

Fornham St Martin cum St Genevieve Parish Council

Minutes of the Annual Meeting of Fornham St Martin cum St Genevieve Parish Council
Held at the Village Hall on Monday 13th May 2024

Councillors present: Cllr. M. Collier (MC) – Vice Chair, Cllr. John Rushman (JR) & Cllr. P. Butler (PBu).

Present: Clerk – Vicky Bright. 3 Members of the Public.

24/05/1	<p>Meeting opened at 8:14pm ANNUAL COUNCIL BUSINESS <u>Election of Chairman:</u> Cllr. J. Borrett has agreed to stand again as Chair, in his absence all voted in favour and the Clerk is to get Cllr. Borrett to sign his Declaration of Acceptance to Office as Chairman, following the meeting.</p> <p>The Vice Chair, Cllr. M. Collier will Chair the meeting in the absence of the Chair. The Vice Chair sent our thoughts to the Chairman for a speedy recovery.</p> <p><u>Resolved 24/05/1.01 To Receive the Chairman’s Declaration of Acceptance of Office:</u> Cllr. J. Borrett was duly appointed as Chair for 2024-25.</p>
24/05/2	<p><u>Chairman’s Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):</u> The Chairman welcomed everyone. Apologies: Cllr. J. Borrett, Cllr. P. Borrett & Cllr. N. Steward. Absent: None.</p>
24/05/3	<p><u>Election of Vice Chairman:</u> Cllr. P. Butler proposed Cllr. M. Collier, this was seconded by Cllr. J. Rushman. All voted in favour. Cllr. Collier accepted and signed his Declaration of Acceptance of Office as Vice Chair.</p> <p><u>Resolved 24/05/3.01 To Receive the Vice Chair’s Declaration of Acceptance of Office:</u> Cllr. M. Collier signed the declaration of office of Vice Chairman for the year 2024-25 and this was witnessed and countersigned by the Clerk. Cllr. M. Collier was duly appointed as Vice Chair for 2024-25.</p>
24/05/4	<p><u>To Receive the Declarations of Office by Members:</u> Cllr. P. Butler and Cllr. J. Rushman signed their declaration of office as Councillor for the year 2024-25 and these were witnessed and countersigned by the Clerk. The Clerk is to get declarations signed by Cllr. P. Borrett and Cllr. N. Steward following the meeting.</p>
24/05/5	<p><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u> None.</p>
24/05/6	<p><u>Appointment of Councillor Responsibilities & Representatives on Outside Bodies:</u> Representative on Village Hall Committee – Cllr. Paul Butler. SALC Liaison – Clerk.</p>

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SEBC Parish Forum Liaison – Clerk & Chair (Cllr. J. Borrett).
Councillor's responsible for Planning – Full Council.
Councillor's responsible for Inspection of Play Equipment – Rota to be agreed at each meeting.
Councillor's responsible for Street Lighting – All Councillor's and Clerk responsibility to report.
Councillor responsible for Trees / Footpaths – Cllr. John Borrett/Cllr. Mike Collier.
Councillor responsible for Asset Risk Assessment – Cllr. Mike Collier & Clerk (Back-Up).
Councillor's Responsible for VAS – Cllr. Mike Collier; back-up to volunteer; Matthew Kemsley.
Defibrillator Volunteers – Brandon Mahon & Simon Loughe
Village Planting – David Randall

Appointment of the Responsible Financial Officer:

24/05/7

Resolved 24/05/7.01

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2024-25.

24/05/8

Adoption of the Asset Register

Resolved 24/05/8.01

It was agreed to adopt the Asset Register as of 31st March 2024, Total = £ 35,588.94

24/05/9

Adoption of the Annual Governance Statement (Section 1 AGAR) 2023-24 & Review & Adoption of the Internal Audit Report 23/24:

i)

Resolved 24/05/9.01

The Annual Return for 2023-24 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 Vice Chairman (MC) and the RFO.

ii)

Resolved 24/05/9.02

The Clerk presented the Internal Audit report; no significant issues were highlighted. As such, the Internal Audit Report for 2023-24 was considered and adopted.

