

FORNHAM ALL SAINTS PARISH COUNCIL

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 17th November 2015 at 7.30pm in Fornham All Saints Village Hall.

Members Present:

Mr Howard Quayle – Chairman

Mrs Enid Gathercole

Mr Michael Guest

Mr Paul Purnell

Mr Bernard Grimshaw

Ms Liz Hodder

With Mrs Victoria Waples (Clerk) in attendance and 2 members of the public.

- 998 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.
- 999 APOLOGIES FOR ABSENCE
- i. Apologies of absence were received from Cllrs. Braithwaite and Clark-Ward due to ill health.
 - ii. Council consented to accept these apologies.
- 1000 DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST
- i. Cllr. Guest declared a pecuniary interest under Agenda Item 9 and took no part in the discussion or vote that ensued with regards to Financial Matters. Cllrs. Gathercole and Purnell declared Local Non Pecuniary Interest as Member of the Village Hall Committee and Chairman of the Community Centre 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.
- 1001 MINUTES – approval of the minutes from the Parish Council Meetings of 15th September and 3rd November 2015 were agreed by all and signed by the Chairman as true and accurate records.
- 1002 REPORTS ON PARISH COUNCIL MATTERS –
- i. Village Hedges – both the Chair and Vice-Chair having spoken to one owner advised that the offending hedgerow would be cut back once advice had been sought from a tree surgeon. The Chairman agreed to speak direct to an owner close to the mini roundabouts regarding his overgrown hedgerows and the Clerk was asked to write to a number of owners whose trees overhung the footpath bordering The Green.
 - ii. To consider matters raised with Highways during the meeting in October 2015: the following points were noted
 - The red tact tile pedestrian crossings had now been cleaned and an order had been raised for all the new reflector posts and just waiting for an exact date from Suffolk Highways contractors to install.
 - The roadside gullies at Tut Hill down to the mini roundabouts had been added to the order passed to the drainage contractors for a 3 monthly cleanse schedule, this will be done at the same time as the slit drains
 - Highways Technician for the area had been informed about the loose granite setts on the mini roundabout, this has been added to a P1 (14 day) repair and it was hoped would be completed by the end of the week.
 - Agreement was forthcoming that a traffic survey was needed to help with further requests for traffic calming measures and that such a survey should be requested from both Highways and the SNT.
 - Agreement was forthcoming for Cllr. Grimshaw 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 will meet again in the New Year and will review the information coming forth and the actions that should have been taken and report back at the next meeting.
- iii. To consider Highway's response to parking issues in Pigeon Lane – Highways had investigated laying a new “H bar” marking but DFT regulations state that they cannot be laid where a kerb is full height. There would then be a small stretch at the junction where a dropped kerb could be installed as well as opposite the access to the property called Katril. Double yellow lines were discounted as there is a long process involved with consultation and could become quite costly, also they would be very difficult to enforce because of the rural setting and the added demand on the Police. The other option to be considered would be the addition of a white “keep clear” marking. Council was in agreement that Cllr. Grimshaw should continue to liaise with Highways requesting that they install the Keep Clear signs along with the white H lines at the dropped kerb locations as well, aif.
- iv. To consider appropriate works to the pathway leading to the allotments – it was agreed that this matter should be suspended until the Spring once the Chairman had been able to meet with the landowner and discuss appropriate works that might be required for access to the land once the new development is begun.

1003 REPORT FROM THE COUNTY AND BOROUGH COUNCILLOR – County and Borough Cllr. Hopfensperger had submitted her apologies as she had had a prior commitment. She asked that the following be submitted on her behalf:

