

## **FORNHAM ALL SAINTS PARISH COUNCIL**

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 15<sup>th</sup> September 2015 at 7.30pm 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**

**Mr Bernard Grimshaw**

**Ms Liz Hodder**

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

982 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.*

983 APOLOGIES FOR ABSENCE  
i. There were no applicable apologies.

984 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. Cllrs. Clark-Ward & Purnell declared Local Non Pecuniary Interest as Member and Treasurer of the Village Hall respectively and Cllr. Gathercole as Chairman of the Community Centre. 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.

985 MINUTES – approval of the minutes from the Parish Council Meetings of 14<sup>th</sup> July 2015 were agreed by all and signed by the Chairman as a true and accurate record.

986 TO FILL VACANCY BY CO-OPTION – one application had been received for the casual vacancy which had been advertised throughout the parish. With reference to Schedule 12, para 39 of the LGA 1972, Wendy Braithwaite was proposed for the vacancy. It was unanimously agreed to co-opt Ms Braithwaite to the Council, aif. Following the signing of her Declaration of Acceptance of Office, Councillor Braithwaite was invited to join the councillors at the table.

987 REPORTS ON PARISH COUNCIL MATTERS –  
i. Village Hedges – both the Chair and Vice-Chair had agreed to speak direct to a number of owners on this matter as there were still a number of hedgerows that ought to be trimmed back to allow users of the footpaths to pass unhindered. It was noted that a hedge in Rectory Meadow had been trimmed back from the footpath. The situation will be monitored and reassessed at the next meeting.  
ii. Traffic Advisory Group Report – the latest report from the Group had previously been circulated to all present. The following points were noted

- The works agreed with Highways were still outstanding and would be chased once again.
- County Cllr. Hopfensperger had agreement from Highways that another site visit needed to be arranged to discuss the issue of safe crossings points further. It was confirmed that Highways felt that due to budgetary constraints it was unable to consider the installation of a pelican crossing within the village. Prior to a final assessment it was acknowledged that pedestrian and traffic surveys should be undertaken to establish need.
- Ditches bordering the field by Larks Gate – it was noted that further details on ownership were required prior to Highways clearing the ditches between the entrance at Larks Gate and the River Lark. It was noted that the ditches and run of pipe would need to be ascertained prior to further work being carried out.
- VAS Battery – it was reported that the battery for the original unit needed replacing and that there were minor issues with the new unit as well. It was agreed that Cllrs. Quayle and

- Grimshaw would be visiting the manufacturer to discuss the possibility of using them in tandem and to discuss upgrades to the software.
- Accidents along the B1106 – it was acknowledged that the number of accidents were higher along the B1106 than on the A1101. Concern was raised at the possibility of the risk of further accidents with the plans that would increase traffic in this area.
- iii. Parking in Pigeon Lane – the meeting was made aware of the issues for residents along Pigeon Lane from the manner in which cars were parked often creating a chicane effect. There was also the issue of vehicles being parked too close to the junction. It was agreed that an article would be placed in the next newsletter asking for consideration when parking and County Cllr. Hopfensperger agreed to look into the feasibility of installing ‘H’ lines along Dairy Drive side and /or appropriate signage.
- iv. Excessive noise from motorbikes – as far as the SNT were concerned there had been no offences committed although the noise had appeared to be excessive. PCSO Ken Ruston had provided contact and liaison.

988 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:

- Devolved Suffolk devolution bid in which SCC and the districts, boroughs and other public sector organisations had submitted an expression of interest to the Government for discussion as to what powers and responsibilities could be devolved to a more local level. This would need the backing of all the District and Borough Councils to work and might involve some liaison with Norfolk for some subjects. There was also a possibility that Suffolk might be chosen as a pilot scheme.
- Brown Bins – Cabinet had agreed to pass on the charges for the collection and disposal of organic costs in the form of a brown bin subscription service. The meeting was made aware that costs for the collection and disposal of such waste were increasing with little or no subsidies now coming forward. It was agreed that better educational programmes were needed with regards to composting. The charging proposal required approval at next Borough Council meeting.
- West Suffolk Operational Hub – she confirmed that she was reluctant to support a new consultation process for alternative sites which included reference to Hollow Road as the preferred site. It was noted that she felt that there were still issues surrounding initial costs and monies to be expended on the business case going forward.
- Bury Travel Plan – there would be a briefing on 9 October 2015 on the draft travel plan which it was hoped would provide further details on the Tollgate Gyratory and issues relating to Station Hill and the Tollgate junctions.