24/05/10

i)

To Approve the Bank Reconciliation for the Financial Year ended 31st March 2024 & Adoption of the Accounting Statements (Section 2 AGAR) 2023-24:

The Income for 2023-24 was £41,294.21, the Expenditure was £41,382.28. The balance carried forward £18,643.52

Resolved 24/05/10.01

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- ii) The final accounts summary and Bank Reconciliation for the financial year ended 31st March 2024 were scrutinised and approved by all Councillor’s. The accounts were signed as a true statement by the Vice Chairman (MC) & the RFO.
Resolved 24/05/10.02
Section 2 Accounting Statements (AGAR) 2023-24 were approved and accepted by all Councillor’s and signed as such by the Vice Chairman (MC).
- 24/05/11 **To Review & Adopt the Budget for 2024/2025:**
Resolved 24/05/11.01
The Clerk presented an Actual to Budget Report and the budget for 2024-25, with amendments to reflect changes to Training budget and the costs for grass cutting at the KGPF. It was scrutinised and adopted and signed by the Vice Chairman (MC).
- 24/05/12 **Review & Adoption of Financial Risk Assessment 2024-25 & Review of the Effectiveness of Internal Controls & Appoint Internal Auditor for 2024-25:**
Resolved 24/05/12.01
The Financial Risk Assessment for the financial year 2024-25 was reviewed and adopted by the Full Council and signed by the Chairman (JBo).
Resolved 24/05/12.02
The Internal Controls and Internal Audit Procedure was fully reviewed and it was agreed and appoint, SALC for the financial year 2024-25.
- 24/05/13 **Review the Financial Regulations and Standing Orders**
The Councils Financial Regulations and Standing Orders were reviewed.
Resolved 24/05/13.01
The Council adopted the NALC 2024 Model Financial Regulations.
- 24/05/14 **Approve & Authorise Annual Standing Payments & Direct Debits:**
Resolved 24/05/14.01
The following standing payments and direct debits were approved;
- | | | | | | |
|--------------|-----------------------|---|----|-----|---------|
| Mrs V Bright | Clerks Monthly Salary | Local Government Act 1972ss. 101, 111 and 112 | SO | PCM | £868.80 |
| WSC | Waste | Litter Act 1983, 5 and 6 | DD | PCM | £32.76 |
| WSC | Dog Bins emptying | Litter Act 1983, 5 and 6 | DD | PCM | £91.52 |
- 24/05/15 **To Consider any Annual Donations:**
Resolved 24/05/14.01

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Village Hall Committee = £500 (LGA 1976 (Miscellaneous Provisions) s19). Chq No. 002450
Village Hall Committee Electric Contribution = This is to be discussed at the June meeting and amount agreed.
St Martins Church (Churchyard Maintenance) = £800 (LGA 1972, s. 214(6&8)). Chq No. 002451
Fornham Ladies Club = £200 (S.137). Chq No. 002456
Remembrance Wreath = £20 (S.137).

24/05/16

ORDINARY COUNCIL BUSINESS

Minutes of the meeting held on 5th February 2024 - LGA 1972, Schedule 12, para 41(2): Resolved 24/05/16.01

The minutes of the meeting held on 5th February 2024 were adopted as a true statement and signed by the Vice Chairman (MC).

24/05/17

i) **Planning Applications (For consideration):**
RE-CONSULTATION IN RESPECT OF A PLANNING APPLICATION DC/24/0156/FUL- a. two open canopy porches over existing entrances to front elevation b. render to front elevation. Location: All Saints Hotel, The Street, Fornham St Genevieve
Resolved 24/05/17.01

Formal Resolution of No comment submitted 16/04/2024.

ii) **RE-CONSULTATION IN RESPECT OF A PLANNING APPLICATION DC/24/0155/FUL - a. first floor extension to dining area and associated works; b. extension to external roof level terrace area, c. retention of kitchen extension on west elevation. Location: All Saints Hotel, The Street, Fornham St Genevieve**
Resolved 24/05/17.02