- St Edmundsbury Borough Council
At tonight's full council meeting we will be discussing the final sign off (if approved) for the Eastern Relief Road. The relief road will provide alternative road access for people wishing to travel towards Ipswich on the A14, avoiding the junc 44 which is grid locked at peak times, it will also provide access to the new developable land for the new secondary school, leisure opportunities, Rougham Airfield/showground, new dwellings planned in the area as well as the employment land for the Suffolk Business Park extension. We are being asked to agree £3m towards the construction cost, other funds are being received from the LEP and SCC. We are also being asked to agree to enter into negotiations with relevant land owners to enable to delivery of the road.
- Upgrade of Street Lighting Columns & Transfer to Suffolk County Council
We are also being asked to agree the above, St Edmundsbury currently own 3027 street lighting assets across the borough, £200,000 is spent each year maintaining these, 1547 units are on highways. SCC have agreed to adopt these if they upgraded to the more efficient LED figments and installed with Intelligence Lighting Systems which allows them to be controlled remotely. This will allow St Edmundsbury to spend less on maintenance and require less energy consumption.
- Establishment of Housing Development Company
We are being asked to approve the business case for establishing a West Suffolk housing company with SCC as partners. The housing development company will generate revenue and capital income at a greater level than simply selling off the land the councils own. The purpose of the company will be to act commercially through generating income through housing developments, it will build homes for sale and private rent, it will provide 30% of the houses as affordable using land which is available as it is owned by all three councils.
- Devolution
What are the principles which will inform any negotiations with Government?
There will be no agreement unless any final devolution 'deal' is clearly of benefit to the people of Norfolk and Suffolk. Any devolution 'deal' needs to have the approval of every individual council and of the New Anglia LEP. 'Double devolution' is key (with some powers currently exercised by one tier of councils devolved to the next tier, alongside us having more control of powers from Government).
What happens next?
There are groups of officers working on each of the seven elements mentioned earlier. These workstreams will continue to develop their ideas for inclusion in the final set of proposals to be discussed with government. The Challenge Session Team is due to discuss these proposals in early November (a change from the original late October date)

at a challenge session which will include senior national politicians and civil servants. This challenge session is very likely to result in further changes which will be reflected on by the seven workstreams and will be discussed by all of the councils' leaders and the New Anglia LEP before they are submitted to Government in the period leading up to the Comprehensive Spending Review. At this stage, our main focus is on function (what powers we would like to have from Government), rather than form (the structures in which those powers would be delivered). The discussions about form, including more exact details around governance arrangements, will happen in the future. The process and arrangements will take much longer and will involve formal consultation and wider opportunities for developing the proposals. This is a long-term change to public service delivery which aims to benefit people in Norfolk and Suffolk and the process will take months, if not years, to be finally worked through).

1004 REPORT FROM THE SAFER NEIGHBOURHOOD TEAM – a written report was submitted by the SNT which can be seen at Appendix A. It was queried as to why the theft of the VAS was not listed as a crime as it had been reported. It was noted that the theft at the allotments had not been reported to the police by the relevant allotment holders.

1005 PUBLIC FORUM – the following concerns were raised by members of the public present:

- Whilst Highways had washed the pedestrian crossings they did not appear to have done an very good job. It was wondered whether the crossings should have been steam-cleaned as opposed to being washed.
- Street light on the cul-de-sac in Rectory Meadow – not working
- Breckland sign on posts on Tut Hill, as well as Speed Camera sign - damaged

1006 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.
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 – 3 – 12 months of operating expenses.
- ii. 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.
- iii. To consider requests for items of expenditure to be included within 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.
- iv. Tut Hill Roundabouts – it was confirmed that work had started on the paved area and would be finished by the end of the week. A resident had offered to plant the area and the design and budget would be agreed at the next full parish council meeting.
- v. 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 should be sited in the early Spring of 2016.
- vi. To consider the request to upgrade the software provided by the VAS at a cost of £250 + VAT per unit – Council was in agreement, having read the report provided by Cllr. Grimshaw that the new software would provide more accurate detail and would be a good starting point for future discussions on extra calming traffic measures. Council was in full agreement that the software should be upgraded at a cost of £250 per unit, aif. Council had two such units.

- vii. To consider the costs of repairing the damaged VAS unit or replacing the complete unit – it was noted that Westcotec had provided the Parish Council with prices for a new unit as well as repair of the damaged one – being £2625 and £1750 respectively both excluding VAT. Council was in agreement that, provided the insurers were in agreement, it would prefer to replace the unit with a new one and that it would bear the cost of an upgrade to the software at a cost of £250 plus VAT, aif. It was noted that Council's insurance excess was £100.
- viii. To consider submitting a claim for funding under the Transparency Fund to offset expenditure incurred to ensure compliance with the Transparency Code – Council was in full agreement that the Clerk should submit a claim for hours spent in ensuring compliance with the Transparency Code along with a claim for a scanner to upload the documents to the website.
- ix. Quality Council Scheme – it was agreed that in the New Year the Clerk and Chairman would meet to discuss the work involved for the Foundation Level of the Local Council Award Scheme. It was noted that areas of work included an Action Plan for the coming year linked to the budget and a number of policies linked to Council's performance.

