FORNHAM ALL SAINTS PARISH COUNCIL

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 21st March 2017 at 7.30pm in Fornham All Saints Village Hall.

Members Present:

Mr Howard Quayle - Chairman Mrs Enid Gathercole
Mr Gary Clark Ward Ms Liz Hodder
Mr Paul Purnell Mrs W Braithwaite
Mr Bernard Grimshaw Mrs L Dawson

With Mrs Victoria Waples (Clerk), County and Borough Cllr. Rebecca Hopfensperger and 8 members of the public.

1154. 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.

- 1155. APOLOGIES FOR ABSENCE there were none applicable.
- 1156. DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST
 - i. Cllrs. Gathercole & Purnell declared Local Non Pecuniary Interests as Members of the Community Centre Committee and Village Hall respectively. There were no other pecuniary or local non pecuniary interests for the agenda under discussion. Councillors were reminded that they should regularly review their own Register of Interests and advise the Clerk of any changes within 28 days of the change.
 - 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.
- 1157. MINUTES approval of the minutes from the Parish Council Meeting of 17th January 2017 and 9th February 2017, were agreed by all and signed by the Chairman as true and accurate records.
- 1158. REPORTS ON PARISH MATTERS RELATING TO PORTFOLIOS HELD & in particular
 - i. To receive a report on matters relating to Asset Management the following matters were discussed:
 - Open Spaces Cllr. Gathercole reported that she would be trained to assist with water sampling on the River Lark on a monthly basis.
- 1159. TO RECEIVE REPORTS FROM THE COUNTY AND BOROUGH COUNCILLOR County and Borough Councillor was invited to submit her report in which she mentioned the following:
 - West Suffolk Operational Hub (WSOH) planning application including 100 documents went live today. Significant changes to layout. Changed orientation of waste transfer station now facing into the site; lowered buildings so no higher than current Onion Shed; parking area lowered; additional bunding which is now 15 metres wide. Entry points into site gives capacity for 50 cars to be waiting within the site and the road will be widened to allow for a ghost lane. There will also be no right turn at corner when exiting the site. However she was disappointed that there had been no improvement to the Fornham Roundabout. The public had 21 days in which to make a comment and the application would go before the Development Control Committee on 1st June and then to the Secretary of State for the ultimate decision as this was outside of the Local Plan. There would be a drop-in session on 1st April 2017 at Fornham St Martin Village Hall. She reminded the meeting that if objections were to be made then they must be on material considerations only and not whether the site should be accepted or rejected. It was also noted that the Transport Assessment for this site had assessed the transport impact until 2022 as opposed to 2031 and that only 15% of houses would have come forward by the earlier date. Feedback to date had covered transport; road infrastructure; more evergreen planting on bunding required; separate entrance needed for HGVs; need to ensure that reverse movement from HGVs is minimised and need for an extra layer of separation

- Budget St Edmundsbury had agreed an increase of 1.98% to ensure a balanced budget; SCC had agreed a nil increase in general Council Tax and had achieved £31.5million of savings with a shortfall of £8.5million being funded from Reserves. There would also be a 3% increase in Adult Social Care Precept.
- Bury Town Centre Master Plan 7 main themes would be looked at during the public consultation which ends on 21 April 2017
- Pigeon Lane planning application for change of use of Barn into a Builders Yard she confirmed that she would be calling this one in
- Traffic Issues arising from meeting with SCC Highways and the Parish Council:
 - All necessary surveys for traffic counts and speeding had been ordered 3 sites had been assessed as suitable
 - Drains / slots on Tut Hill cleansing had been put back onto a six week schedule
 - Missing posts / marker signs now all ordered
 - Speeding extension of speed limit will be reviewed once the consultation on the future of Tut Hill is commenced along with a review of the mini-roundabouts
 - Village Entrance Signs quote had come in at £1700
 - Flooding on A1101 would be reviewed
 - A1101 Survey safety review has been carried out for the whole of the road. Initial safety survey had been completed and the data is in the process of being verified. Once collated and a draft plan drawn up it will be sent out for consultation.
 - Westley Bridge a review meeting had taken place that afternoon and initial comments had covered the key pinch points Junction 42 traffic lights to be on only during peak hours; review of the use of traffic lights, diversion signs and waiting restrictions all of which had now been made clearer. Work is to schedule and will be completed within the committed timescales. An update meeting with the Engineers was due the following day. Agreement between all that there had been a lack of communication which had added to the issues.
 - All work for the 9 junctions in and around Bury St Edmunds needed to be better co-ordinated.
 - Work on Tollgate Gyratory will commence soon and should be finished by 2018.

