

## **FORNHAM ALL SAINTS PARISH COUNCIL**

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 20<sup>th</sup> September 2016 at 6.30pm in Fornham All Saints Village Hall.

### **Members Present:**

**Mr Howard Quayle – Chairman**

**Mr Gary Clark-Ward**

**Mr Paul Purnell**

**Mr Bernard Grimshaw**

**Mrs Enid Gathercole**

**Ms Liz Hodder**

**With Mrs Victoria Waples (Clerk), County and Borough Councillor Rebecca Hopfensperger in attendance and 9 members of the public.**

1092. 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.*
1093. APOLOGIES FOR ABSENCE
- i. Cllr. Braithwaite had submitted her apologies due to work commitments.
  - ii. Council consented to accept these apologies.
1094. DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST
- i. Cllr. Hodder declared a Pecuniary Interest for an item on the Planning part of the Agenda and 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.
1095. MINUTES – approval of the minutes from the Annual Parish Council Meeting of 19<sup>th</sup> July 2016 were agreed by all and signed by the Chairman as true and accurate records.
1096. TO FILL VACANCY BY CO-OPTION – one application had been received for the position vacant since the election. With reference to Schedule 12, para 79 of the LGA 1972, Lavina Dawson was proposed for the vacancy. It was unanimously agreed to co-opt Mrs Dawson to the Council, aif. Following the signing of her Declaration of Acceptance of Office, Councillor Dawson was invited to join the councillors at the table.
1097. REPORTS ON PARISH COUNCIL MATTERS –
- i. To consider outstanding matters raised with Highways during the past few months: the Chairman reported that the leak in the road at the roundabout had now been fixed by Anglian Water. It was also mentioned that Highways had still not restored the paved area between The Three Kings Pub and the mini-roundabouts as damaged by the contractor's vehicles working on the mini roundabouts. The Clerk was asked to request Highways to carry out this work as soon as possible. Council noted that the street lights in Pound Meadow had been replaced with new LED lights and that a new square green post had been erected in one corner of The Green. It was agreed that this appeared to be an indicator post for utilities and that the Council should monitor this matter.
  - ii. To consider the latest Traffic Report - Cllr. Grimshaw presented his traffic survey report and confirmed that such reports would be used to generate a chart to reflect traffic volumes. Such data would allow the Parish Council to provide statistics to show the average number of vehicles per hours during certain points of the day as evidence for further appropriate traffic calming measures. It was agreed that such reports would be provided on a six monthly basis unless the data warranted otherwise. It was also confirmed that the Police were now taken an active interest in the speeds being recorded and were carrying out speed checks on a more regular basis. The

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Council was in agreement that once the post was filled, it would need to liaise more closely with the new Traffic Area Highways Technician to discuss the way forward.

- iii. To consider the following issues at the Allotments – Council noted that following a recent inspection by Anglian Water, a report had now been received of an infringement of the Water Supply (Water Fittings) Regulations and the requirement for the installation of appropriate backflow protection. It was confirmed that this related to one tap which had been changed by persons unknown. Council was in agreement that the tap should be changed to ensure compliance.
- iv. Church Wall & Church Wall Garden – it was confirmed that further work had been carried out and that further parts had been repaired and that works had also been carried out to clear the back wall. The PCC had been advised to spray the ivy to keep it at bay. It was also confirmed that a working party would meet on 8<sup>th</sup> October to carry out works to the garden in front of the Church Wall.

1098. 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:

- New street lights in Pound Meadow were part of the Borough wide requirement to upgrade its lighting stock to LEDs.
- Area Highways Managers – central area technicians will now be in post to cover functions as opposed to areas e.g. drainage; design etc. The role of Area and Assistant Area Managers would however be retained. It was confirmed that for the time being Hen Abbot would still be carrying out site visits and she was in agreement with the request to arrange a site visit with Guy Smith to sort out the backlog of agreed works.
- Cleaning of crossing points in the village – this order had now been raised
- Pedestrian crossings / shared spaces – she confirmed that estimated prices for a shared space crossing; narrowing of the road, repeater signs, buffed raised advance warning signs all cost in the region of £4k with a pedestrian crossing in the region of £20k. She agreed to investigate costs further along with appropriate funding streams.
- Drainage on Tut Hill – all outstanding works including the cleaning of the slot drains had now been ordered.
- Devolution – the public consultation had now closed. At the same time a Mori Poll had been undertaken within Suffolk and Norfolk with results indicating that 50% + agreed with the proposal for a directly elected mayor. She confirmed that towards the end of October/beginning of November there would be the 2<sup>nd</sup> stage of voting for all Council in Suffolk and Norfolk to ask that orders been laid before the government to put devolution in place. If either of Norfolk or Suffolk County Councils do not vote the deal through then it will be deemed to have failed
- She was arranging a meeting with Highways and the Cabinet Member regarding the traffic implications for the WSOH as it was felt that the impact was still to be assessed.
- Tollgate Gyratory – there was no official update but cameras had been placed and a survey was expected to commence later in September.
- Locality Budget – she was pleased to have given £1500 to the Computer Club for equipment.

