

## **FORNHAM ALL SAINTS PARISH COUNCIL**

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 19<sup>th</sup> January 2016 at 7.30pm in Fornham All Saints Village Hall.

### **Members Present:**

**Mr Howard Quayle – Chairman**

**Mrs Enid Gathercole**

**Mr Gary Clark-Ward**

**Mr Paul Purnell**

**Mr Michael Guest**

**Mr Bernard Grimshaw**

**Ms Liz Hodder**

**Ms Wendy Braithwaite**

**With Mrs Victoria Waples (Clerk) in attendance and 1 member of the public.**

1013 OPENING STATEMENT – a statement was read out indicating, that in accordance with changes in legislation, the public and councillors were permitted to film, photograph or use social media in order to report on the proceedings of the meeting.  
*A full transcript of the statement is available from the Clerk upon request.*

1014 APOLOGIES FOR ABSENCE

- i. There were no applicable apologies of absence.
- ii.

1015 DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST

- i. Cllr. Guest declared a pecuniary interest under Agenda Item 8 and took no part in the discussion or vote that ensued with regards to Financial Matters. Cllr. Gathercole declared a Local Non Pecuniary Interest as Chairman of the Community Centre; Cllrs. Clark-Ward and Purnell declared Local Non Pecuniary Interests as Members of the Village Hall Committee and Cllr. Quayle as a connection to the FAS W.I. There were no other pecuniary or local non pecuniary interests for the agenda under discussion.
- ii. There were no disclosures of gifts of hospitality exceeding £25.
- ii. There were no requests for dispensations with regards to the Agenda under discussion.

1016 MINUTES – approval of the minutes from the Parish Council Meeting of 17<sup>th</sup> November 2015 were agreed by all and signed by the Chairman as true and accurate records.

1017 REPORTS ON PARISH COUNCIL MATTERS –

- i. To consider outstanding matters raised with Highways during the past few months: the following points were noted
  - The loose granite setts on the mini roundabout, whilst this had been added to a P1 (14 day) repair, this had still not taken place and was being chased once move. It was hoped this would be completed by the end of the following week.
  - Requirement to have something in place that would help count traffic speeds and volume. It was agreed that the Parish Council needed to continue to move forward with the upgraded software package for the existing VAS units which would help ascertain traffic movements and/or infringements.
  - Following further discussion over traffic speeds, Cllr. Grimshaw agreed to look into costs involved in the Parish Council arranging its own traffic survey counting unit.
  - The new reflector posts were still to be installed and an exact date from Suffolk Highways contractors to install was still awaited.
  - Cllr. Grimshaw was still to contact Highways further and obtain costs for the two village gateway signs that could be installed at each approach to the village for further discussion.
  - TAG Group would be meeting again soon and will review the information coming forth and the actions that should have been taken and report back at the next meeting.
- ii. To consider Highway's response to parking issues in Pigeon Lane – agreement was forthcoming that Cllr. Grimshaw would continue to chase Highways for a response to the suggestion of the option of installing a white "keep clear" marking along with the white H lines at the dropped kerb locations as well, aif.

