote for wooden posts at a cost of £290 & VAT. Highways had supplied an approximate quote for 2-3 Traffic Bollards to be installed at a cost of £1,500 - £3,000. It was agreed that the cost was too great and the problem did not warrant any action. It was suggested that the Clerk look at quotes to re-instate the edging of the Green and to repair and re-stain the bench instead.

Clerk

v) **Village Hall Ceiling Repairs Quotes**
Deferred to the October agenda.

vi) **Village Hall Parking**
Cllr. Butler advised that the Committee had taken a vote (not unanimous), to buy and install posts to stop the parking issues. The work to install the posts should be completed within a few weeks.

16/09/10 **Correspondence**
None.

16/09/11 **Councillors Reports and Items for the Next Agenda**

Next Meeting to be held on Thursday 13th October 2016 at 7:30pm in the Village Hall

The meetings of the Parish Council will be held on the second Thursday of the month, with the exception of August and December;

10th November 2016

12th January 2017

9th February 2017

9th March 2017

13th April 2017

11th May 2017 at 7pm (Village Meeting followed by the AGM)

8th June 2017

13th July 2017

Meeting closed at 9:18pm

Signed: *Mike Collier*

Date: 13th October 2016

Chairman, FSMSG Parish Council

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