

## FORNHAM ALL SAINTS PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Fornham All Saints Parish Council held on 16<sup>th</sup> May 2017 at 7.45pm in Fornham All Saints Village Hall.

### Members Present:

**Mr Howard Quayle – Chairman**  
**Mr Gary Clark Ward**  
**Mr Bernard Grimshaw**

**Mrs Enid Gathercole**  
**Mrs W Braithwaite**  
**Mrs L Dawson**

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

1176. 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.*
1177. TO RECEIVE NOMINATIONS FOR THE POSITION OF CHAIRMAN TO THE PARISH COUNCIL – It was proposed and unanimously agreed that Cllr. Quayle be re-elected to the position of Chair for a further year. He duly completed and signed his Declaration of Acceptance of Office.
1178. APOLOGIES FOR ABSENCE:  
i. Apologies of absence were received from Cllrs. Hodder and Purnell for personal reasons.  
ii. Council consented to accept these apologies, aif.
1179. DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST  
i. Cllrs. Gathercole declared Local Non Pecuniary Interest as Member of the Community Centre Committee. 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.
1180. MINUTES – approval of the minutes from the Parish Council Meeting of 21<sup>st</sup> March 2017 and additional meeting of 18<sup>th</sup> April 2017, were agreed by all and signed by the Chairman as true and accurate records.
1181. TO RECEIVE NOMINATIONS TO THE POSITION OF VICE-CHAIRMAN TO THE PARISH COUNCIL - it was proposed and unanimously agreed that Cllr. Gathercole be re-elected to the position of Vice-Chair for a further year. She duly completed and signed her Declaration of Acceptance of Office.
1182. TO CONFIRM THE ELECTION OF OFFICERS TO COMMITTEES AND COUNCILLORS AS REPRESENTATIVES ON OUTSIDE BODIES –  
The Council also agreed that those currently standing on the following committees be re-elected en bloc with additions where necessary:  
**Fuel Charities Committee** – Enid Gathercole, Paul Purnell and Howard Quayle  
**Planning Committee** – Enid Gathercole, Bernard Grimshaw, Howard Quayle, Gary Clark Ward, Wendy Braithwaite

### Associations Representatives:

Village Hall Committee – Gary Clark Ward and Paul Purnell  
Church Fabric Committee – Howard Quayle  
Community Council – Paul Purnell  
Suffolk Association of Local Councils – Howard Quayle  
Parish Appointed Allotment Representative – Michael Guest

So signed by the Chairman at a meeting of full Council on 18<sup>th</sup> July 2017

**Portfolios Held:**

Vision 2013 / Borough Council Liaison	-	Howard Quayle, Paul Purnell
Environment	-	Enid Gathercole
Website Development	-	Gary Clark Ward
Asset Management	-	Paul Purnell
Traffic Management	-	Bernard Grimshaw
Safe Village Initiatives	-	Liz Hodder
Healthy Village Initiatives	-	Wendy Braithwaite & Livvy Dawson

1183. REPORTS ON PARISH MATTERS RELATING TO PORTFOLIOS HELD & in particular –
- i. Website – it was confirmed that the Parish Council, being a smaller authority with income and expenditure under £25,000 had to have a website and upload certain information to said website. Cllr. Clark Ward questioned as to what else was required from a website as the only information being uploaded was that relating to the Parish Council and existing information from the previous website. It was agreed that a well functioning website needed to have alerts; newsletter articles; weather and should hold more than what is currently appearing. It was agreed once again that a website advisory group should be set up to discuss this matter further.
  - ii. Open Spaces – Cllr, Gathercole reported that she had undertaken her first measuring of the water in the River Lark with Mr. Hawkins. She also reported that there were issues with Himalayan Balsam and if allowed to grow it would destroy the river. It was agreed that a working party was needed to remove it and that Cllr. Gathercole would put an article in the next newsletter for assistance and would circulate dates to all interested in taking part.
  - iii. Highway issues – Parking in Pigeon Lane – it appeared that the double parking issues had now been resolved. Issue now is one of cars parking too near the junction of the road. This was regarded as dangerous parking but at this stage it was difficult to ascertain whether a one-off instance or irresponsible parking? It was agreed that the Bury SNT be asked to monitor the situation and provide general advice on legal or illegal parking and such advice be incorporated into the next newsletter.
1184. TO RECEIVE ISSUES FROM THE MEMBERS OF THE PUBLIC RELATING TO THE AGENDA UNDER DISCUSION – there were none raised.

