

## **FORNHAM ALL SAINTS PARISH COUNCIL**

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 19<sup>th</sup> September 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**  
**Mr Paul Purnell**  
**Ms Liz Hodder**  
**Mrs L Dawson**

**With County and Borough Cllr. Rebecca Hopfensperger (in part), Mrs Victoria Waples (Clerk), and 4 members of the public.**

1225. 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.*
1226. APOLOGIES FOR ABSENCE:  
i. There were no applicable apologies for absence.
1227. TO NOTE THE VACANCY IN THE POSITION OF COUNCILLOR FOLLOWING THE RESIGNATION OF COUNCILLOR WENDY BRAITHWAITE – Council noted that, due to work commitments, Cllr. Braithwaite had tendered her resignation in writing which had been accepted by the Chairman. The meeting asked that the minutes record the Parish Council's thanks for her work whilst on the Parish Council. The Clerk explained the procedure for advertising the vacancy.
1228. DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTEREST  
i. Cllr. Hodder declared a Pecuniary Interest for Agenda Item 12ii and in accordance with the Suffolk Local Code of Conduct would leave the room whilst this application was considered. Cllr. Gathercole declared Local Non Pecuniary Interest as Member of the Community Centre Committee. Cllrs. Clark Ward and Purnell declared Local Non Pecuniary Interests as Members of the Village Hall 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.
1229. MINUTES – approval of the minutes from the Parish Council Meeting of 18<sup>th</sup> July 2017 and additional meetings of 24<sup>th</sup> July and 30<sup>th</sup> August 2017, were agreed by all and signed by the Chairman as true and accurate records.  
The Chairman asked that clarification be sought from the Borough Council why the Parish Council's comments submitted under Planning Application DC/17/0946 appeared on the Borough Council's website and then were removed. A request should be submitted that they should be reinstated.
1230. 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
- WSOH – she confirmed that she would speak once again on behalf of her Ward at the Development Control Committee and that she would reiterate the same concerns as at the last meeting as she felt very little had changed. She was disappointed in the lightness of SCC Highways Department's reply – no new speed limits and no new entrance for HGVS as it was held that the proposed entrance was safe. Safety on the A143 had not flagged up any issues – only 5 accidents in recent years and traffic surveys had indicated that speeds achieved on Fornham Road were 55 mph in a 60mph speed limit. The Secretary of State would still need to be involved as the application was contrary to local planning policy and he will have 28 days in which to make a decision as to whether to call it in or not.

So signed by the Chairman at the meeting of 21<sup>st</sup> November 2017

- Briefing of the 'One Council' merger between St Edmundsbury and Forest Heath – consultation had shown a 70% support although this was not without its issues – covering Borough status and Mayoralty which was supported by St Edmundsbury and not Forest Heath. Business Case for the merger would be put to Council at a meeting the following week and if approved the Secretary of State (SoS) would be informed and agreement would be forthcoming for a timetable going forward. Expected timetable would suggest: November/December SoS replies as to whether he accepts the business case; 6 weeks consultation; February/March, case goes before parliament for formal approval to dissolve both Councils; formal approval of the One Council Spring 2018; Executive Committee formed and set Council Tax for year 2019/2020; April 2019 both Councils cease to exist and elections held for new Council in May 2019.
- Meeting Tuesday week with Assistant Director for Highways to discuss the restructuring of Highways and the Officers going forth – Guy Smith was still the Highways Manager at West Suffolk and there would be 3 Community Co-Ordinators (David Stiles; Anthony Smith and Hen Abbott). The Highway Maintenance Operational Plan had been produced which set the standards to abide by and would identify the costs for maintenance services and annual and exceptional programmes. It was noted that County Cllr. Jane Storey at SCC was handling the Portfolio for Highways during the absence of County Cllr. James Finch.
- The meeting was reminded of the promise from Karl Ashton as to Community Liaison Meetings and to work closely with the Fornhams and Great Barton and County Cllr. Hopfensperger was asked to progress this as quickly as possible and assured the meeting that she would provide an update after her meeting the following week with the Assistant Director for Highways.
- When questioned as to the lack of funding for small / minor low cost highways maintenance issues and the impact on villages she mentioned that she had her small Highways Locality Budget and this could be used for such schemes as traffic calming. It was also confirmed that all Districts would be looking to the Local Enterprise Partnerships (LEPs) for major infrastructure funding.
- Improvement along the A1101 – Cllr. Hopfensperger stated that indicative ideas for planning for this area would be available by November/December 2018 once the full results of the survey had been analysed to ascertain the most appropriate work possible.
- When questioned she confirmed that the merger of St Edmundsbury and Forest Heath would create a super council and not a unitary council. She confirmed that a unitary council would need to cover the whole of Suffolk and as such the merger being proposed was deemed to be too small to be a unitary. She confirmed that the number of Councillors would reduce from 72 to 64 and that the main benefit would be a bigger voice and efficiency savings as they would be able to act more economically.