1160. PUBLIC FORUM

- i. To receive issues from members of the public present on matters relating to the village -
- Area at the end of Pound Meadow use as a small holding; issues over mud being deposited on the road; encroachment of use of the field itself. It was agreed by County Cllr. Hopfensperger that she would pass these issues onto the Borough's Enforcement Officer and ask that a site visit be carried out as soon as possible.
- Trees to the rear of 41 Pound Meadow could an update be had with regards to the tree planting scheme that had been agreed – County Cllr. Hopfensperger stated that the area was in Year 3 of a 4 Year Programme.
- Survey of Pigeon Lane did the Parish Council have an idea as to who was carrying this out and on whose behalf it was confirmed that the Parish Council was unaware of the survey.
- Path leading to the allotments was there an update? The Chairman confirmed that a conversation
 had been had with Countryside who had insisted that further information was needed prior to
 commencing works relating to the BPA pipeline. It was hoped that improvements could be made in
 time that would be of benefit to all.
- ii. To receive issues on the footpath alongside the Golf Course from Pound Meadow to Sheepwash Bridge it was agreed that the Clerk should report the encroachment of leaves and undergrowth to SCC Rights of Way Officer.
- iii. To receive an update on the Highways issues raised following the Village Tour with Cllrs. Grimshaw & Quayle and County Cllr. Hopfensperger and a representative from SCC Highways the meeting noted the previously submitted report and that a number of actions were now in place and would be reviewed on a monthly basis. It was noted that issues relating to speed control and traffic volume counts had been referred for further investigation.
- iv. To receive a report on works to the current website from Cllr. Clark Ward it was noted that a working group had still to meet and that it would be asked to consider what was missing from the website; what was it supposed to achieve; how could it be improved and what should it represent?

1161. TO RECEIVE A REPORT FROM THE BURY SAFERNEIGHBOURHOOD TEAM -

i. There was nothing new to report from the SNT and as soon as the latest report was received it would be uploaded to the website.

