

## **FORNHAM ALL SAINTS PARISH COUNCIL**

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 19<sup>th</sup> July 2016 at 6.30pm in Fornham All Saints Village Hall.

### **Members Present:**

**Mr Howard Quayle – Chairman**

**Mr Gary Clark-Ward**

**Mr Bernard Grimshaw**

**Mrs Enid Gathercole**

**Ms Wendy Braithwaite**

**Ms Liz Hodder**

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

1077. 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.*
1078. APOLOGIES FOR ABSENCE
- i. Cllr. Purnell had submitted his apologies due to a personal commitment.
  - ii. Council consented to accept these apologies.
1079. DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST
- i. Cllr. Gathercole declared a Local Non Pecuniary Interest as a Member of the Community Centre Committee. 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.
  - iii. There were no requests for dispensations with regards to the Agenda under discussion.
1080. MINUTES – approval of the minutes from the Annual Parish Council Meeting of 17<sup>th</sup> May 2016 were agreed by all and signed by the Chairman as true and accurate records.
1081. REPORTS ON PARISH COUNCIL MATTERS –
- i. To consider outstanding matters raised with Highways during the past few months: the Chairman reported that during the last month there had been a meeting with Highways and a resident during which the subject of the Tut Hill soakaways, and their locations was discussed. It was noted that this had been discussed two years ago with Guy Smith and that there was no outcome to date, regarding their rebuilding. No-one appeared to be able to locate or find the Kier MG pdf showing the precise location and it had been suggested that Highways search their archives for such a plan. The Chairman confirmed that he had asked for an update as to when the soakaways are likely to be rebuilt. It was noted that he had asked Cllr. Hopfensperger to intervene and arrange a further meeting to discuss this issue. The Chairman also made the meeting aware that he had reported the following issues:
    - a. During the re-surfacing work of the mini-roundabouts contractors' equipment was parked each night on the paved area between The Three Kings Pub and the mini-roundabouts. is area. Following completion of the work, the Parish Council inspected the area, and found tar stains, six vehicle oil stains, etc. with bits of tarmac still left in the neighbouring parking bay. Highways had now been asked to arrange for a clean of this area ASAP, so that it can be restored to its original clean condition?
    - b. immediately after completion of the re-surfacing, a member of the public had noted a slight leak on the village green side of the north roundabout which was coming from a small metal cover in the road, within the newly-resurfaced section. He confirmed that he had called Anglia Water on 11 July, a member of the team attended, and he confirmed that the leak was water coming from a fresh-water-supply sluice valve. As nothing appeared to have been done during the last seven days, Anglia Water was notified again by a villager on Saturday (16 July), and the leak has got worse.
  - ii. He concluded by stating that Highways had recommended that all issues be logged onto their data base which set a minimum period for investigating and reporting on issues raised. Cllr.

