**Councillors present**: Cllr. H. Quayle (HQ), Cllr. E. Gathercole (EG), Cllr. L. Hodder (LH), Cllr. J. Mayhew (JM), Cllr. M. Stewart (MS), Cllr. B. Grimshaw (BG), Cllr. P. Purnell (PP) & Cllr. D. Jansons (DJ).

**Present:**  Clerk – Vicky Bright. 5 Members of the Public.

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| **19/05/1**  **19/05/2** | **Meeting opened at 7:32pm**  **ANNUAL COUNCIL BUSINESS**  **Election of Chairman:**  Cllr. Gathercole proposed Cllr. H. Quayle, this was seconded by Cllr. Jansons. All voted in favour and Cllr. Quayle accepted and signed his Declaration of Acceptance to Office as Chairman.  **To Receive the Chairman’s Declaration of Acceptance of Office:**  Cllr. H. Quayle signed the declaration of office of Chairman for the year 2019-2020 and this was witnessed and countersigned by the Clerk.  **Chairman’s Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):**  The Chairman welcomed everyone.  **Apologies:** None. **Absent:** None. |  |
| **19/05/3**  **19/05/4** | **Election of Vice Chairman:**  Cllr. Quayle proposed Cllr. E. Gathercole, this was seconded by Cllr. Mayhew. All voted in favour. Cllr. Gathercole accepted and signed her Declaration of Acceptance of Office as Vice Chair.  **To Receive the Vice Chairman’s Declaration of Acceptance of Office:**  Cllr. E. Gathercole signed the declaration of office of Vice Chairman for the year 2019-2020 and this was witnessed and countersigned by the Clerk.  **To Receive the Declarations of Office by Members:**  All members signed their declaration of office as Councillor for the year 2019-20 and these were witnessed and countersigned by the Clerk. |  |
| **19/05/5**  **19/05/6**  **19/05/7** | **Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:**  Cllr. Purnell declared an interest in the Village Hall, Cllr Gathercole declared an interest in the Community Council. The Clerk issued all Councillors with new Register of Interests Forms, to be completed and signed and countersigned by Clerk.  **Appointment of Councillor Responsibilities & Representatives on Outside Bodies:**  **Resolved 19/05/6.01**   * Fuel Charities Committee – Cllrs. Gathercole, Purnell and Quayle * Planning Committee – Cllrs. Gathercole, Grimshaw and Quayle * Village Hall Committee Representatives – Cllr. Stewart * 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   **Appointment of the Responsible Financial Officer:**  **Resolved 19/05/07.01**  It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2019-20. |  |
| **19/05/8**  **19/05/9**  **19/05/10**  **19/05/11**  **19/05/12**  **19/05/13**  **19/05/14**  **19/05/15** | **To Receive Reports from Portfolio Holders**  **Highways & Traffic Management –**  **Tut Hill** –The Parish Council wrote a letter to Highways, Police, Cabinet Member for Roads & Transport and MP regarding their concerns at the lack of response and action to evidence and concerns compiled by the PC that the new design does not work and is unsafe. The Parish Council will steer the consultation process for preferred options to be submitted to Highways.   * **Pedestrian Crossing** – Cllr. Hopfensperger advised that she will be able to fund a feasibility for pedestrian safety. There have been no objections recorded from residents regarding the proposed pedestrian crossing. * **All01 Speed & safety Report** – This is progressing and some residual funding is proposed to be used for pedestrian safety and extra VAS units. * **Highways Self Help Scheme** – The scheme is being supported by SCC (Training, Insurance, PPE).   **Fuel Charities –** Cllr. Quayle confirmed that applications this year had totalled 3, and a total of £1,637.00 had been awarded for this financial year. It was stressed that the Council needs to encourage applications next year.  **Environment & Healthy Initiatives –** The village planting is being carried out, with Don and Enid weeding and planting. There is to be a Working Party at the River on Sat 25th May 2019, to help clear the banks. Water Voles are back at the river bank. The Coffee Caravan was a success and well attended, there is another one planned for 12th June 2019.  **Safer Villages –** The Neighbourhood Watch scheme has had no response or interest. The Parish Council would advise residents to ensure they lock up their houses and outbuildings.  **Village Voice Newsletter –** Tony Mayhew advised that some advertisers had been lost but new ones had also been gained. The Committee had agreed that ¼ page adverts were not feasible or practical, so no new ¼ page adverts will be available. The increased fees are in place, but the publication is still one of the lowest charges in the area. The income from the adverts is healthy.  **Village Assets –** Village sign repairs are now complete, as are repairs to the play equipment. Tree works have been carried out at the field. The Council is to look at costs and funding for new Notice Boards in the village.  **Allotments –** Tree and hedge works have now been completed, the track has now also been laid. The toilet has been repaired after being damaged during the last break-in. The allotment holders are going to have Bees on one of the plots, all vacant plots have now been filled. Richard Clarke and Richard Taylor have been re-appointed as the Allotments Representatives.  **Update on Year End Accounts 2018/19 and Interim Internal Audit Report**  The Clerk advised that the End of Year Accounts for 2018/19 and the internal audit could not be completed, due to several missing bank statements from 2018, from all 3 accounts. The Auditor also highlighted that the Financial Risk Assessment for the financial year 2018/19 had not been carried out within the financial year, the VAT Reclaim had not been submitted since November 2016, the new updated NALC Model Standing Orders had not been adopted in July 2018 and the Annual Return for the Fornham Charities, is overdue with the Charity Commission for last year. Cllr. Quayle is to visit the bank to get the missing statements, once received the Clerk can complete the ned of year accounts and reconcile the bank accounts. The Internal Auditor is due to return early June to finish the audit. The Parish Council will need to call an Extraordinary Meeting in June to adopt the End of Year Accounts and AGAR  **To Review & Adopt the Budget for 2019/2020:**  **Resolved 19/05/10.01**  The Clerk presented an Actual to Budget Report and the projected budget for 2019-20 was scrutinised and approved and signed by the Chairman (HQ).  **Resolved 19/05/10.02**  The Asset Register was scrutinised and approved and signed by the Chairman (HQ). The Clerk is to send an updated copy to Cllr. Purnell, Asset Management Portfolio Holder.  **Review & Adoption of Financial Risk Assessment 2019/2020:**  **Resolved 19/05/11.01**  The Financial Risk Assessment for the financial year 2019/20 was reviewed and adopted by the Full Council and signed by the Chairman (HQ).  **Review Effectiveness of Internal Audit Procedure:**  **Resolved 19/05/11.02**  The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Trevor Brown for the financial year 2019-20.  **To Consider any Annual & S.137 Donations for 2018/19:**  **Resolved 19/05/12.01**   |  |  |  |  | | --- | --- | --- | --- | | **SECTION 137 EXPENDITURE** | Note this is a capped expenditure as per the formula below: | | | |  | 2018/19 = £4,495 (572 electors @ £7.86 per elector) | | | |  |  |  |  | | **ORGANISATION** |  |  | **Amount of donation** | | FAS W.I. |  |  | £200.00 | | FAS Computer Club |  |  | £200.00 | | Over 60s Club |  |  | £200.00 | | Age UK Suffolk |  |  | £200.00 | | St Nicholas Hospice |  |  | £200.00 | | Suffolk Accident Rescue Service |  |  | £150.00 | | Voluntary Network |  |  | £150.00 | | Gateway |  |  | £200.00 | | St John Ambulance |  |  | £200.00 | | **Total Section 137 Expenditure 2018-19** | |  | **£1,700.00** | |  |  |  |  | |  |  |  |  | | **OTHER DONATIONS** | Expenditure to be incurred where there is an alternative power | | | |  |  |  |  | | **ORGANISATION** |  |  |  | | Fornham All Saints Community Council | LG(MP)A1976 s19 |  | £280.00 | | Fornham All Saints Village Hall | LG(MP)A 1972 s133 |  | £280.00 | | Citizen Advice Bureau | LGA 1972 