1231. TO RECEIVE ISSUES FROM THE MEMBERS OF THE PUBLIC:

- i. Relating to the agenda under discussion – there were no matters raised for the agenda under discussion.
- ii. Relating to matters of concern with regards to Fornham All Saints -
  - Why had the comments from the Parish Council on the application for a ménage been removed from the Borough's website? Could the Clerk ask that they be reinstated?
  - Enforcement – who enforces planning conditions? Why have the enforcement department not been asked to look at the access to the development that was taking place on an area of landscape value at the end of Pound Meadow. There was an issue with regards to the access to this land and complaints had previously been made to the Borough but there appeared to be little interest in enforcing planning conditions on this site.
  - Works to River Lark carrying on – a grant had been applied for from Cllr. Hopfensperger' locality budget for information leaflets etc.
  - Weight restriction signs – ongoing issues relating to HGVs going though the village – the signs indicating that there is an environmental weight restriction are very small – can they be increased?

The meeting's attention was drawn once again to the HGV Highways Tool for reporting such incidences – link could be found through the Parish Council website and it was agreed that such a link would be mentioned in the next newsletter.

So signed by the Chairman at the meeting of 21<sup>st</sup> November 2017

- The meeting discussed a letter from a resident regarding the speed and noise with which certain motorbike riders passed through the village. It was noted that this situation was being monitored by the Bury Safer Neighbourhood Team and that whilst numbers are not the particular issue, the noise was. It was agreed that if this matter was to continue the Environmental Health Officer at the Borough Council should be asked to ascertain noise levels.
1232. REPORTS ON PARISH MATTERS RELATING TO PORTFOLIOS HELD & in particular –
- i. Traffic Advisory Group – Cllr. Grimshaw made the meeting aware that the group would be meeting soon with a new member to review a number of issues that were outstanding from previous meetings and would firm up proposals. This approach would be realistic and mindful that all projects needed to be financially viable and would result in a plan being proposed which would go out for consultation and form the basis for a fully costed proposal to be submitted to SCC Highways Department. County Cllr. Hopfensperger suggested that the Parish Council should first produce a wish list for submission to Highways to ascertain what was legal and what wasn't prior to any consultation with the parish.
  - ii. Flooding on the A1101 – the meeting noted the communications between the Chairman and the Senior Projects Manager at Countryside Properties over the issues of ongoing 'flooding issues' on the A1101 following periods of intense rain and concerns that the SUDS strategy would be able to cope once all dwellings were erected. A request had been submitted for a site face-to-face meeting attended by the SCC Highways Team, Countryside Properties and Anglia Water to cover this topic in more detail and to reassure all that the strategy proposed and agreed upon would be work. As of yet that date ad still to be set.
  - iii. Overgrown hedgerows in the Village along public footpaths – whilst it was noted that some action had been taken, the meeting agreed that work was still needed outside of Gaughton House along the A1101 and outside of some properties bordering the footpath on the Village Green. The Chairman agreed to make contact with the necessary homeowners. It was also agreed that the Chairman would liaise with a local farmer over the trimming of the hedgerow on the track bordering the allotments.
  - iv. Asset Management – the Chairman asked that the Parish Council's thanks be recorded to Cllr. Purnell for his restoration of the village benches.
1233. 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.
1234. 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:  
Completed works over the last few months:
    - House building has started
    - Bloor homes are up and running with the first few houses finished before Christmas.
    - Countryside are doing a bit of preparation works and looking to start on their parcel before October.
    - David Wilson have just got planning permission.
    - The roundabout nearest Tut hill has been formed and is being tarmacked.
    - Breheny are planning to do the connection works on to Tut hill with the aim to be finished end of November
    - Landscaping in the open space areas is targeted to start this coming planting season
    - Acoustic fence works have been finished
1235. 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. However the Clerk was asked to ensure that County Cllr. Hopfensperger made the Infrastructure Officers at Suffolk County Council aware of the growth rate of traffic through the village and along the A1101 that will arise from the development of Marham Park and whether any mitigation measures were being put in place to counter the impact.

