

## **FORNHAM ALL SAINTS PARISH COUNCIL**

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 16<sup>th</sup> January 2018 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 Jill Mayhew**

**With County and Borough Cllr. Rebecca Hopfensperger (in part), Mrs Victoria Waples (Clerk), and 3 members of the public.**

1261. 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.*
1262. APOLOGIES FOR ABSENCE:
- i. Apologies of absence were received from Cllrs. Clark Ward and Dawson due to personal commitments.
  - ii. These apologies for absence were accepted by all.
1263. DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST
- i. Cllrs. Gathercole & Purnell declared Local Non Pecuniary Interest as Chair of the Community Centre Committee and member of the Village Hall Committee 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.
1264. MINUTES – approval of the minutes from the Parish Council Meeting of 21<sup>st</sup> November 2017. It was noted that the TAG Report has also been appended to the minutes and uploaded to the website.
1265. TO RECEIVE REPORTS FROM COUNTY & BOROUGH COUNCILLOR, MRS REBECCA HOPFENSBERGER – the Chairman thanked Cllr. Hopfensperger for attending and invited her to submit her report in which she commented on the following:
- Bury St Edmunds Master plan - After 20 events held across two periods of public engagement resulting in more than 8000 public comments, and many subsequent amendments, the final version of the Bury St Edmunds Town Centre Masterplan was adopted at full council on the 19<sup>th</sup> December 2017. The masterplan looks to shape how and where growth will happen in the town centre, to improve where improvements are needed and protect the things that people love best about the town centre. An issues and options consultation back in February to April asked people to help identify the challenges facing the town centre and how they might be addressed. That led to more than 1,100 responses and nearly 6,000 individual comments. The online report also contains responses from the masterplan team to each of the public comments. The majority of public responses were in favour of the proposals for eight of the nine character areas. The one area where the majority of people objected related to the redevelopment of the bus station in St Andrews Quarter and the revised masterplan now includes the improvement of bus access and facilities for the town.
  - Night Shelter - West Suffolk councils, working with Havebury Housing Partnership, have recruited staff for a winter night shelter in part of Northgate Lodge, Bury St Edmunds. This will now open this evening and will replace the emergency shelter that we temporarily set up with the support of The Garland Street Baptist Church at The Elven Centre. We are very grateful to have had the support of the church and its volunteers over this past week or so while finalising arrangements for the Northgate Lodge shelter. The shelter has been open every night during this spell of freezing cold

So signed by the Chairman at the meeting of 20<sup>th</sup> March 2018

weather. We also continue to also make use of other temporary accommodation – all the while working to help people get the necessary support that they need in order to find more settled homes. The number of rough sleepers that we have here in West Suffolk – at the last count, just under 30 – and the complexity of their needs means that we will continue to need all of these options available to us as and when required. The new shelter will now be in operation through until the end of March. The centre will be by referral to the housing team. Just as with the temporary centre, the Council will continue to assist rough sleepers through referrals via the Bury Drop-In Centre and through speaking to people sleeping rough on the streets.

