

## **FORNHAM ALL SAINTS PARISH COUNCIL**

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 15<sup>th</sup> November 2016 at 7.30pm in Fornham All Saints Village Hall.

### **Members Present:**

**Mr Howard Quayle – Chairman**

**Mr Paul Purnell**

**Mr Bernard Grimshaw**

**Mrs Enid Gathercole**

**Ms Liz Hodder**

**Mrs L Dawson**

**With Mrs Victoria Waples (Clerk), 5 members of the public and 3 Representatives from David Wilson Homes.**

1108. 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.*
1109. APOLOGIES FOR ABSENCE
- i. Cllrs. Braithwaite and Clark-Ward had submitted their apologies due to personal commitments.
  - ii. Council consented to accept these apologies.
1110. 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.
  - 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.
1111. MINUTES – approval of the minutes from the Parish Council Meeting of 20<sup>th</sup> September 2016, with an amendment to the date of the next meeting, were agreed by all and signed by the Chairman as true and accurate records.
1112. REPORTS ON PARISH COUNCIL MATTERS RELATING TO PORTFOLIOS HELD & in particular –
- i. To consider outstanding matters raised with Highways during the past few months: the Clerk reported that she had asked Highways to restore the paved area between The Three Kings Pub and the mini-roundabouts as damaged by the contractor's vehicles working on the mini roundabouts but they had commented that it was their understanding that the oil stains and surfacing material left in the layby had been cleared away. It was also agreed that the Council should remind Highways of the promise to clean the slot drains on Tut Hill on an 8 weekly cycle as promised and not the current 12 weeks. Whilst further works had been noted it was agreed that due to the significant list of outstanding matters the Council would continue to push for site meetings with Highways and the Borough Councillor to try and resolve these issues.
  - ii. To consider the latest Traffic Report - Cllr. Grimshaw reported that there were still a number of issues upon which advice/liaison was required and that the Parish Council should be supported or given reasons as to why this support was not forthcoming. He presented his traffic survey report and confirmed that the road-works over the last 6 months had reduced the flow of traffic through the village. Council was in agreement that once Newmarket Road Bridge in Bury St Edmunds was closed for work in the New Year for a nine week period, this would impact upon Tut Hill and Mildenhall Road which would be reflected in the statistics to be collected.
  - iii. To consider setting up a working group to take the website forward – this was still to be set-up.
  - iv. To receive a report on matters relating to Asset Management – it was confirmed that the benches outside the Village Hall were still to be worked upon and that the play area fencing being fully completed was working fine.
  - v. Cleaning of War Memorial – the meeting asked that its official thanks be recorded to Andrew Waldock for the cleaning of the War Memorial prior to Remembrance Day.

So signed by the Chairman at a meeting of 17<sup>th</sup> January 2017

1113. TO RECEIVE REPORTS FROM THE COUNTY AND BOROUGH COUNCILLOR – unfortunately due to personal circumstances Councillor Hopfensperger had been unable to attend the meeting but had promised that a report would be issued and it was agreed that this should be appended to the formal minutes.
1114. TO RECEIVE A REPORT FROM THE BURY SAFERNEIGHBOURHOOD TEAM – nothing new had been received from the SNT.
1115. PUBLIC FORUM – *to note the closure of the meeting to allow the following session to take place*
- i. to receive the following issues raised by the Public present:
 

Representative from David Wilson Homes, who were currently preparing reserved matters proposals for up to 200 new homes on parcels I, K and L at Marham Park, Fornham All Saints, Bury St Edmunds were invited to submit a brief presentation on their proposals. The site is identified in the Vision 2031 document for Bury St Edmunds as the North West Bury St Edmunds expansion, adopted by St Edmundsbury Borough Council in December 2013 with the wider site being promoted for development by Countryside Properties, with outline planning permission for 991 new homes having already been granted. It was confirmed that David Wilson Homes had purchased the three parcels of land and had submitted details to the Borough Council with a request for a meeting to discuss further. It was hoped that a planning application for reserved matters would be submitted prior to Christmas. This application would cover details of properties to be built, with the responsibility for infrastructure still resting with Countryside Properties. Master plans were produced and it was confirmed that there would be a mix of units of 1, 2, 3, 4 and 5 bedroom properties of which 35% would be affordable and would be spread across the 3 parcels. It was also mentioned that parking requirements and details of open spaces would also be included within the planning applications to be submitted.

