

FORNHAM ALL SAINTS PARISH COUNCIL

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 15th March 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

With Mrs Victoria Waples (Clerk), Mrs Rebecca Hopfensperger (County and Borough Councillor) in attendance and 1 member of the public.

1048 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.

1049 APOLOGIES FOR ABSENCE

- i. Cllr. Braithwaite has submitted her apologies due to work commitments.
- ii. Council consented to accept this apology.

1050 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. Purnell declared a conflict of interest with regards to Agenda Item 8 v and 8vii as family members were involved in the submission of quotations to be considered by the Council. Cllrs. Gathercole and Purnell declared Local Non Pecuniary Interests as Members of the Community Centre and Village Hall Committees respectively. 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.

1051 MINUTES – approval of the minutes from the Parish Council Meeting of 19th January 2016 and 9th February 2016 were agreed by all and signed by the Chairman as true and accurate records.

1052 REPORTS ON PARISH COUNCIL MATTERS –

- i. To consider outstanding matters raised with Highways during the past few months: it was noted that the contact at Highways with whom the Council had been dealing had now moved on and as such Cllr. Grimshaw had passed the list of outstanding matters to the Western Area Highways Manager for action. The following items were brought to the meeting's attention:
 - Fallen tree from golf course on B1106 – the Highways Manager had responded proactively to requests from the Chairman to ensure that the road was not blocked for longer than necessary.
 - It was reported back to the Council that the trees along the borders of the golf course were checked on a monthly basis and that further checks had been carried out by the Golf Course themselves following the fall of the tree.
 - The resurfacing and rebuilding of the mini-roundabouts at the bottom of Tut Hill had now been brought forward.
- ii. To consider Highway's response to parking issues in Pigeon Lane – this matter had also been flagged up to Highways in Cllr. Grimshaw's email requesting a response to the issues previously raised and the options put forward.
- iii. To consider the provision of the hedgerow/screening on the allotments along the Bury Road - agreement was forthcoming for further plants, such as Black thorn or Berberis to be planted along this section over the coming weeks. It was agreed that the sum of £100 be allocated which should cover plants and protectors, aif.

The meeting was closed to allow the following reports in the public session

So signed by the Chairman at the meeting of 17th May 2016

- 1053 REPORT FROM THE COUNTY AND BOROUGH COUNCILLOR – County and Borough Cllr. Hopfensperger was invited to submit her report in which she made mention of the following matters:
- Tut Hill resurfacing – this had been approved and put into the budget for June 2016 for total resurfacing. Patching work will continue to be carried over the next few months.
 - SCC Budget – in general terms the budget had not increased. However in line with government recommendations the Council had decided to levy a 2% tax for adult social care. This was an additional precept only for adult social care and would be ring-fenced. It would have the effect of increasing a Band D property by around £22.50 per annum and was hoped to raise £5.4m. Given the impact that the national living wage will have on the care services the levy was acknowledged to be less than the estimated £6m impact.
 - St Edmundsbury budget – full council had approved a 1.95% increase.
 - 2nd April 2016 – new charging scheme for the brown bin. It was acknowledged that not all residents had received letters informing them of the changes and how to enroll in the new scheme. Information had been placed on the website and the Clerk confirmed that she had added the information submitted to her onto the Council's own website. It was noted that St Edmundsbury would not be collecting back their brown bins and that it was for the residents to dispose of them or use them for other means.
 - Recycling campaign – it was agreed that there needed to be further educational campaigns as to the items that could now be recycled in the blue bins and those that should be added to the black bin.
 - Eastern Relief Road – this had now been signed off and work would commence soon.
 - Devolution Bid – expected announcement soon from the Chancellor over the Devolution bid for the East of England which would comprise of Suffolk, Norfolk, Cambridge and Peterborough. Memorandums of understanding had been signed. Areas that would be included were economic development; skills and apprenticeship; road infrastructure, other transport, and housing. Governance would be via a directly elected Mayor and a board of elected representatives. It was almost certain that boundaries would need to be reviewed along with the number of councils.
 - When questioned she confirmed that there would be a round of consultations which would include LEPS; Businesses, Statutory Consultees and Residents.
 - Locality Officer – she confirmed that the new Locality Officer (Families and Communities Officer) for the ward was Lauren White-Miller.
- 1054 REPORT FROM THE SAFER NEIGHBOURHOOD TEAM – no report had been submitted to the Clerk but she was able to confirm that the new model for policing in Suffolk will be launched on Monday 4th April. The re-designed model had been agreed as a result of the Suffolk Local Policing Review, and it was expected that this would enable the Constabulary to respond to the changing nature of crime, with resources located according to demand. The new model would see the county divided into nine localities, each led with an inspector, who will oversee the work of Safer Neighbourhood Teams and emergency response officers within their area. The Inspector for the Bury Area will be a Matthew Dee and an invitation had been given to attend an informal briefing meeting to be held at Morton Hall Community Centre, Bury St Edmunds at 7 pm on Wednesday the 30th March 2016 to meet the new team.
- 1055 PUBLIC FORUM – the following concerns were raised by the members of the public present:
- The mini-roundabouts at the bottom of Tut Hill – this was acknowledged as having been dealt with earlier in the agenda
 - Brown Bins – new scheme and the lack of clarity
 - Computer Club Project – Cllr. Grimshaw made the meeting aware that as a private individual he was hoping to start a scheme which would see adults and the elderly within the village being able to access assistance with / training on the use of computers. An item would be inserted into the next newsletter and anyone wishing to assist with this community venture or requiring assistance should contact him. A request would be submitted to the Community Centre and the Village Hall for the installation of a Broadband connection. He was made aware that the Locality Officer at St Edmundsbury might be able to assist with sourcing funding.