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- Hopfensperger made the meeting aware that a reorganization of the Highways Department was pending and it was expected that the outcome would result in 3 Highway Area Departments with task based engineers as opposed to area engineers. Cllr. Grimshaw agreed to provide the Clerk with a list of those areas of most concern from his traffic report and a summary of the outstanding points that had been raised with Charlie Mitson.
- iii. To consider Highway's response to parking issues in Pigeon Lane – this matter was still outstanding as the Parish Council had not received any further communication from SCC's Highways' Department.
  - iv. To consider the latest Traffic Report - Cllr. Grimshaw presented his traffic survey report. It was noted that the numbers were still high with regards to volume in particular along the B1106. It was noted that the Bury SNT were aware of issues along this route and that they would be undertaking speed enforcement action through the village. It was noted that other villages had been successful in installing additional traffic calming measures that not only controlled the speed but also the volume of traffic. The meeting agreed that there was an issue of road space and road allocation and that the issue of increased volume had all come to light due to recent problems with the Newmarket Road Railway Bridge and the impact that this will have on traffic control once Countryside Properties started on site.
  - v. To consider the following issues at the Allotments –
    - a. Request for a gate across the main access off the A1101 – it was noted that initial estimated costs for such works were likely to be in the region of £1,000. The meeting was in agreement that indicative costs should now be firmed up along with a detailed site plan of the area. Council was reminded that 3 estimates for this work would be required.
    - b. Request for further security at the top of the Recreational Field/entrance to the allotments – it was agreed by all present that there was netting either side of the gates and that the gates were used for access by the allotment holders themselves. No further action was required at this stage. The meeting was also in agreement that, for security purposes, additional blackthorn whips, to a maximum of £50, were to be purchased and planted.
  - vi. Benches outside of the Village Hall – the meeting was in agreement that, as the owners of the benches, it was their responsibility to renovate them given their current poor state. It was noted that volunteers had come forward to carry out the work and that Cllr. Purnell had agreed to liaise and organize the works required which would require the timber to be removed, planed and re-finished and the frames painted. It was noted that the costs would be in the region of £30 for materials.
1082. TO RECEIVE REPORTS FROM THE COUNTY AND BOROUGH COUNCILLOR – Cllr. Rebecca Hopfensperger was invited to submit her report in which she drew the meeting's attention to the following:
- Devolution – the electronic link for the completion of the consultation was available online at <https://www.eastangliadevo.co.uk/consultation> and will run until 23<sup>rd</sup> August 2016. It asks the direct question as to whether there should be a directly elected mayor. Council was made aware that there were a number of events being held over the Summer months at which more information will be made available. It was acknowledged that there was a very tight timescale in which to answer the questions raised. She agreed to send the Clerk a list of the FAQs.
  - Highways Maintenance Operations Manual – this set the standards for all Highway jobs and the priorities for the coming year (s) and had been agreed the previous week.
  - Works to the mini-roundabouts at Tut Hill – she was aware of the problems that had been encountered here after works carried out by Highways and was informed that the issue with sluice valve No 33 had been reported to Anglian Water on 2 separate occasions. It was hoped that the remedial work would be carried out without further delay.
  - Highways – the structure of area officers was currently being reviewed and it was noted that the Area Manager and Area Assistant Manager posts would be retained but then there would be are technicians for specific tasks such as verges, flooding etc.
  - Meeting with the SNT re the A1101 – she confirmed that she had met with the Police to discuss not only the issue of the A1101 at FAS but to look at the whole length of the A1101 under a Safety Scheme. It was reported that the SNT also had serious concerns regarding the fatalities that had occurred along this road as well as the speed at which all manner of vehicles travelled along this stretch. Funding would need to be assessed to carry out a

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comprehensive survey and to have a coherent safety scheme in place. A further meeting would take place in September with the Police to discuss how best to tackle speeding and similar issues in the meantime.

- WSOH – she was disappointed with the result. There would be a planning application submitted in October / November. It was going to be a lot harder to convince people that this was the right choice of location. It was also confirmed that Cllr. Stevens would not be allowed to sit on the Development Control Committee due to conflicts of interest. Both Cllr. Hopfensperger and Broughton were thanked for their efforts and the manner in which they represented their communities. It was also noted that the Community Liaison Group had been asked to sit in on the process of development.

1083. TO RECEIVE A REPORT FROM THE BURY SAFER NEIGHBOURHOOD TEAM – nothing new had been received from the SNT. There was a general concern as to what measures were in place for qualitative recording of performance. The Clerk was asked to write to the Inspector asking for the measures of success now being deployed now that the reorganisation has been carried out.

1084. BOROUGH COUNCIL MATTERS –

- To consider an update on the Bury North West Development – it was reported that the archaeology was continuing on site and was likely to be ongoing to the north of the project into September. The level of finds has been great and an Open Day had recently been undertaken by Jo and Mike from Suffolk Archaeology. It was noted that the site team had made a start on the drainage connections within Mildenhall Road and hoped to retain the roads space whilst waiting for Network Rail who are due to start the long awaited works to the rail bridge on the Newmarket Road in September. Once the road space has been lost they would look to start drainage works within Pigeon Lane. Gas, electric and water were due to be extended to the project from the surrounding area and their programme will be forwarded in due course to the Council. Trenching in the grass verge on Tut Hill will follow later in the summer to allow the overhead cables to be lowered but this programme sits with UK Power Networks, the materials are on order and it was hoped would be available to install shortly. It was further noted that confirmation had been given that the link road would be completed on or before the 151<sup>st</sup> house had been constructed and that Countryside Properties would be applying for a 30mph temporary speed limit from the Golf Club to the link road.
- Countryside Properties' Construction Method Statement had been circulated to all via email and was recorded as having been received. Working hours were noted as 7.30am to 6.00pm Monday to Friday and 8am – 1pm on Saturday.
- A schedule of the phasing of construction works including temporary utilities and haulage routes was noted and further planned activities between now and October would be circulated once received.

