



Fordham Parish Council Meeting

A G E N D A

Tuesday 28th September 2021 at 7.30pm

Dear Councillor, you are summoned to attend a meeting of the Parish Council to be held in the John Owen Barn at All Saints Church, Fordham CO6 3NL commencing at **7.30 pm on Tuesday 28th September 2021**. The Public and Press are invited to attend.

Signed (Clerk)

Dated: 21/09/21

21-22/67 Welcome those present and apologies for absence

Motion. To record attendance and accept apologies for absence

21-22/68 To receive any declarations of interests from Councillors

Motion. To record and accept any declarations of interest from Councillors

21-22/69 Minutes of the Parish Council meeting 3rd August 2021

Motion. The minutes of the full council meeting are accepted as a true record

21-22/70 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

21-22/71 Received report from County and Borough Councillors if in attendance

21-22/72 Planning

72.1 To discuss any planning applications received between 21st to 28th September 2021

Motion. To prepare a response for any applications received between **21st to 28th September 2021** (to be presented at the meeting)

72.2 To note planning decisions received

To note any planning decisions received by 28th September 2021

21-22/73 Traffic Calming Measures

To provide an update to members

21-22/74 Action plan updates

To note the Parish Council action plan

21-22/75 Fordham Times

Motion. To discuss the future of the Fordham Times

21-22/76 Village Events

76.1 To receive debrief from the Village Fayre – 7th August 2021

76.2 To receive an update on plans for the Christmas Lights Switch on – 5th December 2021 checking with Dave

76.3 To receive an update on ideas for the Queens Platinum Jubilee – 2nd – 5th June 2022 – checking with Dave

Motion. To receive debrief and updates

21-22/77 Parish Council surgeries

Motion. To consider a collaboration with Fordham Church to meet with the Community

21-22/78 Expenditure for Approval

78.1 Insurance Policy

Motion. To approve the updated fee for the Insurance Policy

78.2 Parish Council Postbox

Motion. To consider the installation of a Parish Council postbox in the Bus Shelter

78.3 Remembrance Wreath

Motion. To approve the purchase of a wreath for Remembrance Sunday

78.4 Shared shopper Bus to Sainsburys

Motion. To agree to fund half of the Shared Shopper Bus annual subscription

78.5 Salt Bin

Motion. To consider the installation of a salt bin near the bus shelter

21-22/79 Finance

79.1 To receive finance reports for 17th August and 17th September 2021

Motion. To Receive finance reports for 17th August and 17th September 2021

79.2 Annual Governance Accounting Report

Motion. To receive the external Auditors report (if available at time of meeting)

79.3 Invoices for Payment

Motion. To note payments listed in appendix A – total expenditure **£3,242.63** that were paid in August 2021

79.4 Invoices for Payment

Motion. To approve payments listed in appendix B – total expenditure **£ 5,906.46**

79.5 Invoices for payment received between 22nd and 28th September 2021

Motion. To approve payments listed in appendix C (to be presented at the meeting)

21-22/80 Health & Safety and Village Maintenance

80.1 Weekly H&S checks for the Playground

w/c: 26th July 2021

w/c 2nd, 9th, 16th, 23rd, 30th August 2021

w/c 6th and 13th September 2021

Motion. To note reports and agree to action any faults as described in the reports

80.2 Playground Swings

Motion. To review quotes to repair the Playground Swings and appoint a contractor

21-22/81 To receive Councillors reports

21-22/82 To receive Clerk's report

21-22/83 Items for next meeting

The next meeting will take place on Thursday 4th November, at 7.30pm in the Village Hall.

COUNCILLORS AND RESIDENTS ARE ADVISED THAT THE DATE AND VENUE IS DIFFERENT FROM PREVIOUSLY PUBLISHED DATES

Motion. To agree any further items for future Parish Council meetings

Appendix A**Expenditure submitted 3rd August to 31st August 2021**Key:

DD – Direct Debit

DC – Debit card payment

BACS – Electronic payment

* - VAT to be reclaimed

Type	Date	Invoice no	Payable	Purpose	Amount (* VAT)	Initial	Initial
DD	15.08.21	102397049	Zoom	Virtual meetings	£14.39*		
DD	23.08.21	1231385971	Three mobile *	Mobile phone	£8.00		
BACS	27.08.21		J&M Payroll Services	Aug Payroll <i>including HMRC/Ni/Pension</i>	£1,130.24		
BACS	27.08.21	31991	J&M Payroll Services	Payroll Fees <i>July</i>	£30.00*		
BACS	27.08.21	34	C Cousins	Playground Checks	£100.00		
BACS	27.08.21	39645	LIS	Computer equipment	£978.00*		
BACS	27.08.21	2179	Ian Allston Tree Surgery Ltd	Tree maintenance	£912.00*		
BACS	31.08.21	100	All Saints JOB	Hall hire	£35.00		
BACS	31.08.21	101	All Saints JOB	Hall hire	£35.00		

Total expenditure: £3,242.63

Appendix B

Expenditure submitted 1st to 21st September 2021

Key:

DD – Direct Debit

DC – Debit card payment

BACS – Electronic payment

* - VAT to be reclaimed

Type	Date	Invoice no	Payable	Purpose	Amount (* VAT)	Initial	Initial
DC	31.07.21	335490734	Amazon	Ink	£16.49*		
DD	16.09.21	107676241	Zoom	Virtual meetings	£14.39*		
DD	21.08.21	1239834514	Three mobile *	Mobile phone	£8.00		
BACS	29.09.21	---	J&M Payroll Services	Sept Payroll <i>Including HMRC/Ni/Pension</i>	£1,130.24		
BACS	29.09.21	32243	J&M Payroll Services	Payroll Fees <i>Aug</i>	£30.00*		
BACS	29.09.21	35	C Cousins	Maintenance 4 playground checks Move salt	£100.00 £80.00 £20.00		
BACS	29.09.21	289	DA Page Landscapes	Grass Cutting 6 cuts @ £390 ea	£2,808.00*		
BACS	29.09.21	14422	EALC	Playground training	£204.00*		
BACS	29.09.21	14408	EALC	Playground examination	£204.00*		
BACS	29.09.21	17146	Sweet Design	Fordham Times	£185.00		
BACS	29.09.21	41	K Cameron	Working from Home allowance	£200.00		
BACS	29.09.21	4203942	Came & Co	Insurance	£1,006.34		

Total expenditure: £ 5,906.46