

FORNHAM ALL SAINTS PARISH COUNCIL

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

Members Present:

Mr Howard Quayle – Chairman

Mr Gary Clark Ward

Mr Bernard Grimshaw

Mrs Enid Gathercole

Ms Liz Hodder

Mrs L Dawson

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

1246. 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.
1247. APOLOGIES FOR ABSENCE:
i. Apologies of absence were received from Cllr. Purnell due to a personal commitment.
ii. This apology for absence was accepted by all.
1248. DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST
i. Cllr. 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.
1249. MINUTES – approval of the minutes from the Parish Council Meeting of 19th September 2017 and additional meeting of 10th October 2017, were agreed by all and signed by the Chairman as true and accurate records.
1250. TO NOTE THE VACANCY IN THE POSITION OF COUNCILLOR FOLLOWING THE RESIGNATION OF COUNCILLOR WENDY BRAITHWAITE & TO CONSIDER NOMINATIONS FOR THE VACANCY FOR THIS POST OF COUNCILLOR – Council noted that the vacant position brought about by the resignation of Cllr. Braithwaite had been advertised in accordance with current legislation. One nomination had been received during the period the vacancy was advertised and in accordance with current guidelines and having confirmed that she was (i) qualified to be a member of a Parish/Town Council; and (ii) not disqualified, Mrs Jill Mayhew was nominated and co-opted onto the Parish Council, aif. Mrs Mayhew duly signed her Declaration of Acceptance of Office for the position of Councillor and joined the Council at the table. She was reminded of the requirement to complete her Register of Interests within 28days of signing her Declaration of Acceptance of Office.
1251. 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
- Marham Park – CIL monies – confirmation given that with the increase in the number of houses CIL collected would increase as well. As of yet the number approved had agreed with the outline planning permission so to date there was no variation. However the Borough Council had not adopted CiL payments and as such were still using S106 agreements.
 - Marham Park – Community Facilities – when will these come on line? The outline planning permissions so far accord with the outline Masterplan as agreed. None of the details for community facilities had yet been submitted. S106 offsite contributions would equate to around £300,000 to cover the number of occupants in the first 3 phases and would be allocated to the Newbury Community Centre on the Howard Estate. Discussion followed as to whether the Community Centre in Fornham All Saints could apply for some of this funding for

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the Community Centre as part of the offsite provision? Confirmation was given that onsite community facilities would be a separate part of the S106. County Cllr. Hopfensperger agreed to meet with the relevant planning officer to ascertain how the Parish Council could bid into this fund for new planning applications coming forth.

- Marham Park – Leisure Centre – if the leisure centre were not to be built, this might also be allocated for housing after a period of time (possible 6 years). Confirmed that no new school will be built on Marham Park as Howard Middle School will be used instead. She advised the Parish Council that outline planning permission should be treated as a wish list with the substantive detail only coming forward under each individual reserved matter applications.
- Highways – Traffic Advisory Report – she confirmed that she had passed the report into the Infrastructure Officers at Suffolk County Council dealing with new projects as it contained the Parish Council's wish list. She made the meeting aware that those items listed under Strategic and Operational should be prioritised as not all could or would be funded. The Chairman of the meeting interrupted at this stage and requested that County Cllr. Hopfensperger expedite some of the items on the Operational List as they had been requested over the past 3 years or so and none had come to fruition.
- Contact for St Edmundsbury Highways Department – confirmed as Melanie Hall
- Safety Reports for FAS – Barton Mills – County Cllr. Hopfensperger confirmed that she had been working on the Parish Council's behalf on this project and had secured £55K funding for work to look into safety improvements along the whole route – speed watch schemes; speed limit extensions; think bike schemes and general safety measures allocated to speeding. She asked that all her Parish Councils actively engage with the consultation process once it begins.
- St Edmundsbury Borough Council has purchased the NHS logistics building on Western Way. The MasterPlan was to redevelop the site as a public service village and also a multi-storey car park.
- St Edmundsbury Borough Council had also purchased the Post Office in Buttermarket – work could now begin on the improved link to the ARC centre from the Town Centre.
- Bury St Edmunds Town Centre Masterplan was being finalised following the recent consultation.
- Blue Light Integration – confirmed that there will be no moving of the fire engines/ ambulances from their current base at the Fire Station and therefore no Blue Light Integration as per government proposals in other areas.
- Tollgate Gyratory – there were no start times as of yet and there were still 3 options on the table. She agreed to enquire as to who the lead authority on this was and who would be moving this forward and to report back at the next meeting.
- Suffolk County Council Budget – this would be considered by Scrutiny Committee this coming Thursday with a potential increase of 1.99% on Council tax and a 3% increase on adult social care with £27m of savings being proposed.
- HGV permits for Hauliers – exemptions had been sought and approved for some local hauliers – but she, like the Parish Council had not been informed or consulted. She would be questioning the new cabinet member for Transport over this and how she and the Parish Council could appeal such decisions.
- Meeting with Local Highways Representatives – she had met and had obtained costings for signage on the bridge with regards to Environmental Weight limits - £350 each for larger and bigger signs. 2 would be required and she had agreed to fund this from her Locality Budget.
- Information leaflets for the River Lark Association – she had also agreed to fund this from her Locality Budget.

