

Fordham Parish Council
Minutes of Parish Council meeting
Held at Village Hall, Fordham, Colchester, Essex
7.30 pm on 25th June 2019

Present: Cllr N Head-Jenner (NHJ) - Chairman
Cllrs S Pallent (SP), R Gregory (RG), G Branagh (GB)
Also in attendance: Mrs K Cameron (KC) – Clerk
And 7 members of the public

19-20/21 Those present and apologies for absence

Apologies were received from Cllr N Durlacher (ND) and Cllr N Chapman Colchester Borough Councillor

Resolved. That absences from Cllr N Durlacher and Cllr N Chapman be recorded and accepted

19-20/22 Council Vacancy

Resolved. That the Council Vacancy was not filled and will be deferred to the next meeting

19-20/23 To receive any declarations of interest from councillors

Resolved. That the following declarations of interest be received from Councillors:

Cllrs N Head-Jenner and R Gregory declared a non-pecuniary interest for item 19-20/28 as they are members of the Fordham Allotments Association

Cllr R Gregory declared a non-pecuniary interest for item 19-20/28 as his is a member of Fordham In Bloom

19-20/24 Minutes of the meeting held on 28th May, 2019

Resolved. That the minutes of Full Council Meeting were accepted as a true record and signed

19-20/25 Minutes of the Annual Parish meeting held on 29th May, 2018

Resolved. That the minutes of Full Council Meeting were accepted as a true record and signed

19-20/26 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 gave an update about the recent harvest and noted his concerns and disappointment in the process from start to finish. Despite assurance at a Parish Council meeting in 2018, it was felt nothing had changed. The Chairman noted the concerns and that the council intend to discuss at the next Parish Council meeting.

A resident would like the Parish Council to consider the noise pollution in the village as it is getting worse with all of the bigger tractors and lorries passing through the village. There is an understanding that there is a tonnage vs wheelbase and correct speeds for travelling through the village. It was asked if the Parish Council could look to Highways for confirmation.

Residents noted that they appreciate they live in a farming community however it is about the apparent lack of care, poor standards and quality in which the drivers drive through that concerns them.

19-20/27 Receive report from County and Borough Councillors if in attendance

There was nothing to report

19-20/28 Grant Applications from Local Organisations

Cllrs N Head-Jenner and R Gregory declared a non-pecuniary interest for item 19-20/28 as they are members of the Fordham Allotments Association

Cllr R Gregory declared a non-pecuniary interest for item 19-20/28 as his is a member of Fordham In Bloom.

Grant Applications from Local Organisations continued

Grant application for Fordham Allotments Association was discussed. Councillors were willing to provide assistance to the association, however were not quorate to pass a vote therefore the decision will be deferred to the next meeting.

Grant application for Fordham Local History Society was discussed. Councillors agreed for the Council to support their next dig and awarded a £500 grant.

Grant application for Fordham Church was discussed and it was agreed that the Council would like to allocate funds towards a specific project within the Church yard. Therefore, they will wait for a breakdown and defer a decision until the next meeting.

Grant application for Fordham in Bloom was discussed and it was agreed that the Council will award a £500 grant for Fordham in Bloom to continue making the village look pretty.

Resolved. That the Parish Council agreed to grant £500 to both Fordham History Group and Fordham in Bloom. Grant applications for the Allotments Association and the Church will be discussed at the next Parish Council meeting.

19-20/29 Planning sub-committee

Councillors present agreed it was important to form the committee with a minimum of 3 Councillors. Cllrs N Head-Jenner and G Branagh will form the committee when another member has been identified. The meetings will be open to the public and will have a minimum of 3 days' notice for attendance.

Resolved. That a Planning sub-committee be created once another member has been identified.

19-20/30 To appoint officers to vacant roles and responsibilities

Resolved. That there are still council roles vacant and this will be deferred to the next meeting.

19-20/31 Cloud-based access to Parish Council documents

The Councillors discussed at length the merits of being able to view Council documents and agreed the importance of having cloud-based access to Parish Council documents. It was agreed to identify the restrictions and security before moving forward.

Resolved. That the Council agreed to have cloud-based access to Parish Council documents with restrictions put in place

19-20/32 Councillor email addresses

It was agreed for Councillors to have dedicated Parish Council email addresses to enhance professionalism and to ensure security of Council emails. The format firstname.surnameinitial@fordham-pc.gov.uk was agreed. Councillors approved to finance 10 .gov email addresses at a cost of £60 pa.

Resolved. That Fordham Parish Councillors will be issued with a .gov email address at a cost of £60 pa

19-20/33 New Policies

Resolved. That the policy adoption listed below be deferred to the next Parish Council meeting

- Data Protection policy
- Website Privacy policy

19-20/34 Bus to Colchester

Resolved. That the bus to Colchester discussions be deferred to the next Parish Council meeting

19-20/35 Village Finger Posts

Councillors agreed that they would like to undertake the renovations under the remit of the Council and agreed that the Borough Council, Highways and a neighbouring council who have recently completed the same be contacted to confirm the next steps of action.