The parish council meeting was reopened

So signed by the Chairman at the meeting of 17th May 2016

1056 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. To receive the bank balances and budget to actual statement – Council noted the bank balances stood at £12,226.65. Council reviewed its reserve position noting that general reserves stood at £8116.29 with the balance being earmarked for future projects such as: repairs to play equipment; allotment maintenance and church wall maintenance. Council noted comments on the reserves being held and was happy with the position going forward. It noted that any movement in the reserves position needed to be by resolution and that should there be new projects coming forth Council could reassess the reserves allocated.
- iii. To consider the request for a skip to be placed at the allotments for clearance of existing rubbish on site – it was agreed that the Parish Council would fund one final skip and that a letter would be sent to all allotment holders reminding them that all rubbish deposited on their allotments would need to be cleared prior to vacating or deposits would be forfeited. Agreement was forthcoming for the siting of as large a skip as possible, aif. The Chairman and Vice-Chair would liaise with the Clerk and allotment holders as to the most suitable weekend for this work to be carried out.
- iv. To consider the costs involved in the erection of village gateway signs – Cllr. Grimshaw agreed to produce a specification for submission to the Parish Council at its next meeting. This would then be submitted to Highways for their comments/approval. Once this had been approved Council would look at seeking quotations for manufacture and installation, aif.
- v. To consider the costs involved in the planting of the Roundabout Planters at the mini-roundabouts – *it is noted that having declared a Local NPI, Cllr. Purnell did not participate in the vote that took place on this matter* - having reviewed the planting specification, Council was in agreement by a majority vote that it would authorise the planting up of the planters at a cost not to exceed £150.
- vi. To consider the costs involved in repairing the existing play equipment on the Recreational Field – having considered the quotation from Wicksteed Leisure as the manufacturer of the equipment and noting that the repairs needed were to preserve the manufacturing integrity of the equipment, Council was in agreement to accept the quotation in the sum of £2396.90 inclusive of labour and exclusive of VAT, aif. It was noted that Council would also make the provision of a further £687 to cover the costs of a major column assembly unit for the see-saw should this prove necessary once the unit was stripped down, aif.
- vii. To consider the costs involved in the supplying and erecting fencing to the P|ay Area in the Recreational Field – *having declared a Local NPI it is to be noted that Cllr. Purnell took no part in neither the consideration nor the vote of this matter* - Council reviewed the three quotations that had been received - Wunawf Projects - £2478.33; JK Fencing - £2693.00 and F H Brundle - £3916.40 all ex Vat – and agreed in principle that the quotation from Wunawf at a cost of £2478.33 be accepted subject to funding, aif from those eligible to vote.
- viii. To note the funding sources available for Agenda Item 8vii – it was recommended that the Council contact the new Families and Communities Advisor for the Parish at St Edmundsbury who might be able to assist with sourcing funding for this project.
- ix. Quality Council Scheme –It was noted that whilst a number of policies would need to be adopted, Council still need to undertake full Council training. Given the length of current parish council meetings it was agreed that the most relevant training should be carried out over a number of evenings in June and as such the Clerk would send out a list of suitable dates.
- x. To note further information from the new Sector Led Body (SLB) set up to establish an effective and efficient external audit arrangement for local councils – this was duly noted by all present.
- xi. To consider the Council's Asset Register for the year ending 31st March 2016 -
- xii. To consider the Financial Risk Assessment for the year ending 31st March 2016 - the financial risk assessment was assessed and found to be an appropriate assessment of the financial risks to which the Council was exposed.
- xiii. To consider the General Risk Register for the year ending 31st March 2016 – Council reviewed the document and noted the following works to be carried out in 2016 – 17: repairs to play equipment and fencing around the children's play area on the recreational ground. It was further agreed that a copy of the Council's Health & Safety Policy should be recorded as being received

