

# Fornham St Martin cum St Genevieve Parish Council

Minutes of the Meeting of Fornham St Martin cum St Genevieve Parish Council  
Held via Zoom on Thursday 9<sup>th</sup> July 2020 at 7:30pm

**Councillors present:** Cllr. M. Collier (MC), Cllr. Frank Stennett (FS), Cllr. P. Borrett (PBo), Cllr. P. Butler (PBu) & Cllr. J. Borrett (JBo).

**Present:** Clerk – Vicky Bright. Cllr. Rebecca Hopfensperger – SCC/WSC

| ITEM    |  |
|---------|--|
| 20/07/1 | <p><b><u>Chairman’s Welcome &amp; Acceptance of Apologies for Absence (LGA 1972, Section 85(1) &amp; (2)):</u></b><br/>The Chairman welcomed everyone.<br/><b>Apologies:</b> Cllr. G. Hubbard &amp; Cllr. P. Forster.<br/><b>Absent:</b> None.</p>   |
| 20/07/2 | <p><b><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u></b><br/>Cllr. Frank Stennett declared a personal interest in items 16 (vii) &amp; 16 (viii).</p>   |
| 20/07/3 | <p><b><u>Minutes of the meeting held on 12<sup>th</sup> March 2020 - LGA 1972, Schedule 12, para 41(2):</u></b><br/><b><u>Resolved 20/07/3.01</u></b><br/>The minutes of the meeting held on 12<sup>th</sup> March 2020 were adopted as a true statement and signed by the Chairman (MC).</p>  |
| 20/07/4 | <p><b><u>Local Authority Reports:</u></b><br/><b><u>County &amp; Borough Councillor</u></b><br/>Cllr. Hopfensperger gave the following report and update on Parish Matters;</p> <ul style="list-style-type: none"><li>• West Suffolk has the lowest rates of COVID-19 in East Anglia. The Small Business Grant – COVID-19 has given out £917,000 in grants to 156 businesses locally, the village hall in Fornham St Martin benefited from a £10,000 grant.</li><li>• The ‘Home but not Alone’ scheme has received 1,344 calls.</li><li>• B1106 Culford Road Junction – (<i>Highways are to renew white lining &amp; SLOW signs, redo the Chevrons larger &amp; spread out over the bend, warning bend signs will be improved, an Advisory 30mph speed on both directions</i>). The engineer is going to revisiting the site with regards to the positioning of the chevrons, the white markings renewal has been ordered and Cllr. Hopfensperger has agreed to pay for any additional signage that is needed.</li><li>• Lark Valley / Parklands Green Footpaths - Both Locations have been inspected and a number of repairs have been ordered on Lark Valley Drive:<br/>La 206190 – o/s No. 8 – 1 x trip- roots pushing up footway<br/>La 206191 – o/s No. 6 – 2 x trips- roots pushing up footway<br/>La 206192 – o/s No. 2 – 2 x trips - roots pushing up footway<br/>La 206193 – Adjacent No. 2 – trips - roots pushing up footway</li></ul> <p>The moss on the footpaths on Parklands Green has been reported to West Suffolk Council for action, once this has been removed engineers can then re-assess the footpath condition.</p> <ul style="list-style-type: none"><li>• Flooding Barton Hill, (BMW Garage) &amp; Russell Baron Road – This issue at Barton Hill has been scored and handed over to the Drainage Team for further consideration. The drainage</li></ul> |

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team will rank and prioritise this issue against all other potential future planned drainage works in Suffolk. The flooding at Russell Baron Road has been inspected by the Highways Assessment Officer and logged as potential future works (ref La 206188).

- Flooding B1106 & Opp. Parklands Green(lay-by) – The Drainage Contractor attended and jetted a blocked gully (#60130326), blocked with leaves and debris and should have been completed by the end of June.

20/07/5

**Appointment of Councillor Responsibilities & Representatives on Outside Bodies:**

It was agreed to defer this item to the next meeting agenda.

