

Fornham All Saints Parish Council

Draft Minutes from Parish Council Meeting - FULL

Tuesday 16th January 2024

18:30pm, FAS Community Centre

These draft minutes will be approved at the next meeting of the Parish Council in February.

Present:

Councillor Martin Loveridge (ML) (Chair) along with Councillors Cathy Emerson (CE) (Vice Chair), Jill Mayhew (JM), Mat Stewart (MS), Hugo Greer-Walker (HGW) and Don Lynch (DL).

Borough Councillors Sarah Broughton (SB) and Rebecca Hopfensperger (RH);

Locum Clerk and Financial Officer Linda Harley (LH); newly appointed Clerk Justin Hook (JH); 12 members of the public.

1. Chairman's welcome, opening remarks and to receive apologies for absence

Special welcome to Roger Dicker, Chair of West Suffolk Council.

Welcome to Justin Hook, newly appointed Parish Clerk as of 17th January 2024, following employment as Council Administrator since 2nd January 2024.

Locum Clerk Linda Harley staying on until 13th February 2024.

No apologies received.

2. (i) To receive members Declarations of Interests.

None received.

(ii) Council to consider any new written requests for dispensation and/or requests which have been received

None received.

3. Council to consider co-opting Derek Brown (DB) onto the Council and complete forms.

ML proposed co-opting Derek Brown as Parish Councillor, CE seconded, unanimous decision.

Derek Brown joined the table as Parish Councillor.

4. To approve & adopt the minutes of the Full Council meeting held on 21st November 2023.

ML noted small error brought to his attention by email, section 9, subsection 6 - that fundraising was for the whole village and not the village hall.

ML proposed to accept changes to the minutes, JM seconded, unanimous decision.

5. Review of actions from previous meeting if not covered on the agenda.

ML withdrew previous comments regarding MUGA, as actually community centre issue.

6. To receive County Councillor's report from Cllr. Rebecca Hopfensperger.

Councillor Hopfensperger reported on the arranging of a planning meeting with WSC, seeking advice and support regarding planning issues at All Saints Hotel and the need for a master plan for the site. 3 applications and 1 appeal have recently been withdrawn. Expecting to hear news of a meeting mid to end Feb.

Application for new entrance has gone to panel and to the development control committee for review likely Feb/Mar.

A new local plan will be out for consultation at the end of Jan. The Parish Council to have a collective response and encourage all residents to have their say. SCC budgets under scrutiny, savings to be had from museum and arts, and the movement of Records Office to Ipswich, now Western Way development not happening.

Compiègne Way is an ongoing issue. Vast amounts of water have been removed in order to access and repair the pumps. Vandalism of the tank has added to the issues. Councillors pushing for more sustainable solution and checking to see if the West Suffolk Operational Hub has in fact compounded the issues. Damaged railway bridge has been reported.

7. To receive Borough Councillor's reports from Cllr. Sarah Broughton and Cllr. Rebecca Hopfensperger.

Councillor Sarah Broughton reiterated importance of local plan for residents and acknowledged severity of potholes through Great Barton due to increased traffic from the Compiègne Way closures.

8. Public open session 15 minutes - questions and issues on matters arising from the agenda and from the village.

- i. FSM resident raised concerns over All Saints Hotel chipping away at the golf course and valuable Lark Valley green space stating 'death by 1000 cuts.'
Suggested villagers to muster all support to push for a master plan and to question what is the developer doing for the community.
ML commented that residents are concerned about what is to come and deserve a master plan.
- ii. Resident commented on state of footpath from Pigeon Lane to Marham Park and back up to the roundabout, and the need for bushes/vegetation to be cut back.
HGW has made contact with owners but not much traction. Suggest reporting to council. ML suggested this could be part of future volunteering works.
HGW has requested skirting back work to be included in Active Travel Plan.
Action: HGW to submit a formal request for skirting back work to be completed by WSC, via the Clerk.
- iii. Resident raised concerns regarding the hedges along verge from community centre to Marham Park, regarding visibility.
ML suggested volunteering base could tackle some of these issues
- iv. FSM resident agreed joined up sentiment between villages was good. Highlighted confusion over application for new entrance to All Saints Hotel under 'land off the street,' where clearly part of main All Saints Hotel planning address - requires enforcement.
ML confirmed meeting is being arranged with WSC to alleviate anxiety and rumours.

