

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 October 2017 at 7.30pm

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

Present: Vicky Bright - Parish Clerk. 3 members of the public were present.

Item	The Chairman welcomed everyone present.	Action
	<p><u>Public Forum – LGA 1972, Section 100(1):</u> A member of the public raised the issue of speeding motorbikes at Barton Hill on weekday mornings between 5am-6am, the issue of the 'Time Trial' racing at the roundabout was also raised again. The Clerk is to report both issues to the Police Team again.</p>	Clerk
	A resident raised concerns that someone had been playing Golf on the Playing Field and they had nearly smashed a window at the church. This is to be mentioned in the Bugle.	
17/10/1	<p><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> Cllr. P. Butler. <u>Absent:</u> None.</p>	
17/10/2	<p><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u> Cllr. Forster declared an interest in items 8 (i) & (iii).</p>	
17/10/3	<p><u>Minutes of the Parish Council meeting – LGA 1972, Schedule 12, para41(2):</u> <u>Resolved 17/10/3.01</u> The Minutes of the meeting of 14th September 2017 were adopted as a true statement and signed by the Chair (MC).</p>	
17/10/4	<p><u>Local Authority Reports:</u> County & Borough Councillor None, Cllr Rebecca Hopfensperger was unable to attend.</p>	
17/10/5	<p><u>Clerks Report:</u> The Clerk reported that Street Light 25 had now been connected to the Electricity supply, but was now on all day & night, this has been reported to SCC. Light 232 has also been reported and will be repaired once a new lamp has been ordered.</p> <p>The Clerk advised that the Insurance Schedule & Asset Register have been updated, with the Phone box & Defibrillator.</p>	

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17/10/6

Planning and Environment:

i) **DC/17/1857/HH - Lean-to extension, decking area & fencing to rear of existing garage (Retrospective) - The Hollie's The Street, Fornham St Martin.**

Resolved 17/10/6.01

It was unanimously agreed to offer No Objections or Comments on application DC/17/1857/HH.

ii) **WSOH Update**

The application was approved at the DCC Meeting on 21st September 2017. However, concerns have been raised by Philip Reeve, Gt. Barton, concerning comments made by Charles Judson (Principal Planning Officer) and Rachel Almond at the DCC meeting on 21st September, not being consistent with the report initially submitted to the Committee, which was available to view one week before the DCC meeting. This has meant that a matter of policy has been raised, for which Officers must give the Chairman and the Committee further advice on. This report will be given at the DCC meeting on 2nd November 2017. This gives us an opportunity to present again, and the Parish Councils are looking at the possibility of the Solicitor speaking at the Committee meeting on behalf of the Parish's to concentrate on the legal arguments raised, and a plan of action is being agreed. To clarify this means the application will be voted on again on 2nd November and so no final decision has been passed. The Secretary of State cannot call in the application until a ratified decision has been passed.

CLG

17/10/7

Finance & Policies:

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

Resolved 17/10/7.01

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 September 2017 is £19,959.18.

ii) **Cheques for Signing and Approval**

Resolved 17/10/7.02

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. J. Hubbard.

BDO LLP	Audit Fee	1948	3276.00
SALC	Data Protection briefing	1949	£6.60
Mrs. V Bright	Mileage & expenses	1950	£25.76
Mr. & Mrs. Pott	Litter picking	1951	£108.33
Mrs. S Brooklyn	Bugle Editing	1952	£182.50
Mr. A Horne	Mole catcher	1953	£20.00
M&TJ's	Grass cutting Sept 2017	1954	£468.00
Mr. P Forster	Bugle distribution	1955	£33.68

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iii) **Update on External Audit**
The Clerk advised that BDO had highlighted an outstanding point on the External Audit and had requested that the Asset Register amount be amended on the 2015-16 column on the Accounting Statement section of the Annual Return to reflect the correct amount, including the Play Area figure. The audit has now been completed with no other issues. The Notice of Conclusion has been published.

iv) **King George V Playing Field Trusteeship Update**
The Clerk advised that there is currently no update.

v) **Asset Risk Assessment & maintenance procedure to be agreed.**
It was agreed to carry out regular Risk Assessment inspections of the Assets every 6 months, this is to be carried out by the Cllr. Collier, who will report on any issues or maintenance identified at the meetings. The Clerk is to diary for 6 monthly inspections and remind Cllr. Collier.

MC/Clerk

vi) **Litter Picking – Discuss options for removal of large waste objects**
It was agreed that the procedure will be for the litter pickers to inform the Clerk of any large waste/litter found and the Clerk will report to the Borough Council Waste Department.

vii) **General Data Protection Regulation & to discuss appointment of a DPO**
General Data Protection Regulation (GDPR) is coming in to force in May 2018 and it brings with it the legal obligation for any 'public authority or body' (which according to the National Association of Local Councils includes all sizes of parish and town council) to appoint a Data Protection Officer (DPO). The concern is that this appointment may not be straightforward, as whilst it is possible to appoint an existing member of staff, they must, by requirement of the regulation, possess 'expert knowledge of data protection law and practices' and must ensure their 'duties do not result in a conflict of interests'. As Clerk there is a 'conflict of interest' and any training sufficient to provide the expert knowledge the Clerk would need, would be a residential legal course.

There are steps towards accountability that the Clerk can take at this stage to prepare, such as; ensuring all software is Privacy Shield protected and email attachments are encrypted, put in place Retention Policy and Exit Policy for Staff & Councillor's and to assess whether stored or filed data is needed and why (legitimate reasons etc.) SALC and the DPO Centre are currently exploring a third party option for services of a Data Protection Officer to be offered to Councils to sign up to and the Clerk will keep updated on this and report back.

