

Forncett Parish Council  
Minutes of the annual meeting of the Parish Council  
held at Forncett Village Hall on Thursday 17 May 2018 at 7.30pm.

In Attendance: Cllr B Frith (Chairman) Cllr B Humphreys, Cllr A Coleman, Cllr G Barnes, Cllr D Welsby

Parish Clerk Anne Rayner  
County Councillor Bev Spratt  
3 members of the public

1. **To elect a Chairman for the forthcoming year and receive the Chairman's declaration of acceptance of office** - Cllr Frith was nominated and seconded for the role of Chairman and duly signed the acceptance of office.
2. **To elect a vice-chair and receive their declaration of acceptance of office** - Cllr Humphreys was nominated and seconded for the role of Vice- Chair and duly signed the acceptance of office.
3. **To consider apologies for absence** – Apologies were received and accepted from Councillors Gale and Allen. District Councillor Barry Duffin also sent his apologies.
4. **To receive any declarations of interest** – None to declare.
5. **To approve the minutes of the last meeting (19 April 2018)** – The minutes were approved without alteration and signed as correct by the Chairman.
6. **To consider matters arising from the minutes (for information only)** – Nothing to report.
7. **Open forum, to hear from members of the public, including reports from District and County Councillors** – County Councillor Spratt reported that the £3.8 million funding for the Hempnall roundabout has been secured. Work should begin during Summer 2019. Work has been taking place throughout the county to repair potholes. Details of the Long Stratton bypass are still being discussed, Highways will need to approve the details of the road as part of the planning application. Councillor Coleman asked if anything could be done about contractors leaving a mess in the road and on verges, after they have carried out works which involve digging up the road, a recent example is the works carried out by Anglian Water on Mill Road. Councillor Spratt confirmed that the county council is in dialogue with all of the utility companies about how they leave the roads and also the use of temporary traffic lights for longer than necessary.  
A member of the public reported an issue at the junction of Aslacton Road / Mill Road near the school, which seems to be caused by blocked drains and ditches. The clerk will report this to highways.
8. **To consider planning applications** – None to consider
9. **To hear of planning decisions** – None
10. **To report planning comments agreed via e-mail in between meetings:** None

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- 11. To adopt new policies relating to GDPR: Retention of documents, Destruction of Records, GDPR risk assessment, Records Management Policy, Website Privacy Notice** – The policies, circulated prior to the meeting, were adopted.
- 12. To adopt new Standing Orders, to reflect recent changes in legislation** - The revised Standing Orders were adopted.
- 13. Policy reviews: Financial Regulations and Statement of Internal Control** – The policies were reviewed and it was agreed that no changes were necessary.
- 14. To receive and approve the internal audit report** – The report was circulated prior to the meeting. The comments were noted.
- 15. To declare that FPC is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015 and confirm exemption for 2017 / 18** – Councillors approved the exemption statement.
- 16. To approve the Annual Governance Statement** – Councillors unanimously approved the Annual Governance Statement.
- 17. To consider and approve the Accounting Statements for 2017 / 18** – The Accounting Statements, circulated prior to the meeting, were unanimously approved.
- 18. To authorise the 2% increase to the clerk's salary, in line with NJC pay scales** – The annual pay award was authorised.
- 19. To consider the approval of the following payments:**

Ch. No.	Amount	Payee	Notes
100158	£319.51	A Rayner	May 2018 salary
100159	£700.00	Forncett Village Hall	Grant
100160	£306.23	Came & Co	Annual Insurance
100161	£ 60.25	P James	Internal audit fee
100162	£800.00	Forncett Flyer	Grant
100163	£ 50.00	Forncett Village Hall	Grant

The grant to the village hall had erroneously been listed as £700, instead of £750, and the cheque written out in advance of the meeting. The additional £50 was therefore paid with an additional cheque.

- 20. To consider correspondence:**
  - a) Post boxes** – A new post box was installed on Aslacton Road on 25 April. The Chairman received a letter from Royal Mail shortly afterwards advising that a new post box had been installed on that date near the bus stop on Station Road. A subsequent letter was received

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from Richard Bacon MP advising that he understood that the Station Road post box had been installed. The Chairman has written back to both parties advising that this is not correct.

**b) Residents Parking Schemes** – SNC have written about this scheme, which is mainly aimed at areas near the hospital and the University, where the proposal is to introduce a resident permit parking scheme.

**c) FRESA** – This was a residents group, originally set up to deal with planning issues, which has not been active for several years. The group has no funds. The parish council noted that the decision has been made to dissolve the group.

- 21. To agree meeting dates for the forthcoming year** – It was resolved to continue with meetings on the third Thursday of each month, with no meeting in August. The meeting dates for the forthcoming year are therefore: 21 June 2018, 19 July, 20 September, 18 October, 15 November, 20 December, 17 January 2019, 21 February, 21 March, 18 April and 16 May.

**22. Update on ongoing matters and outstanding issues**

**a) Village Hall, including proposal to ratify appointment of Trustees** – The constitution amendments have been accepted by the Charities Commission and registered on their website. The parish council formally ratified the appointment of the seven village hall trustees.

**b) Highways and Public Rights of Way** – Footpath warden John Wilde has been very busy, more of the paths have been cut. John has received practical help from the Ramblers, which is much appreciated.

**c) SAM2 report** – Phil Whiscombe sent his apologies. He reported that recent statistics show little change at the existing sites. He has recently changed some of the directions of the brackets for the SAM2.

- 23. Open forum, to hear from members of the public** – It was noted that the Hope Valley site seems to be for sale. The parish council agreed that they hoped South Norfolk Council would ensure that future residents respect the planning conditions.

- 24. To confirm the date of the next meeting** – 21 June 2018

There being no further business, the meeting closed at 8.40pm.