

FORNHAM ALL SAINTS PARISH COUNCIL

Minutes of the Annual (Parish) Council Meeting of Fornham All Saints Parish Council held on 15th May 2018 at 8.00pm in Fornham All Saints Village Hall.

Members Present:

Mr Howard Quayle – Chairman
Mr Gary Clark Ward
Mr Paul Purnell

Mrs Enid Gathercole
Mrs Jill Mayhew

With Mrs Victoria Waples (Clerk), County and Borough Cllr. Hopfensperger (in part) and 2 members of the public (in part).

1283. **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.
1284. **TO RECEIVE NOMINATIONS FOR THE POSITION OF CHAIRMAN TO THE PARISH COUNCIL** – Cllr. Quayle was nominated to continue as Chair for the forthcoming year. This was approved by all present, aif. He duly completed his Declaration of Acceptance for the office of Chair.
1285. **APOLOGIES FOR ABSENCE**
- i. Apologies of absence were received from Cllrs. Grimshaw and Hodder due to personal commitments. Council asked that formal best wishes be offered to Cllr. Grimshaw on his birthday.
 - ii. Council consented to accept these apologies.
1286. **DECLARATIONS OF INTEREST** –
- i. To receive disclosures of pecuniary and local non pecuniary interests for the agenda under discussion – Cllr. Paul Purnell declared a Local Non Pecuniary Interest in his capacity as Chair of the Village Hall Trust.
 - ii. To receive disclosures of gifts of hospitality exceeding £25 – there were none to declare.
 - iii. To consider requests for dispensations – the Clerk confirmed that she had not received any such requests.
1287. **TO APPROVE THE MINUTES** – Council approved the minutes from the Parish Council Meeting on 20th March 2018 as a true and accurate record, aif.
1288. **TO RECEIVE NOMINATIONS FOR THE POSITION OF VICE-CHAIRMAN TO THE PARISH COUNCIL** – Cllr. Gathercole was proposed for a further year on the understanding that a succession plan was put in place for a future Vice-Chair, agreed by all, aif. She duly completed her Declaration of Acceptance of Office for Vice-Chair.
1289. **TO CONFIRM THE ELECTION OF OFFICERS TO COMMITTEES AND COUNCILLORS AS REPRESENTATIVES ON OUTSIDE BODIES** -
- Fuel Charities Committee – Cllrs. Gathercole, Purnell and Quayle
 - Planning Committee – Cllrs. Gathercole, Grimshaw, Quayle and Clark Ward
 - Village Hall Committee Representatives – Cllrs. Clark Ward and Purnell
 - Church Fabric Committee Representative – Cllr. Quayle
 - Community Council Representative – Cllr. Purnell
 - Parish Appointment Allotment Representatives – Mr Richard Taylor and Mr Richard Clark
 - Portfolios held:
 - Borough Council Liaison – Cllrs. Purnell and Quayle
 - Environment – Cllrs. Gathercole & Mayhew
 - Asset Management – Cllr. Purnell
 - Traffic Management – Cllr. Grimshaw
 - Safer Village Initiatives – Cllr. Hodder
 - Healthy Village Initiatives – Cllr. Gathercole