9. Council to discuss the following planning applications:

- i) **DC/22/1887/FUL, Land off, The Street, Fornham All Saints**
Re-consultation - Create access into All Saints Golf and Country Club
Application has gone to committee which will be open to public.
Councillors concerned for; lack of lighting, the fact that the entrance position has moved, incorrect/misleading traffic count.
Action: MS & planning team to consult and resubmit PC response prior to new extension date of 21st January 2024
- ii) **DC/23/1885/FUL, All Saints Hotel, The Street, Fornham St Genevieve**
Change of use of part of golf course for the siting of 9 caravan lodge holiday

homes

Application withdrawn.

iii) DC/23/2102/TCA, Cleves Cottage, 24 Hengrave Road

a. 1 Atlas Cedar reduce lower limbs nearest to house by three metres and reduce upper branches to shape; b. 1 Silver Birch overall crown reduction by one metre to clear overhead lines; c. 1 Prunus overall crown reduction by one metre to clear overhead lines

ML proposed support of application, CE seconded, unanimous decision.

iv) DC/23/2089/HH, 6 Pound Meadow Single Storey rear extension

ML proposed support of application, JM seconded, unanimous decision.

10. To receive reports from Councillors:

a) Traffic / Roads / VASs / Signs - Don Lynch and Hugo Greer-Walker

DL - RH has ANPR figures from previous period. Proposing new video be made to highlight traffic issues. Increased heavy load vehicles, possibly due to Compiègne Way closures. Suggesting another lorry watch in the future.

HGW - quiet lane sign being sorted, Tut Hill gate has been mended.

Action: HGW to report fallen sign opp. Larks Gate.

b) Volunteering - Hugo Greer-Walker

ML & MS have attended SCC training course for working by the highway.

Expecting volunteering to start in the spring.

HGW organising and applying for tools and kit.

DL suggested possibly using Community Service for some works.

Action: MS to investigate use of Community Service.

c) Assets Management / Allotments - Martin Loveridge

Skate park has been serviced, 1 screw missing and to be fixed

Trees in churchyard complete, neighbouring property is satisfied.

Allotments meeting held & David Surman (DS) elected Chair of the Allotment Management Committee.

ITEM BROUGHT FORWARD

13. Note report received following skate and play park inspection.

Inspection highlighted low or very low risk. Risk noted.

ITEM BROUGHT FORWARD

14. Allotments - report from initial AGM and way forward.

DS - main points from meeting were that an allotment management committee has been set up, with DS as the chair and others alongside to help. Rules and regulations to be reviewed. Rent increase accepted of £2 per annum, per quarter plot from 2025.

Agreed all members to join National Allotment Society for £1 cost, plus £3 yearly.

Some plot holders refused. Gathering of plot holder addresses and contact details almost complete, to improve communications.

d) Local Businesses & Residents/ Active Travel / De-fib- Cathy Emerson

CE de-fib all good, working with Enid Gathercole (EG) regarding de-fib at the community centre. New councillors pack first draft completed.

e) Social Issues / Rural Coffee Caravan / Village Voice - Jill Mayhew

Most things from Thingoe Lodge meeting have been addressed. Rural Coffee Caravan all good, dates secured. Village Voice all good.

Action: DB to provide photo and bio for Village Voice.

- f) Marham Park / Village Hall / Anglian Water (Lark) - Matt Stewart
 Not heard anything from Marham Park. RH contacted WSC for new contact. Still considering path up Tut Hill. Replanting to be chased up. Village Hall no news.
 River Lark/Anglian Water - meeting has been arranged to discuss continued pollution of the Lark.

ITEM BROUGHT FORWARD

12. Community centre project brief for Parish Council

Paul Purnell (PP) proposed parking area outside gates too small and a draft plan has been drawn up to move existing fencing back and create a larger area of tarmac with space for up to 8 cars and a third bottle bank, following bottle bank relocation.

3 quotes have been submitted, £13,800 / £14,000 and £19,000 with the £14,000 quote being preferable. Timescales looking at before end of April for start of car boot sale season.

Community centre seeking permission and funding from PC. Suggestion came forward for an EV charging point. ML suggested external funding critical as this project not in the PC budget.