1162. TO RECEIVE THE CLERK'S REPORT INC. FINANCIAL TRANSACTIONS

- i. To consider and approve payments as per the list in Financial Appendix A a number of cheques were presented for payment and approved by all present details of which can be seen at Appendix A
- ii. To receive the Bank Balances and Budget to Actual Statement Council noted bank balances stood at £7,789.62 to the end of February 2017 and that a number of payments had been made since the last meeting as detailed under the Financial Report. It was noted that all such payments had been approved at the last meeting and that approval for the cheques to be raised outside of the meeting had also been given. As the year end was fast approaching it was agreed that the Budget to Actual Statement was not necessary as year-end figures would be available prior to the end of April. The meeting noted the anticipated year-end bank balances and the likely reserve position. It was confirmed that this would be finalised once the year-end figures had been produced.
- iii. To consider further the indicative costs for the installation of a gate across the main access road off the A1101 it was noted that this was in abeyance until the Chairman had followed this up with the local farmer and Countryside Properties. Once the access issue and permission had been sorted then the track could be improved with a further discussion on entrance gates.
- iv. To consider further the costs involved with the purchase of the BT Telephone Box outside of the Village Hall for use as a base for a community defibrillator as outlined in a report from Cllrs. Braithwaite & Dawson it was noted that Community Heartbeat Trust was the only provider for the provision of a defibrillator to be installed in a Telephone Box kiosk. It was also noted that if a unit is to be installed in a kiosk it should be in a lockable cabinet which was a further £795. Indicative costs were in the region of £1800 £2000 but grants were available to help with purchase costs and ongoing maintenance costs.
- v. To consider costs involved in sowing wild flower seeds along Pigeon Lane it was noted that a local seed provider had indicated that 1 square metre would cost £180 which would be 1 kilo of seeds. Further research was to be undertaken and the meeting was informed that Countryside Properties had been asked for an ex-gratia payment. A response was still awaited but indicatively it had been ascertained that they might be prepared to assist with all or part of this project.
- vi. To consider costs involved in providing further lighting along Pigeon Lane and at Pound Meadow to be suspended until a meeting later in the year.
- vii. To consider costs involved in providing solar lighting along the pedestrian section of Pigeon Lane suspended until a meeting later in the year.
- viii. To note and approve the renewal of Landscape Maintenance Contract for 2017 in the sum of £118.07 per cut Council noted and approved the annual landscape maintenance contract with West Suffolk.
- ix. To consider the Council's Asset Register for the year ending 31st March 2017 Council noted and agreed the asset register as showing fixed assets to the value of £134,370.21 showing movement through the year in the sum of £4343.79, aif.
- x. To consider the Council's Financial Risk Assessment for the year ending 31st March 2017 Council noted and approved the Financial Risk Assessment for the year noting the inclusion of the Internal Control Review, aif.
- xi. To consider the General Risk Register for the year ending 31st March 2017 Council noted and approved the document and accepted the most recent Play Area Inspection Report which recommended that some items be monitored on a regular basis. It was reported that a resident had noticed that a couple of vents were missing on the Skatepark and had replaced them with stainless steel ones. It was agreed that Cllr. Purnell would contact the manufacturer for replacement or obtain vents that reflected the properties of those that had been removed. The Chairman made the meeting aware that the resident had been thanked for his work.
- xii. To consider and approve the scope of Internal Control and Internal Audit for the year ending 31st March 2017 Council considered the Internal Control Report as carried out by the Chairman since the last meeting and accepted the report as a true reflection of the control tests carried out. Council considered the scope of Internal Audit and considered it appropriate for a parish the size of Fornham All Saints.
- xiii. To consider the recommendation for the appointment of Mr Trevor Brown, CPFA as the Council's Internal Auditor for the year ending 31st March 2017 Council reviewed the scope of Internal Audit that would be carried out by Mr Brown and agreed it to be appropriate for a Parish the size of Fornham All Saints. Approval was given for the appointment of Mr Brown as the Council's Internal Auditor for the year ending 31st March 2017.

- xiv. To review the Council's Financial Regulations effective March 2017 Council reviewed the Council's Financial Regulations and found them to be compliant with current legislation with no amendments needed, aif.
- xv. To review the Council's Standing Orders effective March 2017 Council reviewed the Council's Standing Orders and found them to be complaint with current legislation with no amendments needed, aif.
- xvi. To confirm acceptance of NJC salary scales for all relevant staff for 2017-18 Council was in agreement that all staff should be awarded the new pay scale for 2017 2018 to be implemented as of 1 April 2017 with reference to NALC Circular E02-16
- xvii. To consider the request for financial assistance from the Fornham All Saints Computer Club Council was in agreement to award a donation of £200 to the Club under LGA1972 S137.