Motion. That the Council will seek clarification and permission to renovate the finger posts

19-20/36 Christmas lights

Residents are keen to set up a Christmas lights working group under the guidance of Cllr N Head-Jenner. Cllr N Head-Jenner, Lou, Dave and one other will form the working group who will meet and issue notes from the meetings to the Council outlining the plans.

Resolved. That a working party has been formed to organise the event

19-20/37 To receive Finance reports as of 20th June, 2019

Resolved. That the reports received as of 20th June be approved

19-20/38 Expenditure**38.1 Baby swing seats**

Resolved. That the full cost is still to be identified

38.2 Fordham Times Magazine

Resolved. That FPC contributed £800 towards the production of the village magazine

38.3 Invoice for Payment – Appendix A**Appendix A**

BACS	Payable	Purpose	Amount
26/06	ID mobile	Mobile Phone	£12.77 *£5 VAT
26/06	J&M Payroll Services	Payroll Fees May Fees	£30.00 *£5 VAT
26/06	J&M Payroll Services	June Payroll Including NI/HMRC/Pension	£464.00
26/06	Chris Cousins	Playgrounds checks Apr Fees	£68.00
26/06	K Cameron	Stationary & Mileage	£25.72
26/06	EALC	Planning training Clerk	£78.00 *£13 VAT
26/06	EALC	Planning training Cllr Head-Jenner	£78.00 *£13 VAT
26/06	EALC	Planning training Cllr Branagh	£78.00 *£13 VAT
26/06	Fordham Times	Contribution to the production costs	£800.00
TOTAL BILL PAYMENT EXPENDITURE			£1,621.72

Resolved. That invoices listed in appendix A – total expenditure: £1,634.49 be approved

38.3 Invoice for Payment – Appendix B**Appendix B**

BACS	Payable	Purpose	Amount
26/06/19	Chris Cousins	Safety checks and bins May checks	£85.00
26/06/19	Play Inspections	Outdoor annual inspection	£120.00 *20.00 VAT
26/06/19	DA Page Landscape	Grass cutting 29 th May, 11 th & 24 th June	£1404.00 *234.00 VAT
TOTAL BILL PAYMENT EXPENDITURE			£1609.00

Resolved. That invoices listed in appendix B submitted after 20th June 2019 – total expenditure: £1,609.00 be approved

Total expenditure for June 2019: £3,243.49

- 19-20/39 Bank Debit card**
Resolved. That the Council deemed it necessary for the Clerk to have a Bank debit card and approved the request
- 19-20/40 To approve planning applications listed below:**
 191456 26 Partridge Drive, Certificate of Lawful Use - Existing
 Fordham Colchester
 CO6 3NH Lawful Use Certificate, Existing: Former part garage/part utility converted to extended kitchen, utility & cloakroom with no external alterations.
Resolved. That the Council approve the above planning application
- 19-20/41 To receive Health and Safety Checks for playground**
 The following reports were noted and approved: 3rd April to 24th April 2019 and 30th April to 28th May 2019. The Council were informed that the baby swings are in the process of being ordered pending additional information being issued to the company.
 The Clerk informed Councillors that the Annual Play Inspection has been submitted and this will be discussed in detail at the July Parish Council meeting
Resolved. That the reports listed above be approved
- 19-20/42 To receive Councillors reports**
 Cllr S Pallent reported the following:
- That the BMX Track requires some attention and is perhaps being missed by the contractors
 - That there are many Bee Orchids around the Parish and they are growing well
- Cllr R Gregory reported the following:
- That he attended a Health and Safety Training session (with Exam) which will give him the qualification for playground weekly inspections
 - He noted that he had briefly reviewed the recent Annual Play Inspection report and that there is much detail to digest and the recommendations are low to very low risk
 - That the telephone numbers on the emergency gate are out of date and will need to be updated
 - That the Highways newsletter outlines they plan to spend money to improve pavements and that he intends to identify where Fordham could be offered assistance
- Cllr N Head-Jenner
- Attended training on 'planning' and found it exceptionally useful. As a result, it will change the way the Parish Council operates and deals with planning issues.
 - The village notice board will be moved as previously reported now it can be accessed
 - The Memorial Clock will be re-set shortly
 - The Fordham Motor Show will take place on 11th August with some proceeds being donated to the Archaeological dig and Fordham Primary School
- 19-20/43 To receive Clerks report**
 The Clerk reported:
- Land registry identifies the plot on Rams Farm Road identified as recreational is owned by Hastoe
 - The AGAR has been completed and Submitted
 - The Annual play inspection has been completed and report received
 - Attendance at two training sessions – Clerk's training and Planning
 - The SO that were questioned at the previous meeting states that ALL planning applications MUST be discussed at a public meeting

19-20/44 Items for next meeting on 30th July, 2019

The following items will be considered for the next Parish Council meeting in July

- Council vacancy
- Grant applications for the Allotment Society and Church
- Cloud Based access to documents
- Planning Committee
- New Policies
- Bus to Colchester
- Annual Playground Inspection
- Standing Orders

There being no further business the meeting closed at 20.53