*At this point in the meeting, it was agreed to amend the agenda to allow Borough Cllr. Hopfensperger to contribute to the following item*

1185. BOROUGH COUNCIL MATTERS –
- i. To consider an update on Marham Park on the Public Exhibition held on 30<sup>th</sup> March including activity on site and future applications:
    - Bloor Homes application for the 151 dwellings was passed at Development Control Meeting on 3<sup>rd</sup> May 2017 with some amendments to the original design: width of the "private roads" (4.1 m) and the allocation of two car spaces per two bedroom dwelling. It was also explained that the 78 sq. metre footprint for the smallest dwellings is lower than the 96 sq. metre laid down in the National Standards document because the Borough had never adopted the National Standards. It was confirmed that the Borough would be looking to adopt this as soon as possible. Concerns were raised by the Parish Council as to why such a document had not been considered and adopted when first issued and if outline permission had been given for a number of dwellings why would the Borough not agree to build such houses to a minimum standard?
    - Link Road - issue was raised with the Planning Officer with regards to the width of the link road being built and its suitability as a primary movement corridor – a representative of the Highways Authority had provided the following to the Planning Department who in turned had shared the information with the Parish Council: the Suffolk Design Guide p96 states that Local distributor road widths should be 6.7 – 7.3m which would be suitable for the primary movements corridor. Industrial estate roads guide 3.3 states that roads should be 7.3m minimum width and DMRB 6-1 part 2 TD 27/05 4/14 shows single carriageway widths as 7.3m. Any widths wider than 7.3m in carriageway running lanes will lead to increased vehicle speeds. Plus the relief road links into Mildenhall Road and Tut Hill both of which are approximately 7.3m wide.

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Wider roads would only apply to trunk roads, and this relief road is not a trunk road, just a link between Tut Hill (A14 and Mildenhall road (A1101) avoiding the frontages of Tut Hill residential area. The design when it was put forward had several stages of check internally at Suffolk County Council and passed a safety audit.

1186. 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 whilst this had been covered during the Annual Parish Meeting, for the sake of clarity the items discussed would be repeated in this section:
  - Commitment given to holding regular meeting to discuss and resolve major issue that will prove of benefit to the parish
  - Suggested that the parish takes part in a pilot scheme to take on some of the powers that the council has and this is in the early stages of discussion
  - Tut Hill Drainage – slots drains are on a cleaning schedule
  - Broken bollards and pillars – order has been placed for their replacement
  - Flooding along the A1101 – to be reviewed
  - Village Boundary Picket Fences – prices given to the Parish Council for their erection
  - Controlled pedestrian crossings – awaiting data feedback prior to further discussions
- ii. To discuss the issues relating to traffic and parking on / at the junction of Pigeon lane / B1106. – this had been covered previously at 1182 iii.

1187. TO RECEIVE THE CLERK'S REPORT INC. FINANCIAL TRANSACTIONS

- i. To approve the Accounting Statements for the year ended 31<sup>st</sup> March 2017 – the Final Accounts for 2016-2017, including the Council's Asset Register, were presented to all Councillors present and approved by all and signed as such by the Chairman and Clerk to the Council, aif.
- ii. To approve the Statement of Assurance of the Annual Return (Section 1) for the year ended 31<sup>st</sup> March 2017 – Section 1 entitled Statement of Assurance was presented to the Council for approval. Each statement was approved by all Councillors present and signed as such by the Chairman and the Clerk to the Council.
- iii. To approve the Accounting Statements of the Annual Return (Section2) for the year ended 31<sup>st</sup> March 2017 – The Accounting Statements, as per Section 2, were also presented to the Council for approval. Acceptance of the accounts was proposed and approved by all Councillors present and signed as such by the Chairman and the RFO.
- iv. To consider and approve the Internal Audit for the year ending 31<sup>st</sup> March 2017 – as this had been carried out prior to the meeting, Council accepted the Internal Audit and noted that there were no items for consideration by the Parish Council. The Clerk was thanked for her work in producing the accounts and it was confirmed that the Annual Return along with the associated paperwork would be submitted to the external auditors, BDO by the due date of 3<sup>rd</sup> July 2017.
- v. To reconfirm the appointment of the Clerk to the post of Responsible Financial Officer - in accordance with the Council's own Financial Regulations, the appointment of the Clerk as RFO for the coming year (2017-2018) was proposed and approved by all present, aif.
- vi. 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
- vii. To receive the Bank Balances and Budget to Actual Statement – Council noted bank balances stood at £26,307.85 to 16<sup>th</sup> May 2017. It was confirmed that the increase in income received was due to additional advertisements that the Newsletter now attracted. Council noted that discussion on whether the Parish Council could submit an application under the Transparency Fund would be discussed at the next meeting.
- viii. 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/or Countryside Properties.

