



# Fakenham Magna Parish Council

MINUTES of the Meeting held on Tuesday 23<sup>rd</sup> January, 2018 at the Honington & Sapiston Village Hall commencing at 7:30pm.

## **PRESENT:**

Cllr. A Jones  
Cllr. R Johnston  
Cllr. D Reay  
Cllr. M Rozier

## **IN ATTENDANCE:**

J O'Brien (*Clerk*)  
E Wortley  
Borough Cllr. A Smith

## **APOLOGIES:**

Apologies were received from: Cllr. P Morgan, and A Blenkiron, County Cllr. J Spicer, D Collier (*RFO*), E Wortley

## **FMPC01/18 DECLARATION OF INTEREST**

There were no declarations of interest.

## **FMPC02/18 MINUTES OF PREVIOUS MEETING**

The Minutes of the Parish Council meeting held on 14<sup>th</sup> November 2017, were approved and signed. Proposed by Cllr. Reay, seconded by Cllr. Rozier.

## **FMPC03/18 ACTION UPDATES**

- a) Site visit to discuss condition of pavement through village – a report had been received with seven items listed needing attention. Not much will be done to correct faults. A discussion on what the Parish Council can now do to progress some of the points raised like the hedge cutting – need to speak to residents to see if they would cut/reduce their hedges and speak to Euston Estate with regards to helping with this work. Clearing the pavement of vegetation etc may be something to incorporate in the 'Village Litter Pick'.
- b) Village Assets – Cllr. Jones – ongoing till better weather.
- c) 'Welcome to the village' Leaflet – ongoing.
- d) Retro-data collectors for VAS signs – Cllr. Johnston reports ordered, delivered and operational. The first download of data to be complete this coming weekend. Invoice received. Clerk to speak to Honington & Sapiston PC for prices of 30mph bin stickers.
- e) School Houses – fenced off area – A report from Euston Estate was read out to the meeting. Pre-planning advice was being sought for a residential development of one house on the site. The fence was erected to segregate from properties currently for sale.
- f) Neighbourhood Watch situation in village – Clerk reported that an email had been received from SNWA. Thought was maybe a joint village presentation could be organised with SNWA to explain how all works now – Clerk to check with SALC first if SNWA genuine.



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- g) Data Protection briefing at SALC – Clerk reported that she had been unable to attend on the day due to illness. Borough Cllr. Smith said that their DPO will be sending a suite of information to help with the DP process.
- h) Dog fouling bins – Clerk reported that there is no cost for these unless a large amount is required – process is phone Borough Council to order, then send email with map detailing where required and then should receive response shortly. Normal black bins can be used for disposal of dog waste. Cllrs Reay and Rozier will liaise to decide best placement and number needed – then report to Clerk.

## **FMPC04/18 FINANCIAL REPORT**

RFO sent a report which states that the expenditure is under budget by £925.22, but the grass cutting invoice hasn't been paid yet for the year. This was budgeted at £1,260, so if that was paid out expenditure will be over budget, the extra expenses were mainly the web hosting and broadband not budgeted for – but covered by the transparency fund payment. The reserves are £3,746.61.

Approval for payment sought for the following:

- i. Clerk's salary £156.96 – proposed Cllr. Johnston, seconded Cllr. Jones
- ii. H&SVH Meeting Room Hire for meeting £18.00 – proposed Cllr. Johnston, seconded by Cllr. Rozier.
- iii. Church of St Peter £860.00 for grass cutting – proposed Cllr. Johnston, seconded by Cllr. Rozier.
- iv. Westcotec – supply of VAS sign retro-data collectors - £1,080.00 proposed payment be approved but not sent until after first download satisfactory by Cllr. Reay, seconded by Cllr. Johnston.

## **FMPC05/18 CHAIRMAN'S REPORT**

The Chairman had reviewed the Finance Regulations in line with Governance and Accountability for smaller Authorities in England and no changes needed – proposed acceptance of these Cllr. Rozier, seconded Cllr. Johnston. The Risk Assessment was also reviewed and copies distributed for discussion – some changes were made and agreed – Cllr. Jones will send out revised Action Plan. Clerk to check ownership of VAS signs then insurance status of them and the data collectors as may need to be added to Asset Register. Clerk also to check on replacement cost of laptop and possible contract hire.

Cllr. Jones had received an email concerning school transport – clerk to put on Notice board and on website. 'Village Litter Pick' was arranged for 10<sup>th</sup> March, 2018.

## **FMPC06/18 COUNTY COUNCILLOR'S REPORT**

No report was available for this meeting but, County Cllr. J Spicer had been able to confirm that the County Council were not affected by the recent collapse of Carillion.

## **FMPC07/18 BOROUGH COUNCILLORS REPORT**

Borough Cllr. Andrew Smith reported that the Borough Council had not been affected by the collapse of Carillion. Due to the merger of St Edmundsbury and Forest Heath there would be Boundary changes – an email concerning this had already been received by Clerk and distributed to Councillors – advice from Cllr. Smith was that it should be read and responded to by as many as possible.

## **FMPC08/18 POLICE COMMUNITY SUPPORT OFFICERS REPORT**

No report had been received, but the Clerk was able to report that nothing had been reported in Fakenham Magna since last meeting.



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## **FMPC09/18 COUNCILLORS REPORTS**

Councillors Johnston and Rozier wished that the report in FMPC90/17 should be recorded that they have concerns about the continuing austerity year on year.

Cllr. Reay had been unable to attend the last Barnham Village Hall Committee meeting.

## **FMPC10/18 LOCAL HISTORY RECORDERS REPORT**

Although unable to attend due to illness Edward Wortley had sent in a report which was read by the Clerk. A survey of old maps giving the boundary of the lost village of Fakenham Parva had taken place and it is hoped to be able to carry out a further survey of the known site of the long-vanished St Andrews Church. The Medieval village which never recovered from the time of the Black Death plague is known to have stood near the church.

## **FMPC11/18 MATTERS FOR DISCUSSION**

Review of Financial Regulations and Risk Assessment were discussed above at FMPC05/18.

## **FMPC12/18 CORRESPONDENCE**

All correspondence has been circulated prior to meeting.

## **FMPC13/18 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

No matters to be brought to the attention of the Council.

## **FMPC14/18 DATE OF NEXT MEETING**

Date of next meeting to be held on Tuesday 13<sup>th</sup> March 2018, commencing at 7:30pm, at Honington & Sapiston Village Hall, in the committee room.

CHAIRMAN:

DATE:

## **Open Actions January 2018**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>TARGET DATE</b>
Hedge cutting along pavement between Chalk Farm and the Church	Clerk	Next Meeting
Village assets - Oil village sign	Cllr. Jones	Next meeting
Leaflet of 'Welcome to the Village'	Clerk	Next meeting
Contact Honington & Sapiston PC about costs of 30mph signs	Clerk	Next meeting
NHW – joint meeting and viability of SNWA	Clerk	Next meeting
Risk Assessment – check ownership of VAS Signs and insurance status	Clerk	Next meeting
Replacement cost of laptop	Clerk	Next Meeting



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Revised Risk Assessment Action Plan	Cllr. Jones	Next meeting
Dog Fouling Bins – location and number	Cllr. Reay, Cllr. Rozier and Clerk	Next meeting