

Fordham Parish Council Agenda

Dear Councillor, you are summoned to attend a meeting of the Parish Council to be held at Fordham Village Hall Church Road, Fordham Colchester, Essex commencing at **7.30 pm on 29th May 2018**. The Public and Press are invited to attend.

Kathryn Cameron

Signed (Clerk)

Dated: 23/05/18

18/61 Election of Chairman

18/62 To receive Chairman's Declaration of Acceptance of Office

18/63 Appointment of Vice Chairman

18/64 Those present and apologies for absence
Motion. To record and accept apologies for absence

18/65 To receive any declarations of interest from councillors

18/66 Minutes of the meeting held on 24th April 2018
Motion. The minutes of Full Council Meeting are accepted as a true record

18/67 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

18/68 Receive report from County and Borough Councillors if in attendance

18/69 Appointment of officers and roles and responsibilities

- Financial Officer
- Planning officer
- Health and safety officer
- Village Maintenance
- Footpaths
- Personnel
- Parish Magazine
- Fordham in Bloom
- Website

18/90 Policy Documents

To review and update where necessary the following policy documents:

- Financial regulations
- Standing orders
- 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

- 18/71 Council meeting dates, times and venue**
To meet on the last Tuesday of each month except August, October and December
- 18/72 To receive internal audit report and end of year accounts**
- 18/73 To consider traffic issues in the village**
To agree to submit a detailed analysis of through traffic to be submitted to Councillor Anne Brown
- 18/74 To reinstate project to renovate the deteriorating cast iron sign posts**
To seek permission from highways to maintain and renovate the posts
- 18/75 To agree a contractor to rectify ground maintenance in Lucas Avenue**
To appoint local handyman, Dave Bodel to do the work as and when required
- 18/76 To agree to repair or replace the posts that are rotting on the Village Field**
- 18/77 To arrange for flower beds on the corners of Lucas Ave and church road to be weeded**
- 18/78 To discuss the cost of materials to repair the ground around the football goals**
- 18/79 To receive an update from village hall proposed renovations**
- 18/80**
- | Application no: | Property Details: | Application Details: |
|-----------------|---|--|
| 181118 | Slindon Cottage,
Plummers Road,
Fordham Colchester
CO6 3NP | Application for approval of reserved matters following outline approval 172934 for the erection of new detached 3 bedroom house. |
| 180891 | 15 Church Road,
Fordham Colchester
CO6 3NA | Loft conversion with side extension |
- 18/81 To receive Councillors reports**
- 18/82 To approve outstanding invoices for payment**
Motion. Approve invoices listed in appendix A
- 18/83 Items for next meeting**
To receive full report from housing survey once published
To receive an update on village bus shelter repairs from Councillor Durlacher
To receive an update on the funding for the local shopper bus

Fordham Parish Council
Minutes of Parish Council meeting
Held at Village Hall, Fordham, Colchester, Essex
7.30pm on 29th May 2018

18/61 Election of Chairman

Cllr Head-Jenner appointed

Proposed: Cllr Light, Seconded Cllr Turner, unanimously carried

18/62 To receive Chairman's Declaration of Acceptance of Office

Cllr Head-Jenner and all Councillors present signed declaration of acceptance of office

18/63 Appointment of Vice Chairman

Cllr Durlacher appointed

Proposed: Cllr Head-Jenner, Seconded Cllr Gregory, unanimously carried

18/64 Those present and apologies for absence

Chairman – Cllr Nigel Head-Jenner (NHJ)

Councillors – Light (RL), Alexander (CA), Gregory (RG), Turner (RT), Pallent.(SP)

Also present –Cllr Anne Brown (Essex County Council), Cllr Nigel Chapman (Colchester Borough Council), Mrs Cameron (KC) Clerk, 7 members of the public

Resolved. Apologies from Cllr Durlacher

Proposed Cllr Head-Jenner, Seconded Cllr Light and carried unanimously

18/65 To receive any declarations of interest from councillors

There were no declarations of interest

18/66 Minutes of the meeting held on 24th April 2018

Resolved. The minutes of Full Council Meeting held on 24th April 2018 are accepted as a true record.

The following amendments were made to the minutes, then agreed and signed

Item 18/58: Cllr Durlacher was in attendance of a meeting with Strathern not Cllr Gregory

18/67 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 if the Parish Council will ensure the market is covered by public liability insurance, will ensure the access to the green will be done safely and without causing damage to the green and ensure that goods sold are legitimate items and will the access granted jeopardise the security of the green.

Response:

- Public Liability is held by the Village Hall Charity and every trader will have their own public liability insurance
- Ramps will be built by the organisers so that vehicles can be added on to the field
- 95% of the buyers in attendance will be selling genuine farmers produce.
- The Parish Council will ensure the greens security will not be jeopardised
- The Parish Council confirmed that any funds generated from the event will be put towards purchasing a Christmas Tree for the village

A representative from the Village Hall Committee asked if the Parish Council will give permission for parking on the field for the Village Hall Fete on 30th June.

Response: The Parish Council will need to add to the agenda for the June meeting for full approval but are happy to agree in principle.

A resident noted concerns about the quality of the grass cutting around the village, two areas have been completely missed and the phone box has not been edged.