It was confirmed that there would be a consultation event on Monday 21<sup>st</sup> November at Fornham All Saints Village Hall for residents and invitations had been sent out to local residents.
  - ii. To receive questions and issues relating to Item i)
    - o The design of the houses was confirmed as being similar and was in line with the structure of parcels in the Masterplan
    - o Expected that the service parcels would be completed by July 2017 and that commencement on site would possible be before that in May.
    - o As per the NPPF and Borough's guidelines there would be affordable housing on the site which would be owned by a Local Housing Association and rented to those on the housing list – 70% would be rented and 30% would be shared ownership.
    - o It was understood that the link road would be completed on the completion of the 151<sup>st</sup> house being built. It was expected that 40-50 houses would come forth on an annual basis and that the link road could be completed within 2 years
    - o It was confirmed that parking requirements would be in line with Suffolk standards – 454 spaces required for this phase with 456 being provided for 200 houses
    - o Times for marketing were confirmed to be early May+ 2017
    - o Encouragement of use of other modes of transport than the car were part of an overarching agreement on the development site and it would be down to Countryside Properties to provide details
    - o Whilst market forces would look to Cambridge for marketing purposes there would also be marketing in and around Bury St Edmunds
    - o It was believed that the name Marham Park was in honour of a local wool merchant – Thomas Marham
    - o Further to the discussion held at the last meeting with regards to the imbalance of the provision of health care and the infrastructure constraints – a further letter was noted from a member of the Public regarding the inability to access doctor's surgeries and costs associated with travel to such surgeries – it was agreed that there was an issue of access to Health Care in the Fornhams. Discussion followed and whilst it was noted that a GP could perhaps be provided on a peripatetic basis and/or perhaps a satellite surgery could be funded by the new development there were no immediate plans for health care provision within the Fornhams. It was further discussed as to the avenues that might be explored for future provision of health care facilities in the area in general and it was confirmed that the Clinical Commissioning

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- Group believes that the new development should result in an additional funding for 1.6 GPs to be linked to Victoria Surgery, Bury St Edmunds.
- o A member of the public agreed to ascertain the likelihood of whether a satellite surgery could be sited on the Marham Park site and report back to the Parish Council.
- ii. To receive questions and issues relating to the village:
  - o When questioned it was confirmed that the planning application for Gaughton Park was passed by Delegation Panel and that once released the conditions would be available to view on the Borough Council's website
  - o As the blackberry bushes along the pedestrian section on Pigeon Lane had been pulled up, could wild flower seeds be sown in their place. It was noted that whilst Countryside Properties was responsible for the replanting of this area, the Parish Council was in agreement that it would consider at a later meeting the possibility of sowing, at the appropriate time, such seeds.
  - o Could lighting eg solar lighting be installed along the pedestrian section of Pigeon Lane?
  - o Could such lighting or further lighting be installed along Pigeon Lane and Pound Meadow?

1116. TO RECEIVE THE CLERK'S REPORT INC. FINANCIAL TRANSACTIONS

- 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.
- ii. To receive the bank balances and budget to actual statement – Council noted the bank balances stood at £14,801.96. The Budget to Actual statement for the Quarter ending 30<sup>th</sup> November 2016 was presented and noted by all. It was acknowledged that Council was over budget only due to the costs associated with the fencing around the Play Equipment on the Recreational Ground and necessary repairs to the Play Equipment itself. Council was also in agreement for the transfer of the budget expenditure of £900 to the Newsletter Account to cover the production costs of the Village Newsletter – Village Voice, aif. It was also agreed by all that the Council, being a Transparency Code Council, would submit a claim against the Transparency Fund for the Clerk's hours to date spent on ensuring the Council was compliant with the requirements of the Transparency Code Regulations for Smaller Authorities, aif.
- iii. To consider the costs involved in the erection of village gateway signs – it was noted that this matter was still no further forward and that details on costs and designs from SCC's Highways Department were still awaited.
- iv. To consider the indicative costs for the installation of a gate across the main access road off the A1101 – this was in abeyance until the Chairman had had a chance to discuss this further with A.C. Browne's who rent the Charity Land.
- v. To consider further the costs involved with and the feasibility of the purchase of the BT Telephone Box outside of the Village Hall for use as a base for a community defibrillator – it was agreed to suspend this item until Cllr. Braithwaite had submitted her report on the feasibility of such a project as issues were raised over use; responsibility and training.
- vi. To consider and approve the change of hosting of the Parish website from onesuffolk to Suffolk Cloud at a cost of £100 per annum – formal approval was given for the transfer with Council noting that the annual cost may be able to be reclaimed from the Transparency Fund.
- vii. To receive and consider the Internal Control Review as per the Report submitted by the Chairman – the report was submitted and noted by Council and the Chairman confirmed that the controls were in place to show that Council was operating in compliance with current regulations.
- viii. To receive and consider the Clerk's Annual Appraisal and the recommendations contained within the report as submitted by the Chairman – Council were in agreement that the appraisal should be accepted and that the Clerk should be awarded an incremental point on the NJC Salary Scale. The new payscale for the Clerk would now be LC1 SCP22
- ix. To consider and review the following Policies: Protocol for Recording; Complaints Policy; Grant Awarding Policy; Media Policy; Expenses Reimbursement Policy; Grievance and Procedure Policy; Health and Safety Policy; Training Policy and Dispensation Policy – Council reviewed the previously circulated documents and agreed that the revisions should stand and the review dates implemented, aif.
- x. To consider and adopt the following Policies: Data Protection Policy; Documents and Retention Policy and Risk Management Strategy – Council agreed to adopt the previously circulated documents, aif
- xi. To consider the 1<sup>st</sup> Draft of the previously circulated Budget Paper for the year 2017 – 2018 – Council considered the first draft and with a couple of amendments agreed that the 1<sup>st</sup> draft be amended to show a budget of £21,066 for the year. It was proposed and agreed that the Council

