

Draft Minutes from Parish Council Meeting - Excluding Closed Items

Tuesday 20th February 2024

18:30, Fornham All Saints Community Centre

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

Present:

**Councillor Cathy Emerson (CE) (Vice Chair) along with Councillors, Jill Mayhew (JM), Mat Stewart (MS), Don Lynch (DL) and Derek Brown (DB).
Clerk Justin Hook (JH) and 4 members of the public.**

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

Thanks given to those attending from the other Fornhams.

Thanks given to those who attended the planning development meeting on the 7th.

The Council will notify residents when date is set for site visit.

Welcome to JH for his first solo meeting as Clerk, and special thanks to Linda Harley (LH) for her help & commitment over the past 3 months as Locum Clerk.

Apologies received and accepted from Cllrs Martin Loveridge (ML) and Hugo Greer-Walker (HGW)

Apologies received and accepted from County and Borough Cllrs Rebecca Hopfensberger (RH) and Sarah Broughton (SB).

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. To approve & adopt two sets of minutes (full and closed) from the Council meeting held on the 16th January 2024.

CE proposed to approve minutes, JM seconded, unanimous decision.

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

All items to review included in February agenda.

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

None received.

Action: CE to ask ML to seek update from RH on ongoing Compiegne Way issue, as continuing to put extra strain on highways through the village.

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

None received.

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

FSM residents agreed good turn out at planning development meeting on 7th

February. Subsequent meeting with David Harris (DH) in their home DH highlighted

his request to meet with both Councils and lack of date being proposed. CE stated

Council is keen to meet with WSC before meeting with DH. It was noted there have

been four new planning applications since the planning development meeting. RH still

chasing WSC for date for a meeting with planning team.

Action: CE to ask ML to chase RH on meeting date.

ITEM BROUGHT FORWARD

15. Community Centre Car Park Update

Paul Purnell (PP) has received response from planners to suggest Parish Council can authorise own permitted development, specifically 'people barriers.'

Action: PP to forward this response to Council.

Proof of land ownership is required for EV charging. PP suggests land is not registered.

Action: CE to obtain land registry detail, Alwin to send any necessary details to Council. Council to review the information on planning for the car park.

DB reported following site visit meeting and Council agreed that car park and community centre improvements acceptable in principal. CE reiterated need for community centre to seek funding. PP waiting on better indication of what is required before seeking funding. MS suggested use of security cameras on new parking area.

Action: PP to send plans for community centre development to Council.

8. To receive reports from Councillors:

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

DL reports Stennetts not really an issue, Eastern Concrete, Collins and Northfield Farms worst offenders for overweight vehicles.

Spoken to David Lloyd contractors regarding lorry issues and seen marked improvement. Suggest personal approach with offending companies is best approach. Suggestion that vehicle movement be taken into consideration when approving / rejecting planning applications.

Most pressing need is to meet with the team issuing permits.

Action: Arrange meeting with WSC - DL to take lead.

Old video was successful in helping acquire new VAS equipment. DL suggesting a new video be created to use to further improve road safety and traffic calming. £700 likely cost for days shooting / compiling.

Action: JH to add Agenda item for March meeting, DL to research further prior to consideration.

Lorry watch suggested for spring time.

b. Volunteering - Hugo Greer-Walker

None received:

c. Facilities / Assets Management / Allotments - Martin Loveridge

Play area & skate park listed separately, see agenda item 14.

Some vandalism reported behind community centre. DB attended and following up with resident.

d. Local businesses & residents / Active travel / Defib - Cathy Emerson

Working on GDPR, especially in relation to allotment holders directory.

Had meeting with James Pickering re: Lark path improvements from Fornham to Hengrave, no current budget for repairs.

Footpath from Hengrave to Fornham is ongoing.

Spoken to Enid Gathercole (EC) re: defib. Currently there are no issues.

Meeting with Anglian Water held.

Thingoe Lodge / Havebury meeting held re: residents issues.

Comment received about having a boules court on the playing field - possible use for sports funding.

e. Social issues / Rural Coffee Caravan / Village Voice - Jill Mayhew

Thingoe Lodge / Havebury meeting held re: residents issues.

JM stepped back from Rural Coffee Caravan & team will liaise direct re: dates, flyers etc.

Village Voice - all happy, going from strength to strength.

Community Action Suffolk is a voluntary organisation gathering folk together in local villages. Not much uptake/engagement in FAS. Will continue to raise awareness.

- f. Marham Park / Village Hall / Anglian Water (Lark) - Mat Stewart
Nothing new from Marham Park - still waiting on RH to arrange meeting.
Contact from Oliver Wastell (OW) re: S106 monies. MS suggested delineating old Tut Hill road surface, vs new path in field. Awaiting decision from OW.
Meeting with Anglian Water (AW) held to ask what do they mean by flagship river and what are they actually doing? Huge positives, with better reporting and AW now looking at investment to removing Phosphates in the next budget cycle.
Good relationship building, but not going to be any quick fixes.