Clerk

17/10/8
i)

Parish Matters:
Defibrillator & BT Phone Box Update

The Clerk advised that the application for the paint kit had been successful and the Defibrillator was ready to be installed as soon as the refurbishment was completed. The Clerk will organise the official opening and Public Awareness Session, once the Defibrillator has been set up and registered with the Ambulance Service. A volunteer is

Clerk

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needed to check the Defibrillator weekly and to re-stock and clean the unit when it has been used, the Clerk is to check with the Litter Pickers and the Village Hall Manager to see if they would be prepared to take it on as part of their duties. The Clerk is also to place a notice in the Bugle.

The Clerk presented two quotes for refurbishment of the phone box. One from M.E.B. Maintenance for £160 and one from Peter Forster Building Services for £175.

Resolved 17/10/8.01

It was agreed to proceed with the quote from M.E.B. Maintenance to refurbish the phone box for £160.00.

- ii) **Play Area Inspections Report & Agree Inspection Rota**
The Clerk presented the Play Area Inspections report on behalf of Cllr. Butler, he mentions the bins not being emptied by SEBC, the Clerk is to chase this up. Cllr. Butler also mentioned the bark retaining timber being loose, the Clerk confirmed that this has not been raised by the Monthly Inspection, so it was suggested to monitor it at this time. Cllr. Flaherty offered to do the weekly inspections until the next meeting. Clerk
LF
- iii) **Quotes for Play Area Repairs**
The Clerk advised that quotes were still pending and it was agreed to defer the item until the November meeting. Clerk
- iv) **Remembrance Wreath to be Agreed**
David Yates confirmed he has ordered the wreaths. The Service is to be held at 10:15am on Sunday 12th November 2017 at the Church. Cllr. Collier agreed to lay the wreath on behalf of the Parish Council and agreed to do a Reading at the Service
Resolved 17/10/8.02
It was agreed to purchase a wreath on behalf of the Parish Council for Remembrance Sunday.
- 17/10/9
i) **Highways & Footpaths:**
Update on Advertising Rights & Rights for Removal of Adverts in the Village
SEBC advised that only the Local Planning Authority has the right to remove certain advertisements, but there is only an automatic right to remove a few. Notice has to be given generally. There is a right to display certain advertisements and others do not come under advertisement control. As the adverts in question mainly appear to be displayed on street furniture, an agreement can be made with County Highways or your local County Councillor.
- ii) **Update on Trees Reported to the SEBC Tree Officer (2 South Lodge Drive & 8 Park Avenue)**
Cllr. Flaherty advised that she had now managed to speak to someone in the correct Department and they had agreed to act as a Point of Contact for the Parish Council. She

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confirmed that she had been advised that both the trees concerned at 2 South Lodge Drive and 8 Park Avenue, are Highways owned, and as such the report needed to be forwarded to Highways who would then ascertain what, if any, works needed doing and establish whether there was any TPO's and apply to Planning to carry out the works. This is why the requests submitted by the Clerk had not been responded to.

Cllr. Flaherty advised that she was now in receipt of maps showing the locations and numbers of the TPO's in the villages, but to date there is no specific list for the village. Cllr. Flaherty is to start compiling a list for the villages using the maps provided and the 'Find My' tool on the SEBC website. The Clerk is to provide a copy of the Boundary map to Cllr. Flaherty.

LF

Clerk

17/10/10

Correspondence:

The Clerk presented correspondence from;

- SALC AGM to be held on 7th November 2017 at 6:30pm, at the Blackbourne Community Centre, Elmswell.
- SEBC/FHDC Annual Parish Conference to be held on 16th November 2017 at 6:30pm, at the Sybil Andres Academy, Rougham Tower, Bury St Edmunds. The theme will be Health & Well-being. Cllr. Collier and Cllr. Flaherty are to attend.
- Highways Operational Plan – Highways has undergone a restructure and relocated from West Suffolk House to Rougham Highways Department. Initial faults reporting; Suffolk Highway Online Reporting Tool <https://highwaysreporting.suffolk.gov.uk> or 0345 606 6171. To follow up on a repair/fault telephone 0345 606 6171 with the log reference number. If no response or update received contact your County Councillor, Rebecca.hopfensperger@suffolk.gov.uk
- From 1 October new dog control orders are being introduced to help tackle dog fouling. The dog fouling order applies to all spaces open to the public in Forest Heath and details some of those spaces (such as play areas and fenced sports pitches in the season) from which dogs are excluded. Full details will appear on the website at www.westsuffolk.gov.uk/dogfouling at 1am on 1 October.
- The Village Hall have appointed a new Manager to replace Colleen. Roger Farnell will start on 1st November 2017.

MC/LF

Clerk

17/10/11

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

Cllr. Collier advised that David Payne has located the disc with the Welcome Pack software and Cllr. Collier and David Yates are currently updating the Welcome Pack; it is hoped this will be ready to go to print in the New Year.

MC

17/10/12

2018 Meeting Dates to be Agreed

It was agreed to continue with the second Thursday of each month, with the exception of August and December. It was agreed to hold the Annual Parish Meeting on the 10th May 2018 at 7pm, followed by the Annual Parish Council Meeting.

11 January, 08 February, 08 March, 12 April, 10 May (APM & APCM), 14 June, 12 July, 13 September, 11 October & 8 November 2018

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Next Meeting is to be held on Thursday 9th November 2017 at 7:30pm in the Village Hall.

Meeting closed at 9:25pm.

Signed: *Mike Collier*
Chairman, FSMSGPC

Date: 9th November 2017

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