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- ix. 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 reported that Community Heartbeat Trust’s type of defibrillator was the best recommended one for public uses as it provided a quick access and a reliable response. The cost was in the region of £2k and must be in a box. There was no issue with the box being sited in a BT Kiosk. It was also confirmed that the East Anglian Ambulance would give advice and training on use. Summary of costs – cabinet between £700 and £900; electricity supply – unknown; ongoing electricity costs – unknown; replacement pads, maintenance of battery; service contracts would all need to be factored in. The meeting was made aware that grants could be available from Locality Budget at both County and Borough level and possibly the *Rural Initiatives Grants Scheme (RIGS)*. It was agreed full costs would need to be ascertained prior to an application being submitted. The Clerk was asked in the first instance to submit an expression of interest in purchasing the BT kiosk with BT.
- x. To consider costs involved in sowing wild flower seeds along Pigeon Lane – there was nothing further on this matter as further research was to be undertaken and the meeting was informed that Countryside Properties had been asked for an ex-gratia payment. A response had been previously indicated that they might assist but it had not been confirmed that they would assist with all or part of this project.
- xi. To consider costs involved in providing further lighting along Pigeon Lane and at Pound Meadow – it was agreed that the Clerk should contact the Suffolk County Council on the issue of unlit pedestrian footways for Pigeon Lane only in the first instance.
- xii. To consider costs involved in providing solar lighting along the pedestrian section of Pigeon Lane – comment stands as above.
- xiii. To agree to include the Lark Valley Community First Responders for consideration of a donation at the meeting scheduled in December 2017 to discuss such matters – given the recent attendance of the First Responders in the Village and noting that their coverage included Fornham All Saints, the meeting agreed with the proposal, aif.
- xiv. To consider a contribution towards the Independent WSOH Traffic Survey as organised by the Chairman of Fornham All Saints; Fornham St Martin and Great Barton – it was agreed that as all three made reference to the report in their submissions on the planning application for the WSOH that such a contribution should be made. It was agreed that, provided a full copy was obtained for the Parish’s files, then a contribution of £250 would be made, aif. Monies would be moved from General Reserves to cover such expenditure, aif.

#### 1188. PLANNING MATTERS

- i. To consider the information provided by West Suffolk Principal Planning Officer on Neighbourhood Plans and to discuss the way forward – it was generally agreed that the Parish Council wished for more reassurance that it would have more say in the matters that affected its areas as, although it responded in planning terms to all relevant planning applications that came before it, often the Council’s comments were ignored or carried little weight when faced with the need for new homes. It was agreed that it would be advantageous to receive information from the Planning Department at St Edmundsbury explaining how they followed planning policy and how much they were able to influence agreed policies. It was noted that at the next West Suffolk Parish Forum there would be a discussion on the benefits of a Neighbourhood Plan, Parish Plan and a Character Assessment and Councillors were encouraged to attend this meeting and report back. It was also agreed that the Clerk would liaise with Community Action Suffolk on holding a Public Meeting later in the year to discuss planning for the village.
- ii. The following planning applications were considered by the Council:
  - DC/17/0788/HH & DC/17/0789/LB – i) two storey side extension with first floor Juliet Balcony, ii) demolition of chimney stack, iii) new dormer window to form elevation, iv) removal of 2 no windows to side elevation and v) alteration to exiting internal walls @ 27 Hengrave Road
 It was agreed that the proposal was very different from the existing cottages even if rendered white and that the proposal would block access to the rear of the dwelling. It was agreed by a majority decision that the Parish Council would recommend objection on the grounds that the proposal was out-of-keeping with the cottages at this point including the host dwelling and that the proposal was sited too close to the boundary and blocked access to the rear.