1099. TO RECEIVE A REPORT FROM THE BURY SAFERNEIGHBOURHOOD TEAM – nothing new had been received from the SNT.

1100. 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:
  - Works to install the offsite Foul and Surface water sewers is ongoing in Mildenhall Road and in the footpath opposite. There has been a slight delay while the water company fixed a leak in the road which was not associated with the development work, they had traffic lights out this week and last.
  - works have now started on the roundabout at Mildenhall Road forming the access to the new development and traffic management (lights) will be in place until March 2017 in order to create a

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safe working space for site staff, our contractor will be looking to remove the traffic lights whenever it can be shown that they are unnecessary.

- extension of various other utilities to serve the development and this will be taking place until March 2017, there is likely to be intermittent traffic management in place to facilitate these works during this time along Mildenhall Road.

- Contractor (Breheny) will be looking to coordinate all the work above to minimise disruption in the area while getting the work completed as quickly as possible.

- Currently the construction of the houses is planned to start in spring 2017.

- Archaeology work on the site is almost complete, the Suffolk Archaeology Trust held an open day on the site on Saturday 17<sup>th</sup> September where nearly 400 people attended. The trust has found some interesting archaeology during their work. This is being reviewed and signed off by the Country Council Archaeologist and then by the planning officers at St Eds Borough Council.

- In terms of resident liaison there are three groups that require regular updates- the Parish Council, Howard Residents Estate and the Mildenhall Road Residents Association. To ensure all are regularly updated on a coordinated and fair basis a specific liaison group will be created consisting of the three groups and anyone interested can of course attend. In addition to this there will be a quarterly newsletter distributed to all residents summarising the programme for construction, a general update and any other information.

Council was in agreement that the quarterly newsletter should also be uploaded onto the website and reference made to the above in the next newsletter along with a statement relating to Tut Hill and the statutory process to be followed for the closure of this road. It was also agreed that the Council should ask Countryside Properties to fund information boards on the Archaeological Finds from the site.

- ii. To note the temporary closure of Public Right of Way Fornham All Saints RB2 (part) from the A1101 to the pumping station to enable Anglian Water to install foul water drainage – Council noted the period for the temporary closure.
- iii. Street Naming and Numbering for the development of 126 new dwellings on 3 new streets at Land north West of Bury – Council was in agreement that the three street names should be Sheering Street; Spinning Lane and Merchant Avenue as it was felt that these were more in keeping with an area bordering a rural village, aif.
- iv. WSOH - as a site had now been identified it was noted by the meeting that the Borough had initially felt that only those nearest to the site will be part of the Community Liaison Group. It was confirmed that the Chairman of Great Barton had requested and had been given agreement that all three Parishes, FAs and FStM and Gt Barton would now be involved at the concept/scoping stage and not presented with a plan which would only allow minor tweaks. It was also noted that the Borough had stated that it was in the early stages of design work and a number of investigations which must be completed before we submit a planning application to the Local Planning Authority – St Edmundsbury Borough Council. One of the most important areas for investigation is the site itself and the following week would see the commencement of preliminary work covering archeological and topography investigations. It was noted that since the first round of emails that the newly-reconstituted CLG would be meeting for the first time on Monday 26<sup>th</sup> and Council was in agreement that concerns about the increased traffic levels through Fornham All Saints and issues over appropriate controls to ensure smells and odours did not become an issue should be raised.