1163. BOROUGH COUNCIL MATTERS -

- To consider an update on Marham Park on both the current state of development and on the planned activities over the next months on behalf of Countryside Properties at this stage there was not a great deal to report. The Chairman confirmed that Mr Price from Countryside Properties had indicated that they would be looking to start footings on the 1st house in the Summer and that landscaping around the substation had now begun. It was confirmed that Marham Park was being developed by Countryside Properties/Bloor Homes/David Wilson Homes and that Charles Judson was now the Planning Officer responsible for this development. House-building scheduled to start in Summer 2017.
- ii. West Suffolk Public Space Protection Orders (PSPOs) Fornham All Saints Council considered and agreed that it would accept the proposal to include the play area in the Borough's schedule of dog excluded sites and that it would also accept the cost of appropriate signage to be installed at the price of £100, aif.
- iii. To receive an update on the Town and Parish Liaison Meeting of 13th March 2017 the Chairman provided the following update on matters that had been discussed at the meeting and that are not covered elsewhere in the agenda:
- Vision 2031 Development Areas Abbots Vale (Bury South): being developed by Hopkins Homes Pigeon Developments. Planning application approved, and will be finalised as soon as all S106 agreements have been signed. Westley: some discussions with BSE Planning (after an earlier developer pulled out), but all at an early stage. Because of its small scale, this development will be the most difficult to bring forward. Bury North East: being developed by Berkeley Homes. Planning application will be submitted before the year-end. Requires the stopping-up of a railway foot crossing, and the construction of a new footbridge and the opening-up of an existing underpass, for which a Transport & Works Order (TWO) will be required. These will all be funded by Berkeley. Moreton Hall: being developed by Taylor Wimpey. Phase 1 already approved, with show home open. Planning application (detailed) for Phase 2 to be submitted before end-March 2017. SEBC requires changes to Phase 2 plans?
- Suffolk Business Park: Planning application to be submitted by end-April 2017. Completion of Eastern Relief Road (ERR) scheduled for September 2017
- Traffic Infrastructure Developments Five locations to have major works completed by March 2018: Tollgate Gyratory: funding obtained for the enhanced scheme (turning the present layout into a conventional crossroads, with an avoiding slip road for FSM- BSE direct traffic). SCC must have found additional funding to "top up" the S106 funding (£245,000) agreed with Countryside Properties. Spread Eagle Jct. Traffic Lights: new LED lights, amended timings and light positions. Parkway- Cullum Road Mini-Roundabouts: to be replaced by a single roundabout. Tayfen Road- Out Northgate Station Hill Triangle: new right-turn lane for inbound traffic at Out Northgate- Station Hill junction. Three-way split at the Northgate roundabout for inbound traffic. Traffic lights controlling the junction between Station Hill and Tayfen Road. "Toucan" crossing at Northgate roundabout, to allow easier pedestrian access from Out Northgate to town centre. Newmarket Road "Ghost" Lane: to allow right-turn from Newmarket Road into Oliver Road, without disrupting traffic travelling directly towards Western Way.

1164. SUFFOLK COUNTY COUNCIL MATTERS:

i. To receive a report on the meeting held with the Area Representative from SCC Highways Department, County Cllr. Hopfensperger and Cllrs. Grimshaw and Quayle – it was agreed that this had been covered elsewhere in the agenda and that the Parish Council would continue to monitor those actions assigned to it.

- ii. Lark Valley Path there was nothing new to report.
- iii. To consider issues relating to the Newmarket Road Railway Bridge re-building in Bury St Edmunds and the impact on residents of Fornham All Saints the meeting was provided with an update earlier in the meeting from Cllr. Hopfensperger and the Clerk would provide further details once known following the site meeting held earlier that day.

1165. PLANNING MATTERS

properties.

- i. To consider the information provided by West Suffolk Principal Planning Officer on Neighbourhood Plans and to discuss the way forward due to the length of the agenda this matter was deferred until the next full Parish Council Meeting.
- ii. The following planning applications were considered by the Council:
 - DC/17/0340/HH Householder Planning Application Double Garage to side of existing single garage @ 45 Pigeon Lane
 Council agreed to support this application as having little or no impact on neighbouring
 - DC/17/0414/TCA Trees in a Conservation Area Notification i) T1 T2 Conifers fell ii) T3
 Beech raise canopy by 5 metres and thin crown by 20% iii) T4 Beech raise canopy by 5
 metres iv) T5 Cherry crown reduction by 30% v) G1 Birch trees crown reduction by 30%
 @ Church End, Aldridge Lane
 - Council agreed to support this application.
 - DC/17/0029/OUT Outline Planning Application (all matters reserved) 4 No. dwellings @ Little Moseleys, The Green, Fornham All Saints
 Council agreed to object to this application on the grounds that it was outside of the BUAB; safety issues for pedestrian users as no footpath; safety issue of increased use of entrance with poor visibility and outside of 30mph zone and impact on residential properties.
 - DC/17/0330/FUL Change of use of green keepers facilities (barn and portacabin) to builders yard @ Barn, Pigeon Lane, Fornham All Saints