So signed by the Chairman at the meeting of 17th July 2018

1290. **TO RECEIVE ISSUES FROM THE MEMBERS OF THE PUBLIC RELATING TO THE AGENDA UNDER DISCUSSION –**
- Adoption of Kiosk – clarification was given to the question over the Kiosk’s Listing Status and it was confirmed that as the Kiosk is not being moved or altered then there is no need for an application for change of use to be submitted.
1291. **TO CONSIDER NOMINATIONS FOR THE VACANCY FOR THE VACANT POST OF COUNCILLOR –** the Council had received one expression of interest shown for the current vacancy. As the applicant concerned fulfilled the criteria for holding public office, Council was in a position to consider his nomination. Council was in favour and Mr Mathew Stewart was co-opted onto the Parish Council. He duly completed his Declaration of Acceptance of Office and joined the Council at the table.
1293. **TO RECEIVE REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD**
- To receive general reports on portfolios held – there were no general issues raised.
 - To consider the recommendation from the TAG to include topics raised at the village meeting held in March 2018 as an appendix item for consideration in future action plans - 3 conclusions following the meeting – village is being split due to the business of the road; Tut Hill resolution; Highway Safety. The bullet points on the circulated Appendix 3 document should form part of the TAG Report going forward, aif.
 - To discuss the feasibility of setting-up a Community Self-Help Group (or similar) in the village to carry out such tasks as taking elderly villagers for hospital appointments, sitting with an infirm person for an hour to provide company – whilst good ideas, it does further investigation as to how this might function and someone to co-ordinate and be central point. Cllr. Hopfensperger stated that Community Action Suffolk provides support to parishes interested in a befriending scheme – e.g. suitable checks; insurance etc. It was agreed that Cllrs. Gathercole and Mayhew would explore this further and report back at the next meeting.
 - Tut Hill – Cllr. Clark Ward made the meeting aware that in Dec 2013 there was a preferred option that if Tut Hill was not to be closed then Tut Hill would be greatly restricted with traffic calming measures. Cllr. Clark Ward asked why had the plans changed from the original Masterplan document where the full closure of the road was supported to the current design with no consultation with the Parish Council. Understood that the understanding of events was that Vision 2031 included the area of Marham Park for development; the County Council stated that the closure of Tut Hill was their preferred choice and Traffic Regulation Orders would be required for this change. If there was a delay then speed reductions and traffic calming would be imposed. As of yet there is no application to close the road – but it is noted that when they do the Borough will support a closure. If a Traffic Regulation Order (TRO) comes forward then the Parish Council will be consulted. It was confirmed that the current junction and works that they are intending to do by forcing traffic down the relief road was all part of the original plans that were submitted and agreed. Could the TRO be carried out on a rolling basis – such as a HGV band or limit the size of HGV, without precluding a full closure at a later date? It was stated that the Link Road was expected to be opened not later than January 2019.
 - Asset Management – it was agreed that Cllr. Purnell would look into sourcing a trolley or similar device to carry the litter bag for the Litter Picker.
1294. **TO RECEIVE THE CLERK’S REPORT inc FINANCIAL TRANSACTIONS**
- To receive an update on the following items (for information only):
 - Submission of the application to the Lottery Fund for funds for a community defibrillator – no-one has come back with an update as of yet.
 - Adoption of the BT Kiosk by the Parish Council – contract and payment has now been received and will be signed and returned for formal adoption.
 - To consider and note the internal audit report on the accounts to the end of 31st March 2018 – it was noted that formal approval was required and as such approval of the report along with any recommendations contained therein (there were none) was given in accordance with the Accounts & Audit Regulations 2015, aif.
 - To approve the Accounting Statements for the year ended 31st March 2018 – Council was in agreement to accept the accounts as presented, aif. A copy of the Financial Statements can be seen at Appendix A.

So signed by the Chairman at the meeting of 17th July 2018

- iv. To approve and sign the Statement of Assurance of the Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2018 – Council agreed that all statements were to be answered in the affirmative.
- v. To approve and sign the Accounting Statements on the AGAR for the year ended 31st March 2018 – it was agreed that the Accounting Statement as per Section 2 of the AGAR should be approved as an accurate statement of the Council's financial transactions. Council was in agreement that as it fulfilled the criteria it would certify itself as exempt from external audit. The form was duly signed.
- vi. To reconfirm the appointment of the Clerk as Responsible Financial Officer (RFO) for the year 2018-2019 – in accordance with LGA 1972 s150 the Clerk was reconfirmed as the RFO.
- vii. To confirm that Council will apply to the Clerk and the Litter Picker the new pay-scales effective 1st April as per the recent National Joint Council for Local Government Services agreement on pay for local government employees – Council acknowledges and approved the uplift in both salaries as per the new pay-scale rates.
- viii. To consider and approve payments as per the list in Financial Appendix B – payment of the invoices as listed were approved, aif.
- ix. To receive the Bank Balances to date – Council noted that across the 2 accounts the balance was £30,414.49. The Newsletter account stood at cleared balance of £129.48.
- x. To consider other matters coming forth noting that if they are of financial in nature, they will need to be formally considered at the next meeting –
 - It was noted that the Clerk had given approval for further plants to be purchased for the agreed areas: planting scheme for the area under the sign as per the budget set and previous agreement. Maximum spend limit was £50.00.
 - It was agreed that monies should be expended on the repainting & treating of the Village Sign and timberwork. Once costs were known this would be brought back to the Council for approval.

1295. **POLICE MATTERS**

- i. To receive reports of interest from the Bury Safer Neighbourhood Team (SNT) – noted that the SNT report is available to view via a link from the Council's website.
- ii. To receive issues of concern with regards to the village – the Clerk made the meeting aware of details of a new Local Police Volunteer scheme, which it was agreed would be circulated in the village newsletter. The scheme was initially trialled in five villages, and is now being rolled out across the county.