1101. 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:

- 30mph VAS did not appear to be working – agreed that there was a period when the flat battery did not work
- 30mph round sign by the allotments was faded
- Hedges between Community Council and allotments needed trimming back
- Hedges on allotments along the top and side also needed trimming
- Jo Churchill, MP at one of her surgeries had been made aware of infrastructure constraints within not only Bury St Edmunds but also FAS with particular issues relating to the provision of Health Care. It was requested that assistance be sought from the Parish Council in the feasibility of providing a Doctor's Surgery somewhere within the 3

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Fornhams. It was noted that a body had been set up to look at the issues moving forward with regards to infrastructure and the impact that growth in and around Bury St Edmunds would have on existing services. It was also mentioned that Countryside Properties had had a meeting with the Clinical Commissioner and that sums or money would need to be provided under a S106 for a minimum cost surgery. It was also noted that the Clinical Commissioner was aware of the imbalance of health provision on the Western side of the Town. It was further stated that there was an understanding that monies might be provided from different pots of money for the provision of a Super Surgery on the West side of the A14. The Clerk was asked to obtain a statement from the Clinical Commissioning Group at West Suffolk Hospital as to how they see the provision of health care in the area over the next 10-15 years.

- Inability to access doctor's surgeries and costs associated with travel to such surgeries – the Chairman agreed that an article would be inserted in the next newsletter reminding all of the services on offer to the community for assistance with cases such as these
- Tut Hill – could there be more information on the process of closing Tut Hill and the procedures to be followed
- Closure of foot access on Pigeon Lane – why was this notice given so late by the authorities?
- Access of footpath along A1101 by Gaughton House was causing an obstruction
- Footpath on main road on A1101 in a poor state
- Gate at bottom of Allotment Track – if this was installed how would the farmer gain access to his fields

#### 1102. TO RECEIVE THE CLERK'S REPORT INC. FINANCIAL TRANSACTIONS

- i. To note the external audit report on the accounts to the end of 31<sup>st</sup> March 2016 – the external audit had now been concluded and had been returned to the Parish Council. It was noted that there were no matters which came to the auditor's attention which required the issuing of a separate additional issues arising report. The annual return was presented to the Parish Council and the minutes record that the certificate has been approved and accepted by the Parish Council, aif. The Clerk confirmed that she had published the annual return and the notice of conclusion of audit for a minimum period of 14 days on both the noticeboard and the website. The Clerk was thanked for her work in preparing and carrying out the work for both the internal and external audit.
- 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.
- iii. To receive the bank balances and budget to actual statement – Council noted the bank balances stood at £17,391.83. Confirmation was given of the receipt of the sum of £1,500 from County Cllrs. Hopfensperger's Locality Budget. It was confirmed that the Chairman had verified the bank reconciliation and signed it off prior to. The Budget to Actual statement for the Quarter ending 3<sup>0th</sup> September 2016 was presented and noted by all. It was acknowledged that Council was currently over budget due to the costs associated with the fencing around the Play Equipment on the Recreational Ground and necessary repairs to the Play Equipment itself.
- iv. 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 was still awaited.
- v. To consider the indicative costs for the installation of a gate across the main access road off the A1101 – whilst indicative costs had been received it was agreed to suspend further discussion on this item until discussions had been held with AC Browne over access points for farm machinery etc. It was further agreed that Cllrs. Purnell and Quayle would write the specification, obtain the necessary quotations and research the funding sources prior to the next meeting.
- vi. To approve the estimated costs of £30 to be incurred for materials for the renovation of the two benches outside of the Village Hall – Council agreed to such costs for the renovation of the benches, aif.
- vii. To note Council's membership of Community Action Suffolk – Council noted it's free membership of Community Action Suffolk.
- viii. To note Council's Registration with ICO – the Clerk confirmed that the Council's registration with the ICO had been renewed. The Clerk agreed to provide both Cllrs. Gathercole and Purnell with details of the ICO for the Community Centre and the Village Hall.