1085. PUBLIC FORUM – *to note the closure of the meeting to allow the following session to take place*

- to receive the following issues raised by the Public present:
  - Gate at the entrance to the allotments would be a good idea and would keep travellers away
  - Footpath along A1101 – hedges need cutting back including the verges.

1086. TO RECEIVE THE CLERK'S REPORT INC. FINANCIAL TRANSACTIONS

- To note the internal audit report on the accounts to the end of 31<sup>st</sup> March 2016 – the internal audit had been carried out on 27<sup>th</sup> May and there were no issues or recommendations to be brought to the Council's attention. A copy of the report had been circulated to all and approval was given that the report be accepted. It was confirmed that, the Annual Return along with the associated paperwork was submitted to the external auditors, BDO by the due date of 20<sup>th</sup> June.
- 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 also noted that the Parish Council was supporting the production of the Newsletter for the first year. Accordingly a budget of £900 had been set for the year 2016-2017. It was further noted that printing costs were similar to those incurred the previous year and that advertising rates had been increased. There was also agreement to incur additional costs of £30.00 for a colour spread for 2 internal pages, aif.

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- iii. To receive the bank balances and budget to actual statement – Council noted the bank balances stood at £24,777.47. It was confirmed that the Chairman had verified the bank reconciliation and signed it off prior to the meeting. The Budget to Actual statement for the Quarter ending 30<sup>th</sup> June 2016 was presented and noted by all. Council was currently within budget across most lines apart from the budget heading Allotments/Recreational Ground due to the cost of repairs to the play equipment that had now been completed.
- iv. To consider the costs involved in the erection of village gateway signs – it was noted that this matter was no further forward and that details on costs and designs from SCC's Highways Department was still awaited.
- v. To note that the order has been placed for the supply and erection of fencing to the Play Area in the Recreational Field – it was confirmed that funding in the sum of £1,500 had been approved from County Cllr. Hopfensperger' Locality Budget and that an application would be submitted to St Edmundsbury RIGS fund for £500 over the coming days which would leave the Parish Council with a balance of approximately £500 to fund. As the order had been placed it was confirmed that this project was due to commence on July 26<sup>th</sup>.
- vi. To note the funding sources available for Agenda Item 9vi – covered under 9v.
- vii. To consider giving delegated powers to the RFO and the Chairman to issue payment as per FR5.3; 5.4 and 6.2 against verified invoices received for the production and printing of the Village Newsletter – approval for such powers on the basis that verified invoices were produced and payments reporting back at the next full parish council meeting was agreed by all, aif.
- viii. To note the Council's Staging Date for compliance with its Pension Duties as an Employer – Council was made aware that the date that its duties commenced was 1<sup>st</sup> August 2016. It would need to write to each member of staff individually to tell them how automatic enrolment applied to them. This was a legal requirement even though the Council did not have to put them into a pension scheme. The Clerk confirmed that she had written the relevant letters and that these would be signed by her for Mr Guest and by the Chairman for her letter. The Council's declaration of compliance needed to be completed by 4 January 2017 which would inform the Pensions Regulator as to how the Council had met its legal duties.

1087. SUFFOLK COUNTY COUNCIL MATTERS:

- i. Lark Valley Path – there were no updates at this stage. Pictures of the River Lark at West Stow were circulated which showed how effective the recently carried out work had been. It was noted that there were many ways in which members of the public and local organisations could be involved in the caring of the River Lark: litter picking along the banks; litter picking in the river itself – although training was needed.
- ii. Suffolk Flood Risk Management Strategy 2016 – Council received and noted the summary of the Strategy along with key achievements for 2012-2015.
- iii. Devolution – Council noted the dates for the Devolution Consultation and that the cut-off date for responses was 23<sup>rd</sup> August 2016. Councillors were encouraged to review the East Anglian Devolution website for more details and to respond as they saw fit as individuals of the parish and county.