1296. **BOROUGH COUNCIL MATTERS**

- i. To receive applicable updates on works at Marham Park, Bury St Edmunds – an update had been provided by email which mentioned the following:
 - Bloor Homes are leading the way on the house building, with an expected 40 people moved in by June 2018.
 - Countryside and BDW are moving along with roofs now going on. (Countryside is marketing as "Fornham Place", BDW as "All Saints Quarter").
 - Countryside will have a Show Home open in June 2018.
 - We are just starting the final phase of road building with a target of completing all these works by approx. January 2019, dependent on weather.
 - Bloor Homes have brought parcels N (originally earmarked for school) & J, and will be looking to develop these in due course. 198 homes planned on these two plots.
 - Landscaping of the open spaces is underway, with most of the planting done. There are still quite a lot of seeding works that are being carried out, and will be on-going.
 - The key area of interest for the Parish Council will be the completion of the Tut Hill road works which are being programmed now. As soon as there are firm dates and all relevant notices are in place, the Parish Council will be informed.

1297. **SUFFOLK COUNTY COUNCIL MATTERS –**

- i. To receive an update on the monitoring of agreed actions following the meeting held with the SCC's Transport Policy and Development Manager & County Cllr. Hopfensperger – dates for meeting with Steve Merry to be circulated to all for attendance at which he will be presented with the appended TAG report. It was agreed that the format will cover a walk around the village and a discussion on the viability of options. The Clerk agreed to forward onto the Councillors the costs with regards to indicative costs for the various traffic management and calming features as received from Steve Merry.

So signed by the Chairman at the meeting of 17th July 2018

- ii. To receive an update on improvements to the A1101 Hengrave Road, Junction with Mere Lane as outlined in a letter dated 12th February 2018 – County Cllr. Hopfensperger confirmed that a discussion with Mr. Chenery has resulted in the replacement of the Give Way sign and an order placed for the Mere Lane nameplate. He has looked at the junction and the work being requested as per the letter of 12th February 2018 would cost around £30k given the complex drainage works in this area. The recorded accident data would not justify such expenditure as central funding (last accident was 2008). He may be able to look at this when they look at safety review of A1101. It was confirmed by County Cllr. Hopfensperger that Mr. Chenery has responded to the resident directly on this matter.
- iii. To receive an update on the projects allocated from County Cllr. Hopfensperger Locality Budget and to consider whether to request the allocation of funds for a dropped kerb at the side gate to the Village Cemetery – Council considered that there were other safety issues identified in the TAG report that would take priority over this. It was agreed that this would be considered more at a later date should funding allow.
- iv. To receive an update on the Suffolk Highways: Community Self Help Scheme and to consider whether this is of interest to the Parish Council – this is currently being looked at by Mark Steven's Department at SCC Highways – more information should be forthcoming later in the months. Guidelines will be drawn up as to what may be possible to devolve to the Parishes based on a formal basis and will give permission to carry out certain duties on the Highway.
- v. To receive an update on the Council's request for the removal of The Brecks signage in Fornham All Saints – permission received from the relevant authorities and the Borough has agreed that they will be removing the Brecks sign for free. County Cllr. Hopfensperger agreed to ascertain the timescales involved.
- vi. To receive an update on progress on the Local Government Boundary Commission's Review of Electoral Representation for West Suffolk – new consultation later in the summer on proposals being submitted by the Borough.

1298. **PLANNING MATTERS**

- i. To note that Mr Poole from Places4People Planning Consultant Ltd Start will be attending the meeting on 17th July to discuss the practicalities of producing a Neighbourhood Plan. It was agreed that the meeting should start at 7.00pm with Mr Poole high up the agenda and should cover issues such as who does what, how it is done and when.
- ii. To consider the following planning applications: there were none received.
- iii. To note planning applications received by the Parish Council in between meetings: there were none to be reported upon.
- iv. To receive notification of the following planning applications determined by the Borough: there were none received.

1299. **CORRESPONDENCE RECEIVED SINCE LAST MEETING:**

- i. Fornham All Saints War Memorial, c260m to the south-west of All Saints' Church, The Green, Fornham All Saints, Suffolk – it was noted that this had now been listed as a Grade II Listed War Memorial. Cllr. Clark Ward asked whether the Parish Council should consider erecting a war memorial for the women who have died in conflict in Suffolk. It was agreed that this should be added to the next agenda.
- ii. Homelessness Reduction Strategy – Council noted the contents of the letter received from the Borough Council.
- iii. All general correspondence had been circulated via email for perusal.

1300. **TO CONSIDER THE PARISH CLERK / RESPONSIBLE OFFICER POSITION:** the meeting was made aware that the Clerk/RFO to the Council has submitted her resignation from the post the previous week which had been accepted by the Chairman. The meeting noted that in accordance with her employment contract a notice period of 3 months (or less by agreement) was applicable and that the vacancy would be advertised with Suffolk Association of Local Councils and on the Village noticeboards.