 The Council agreed to object to the proposed use of this site as being unsuitable for the following reasons: location is outside of the settlement boundary; application is inappropriate to the area in which it is situated Pigeon Lane is a residential area with the southern half a ribbon development; Pigeon Lane is too narrow to allow commercial vehicles to pass in a manner which is safe for all users of the public highway; Pigeon Lane exits onto the B1106 on an 'S' bend in the centre of the village with poor visibility commercial vehicles will have difficulty in existing the lane especially in peak times; impact of commercial development on an area which is associated with wildlife and the general enjoyment of the environment by not only residents of Pigeon Lane but also residents of the village itself.
 - DC/17/0377/HH Householder Planning Application Single storey rear extension (revised scheme of DC/15/1777/HH) @ 3 Pigeon Lane Fornham All Saints
 The Council could find no reasons to object to this application and found it to be appropriate to the host dwelling and would cause no harm to neighbouring properties.
 - DC/17/0430/VAR Variation Application to vary Condition 1 of Reserved Matters approval DC/15/2440/RM to permit minor amendments to the approved design of electricity substation located in Landscape Parcel P (substation 1) and associated amendments to the approved soft landscaping within Landscape Parcel P @ land North West of Bury, Tut Hill Council had no objections to make to this application.
 - DC/16/2837/RM re-consultation in respect of a planning proposal Reserved Matters Application - submission of details under Planning Permission DC/13/0932/HYB - the means of access, appearance, landscaping, layout and scale for Parcels G and H @ Marham Park, Tut Hill
 - The Council noted that some changes had been incorporated within the resubmission: lighting; size of internal garages to conform to Suffolk Parking Standards. However it still felt that the density for the overall development was inappropriate to that of an area abutting open Countryside.
 - DC/16/2658/RM re-consultation in respect of a planning proposal Reserved Matters Application - submission of details under outline planning permission DC/13/0932/HYB- the means of access, appearance, landscaping, layout and scale for 132 residential units and associated accesses, landscaping, open space and infrastructure works

The Council noted that although some of the issues previously raised have been addressed: inclusion of additional car parking spaces some on plot and some as on-street visitor spaces; allocation of car parking spaces for apartments; increase in width of some garages with revised internal dimensions of at least 3m by 7m; it still has a concern that the overall density, even allowing for the reduction to the maximum density from 135 to 132 (an increase of 6 as opposed to 9); is inappropriate for a site that is situated on the edge of an urban development.

- DC/17/0270/FUL Application for conversion of existing agricultural barn into offices (B1) and a coffee shop (A3) @ Storage Barn, Moselys Farm Business Park, The Green Council had no comment to make on this application but requested that Highways be consulted on the proposal for additional vehicles to use the existing entrance given its location outside of the 30mph zone and the poor sight lines for those leaving the village.
- DC/17/0477/TCA Trees in a Conservation Area Notification 2 No conifers (1 and 2 on plan) fell @ 2 Dairy Drive
 Council agreed to Support this application.
- iii. Council was informed of the following decisions as determined by the Borough Council:
 - Permission for tree works @ Owlsden, The Green
 - Permission for tree works @ 30 Pound Meadow
 - Permission for single storey rear extension @ 14 Pigeon Lane
 - Dismissal of appeal for change of use of a redundant barn to residential use @ Barn, Pigeon Lane
 - Request for an EIA Screening Opinion under Regulation 5(1) of the Environmental Impact Assessment Regulations 2011 on the matter of – Proposed West Suffolk Operational Hub – notification only

1166. 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. To note and consider proposals under the 2018 Parliamentary Boundary Review Eastern Region Council noted that the Eastern region comprises the counties of Bedfordshire, Cambridgeshire, Hertfordshire, Essex, Norfolk and Suffolk and that these counties are covered by a mixture of district councils, county councils and unitary authorities. It was further noted that given the size of the electorate it supported the view that there was no advantage in grouping Suffolk with any other county and that the proposal was to construct seven constituencies within its county boundary.
- 1167. DATE OF NEXT MEETINGS: Additional Planning Meeting on 18th April 2017; Annual Parish Meeting on 16th May commencing at 7.00pm; followed by the Annual Parish Council Meeting on 16th May 2017.