Formal Resolution of No comment submitted 16/04/2024.

iii) **DC/24/0433/FUL - create a maintenance access into All Saints Golf and Country Club off The Street, Fornham St. Genevieve. Location: Access To All Saints Hotel, Land Off the Street, Fornham All Saints**
Resolved 24/05/17.03

Formal Resolution of Objections submitted 16/04/2024.

iv) **DC/24/0174/FUL - - retention of outdoor gymnasium including open sided exercise shelter, moveable exercise equipment and equipment storage container. Location: All Saints Hotel, The Street, Fornham St Genevieve**
Resolved 24/05/17.04

Formal Resolution of Objections submitted 16/04/2024.

v) **DC/24/0226/FUL - extension of existing single storey maintenance equipment storage building. Location: All Saints Hotel, The Street, Fornham St Genevieve**

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Resolved 24/05/17.05

Formal Resolution of No comment submitted 13/03/2024.

(For Information)

- vi) **DC/24/0226/FUL - extension of existing single storey maintenance equipment storage building. Location: All Saints Hotel, The Street, Fornham St Genevieve – Approved 10.04.2024.**
- vii) **DC/24/0155/FUL - a. first floor extension to dining area and associated works; b. extension to external roof level terrace area, c. retention of kitchen extension on west elevation. Location: All Saints Hotel, The Street, Fornham St Genevieve – Approved 26.04.2024.**
- viii) **AMENDED DC/22/1887/FUL - create access into All Saints Golf and Country Club. Location: Land off the Street, Fornham All Saints – Refused 07.03.2024.**
- ix) **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, Timworth – Pending Decision!**
- x) **Update on Enforcement EN/21/0057 St Johns Plantation Trees & Update on meetings with WSC/All Saints Hotel RE: Planning applications and Master Plan**
Stuart from the hotel was present at the meeting and advised that he is happy to answer any questions about the planning applications that are currently being submitted. The Clerk advised that they were now in receipt of a Master Plan of sorts from the hotel, and residents were able to see a copy of this upon request to the Clerk. The Clerk reiterated that the PC had been involved in meetings between the hotel, FASPC and WSC Planning and our District Councillor, Rebecca Hopfensperger and that they would continue to attend any formal joint meetings held, but will not be attending any informal meetings between parties or commenting on any email correspondence between parties regarding issues other than specific planning applications.

24/05/18

- i) **Highways/Footpaths & Trees:**
Old Thetford Road Footpaths Update
Councillors met with PROW on 26th April on site and the following was agreed;
‘the original route of the roadway up to the point it meets the A143 is definitely a PROW and as such they will arrange to have it maintained/cleared starting asap. The other section running parallel with the A143 up to The Drift was always expected to be adopted but they have never done so, they will be checking with two other landowners who are apparently involved and will look at the adoption asap. They mentioned how short-handed PROW is and warned they cannot maintain it until it is formally adopted. Councillors pointed out the other footpath running alongside the sheep pastures and asked whether we could get that adopted too. They said go ahead and apply and agreed we had established a right of way over the years. No update since the

