

Forncett Parish Council  
Minutes of the Annual meeting of the Parish Council  
held at Forncett Village Hall on Thursday 16 May 2019 at 8.10pm.

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

Parish Clerk Anne Rayner  
District Councillor Barry Duffin  
2 members of the public

1. **To receive all Councillor acceptance of office forms** – All councillors signed their acceptance forms, these will be retained by the clerk.
2. **To elect a Chairman for the forthcoming year and receive the Chairman's declaration of acceptance of office** – Brian Frith was nominated and seconded and accepted the role of Chairman for another year. The appropriate form was completed.
3. **To elect a vice-chair and receive their declaration of acceptance of office** – Bev Humphreys was nominated and seconded and accepted the role of Vice-Chairman. The appropriate form was completed.
4. **To consider apologies for absence** – None to report.
5. **To receive any declarations of interest** – None to report.
6. **To approve the minutes of the last meeting (18 April 2019)** – The minutes were approved without alteration and signed as correct by the Chairman.
7. **To consider matters arising from the minutes (for information only)** – Nothing to report.
8. **Open forum, to hear from members of the public, including reports from District and County Councillors** – No further comments raised.
9. **To consider planning applications:**
  - a) 2019 / 1021 – 10 Orchard Close – Single storey side extension – Councillors agreed they had no objections to this application.
10. **To hear of planning decisions** – None
11. **To report planning comments agreed via e-mail in between meetings:** None
12. **To agree that some members should make a site visit to the Station Rd land, to report at the June meeting** – It was agreed that Cllrs Frith, Welsby & Barnes will meet to inspect the land.
13. **To confirm adoption of the General Power of Competence** – As the parish council meet the requirements to allow for the General Power of Competence, it was resolved to adopt this

Forncett Parish Council  
Minutes of the Annual meeting of the Parish Council  
held at Forncett Village Hall on Thursday 16 May 2019 at 8.10pm.

again.

14. **To consider the insurance renewal quotations and confirm insurance details** – The quotes were considered and it was agreed to accept the quote from Ecclesiastical. The parish council agreed to accept another three year deal, thereby reducing the premium further.
15. **Policy reviews: Financial Regulations and Statement of Internal Control** – Both policies were reviewed and it was agreed that no changes were necessary.
16. **To receive and approve the internal audit report** – The report was circulated prior to the meeting. It was noted that the auditor would like to see the financial reports initialled or signed by the Chairman, in recognition of agreement. The Chairman agreed to do this in future.
17. **To declare that FPC is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015 and confirm exemption for 2018 / 19** – Forncett Parish Council agreed with the declaration that it is an exempt authority.
18. **To approve the Annual Governance Statement** – The statement was read aloud and Councillors agreed this could be approved.
19. **To consider and approve the Accounting Statements for 2018 / 19** – The statement was circulated prior to the meeting and this was unanimously approved.
20. **To consider the approval of the following payments:**

Ch. No.	Amount	Payee	Notes
100201	£ 335.12	A Rayner	May salary
100202	£ 65.25	P James	Internal audit fee
100203	£ 800.00	Forncett Flyer	1 <sup>st</sup> instalment of grant
100204	£ 352.56	Came & Co	Annual insurance

21. **To consider correspondence – None to report.**
22. **To agree meeting dates for the forthcoming year** – It was resolved to continue with meetings on the third Thursday of every month, with no meeting in August unless there is particularly urgent business. The dates for the forthcoming year will be: 20 June, 18 July, 19 September, 17 October, 21 November, 19 December, 16 January 2020, 20 February, 19 March, 16 April, 21 May.
23. **Update on ongoing matters and outstanding issues**
  - a) **Village Hall** – The Trustees are as follows: April Carlin, Gill Coleman and Glen Humphreys until April 2020, Brian Frith, Anne Frith and Gill Starkie until April 2021 and Pam Thurtle and Andrew Coleman until April 2022. The parish council were pleased to ratify the appointments. The village hall ‘spring clean’ will take place on 18 May and the BBQ with

Forncett Parish Council  
Minutes of the Annual meeting of the Parish Council  
held at Forncett Village Hall on Thursday 16 May 2019 at 8.10pm.

music will be on 1 June. The village hall committee are extremely grateful to Roger and Dawn Welsby for the donation of a marquee. The village hall have submitted a request to purchase one further marquee for events and particularly the fete, at a cost of £339.99 inc. VAT. This will come from the annual donation made to the village hall from the parish council. It is also proposed to have the gable end barge boards replaced in the coming months at a cost of approximately £1160. The village hall would like to use the remainder of the £962 of village hall funds held by the parish council, with the rest of the cost made up from the annual grant. The parish council agreed to both the purchase of the marquee and the work on the barge boards, although Councillor Humphreys suggested that the village hall's insurers be informed before this work takes place.

**b) Highways and Public Rights of Way** – Pot holes were mentioned again. Some of those reported after the last meeting have not been repaired. The clerk confirmed that she is happy to report pot holes to NCC but needs a specific location.

**c) SAM2 report** – Provided in the Annual Open Meeting.

- 24. Open forum, to hear from members of the public** – Nothing further to report.
- 25. To confirm the date of the next meeting** – The next meeting will be on Thursday 20 June 2019.

There being no further business, the meeting closed at 8.50pm.