1301. **MATTERS FOR NEXT AGENDA & DATE OF NEXT PARISH COUNCIL MEETING:** the next meeting will be the Parish Council Meeting, commencing at 7.00pm and will be held in the Village Hall, The Green, Fornham All Saints.

There being no other business the Chairman declared the meeting closed at 9.40pm.

So signed by the Chairman at the meeting of 17th July 2018

FINANCIAL APPENDIX A – FINANCIAL ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2018

Period ending 31.03.2017	Receipts and Payments Account	Period ending 31.03.2018
£13,662.33	Opening Bank Balances	£8,686.69
	Receipts	
16,505.00	Precept	20,006.00
1,087.00	St Edmundsbury Grant	0.00
60.29	Bank Interest	11.69
4.99	War Stock	0.00
0.00	Church Wall Donations	300.00
1,375.32	VAT Refunds	0.00
341.68	Miscellaneous	227.55
1,500.00	Locality Grants	0.00
395.07	Transparency Grant	476.77
1,701.36	Newsletter Income	1918.65
£22,970.71	Total Receipts	£22,940.66
	Expenditure	
6,976.06	Staff Costs	7,171.58
650.00	Closed Churchyard	0.00
4,508.68	Allotments / Recreation Field	1,268.11
3,785.05	Open Spaces	769.33
3,950.00	Section 137 Donations	3,718.00
810.00	Grants	810.00
4,020.53	Administration Expenses	4,282.31
425.72	Subscriptions	432.61
945.70	VAT Account	418.21
1,874.61	Newsletter Expenditure	2,017.99
£20,970.29	Total Expenditure	£20,888.14
£8,686.69	Balance for the year	£10,739.21
	Funded by:	
£8,686.69	Closing Bank Balances	£10,739.21
	Reserves Position at 31.03..2018	
	General Reserves	£2,899.21
	Play Equipment Reserve Fund	£2,000.00
	Church-wall Repair Fund	£1,500.00
	Allotment Maintenance Fund	£2,350.00
	Open Spaces Maintenance Fund	£990.00
	Village Hall Repairs (Restricted Fund)	£1,000.00
	Total Reserve Position	£10,739.21

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FINANCIAL APPENDIX B – ACCOUNTS PRESENTED AT THE MEETING & APPROVED FOR PAYMENT

		Nett	VAT	Gross	Power Used
Current Account					
Current Account – cheques to be drawn					
477	FAS Parish Hall – Hire of Village Hall	60.00		60.00	LGA 1972 s133
478	Clerk's Salary	668.06		668.06	LGA 1972 s112 (2)
479	Clerk's Expenses	46.55		46.55	LGA 1972 s111
480	Litter Picker Salary	358.25		358.25	Open Spaces Act 1906 s9 & 10
481	H Quayle – Expenses	8.88		8.88	Inc & Corp Taxes Acts
482	T Brown – Internal Audit	158.90		158.90	LGA 1972 s111
483	Suffolkbix – Hosting of internet	100.00		100.00	LGA 1972 s137
484	SALC – Subscriptions	318.53		318.53	LGA 1972 s111
385	BT – Adoption of Phone Kiosk	1.00		1.00	LGA 1972 s111
	Total Due			£1,720.17	

Income received since the last meeting

	Interest	2.11		2.11	
	Precept – St Edmundsbury	21796.00		21796.00	
	Total Income Received			£21798.11	

	Bank Balances				
	Current account (as at 30.04.18)			£239.03	
	Deposit account (as at 01.05.18)			£32,045.63	
	Sub Total			£32,284.66	
	Less invoices due for payment			£1,720.17	
	Less outstanding cheques			£150.00	
	Plus unaccredited lodgements			£0.00	
	Bank Balance effective 20.03.18			£30,414.49	
	General Reserves:			£22,574.49	
	Earmarked Reserves:				
	Repairs to play equipment			2,000.00	
	Churchwall repairs			1,500.00	
	Allotment maintenance			2,350.00	
	Open Spaces Maintenance			£990.00	
	Village Hall Maintenance			£1,000.00	
	Newsletter Account			740.00	
				£7,840.00	

Newsletter Account – movement through the account and cheques due for payment

	Drawn since the last meeting				
110	P& S Brooklyn – Apr/May Production	182.50		182.50	LGA 1972 s142
111	Community Workshop Ltd	160.68		160.68	LGA 1972 s142
	Total Due			£343.18	
	Movement since the last meeting				
	Advertisement monies received			£70.00	
	Bank Balance (30.04.18)			£472.66	
	Less outstanding cheques			343.18	
	Plus income not shown on statements			0.00	
	Cleared Balances			£129.48	

So signed by the Chairman at the meeting of 17th July 2018