

FORNHAM ALL SAINTS PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Fornham All Saints Parish Council held on 17th May 2016 at 6.30pm in Fornham All Saints Village Hall.

Members Present:

Mr Howard Quayle – Chairman
Mr Bernard Grimshaw

Mrs Enid Gathercole
Ms Wendy Braithwaite

With Mrs Victoria Waples (Clerk), in attendance and 2 members of the public.

- 1048 **OPENING STATEMENT** – a statement was read out indicating, that in accordance with changes in legislation, the public and councillors were permitted to film, photograph or use social media in order to report on the proceedings of the meeting.
A full transcript of the statement is available from the Clerk upon request.
- 1049 **ELECTION OF CHAIRMAN**
It was proposed and unanimously agreed that Cllr. Quayle be re-elected to the position of Chair for a further year. He duly completed and signed his Declaration of Acceptance of Office.
- 1050 **APOLOGIES FOR ABSENCE**
i. Cllrs. Clark-Ward, Hodder and Purnell had submitted their apologies due to personal commitments.
ii. Council consented to accept these apologies.
- 1051 **DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST**
i. Cllr. Gathercole declared a Local Non Pecuniary Interest as a Member of the Community Centre Committee. There were no other pecuniary or local non pecuniary interests for the agenda under discussion.
ii. There were no disclosures of gifts of hospitality exceeding £25.
iii. There were no requests for dispensations with regards to the Agenda under discussion.
iv. The Chairman informed the meeting that, due to a clarification of Section 80 of the 1972 Act which stated that a Councillor could not be a paid employee of the Council, Michael Guest had resigned from the Parish Council to continue his employment as the Village Litter Picker.
It was agreed that this situation was very regrettable and that the Parish Council asked that its appreciation of the commitment and work carried out by Mr Guest be recorded and acknowledged.
The Clerk agreed to arrange to advertise the vacancy as soon as possible.
- 1052 **MINUTES** – approval of the minutes from the Parish Council Meeting of 15th March 2016 were agreed by all and signed by the Chairman as true and accurate records.
- 1053 **ELECTION OF VICE - CHAIR** – it was proposed and unanimously agreed that Cllr. Gathercole be re-elected to the position of Vice-Chair for a further year. She duly completed and signed her Declaration of Acceptance of Office.
- 1054 **ELECTION OF COMMITTEES AND REPRESENTATIVES**
The Council also agreed that those currently standing on the following committees be re-elected on bloc with additions where necessary:
Fuel Charities Committee – Enid Gathercole, Paul Purnell and Howard Quayle
Planning Committee – Enid Gathercole, Howard Quayle, Gary Clark Ward, Wendy Braithwaite, Vacancy
Associations Representatives:
Village Hall Committee – Gary Clark Ward and Paul Purnell
Church Fabric Committee – Howard Quayle
Community Council – Paul Purnell
Suffolk Association of Local Councils – Howard Quayle
Parish Appointed Allotment Representative – Michael Guest

So signed by the Parish Council Chairman at a meeting of 19th July 2016

Portfolios Held:

Vision 2013 / Borough Council Liaison	-	Howard Quayle, Paul Purnell
Environment	-	Enid Gathercole
Website Development	-	Gary Clark Ward
Asset Management	-	Paul Purnell
Traffic Management	-	Bernard Grimshaw
Bury North West Liaison	-	Vacancy
Safe Village Initiatives	-	Liz Hodder