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- iii. To consider appropriate works to the pathway leading to the allotments – it was noted that in view of the possible road changes linked to the Bury North West Development, the site meeting had been delayed until later in the year and that there may be a need for the road/pathway to be widened. Further details would be shared once known.
- 1018 REPORT FROM THE COUNTY AND BOROUGH COUNCILLOR – County and Borough Cllr. Hopfensperger had submitted her belated apologies as she had had a prior personal commitment. No report had been submitted.
- 1019 REPORT FROM THE SAFER NEIGHBOURHOOD TEAM – a letter had been submitted by Suffolk Constabulary in which it drew the Council's attention to recently announced changes to Suffolk Constabulary's local policing model which would help deliver significant savings required by government, whilst improving the efficiency of its services. These changes will be implemented on April 1 2016. The Constabulary was that the level of police officers and PCSOs in the county will provide the service that the people of Suffolk need, however the Constabulary was issuing an invitation to parish and town councils to join with other town and parishes to jointly fund a PCSO if they wish. These PCSOs would be in addition to the policing level provided to the town/parish and could carry out services such as agreed between the Town/Parish Council and the Constabulary, focussing on the issues that your council considers to be important. The cost of a PCSO would be around £32K per year and can be funded by more than one party working together, e.g. neighbouring councils may wish to consider clustering to fund an additional PCSO for their area. Based on the cost of a fully funded PCSO being £32K, if those funding a PCSO had 1000 rateable dwellings, it would cost each dwelling circa £2.66 per month to fund a dedicated PCSO for their area.  
Council was in agreement that it would be difficult to justify the costs involved with either a part or fully funded PCSO dedicated to the village. As the Parish was still able to call upon a PCSO/PC on an as and when basis, Council was in agreement that it would stay as it was with cover to be provided by the local SNT/Police force.
- 1020 PUBLIC FORUM – the following concerns were raised by members of the public present:
- Parking on the Village Green outside of Tea Cosy Cottage and truck tracks – the Chairman agreed to speak to nearby residents.
  - Concern at tree works being carried out to the Old Rectory; Moseley's Barn and Tea Cosy Cottage. The Clerk informed the Chairman that applications had been submitted for all the proposed works.
  - Works to the Golf Course at Fornham St Martin – area was being cleared and reseeded. It was noted that a contract had been placed to erect new fencing at the rear of the golf course from Sheepwash Bridge to Lamdin Road.
  - Buddleia Tree outside of the Church – could it be cut back?
- 1021 FINANCE
- i. Cheques to be approved for payment – a number of cheques were presented for payment and approved by all present – details of which can be found in Appendix A. It is so recorded that Cllr. Guest did not participate in either the discussion or the approval of the cheques awaiting payment.
  - ii. Cheques to be approved for payment as Donations under Appendix A - a number of cheques were presented for payment and approved by all – details of which can be found in Appendix A. It is so recorded that, having declared a Local NPI, Cllrs. Purnell and Gathercole did not participate in the approval of the cheques awaiting payment and that Cllr. Guest did not participate in either the discussion or the approval of the cheques awaiting payment.
  - iii. Cheques to be approved for payment under LGA 1972 L137 – a number of cheques were presented for payment with reference to s137 of the LGA 1972 and approved by all – details of which can be found in Appendix B. It is so recorded that, having declared a Local NPI, Cllrs. Quayle and Gathercole did not participate in the approval of the cheques awaiting payment and that Cllr. Guest did not participate in either the discussion or the approval of the cheques awaiting payment

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- iv. To receive the bank balances and budget to actual statement – Council noted the bank balances stood at **£24,636.00**. Council reviewed its reserve position noting that general reserves stood at **£15,294 with the balance being earmarked for future projects such as: repairs to play equipment; allotment maintenance; church wall maintenance and works to the paved area at the Three Kings Roundabout**. Council noted that it was operating within 10% of its annual budget and that the reserves currently held were in line with those recommended under the Governance and Accountability Guide for Local Councils as being appropriated for its operating expenses.
- v. To finalise the budget for 2016-2017 - **Council was made aware of correspondence received on the Local Council Tax Support Grant for 2016/17 and St Edmundsbury's Parish Grant for the same period. The draft budget sheet was discussed and it was agreed that the proposed budgetary expenditure of £18,402 be accepted as a workable budget. It was proposed and agreed that the Council was therefore minded to set a precept in the sum of £16,506 which would be finalised in January, aif. It was noted that should such a precept be levied it would result in an increase of 11.72% or £5.87 per annum on a Band D property.**
- vi. To consider the request for a skip to be placed at the allotments for clearance of existing rubbish on site – it was agreed that this would be reviewed at the March Meeting.
- vii. To progress the costs of repairing the damaged VAS unit or replacing the complete unit – it was noted that the Insurers had indicated that as the unit could be repaired, the limit of their liability in this case would be the repair costs of £1750 less the policy excess of £100. Council was in full agreement Council was in full agreement that it should proceed with the repairs and bear the full cost of the upgrade to the software at a cost of £250 plus VAT.
- viii. To consider the costs involved in the erection of village gateway signs – Cllr. Grimshaw indicated that a basic frame would cost in the region of £300. Added to this would be the cost of the 30mph sign, village name and installation. It was agreed that this would be submitted for the TAG Group to discuss in more detail and for a recommendation including full costings to be submitted at a later meeting. It was noted that agreement had been forthcoming for the VAS poles to be used for appropriate speed awareness signage when the sign was not deployed,
- ix. Quality Council Scheme – it was noted that for the Council to submit an application for the Foundation Level of the Local Council Award Scheme a number of policies would need to be in place along with a training package. It was agreed that relevant training could be tagged onto a number of Parish Council Meetings if the sections were broken down into hourly slots. The Clerk agreed to work on this for the new financial year along with the Council's Action Plan for the coming year which would be linked to the budget.
- x. To note the creation of a new Sector Led Body (SLB) to establish an effective and efficient external audit arrangement for local councils and to consider whether the Parish Council wishes to be opted-in to the new arrangements. To note that there is an extension until 31 March 2016 for the deadline for those wishing to opt out – council noted the creation of a Sector Led Body set up to provide effective and efficient external audit arrangements for local councils effective for the year 2017/18 onwards and was in agreement that it would opt into the new arrangements. It was further noted that those opting in will be under a 5 year agreement. More information will be circulated once it was known.
- xi. Transparency Code Funding – it was noted that the Clerk had submitted an application for funding for reimbursement of hours spent on ensuring the Council was compliant with the code and for a scanner to upload information onto the website.