1252. TO RECEIVE ISSUES FROM THE MEMBERS OF THE PUBLIC:

- i. Relating to the agenda under discussion – none
- ii. Relating to matters affecting the village -
 - Marham Park – there had been lots of interest from villagers at the event held on this development but nothing had been held or been said since. Why was there so little in the public domain as to the work being carried out?
 - Housing numbers – what had been approved and what would happen to the facilities if these numbers were increased?

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- S106 monies – how was this worked out and who would benefit? Does the money being collected correlate with occupancy - is S106 money agreed prior to full planning permission? Confirmation was given that with the increase in the number of houses S106 contributions collected would increase as well. These S106 contributions would cover issues related to the impact caused by the development – highways and traffic improvements; educational spaces and provision of health services. As CiL was not adopted, leisure contributions would also be collected by the S106 route.
The Chairman confirmed that he tried to insert news items on Marham Park into the village newsletter as and when they were received and after liaison with Countryside Properties.
- Traffic Lights on the A1101 – why was this work allowed to take place at the same time as the diversion off the A14 by Highways England. County Cllr. Hopfensperger confirmed that she had raised this issue with Highways England and that the local constabulary had agreed to carry out extra checks in the area and on the A1101 with regards to speed and appropriate vehicles.

1253. REPORTS ON PARISH MATTERS RELATING TO PORTFOLIOS HELD & in particular –

- In general there was nothing in particular to note as they were covered elsewhere in the agenda.
- To receive a report from the Traffic Advisory Group (TAG) – Cllr. Grimshaw made the meeting aware that the TAG report had been previously circulated to all Councillors. It was noted that the report covered the background to the concerns raised by the Parish Council along with traffic control priorities and the issues that needed addressing. These issues could be broken down into 2 categories: Strategic and Operational. It was noted that the recommended strategic actions could not be funded by the Parish Council not least for the reason that it was not empowered to carry out such work. County Cllr. Hopfensperger mentioned that her Local Highways Budget could be called upon to assist with funding for some of those schemes listed under Operational. It was agreed that the Parish Council supported the recommendations contained in the report – a copy of which will be appended to the minutes – and that it should form the basis of ongoing discussions with Suffolk County Council (SCC) Highways Department and SCC's Transport Resource Department.
- To receive a report on the Event Day held organised by the River Lark Community Partnership on Saturday 4th November 2017 – Cllr. Gathercole informed the meeting that she had attended this day at West Stow and was disappointed to see that there were no other Parish Councillors in attendance and only 1 or 2 villagers. She confirmed that there had been a demonstration on how silt affects the flow of water and that the work carried out on the River Lark at West Stow was held to be a good example of all working together. She confirmed that money had been raised to carry out a similar project in Fornham All Saints and requested more support from Councillors once this project began.

1254. POLICE MATTERS –

- 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. This also included an infographic which had been produced to illustrate the demand that Suffolk Constabulary experiences during an average week. As well as showing the type of demand there was also an indication of how the level of demand compares to the previous year.