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- by the Litter Picker. It was also agreed that the Council would provide the Litter Picker with a copy of its risk assessment policy.
- xiv. To consider and approve the scope of Internal Control and Internal Audit for the year ending 31st March 2016 - Council reviewed both documents and found them to be relevant to the parish council. The Internal Control Assessment as carried out by the Chairman was duly noted and considered. Council approved the 2 recommendations made: enhanced budget to actual report at each meeting and an internal control assessment on a six monthly basis.
 - xv. To consider the recommendation for the appointment of Heelis and Lodge as the Council's Internal Auditor for the year ending 31st March 2016 - Council approved the appointment for a further year of the Internal Auditor of Heelis and Lodge. Once the Annual Return was received and completed the Clerk would arrange to meet with the Internal Auditor prior to the next meeting.
 - xvi. To consider and approve the changes to the Council's Financial Regulations with reference to the changes in Legislation (2015 Regulations) - due to changes in legislation (2015 Regulations) Council reviewed the previously circulated Financial Regulations and agreed to adopt the version dated March 2016 - Fin Reg. 1.6; 6.4; 11 apply, aif.
 - xvii. To consider and approve the changes to the Council's Standing Orders with reference to the changes in Legislation (2015 Regulations) - due to changes in legislation (2015 Regulations) Council reviewed the previously circulated Standing Orders and agreed to adopt the version dated March 2016 - S.O. 18a(v); 18c and 18f apply, aif.
 - xviii. To consider and receive the Internal Control Assessment as carried out by the Chairman -

1057 BOROUGH COUNCIL MATTERS –

- i. Bury North West Development – it was reported that the Developers had indicated, via email that they were commencing the archaeological investigations at land north west of Bury that week. This was in accordance with the brief that had now been approved by Suffolk County Council and St Edmundsbury BC. The formal sign off of the remaining pre start planning conditions was still awaited and that this precluded them from starting to construct the roads, drainage, services and landscaping which was anticipated to start in May. Council was in agreement that Countryside Properties should be invited to send a representative to the Annual Parish Meeting to provide an update to the Community.
- ii. West Suffolk Operational Hub Consultation – it was noted that the consultation closed on 19th February and that the Parish Council had submitted a formal submission to the consultation. It was anticipated that the results would be released week commencing 21st March 2016 and that 521 responses had been received – 2 thirds online.
- iii.

1058 SUFFOLK COUNTY COUNCIL MATTERS:

- i. Bury Travel Plan / Tollgate Gyratory – there were no matters coming forward and the update with regards to the Traffic Plan was still awaited.
- ii. Lark Valley Path – there were no updates at this stage though it was noted that the River lark Catchment Partnership was up and running.

1059 PLANNING MATTERS

- i. DC/16/0180/TCA - Trees in a Conservation Area Notification - (i) Line of Leylandii (G1 on plan) - prune back to main stems on northern aspect to clear gable and roof line of village hall; (ii) various trees and shrubs (G2 on plan) - reduce back in line with boundary fence overhanging footpath to rear of hall (iii) Sycamore (T1 on plan) - fell (iv) Holly Tree (T2 on plan) - crown lift to approx 2.5m and prune by approx 1.5m @ The Village and Teas Cosy Cottage, The Green – *Councillor Purnell having declared a Local NPI in this matter took no part in the vote that followed.* Council voted in favour of supporting this application as necessary works.
- ii. DC/16/0241/TCA -Trees in a Conservation Area Notification - Box – Fell @ 12 Aldridge Lane – Council was in favour of supporting this application.
- iii. To receive notification of Planning Applications determined by the Borough –
 - Approval for 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 for the second section of the Primary Movement Corridor and landscaping of Green Corridors M, N, O and P @ land North West of Bury, Tut Hill