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- was therefore minded to set a precept in the sum of £20,006 which would be finalised in January, aif. It was noted that should such a precept be levied it would result in an increase of 13.70% or £7.67 per annum on a Band D property. Council noted that it was still to receive a decision from the Government with regards to Automatic Precept Referendums and the level to be set
- xii. Suffolk Rural Fund – details of the funds available were circulated to all. It was agreed that once the Computer Club was more advanced an application for funds would be submitted. It was also noted that the Village Hall had submitted an application to RIGS for works required.

1117. BOROUGH COUNCIL MATTERS –

- i. To consider an update on the Bury North West Development – Council was made aware of an email received from Countryside Properties which covered the following points:
- Aiming to complete roundabout on Mildenhall Road before Christmas
  - Foul sewer coming up Mildenhall Road from Pigeon Lane January/ February
  - Installing other services in Mildenhall Road, working hard with Utility company's and Breheny our civil engineer contractors to coordinate and minimize disruption while work proceeds in a safe manner .
  - Landscaping to roundabout and Mildenhall Road edge starting in New Year.
  - Sound fencing around the Industrial site starting in New Year, Herras fencing around the site largely complete.

It was noted that the link road was the boundary and as such there would be no S106 monies applicable to Fornham All Saints for works to the mini-roundabouts or upgrading at this section. S106 monies would only be available for infrastructure/structures for those interfacing with the development.

The Chairman agreed to raise this issue with Countryside Properties and the Borough. It was also noted that there was still nothing to report on the Tollgate Gyratory.

- ii. To consider an update on the Residents Group Liaison Meeting held on 31 October to discuss development at Marham Park with the developer (CPPLC) and local residents/residents' associations – the following points were noted:
- CPPLC stated that buying the land had taken longer than anticipated. Forecast is for 991-1070 homes on the site.
  - Archaeological investigation has taken longer than forecast. Soil, drainage, and access investigations all completed.
  - Roundabout on A1101 (Mildenhall Road) started, and due for completion by December. Roundabout surfacing planned for night, to avoid road closure. Will form lower end of Link Road. Foul sewer works planned for after Christmas.
  - Formation of Link Road created on Tut Hill, adjacent to nine-hole golf course. Done to provide UK Power Networks with line of road for accurate location of utilities (Electric and gas).
  - Link Road would be 100% completed by the time that the 150<sup>th</sup> house had been completed
  - Re the possible closure of Tut Hill to vehicular traffic, CPPLC have agreed S106 developer contributions for legal fees, design fees, etc. These will not be increased if further design, etc. changes are made. Working with SCC Planning Obligations Manager.
  - Design of junction between Link Road (golf course end) and existing B1106 Tut Hill designed to facilitate any closure, and also to make it less desirable for through traffic to use Tut Hill if closure does not go ahead.
  - David Wilson Homes have now bought land parcels I,K, and L from Countryside Properties at Marham Park. Construction is expected to start in May 2017, on 180-200 new homes.
  - When the Newmarket Road (A1302) railway bridge is closed for nine weeks in spring 2017, contractor deliveries to the site may be made after 9.00am and before 5.00pm, to avoid adding to the forecast traffic congestion.
  - The primary construction programme for Marham Park will be in the hands of one contractor.
  - There will be a full-time CPPLC manager on-site throughout the whole period of the Marham Park development.
  - Medical services: possibility of a GP (not full-time) on the Howard Estate by 2020.
  - Link from Marham Park to Clay Road being constructed as pedestrian-only. Could be widened for buses at a later stage.
  - Marham Park web site will be main communication tool:  
<http://marhampark.com/>