1007 BOROUGH COUNCIL MATTERS –

- i. Bury North West Development – it was reported that final sign-off was still to be carried out by St Edmundsbury and that the anticipated start date was now sometime in March 2016. Countryside would attend a future meeting once more information was forthcoming.
- ii. West Suffolk Operational Hub – the following comment from Borough Cllr. Hopfensperger was noted: Peter Stevens has committed to meeting with the WSOH reference group this month with a view of setting out the criteria for the consultation whereby alternative sites can be added. The latest is that the consultation will not take place until January 2016.
- iii. St Edmundsbury's Community Governance Review and aspects that might affect Fornham All Saints – Councillors were given a copy of the Council's response to the CGR noting that with regards to Bury North West development the link road should be the parish boundary and that with regards to the properties next to Sheepwash Bridge the parish boundary should follow the old course line of the River Lark.
- iv. Concept Statement for Park Farm, Ingham – Councillors were given a copy of the agreed response from the Parish Council.
- v. Town and Parish Liaison Meeting – Cllr. Grimshaw provided a summary of the salient points: *a copy of his report was given to all present*
 - John Griffiths provided an overview of some of the initiatives that were being taken or explored in order to address the 2016/17 £1.9M Budget Gap including projects taking priority at the moment.
 - Steven Wood (Head of Planning and Growth) provided a Planning Update.
 - Sarah Harding from OneHaverhill provided an Overview of the work that has been going on.
 - Chief Inspector Simon Mills explained some of the work that they have been doing in order to cope with the reduced budgets.
 - Cllr. Grimshaw also confirmed that he attended the workshop based on Neighbourhood Planning.

1008 SUFFOLK COUNTY COUNCIL MATTERS:

- i. Bury Travel Plan / Tollgate Gyratory – it was noted that a number of issues had been raised and discussed but there was still a concern that funding for the most desirable solution may not be available. Costs for Bury expansion were to be borne by the developers but there was a shortfall in the travel plans being proposed by the Borough.
- ii. there was to be a briefing on 9th October 2015 on both plans and it was hoped that further updates would be communicated to the parish when available.
- iii. Lark Valley Path – no updates were relevant at this stage although it was noted that the path was passable.

1009 PLANNING MATTERS

- i. To receive and comment upon the following planning application:
 - DC/15/12153/TPO475(2008)2 –lift crowns to 1 Sycamore and 1 silver Birch @ Little Court, Tut Hill.
Council had no objections to the works being proposed.
- ii. Planning Applications determined by the Borough –
 - Permission granted for a two storey front/side extension; two storey rear extension; single storey rear extension; rear garden room and front porch @ 3 Pigeon Lane
 - Permission for works to 3 Silver Birches @ 27A Shepherds Close, Hengrave Road
 - Permission for works to trees @ 17 Rectory Meadow
 - Permission for works to trees @ Thyme Cottage, Aldridge Lane
- iii. Neighbourhood Planning – following the background information on the reasoning and growth of the role of a Neighbourhood Plan that was provided to the Council at a previous meeting, it was agreed that the Council should call a separate meeting to discuss the matter further with planners from St Edmundsbury and consultants from Community Action Suffolk.
- iv. To consider the letter from Great Barton Parish Council indicating that it is undertaking a Neighbourhood Plan – Council noted the contents and agreed that it would respond formally once it was consulted via St Edmundsbury once the area for the NP had been designated.

1010 CORRESPONDENCE RECEIVED SINCE THE LAST MEETING –

- i. General correspondence and magazines were brought to the Parish Council's attention.