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

CE proposed support of application, based on submission of full lighting report and proposal to mitigate any potential light pollution to residents/wildlife. JM seconded, unanimous decision.

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

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

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

CE proposed objection to application, on the basis of lack of detail, information and clarity in the application. MS seconded, unanimous decision.

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

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

Planning application - extension to first floor gymnasium

CE proposed support of application, JM seconded, 1 in favour, 2 objections. Council will approve application.

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

CE proposed support of application, JM seconded, 2 in favour, 1 abstained. Council will approve application.

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

CE proposed objection to application, on the basis of misleading plans and potential unlawful development - further clarity and resubmission required. MS seconded, unanimous decision.

10. Local Plan

Plan for FAS includes circa. 10 homes and office buildings.

DB made comment on telecoms, suggesting Council need to identify poor signal areas.

Action: CE to establish working group for Local Plan to include CE/ML/JM/DB, JM to take lead. Deadline for submission 12th March 2024.

11. Allotment Update

Spreadsheet almost fully populated ready to pass to Clerk.

ML to hold meeting with David Surman (DS) and JH to formalise invoicing, rules and procedures.

ML's meeting with Charlie Brown (CB) has been postponed.

Admonishment letters sent re: state of some plots and notices placed to remind plot holders not to make changes to fabric or layout without Trustee approval.

Two parishioners have come forward for support from the charity.

Action: JH to add charity payments to March agenda where Trustees will apportion accordingly. JH to add payment of water bill by direct debit discussion to March agenda.

12. Finance Update

i. Council to discuss updating signatories for bank accounts, and an update on the move to online banking

ML & MS meeting with bank postponed. Item ongoing.

ii. Council to consider closing Instant Access Charities Account for simplification

CE proposed to close the Charities Instant Access Savings Account, MS seconded, unanimous decision.

Action: MS to action closure of account.

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	3
M Guest Litter Picker salary, November 2023	£205.83	1
M Guest Litter Picker salary, December 2023	£205.83	1
L Harley Locum Clerk and Financial Officer	£1335.00	1
Community Workshop Village Voice printing	£237.83	7
D Surman Reimbursement from Charities Fund for NAS	£80.00	4
D Lynch VAS Battery Charging (June-Dec 2023)	£130.00	2
Total Payments	£2993.22	

CE proposed to pay accounts in full as detailed, MS seconded, unanimous decision.

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
CE proposed to approve bank reconciliation as provided, MS seconded, unanimous decision.
 - iii. Audit: Council to agree up to 8 hours at Locum Clerk rate of £30 per hour to assist with audit
CE proposed to accept LH's proposal of up to 8 extra hours, MS seconded, unanimous decision.
14. Skate & Play Park Inspections
Council noted from reports that remedial work required, but all low to very low risk.
 15. Community Centre Car Park Update
PP gave update in open session.
CE suggested Council be ready to make a decision at March meeting.
Action: JH to add to March agenda, DB to continue to lead on this.
 16. Invitation to Register (ITR) – personal visits
Council noted that ITR visits will be taking place between 7 February and 8 March
 17. Emergency Plan
Council discussed the need for a village emergency plan. JM suggested looking Great Barton example as reference.
Action: CE to ask ML to set up and lead working group, with JM/CE/DB. Working group also to identify who owns village generators, what other equipment is available and establish continued effectiveness/maintenance of these items.
 18. S106 Marham Park Surface FP4
MS updated Council under agenda item 8f.
 19. Fit Villages
JM in contact with Tyler from Fit Villages to engage residents in healthier lifestyles and will submit ideas. Council noted there are many clubs/classes already available in the village.
 20. B1106
DL updated Council under agenda item 8a.
 21. Clerk Training
CE proposed to approve Clerks training (Clerk Basics x 3 @ £30 each, Basic Audit £30), DL seconded, unanimous decision.
 22. Emails & domain name
Council agreed need to update email addresses, and possibly look for different provider. JH advised .gov.uk domains are potentially available.
Action: JH to set up working group with ML/CE to overview and present options.
 23. Lloyds Shares
CE proposed the sale of the Lloyds shares for simplification purposes, MS seconded, unanimous decision.
Action: JH to speak with Lloyds re: account closure.
 24. Council to review & update their Standing Orders & Financial Regulations
Action: CE to set up working group with ML/JH to review. JH to add to March agenda.

25. Council to review internal and external audit reports from 2022/23

Action: CE to set up working group with ML/JH to review. JH to add to March agenda.

Meeting closed to public 20:00

..... Sign & date

..... Print name

Chairman

Signed as confirmation that they are a true record.