s142(2) |  | £150.00 | | St Edmundsbury Newstalk | LGA 1972 s142 |  | £150.00 | | **Total Other Donations 2018-2019** |  |  | **£860.00** | |  |  |  |  | |  |  |  |  | | Total monies to be spent on S137 and Donations | |  | **£2,560.00** |   **To Consider any Annual & S.137 Donations for 2018/19:**  **Resolved 19/05/13.01**   |  |  |  |  | | --- | --- | --- | --- | | **SECTION 137 EXPENDITURE** | Note this is a capped expenditure as per the formula below: | | | |  | 2019/20 = £4,644 (572 electors @ £8.12 per elector) | | | |  |  |  |  | | **ORGANISATION** |  |  | **Amount of donation** | | FAS W.I. |  |  | £200.00 | | FAS Computer Club |  |  | £200.00 | | Over 60s Club |  |  | £200.00 | | Age UK Suffolk |  |  | £200.00 | | St Nicholas Hospice |  |  | £200.00 | | Suffolk Accident Rescue Service |  |  | £150.00 | | Voluntary Network |  |  | £150.00 | | Gateway |  |  | £150.00 | | St John Ambulance |  |  | £200.00 | | **Total Section 137 Expenditure 2018-19** | |  | **£1,650.00** | |  |  |  |  | |  |  |  |  | | **OTHER DONATIONS** | Expenditure to be incurred where there is an alternative power | | | |  |  |  |  | | **ORGANISATION** |  |  |  | | Fornham All Saints Community Council | LG(MP)A1976 s19 |  | £280.00 | | Fornham All Saints Village Hall | LG(MP)A 1972 s133 |  | £280.00 | | Citizen Advice Bureau | LGA 1972 s142(2) |  | £150.00 | | St Edmundsbury Newstalk | LGA 1972 s142 |  | £150.00 | | **Total Other Donations 2019-2020** |  |  | **£860.00** | |  |  |  |  | |  |  |  |  | | Total monies to be spent on S137 and Donations | |  | **£2,510.00** |   **ORDINARY COUNCIL BUSINESS**  **Minutes of the meeting held on 19th March 2019- LGA 1972, Schedule 12, para 41(2):**  **Resolved 19/05/14.01**  The minutes of the meeting held on 19th March 2019 were adopted as a true statement and signed by the Chairman (HQ).  **Minutes of the extraordinary meeting held on 28th March 2019- LGA 1972, Schedule 12, para 41(2):**  **Resolved 19/05/15.01**  The minutes of the extraordinary meeting held on 28th March 2019 were adopted as a true statement and signed by the Chairman (HQ). |  |
| **19/05/16**  **i)**  **i)**  **iii)**  **iv)**  **19/05/17**  **i)**  **ii)**  **iii)** | **Finance & Policies:**  **Cheques for signing and approval and to authorise payment of outstanding invoices**  **Resolved 19/05/16.01**  It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. E. Gathercole and Cllr. H. Quayle.   |  |  |  |  | | --- | --- | --- | --- | | Mrs V Bright | Mileage, expenses & backdated pay | 1655 | £134.02 | | Mr M Guest | Litter Picker | 1656 | £184.62 | | Suffolkbiz | Website fee | 1657 | £100.00 | | Mr H Quayle | Expenses | 1658 | £105.64 |   **Parish Council Bank Reconciliation from List of Payments/Receipts**  This item was deferred until the 2018/19 accounts and balance carried forward can be reconciled.  **To consider the Clerks Hours and Approve an Increase**  **Resolved 19/05/16.02**  It was agreed to increase the Clerks hours to 10 hours per week. 8 Hours for Parish Council and 2 hours for Charities work.  **Adopt new NALC Model Standing Orders**  **19/05/16.03**  The revised NALC Model Standing Orders (July 2018), were adopted and signed by the Chairman (HQ).  **Planning Matters:**  **To consider whether the Parish Council should proceed with a Neighbourhood Plan**  This item was deferred to the next meeting.  **To Receive an Update on the Tollgate S106 Monies**  Cllr. Hodder advised that the S106 Monies from the Tollgate development had a 1-year time limit to claim. She presented correspondence from Jo Churchill, MP and is awaiting further clarification and guidance from her. The Clerk is to forward this to Cllr. Hopfensperger.  **To consider the following Planning Applications**   * DC/19/0848/TCA – Fell 1 Monterey Cypress – Gaughton House, The Green, Fornham All Saints – *No Objections.*   DC/19/0432/HH - (i) Part single storey / Part two storey side extension (following demolition of existing  single storey side element) and (ii) two storey rear extension - Church End, Aldridge Lane, Fornham All  Saints, IP28 6JT – *No Objections.*  DC/19/0819/FUL - Conversion of existing agricultural machinery store into offices (B1 business use) –  Moseleys Farm The Green Fornham All Saints – *No Objections, with comments that the Parish Council*  *would advise that the 30mph speed limit is pushed out past the entrance to Moseleys Farm, to*  *accommodate for the extra safety risk from extra traffic movements.*  DC/19/0805/HH - Single storey side extension (Following demolition of the existing conservatory) and internal alterations - Farlington Tut Hill Fornham All Saints – *No Objections.* |  |
