

## **FORNHAM ALL SAINTS PARISH COUNCIL**

Minutes of the Annual Parish Council Meeting of Fornham All Saints Parish Council held on 19<sup>th</sup> May 2015 at 6.30pm in Fornham All Saints Village Hall.

### **Members Present:**

**Mr Howard Quayle – Chairman**

**Mrs Enid Gathercole**

**Mr Gary Clark Ward**

**Mr Michael Guest**

**Mr Paul Purnell**

**With Mrs Victoria Waples (Clerk) in attendance and 3 members of the public.**

- 951    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.*
- 952    TO RECEIVE THE SIGNED DECLARATIONS OF ACCEPTANCE OF OFFICE FROM THE NEW COUNCILLORS AS ELECTED – the Proper Officer received the signed Declaration of Acceptance of Office from those Councillors present. It was agreed that Cllrs. Gingell and Grimshaw would sign their forms at the next full Parish Council Meeting.
- 953    ELECTION OF CHAIR - It was proposed and unanimously agreed that Cllr. Quayle be re-elected to the position of Chair for a further year. He duly completed and signed his Declaration of Acceptance of Office.
- 954    ELECTION OF VICE - CHAIR – it was proposed and unanimously agreed that Cllr. Gathercole be re-elected to the position of Vice-Chair for a further year. She duly completed and signed her Declaration of Acceptance of Office.
- 955    APOLOGIES FOR ABSENCE  
i. Apologies for absence were received from Cllr. Gingell due to a work commitment and Cllr. Grimshaw due to a personal commitment.  
ii. Council consented to accept these apologies.
- 956    DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST  
i. Cllr. Guest declared a pecuniary interest under Agenda Item 11 and took no part in the discussion or vote that ensued with regards to Financial Matters. Clls. Gathercole & Purnell declared Local Non Pecuniary Interest as Chair of the Community Centre and Treasurer of the Village Hall respectively. There were no other pecuniary or local non pecuniary interests for the agenda under discussion.  
ii. There were no requests for dispensations with regards to the Agenda under discussion.
- 957    MINUTES – approval of the minutes from the Parish Council Meetings of 17<sup>th</sup> March, 2<sup>nd</sup> April and 28<sup>th</sup> April were agreed by all and signed by the Chairman as a true and accurate record.
- 958    ELECTION OF COMMITTEE & REPRESENTATIVES – the Council agreed that those currently standing on the following committees be re-elected on bloc:  
Fuel Charities Committee – Enid Gathercole, Paul Purnell and Howard Quayle  
Planning Committee – Enid Gathercole, Michael Guest, Howard Quayle and Gary Clark Ward.  
Associations Representatives:  
Village Hall Committee – Gary Clark Ward and Paul Purnell  
Church Fabric Committee – Howard Quayle  
Community Council – Paul Purnell  
Suffolk Association of Local Councils – Howard Quayle
- 959    TO FILL VACANCY BY CO-OPTION – it was noted that following the elections on 7<sup>th</sup> May there still remained a vacancy for the position of Councillor. This would be advertised within the next village newsletter and expressions of interest sought from those wishing to stand.

960 REPORTS ON PARISH COUNCIL MATTERS –

- i. Village Hedges – it was noted that there were still two areas of concern within the village. The Chair and Vice-Chair agreed to speak direct to the owners on this matter.
- ii. Neighbourhood Watch Scheme – it was noted that the Chairman would be speaking further with Cllr. Gingell to ascertain whether she was happy to take on the Portfolio of Safer Villages which would encompass the role of co-ordinator of the NW Scheme in FAS.
- iii. Traffic Advisory Group Report – it was agreed that more up-to-date figures for traffic movements including those provided by the Department of Transport were required to enable a reliable comparison to be made. It was noted that the Chairman would chase the Highways Engineer for the traffic count boxes; cleaning of the crossings and the replacement of the missing and broken reflector bollards. It was also agreed that although some substantial excavation work had been carried out on the ditches between Pigeon Lane and the Bridge, this had only been carried out over approx. 50 metres from the Bridge, although the full section had been strimmed. The Chairman agreed to continue to chase for reliable information on the cleansing programme scheduled for FAS along with an update on costs involved with the installation of pelican or zebra crossings as previously discussed. The issue of speed along Tut hill was also discussed and it was agreed that this should be flagged up to the Bury Rural SNT for further investigation.
- iv. Village of the Year Competition – it was agreed that the Parish would enter the competition for this year. Cllr. Gathercole agreed to liaise with a member of the Community and submit the relevant forms.

961 PUBLIC FORUM – a member of the public present raised a concern over the inappropriate parking in Pigeon Lane close to the junction with the main road. It was noted that a number of vehicles were using Pigeon Lane for parking which obstructed the road for other vehicles and impacting on access for emergency vehicles.