So signed by the Chairman at the meeting of 21<sup>st</sup> November 2017

- ii. To consider Community Facility funding at Marham Park – it was asked that as the number of houses being approved exceeded the number of houses originally planned for would the sums of money being requested under the Community Infrastructure Levy be increased? Clarification was also requested as to the detail of the community facilities/community centre being proposed on Marham Park and its expected build-out. The Clerk was asked to seek clarification as to whether Fornham All Saints Parish Council could bid for some of these monies if the community facilities did not go ahead.

1236. 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 2017 – the external audit had now been concluded and had been returned to the Parish Council. It was noted that there was one minor issue which came to the auditor's attention which required the completion of £0 in the box under loans as opposed to the box being left blank. 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. 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
- iii. To receive the Bank Balances and Budget to Actual Statement – Council noted bank balances stood at £25,626.45 to 19<sup>th</sup> September 2017 with available funds being £20,878.62. The budget to actual statement for the period ending 30<sup>th</sup> September 2017 was presented to the meeting and it was noted that expenditure was slightly under budget at this point in the year. The Clerk submitted a paper requesting that Council considered the request for the funds allocated under Newsletter support to be transferred into the Newsletter Account to cover the three editions for the rest of the year. It was hoped that further income would be forthcoming, but in principal the Council agreed that as the money had been identified as being needed when setting the budget, it was appropriate for such a transfer to take place. It was therefore proposed and agreed that the sum of £750 be transferred from the Parish Council account into the Newsletter Account via a cheque, aif.
- iv. 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 noted that the Clerk had sought advice from St Edmundsbury as to the Listing of the BT phonebox and had been advised that as this was Grade II Listed the Parish Council would need to apply for a change of use prior to progressing this matter further. Cllr. Dawson provided a report to the meeting on her discussions to date with the providers of Public Access Defibrillators which is summarized below:
  - Research covered how to manage public access defibrillators in BT boxes; costs and maintenance.
  - 2 organisations had provided information and research: Heartsafe and Community Heartbeat Trust (CHBT). Both offered training sessions.
  - Heartsafe – clear FAQs on their website; defibrillator cabinets – user friendly instructions; simple to use – installation and cabinet £1995.00
  - CHBT – cost for defibrillator, depending on whether it was stored inside or outside of the BT Kiosk was around £1995.00. It was noted that the CHBT had a relationship with BT and the electrical supply to the kiosk could be transferred into the PC's name and would cost in the region of £6-£20 per annum. All maintenance checks would be carried out by CHBT and as such there would be no ongoing servicing costs.
  - Maintenance costs for both units would need to be factored in – batteries around £100 per 4 years; pads (adult and child) would be replacing every 2 years and were around £100.
  - Funding was available from the National Lottery Fund – up to £5,000 could be applied for. Perhaps the PC should consider applying for 2 – at the Village Hall and the Community Centre.The meeting was in agreement that in principle it would apply for 1 defibrillator on the understanding that a 2<sup>nd</sup> would be considered for the Community Centre, aif.
- v. To consider costs involved in sowing wild flower seeds along Pigeon Lane – it was confirmed that Countryside Properties had stated that the area would be reseeded within the next two months as part of their agreed works. The meeting agreed that this item could now be removed from the agenda and any updates would come under Agenda Item 'Marham Park – updates'.

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- vi. To consider any appropriate actions following the latest inspection on the Play Areas on the Community Centre Grounds – Cllr. Purnell reported that the following issues had been highlighted: new seats were required for the roundabout as well as new bearings (Wicksteed to quote); ventilators on the skate park had been ordered from the manufacturer and were still awaited; weeds between rubber tiles and repainting of some areas of play equipment would be monitored and discussed at a later date.
- vii. To note and agree the increased costs of producing the Village Voice as produced by Mr and Mrs Brooklyn – it was noted that the production editors of the Village Voice had advised the Council that the cost of producing the Village Voice prior to submitting it to the printers had increased from £150 to £182.50 per edition which covered 25 hours of work along with associated broadband/phone costs. It was agreed that the Council would accept this increase, aif and would seek to obtain a .pdf copy that could be uploaded onto the Village Website, aif.
- viii. To note the reform of data protection legislation – General Data Protection Regulation and Data Protection Bill and to note that the Clerk will be undergoing training on this to ensure Council is ready for GDPR and fully compliant – Council noted that this matter was still in its infancy and that new information was still to be fully analysed and assessed. At this stage there was doubt as to whether the Clerk could be the Data Protection Officer (DPO) as well as the Data Controller. SALC on the behalf of its members was seeking clarification on this and other matters and in the first instance costs for the sharing of a DPO with other similar sized parish councils were being suggested in the sum of £500 per annum. Council noted this and agreed that further information was still required.
- ix. There were no further financial matters coming forth.