- o CPPLC will supply fliers three times a year, with update news, to be inserted into Village Voice.
1118. SUFFOLK COUNTY COUNCIL MATTERS:
- i. Lark Valley Path – it was noted that a member of the River Lark Catchment Partnership was prepared to assist with help in clearing the section of the River Lark that passed through FAS. It was agreed that this would be deferred until the Spring and that further information would be sourced on the works required. It was reported that a ditching team had carried out works to the ditch opposite Larks Gate that bordered the Golf Club.
  - ii. To receive an update on the Programme for the Organising of Community Action on the River Lark - the Chairman provided the meeting with an update on the outreach exercise for the River Lark Catchment Partnership proposed for 2017 as per an email that he had received. It was agreed that the Council would implement the following action plan:
    - write a short article for the Dec/Jan Village Voice on this topic, so that villagers know what's going on, and asking for support on this project.
    - arrange a separate meeting, to allow the River Lark Catchment Partnership to introduce themselves and to explain what work, improvements, etc. are needed along our length of the Lark. It was agreed that this ought to be done in liaison with the Lark Valley Association and should be at a public meeting – anticipated to be a Saturday morning in February 2017.
    - follow-up with a visit of councillors, volunteers, etc. to the West Stow stretch of the Lark, so that the Trout Club can show us the work that they've carried out.
1119. PLANNING MATTERS
- i. To consider the information provided by West Suffolk Principal Planning Officer on Neighbourhood Plans and to discuss the way forward – Council was disappointed that due to staff shortages there was no one available from St Edmundsbury to discuss this matter with the Council as a whole. The previously circulated documents provided by the Borough were of interest but Council felt that it needed a meeting to discuss this further ideally with another parish of a similar size and status. It was agreed that in the first instance the Clerk would ask for an informal meeting with the Officer and a Working Group to discuss how best to proceed.
  - ii. There were no planning applications for consideration. Council was informed of a number of applications for works to trees in a conservation area that had been submitted since the last meeting.
  - iii. Council was informed of the following decisions as determined by the Borough Council:
    - Permission for tree works at Acer Lodge, The Street
    - Listed Building Consent for works at Cleves Cottage, 24 Hengrave Road
    - Permission for tree works at Valentine House, The Street
    - Listed Building Consent for works at Old Rectory, The Green
    - Planning Permission for works at Fur House, rectory Meadow
    - Permission for tree works at Twitchetts End, Hengrave Road
    - Outline Planning Permission for (Means of Access/ /Layout/Scale to be considered) - 3no. dwellings (with detached garages) following demolition of existing dwelling @ Gaughton House, The Green
    - Permission for works to trees at 10 Chestnut Close
1120. 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.
1121. DATE OF NEXT MEETING: Parish Council Meeting on 17<sup>th</sup> January 2017 commencing at 7.30pm. Council to convene at 6.45pm for a short training session on Budgeting for Councils

There being no other business the Chairman declared the meeting closed at 9.52pm.

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**Current Account – cheques to be drawn**

345	FAS Parish Hall – Hire of Village Hall			16.00	LGA 1972 s133
346	CAS – Insurnace – fencing addition			29.23	LGA 1972 s151
347	V Waples – Salary			608.00	LGA 1972 s112 (2)
348	V Waples – Expenses			137.13	LGA 1972 s111
349	M Guest – Litter Picker			339.48	Open spaces Act 1906 s 9 & 10
350	St Edmundsbury – Grass Cutting	944.56	188.91	1133.47	Open Spaces Act 1906 s 9 & 10
	<b>Total Due</b>			<b>£2263.31</b>	

**Income received since the last meeting**

	Interest – April			4.99	
	<b>Total Income Received</b>			<b>£4.99</b>	

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

	<b>Bank Balances</b>				
	Current account (as at 31.10.16)			£221.06	
	Deposit account (as at 01.11.16)			£17,526.45	
	Sub Total			<b>£17,747.51</b>	
	<b>Less invoices due for payment</b>			<b>£2,263.31</b>	
	<b>Less outstanding cheques</b>			<b>£682.24</b>	
	<b>Plus unaccredited lodgements</b>				
	<b>Bank Balance</b>			<b>£14,801.96</b>	
	General Reserves:			£11,698.07	
	Earmarked Reserves:				
	Repairs to play equipment			1,500.00	
	Churchwall repairs			1,000.00	
	Allotment maintenance			500.00	
	Newsletter Account			103.89	
				<b>£3,103.89</b>	

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

	Drawn since the last meeting				
92	P& S Brooklyn – Oct/Nov Production			194.99	LGA 1972 s142
93	Community Workshop – Oct/Nov Printing			126.86	LGA 1972 s142
	<b>Total Due</b>			<b>£321.85</b>	
	<b>Bank Balance</b>			<b>£425.74</b>	
	Less outstanding cheques			£321.85	
	<b>Balances</b>			<b>£103.89</b>	