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- Permission for works to trees in a Conservation Area Notification @ 28 Hengrave Road
 - Permission for works to trees in a Conservation Area Notification @ Old Rectory, The Green
 - Permission for works to trees covered by a TPO @ 28 Hengrave Road
 - Approval for Reserved Matters Application - Part Submission of details under Condition C18 of O.P.P DC/13/0932/HYB - the means of access, appearance, landscaping, layout and scale for the strategic infrastructure comprising details of roads, footpaths, cycle ways, drainage and landscaping details for the first section of the Primary Movement Corridor and Green Corridors G, H, L, J, R and Y (as indicated by plan 180604/URB/SK/Lareas/005) @ land North West of Bury, Tut Hill
- 1060 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 County Council – Warm Homes, Healthy People – press release
 - iii. SALC – report to Area Meetings – a copy of which had been circulated to all Councillors.
- 1061 REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD –
- i. Update on portfolios held:
 - Assets – Play Equipment – covered elsewhere in the agenda.
 - Mildenhall Estate – very little to report
 - Neighbourhood Watch – there had been no volunteers to assist coming forth. Work ought to be carried out on the current signs – agreement was forthcoming that a working party would be set up to carry out this and other routine village maintenance.
 - Traffic – the new data was bringing forth some useful data that could be taken forward to partner agencies for assistance with other traffic calming measures. It would take around 6 weeks to build a case but the data would be continually analysed. The raw data covered every vehicle passing through at that point as well as the speed at which the vehicle was travelling. It showed that the B1106 was busier than the A1101.
 - Website – nothing to report
 - Environment – it was noted that certain parts of the River Lark were very narrow on purpose as it was held that this helped with the flow of the river and the reduction of silt. There were moves to consider removing the weir from Bury St Edmunds and unblocking the bridge that goes over the river in the Abbey Gardens.
 - Newsletter – the next edition of the Village Voice was due out at the beginning of April 2016.
- 1062 DATE OF NEXT MEETING: Annual Parish Council Meeting on 17th May 2016 commencing at 6.30pm with the Annual Parish Meeting commencing at 8.00pm in the Village Hall.

There being no other business the Chairman declared the meeting closed at 9.53pm.

So signed by the Chairman at the meeting of 17th May 2016

Current Account – cheques to be drawn

307	Westcotec – rebuild and upgrade VAS	2250.00	450.00	2700.00	LG&Rating Act 1997 s30
308	FAS Parish Hall – Hire of Village Hall	32.00		32.00	LGA 1972 s133
309	St Edmundsbury – Election 2015 costs	21.34		21.34	LGA 1972 216
310	Suffolk Wildlife Trust – Subscription	38.00		38.00	LGA 1972 s111
311	CPRE – Subscription	36.00		36.00	LGA 1972 s111
312	V Waples – Salary	624.95		624.95	LGA 1972 s112 (2)
313	V Waples – Expenses	152.26		152.26	LGA 1972 s111
314	M Guest – Litter Picker Contract	194.20		194.20	Open spaces Act 1906 s 9 & 10
315	HMRC – PAYE Due	299.20		299.20	Inc & Corp Taxes Act
	Total Due			£4,097.95	

Income received since the last meeting

	Transparency Fund			£418.34	
	Zurich Transparency – insurance claim			£1650.00	
	Interest – November, December & January			£25.59	
	Total Income Received			£2,093.93	

Current Account – income received since the last meeting

	Bank Balances				
	Current account (as at 23.02.16)			263.34	
	Deposit account (as at 26.01.16)			17,070.88	
	Sub Total			£17,334.22	
	Less invoices due for payment			£4,097.95	
	Less outstanding cheques			£363.66	
	Plus uncredited lodgements			£2,068.34	
	Bank Balance			£14,940.95	
	General Reserves			£11,287.83	
	Earmarked Reserves:				
	Repairs to play equipment			1,500.00	
	Churchwall repairs	Used	Aug 15	1,000.00	Rebuild Nov 15
	Allotment maintenance	Used	May 15	500.00	Rebuild Nov 15
	Garden Area by Three Kings	Used	Jan 16	0.00	
	Newsletter Account			653.12	
				£3,653.12	

Newsletter Account – cheques due for payment

	Community Workshop			124.86	LGA 1972 s142
	P& S Brooklyn – newsletter set up costs			340.56	LGA 1972 s142
	Bank Balance			1118.64	
	Less outstanding cheques			465.42	
	Balances			££653.12	

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