20/07/6

**Appointment of the Responsible Financial Officer:**

**Resolved 20/07/6.01**

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2020-21.

20/07/7

**Adoption of the Annual Governance Statement 2019-2020:**

i)

**Resolved 20/07/7.01**

The AGAR for 2019-2020 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.

ii)

**Adoption of the Internal Audit Report 2019/20**

**Resolved 20/07/7.02**

The Internal Auditor noted that the Council's reserves are a little low and need building up. It was also advised that due to legislation changes the Parish Council as Trustees of the Playing Field, will need to hold separate meetings for any items related to the Playing Field in future. All other items were rated as High/Substantial on the report.

20/07/8

i)

**To Receive & Approve the End Year Accounts for 2019/20**

**Resolved 20/07/8.01**

The balance carried forward as of 31<sup>st</sup> March 2020 was £6,811.85. The accounts were scrutinised and approved and as such, signed by the Chair (MC) & the RFO.

ii)

**Adoption of the Annual Accounting Statement (AGAR Sect. 2) 2019/20**

**Resolved 20/07/8.02**

The Accounting Statement for 2019/20 (AGAR Section 2) was approved and adopted and signed by the Chair (MC) & the RFO.

20/07/9

**To Review & Adopt the Budget for 2020/21**

**Resolved 20/07/9.01**

The Budget was reviewed and no changes were made. It was duly signed by the Chair, (MC).