| **19/05/18**  **i)**  **ii)**  **iii)**  **iv)**  **v)** | **Parish Matters:**  **Defibrillator Update**  Cllr. Gathercole confirmed the unit was now in use, and training sessions had been held on several Saturdays. The painting of the Phone Box is now completed.  **Website Update**  The old PC website is to be closed down, with the new website, [www.fornhamallsaints.suffolk.cloud/](http://www.fornhamallsaints.suffolk.cloud/)  is the correct site. The Clerk is to arrange a training session from SuffolkCloud, at £35, Cllr. Quayle and Cllr. Grimshaw are also to attend.  **Update on Wooden Posts in Village (Pound Meadow etc.)**  The Clerk has confirmed, locations with SCC, and is awaiting a response from Highways and PROW.  **Discuss ECO Initiatives for the Village**  Cllr. Hodder suggested several Eco Initiatives for the village;   * Nest Boxes * Wild Flower Areas   It was agreed to investigate proposals and ideas. The Clerk is to forward the contact details for Jo Metcalfe, Greener Growth, to Cllr. Hodder.  **‘HGV’ Restrictions and Diversions (B1106/A1101)**  Inappropriate use of the bridge in the street by HGVs has caused residents some concern due to an environmental weight restriction on the entire B1106 between the Fornham St Genevieve roundabout and the Fornham All Saints double roundabout, there are access to the waterworks and there are some exemptions for local hauliers, but use of the road for diversion routes is unacceptable. Highways have agreed to try and arrange diversion routes elsewhere in future. SCC have been asked to look at whether better signage in the area of the bridge would assist with preventing inappropriate use.  Lorry watch is back up and running and there are volunteers who are willing to assist with this process, SCC will liaise with the parish council on how this can be carried out. |  |
| **19/05/19**  **19/05/20** | **Correspondence:**  **SCC Highways Grass Cutting 2019/20**  Following a review of the 2018 grass cutting season, improvements are being made to include;   * Apportioning of the country into 2 areas covered by 2 separate supply chain partners to give the service greater resilience * Publication of the grass cutting schedule earlier to enable stakeholders to better plan any additional cutting   Employment of new supply chain partners to work with SCC Highways to undertake the works.  **West Suffolk Local Plan Consultation**  Forest Heath Local Plan Public Consultation on Revised Habitats  Regulations Assessment (HRA), Air Quality Assessment and Sustainability Appraisal Addendum for Single Issue Review of Core Strategy Policy CS7 (SIR)  Thursday 9 May (9am) – Friday 21 June (5pm) 2019  [www.westsuffolk.gov.uk/FHExamination2017](http://www.westsuffolk.gov.uk/FHExamination2017)  **Fornham All Saints Church Quinquennial Inspection Report**  At the FAS Church Fabric meeting, much of the time was spent looking at the quinquennial report on the state of the Church and the churchyard wall. This report is carried out by Mr Philip Orchard, our Church architect, and working on behalf of Whitworth. As far as the Parish Council are concerned, item 15.14 indicate repairs to the West boundary wall to the loose flint work with approximate costs estimated at £1 - £1,200.  **Next Meeting to be held on Thursday 18th July 2019 at 7:30pm, in the Village Hall.**  It was agreed that due to a clash with the new West Suffolk Council meetings, that future meetings of the Parish Council will be held on the 3rd Thursday of the second month.  Meeting closed at 9:55pm |  |