1255. BOROUGH COUNCIL MATTERS –

- 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 going well with the first people to be moving in hopefully by the end of the year.
 - Bloor homes are up and running with the first few houses finished before Christmas. Countryside and David Wilson Homes are looking to get the show homes open spring 2018.
 - The roundabout nearest to Tut Hill has been formed and is being tarmacked.
 - Tut Hill works and traffic management on going to the end of the month.
 - Landscaping in the open space areas is targeted to start this coming planting season. Hopefully by the end of next year some areas of the open space will be ready for public use.
 - Landscaping will be the big push at the start of next year.

It was confirmed that the Parish Council was still waiting for details of the meeting with Countryside Properties, SCC Highways Department and Anglian Water to ensure that drainage measures proposed for Marham Park were fit for purpose.

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Councillor Gathercole confirmed that she had attended a site visit held by Countryside Properties and would submit her report to the Clerk for circulation to all Councillors. She held that it had been most informative.

- ii. To receive an update on the West Suffolk Operational Hub following the Development Control Meeting of 2nd November 2017 – whilst it was known that the application submitted had been approved by the Borough it was noted that there was a lack of information available to the general public on the Borough's website. The Chairman confirmed that the Borough was awaiting the Secretary of State's decision to either send the decision to an Independent Inspector or to allow the decision to stand as was taken. It was noted that County Cllr. Hopfensperger had authorised a safety review of Fornham Road (C735 – Barton Hill to Great Barton) in the light of this decision.

1256. SUFFOLK COUNTY COUNCIL MATTERS:

- i. To receive a report on the monitoring of agreed actions following the meeting held with the Area Representative from SCC Highways Department, County Cllr. Hopfensperger and Cllrs. Grimshaw and Quayle – it was agreed that this had been covered elsewhere within the agenda and that Councillors were in full agreement that the report submitted by the TAG Group should be the basis for moving forward.

1257. TO RECEIVE THE CLERK'S REPORT INC. FINANCIAL TRANSACTIONS

- i. To consider and approve payments as per the list in Financial Appendix A – a number of cheques were presented for payment and approved by all present – details of which can be seen at Appendix A
- ii. To receive the Bank Balances – Council noted overall bank balances stood at £21,901.45 to 21st November 2017 with available funds being £21,308.27. Both balances included the Newsletter account. Excluding the Newsletter Account the cleared balance stood at £18,682.91.
- iii. 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 confirmed that the Parish Council was still awaiting formal quotes prior to settling on a preferred supplier. Cllr. Dawson provided a report to the meeting on her understanding of the costs involved following further discussions with the Community Heartbeat Trust cost for internal defibrillator, £1750.00 ex VAT. Generally installation costs would be in the region of £200 with delivery charge of £20. This includes a battery light around the cabinet and 2 sets of pads. Ongoing costs would need to cover replacement pads, batteries and maintenance. The meeting agreed to progress, subject to confirmation that funding was available and a firm quotation was received, an application for 1 defibrillator to be installed at the Village Hall, aif. Cllrs. Dawson, Quayle and Gathercole to progress applications and report back at the next meeting.
- iv. To consider any appropriate actions following the latest inspection on the Play Areas on the Community Centre Grounds – the Clerk agreed to liaise with Cllr. Purnell on the latest report.
- v. To note the reform of data protection legislation – General Data Protection Regulation and Data Protection Bill – the meeting received information via a paper submitted by the Clerk on the requirement to improve administrative systems and to ensure that there was robustness in the personal data controlled and shared by the Parish Council. It was noted that there will be a requirement to appoint a Data Protection Officer (DPO) but further clarification on who and how this role should be fulfilled was still needed. In the meantime Council approved the proposal to register an interest in receiving the service offered by the DPO Centre (without obligation at this stage) who would provide a quality, cost effective and appropriate route to ensure compliance with the requirements of the new legislation coming into force in May 2018, aif. It was proposed that this would be delivered in the most cost-effective way by group sessions organised at SALC, with the smallest councils being assessed in groups of 10 (so that the cost can be equally divided), through to large councils being assessed individually. Anticipated costs were quoted as £800 for year one and £400 for year two.
- vi. To receive and consider the 1st Draft of the Budgetary Papers for the year 2018-2019 – Council considered the draft Budget Papers as previously circulated. Discussion followed as to whether the Council should consider adding in possible costs for web development and funding of some of the transport/highway costs identified within the TAG report. Agreement was forthcoming that the Parish Council was minded to 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. Formal approval of the budget and precept

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would be carried out at the January 2018 meeting once the local government finance settlement was known and the decision on automatic precept referendums was known.

vii. There were no further financial matters coming forth.