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|  |  |  |               |  |               |   |      |                      |      |                      |      |                            |      |
|--|--|--|---------------|--|---------------|---|------|----------------------|------|----------------------|------|----------------------------|------|
| 20/07/10   | <p><b><u>To review &amp; Adopt the Asset Register 2020/21</u></b><br/> <b><u>Resolved 20/07.10.01</u></b><br/>                 The Asset Register was reviewed and adopted. The Parish Council Insurance Schedule has been updated. The Asset Register was duly signed by the Chair (MC).</p>  |  |               |  |               |   |      |                      |      |                      |      |                            |      |
| 20/07/11<br>i)   | <p><b><u>To Review &amp; Adopt Standing Orders as Amended July 2020</u></b><br/> <b><u>Resolved 20/07/11.01</u></b><br/>                 The Parish Council Standing Orders were taken from the NALC Model July 2018, and were adopted.</p>  |  |               |  |               |   |      |                      |      |                      |      |                            |      |
| ii)  | <p><b><u>To Adopt Standing Orders Addendum Re: Remote Meetings</u></b><br/> <b><u>Resolved 20/07/11.02</u></b><br/>                 The Addendum to cover Remote Meetings, as per <b>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020</b>, which came in to force on 4<sup>th</sup> April 2020, was adopted by Full Council.</p>  |  |               |  |               |   |      |                      |      |                      |      |                            |      |
| 20/07/12   | <p><b><u>To Review &amp; Adopt Financial Regulations Amended July 2020</u></b><br/> <b><u>Resolved 20/07/12.01</u></b><br/>                 The Parish Council Financial Regulations were updated in-line with the NALC Model July 2019 and adopted, and duly signed by the Chair (MC).</p>  |  |               |  |               |   |      |                      |      |                      |      |                            |      |
| 20/07/13   | <p><b><u>To Review &amp; Adopt the Financial Risk Assessment for 2020/21</u></b><br/> <b><u>Resolved 20/07/13.01</u></b><br/>                 The Financial Risk Assessment for the financial year 2020-21 was reviewed and adopted by the Full Council and signed by the Chairman of the meeting (MC).</p>  |  |               |  |               |   |      |                      |      |                      |      |                            |      |
| 20/07/14   | <p><b><u>Review Effectiveness of Internal Audit Procedure and Appointment of Internal Auditor 2020/21</u></b><br/> <b><u>Resolved 20/07/14.01</u></b><br/>                 The Parish Council Appointed Michael Williamson, Mijan Ltd to perform the Internal Audit for the financial year 2020/21.</p>  |  |               |  |               |   |      |                      |      |                      |      |                            |      |
| 20/07/15   | <p><b><u>To Consider any Annual Donations:</u></b><br/> <b><u>Resolved 20/07/15.01</u></b></p> <table border="1" data-bbox="295 1585 1072 1975"> <tr> <td data-bbox="295 1585 869 1668">Village Hall Committee = £500 (LGA 1976 (Miscellaneous Provisions) s19).</td> <td data-bbox="869 1585 1072 1668">LGA 1976 s.19</td> </tr> <tr> <td data-bbox="295 1668 869 1818">St Martins Church (Churchyard Maintenance) = £500 plus a donation of £250 towards tree works (Local Government Act 1972, s. 214(6)).</td> <td data-bbox="869 1668 1072 1818">LGA s.214 (6)</td> </tr> <tr> <td data-bbox="295 1818 869 1861">Elderbury Friendship &amp; Social Club = £200</td> <td data-bbox="869 1818 1072 1861">S137</td> </tr> <tr> <td data-bbox="295 1861 869 1904">Toddler Group = £200</td> <td data-bbox="869 1861 1072 1904">S137</td> </tr> <tr> <td data-bbox="295 1904 869 1946">Computer Club = £200</td> <td data-bbox="869 1904 1072 1946">S137</td> </tr> <tr> <td data-bbox="295 1946 869 1975">Fornham Ladies Club = £200</td> <td data-bbox="869 1946 1072 1975">S137</td> </tr> </table> | Village Hall Committee = £500 (LGA 1976 (Miscellaneous Provisions) s19). | LGA 1976 s.19 | St Martins Church (Churchyard Maintenance) = £500 plus a donation of £250 towards tree works (Local Government Act 1972, s. 214(6)). | LGA s.214 (6) | Elderbury Friendship & Social Club = £200 | S137 | Toddler Group = £200 | S137 | Computer Club = £200 | S137 | Fornham Ladies Club = £200 | S137 |
| Village Hall Committee = £500 (LGA 1976 (Miscellaneous Provisions) s19).   | LGA 1976 s.19  |  |               |  |               |   |      |                      |      |                      |      |                            |      |
| St Martins Church (Churchyard Maintenance) = £500 plus a donation of £250 towards tree works (Local Government Act 1972, s. 214(6)). | LGA s.214 (6)  |  |               |  |               |   |      |                      |      |                      |      |                            |      |
| Elderbury Friendship & Social Club = £200  | S137   |  |               |  |               |   |      |                      |      |                      |      |                            |      |
| Toddler Group = £200   | S137   |  |               |  |               |   |      |                      |      |                      |      |                            |      |
| Computer Club = £200   | S137   |  |               |  |               |   |      |                      |      |                      |      |                            |      |
| Fornham Ladies Club = £200   | S137   |  |               |  |               |   |      |                      |      |                      |      |                            |      |