- Post Office - You will be aware that St Edmundsbury Borough Council have completed the purchase of the old post office building. We will now look at options for this building which fits in with the vision of the town centre masterplan.
- West Suffolk Council -Over the last couple of years, Forest Heath and St Edmundsbury have carried out Community Governance Reviews as a precursor to reviews of their own electoral arrangements before the 2019 elections. A review of the current district-level wards (the area each District Councillor represents) is needed in any event, due to growth since the last review in 2001. In December, the Secretary of State for Communities and Local Government confirmed that he is minded to create a single District Council for West Suffolk. We are hoping that the final “minded to” decision will be made in early February and the Order to create the new Council will come forwards in Spring. This is one of the first steps in the process to begin creating a new district-level warding structure for West Suffolk. This process will now form the electoral review before 2019. This warding review will not affect the external boundaries of either what is currently Forest Heath or St Edmundsbury, nor will it affect the external boundaries of any parish or town. Indeed, it will use the current parish and town boundaries as the building blocks to create the district-level wards. The Local Government Boundary Commission for England (LGBCE) is responsible for setting the ward boundaries for a new council. At this stage, we have suggested that the future Council for West Suffolk should have 64 councillors, but they cannot assess these proposals until the legal processes to create the new Council have moved forward.
- HGV Restrictions – she was pleased to report that she had been given reassurances that any new permit granting will go through herself and the Parish Council. She confirmed that the best way to report lorries flouting the weight and environmental restrictions was to use the HGV Reporting Tool.
- St Edmundsbury Budget – Council had agreed a freeze on Council Tax, possibly for the next 3 years.
- Suffolk school travel consultation launched - Suffolk County Council has called for unity in efforts to find a long-term solution to providing affordable home to school transport as a major public consultation gets underway. People who give their views as part of a consultation on the future of school travel in Suffolk will be listened to carefully and have the opportunity to influence the final outcome, the council has said. The two and half month consultation, which starts today (Tuesday 12 December), invites people to help the council shape the future of school and post-16 travel policies. In Suffolk, £21 million of taxpayers’ money is spent per year getting children to and from school. Suffolk County Council has already introduced a number of efficiency changes to the service saving around £2.6 million. The council’s current school and post-16 travel policies go above legal requirements, which means around 2400 children and young people receive free/subsidised school or post-16 travel that Suffolk County Council is not legally required to provide and that they wouldn’t get in many other parts of the country. In addition, around 2400 children receive free travel to schools further away than legally required to provide. The proposed consultation seeks views on changing these policies and includes three alternative options, pre-and post-16. Suffolk County Council is also asking for feedback on several other matters, including using Rights of Way as part of the way distance to a school is measured and a range of local solutions, such as Local collection hubs and opt-in to travel, which we have developed with a range of schools.
- Suffolk is chosen as one of only 10 pilot areas to retain 100% of business rates. The amount of money allocated to each Local Authority in England for the next financial year was announced today by the Secretary of State for Communities and Local Government, Sajid Javid. As part of the announcement, Suffolk County Council has been named as one of the pilot areas for a new Government scheme to retain 100% of business rates from Council Tax in 2018/19. In future, Business Rates will be an even greater income stream for all local authorities and this is an opportunity for Suffolk to influence how it will operate in a two-tier system.

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- Fully funded first-time central heating systems for Suffolk residents - Suffolk's local authorities are now able to provide fully funded central heating systems\* to 514 fuel poor households across Suffolk over the next three years. Around 4 million UK households are in fuel poverty, unable to affordably heat their home to the temperature needed to stay warm and healthy. As well as being on low incomes many of these households are also faced with the additional burden of relying on heating systems that are inefficient and expensive to run. The local authorities working together as the Suffolk Climate Change Partnership have been successful in securing funding from the first round of the Warm Homes Fund for a project worth £4.3 million.
- SCC Budget – the budget has been set for 2018-2019 which will produce an increase in Council Tax by 1.99% with a possible increase of 2.99% for Adult Social Care – this will be signed off in February 2018.
- Tut Hill – cleansing of slot drains is now back on schedule with the next clean being the following week.
- Highways England – there was evidence of a lack of coordination between Highways England and Suffolk County Council Highways regarding the diversion routes used following the closure of the A14 for roadworks.
- Dropped kerb at Fornham All Saints Cemetery – it was reported that the request for the dropped kerb at the side gate had been reviewed by the Community Engineer and they understand that this is a very sensitive matter but unfortunately there is no action SCC could take under the HMOP to fulfil this request. If a source of funding could be found such as LHB or the Diocese the Community Engineer can provide assistance to progress this further. Cllr. Hopfensperger confirmed that she had no available funds from her locality budget for the current year. The Parish Council will need to consider whether this was a priority and if so she could add it to her list for consideration in 2018-2019. Anticipated costs were in the region of £2,000.