1258. PLANNING MATTERS

i. To consider the information provided by West Suffolk Principal Planning Officer on Neighbourhood Plans and to discuss the way forward – the meeting was updated with details of the discussion held with Parish Councillors and the Officer at West Suffolk on the merits of a Neighbourhood Plan (NP) for a parish the size of Fornham All Saints. To summarize:

- Options – full NP or a Parish Plan
- Parish Plan - less weight than a NP and is not formally adopted. It takes around 6-9 months to do and its conclusions might not necessarily be taken into account by the Borough.
- NP – formally adopted by Borough once passed at referendum but they are certain bodies that can override it. All planning consent is subject to scrutiny and as such there are certain circumstances under which a NP can be overruled e.g. where the Local Plan has to provide strategic sites for development. The Officer did not consider any circumstances to be significant enough not to encourage a NP to be considered. This is the only way in which the Parish Council could influence what happens to its area. Scope of work must not be underestimated.
- A NP must be reviewed on a regular basis to ensure it is in conformity with the Local Plan if the latter is reviewed.
- There are no infill villages the size of Fornham All Saints within St Edmundsbury undertaking a NP.
- There is a limited extent as to how a NP can address infrastructure issues.
- There are good sources available at County and District level which will help identify housing needs.

The meeting agreed that it needed further detailed information from those professionals currently involved in the preparation of a NP and how they could assist in getting the Parish Council through the first stage which was data gathering. A request would be submitted to Places4People Planning Consultancy for attendance at the March or May in 2018 meeting to discuss further.

ii. To consider the following planning applications:

- DC/17/2242/TCA – Trees in a Conservation Area Notification i) 1 No willow (1 on plan) fell; ii) 1 No Walnut (2 on plan) fell @ Abbotsbury, Aldridge Lane
- Council considered that the work to be done would have no detrimental impact on the area and as such had no objections to the application, aif.

iii. To note that the following were received but not discussed due to time constraints:

- DC/17/2101/TCA – reduce height of 1 No Leylandii hedge @ Acer Lodge, The Street
- DC/17/2174/TCA – fell 1 No Cherry Tree @ 7 Rectory Meadow

iv. To receive notification of the following planning applications determined by the Borough:

- Refusal, by delegated decision, of planning permission for the conversion of existing barn to dwelling and car port @ Barn, Pigeon Lane

1259. CORRESPONDENCE RECEIVED SINCE THE LAST MEETING –

- i. SALC response to 2018/19 Local Government Finance Settlement – technical consultation – Council noted and supported the response
- ii. SALC response to Planning for the Right Homes in the right place – consultation proposals – Council noted and supported the response
- iii. SALC response to Consultation on Disqualification Criteria for Councillors and Mayors – Council noted and supported the response
- iv. Letter from Jo Churchill MP regarding the community project to mark 100 years since the end of the First World War – Battle's Over – A Nation's Tribute
- v. 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.

1260. DATE OF NEXT MEETINGS: Parish Council Meeting on 16th January 2018 commencing at 7.30pm.

There being no other business the Chairman declared the meeting closed at 10.05pm.

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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
	Total Due			£2,171.63	

Income received since the last meeting

	Dividend Interest	0.10		0.10	
	Total Income Received			£0.10	

	Bank Balances				
	Current account (as at 31.10.17)			£232.37	
	Deposit account (as at 31.10.17)			£21,215.35	
	Sub Total			£21,447.72	
	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	
				£4,390.00	

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
	Total Due			£343.18	
	Movement since the last meeting				
	Advertisement monies received	750.00		750.00	
	Bank Balance (31.10.17)			£453.73	
	Less outstanding cheques			-406.82	
	Plus income not shown on statements			+750.00	
	Cleared Balances			£796.91	

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