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- meeting on site with PROW, the Clerk is to chase PROW and also look into the process of making an application to have the sections adopted.
- ii) **Street light Russell Baron Road – Reinstatement/Connection update (RH)**
The light is still waiting to be connected. The Clerk is to ask Cllr. Hopfensperger to follow up on this.
- iii) **Update on White lining/hatching outside the Woolpack pub (RH)**
No update from SCC Highways, the Clerk has asked Cllr. Hopfensperger to follow up on it.
- iv) **Barton Hill Footpath – Mud**
Cllr. Collier is to check and see if the footpath is still obstructed with mud and flooding, if it is the Clerk will report it to Highways online.
- v) **Discuss dangerous bend/inadequate signage on B1106 towards Culford/West Stow Road**
Cllr. Rushman raised the problems around visibility and the inadequate signage and poor lining, he presented police accident data for the site. It was agreed Cllr's would meet to compile a list of issues before the next PC meeting and Cllr. Hopfensperger is to arrange a site visit with Highways, to look at signage/lining and to discuss the list of issues raised and see if any resolutions can be agreed. The possibility of a VAS site to be added there was discussed.
- 24/05/19
- i) **Parish Matters:**
Weekly & Monthly H&S Inspection Reports Trim Trail & Play Area / Agree rota
The Clerk is working on quotes for the repairs highlighted in the annual RoSPA report. The Clerk is to look at signage advising the play equipment is to only be used by children age 12 years and under, due to reports of adults sitting on the equipment. It was agreed that Cllr. Butler will continue with the weekly checks until the next meeting.
- ii) **Gate repairs Play Area - Formal Resolution of repair costs.**
Resolved 24/05/19.01
It was agreed to repair the gate to the playing field at a cost of £75.00.
- iii) **Market Stall 21 Barton Hill – Enforcement Update**
The Clerk has reported the ongoing complaints regarding the state of the stall and the rubbish/debris blowing across front gardens of neighbouring properties and the road. She has not received a response from the Enforcement Team at West Suffolk, so she will ask Cllr. Hopfensperger to follow up with enforcement for an update.
- iv) **Discuss possible breach of planning conditions – Holiday Lodges at Aspen Park**
Concerns have been raised that the planning conditions are being breached and that the lodges are being stayed in all year round. It was agreed that the Clerk would write to Enforcement at WSC Planning, Cllr. Hopfensperger is to send the Clerk contact details of who she needs to write to.

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24/05/20

Correspondence:

None.

24/05/21

i)

Finance & Policies:

Bank Reconciliation from list of payments/receipts May 2024

Item to be deferred due to the bank statement not received.

ii)

Cheques for signing and approval and to authorise payment of outstanding invoices Resolved 24/05/21.01

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. P. Butler and Cllr. M. Collier.

ICO	Data Protection fee	002445	£40.00
Mr J Borrett	Adobe software - Bugle	002446	£239.68
Mrs D Pott	Litter pickers 0004/24	002447	£145.09
Mrs V Bright	Expense & salary	002448	£55.66

Resolved 24/05/21.02

It was agreed to formally approve cheques signed between meetings, which were signed by Cllr. M. Collier & Cllr. P. Butler

Mrs V Bright	Postage & salary	002429	£44.60
Mrs D Pott	Litter pickers 0002/24	002430	£145.09
Playdale playgrounds	Trim trail hurdles installation	002431	£2,458.44
Mrs V Bright	Salary/NIC	002432	£113.07
Mr D Randall	Planting	002433	£40.97
Ford fencing	Notice board installation	002434	£60.00
SALC	Membership	002435	£476.69
SALC	Payroll	002436	£54.00

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Mrs D Potts	Litter pickers 0003/24	002437	£145.09
Meral Ahmed	Bugle compiler	002438	£227.59
Mr P Forster	Bugle distribution costs	002439	£29.40
Mr P Forster	Gate repairs	002440	£75.00
Mr D Randall	Weedkiller	002441	£41.50
First Impressions	Bugle printing	002442	£362.25
Mrs V Bright	Salary	002443	£38.60
Mrs V Bright	WFH Office allowance 24/25	002444	£312.00

iii)

New Lloyds Bank Account and Mandate Update

Cllr's Collier and Steward have now presented their ID in branch and had it verified. The Clerk is currently working on compiling the requested information; last 6 months bank statements for Bank of Ireland, audited accounts, proof of Clerk appointed to act on the Councils behalf and to open the account and proof/verification of the Councils registered address.

24/05/22

Councillors Reports and Items for Future Agenda's

- Village Hall Electric donation

**Next Meeting to be held on Monday 17th June 2024 at 7:30pm, in the Village Hall,
followed by the King George Playing Field Trustee Meeting.**

Meeting closed at 9:44pm

Signed: *M. Collier*

Vice Chair, FSMSGPC

Date: 17th June 2024