962 FINANCE

- i. To receive the internal audit report on the accounts to the end of 31 March 2015 – the report was provided to full Council all was found generally to be in order but it was noted that there was one recommendation: to clarify whether the paid status of the Litter Picker, in his role, contravenes legislation and to ensure clarity in the minutes regarding pecuniary interests and action taken by the councillor to not participate in agenda items in which he has a pecuniary interest and one advisory: to review Fidelity Cover at each insurance renewal period to ensure that cover is in line with the recommended guidelines of year end balances plus 50% of the precept.
- ii. Accounts for year 2014/15 & Statement of Assurance - the Accounts for the Year 2014/15 were presented to the Council for approval. Acceptance of the accounts was proposed and approved by all Councillors present and signed as such by the Chairman and the RFO (*Appendix B*). As Mrs. Waples had previously received the Annual Return from the auditors, BDO Stoy Hayward, which she had duly completed, the section entitled Statement of Assurance Section 2, was read out and approved by all Councillors present and signed as such by the Chairman and RFO. As all pages had now been completed, including the Internal Auditor's page, the Annual Return now completed would be submitted to the External Auditor, BDO.
- iii. To confirm the appointment of the Clerk as the Responsible Financial Officer for the year 2015 – 2016 – in accordance with the Council's own Financial Regulations, the appointment of the Clerk as RFO for the coming year was proposed and approved by all present, aif.
- iv. 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 was noted that Cllr. Guest did not participate in either the discussion or the approval of the cheques awaiting payment.  
It was further noted that remedial repairs had been carried out to a tap on the allotments by 3 allotment holders free of charge and that the materials had also been given free of charge by Mr. Page. The Council's official thanks were to be noted.
- v. Churchyard Wall – the Chairman provided the meeting with an update as to the funding that had been sourced to-date which amounted to over £5,500. It was noted that the Summer Concert proceeds would also be donated to the repairs to the Churchyard Wall and that a

written response was still awaited from one more charitable source. Council was in agreement that it was minded to fund the shortfall until this money was forthcoming, aif. The work would therefore commence in early June and a working group would be organised to remove the remainder of the ivy.

- vi. Tut Hill Roundabouts – a report had been submitted to Cllr. Hopfensperger for agreement of a sum of money from her Locality Budget to fund the works required. It was noted that existing plants would need to be removed prior to any work being carried out.
- vii. Window in Bus Shelter on The Green – the Parish Council had been offered, f.o.c. a slightly larger window than that which had been agreed upon previously. If this was not to the PC's liking than a window could be supplied only to the dimensions agreed at a cost of £310 inc VAT. Council was in agreement to take the larger window and use local labour to install it. It was noted that Cllrs. Quayle and Purnell had tidied the area around the bus shelter and carried out repairs to the roof and guttering.
- viii. War Memorial Garden – the Council's official thanks were offered to the parishioner who had been attending to the War Memorial Garden which was deemed to be a fitting remembrance.
- ix. Review of the Clerk's Contract and Annual Appraisal – this would be carried out prior to the July meeting.

963 BOROUGH COUNCIL MATTERS –

- i. Parish and Town Liaison Group Meeting – a précis of the meeting recently held was provided. Topics covered had included the changes to S106 Developer Contributions and Community Infrastructure Levy; Boundary changes and the impact on villages such as FAS and the NHS Clinical Commissioning Group set up to investigate the needs of Bury St Edmunds. The next meeting would have a report from Mr Watson from SCC regarding Road Infrastructure.
- ii. West Suffolk Operational Hub - the meeting was made aware of the concerns that had been raised by the Parish Council at the pre-application consultation on the proposal by Suffolk County Council and St Edmundsbury for the siting of an operational hub for St Eds transport depot, SCC's household recycling centre, a transfer station as well as some police/ambulance fleet services to a site in Hollow Road next to Sugar Beet Factory (Hollow Road Farm). It was reported that further alternative sites were now to be considered and after a positive meeting with the leader-elect of Suffolk County Council, the officers had been tasked to look at the business case and present some feasibility studies over alternative sites whilst taking into account the responses to the consultation. As soon as further information was forthcoming on this matter the Parish Council would respond as necessary.
- iii. SHLAA – Council's attention was drawn to draft SHLAA review document which identified suitable sites for residential development across both St Edmundsbury and Mid Suffolk which would be incorporated into the local plan once the sites been assessed as to their suitability for development. The results will inform the Local Plan preparation and assist with monitoring in both authorities.