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|                 |  |
|-----------------|--|
| <b>20/07/16</b> | <b><u>Planning Applications:</u></b>   |
| i)              | <b>DC/20/0898/TPO</b><br><b><u>Resolved 20/07/16.01</u></b><br>No Objections submitted 8 <sup>th</sup> July 2020   |
| ii)             | <b>DC/20/0949/TPO</b><br><b><u>Resolved 20/07/16.02</u></b><br>No Objections submitted 6 <sup>th</sup> July 2020   |
| iii)            | <b>DC/20/0899/TPO</b><br><b><u>Resolved 20/07/16.03</u></b><br>No Objections submitted 3 <sup>rd</sup> July 2020   |
| iv)             | <b>DC/20/0777/RM</b><br><b><u>Resolved 20/07/16.04</u></b><br>No Objections submitted 9 <sup>th</sup> June 2020  |
| v)              | <b>DC/20/0682/FUL</b><br><b><u>Resolved 20/07/16.05</u></b><br>Objections & Comments submitted 8 <sup>th</sup> June 2020   |
| vi)             | <b>DC/20/0469/LB</b><br><b><u>Resolved 20/07/16.06</u></b><br>No Objections submitted 28 <sup>th</sup> April 2020  |
| vii)            | <b>DC/20/0496/FUL - 68 lodges with parking, landscaping, waste and recycling areas and construction compound/maintenance area. LOCATION: St Genevieve Lakes, Road from Bury Road to B1106 – Holding Objection requested, until further information can be provided by the applicant.</b>   |
| viii)           | <b>AP/20/0020/STAND – Appeal DC/19/1584/FUL (i) Change of use of park land to land for siting of 12no. additional holiday lodges - extension to previously approved application DC/16/2792/FUL and (ii) associated landscaping (iii) construction of access road (iv) parking spaces (v) hardstanding bases and (vi) associated landscape planting and infrastructure LOCATION: The Dream Lodge Group Fornham Park Fornham St Genevieve – Previous Objections &amp; comments still stand and will be forwarded to the Inspector by WSC Planning Officer.</b> |
| <b>20/07/17</b> | <b><u>Correspondence:</u></b><br>None.   |
| <b>20/07/18</b> | <b><u>Finance &amp; Policies:</u></b>  |
| i)              | <b>Parish Council Bank Reconciliation from List of Payments/Receipts April-June 2020</b><br><b><u>Resolved 20/07/18.01.</u></b><br>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 1 <sup>st</sup> June 2020 is £31,373.11.  |
| ii)             | <b>Cheques for signing and approval and to authorise payment of outstanding invoices</b><br><b><u>Resolved 20/07/18.02</u></b>   |

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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.

|                       |                         |        |           |
|-----------------------|-------------------------|--------|-----------|
| Mr Horne              | Mole catcher            | 002138 | £15.00    |
| SALC                  | Membership fee          | 002139 | £530.25   |
| SALC                  | Payroll                 | 002140 | £54.00    |
| First Impressions     | Bugle printing          | 002141 | £310.50   |
| S Brooklyn            | Bugle Editor            | 002142 | £185.83   |
| Mrs Pott              | Litter picker           | 002143 | £433.32   |
| CHT                   | Cabinet code change     | 002144 | £90.00    |
| SCC                   | Highways Barton Hill    | 002145 | £519.00   |
| M&TJ's                | Grass cutting           | 002146 | £1,794.00 |
| Village hall          | Donation                | 002147 | £500.00   |
| St Martins Church     | Donation                | 002148 | £750.00   |
| Elderbury Club        | Donation                | 002149 | £200.00   |
| Fornham toddler group | Donation                | 002150 | £200.00   |
| Fornham computer club | Donation                | 002151 | £200.00   |
| Fornham Ladies club   | Donation                | 002152 | £200.00   |
| Mrs V Bright          | Mileage & expenses      | 002153 | £46.60    |
| Impress Express       | Covid play area signage | 002154 | £30.00    |

iii)

## **Approval of cheques signed between meetings**

### **Resolved 20/07/18.03**

Approved cheque payments since the last meeting. Signed by Cllr. P. Forster and Cllr. M. Collier.

|                   |                            |        |         |
|-------------------|----------------------------|--------|---------|
| First Impressions | Bugle printing             | 002136 | £325.00 |
| Mr P Forster      | Playing Field Gate repairs | 002135 | £183.00 |
| Mrs V Bright      | Office allowance 2020      | 002134 | £208.00 |
| Mrs S Brooklyn    | Bugle Editor               | 002137 | £185.83 |

### **Next Meeting to be held on Thursday 10<sup>th</sup> September 2020 at 7:30pm, venue to be confirmed.**

Meeting closed at 9:10pm

Signed: *Mike Collier*

Date: 10<sup>th</sup> September 2020

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