Response: The Clerk will contact the contractors and ensure that these items are not missed in the future.

18/68 Receive report from County and Borough Councillors if in attendance
Report from County Councillor Anne Brown

- Operations are quiet with more emphasis on administration.
- In 2020 there will be no funding from central government
- ECC working hard to improve main road – A12 and A120
- More funding has been announced for highways
- Villages are encouraged to participate joint ventures with highways and part fund projects to get them done – contact Parish Councils association for more information
- ECC working closing with NHS to improve local services
- Essex Rangers can be commissioned to undertake work around the village – washing signs, cutting shrubs, grass and footpaths – contact Joe Hazleton
- There is funding available for highways maintenance – if issues have been reported and not actioned, send the confirmation to Cllr Brown who will pursue

A resident asked Cllr Brown about what can be done about speeding through the village and could chicanes be used to slow traffic down

Cllr Brown noted that it was not policy to use chicanes however the following measures could be taken

- Contact Joe Hazleton to ask him to look at current speed cameras and if they are in the correct place
- Compile report of speed/date/time during Speed Watch information and forward the figures to her

Report from Borough Councillor Nigel Chapman

- Elections have taken place but no clear majorities
- In contact with Fairfields Farm and has invited Rob to the June PC meeting
- Suggest to Village Hall Committee to invite the Mayor to the village fair

18/69 Appointment of officers and roles and responsibilities

All agreed unanimously

- Financial Officer – Cllr Nick Durlacher
- Planning officer – Cllr Rob Light
- Health and safety officer – Cllr Richard Gregory
 - Village green events – liaise with people that they have everything in place, playground is maintained and checked also check on war memorial, trees
- Village Maintenance – Cllr Rob Turner
- Footpaths – Cllr Christine Alexander
 - Check for access and report any problems, litter, check accuracy of footpaths map, does it include the Woodland Trust?
- Personnel – Cllrs Nigel Head-Jenner, Shirley Pallent, Richard Gregory
- Parish Magazine – Cllr Shirley Pallent
 - Collect items and liaise with the editor for publishing
- Fordham in Bloom – Cllr Rob Turner
- Website – Cllrs Richard Gregory, Rob Light

18/90 Policy Documents

It was agreed to continue with the current policies with no amendments and to review in May 2019

- Financial regulations
- Standing orders
- 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

18/71 Council meeting dates, times and venue

To meet on the last Tuesday of each month except August and December

18/72 To receive internal audit report and end of year accounts

The Chairman noted that internal audit was a success and thanked the previous Clerk for keeping Fordham in good shape. Finances were reviewed and approved to be sent to the external auditor.

18/73 To consider traffic issues in the village

A village committee will be formed with Cllr Gregory as Chair and a report will be compiled of all the issues as well as evidence of speed, carelessness of drivers looking at specific areas such as Wash Corner, Plummers and other areas including by the school. Once report has been compiled this will be sent to Joe Hazleton and Cllr Anne Brown.

18/74 To reinstate project to renovate the deteriorating cast iron sign posts

The Council agreed to reinstate the project to renovate with posts in conjunction with highways.

18/75 To agree a contractor to rectify ground maintenance in Lucas Avenue

The Council agreed to appoint Dave Bodle to do the work as and when required providing costs are under £1,000.

18/76 To agree to repair or replace the posts that are rotting on the Village Field

The Council agreed that Cllr Head-Jenner and Julie Travis will prepare a proposal and present to the Parish Council for approval

18/77 To arrange for flower beds on the corners of Lucas Ave and church road to be weeded

This item was discussed above

18/78 To discuss the cost of materials to repair the ground around the football goals

The Council have not received costs to date

18/79 To receive an update from village hall proposed renovations

There is nothing new to report

18/80

Application no:	Property Details:	Application Details:
181118	Slindon Cottage, Plummers Road, Fordham Colchester CO6 3NP	Application for approval of reserved matters following outline approval 172934 for the erection of new detached 3 bedroom house.
Application 181118 was agreed		
180891	15 Church Road, Fordham Colchester CO6 3NA	Loft conversion with side extension
Application 180891 was agreed		

18/81 To receive Councillors reports

No reports received

18/82 To approve outstanding invoices for payment

Resolved. A;; invoices listed in appendix A approved

18/83 Items for next meeting

To receive full report from housing survey once published
 To receive an update on village bus shelter repairs from Councillor Durlacher
 To receive an update on the funding for the local shopper bus

Meeting ended at 20.48

Fordham Parish Council Agenda 29th May 2018

Appendix A

Q No	Payable	Purpose	Amount
1779	Chris Cousins	Playgrounds checks <i>April Invoice</i>	£68.00
1780	J&M Payroll	Payroll fees for April 2018	£30.00
1781	SLCA	Fees for Clerk CiLCA qualification	£250.00
1782	Heelis & Lodge	Internal Audit Fees	£128.00
1783	Fordham Village Hall	Hall hire	£77.00
1784	EALC	Local Councils explained books	£49.99
1785	Kathryn Cameron	Expenses <i>Petrol for training and meeting Purchase of cones for Parish Council</i>	119.52

BACS	Payable	Purpose	Amount
25/05	J&M Payroll Services	Salary payment for the Clerk <i>Including HMRC and Pension costs</i>	£444.58