989 REPORT FROM THE SAFER NEIGHBOURHOOD TEAM – a written report was submitted by the SNT which can be seen at Appendix A. It was noted that the Suffolk Local Policing Review gave the implication that the role of PCSOs was changing and that further details would be released once they were agreed.

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

- Ditches along A1101 – still needed to be cleared
- Drainage along Fornham Road – none of the gullies appeared capable of removing the surface water and the drain slots needed clearing.
- Allotments- was there a waiting list as it was believed that there were at least five allotments vacant. The Clerk confirmed that currently she only had one vacant allotment but a number had indicated that they would be vacating at the end of the year. There was currently a waiting list which would be reduced once the vacant allotments were reassigned.
- Bury Road – trees overhanging the road just south of the Volvo dealership. Although this was acknowledged as being outside of the Parish boundary it would be flagged up to Highways as a general concern.

991 FINANCE

- i. To receive the Annual Return for the year 2014/15 from the external auditors – Council was advised that the Annual Return had been returned by the external auditors who had confirmed that there were no matters arising from the accounts for which came to their attention requiring the issuing of a separate additional issues arising report. This report was accepted by full Council and its approval for the report to be uploaded onto the website was given by all. The Clerk confirmed that she had previously displayed the annual return and conclusion of audit on the parish's noticeboards which would remain in place for 14 days.
- ii. 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.
- iii. Churchyard Wall – an update as to the works that had now been completed was provided by Cllr. Purnell. It was noted that the price for the works quoted was £6950 but monies sent to date totalled £6300. As the Council had committed funds for this work it had been agreed that the balance of funds would be used for minor repairs along the wall. It was noted and agreed that the Parish Council would need to create a reserve to deal with other repairs that will be needed as it had the responsibility for maintaining the closed churchyard. The Chairman made the meeting aware that following an earlier submission for funds, the Scarfe Foundation had made a donation (£500) to the PCC as a non statutory body for assistance with work at FAS Church. Given that the Church was also in the process of raising funds for repairs and the Churchyard Wall Fund was closed it was proposed and agreed by all that £250 of this funding should be donated to the church for assistance with general churchyard maintenance or work to the surrounding area of the church, aif. It was further reported that the shed within the Churchyard had now been removed.
- iv. Tut Hill Roundabouts – the Clerk confirmed that she had now received an offer of funding - £2000 from County Cllr. Hopfensperger's Locality Budget to fund the works required. This would leave the Parish Council with a balance of £1795.73 ex VAT to fund. It was agreed that the Clerk would now place an order for the work to commence and that Cllr. Purnell would be the first point of contact. It was also reported that the granite setts on the mini-roundabout had also come loose.
- v. Bus Shelter on the Village Green – official thanks was offered to Cllrs. Clark-Ward and Purnell for their work in installing a window in the side of the bus shelter on the Village Green.
- vi. Review of the Clerk's Contract and Annual Appraisal – the Chairman confirmed that he had undertaken a review of the Clerk's Contract and agreed job description and a number of minor changes had been agreed. It was noted that this was the first review since the Clerk had been in post and ensured that the Council was compliant with the contract issued. An annual appraisal had been carried out at the same time and it was agreed that the current scale range SCP 1 18-22 was applicable to FAS given the duties and responsibilities carried out by the Clerk/RFO. It was proposed and agreed that, following circulation of the paper regarding the request to regrade the Parish Clerk position to SCP21, the payscale for the Clerk/RFO be upgraded to SCP21 with an effective date of 1 October 2015; aif. It was noted that there had been no incremental increase to the Clerk's salary since 2011.
- vii. Quality Council Scheme – following discussion it was agreed that the Parish Council should strive to obtain Foundation level of the new Award that been launched by the Improvement and Development Board (includes representatives of Government, the National Association of Local Councils, affiliated County Associations and the Society of Local Council Clerks). It was noted that there were a number of policies that would need to be adopted during the initial stages and that the Parish Council would need to agree an Action Plan for the coming year linked to the budget that would be discussed later in the year.
- viii. Training – it was agreed that the Clerk would investigate whole Cllr. Training on a number of topics including but not limited to Finance; Planning and Community Engagement.