1088. PLANNING MATTERS

- i. The following planning applications were considered:
  - DC/16/1354/TCA – trees in a conservation area notification – 7 No Leyland Cypress – fell @ Old Rectory, The Green.  
Council had no objections to this application, aif.
  - DC/16/1181/OUT – Outline Planning Application (means of access/layout/scale to be considered) – 3 No dwellings with detached garages, following demolition of existing dwelling @ Gaughton House, The Green  
Council agreed to object to this planning application on the following grounds:
    - Against conservation area reasoning – one of the key features of the conservation area appraisal was the number of relatively small properties in large gardens
    - Mature gardens in the houses at this point of the village is a distinct feature of the village
    - Mini roundabout junction – issues would be compounded with further vehicles exiting and entering this property with a right hand turn just off the roundabout

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- Set a precedent for other property holders to split large gardens
- Scale and choice of houses on Marham Park should surely counteract any need to have new homes in the village
- Status of the village.

It was agreed that the Clerk would provide all Councillors with a copy of the response to this application.

ii. To receive notification of Planning Applications determined by the Borough – there were none

1089. 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.

1090. REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD –

- i. Update on portfolios held:
  - Asset Management – Cllr. Purnell had submitted a written report which drew the meeting's attention to: ivy clearing on the Church Wall – some work had been carried out by volunteers and a further date would be set; further repairs to the Church Wall – the contractor had been contacted to agree further works within the next 6 to 8 weeks;
- ii. National Allotment Week – it was agreed that copy for the village magazine advertising this week (8 – 14 August) should be inserted into the next edition of the Village Newsletter and that the allotments be open to the Public for a visit on 1<sup>4th</sup> August. The meeting was aware that a number of allotment holders had come forward to meet and greet those members of the public interested in viewing the allotments on this day.

1091. DATE OF NEXT MEETING: Parish Council Meeting on 20<sup>th</sup> September 2016 commencing at 7.30pm. Council to convene at 7.00pm for a short training session on the Rules and Procedures for Councils and how Council operates within the legislative framework.

There being no other business the Chairman declared the meeting closed at 9.41pm.

**Current Account – cheques to be drawn**

325	Heelis & Lodge	125.00		125.00	LGA 1972 s154
326	FAS Parish Hall – Hire of Village Hall	16.00		16.00	LGA 1972 s133
327	ICO	35.00		35.00	Data Protection Act
328	H Quayle – Expenses	17.91		17.91	LGA 1972 s111
329	V Waples – Salary	665.18		665.18	LGA 1972 s112 (2)
330	V Waples – Expenses	148.59		148.59	LGA 1972 s111
331	M Guest – Litter Picker	313.46		313.46	Open spaces Act 1906 s 9 & 10
322	HMRC – PAYE Due	192.56		192.56	Inc & Corp Taxes Acts
	<b>Total Due</b>			<b>1,513.70</b>	

**Income received since the last meeting**

	Interest – April			30.65	
	<b>Total Income Received</b>			<b>£30.65</b>	

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

	<b>Bank Balances</b>				
	Current account (as at 30.06.16)			226.06	
	Deposit account (as at 01.07.16)			26,097.11	
	Sub Total			<b>£26,323.17</b>	
	<b>Less invoices due for payment</b>			<b>£1,513.70</b>	
	<b>Less outstanding cheques</b>			<b>£32.00</b>	
	<b>Plus unaccredited lodgements</b>				
	<b>Bank Balance</b>			<b>£24,777.47</b>	
	General Reserves			£21,221.87	
	Earmarked Reserves:				
	Repairs to play equipment			1,500.00	
	Churchwall repairs			1,000.00	
	Allotment maintenance			500.00	
	Newsletter Account			555.60	
				<b>£3,555.60</b>	

**Newsletter Account – cheques due for payment**

	Community Workshop – June/July Newsletter			£140.47	LGA 1972 s142
	P& S Brooklyn – June/July Newsletter Production			£191.81	LGA 1972 s142
	<b>Bank Balance</b>			<b>£887.88</b>	
	Less outstanding cheques			£332.28	
	<b>Balances</b>			<b>£555.60</b>	