Action: CE to arrange a daylight visit with councillors so that PP and EG can talk through and show the proposals.

Action: PP to look at external funding - possibly RH and SB locality budgets.

15 MINUTE PAUSE TO DISCUSS ISSUES AFFECTING THE VILLAGE WITH ROGER DICKER

Meeting reconvened

11. Finance & Policy:

- a) To consider and approve payment of the following accounts and outstanding invoices:

Payee & details	Total	Power to Pay*
J Hook, Newsletter compilation and editing	£250.00	1
C Mason, Backdated salary payment	£280.00	2
A I Play Solution Ltd, Repairs to skate park	£480.00	3
Community Workshop Ltd, Printing Village Voice	£254.82	1
Linda Harley, Locum Clerk and Financial Officer	£1440.00	2
Stuart Langston Arboricultural Specialist, Work to Ash tree in churchyard	£450.00	4
Total Payments	£3154.82	

*Power to Pay

1 Local Government Act 1972, s.142

2 Local Government Act 1972, s.112

3 Public Health Act 1875, s.164

4 Local Government Act 1972, s.215

ML proposed to pay accounts in full as discussed, CE seconded, unanimous decision.

- b) To receive bank balances to 31st December 2024:

RBoS Current Account	£227.58
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RBoS Gold Deposit Account	£28,124.30
RBoS Treasurers Account (Village Voice)	£1081.65
RBoS All Saints Charities (statement to 30/11/23)	£1838.87
RBoS All Saints Charities Instant Access Account (statement to 30/12/23)	£30.84

c) To discuss and approve the budget for the financial year 2024-25.

The Council fully discussed all items in the 2024/25 budget taking into account the reserves.

Draft Budget 2024/25		
1	Administration	
	Clerk's salary	£9,000.00
	Clerks additional salary for CiLCA qualification	£1,095.00
	Clerk allowance for home working and own laptop use	£712.00
	Elections	£0.00
	Admin Expenses	£400.00
	FAS Website	£400.00
	ICO Membership (Data protection)	£40.00
	Insurance	£2,000.00
	Audit (internal and external)	£600.00
	Councillor Training	£712.00
	Hall hire	£0.00
	Subscription to SALC	£400.00
	Chairman's allowance	£200.00
	Village Voice expenses	£1,300.00
	Litter Picking	£200.00
	Total	£17,059.00
2	Donations under Local Government Act s.137	
	Community Centre and Village Hall	£0.00
	Donations and Grants	£2,000.00
	Total	£2,000.00
3	Asset Management	
	Skate park	£1,000.00
	Play equipment	£1,000.00
	Street Furniture (managing assets)	£500.00
	Defibrillator	£500.00
	VAS	£500.00

	Total	£3,500.00
4	Open Spaces / planting	
	Total	£750.00
5	Churchyard	
	Grass cutting	£1,300.00
	Wall repairs/resurfacing	£0.00
	Total	£1,300.00
6	Allotments	
	Total	£500.00
	Total Expenditure	£25,109.00

ML proposed to accept the budget of £25,109.00 as detailed, CE seconded, unanimous decision.

- d) To discuss and agree the precept for the financial year 2024-25.
ML proposed to accept no changes to the precept from the previous year of £25,109.00 as detailed, CE seconded, unanimous decision.
- e) Consider ground maintenance contract for 2024-25 for the church yard.
ML proposed to accept 1 year ground maintenance contract from WSC for £1293.52 +Vat, JM seconded, DB abstained, unanimous decision.
- f) Council to appoint an internal auditor.
ML proposed the appointment of SALC as the internal auditor, CE seconded, unanimous decision.

15. Update on website management.

Village Voice to be added to website. ML & JH to have discussion re: website content. CE working on some village information to be included.

Action: DS to provide allotment update for Village Voice

Following an in depth discussion regarding who should be able to update the website the council considered that it would be much fairer if only the Clerk can make changes. ML proposed the Clerk be the only person with access to the website, CE seconded, unanimous decision.

16. Correspondence not already covered on the agenda – Email from resident concerning website 2/12/23.

Action: ML to respond.

Meeting closed to public 20:10pm

..... Sign & date

..... Print name

CHAIRMAN

Signed as confirmation that they are a true record.