1055 REPORTS ON PARISH COUNCIL MATTERS –

- i. To consider outstanding matters raised with Highways during the past few months: it was noted that Cllr. Grimshaw had sent communications to Highways requesting a response on the matters previously raised. It had been agreed that these issues would be forwarded to the replacement Officer. Council doubted that this had been carried out. It was agreed that Cllr. Grimshaw would reformat the list of action points sent to Highways and send it to the Clerk to chase up and allow the Parish Council to get some movement on the outstanding issues.
- ii. To consider Highway's response to parking issues in Pigeon Lane – this matter was still outstanding as the Parish Council had not received any further communication from SCC's Highways' Department. .
- iii. Village Signs – again this matter was outstanding as there had been not further communication from SCC's Highways Department. In the meantime, Cllr. Grimshaw had drawn up initial costings and design for onward submission to Highways.
- iv. Speeding Issues/Traffic Report – A1101 – Cllr. Grimshaw presented his traffic survey report. It was noted that the numbers were high with regards to volume and that this did not take into account the possible impact from the development at Bury North West. It was felt that this was a good measure of traffic impact and one that should form the basis for meetings with relevant agencies. The meeting was in agreement that this was the volume of traffic along with the speeds recorded were the most important issues facing the Council and that it should organize a meeting with the SNT and Highways as soon as possible.
- v. Allotments – it was noted that the skip had been sited on the allotment and that a significant amount of rubbish had now been removed from around the sheds and in the pathways. Additional blackthorn had been planted in the hedgerow with more due to be planted. It was agreed that the Clerk would now write to all allotment holders explaining that this was the last skip to be placed and that all rubbish brought onto the allotments must be removed by the individuals themselves.

1056 TO RECEIVE THE CLERK'S REPORT INC. FINANCIAL TRANSACTIONS

- i. To approve the final accounts for the year ending 31st March 2016 and to sign the Annual Return including the Statement of Assurance – the Final Accounts for 2015-2016, including the Council's Asset Register, were presented to all Councillors present and approved by all and signed as such by the Chairman and Clerk to the Council, aif. Section 1 entitled Statement of Assurance was presented to the Council for approval. Each statement was approved by all Councillors present and signed as such by the Chairman and the Clerk to the Council. The Accounting Statements, as per Section 2, were also presented to the Council for approval. Acceptance of the accounts was proposed and approved by all Councillors present and signed as such by the Chairman and the RFO.
- ii. To note the internal audit report on the accounts to the end of 3^{1st} March 2016 is due to be carried out on 2^{7th} May 2016 – Council noted this date. It was confirmed that, provided the Internal Audit raised no items for consideration by the Parish Council, the Annual Return along with the associated paperwork would be submitted to the external auditors, BDO by the due date of 20th June.
- iii. To confirm the appointment of the Clerk as the Responsible Financial Officer for the year 2016 – 2017 – in accordance with the Council's own Financial Regulations, the appointment of the Clerk as RFO for the coming year was proposed and approved by all present, aif.
- iv. Cheques to be approved for payment – a number of cheques were presented for payment and approved by all present – details of which can be found in Appendix B.
- v. To receive the bank balances and budget to actual statement – Council noted the bank balances stood at £26,389.18. It was noted that the Budget to Actual statement for the Quarter ending 30th

So signed by the Parish Council Chairman at a meeting of 19th July 2016

June 2016 would be presented at the next meeting and thereafter at quarterly meetings in accordance with Council's own Standing Orders.

- vi. To consider the costs involved in the erection of village gateway signs – as had been discussed earlier, Council was still awaiting details on costs and designs from SCC's Highways Department. There was also the issue of the finalisation of the new boundary between FAS and Fornham St Martin cum Genevieve.
- vii. To consider the costs involved in the supplying and erecting fencing to the Play Area in the Recreational Field – it was confirmed that, subject to agreement from County Cllr. Hopfensperger as to the sum she could allocate to this project, Council would accept the quotation from Wunawf Projects in the sum of £2478.33, aif. It was noted that an application would be submitted to St Edmundsbury RIGS fund which would leave the Parish Council with a balance of approximately £500 to fund.
- viii. To note the funding sources available for Agenda Item 8vii – covered under 8vii.
- ix. To consider a letter from FAS Church Fabric Committee with regards to a request for financial assistance for works to the Church Ceiling Project – Council's attention was drawn to the fact that there were no statutory powers that allowed the Parish Council to incur expenditure when there was another statutory body that already had that power. Agreement was forthcoming that the Clerk should write to the Fabric Committee stating that on this occasion the Parish Council was unable to assist for the above reason.
- x. Training Dates for Council – the Clerk would circulate a number of dates suitable for training over the coming months and that agreement was forthcoming for the purchase of the new Good Councillor guides.

