

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 12th April 2018 at 7.30pm

Councillor's Present: Cllr. Mike Collier (MC), Cllr. Gary Hubbard (GH), Cllr. Jayne Hubbard (JH), Cllr. Peter Forster (PF), Cllr. Paul Butler (PBU), Cllr. Lizzi Flaherty (LF) and Cllr. Penny Borrett (PBo).

Present: Vicky Bright - Parish Clerk and 2 members of the public were present.

Item		Action
	The Chairman welcomed everyone present.	
	<u>Public Forum – LGA 1972, Section 100(1):</u> David Randall reported that the village planting (Autumn/Summer) bedding has been done. Weed killer will be applied next month to the play area. It was discussed what will be done with the Playing Field, and it was suggested that the item be put on the Annual Parish Meeting agenda for next month, for the residents to be consulted.	
18/04/1	<u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> None. <u>Absent:</u> None.	
18/04/2	<u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u> None.	
18/04/3	<u>Minutes of the Parish Council meeting – LGA 1972, Schedule 12, para41(2):</u> <u>Resolved 18/04/3.01</u> The Minutes of the meeting of 8 th March 2018 were adopted as a true statement and signed by the Chair (MC).	
18/04/4	<u>Local Authority Reports:</u> <u>County & Borough Councillor</u> Cllr Rebecca Hopfensperger was not present at the meeting.	
18/04/5	<u>Clerks Report:</u> The Clerk advised that she is currently working on the end of year accounts for 2017/18, and the Internal Audit with Mijan Ltd id booked for Monday 23 rd April. The Clerk is currently working on the agendas for the Annual Meetings and is sending out invites for the Annual Parish Meeting. The Clerk advised that she will be booking Councillor Training for Cllr. Borrett and Cllr. Flaherty in August and Cllr. J. Hubbard in May.	Clerk
18/04/6 i)	<u>Planning and Environment:</u> <u>District Ward Boundaries Consultation Update</u> The consultation has now ended and will now go to Full Council at the end of April, it will	

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then go before the LGBCE for final approval.

- ii) **Update on DC/16/2792/FUL – Dream Lodges, Marham Park Appeal**
Revised comments have been submitted on behalf of the Parish, the appeal is still ongoing.

- iii) **WSOH / CLG Update**
The CLG meeting was held last week, it was announced that the Builders have been agreed and they have a reputation for strong community involvement. The next meeting is on 3rd May, when representatives of the contractors will be present to discuss communication and any concerns. The Archaeological investigation is now completed. The temporary road for aggregate deliveries and the porta cabins for offices/toilets are expected to be in place in the next 2-3 weeks. Things are likely to start progressing from May. There have been some changes made to the foundations (Piling). It has been stressed that feedback is appreciated and wanted.

- 18/04/7
i) **Finance & Policies:**
Parish Council Bank Balances and Reconciliation from list of payments and receipts and to approve bills for payment

Resolved 18/04/7.01

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 29th March 2018 is £9,041.02.

- ii) **Cheques for Signing and Approval**

Resolved 18/04/7.02

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

SALC	Subscription 2018/19	1985	£512.51
SALC	Payroll	1986	£54.00
Mrs. V Bright	Mileage & expenses	1987	£18.50
Mrs. S Brooklyn	Bugle Editorship	1988	£182.50
Community Workshop	Bugle printing	1989	£287.91
Mr. D Randall	Village planting	1990	£36.99
M&TJ's	Play area repairs & leaf clearance	1991	£678.00
Gt. Barton PC	WSOH Legal fees	1992	£3,500.00

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iii) **King George V Playing Field Fields in Trust Update**

The Deed of Dedication was signed by the Chair, Mike Collier and Vice Chair, Gary Hubbard and witnessed by the Clerk. This will now be sent on to Fields in Trust and the issue is now completed.

iv) **GDPR Update**

The Clerk advised that further update received from DPO Centre advised that the costs may now be reduced to £600, but this is still to be formally confirmed. There may also be the option to access DPO services through CAPALC. The recent presentation on the GDPR at the Forest Heath Parish & Town Forum on 22nd February 2018, which the Clerk attended was helpful and highlighted the need for further guidance. MP, Matthew Hancock has requested further clarification on;

- The application of the GDPR for smaller parishes that control and process limited personal data and/or hold any data on personal equipment.
- Matters of implementation particularly with regard to the role of Data Protection Officer.
- The difficulty of delivering the requirements of the act with one or no employees.

