

# FORNHAM ALL SAINTS PARISH COUNCIL

**The Councillors of Fornham All Saints Parish Council are summoned to the Parish Council Meeting to be held on 17<sup>th</sup> July 2018 in the Village Hall, Fornham All Saints commencing at 7.00pm**

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.  
Any member of the public who attends a meeting and objects to being filmed should advise the Clerk to the Council who will request that they are not included in the filming.

## AGENDA

1. **APOLOGIES FOR ABSENCE**
  - i. To receive apologies for absence.
  - ii. To consent/non consent to absence.
2. **DECLARATIONS OF INTEREST –**
  - i. To receive disclosures of pecuniary and local non pecuniary interests for the agenda under discussion
  - ii. To receive disclosures of gifts of hospitality exceeding £25
  - iii. To consider requests for dispensations
3. **MINUTES –** to approve the minutes from the Annual (Parish) Council Meeting of 15<sup>th</sup> May and additional meeting of 14<sup>th</sup> June 2018
4. **PUBLIC FORUM**
  - **NEIGHBOURHOOD PLANNING – TO DISCUSS THE PRACTICALITIES OF PRODUCING A NEIGHBOURHOOD PLAN FOR FORNHAM ALL SAINTS – to be followed by a Q&A session.**
  - To receive questions and issues raised by the Public on matters relating to the Agenda under discussion
  - To receive questions and issues raised by the Public on matters relating to the village
5. **TO RECEIVE REPORTS FROM THE COUNTY AND BOROUGH COUNCILLOR**
6. **TO CONSIDER THE PARISH CLERK / RESPONSIBLE OFFICER POSITION – to note the employment of Mrs Vicky Bright as Clerk/Responsible Financial Officer effective 23<sup>rd</sup> July 2018**
7. **TO RECEIVE REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD and in particular:**
  - i. To receive a report on the meeting held with Suffolk County Council's Transport Policy & Development Manager, Growth, Highways and Infrastructure Department on topics raised within the TAG Reports and to consider and approve the following priorities:
    - a. Determine actions needed to support a village clean-up campaign for signs, hedges and overgrown pathways.
    - b. The above to include Insurance, Equipment and Training.
    - c. Approach houses close to Pigeon Lane to ask for support in locating a pedestrian crossing.
    - d. Recommend our preferred option to Steve Merry for Tut Hill
    - e. Decide how best to follow up Steve Merry actions.
    - f. Ask Councillor Hodder to carry out signage Audit and report.
    - g. Set up meeting with Rougham Highways.
    - h. Get final costs for Boundary signs, location and design for Larks Gate boundary.
    - i. Follow up soakaway issue with Highways and developer
    - j. Beccy to report on Police project for A1101 speed control.
  - ii. To receive an update on the project to set up a Community Self-Help Group (or similar) in the village to carry out such tasks as. taking elderly villagers for hospital appointments, sitting with an infirm person for an hour to provide company
  - iii. To discuss and approve the use of "Nextdoor" Social Media Platform by the Parish Council
  - iv. To discuss and agree works to clean / renovate the Village Sign
8. **TO RECEIVE THE CLERK'S REPORT inc FINANCIAL TRANSACTIONS**
  - i. To receive an update on the following items (for information only):
    - Adoption of the BT Kiosk by the Parish Council
    - Update on Defibrillator Project
  - ii. To receive an update on progress on compliance with the General Data Protection Regulations (GDPR) 2018:
    - a. To note the impact assessment has been carried out
    - b. To receive Privacy Notices for Councillors and Staff

**Clerk: Mrs Victoria Waples,**  
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- c. To note the completion of Privacy Notices for members of the public – uploaded onto the website
  - d. To approve the following policies & procedures:
    - Subject Access Request Policy
    - Subject Access Request Procedure
    - Data & Information Security Policy
    - Documents and Retention Policy (as amended)
  - iii. To consider and approve payments as per the list in Financial Appendix A
  - iv. To receive the Bank Balances to date
  - v. To receive the budget monitoring paper for the period ending 30<sup>th</sup> June 2018
  - vi. To confirm that Suffolk Association of Local Councils take over the payroll function effective 1<sup>st</sup> August 2018 at a cost of £69 per annum (pro-rata for 2018-2019).
  - vii. To consider other matters coming forth noting that if they are of financial in nature, they will need to be formally discussed at a later meeting
- 9. BOROUGH COUNCIL MATTERS**
- i. To receive applicable updates on works at Marham Park, Bury St Edmunds
  - ii. To discuss and approve the Council's response to the Local Government Boundary Commission for England draft recommendations for the West Suffolk Council ward boundaries. Consultation period on the ward boundaries between now and 27 August 2018.
- 10. SUFFOLK COUNTY COUNCIL MATTERS –**
- i. To receive an update on the monitoring of agreed actions following the meeting held with the SCC's Transport Policy and Development Manager, County Cllr. Hopfensperger & representatives from the Parish Council.
  - ii. To receive an update on the Council's request for the removal of The Brecks signage in Fornham All Saints.
- 11. PLANNING MATTERS**
- i. To discuss further the feasibility of producing a Neighbourhood Plan for Fornham All Saints.
  - ii. To consider the following planning applications:
    - DC/18/1058/RM - Reserved Matters Application - Submission of details under Outline Planning Application DC/13/0932/HYB - the means of access appearance, landscaping, layout and scale for the construction of (i) residential development within Use Classes C2 and C3; (ii) local centre (iii) reservation of land for primary education (Class D1) (iv) public open space (sports and leisure facilities, allotments, play facilities and informal open space) @ Parcel Of Land In The South East Of Marham Park, North Of Cumberland Avenue Bury St Edmunds
    - DC/18/1140/FUL - Planning Application - (i) Conversion of existing barn to dwelling (ii) demolition of existing portacabin building and (iii) double carport and garden store (re-submission of DC/17/1938/FUL) @ Barn, Pigeon Lane.
  - iii. To receive notification of the following planning applications determined by the Borough: none
- 12. CORRESPONDENCE RECEIVED SINCE LAST MEETING**
- i. Suffolk Constabulary Funded PCSOs – Council to consider whether it wishes to submit an expression of interest to Suffolk Constabulary in the funding of a PCSO for the village of Fornham All Saints.
  - ii. General correspondence for noting
- 13. MATTERS FOR NEXT AGENDA & DATE OF NEXT PARISH COUNCIL MEETING BEING 18<sup>th</sup> September 2018**

**MEMBERS OF THE PUBLIC ARE WARMLY INVITED TO ATTEND  
AND RAISE ANY ISSUE OR CONCERN FOR THE PARISH  
COUNCIL'S ATTENTION DURING THE PUBLIC FORUM**

*Victoria S Waples*  
Clerk & Proper Officer to Fornham All Saints Parish Council  
12.07.2018

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