1057 BOROUGH COUNCIL MATTERS –

- i. Bury North West Development – the Clerk made the meeting aware that the Developers had indicated, via email that they were unlikely to commence on site (apart from archaeology) until June as they were still waiting for St Edmundsbury to formally sign off the final landscaping details. The archaeological work was due to be split down into a series of agreed phases and as each phase was signed off by St Edmundsbury then they were expecting to progress the ground works within those phases.
- ii. West Suffolk Operational Hub Consultation – the meeting was informed that a briefing document had been issued in April 2016 with a recommendation to go to the Borough the following month. The consultation results favoured no HUB but an expansion of the Rougham Hill Waste Site. The meeting were hopeful that the Borough would take account of the responses that had arisen from the public consultation.

1058 SUFFOLK COUNTY COUNCIL MATTERS:

- i. To note the Fire Service's IRMP consultation – Council noted the recommendations to be passed to Full Council.
- ii. To note the changing opening hours at Suffolk HWRCs - and the press release issued – Council noted the change if hours.
- iii. To receive an update on Rural transport changes and to note drop in sessions dates – Council noted details.
- iv. Lark Valley Path – there were no updates at this stage.

1059 PLANNING MATTERS

- i. There were no planning applications coming forward.
- ii. To receive notification of Planning Applications determined by the Borough –
 - Permission for works to trees in a Conservation Area Notification - (i) Line of Leylandii (G1 on plan) - prune back to main stems on northern aspect to clear gable and roof line of village hall; (ii) various trees and shrubs (G2 on plan) - reduce back in line with boundary fence overhanging footpath to rear of hall (iii) Sycamore (T1 on plan) - fell (iv) Holly Tree (T2 on plan) - crown lift to approx 2.5m and prune by approx 1.5m @ The Village and Teas Cosy Cottage, The Green –

1060 CORRESPONDENCE RECEIVED SINCE THE LAST MEETING –

- i. General correspondence and magazines were brought to the Parish Council's attention. It was noted that general correspondence was passed on to Councillors in between meetings via email.

So signed by the Parish Council Chairman at a meeting of 19th July 2016

ii. Jo Churchill, MP – Council was informed of the contact details for the Local MP.

1061 REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD –

i. Update on portfolios held:

- Open Spaces – Cllr. Gathercole mentioned that she had attended a recent walk at West Stow which detailed the work that had been carried out and had attended a recent talk on the River Lark by the River Lark Partnership. There was a newsletter in progress which was due out on 1st June 2016.

ii. National Allotment Week – it was agreed that copy for the village magazine advertising this week should be inserted into the next edition of the Village Newsletter.

1062 DATE OF NEXT MEETING: Parish Council Meeting on 19th July 2016 commencing at 7.30pm.

There being no other business the Chairman declared the meeting closed at 7.59pm.

Appendix A - Accounts for 2015 -2016

Receipts and Payments for the period ending 31 March 2016

Bank Balance - As per statement 31/03/15 less unrepresented cheques

RBS 11480146	£270.20		
RBS 10034363	£766.76		
RBS 11480154	£20,451.11		
Total Balance	£21,488.07	£21,488.00	Box 1