- DC/17/0748/HH – installation of 2 No external heating fan units @ Heath Lodge, Tut Hill  
The meeting had no comment to make on the application and agreed to abide by the decision of the Planning Department assuming that a structural report had been received indicating works to be carried out.
  - DC/17/0842/FUL – installation of acoustic fencing along the North West and South West boundaries of the Northern Way employment area in connection with Hybrid Planning Permission – DC/13/0932/HYB @ land North West of Bury, Tut Hill  
The meeting agreed that the loss of so many trees would have an impact on the bio-diversity of the area and that the installation of acoustic fencing, without a natural buffer, would have a negative impact on the landscape at this point of the development. As such agreement was forthcoming for the meeting to object to the application, aif.
  - DC/16/2658/RM – re-consultation – submission of details under outline planning permission DC/13/0932/HYB – the means of access, appearance, landscaping, layout and scale for 126 residential units and associated accesses, landscaping, open space and infrastructure works on parcel C @ land North West of Bury, Tut Hill  
The meeting noted that its concerns over pavement widths had been addressed and that as the application contained the number of dwellings in conformity with the numbers for which planning permission was granted under planning application DC/13/0932/HYB it would support this application, aif.
  - Trees in a conservation area notification – i) 1 No Walnut (T5 on plan) crown lift to 5 metres and remove branch overhanging neighbours dwelling; ii) 1 No Norway Spruce (T6 on plan) fell; iii) 1 No acacia (T8 on plan) remove lowest branch overhanging balcony @ Owlsden, The Green  
Although this application had been received too late to add to the agenda, the meeting was minded to offer no comment as abide by the decision of the Planning Officer.
- iii. Council was informed of the following decisions as determined by the Borough Council:
- Permission for minor amendments to the design of the electricity substation @ land North West of Bury, Tut Hill
  - Permission for double garage to side of existing single garage @ 45 Pigeon Lane
  - Permission for single storey rear extension @ 3 Pigeon Lane
  - Permission for tree works @ Church End, Aldridge Lane
  - Permission for tree works @ 2 Dairy Drive
  - Permission for the conversion of existing agricultural barn into offices (B1) and a coffee shop (A3) @ Storage Barn, Moseleys Farm Business Park, The Green.

1189. 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.

1190. DATE OF NEXT MEETINGS: Parish Meeting on 18<sup>th</sup> July commencing at 7.30pm.

There being no other business the Chairman declared the meeting closed at 10.07pm.

**FINANCIAL APPENDIX A – ACCOUNTS PRESENTED AT THE MEETING**

	Nett	VAT	Gross	Power Used
<b>Current Account – nil movement since the last meeting</b>				
	<b>Sub Total Paid out</b>		<b>£0.00</b>	

**Current Account – cheques to be drawn**

394	FAS Parish Hall – Hire of Village Hall	36.00		36.00	LGA 1972 s133
395	V Waples – Salary	644.07		644.07	LGA 1972 s112 (2)
396	V Waples – Expenses	149.52		149.52	LGA 1972 s111
397	M Guest – Litter Picker	332.38		332.38	Open spaces Act 1906 s9 & 10
398	SALC Subscriptions	323.61		323.61	LGA 1972 s111
399	H Quayle – Expenses	5.40		5.40	LGA 1972 s111
400	Suffolk Cloud – website hosting	100.00		100.00	LGA 1972 s111
401	JRB – Dog Waste Bags	53.30	10.66	63.96	Opens Spaces Act 1906 s 9 & 10
402	T. Brown – Internal Audit	148.80		148.80	LGA 1972 s154
	<b>Total Due</b>			<b>£1,803.74</b>	

**Income received since the last meeting**

	Dividend Interest	0.10		0.10	
	Annual Precept	20006.00		20006.00	
	<b>Total Income Received</b>			<b>£20,006.10</b>	

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

	<b>Bank Balances</b>				
	Current account (as at 30.04.17)			£232.41	
	Deposit account (as at 30.04.17)			£28,208.38	
	Sub Total			<b>£28,440.79</b>	
	<b>Less invoices due for payment</b>			<b>£1,803.74</b>	
	<b>Less outstanding cheques</b>			<b>£250.00</b>	
	<b>Plus unaccredited lodgements</b>				
	<b>Bank Balance effective 16.05.17</b>			<b>£26,387.05</b>	
	General Reserves:			£21,997.05	
	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				
98	P& S Brooklyn – April/May Production	150.00		150.00	LGA 1972 s142
99	Community Workshop Ltd	144.61		144.61	LGA 1972 s142
	<b>Total Due</b>			<b>£294.61</b>	
	Movement since the last meeting				
	Advertisement monies received	450.00		450.00	
	<b>Bank Balance</b>			<b>£957.00</b>	
	Less outstanding cheques			£294.61	
	<b>Balances</b>			<b>£662.39</b>	

So signed by the Chairman at a meeting of full Council on 18<sup>th</sup> July 2017