

# Fornham All Saints Parish Council

Chair: Cllr. Martin Loveridge | 07784 225375  
Clerk: Justin Hook | clerk@fornhamallsaintspc.org.uk  
www.fornhamallsaints.suffolk.cloud

NOTICE IS HEREBY GIVEN, that all members of the Parish Council are hereby summoned to attend the next meeting of Fornham All Saints Parish Council on Tuesday 20th February 2024 commencing at 6.30 pm in the Community Centre.

The Council, members of the public and press are welcome to attend and may record/film/ photograph or broadcast this meeting when the public and press are not lawfully excluded. Members of the public will be invited to give their views/question to the Parish Council on issues on the agenda, or raise issues for consideration or inclusion at future meetings during the open public session before the meeting, this will be limited to 15 minutes duration but may be extended at the discretion of the Chairman.

To view associated papers/information please use the following web link:  
[www.fornhamallsaints.suffolk.cloud/parish-council/agendas-and-minutes](http://www.fornhamallsaints.suffolk.cloud/parish-council/agendas-and-minutes)

## Agenda Items

1. Chairman's welcome, opening remarks and to receive apologies for absence
2. (i) To receive members Declarations of Interests  
(ii) Council to consider any new written requests for dispensation and/or requests which have been received
3. To approve & adopt two sets of minutes (full and closed) from the Council meeting held on the 16th January 2024.
4. Review of actions from previous meeting if not covered on the agenda
5. To receive County Councillor's report from Cllr. Rebecca Hopfensperger
6. To receive Borough Councillor's reports from Cllr. Sarah Broughton and Cllr Rebecca Hopfensperger
7. Public open session 15 minutes - questions and issues on matters arising from the agenda and from the village
8. To receive reports from Councillors:
  - a. Traffic / Roads / VASs / Signs - Don Lynch and Hugo Greer-Walker
  - b. Volunteering - Hugo Greer-Walker
  - c. Facilities / Assets Management / Allotments - Martin Loveridge
  - d. Local businesses & residents / Active travel / De-fib'- Cathy Emerson
  - e. Social issues / Rural Coffee Caravan / Village Voice - Jill Mayhew
  - f. Marham Park / Village Hall / Anglian Water (Lark) - Mat Stewart
9. Planning:

Council to discuss the following planning applications:

  - i. **DC/24/0051/FUL**  
**Plot Moseleys Farm Business Park The Green Fornham All Saints Suffolk**  
Construction of office unit with associated parking and landscaping
  - ii. **DC/24/0181/TCA**  
**2 Dairy Drive Fornham All Saints Suffolk IP28 6LN**  
Trees in a conservation area notification - one Willow (X on plan) pollard to five metres above ground level
  - iii. **DC/24/0156/FUL**  
**All Saints Hotel The Street Fornham St Genevieve Suffolk IP28 6JQ**  
Planning application - a. two open canopy porches over existing entrances to

front elevation b. render to front elevation with lettering signage c. statue to front elevation

iv. **DC/24/0146/FUL**

**All Saints Hotel The Street Fornham St Genevieve Suffolk IP28 6JQ**

Planning application - extension to first floor gymnasium

v. **DC/24/0154/FUL**

**All Saints Hotel The Street Fornham St Genevieve Suffolk IP28 6JQ**

Planning application - infill extension below first floor gym to create seating areas and changing facilities

vi. **DC/24/0155/FUL**

**All Saints Hotel The Street Fornham St Genevieve Suffolk IP28 6JQ**

Planning application - a. first floor extension to dining area and associated works; b. extension to external terrace area

10. Local Plan

Council to discuss Local Plan and propose Parish Council statement

11. Allotment Update

Council to discuss payment of water bill by direct debit

Any other allotment business

12. Finance Update

- i. Council to discuss updating signatories for bank accounts, and an update on the move to online banking
- ii. Council to consider closing Instant Access Charities Account for simplification
- iii. To consider and approve payment of the following accounts and outstanding invoices:

Payee & details	Total	Power to Pay*
J Hook Village Voice compilation, editing & expenses	£140.00	7
J Hook Clerks salary, January	£563.30	1
J Hook Clerks expenses, January (Microsoft, paper)	£95.43	
M Guest Litter Picker salary, November 2023	£205.83	
M Guest Litter Picker salary, December 2023	£205.83	
L Harley Locum Clerk and Financial Officer	£1335.00	
Community Workshop Village Voice printing	£237.83	
D Surman Reimbursement from Charities Fund for NAS	£80.00	
D Lynch VAS Battery Charging (	£130.00	
<b>Total Payments</b>	<b>£2993.22</b>	

- i. To receive bank balances correct to 30 January (unless stated otherwise)

RBoS Current Account	£237.58
RBoS Gold Deposit Account	£26,279.88
RBoS Treasurers Account (Village Voice)	£929.33

RBoS All Saints Charities (statement to 30/12/23)	£1838.87
RBoS All Saints Charities Instant Access Account	£30.89

- ii. Council to approve bank reconciliation for January 2024
- iii. Audit: LH is available to help support Clerk to complete the audit, if required  
Council to agree up to 8 hours at Locum Clerk rate of £30 per hour
- 14. Skate & Play Park Inspections  
Council to note from report that remedial work required, but all low to very low risk
- 15. Community Centre Car Park Update  
CE to update Council
- 16. Invitation to Register (ITR) – personal visits  
Council to note that ITR visits will be taking place between 7 February and 8 March to support residents to complete their voter registration
- 17. Emergency Plan  
Council to discuss and approve a way forward
- 18. S106 Marham Park Surface FP4  
MS to update Council
- 19. Fit Villages  
JM to update Council
- 20. B1106  
DL to lead discussion on safety improvements along this stretch of road including speed limit, lorry watch and traffic survey
- 21. Clerk Training  
Council to consider basic training for new Clerk, offered by SALC (Clerk Basics x 3 @ £30 each, Basic Audit £30)
- 22. Emails & domain name  
Council to review email addresses required, reassign email addresses, review forwards required, and consider domain name change
- 23. Lloyds Shares  
Clerk in possession of documents to investigate  
Council to discuss plans to cash in shares
- 24. Council to review & update their Standing Orders & Financial Regulations
- 25. Council to review internal and external audit reports from 2022/23

**\*The following items are confidential and therefore the meeting will be closed to members of the public\***

- 26. Clerks Contract  
Council to confirm details of Clerk's final contract
- 27. Clerks Pension  
SALC have advised Clerks salary qualifies to ask to opt into the Nest Pension Scheme. Contribution rates will be 3% by the Council, and 5% by the Clerk, paid only on earnings over the £520 per month threshold