

Fordham Parish Council
Minutes of Parish Council Annual meeting
Held at Village Hall, Fordham, Colchester, Essex
7.30pm on 28th May, 2019

Present: Cllr N Head-Jenner (NHJ) - Chairman
Cllrs S Pallent (SP), N Durlacher (ND), C Alexander (CA), R Gregory (RG), G
Branagh (GB)

Also in attendance: Cllr N Chapman – Colchester Borough Council
Mrs K Cameron (KC) – Clerk
And 11 members of the public

19-20/01 Election of Chairman

Cllr Nigel Head-Jenner was proposed for Chairman by Cllr N Durlacher and seconded by Cllr R Gregory and appointed as Chairman for 2019/20

Resolved. That Cllr N Head-Jenner be elected as Chairman for 2019/20

19-20/02 To receive Chairman's Declaration of Acceptance of Office

Councillor N Head-Jenner duly made and signed the Statutory Declaration of Acceptance of office

19-20/03 Appointment of Vice Chairman

Cllr N Durlacher was proposed for Vice Chairman by Cllr N Head-Jenner and seconded by Cllr C Alexander and appointed as Vice Chairman for 2019/20

Resolved. That Cllr N Durlacher be elected as Vice Chairman for 2019/20

19-20/04 Those present and apologies for absence

Resolved. That there were no apologies for absence

19-20/05 To receive any declarations of interest from councillors

Cllr N Durlacher noted an interest with any matters of the Church as he is a member of the Church Council and Church Warden

19-20/06 Minutes of the meeting held on 30th April 2019

Resolved. That the minutes of Full Council Meeting are accepted as a true record

19-20/07 Public question time

The meeting may be temporarily suspended for up to fifteen minutes if members of the public wish to comment on agenda items or items of interest or concern to the parish

A resident asked how can they register their interest for the affordable housing? The Chairman responded that he will offer the resident assistance at a convenient time for them both

19-20/08 Receive report from County and Borough Councillors if in attendance

Cllr N Chapman reported:

- He has been elected for another 4 year term
- Following elections there is a new cabinet which will see changes to the Borough Council but it is unsure what these will be
- Members are awaiting the outcome of the Local Plan
- Nothing further to report at this time

Cllr N Head-Jenner thanked Cllr N Chapman for his frequent attendance at the Fordham Parish Council meetings and for his ongoing support.

19-20/09 Appointment of officers and roles and responsibilities

Resolved. that members were appointed to the following roles and vacant roles be revisited if Councillors are co-opted onto the Council in June 2019

Role	Officer/s
Financial Officer	Cllr N Durlacher
Planning officer	Cllrs N Head-Jenner / G Branagh
Health and safety officer	Cllr R Gregory with Cllr G Branagh as deputy
Village Maintenance	Vacant
Footpaths	Cllr C Alexander
Personnel	Cllrs N Head-Jenner/ R Gregory/ S Pallent
Parish Magazine	Cllr S Pallent
Fordham in Bloom	Vacant
Website	Cllr R Gregory

19-20/10 Fordham Parish Council Policies

10.1 Policy Revisions

The following considerations were made and it was agreed to discuss at the next Parish Council Meeting:

- Standing Orders – to consider creating a Planning Sub-Committee
- Risk Assessment – to arrange for Cloud Based access to Parish Council documents for all Councillors

Resolved. That members received and accepted revisions to existing policies listed below

- Financial Regulations
- Standing Orders
- Risk Assessment

10.2 Policy Documents

Resolved. That the following policies were reviewed and confirmed that no revisions are required

- Freedom of information
- Complaints procedure
- Retention of records
- Co-option of councillor's policy
- Grievance policy
- Disciplinary policy
- Equal opportunities policy
- Website content and updating policy
- Grants and donations policy
- Persistent and vexatious complaints policy

19-20/11 Council meeting dates, times and venue

Resolved. That the Parish Council will hold meetings at Fordham Village Hall at 7.30pm on the last Tuesday of each month except August and December, and that the September meeting will be held on Tuesday 10th September

Cllr G Branagh noted his apologies for the September meeting

19-20/12 Annual Return for the year ending 2018/19

12.1 To receive internal audit report 2018/19

The internal auditor made the following recommendations:

- To include GDPR in the Council's Risk Assessment
- To adopt and publish a Privacy Policy

Cllr N Durlacher, Financial Officer, requested his involvement for future audit meetings.

Resolved. That the report from Hellis Lodge Internal Auditor was noted and the Clerk be instructed to proceed with the recommendations

12.2 To receive section 1 – Annual Governance Statement for the year ending 31st March 2019

Resolved. That section 1, the Annual Governance Statement for the Year Ended 31st March 2019 be received, approved and signed by the Chairman.