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- ix. Council noted that the Clerk had completed the Declaration of Compliance with the Pensions Regulator under the Pensions Act 2008 and that at each and every payment date, the Council should continue to assess its staff and put any staff that becomes eligible into a pension scheme.
  - x. Precept
  - xi. New bank account for Fornham All Saints Charities – the Council was in agreement that, due to changes in banking legislation, a new current account in place of a savings account needed to be set up for Fornham All Saints Relief in Fuel Poverty Charity. It was agreed that Cllrs. Quayle; Gathercole and Purnell would be the authorized signatories on the account and sign the forms accordingly, aif.
1103. 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 past 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.
1104. PLANNING MATTERS
- i. 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.
  - ii. Council was informed of the following decisions as determined by the Borough Council:
    - Tree works at The Old Rectory, The Green
    - Tree works at 27A Hengrave Road
    - Refusal of outline planning permission for conversion of redundant barn @ Barn, Pigeon Lane
1105. CORRESPONDENCE RECEIVED SINCE THE LAST MEETING –
- i. SALC Survey – Public Services – Views on service delivery in Suffolk – Councillors were encouraged to respond to the survey as individuals with agreement forthcoming that the Clerk should provide a collective response from the Council.
  - ii. Request by the Village Hall Management Team that the Parish Council adopts the BT phonebox and renovates it for use as a Community Defibrillator – it was agreed that this would be added to the next agenda for further discussion.
  - iii. SALC Area Meeting – Council was made aware of a number of papers relating to the next Area Meeting for West Suffolk
  - iv. 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.
  - v. Onesuffolk – Council was made aware of a number of important changes to the onesuffolk service from 1<sup>st</sup> November 2016. It was noted that effective this date, onesuffolk would no longer be hosted by Suffolk County Council but would be hosted by Community Action Suffolk. To ensure the ongoing sustainability of the service an annual cost would now be introduced for having an onesuffolk website and this was currently being proposed at £50 plus VAT. At this stage SALC had confirmed that such costs could be reclaimed through the Transparency Fund. Council was in agreement that in principal the cost should be accepted and the hosting be transferred. This would be confirmed at the next Parish Council Meeting once further details were known.
1106. REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD –
- i. Update on portfolios held:
    - Website – it was acknowledge that other than updates on Parish Council matters by the Clerk no work had been carried out during the past year on the Parish Council website. It was agreed that the expansion of the website needed a plan and focus and that a working group should be established to decide how to take it forward.
1107. DATE OF NEXT MEETING: Parish Council Meeting on 15<sup>th</sup> November 2016 commencing at 7.30pm. Council to convene at 6.45pm for a short training session on Budgeting for Councils (this has now been deferred to the meeting scheduled for 17<sup>th</sup> January 2017

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

Appendix A - Finance		Nett	VAT	TOTAL	Power Used
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**Current Account – cheques to be drawn**

333	LA Hurrell Ltd	650.00	130.00	780.00	LGA 1972 s214
334	FAS Parish Hall – Hire of Village Hall			32.00	LGA 1972 s133
335	IDM Southern – scanner	58.33	11.67	70.00	LGA 1972 s111
336	BDO LLP – External Audit	200.00	40.00	460.00	LGA 1972 s154
337	Wunawf Projects – play area fencing			4343.79	LG M.Prov Act 1972 s19
338	CAS – Insurance			1679.65	LGA 1972 s151
339	JRB Enterprise Ltd – dog bags	53.30	10.66	63.96	Open Spaces Act 1906 s9&10
340	SALC – Good Councillors Guide			18.00	LGA 1972 s111
341	V Waples – Salary			558.04	LGA 1972 s112 (2)
342	V Waples – Expenses			62.73	LGA 1972 s111
343	M Guest – Litter Picker			339.48	Open spaces Act 1906 s 9 & 10
344	HMRC – PAYE Due			320.31	Inc & Corp Taxes Acts
	<b>Total Due</b>			<b>£8,537.96</b>	

**Income received since the last meeting**

	Interest – April			30.65	
	SCC – Locality Fund			1500.00	
	<b>Total Income Received</b>			<b>£1,530.65</b>	

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

	<b>Bank Balances</b>				
	Current account (as at 31.08.16)			£259.02	
	Deposit account (as at 01.09.16)			£24,512.45	
	Sub Total			<b>£24,771.47</b>	
	<b>Less invoices due for payment</b>			<b>£8,537.96</b>	
	<b>Less outstanding cheques</b>			<b>£341.68</b>	
	<b>Plus unaccredited lodgements</b>			<b>£1,500.00</b>	
	<b>Bank Balance</b>			<b>£17,391.83</b>	
	General Reserves:			£13,836.23	
	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 – movement through the account and cheques due for payment**

	Drawn since the last meeting				
88	P& S Brooklyn – September Production			£150.00	LGA 1972 s142
	<b>Total movement through the account</b>			<b>£150.00</b>	
	To be paid				
89	Community Workshop – Aug/Sept Newsletter			£180.96	
	<b>Total Due</b>			<b>£180.96</b>	
	<b>Bank Balance</b>			<b>£555.60</b>	
	Less outstanding cheques			£180.96	
	<b>Balances</b>			<b>£374.64</b>	

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