1266. TO RECEIVE ISSUES FROM THE MEMBERS OF THE PUBLIC:

i. Relating to the agenda under discussion –

- Traffic issues – speed – flouting of HGV restrictions (uses the online reporting tool and there seems to be some response).
- Traffic issues - safety – how do children get from one point of the village to another using the crossing points in the village during peak times.
- Traffic calming is an issue.
- HGV environmental violations – 3 restricted vehicles have been reported via the website. Positive feedback as the hauliers have already been informed of the misdemeanour.

Cllrs. Quayle and Grimshaw made the meeting aware that the Parish Council had a plan in place which covered such issues but the prevention for such matters going forth was a lack of funding and getting a meeting with significant bodies to put such concerns to. They also pointed out that the B1106 is a Class B road and that, according to Suffolk County Council, more than 30% of all vehicles are exceeding the speed threshold set for such a road i.e. 33mph+. The Parish Council was very keen to ensure that all were aware of the pressures that this road was under. An explanation as to the possibility of a Traffic Regulation Order on Tut Hill was also given along with a reminder that there was a process to be followed and nothing could happen until the link road was opened.

ii. Relating to matters affecting the village –

- Parking on The Green – the meeting was made aware of an email received from the owners of The Three Kings relating to a conversation that had been had over inappropriate parking of people attending a wake at the Three Kings. It was explained that this had been one of three large wakes and that whilst the village community centre gates had been opened and the crematorium had been contacted to make the announcement that extra parking is available by the field, it was difficult for them to police parking and people will park where they want to. The Clerk explained to the meeting that it had been agreed that in future the publicans will give over one of their advertising boards to make a sign to indicate such extra parking if they are aware that there might be issues and they will be vigilant about phoning the crematorium in good time to get the announcement out. A request was issued to all to be sympathetic and to be aware that the wakes do only last a few hours and that the publicans do their best to limit inconvenience for people in the village who become affected by the parking.

1267. REPORTS ON PARISH MATTERS RELATING TO PORTFOLIOS HELD & in particular –
- i. To receive general reports on portfolios held
  - ii. To receive a report, in absentia, from Cllr. Clark Ward on the Village website – it was agreed to suspend this until the next meeting.
  - iii. To receive a report from Cllr. Grimshaw on recommendations of the Traffic Advisory Group – Cllr. Grimshaw asked the meeting to consider whether it was now time to set up a village meeting to present the latest Transport Paper as submitted by the Traffic Advisory Group. The paper contained Strategic and Operational summaries and the former would require input from the public prior to proceeding further. The meeting agreed that an article would be inserted into the next Village Magazine letting all know that at a date in the future, there would be a possible meeting which would have a number of suggestions for solutions to some of the highway issues the village was facing. A copy of the proposed wording was circulated to all and it was agreed that this would be discussed further at the next meeting.
  - iv. To receive a report from Cllr. Gathercole on the work currently being carried out on the River Lark organised by the River Lark Community Partnership & the Environment Agency – Cllr. Gathercole reported that representatives from the Village, Environment Agency, River Lark Association and Water Meadows Group had attended on the designated Saturday. Following Health and Safety briefings work had been carried out to try and stop erosion. The meeting noted that the river has a gravel bottom and is known as a chalk river and the aim would be to encourage clear waters to allow a number of habitats to be created for wildlife. Further work would be scheduled for after April 2018. Once the work had been completed the Parish Council could be asked, in association with the River Lark to look at adopting this stretch of river bank and making it a community walking area.
1268. POLICE MATTERS –
- i. To receive reports of interest from the Bury Safer Neighbourhood Team – the meeting was advised that a link to current and previous reports had been provided on the website.
1269. BOROUGH COUNCIL MATTERS –
- i. To receive an update on works at Marham Park – the Senior Projects Manager at Countryside Properties had provided the meeting with an update – a summary of which is repeated below:
    - House building is moving on well, currently 2 residents moved in at Bloor Homes.
    - Bloor Homes are expecting to be moving some more residents at the start of February.
    - Countryside are busy on site, getting the start of their roads in and building the show home. Expected completion early in the summer.
    - David Wilson have started on site. Will have some roads in by the end of February and starting on the show home.
    - The Tut Hill junction will now stay as it is until the sales unit open for Countryside. This will open up as the mini- roundabout until the Link Road is complete at 150 units.  
It was noted that the Parish Council's request for a meeting with Countryside Properties, SCC Highways Department and Anglian Water to ensure that drainage measures proposed for Marham Park were fit for purpose was still to be set and that the date for the site tour around Marham Park was set for 1<sup>st</sup> February 2018.
1270. SUFFOLK COUNTY COUNCIL MATTERS:
- i. To receive a report on the monitoring of agreed following the meeting held with the Area Representative from SCC Highways Department – it was agreed that this had been covered elsewhere within the agenda and that Councillors were in full agreement that the report submitted by the TAG Group should continue to be the basis for moving forward.
  - ii. Suffolk CC Highways Department – update on the issuing of exemption permits for the B1106 Weight Restriction: Fornham All Saints – it was agreed that this had been covered elsewhere within the agenda
  - iii. Suffolk Legal – Temporary Traffic Regulation Orders – Council noted the procedure that would be followed for such notifications.
  - iv. Suffolk CC – to note the request to fund a dropped kerb at the side-gate area to the Village Cemetery from County Cllr. Hopfensperger's Highway Locality Budget – this had been covered under County Cllr. Hopfensperger's report. It was agreed that Councillors would visit the access in question for further discussion at the next meeting.
1271. TO RECEIVE THE CLERK'S REPORT INC. FINANCIAL TRANSACTIONS