There being no other business the Chairman declared the meeting closed at 10.32pm.

		Nett	VAT	Gross	Power Used
urrent A	Account - movement since the last meeting				
361	St Edmundsbury Newstalk	150.00		150.00	
362	West Suffolk CAB	100.00		100.00	
363	FAS Community Council	280.00		280.00	
364	FAS Village Hall	280.00		280.00	
365	Suffolk Wildlife Trust	38.00		38.00	
366-386	S137 Cheque Payments – see Appendix B	3750.00		3750.00) LGA 1972 s137
	Sub Total Paid out			£4,598.00	
387	Account – cheques to be drawn FAS Parish Hall – Hire of Village Hall	52.00		52.00	LGA 1972 s133
		52.00		52.00	LGA 1972 s133
388	V Waples – Salary	654.48		654.48	LGA 1972 s112 (2)
389	V Waples – Expenses	60.58		60.58	LGA 1972 s111
390	M Guest – Litter Picker	339.48		339.48	Open spaces Act 1906 s9 & 10
391	HMRC – PAYE due	448.65		448.65	Income & Corp Taxes
392	SALC – Training	180.00		180.00	LGA 1972 s111
393	FAS Computer Club	200.00		200.00	LGA 1972 s137
	Total Due			£1,935.19	
ncome r	eceived since the last meeting			T	
	Dividend Interest	0.14		0.14	
	Total Income Received			£0.14	

Bank Balances		
Current account (as at 28.02.17)	£232.53	
Deposit account (as at 01.03.17)	£13,802.28	
Sub Total	£14,034.81	
Less invoices due for payment	£1,935.19	
Less outstanding cheques	£4,310.00	
Plus unaccredited lodgements		
Bank Balance	£7,789.62	
General Reserves:	£3,699.62	
Earmarked Reserves:		
Repairs to play equipment	2,000.00	
Churchwall repairs	1,000.00	
Allotment maintenance	850.00	
Newsletter Account	240.00	
	£4,090.00	

Newsletter Account – movement through the account and cheques due for payment

	Drawn since the last meeting			
96	P& S Brooklyn – Feb/Mar Production	150.00	150.00	LGA 1972 s142
97	Community Workshop Ltd	156.08	156.08	LGA 1972 s142
	Total Due		£306.08	
	Cheques to be drawn		NIL	
	Bank Balance		£651.91	
	Less outstanding cheques		£150.00	
	Balances		£501.91	

Appendix B - Section 137 Payments as listed above

, .pp				
366	FAS WI	200.00	200.00	LGA 1972 s137
367	Samaritans Bury St Edmunds Branch	100.00	100.00	LGA 1972 s137
368	Over 60s Club	200.00	200.00	LGA 1972 s137
369	Fornham Rainbow Pack	250.00	250.00	LGA 1972 s137
370	Avenues Group	100.00	100.00	LGA 1972 s137
371	Suffolk Family Carers	100.00	100.00	LGA 1972 s137
372	Marie Curie	150.00	150.00	LGA 1972 s137
373	Macmillan Cancer Support	150.00	150.00	LGA 1972 s137
374	Vitalise	150.00	150.00	LGA 1972 s137
375	Age UK Suffolk	150.00	150.00	LGA 1972 s137
376	Cancer Research UK	150.00	150.00	LGA 1972 s137
377	West Suffolk Vol. Association for the Blind	200.00	200.00	LGA 1972 s137
378	EACH	200.00	200.00	LGA 1972 s137
379	St Nicholas Hospice	200.00	200.00	LGA 1972 s137
380	CLIC Sargent	200.00	200.00	LGA 1972 s137
381	Suffolk Accident Rescue Service	200.00	200.00	LGA 1972 s137
382	MAGPAS	200.00	200.00	LGA 1972 s137
383	St John's Ambulance	300.00	300.00	LGA 1972 s137
384	Bury St Edmunds Trout Club	250.00	250.00	LGA 1972 s137
385	East Anglian Air Ambulance	200.00	200.00	LGA 1972 s137
386	Fresh Start – New Beginnings	100.00	100.00	LGA 1972 s137
	Sub Total Paid out		£3,750.00	