1011 REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD –

- i. Update on portfolios held:
 - Environment – River Lark – currently the River Lark Association was looking at what has been achieved and what is needed to be undertaken in the future.
 - Assets – following the recent report by the Borough on the state of the play equipment 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.
 - Village Magazine - it was acknowledged that the current editor of the Newsletter had produced the Village Newsletter for a number of years for which the Parish Council was very grateful. However over the past year, the Newsletter had had a number of issues regarding poor typeface, late production and distribution and missing articles. The Parish Council was in agreement that, given the issues over the past year, it was preferable for the Village Newsletter, which was paid for by the Parish Council, to be put together by a small team to ensure that the finished article was professionally consistent in terms of quality and production. Going forward it was agreed that the newsletter would be outsourced for the first couple of issues and that it would be uploaded to the website; follow a new schedule for production; contain a village calendar and be produced on a bi-monthly basis.
 - Allotments – PIR movement sensor lights had been requested by some of the allotment holders for additional security. The Chairman would obtain quotations for consideration at the next parish council meeting.
 - Allotments – new digital lock required for bottom gate
 - Allotments – noticeboards were in a poor state. The Clerk would obtain quotations for the Council's consideration at a future meeting.
- ii. Neighbourhood Watch Scheme – Cllr. Hodder as the approved Co-ordinator for the overall scheme in Fornham All Saints had placed a notice in the village magazine asking for operatives to come forward for the vacant schemes. She would also be submitting a request at the next meeting for the purchase of new signs – 2 were needed at a cost of £39 each including erection. It was also agreed that she would advise the Chairman and Cllr. Purnell of the location of the existing signs so that a working party could be arranged to clean them and other relevant notices within the village.

1012 DATE OF NEXT MEETING: Parish Council Meeting on 19th January 2016 commencing at 7.30pm in the Village Hall. Noted that the Allotment Annual General Meeting would be held on 1st December 2015 commencing at 7.30pm.

There being no other business the Chairman declared the meeting closed at 10.18pm.

Appendix A



PARISH COUNCIL MEETING – POLICE REPORT - 17TH NOVEMBER 2015

Firstly the SNT would like to thank the Chairman, the Council and the community for their continued support. Your dedicated officer is PCSO KEN RUSTON 3232

Crime Statistics for the Parish:

There has been **1** crime of interest since your last meeting. Theft of a CCTV camera from Lamdin Road Industrial estate. Wires snipped and 1 of 5 cameras taken. No witnesses. No suspects.

Distraction type Burglaries and Daytime Burglary Dwellings. Please ask residents to be vigilant, report any suspicious activity immediately. Dial 999 if you think a burglary is being committed. Elderly residents need to be wary of any unannounced visitors, especially if they claim to be from a utilities company. Check ID before opening doors. **If in doubt, keep them out.**

Hare coursing

Continues to be an issue this time of year, we have had a few incidents in and around Troston and Ixworth so can we please ask you to keep your eyes peeled a call in if you see anything suspicious! Positive police action resulted in three males with their dogs being detained near Rushbrooke following a hare coursing incident.

Information & Advice – Driving in Foggy Conditions

According to law outlined in the Highway Code you must use headlights when visibility is seriously reduced, which generally means when you cannot see for more than 100 metres (328 feet). You may also use front or rear fog lights but you must switch them off when visibility improves. Police are also asking motorists driving in vehicles fitted with automatic headlights to double check their headlights are switched on or turn the headlights on manually.

Suffolk Police advice for motorists driving in fog is;

- Keep a safe distance behind the vehicle in front. Rear lights can give a false sense of security
- Be able to pull up well within the distance you can see clearly. This is particularly important on motorways and dual carriageways, as vehicles are travelling faster
- Use your windscreen wipers and demister's
- Beware of other drivers not using headlights
- Do not accelerate to get away from a vehicle, which is too close behind you
- Check your mirrors before you slow down. Then use your brakes so that your brake lights warn drivers behind you that you are slowing down
- Stop in the correct position at a junction with limited visibility and listen for traffic. When you are sure it is safe to emerge, do so positively and do not hesitate in a position that puts you directly in the path of approaching vehicles.

You can now also follow us on twitter **@StEdsPolice**

For non-urgent matters dial 101 or email: stedsruralnorth.snt@suffolk.pnn.police.uk

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19th January 2016

Current Account – cheques drawn since last meeting

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

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
	Total Due			£4228.58	

Current Account – income received since the last meeting

	FAS Fabric Fund Cttee – donation for wall			£400.00	
	Total income received			£400.00	
	Bank Balances				
	Current account (as at 28.08.15)			266.00	
	Deposit account (as at 30.07.15)			30,811.20	
	Sub Total			£31,077.20	
	Less invoices due for payment			9,328.58	
	Plus uncredited lodgements			400.00	
	Bank Balance			£22,148.62	
	Earmarked reserves from 2014/15				
	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	
				£6,341.76	

Newsletter Account – cheques due for payment

					LGA 1972 s142
	Bank Balance			1,169.73	
	Less outstanding cheques				
	Balances			£1,169.73	