So signed by the Chairman at the meeting of 20<sup>th</sup> March 2018

- 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 consider and approve the payments to be made as donations under LGA 1972 S137 as per the list in Appendix B – the list was presented to Council and approval was given for payments in the total sum of £3,968 to be made. Council was aware that this was a capped expenditure and that the total amount of expenditure that could be incurred for the financial year was £4,368.00. Approval was given for the cheques to be raised prior to the next meeting.
- iii. To receive the Bank Balances to date – Council noted overall bank balances stood at £19,560.48 to 16<sup>th</sup> January 2018 with available funds being £19,560.48. Both balances included the Newsletter account. Excluding the Newsletter Account the cleared balance stood at £19,003.14.
- iv. To receive the budget to actual statement for the period ending 31<sup>st</sup> December 2017 – the report was presented to the meeting and it was noted that, overall Council's expenditure was over budget with under spends showing for Donations, Allotment/Recreation Field and Open Spaces and over spends against Administration.
- v. 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 agreed that the sub-group should progress the funding application and liaise with the Community Heartbeat Trust and BT over the siting of the defibrillator.
- vi. To note the reform of data protection legislation – General Data Protection Regulation (GDPR) and Data Protection Bill – the meeting noted that work on this matter was ongoing and that it was hoped that NALC would soon be producing a GDPR Toolkit which would cover amongst others – consent forms; privacy notices; audit plans; legal basis for handling sensitive data; registration of data controllers.
- vii. To receive and approve the Budget for the year 2018-2019 – the Parish Council agreed that it would approve a budget in the sum of £23,436 which would result in the setting of a precept of £21,796 on the parish. It was understood that this would equate to an 8.17% increase (£5.20 per annum) on a Band D property.
- viii. To approve and sign the Precept Form to be submitted to the Charging Authority for the year 2018 – 2019 – the Parish Council approved the submission of the form to be submitted to the Charging Authority showing a Precept request of £21,796. The Chair and RFO signed the relevant form which would be submitted to St Edmundsbury by the due date of 31<sup>st</sup> January 2018.
- ix. External Audit – Council noted that there were some changes to external audit for the year 2017-2018 and that should income/expenditure be under £25k then it would be able to exempt itself from external audit. The requirement to publish a number of items on the website was noted.