1022 BOROUGH COUNCIL MATTERS –

- i. Bury North West Development – it was reported that the developers were still awaiting some planning conditions and reserved matters for the primary movement (loop) corridor so we are yet to start on site. However, it was believed that they would shortly be commencing some archaeological investigations which have now been signed off by St Eds and Suffolk. It was agreed that the Chairman would keep in close contact with Countryside Properties and report back at the next meeting.
- ii. West Suffolk Operational Hub Consultation – it was agreed that the Parish Council would submit a formal submission to the consultation process in respect of the

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Borough's proposals for a single site at Hollow Road Farm. Discussion followed and it was broadly agreed that the case for a single site had not been made and that the analysis for sites and the sustainability appraisal was subjective. Agreement was forthcoming that the Chairman would pen a response and circulate the paper for comments via email. Once a consensus was reached the Clerk would submit the formal response by the closing date.

- 1023 SUFFOLK COUNTY COUNCIL MATTERS:
- i. Bury Travel Plan / Tollgate Gyratory – there were no issues coming forward.
  - ii. Lark Valley Path – no updates were relevant at this stage..
- 1024 PLANNING MATTERS
- i. To receive notification of Planning Applications determined by the Borough –
    - Permission for works to trees in a conservation area @ 27 Hengrave Road
    - Permission for works to trees covered by a TPO @ Little Court, Tut Hill
  - ii. To note the Parish Council's response to Planning Application: Reserved Matters Application - Submission of details under O.P.P DC/13/0932/HYB for strategic infrastructure comprising details of roads, footpaths, cycleways, drainage and landscaping details of for the second section of the Primary Movement Corridor and landscaping of Green Corridors M, N, O and P at land North West of Bury, Tut Hill – Councillors were provided with a copy of the Council's response on this matter.
  - iii. Neighbourhood Planning – it was agreed that further information was required as to whether a Neighbourhood Plan Meeting was suitable for or of benefit to a parish such as Fornham All Saints. It was agreed that the Council should call a separate meeting later in the year to discuss the matter further with planners from St Edmundsbury and consultants from Community Action Suffolk.
- 1025 CORRESPONDENCE RECEIVED SINCE THE LAST MEETING –
- i. General correspondence and magazines were brought to the Parish Council's attention. It was noted that general correspondence was passed on to Councillors in between meetings via email.
  - ii. Suffolk Constabulary – Policy Review – decisions and proposals – Council noted contents.
  - iii. Suffolk Fire and Rescue Service – to note the consultation on the Integrated Risk Management – Plan 2015-18 & the shaping of the future of the Fire and Rescue Service – Councillors were encouraged to respond to the consultation
  - iv. SALC - LAIS1384 Housing CPRE & Spending Review – contents noted
  - v. St Edmundsbury Waste Dept – Clean for the Queen – contents noted
  - vi. SALC – Queen's 90<sup>th</sup> Birthday Celebrations – it was noted that the Village Hall and Community Centre were discussing possible joint ventures to be held.
- 1026 REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD –
- i. Update on portfolios held:
    - Assets – Play Equipment – Cllr. Purnell was still waiting for details on some of the issues arising in the recent report by the Borough on the state of the play equipment.
    - River Lark Association – Cllr. Gathercole reported that she had attended a meeting at which various issues along the course of the river were raised. Further information was required from a number of landowners and the Chair and Cllr. Gathercole agreed to discuss this matter further.
    - New Planters by the mini Roundabouts at the bottom of Tut Hill – it was noted that this would be discussed at a later meeting once the budget for the planting had been agreed.
    - Street Lights – Cllr. Grimshaw made the Clerk aware of some issue it was evident that quotations from the manufacturers for replacement parts would now be sourced as the work could not be carried out in-house. The cleaning and repainting of some of the equipment would be done in-house.
  - ii. Neighbourhood Watch Scheme – Cllr. Hodder made the meeting aware that she was the official co-ordinator for the village and that she had registered with the NHW Team. She was awaiting details regarding signs and made the meeting aware that the existing signs