- i. Bury North West Development – it was reported that at a meeting on 6 August 2015 the Borough signed off on the 1<sup>st</sup> Parcel of Land to be developed. The Borough commented that it felt that all parties had engaged well on this matter. The reserved matters that had been concluded included the final line of the spinal road; types of trees to be planted; hard landscaping. It was also confirmed that the final archaeological dig would be carried out in September/October. Countryside Properties had also indicated their intention of attending a further Parish Council meeting to provide an update and that information boards would be erected once work commenced to provide information as the project was underway.
- ii. West Suffolk Operational Hub – previously dealt with on the agenda.
- iii. Parish Liaison Group 2031 Meeting - it was noted that at the meeting held on 12 August had been in broad agreement that post planning permission for Bury North West there were a number of issues concerning traffic management that would need to be resolved. A Transport Document was currently being worked upon which would explore in further details the Tollgate Gyratory area and the overall effects on Bury with regards to traffic from the new housing. The meeting also covered the funding of Neighbourhood Plans by Developers and the Eastern Relief Road.
- iv. St Edmundsbury's Governance Review – Council was made aware of the first round of consultations by the Borough Council on parish and town council electoral arrangements, with the opening of the public consultation to seek opinions on the range of specific issues in the review. The deadline for comments is 5pm on 9th November, 2015. It was noted that the Parish Council was concerned with the North West Bury Development and area between Fornham Lock Bridge and Sheepwash Bridge. Informally the Parish Council was minded to state that for the former the link road should be the parish boundary and under the latter the parish boundary should follow the current line of the River Lark. It had been agreed that the Chairmen of both FAS and Fornham St Martin cum St Genevieve would seek the views of the residents impacted by the changes under the second proposal and that both Parish Councils would be guided by their comments in any response submitted.

993 SUFFOLK COUNTY COUNCIL MATTERS:

- i. Bury Travel Plan / Tollgate Gyratory – there was to be a briefing on 9<sup>th</sup> October 2015 on both plans and it was hoped that further updates would be communicated to the parish when available.
- ii. Lark Valley Path – it was agreed that the Parish Council should become a member of the River Lark Partnership and would explore in more depth whether it would be beneficial for the parish to be involved as a catchment partnership. Cllr. Gathercole informed the meeting that there were a number of associations within the town attempting to resolve issues over crayfish, adjoining footpaths and general maintenance of the river and banks. There was a general aim within the Partnership to make the River Lark an asset of the town. Cllr. Gathercole was tasked with ascertaining costs involved in joining and taking this project forward.

994 PLANNING MATTERS

- i. Planning Applications noted but not considered due to time constraints:
  - DC/15/1675/TCA – trees in a conservation area – 1 No ash – remove 15 ft of overhanging bough into Valentine House @ Lane End, The Street
  - DC/15/1555/TCA - trees in a conservation area notification – Elm – remove; Silver Birch – reduce crown height and balance; Ash – reduce height from 30ft to 42 ft and crown lift over road by 4 mtrs. @ Thyme Cottage, Aldridge Lane
  - DC/ DC/15/1573/TPO – TP115(1986)2 – 3 No Silver Birch – fell @ 27a Shepherds Close, Hengrave Road  
Council had no objections to this application
  - DC/15/1704/TCA – trees in a conservation area notification – Acer Crimson Sentry – reduce height; Silver Birch – reduce height; White Beam – crown reduce; Leylandii – fell; 2 Conifers – fell @ 17 Rectory Meadow
  - DC/15/1442/FUL – planning application – addition of new entrance canopy along with two replacement windows to the first floor; new entrance door and screens; refurbishment of two existing fire escape stairs @ Thingies Lodge, Forge End
- ii. Planning Applications determined by the Borough –

