

**Minutes of the Parish Council meeting held in the Village Hall, The Street,
Fornham St Martin, IP31 1SW on Monday 23 May 2016 at 6.30pm**

Present: Councillors (Cllrs) Penny Borrett, Paul Butler, Michael Collier (Chair), Peter Forster, Gary Hubbard, Jayne Hubbard and Nick Owen.

In attendance: Paul MacLachlan (Clerk) and four members of the public.

The agenda, together with appendices 1 to 9 will be appended to the signed minutes.

1 Election of Chair

It was proposed by Cllr Gary Hubbard, seconded by Cllr Borrett and agreed unanimously that Cllr Michael Collier be elected Chairman of Fornham St Martin cum St Genevieve Parish Council.

Cllr Collier signed the Acceptance of Office form.

2 Apologies

There were no apologies.

3. Election of Vice Chair

It was proposed by Cllr Collier, seconded by Cllr Forster and agreed unanimously that Cllr Gary Hubbard be elected Vice-Chairman of Fornham St Martin cum St Genevieve Parish Council.

4. Declarations of Interest

No interests were declared. No dispensations were sought.

5. Minutes

The minutes of the Parish Council meeting dated 14 April 2016 were agreed a true record and signed by the Chair.

6. Governance issues

- (i) It was proposed by Cllr Gary Hubbard, seconded by Cllr Borrett and agreed unanimously that the delegation arrangements to the Clerk at appendix 1 be adopted;
- (ii) It was proposed by Cllr Gary Hubbard, seconded by Cllr Borrett and agreed unanimously that the standing orders adopted on 10 March 2016 be confirmed;
- (iii) It was proposed by Cllr Gary Hubbard, seconded by Cllr Borrett and agreed unanimously that the financial regulations adopted on 10 March 2016 be confirmed;
- (iv) the following arrangements for representation on, or work with, external bodies were agreed:
 - Suffolk Association of Local Councils – Cllrs to be nominated as available;
- (v) It was noted that the inventory of land and assets adopted on 10 March 2016 was unchanged;
- (vi) It was agreed that consideration of the Council's insurance cover be deferred to a future meeting;
- (vii) the following 2016/17 council and staff subscriptions were agreed:
 - National Association of Local Councils;
 - Suffolk Association of Local Councils;

- Community Action Suffolk;
- (viii) It was proposed by Cllr Jayne Hubbard, seconded by Cllr Forster and agreed unanimously that the complaints procedure at appendix 2 be adopted;
- (ix) It was proposed by Cllr Collier, seconded by Cllr Gary Hubbard and agreed unanimously that the procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 at appendices 3 and 4 be adopted;
- (x) It was proposed by Cllr Collier, seconded by Cllr Forster and agreed unanimously that the policy for dealing with the press/media at appendix 5 be adopted;
- (xi) It was proposed by Cllr Collier, seconded by Cllr Forster and agreed unanimously that the following existing arrangements for ordinary meetings of the full council be confirmed.
- 9 June 2016;
 - 14 July 2016;
 - 8 September 2016;
 - 13 October 2016;
 - 10 November 2016

All meetings to commence at 7.30pm in the Village Hall, The Street, Fornham St Martin. It was agreed to consider 2017 meetings in conjunction with the new Clerk.

The meeting was adjourned for public question time

A local resident advised the decision of the Development Control Committee regarding the planning applications at Lark's Pool Farm and expressed concern that some of the conditions and consents may not be lawful.

A local resident commented on the Fornham Park application noting that yet another revision had been submitted. Cllrs felt that a meeting with the case officer might be helpful and the Chairman undertook to arrange this.

A local resident commented and speculated on the outcome of the local boundary review.

A local resident commented on the missing VAS pole formerly outside the All Saints Hotel. This had been noted this and the Chairman will be raising this with the hotel.

The meeting reconvened.

7. Clerk's report

The Clerk reported progress on actions arising from prior meetings (see Appendix 6).

8. Decisions taken since the last meeting

The appointment of Victoria Bright as Clerk to the Council from 1 June 2016 was noted.

9. Planning and Environment

(i) Cllrs considered the following planning applications:

16/0632/FUL: Hollow Road Farm, Hollow Road, FSM, IP31 1SJ
Vegetable store and 2.5m high earth bund as amended on 29/04/16

Cllrs expressed concern about the volume of traffic during harvest and the safety issues arising from the wide turning circle required by the vehicles entering and exiting the site. SUPPORT

16/0808/FUL: Suffolk Golf and Spa Hotel, The Street, FSG, IP28 6JQ
Equipment and maintenance store SUPPORT

16/0784/HH: 37 Lark Valley Drive, FSM, IP28 6UQ
Single storey rear extension to existing detached double garage SUPPORT

(ii) Cllrs noted the planning decisions recorded at Appendix 6.

10. Finance

- (i) Cllrs agreed the schedule of payments at appendix 7;
- (ii) Cllrs Jayne Hubbard and Penelope Borrett confirmed that they had undertaken the following checks finding everything to be in order:
- accounting checks for the quarters to 31 December 2015 and 31 March 2016;
 - the proposed responses to sections 1 and 2 of the Annual Report ;
 - the Council's risk and management document.
- (iii) Cllrs received and noted with satisfaction the report of the Council's internal auditor, SALC, dated 29 April 2016(Appendix 8).
- (iv) It was proposed by Cllr Collier, seconded by Cllr Jayne Hubbard and agreed unanimously that the accounts for the year to 31 March 2016 at appendix 9 be adopted;
- (v) Cllrs agreed the compliance statements in section 1 of the 2015/16 Annual Return and authorised the Chairman to sign the declaration on behalf of the Council;
- (vi) Cllrs agreed the statement of accounts in section 2 of the 2015/16 Annual Return and authorised the Chairman to sign the declaration on behalf of the Council.

The meeting closed at 7:15pm.

Mike Collier, Chairman
9 June 2016