Receipts

Precept	£14,799.00	£14,799.00	Box 2
St Eds Grant	£1,817.00		
Bank Interest	£127.81		
War Stock	£0.60		
Unrepresented Cheque	£250.00		
VAT Refunds	£3,037.88		
Church Wall Donations	£2,900.00		
Locality Budget Donation	£2,000.00		
Transparency Fund	£418.34		
Fuel Allotment Charity	£2,539.00		
Insurance Claim re VAS	£1,650.00		
Newsletter Income	£725.02		
Cheque no 1325	£250.00		
	£15,465.65	£15,466.00	Box 3
Total Receipts	£30,264.65	£30,265.00	

Staff costs

Staff costs	£5,623.24	£5,623.00	Box 4
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Other payments:

Closed Churchyard	£7,560.00		
Allotments Recreation Field	£1,214.00		
Open Spaces	£12,326.99		
Section 137 Donations	£3,650.00		
Grants	£3,599.00		
Admin expenses	£2,892.63		
Subscriptions	£408.00		
Newsletter Expenditure	£816.53		
Total Other payments	£32,467.15	£32,467.00	Box 6
Total Payments	£38,090.39	£38,090.00	

Opening balance + receipts - payments	£13,662.33	£13,663.00	Box 7
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Bank Balance - As per statement 31/03/16 less unrepresented cheques

RBS 11480146	£266.42		
RBS 10034363	£1,015.81		
RBS 11480154	£16,069.68		
Total Balance	£17,351.91	£17,352.00	Box 8

Unrepresented cheques outstanding 2016

£3,689.58

Reconciled balance 31/03/16

£13,662.33

£13,663.00

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Supporting Statement for the year ended 31 March 2016

Section 137 Payments 2015/2016

The limit for spending under Section 137 of the Local Government Act 1972 for this Council for the year 2015/16 was £4,320 (587 electors x £7.36)

The payments were made as follows:

Fornham All Saints WI	Donation	£200.00
Fornham Over 60s club	Donation	£200.00
The Samaritans	Donation	£100.00
1st Fornham All Saints Rainbow Pack	Donation	£250.00
Avenues Group	Donation	£100.00
Suffolk Family Carers	Donation	£100.00
Marie Curie Cancer Care	Donation	£150.00
Macmillan Cancer Support	Donation	£150.00
Vitalise	Donation	£150.00
Age UK Suffolk	Donation	£150.00
Cancer Research UK	Donation	£150.00
West Suffolk Voluntary association for the Blind	Donation	£200.00
EACH	Donation	£200.00
St Nicholas Hospice	Donation	£200.00
CLIC Sargent	Donation	£200.00
Suffolk Accident Rescue Service	Donation	£200.00
Magpas	Donation	£200.00
East Anglian Air Ambulance	Donation	£200.00
St John Ambulance	Donation	£300.00
Total		£3,400.00

Reserves

General Reserves

£9,987.08

Earmarked Reserves

Repairs to play equipment	£1,500.00
Churchwall repairs	£1,000.00
Allotment Maintenance	£500.00
Newsletter Account	£675.25
	<u>£3,675.25</u>

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Assets

At 31 March 2016 the following assets were held:

Description	Basis of valuation	Value £
Village Green community asset	Nominal Value	£1.00
Churchyard wall	Proxy 2010 value	£14,800.00
Bus shelter - infrastructure asset	Proxy 2010 value	£6,660.00
Bus shelter - infrastructure asset	Proxy 2010 value	£1.00
6 seats - operational assets	Proxy 2010 value	£1,903.00
Village sign - infrastructure asset	Proxy 2010 value	£3,000.00
Memorial seat - operational	Proxy 2010 value	£488.00
Memorial bench - operational	Value 31 Mar 13	£489.00
War memorial - infrastructure asset	Proxy 2010 value	£25,000.00
4 swings - operational asset	Proxy 2010 value	£1,265.00
see saw -operational asset	Proxy 2010 value	£1,100.00
Slide	Proxy 2010 value	£1,945.00
wild cat sports activity centre inc surface	Proxy 2010 value	£6,315.00
"Whirly Bird" roundabout	Proxy 2010 value	£1,470.00
2 spring mobiles	Proxy 2010 value	£989.00
large wobbleboard	Proxy 2010 value	£527.00
hang-glider roundabout	Proxy 2010 value	£1,344.00
safety tiles/grass to the above	Proxy 2010 value	£2,740.00
3 notice boards	Proxy 2010 value	£3,000.00
various office contents incl laptop & printer - operational assets	Proxy 2010 value	£1,550.00
Wooden filing cabinet	Cost	£158.13
miscellaneous tools - operational asset	Insurance Value	£210.00
175 Lloyds shares (were HBOS)	Value	£137.38 *
War Stock	Book Value	£66.71
"Under Starter's Orders"	Cost	£13,523.00
2 No Street Light Units - Village Green	Cost	£4,786.20
Vehicle Activated Sign & Battery	Cost	£2,625.00
Skatepark Surfacing	Cost	£7,478.00
Skatepark Equipment	Cost	£26,000.00
Generator	Cost	£450.00
Vehicle Activate Sign & Spare Battery	Gift contribution	£1.00
Dog Bins	Proxy 2010 value	£1.00
Litter Bins	Proxy 2010 value	£1.00
Dog Bag Dispenser	Proxy 2010 value	£1.00
Memorial Green community asset	Nominal Value	£1.00
		£130,026.42
Assets acquired during the year:		£0.00
Assets disposed of during the year:		£0.00
Total assets at 31 March 2016		£130,026.42

Box 9

Borrowings

As at 31 March 2016 no loans to the Council are outstanding

£0.00 Box 10

Leases/Agreements

Fornham All Saints Parish Council acts as Trustee to Fornham all Saints Charities which owns land in the Parish leased to Fornham All Saints Community Council, plus 20 allotment plots and 10 acres of farmland.

Outstanding Debts

VAT (unclaimed)

£464.02

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Current Account – cheques to be drawn

316	SALC – Subs	316.72		316.72	LGA 1972 s111
317	FAS Parish Hall – Hire of Village Hall	32.00		32.00	LGA 1972 s133
318	Wicksteed Playgroups	2388.06	477.61	2865.67	LG(Misc Prov) 1976 s19
319	H Quayle – Expenses	16.72		16.72	LGA 1972 s111
320	JRB Enterprises	53.30	10.66	63.96	Open Space Act 1906 s9&10
321	M Purnell – planting expenses	150.00		150.00	Open Space Act 1906 s9&10
322	V Waples – Salary	624.96		624.96	LGA 1972 s112 (2)
323	V Waples – Expenses	195.83	49.43	284.43	LGA 1972 s111
324	M Guest – Litter Picker	331.90		331.90	Open spaces Act 1906 s 9 & 10
	Total Due			£4,686.36	

Income received since the last meeting

	St Edmundsbury Precept			16505.00	
	St Edmundsbury Grants			1087.00	
	Interest – April			4.78	
	Total Income Received			£17,596.78	

Current Account – income received since the last meeting

	Bank Balances				
	Current account (as at 29.04.16)			230.42	
	Deposit account (as at 29.04.16)			30,966.46	
	Sub Total			£31,196.88	
	Less invoices due for payment			£4,686.36	
	Less outstanding cheques			£121.34	
	Plus uncredited lodgements				
	Bank Balance			£26,389.18	
	General Reserves			£22,736.06	
	Earmarked Reserves:				
	Repairs to play equipment			1,500.00	
	Churchwall repairs			1,000.00	
	Allotment maintenance			500.00	
	Newsletter Account			653.12	
				£3,653.12	

Newsletter Account – cheques due for payment

	Community Workshop – April Newsletter			140.47	LGA 1972 s142
	P& S Brooklyn – April Newsletter Production			150.00	LGA 1972 s142
	Bank Balance			675.25	
	Less outstanding cheques			290.47	
	Balances			£384.78	

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