964 SUFFOLK COUNTY COUNCIL MATTERS:

- i. Lark Valley Path – there was nothing further to report

965 PLANNING MATTERS

- i. Planning Applications considered:
  - DC/15/0843/HH – single storey rear extension (revised scheme of DC/14/1574/HH) @ Old Coach House, Tut Hill.  
Council was in agreement that it supported the application as the proposal would follow the appearance of the existing dwelling and the materials to be used would not detract from the overall setting of the property.
  - DC/15/0299/FUL – retention of 2 No floodlights on roof of an existing portacabin building @ FAS Community Centre, Bury Road.

Given that this was the Parish Council's own planning application it was agreed that the Council would fully support the proposal.

- DC/15/0673/FUL – retention of change of use of outbuilding in rear garden for use as a small hair salon and associated parking.

The meeting confirmed that it had not previously discussed this application and that it was only minded to conditionally support the application as long as a condition was agreed that parking would only be within the confines of Arden House.

- Fornham Park, Fornham St Genevieve – Council felt that as the boundary for this scheme lies within its Parish it should be allowed to comment. It was agreed that the Parish Council would have concerns as to the level of traffic and on that basis would like to register an objection.

ii. Planning Applications determined by the Borough –

- Permission for works to trees at Cemetery, Chestnut Close
- Permission for works to trees at The Old Rectory, The Green
- Permission for works to trees at Old Coach House, Tut Hill
- Permission for works to trees at Lane End, The Street

iii. To note the Borough's Consultation on the 2014-2014 Strategic Housing Land Availability Assessment (SHLAA) – Council's attention was drawn to draft SHLAA review document which identified suitable sites for residential development across both St Edmundsbury and Mid Suffolk which would be incorporated into the local plan once the sites have been assessed as to their suitability for development. The results will inform the Local Plan preparation and assist with monitoring in both authorities. Councillors were given the link to the full document for information.

iv. Neighbourhood Planning – the decision as to whether it was appropriate for the Parish to undertake a NP would be suspended until the next meeting

966 CORRESPONDENCE RECEIVED SINCE THE LAST MEETING –

- Havebury Housing Partnership – a new partnership with Keepmoat and Macquerie Bank had been agreed which would see Havebury install Solar Photovoltaic Panels to around 2000 of its properties. Surveys as to suitability would be conducted in May.
- General correspondence and magazines were brought to the Council's attention

967 REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD – it was agreed to suspend this until the next full Parish Council Meeting. It was noted that Cllr. Guest would be attending a meeting on the Bury North West Development on 2<sup>nd</sup> June.

968 DATE OF NEXT MEETING: Parish Council Meeting on 14<sup>th</sup> July 2015 – date change due to Clerk's Annual Leave commencing at 7.30pm in the Village Hall.

There being no other business the Chairman declared the meeting closed at 8.08pm.

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

228	Urban Forestry – allotment work	907.50	181.50	1089.00	Open Spaces Act 1906 s9 & 10
	FAS Brownie Pack – returned cheque			-250.00	
229	Ist Fornham & Risby Brownie Pack			250.00	LGA 1972 s137
	<b>Total Paid</b>			<b>£1089.00</b>	

**Current Account – cheques to be drawn**

230	M Guest – salary			290.40	Open Spaces Act 1906 s9 & 10
231	FAS Parish Hall – Hire of Village Hall			48.00	LGA 1972 s133
232	V Waples – expenses			61.20	LGA 1972 s111
233	SALC – Subscriptions			304.00	LGA 1972 s144
234	LCPAS – Training			8.33	LGA 1972 s111
235	Heelis & Lodge – Internal Audit Fee			125.00	LGA 1972 s154
236	Community Action Suffolk – Subscription			30.00	LGA 1972 s111
237	Mary Purnell			56.22	Open Spaces Act 1906 s9 & 10
238	Adonis Ecology Ltd	370.00	74.00	444.00	Open Spaces Act 1906 s9 & 10
239	V Waples – Salary			504.37	LGA 1972 s112
	<b>Total Due</b>			<b>£1,871.52</b>	
	<b>Bank Balances</b>				
	Current account (as at 30.04.15)			244.94	
	Deposit account (as at 30.04.15)			36,879.31	
	Sub Total			<b>£37,124.25</b>	
	<b>Less invoices due for payment</b>			2,960.52	
	Plus uncredited lodgements				
	<b>Bank Balance</b>			<b>£34,163.73</b>	
	<b>Earmarked reserves from 2014/15</b>				
	Repairs to play equipment			2,575.00	
	Churchwall repairs			4,000.00	
	Allotment maintenance			1,000.00	
	Garden Area by Three Kings			2,000.00	
	Newsletter Account			766.76	
				<b>£10,341.76</b>	

**Newsletter Account – cheques due for payment**

78	Newsletter Account			110.63	LGA 1972 s142
	<b>Bank Balance</b>			<b>766.76</b>	
	Less outstanding cheques			110.63	
	<b>Balances</b>			<b>£656.13</b>	