We are also hoping for an update from the DCMS following their letter last July 2017, which promised clear and detailed guidance applicable to smaller organisation's such as parish councils. It has been confirmed however, that parish councils will be among those organisation's required to appoint a data protection officer. This is not a requirement set out in the Data Protection Bill, but in European GDPR itself. We have been advised that the impact this will have on parish councils has been considered, and they are aware that the volume of data handling and processing may be different to those of much larger organisations. It has also been suggested that several parish councils can choose to share a single data protection officer, provided that he or she is easily accessible from each establishment.

In the meantime, the Clerk has compiled a list to work towards to show we are working towards compliance and has received confirmation from SALC that the following actions should be carried out to ensure at the Parish Council is at least working towards compliance;

1. Review and list our data (electoral roll, village email addresses, minutes of meetings, payroll & staff info etc.)
2. We need a privacy notice that is maintained up to date and kept online
3. We need a data/ privacy complaints policy that is maintained and kept online
4. We need to identify the lawful basis for collecting and retaining the data we hold with retention times stated
5. We need to approach everyone whose data we hold for their written consent to hold the data and then store and renew these consents within a sensible timeframe.
6. We need a policy to deal with data requests and the right to be removed (forgotten)
7. We need a Data Protection Officer
8. We will probably need to pay the ICO "data protection fee"- amount TBC.

v) **Review & Approval of Clerks Annual Salary Increase**

The Clerk advised that her last pay rise was in April 2017, in accordance with the NALC SCP pay scales increases, when her pay scale SCP 23 was increased from £10.94 to

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£11.054. However, her contract states she should receive an annual increment pay rise.

Resolved 18/04/7.03

It was agreed to give the Clerk a pay rise to SCP 24 £11.415 per hour, from 1st April 2018.

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| vi) | Welcome Pack Update
The Church submission is to be added, and corrections applied. David Payne is to update the software and then we will contact SEBC to print. | MC |
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| 18/04/8 | <u>Parish Matters:</u> | |
| i) | Review Grass Cutting/Landscaping Schedule & Confirm SEBC Schedule
Item to be deferred until a response is received from Cllr. Hopfensperger. | RH |
| ii) | Play Area Inspections Report & Agree Inspection Rota
No issues were identified. David Randall has advised he will rake over the bark and level next week. Cllr. J. Hubbard offered to do the weekly inspections until the next meeting in May 2018. | JH |
| iii) | Update on Play Area Works & Dog Fouling Signage
The works to the panels on the Multi-Play unit are now complete. The Clerk has managed to get 3 signs for the play area & field advising the new Dog Fouling Legislation and fines, free of charge, thanks to Dominic Owner at FHDC Waste. The signs are to be erected next week by Cllr. Collier and Cllr. Forster. | MC/PF |
| iv) | New Notice Board at Barton Hill
The Clerk advised that the Locality Budget grant payment has not yet been received and she is waiting update from Cllr. Hopfensperger and the money before the board will be ordered. | RH |
| v) | Barton Hill Verges (Moles & Anglian Water Update)
Anglian Water had responded to the Clerks complaint photos of the area concerned have been sent to them for further investigation, thanks to Cllr. Borrett and her husband for their help with the photos and information requested. The Daffodils do look magnificent in the village.