#### 1272. PLANNING MATTERS

- i. To consider further whether a Village Meeting should be called to discuss a Neighbourhood Plan or other form of Village Statement and to discuss the way forward – it was noted and agreed that a guest speaker on this matter should be invited to the Annual Parish Meeting to talk more on this matter.
- ii. To consider the following planning applications: there were none received
- iii. To note that the following were received but not discussed due to time constraints:
  - DC/17/2547/TCA – trees in a conservation area – fell 1 No Eucalyptus @ 17 Dairy Drive
  - DC/17/2537/TCA – trees in a conservation area – reduce by 3 metres 1 No Sycamore @ land at the end of Rectory Meadow
- iv. To receive notification of the following planning applications determined by the Borough:
  - Planning Permission for the creation of a municipal operational hub comprising waste transfer station, household waste recycling centre (including reuse building), fleet depot (including offices), public realm maintenance depot and associated infrastructure including accesses, paths, internal roads and paths, parking, weighbridges and landscaping @ land North of, Hollow Farm Road, Hollow Farm.  
The Chair made the meeting aware that Great Barton and Fornham St Martin had decided not to pursue a judicial review as it would not be financially viable.
- v. Council were reminded of the 2 schemes currently underway in Forham St Genevieve – Fornham Park Homes & St Genevieve Lakes.

#### 1273. CORRESPONDENCE RECEIVED SINCE THE LAST MEETING –

So signed by the Chairman at the meeting of 20<sup>th</sup> March 2018

i. General correspondence and magazines were brought to the Parish Council's attention. It was noted that, when relevant, general correspondence was passed on to Councillors in between meetings via email.

1274. DATE OF NEXT MEETINGS: Parish Council Meeting on 20<sup>th</sup> March 2018 commencing at 7.30pm in the Village Hall.

There being no other business the Chairman declared the meeting closed at 9.38pm.

So signed by the Chairman at the meeting of 20<sup>th</sup> March 2018

## FINANCIAL APPENDIX A – ACCOUNTS PRESENTED AT THE MEETING

Nett
VAT
Gross
Power Used

**Current Account – nil movement since the last meeting**

Current Account – cheques to be drawn

426	FAS Parish Hall – Hire of Village Hall	36.00		36.00	LGA 1972 s133
427	V Waples – Salary	643.87		643.87	LGA 1972 s112 (2)
428	V Waples – Expenses	73.81		73.81	LGA 1972 s111
429	M Guest – Litter Picker	332.38		332.38	Open Spaces Act 1906 s9 & 10
430	Wickstead Leisure Ltd – repairs	887.36	177.47	1064.83	Misc Prov Act 1976 s19
431	H Quayle – Remembrance Sunday Wreath	20.74		20.74	LGA 1972 s137
	<b>Total Due</b>			<b>£2,171.63</b>	

Income received since the last meeting

	Dividend Interest	0.10		0.10	
	<b>Total Income Received</b>			<b>£0.10</b>	

	Bank Balances				
	Current account (as at 31.10.17)			£232.37	
	Deposit account (as at 31.10.17)			£21,215.35	
	Sub Total			<b>£21,447.72</b>	
	Less invoices due for payment			£2,171.63	
	Less outstanding cheques			£593.18	
	Plus unaccredited lodgements				
	Bank Balance effective 21.11.17			£18,682.91	
	General Reserves:			£14,292.91	
	Earmarked Reserves:				
	Repairs to play equipment			2,000.00	
	Churchwall repairs			1,300.00	
	Allotment maintenance			850.00	
	Newsletter Account			240.00	
				<b>£4,390.00</b>	

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

	Drawn since the last meeting				
104	P& S Brooklyn – Aug/Sept Production	182.50		182.50	LGA 1972 s142
105	Community Workshop Ltd	160.68		160.68	LGA 1972 s142
	<b>Total Due</b>			<b>£343.18</b>	
	Movement since the last meeting				
	Advertisement monies received	750.00		<b>750.00</b>	
	<b>Bank Balance (31.10.17)</b>			<b>£453.73</b>	
	Less outstanding cheques			<b>-406.82</b>	
	Plus income not shown on statements			<b>+750.00</b>	
	<b>Cleared Balances</b>			<b>£796.91</b>	

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