- Part permission for works to trees in a conservation area @ Little Court, Tut Hill
  - Planning permission for two storey side and rear extensions and single storey front and side extensions @ Red House, Tut Hill
  - Listed Building Consent for internal and external alterations @ Old Rectory, The Green
  - Permission for works to trees in a conservation area @ Twitchetts End, Hengrave Road
  - Permission for works to trees in a conservation area @ 15 Dairy Drive
- 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 advice received from SALC and NALC on pre-application consultations – following the circulation of a paper to consider the adoption of a protocol to deal with such matters, Council was in formal agreement to adopt such a protocol and this should be uploaded to the website and made available to all developers wishing to engage with the parish council prior to the submission of a planning application.
- 995 CORRESPONDENCE RECEIVED SINCE THE LAST MEETING –
- i. General correspondence and magazines were brought to the Parish Council's attention.
- 996 REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD –
- i. Website – all Councillors were asked to regularly look at the website and provide comments back to Cllr. Clark-Ward for improvement or additions. It was acknowledged that this was a Village Website set up by the Parish Council.
- ii. Safer Village Website – Cllr. Hodder had agreed to take over this portfolio and would be liaising with relevant bodies.
- iii. Open Spaces – Cllr. Purnell reported that the Community Centre were looking to alter the grassed area outside of the current gates and fencing. It was proposed to tarmac this area and a quote had been sourced in the sum of £3000 for necessary works. The Parish Council were being asked to consider contributing funds to this project. It was proposed and agreed that this be added to the November Agenda for further discussion.
- iv. Open Spaces – it was noted that the area around the grit bin needed clearing.
- 997 DATE OF NEXT MEETING: Parish Council Meeting on 17<sup>th</sup> November 2015 commencing at 7.30pm in the Village Hall.

There being no other business the Chairman declared the meeting closed at 10.04pm.



**FORNHAM ALL SAINTS POLICE REPORT**  
**15<sup>TH</sup> SEPTEMBER 2015**

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

**Crime Statistics for the Parish:**

**ALDRIDGE LANE**

– THEFT (OTHER) – GARDEN SEAT HAS BEEN TAKEN FROM THE FRONT GARDEN LEFT INSECURE AND UNATTENDED.

**ALLOTMENTS – BURGLARY (OTHER BUILDING) –**

OVER THE COURSE OF THE WEEKEND A SHED SITUATED ON AN ALLOTMENT ON THE OUTSKIRTS OF TOWN BROKEN INTO FROM WHICH A STRIMMER HARNESS STRIMMER BLADE AND TOOL BOX CONTAINING A QUANTITY OF TOOLS HAVE BEEN REMOVED HAVING SNAPPED OFF THE PADLOCKS WHICH WERE LOCKED.

DURING THE COURSE OF THE WEEKEND HAS HAD A SHARED SHED BROKEN INTO WITH PADLOCKS BEING FORCED SHED IS SITUATED ON AN ALLOTMENT ON THE OUTSKIRTS OF TOWN THOUGH AT PRESENT APPEARS NOTHING HAS BEEN TAKEN.

SUSPECTS OVERNIGHT HAVE FORCED OFF THE PADLOCK TO GAIN ENTRY AND REMOVE PROPERTY FROM WITHIN AND MAKE OFF.

**FORNHAM PARK**

- SUSPECT OVERNIGHT HAS REMOVED REMOVING A JCB FROM A FIELD AND DRIVING OFF WITH IT.

**Burglaries:**

There has been a recent increase in homes that are temporarily unoccupied (owners on holiday) being burgled. Please ask your residents to be vigilant for suspicious vehicles or people in the area particularly if they are paying attention to houses where the occupants are away.

Anyone who is due to go away should make arrangements for their property to be regularly checked during their absence. Ensure access gates and garages/outbuildings are secured when leaving and consider additional security measures such as lights/radios on timer switches, neighbours leaving their car on the driveway, dustbins put away and mail cleared from view.

Do not make it easy to identify empty properties.

Hare coursing appears to have started earlier this year; we have had a couple of incidents so can we please ask you to keep your eyes peeled a call in if you see anything suspicious!

**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>	
	<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>	