The Moles are causing a problem again in the entrance to Lark Valley, on the verge next to the field and also as you turn left on Barton Hill; the island between the footpath and road (grass bank) on the opposite side of the road. Cllr. Collier is to contact the Mole man to deal with the problem.

The Clerk is still chasing Cllr. Hopfensperger regarding the gully's on the Bypass and the flooding at the BMW garage. | MC

RH |
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| 18/04/9 | <u>Highways & Footpaths:</u> | |
| i) | Update on Tayfen Road Junction Improvements
The following update was given by Jane Storey, Deputy Leader Roads & Transport;
<i>'Roundabouts are better for keeping the traffic moving and this is what we have put in place. The hold ups may come from traffic waiting to turn up Station Hill – but it would be quicker, and safer, for that traffic to go to the roundabout and then either come back along</i> | |

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out Northgate or travel along Tayfen Road to the next, mini-roundabout. You will have picked up that we are not removing the small roundabout, (yet), instead we are waiting to see what effect the Bury plans for the bus station development and other developments in the area have on the traffic flow. We have listened to local people and are taking stock before proceeding.

The works at Tollgate are certainly in our plans – but this is work that the Marham Park developer agreed to do so we are waiting on them.'

The Clerk reported that the RPA had a response regarding their petition letters sent to Sue Cook CEO SCC, a meeting is to be arranged. The Parish needs to compile a list of points to raise, to be forwarded before the meeting.

The Clerk was asked to report the eroded drain/tarmac on the Street, on the left between the Woolpack and Barton Hill and also large pothole along the new widened footpath on the B1106 Thetford Road, near Bleak House.

Clerk

The Clerk was also asked to report the Post van that parks on the grass verges at 5:15pm every day to Royal Mail.

Clerk

18/04/10

Correspondence:

The Clerk gave an update regarding the letter received at the last meeting from a resident who was concerned that another resident had, hired a contractor to remove branches from a Yew Tree on her land, without asking her permission. The Clerk confirmed that the she had contacted the Tree Officer on the residents' behalf and they were investigating the issue. The Clerk has informed the resident concerned and provided them with the Reference number and contact details for the Officer at SEBC.

The Clerk advised that a further correspondence had been received from another resident regarding the rumour of a footpath from Russell Baron Road Estate to the bridge at the Bypass (1st bridge over Fornham Rd towards Town, gate owned by British Sugar). The resident advised that the Ramblers Association has requested the footpath and it is believed the Water Meadows Association, British Sugar and SCC are planning a footpath. It is believed that council workmen have already been along the area with chain saws to see if they can get through and British Sugar have allowed a cutting vehicle to access from their side by driving down their land along the back of the gardens of Manners Road which leads to the area affected. St Edmundsbury Council confirmed to the resident late last year, after the garden of No 20 Kytson Rd had been sold, that they knew about it and there was a problem at the time with British Sugar so nothing could be done on the footpath at that time. They said Suffolk Council could help but could not say who was dealing with it. The Clerk is to contact the parties involved and SEBC/SCC and investigate what is actually happening and enquire about notification and consultation.

Clerk

18/04/11

Councillor's Reports and Meetings Attended & Items for the Next Agenda:

Cllr. Butler gave a report from the Village Hall Committee;

Phil & Maureen Hockett have resigned as Chair and Treasurer, but are to remain as Committee members, it is hoped that a new Chair will be appointed at the next meeting.

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Repairs to the ceiling have been carried out.

- WSOH / CLG Update
- Update on appeal for application DC/16/2792/FUL
- Anglian Water Update – Barton Hill verges
- New notice board Update
- General Data Protection Regulation Update

Next Meeting is the Annual Parish Meeting to be held on Thursday 10th May 2018 at 7pm, in the Village Hall, followed by the Annual Parish Council Meeting.

Meeting closed at 9:10pm.

Signed: *Mike Collier*
Chairman, FSMSGPC

Date: 10th May 2018

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