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required cleaning. A further article would be inserted into the newsletter for all to be aware and that there might be a possibility of a Police Workshop in the Village Hall covering how to protect your possessions and buildings.

- iii. Village Magazine – the Chairman updated the meeting on the production of Issue No 200 of the Village Newsletter which was currently being produced and would be delivered at the end of the month. It was noted that new adverts had been sourced from existing advertisers and were now scanned in with a master template being kept by the Parish Council and that at no extra cost, the magazine could be produced with a colour front and rear page. It was acknowledged that a number of changes would be made to the magazine including updated contact information and useful numbers. It was also noted and agreed that the Parish Council should look at reviewing advertising rates later in the Spring.

1027 DATE OF NEXT MEETING: Parish Council Meeting on 15<sup>th</sup> March 2016 commencing at 7.30pm in the Village Hall.

There being no other business the Chairman declared the meeting closed at 10.06pm.

#### Appendix A - Finance

Nett VAT Total Power Used

##### Current Account – cheques drawn since last meeting

250	LA Hurrell Ltd – Church Wall Repairs	4166.67	833.33	5000.00	LGA 1972 s215
	<b>Total Paid</b>			<b>£5000.00</b>	

##### Current Account – cheques to be drawn

251	JRB Enterprises – dog waste bins	53.30	10.66	63.96	Open Spaces Act 1906 s9 & 10
252	FAS Parish Hall – Hire of Village Hall			16.00	LGA 1972 s133
253	GWT Services – repairs to allotment taps	125.00		125.00	Open Spaces Act 1906 S9&10
254	BDO – Audit Fee	130.00	26.00	156.00	LGA 1972 s154
255	M Guest – wages			290.40	Open Spaces Act 1906 s9&10
256	V Waples – Salary			503.73	LGA 1972 s112 (2)
257	V Waples – Expenses	212.59	3.50	216.09	LGA 1972 s111
258	H Quayle – Expenses			£13.60	LGA 1972 s111
259	HMRC			£283.80	Inc & Corp Taxes Acts
260	LA Hurrell Ltd – Church Wall Repairs	2133.33	426.67	2560.00	LGA 1972 s215
	<b>Total Due</b>			<b>£4228.58</b>	

##### Current Account – income received since the last meeting

	FAS Fabric Fund Cttee – donation for wall			£400.00	
	<b>Total income received</b>			<b>£400.00</b>	
	<b>Bank Balances</b>				
	Current account (as at 28.08.15)			266.00	
	Deposit account (as at 30.07.15)			30,811.20	
	Sub Total			<b>£31,077.20</b>	

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	<b>Less invoices due for payment</b>			9,328.58	
	Plus uncredited lodgements			400.00	
	<b>Bank Balance</b>			<b>£22,148.62</b>	
	<b>Earmarked reserves from 2014/15</b>				
	General Reserves			£15,806.86	
	Repairs to play equipment			2,575.00	
	Churchwall repairs			0.00	Used August 2015
	Allotment maintenance			1,000.00	
	Garden Area by Three Kings			2,000.00	
	Newsletter Account			766.76	
				<b>£6,341.76</b>	

**Newsletter Account – cheques due for payment**

					LGA 1972 s142
	<b>Bank Balance</b>			<b>1,169.73</b>	
	Less outstanding cheques				
	<b>Balances</b>			<b>£1,169.73</b>	

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