12.3 Section 2 – Accounting Statement for the Year Ended 31st March 2019

Resolved. That Section 2, the Annual Accounting Statements for the Year Ended 31st March 2019 be received, approved and signed by the Chairman.

12.4 Approval of the Annual Accounts & Supporting Statement

Resolved. That the Annual Accounts for the year ended 31st March 2019 be received and approved.

19-20/13 Vacancy

Resolved. That Councillors agreed that the current THREE vacancies be filled by Co-Option

19-20/14 Finance

Resolved. That the reports received as of May 23rd 2019 were approved

19-20/15 Expenditure**15.1 Village Magazine**

The Chairman noted that there is a shortfall for the costs of the village magazine due to lack of sponsorship. It was agreed that the Parish Council will actively seek sponsorship from local businesses. In the meantime, the Parish Council agreed to contribute £800 to financially support the production of the magazine.

Resolved. That the Parish Council will provide funds of £800 to support the magazine and all Councillors will actively seek sponsorship from local businesses

15.2 Production of welcome packs

Resolved. That the Council agree to initial set up fees of £120 which includes 20 copies and instructed the Clerk to proceed.

15.3 Invoice for Payment – Appendix A

BACS	Payable	Purpose	Amount
10/05	ID mobile	Mobile Phone <i>April Fees</i>	£12.77
21/05	EALC	Playground training Cllr Gregory <i>Approved April 30th</i>	£180.00
21/05	C Cousins	Works to playground fencing <i>Approved April 30th</i>	£725.00
£31/05	J&M Payroll Services	May Payroll <i>Including NI/HMRC/Pension</i>	£465.68
31/05	J&M Payroll Services	Payroll Fees <i>April Fees</i>	£30.00 *£5 VAT
31/05	Heelis & Lodge	Internal Audit Fees	£128.00
31/05	D A Page Landscapes	Grounds Maintenance <i>April Fees</i> <i>May Fees</i> <i>*VAT</i>	£1,872.00 £936.00 £936.00 *£312 VAT
31/05	K Cameron	Stationary Mileage	£46.49

Resolved. That the invoices listed in appendix A, total expenditure: £3,459.94, be approved.

15.4 Invoice for Payment – Appendix B

Resolved. That there were no further invoices to approve

19-20/16 Planning Applications

The following planning application was discussed:

Application no:	Property Details:	Application Details:
191227	Fletchers Farm House, Rams Farm Road, Fordham, Colchester, CO6 ENT	Conversion of agricultural barn to swimming pool and changing facilities with associated parking and ancillary works – resubmission of application no. 173115

Resolved. That the application be approved

19-20/17 Use of Playing fields

The Village Hall committee requested permission to use the playing fields on the 19th and 20th July 2019 for the village summer fayre and the Council granted permission on the proviso that the Risk Assessment is received in advance and any parking is marshalled to ensure safety for all.

Resolved. That the Council agree for the Village Hall to use the playing fields on 19th and 20th July

19-20/18 To receive Councillors reports

Cllr Alexander reported:

- Residents are struggling with the new Bus arrangements for Colchester and would like to put this on the next agenda to discuss what the PC can do to assist
- That some footpaths have not been cut back and asked who is responsible for each of them? The Clerk reported that they are owned by land owners/Parish Council/ECC/Woodland Trust and the footpath in question is owned by Bradshaws

Cllr Pallent reported:

- The finger posts have not been cleaned. The Chairman noted that these are owned by Highways and the PC would need permission if they wanted to do this themselves.

Cllr Durlacher reported the following:

- The village award will continue this year and following the closure of the shop, the ballot box will be placed in the village pub

Cllr Gregory reported:

- Sunnyside has finally been repaired however it is not certain how long the path and kerb will remain in tact with the refuse lorries.
- Temporary repairs have been made to some potholes
- Many of the drains have been reinstated as per requests
- The pavement between the church and the pub has been repaired but not adequately and will be reported to highways to review
- There are many issues that need to be raised again with Highways but it is felt that progress is being made

Cllr Head-Jenner reported:

- The Parish Board will be moved once it can be accessed and advised in the meantime notices will be placed in the bus shelter
- Requested that the Finger posts be placed on the next agenda

19-20/19 To receive Clerks report

The Clerk had nothing to report

19-20/20 Items for next meeting

To approve minutes from APM 2018

To consider creating a planning sub-committee

To discuss options for cloud based access to Parish Council documents

To adopt a Privacy Policy

To discuss new bus arrangements to Colchester

To discuss the Village finger posts

To discuss Grant applications

To discuss Christmas lights and setting up a committee

Cllr N Durlacher noted his apologies for the meeting on June 25th 2019

There being no further business the meeting closed at 21.01