#### 1237. 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 agreed that the Clerk would circulate dates as given by the Officer at West Suffolk for a meeting with the Parish Council during the day at her offices to enable an open and frank discussion on the merits of a Neighbourhood Plan for a parish the size of Fornham All Saints.
- ii. The following planning applications were considered by the Council:
  - C/1747/TCA - Trees in a Conservation Area Notification - 1no. Red Chestnut (1 on plan) and 2no. Sycamore (2 and 3 on plan) fell @ Fur House Rectory Meadow - *having declared a Pecuniary Interest, Cllr. Hodder left the room for the duration of this item. It is noted that Cllr. Clark-Ward also left the meeting at this point in time.*  
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.  
*Cllr. Hodder returned to the meeting.*
- iii. Council was informed of the following decisions as determined by the Borough Council:
  - Permission and listed building consent for the two storey side extension with first floor Juliet balcony @ 27 Hengrave Road
  - Permission for erection of Ménage/Paddock/Stables, @ Pound Meadow
  - Permission for two storey side extension @ 15 Pigeon Lane
  - Permission for 126 dwellings on Parcel C @ land North West of Bury, Tut Hill
  - Permission for advertisement consent for internal double sided entrance signs and 4 no flagpoles @ Land North West of Bury, Tut Hill

#### 1238. CORRESPONDENCE RECEIVED SINCE THE LAST MEETING –

- 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.

#### 1239. DATE OF NEXT MEETINGS: Parish Council Meeting on 21<sup>st</sup> November commencing at 7.30pm.

There being no other business the Chairman declared the meeting closed at 9.56pm.

So signed by the Chairman at the meeting of 21<sup>st</sup> November 2017

## FINANCIAL APPENDIX A – ACCOUNTS PRESENTED AT THE MEETING

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

Current Account – cheques to be drawn

		Nett	VAT	Gross	Power Used
411	FAS Parish Hall – Hire of Village Hall	54.00		54.00	LGA 1972 s133
412	V Waples – Salary	634.96		634.96	LGA 1972 s112 (2)
413	V Waples – Expenses	67.63		67.63	LGA 1972 s111
414	M Guest – Litter Picker	332.18		332.18	Open Spaces Act 1906 s9 & 10
415	Gt Barton – Traffic Assessment contribution	200.00		200.00	LGA 1972 s111
416	JRB Enterprise Ltd – dog bag gloves	53.30	10.66	53.30	Open Spaces Act 1906 s9&10
417	P Purnell – bags for Skatepark bins	53.88		53.88	Open Spaces Act 1906 S9&10
418	P Purnell – paint for Village Hall benches	13.49		13.49	Open Spaces Act 1904 S 9 & 10
419	Wunawf Projects – gate to playground	226.87		226.87	Misc Prov Act 1976 s19
420	St Edmundsbury B/C – playground signage	100.00	20.00	120.00	Open Spaces Act 1906 s9&10
421	BDO – External Audit	200.00	40.00	240.00	Accts & Audit Regulations 2015
422	CAS – Insurance Premium	1742.90		1742.90	LGA 1972 s140(1)
	<b>Total Due</b>			<b>£4,162.76</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 31.08.17)			£213.24	
	Deposit account (as at 31.08.17)			£25,413.21	
	Sub Total			<b>£25,626.45</b>	
	Less invoices due for payment			£4,162.76	
	Less outstanding cheques			£585.07	
	Plus unaccredited lodgements				
	Bank Balance effective 19.09.17			£20,878.62	
	General Reserves:			£16,488.62	
	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				
102	P& S Brooklyn – Aug/Sept Production	174.39		174.39	LGA 1972 s142
103	Community Workshop Ltd	160.68		160.68	LGA 1972 s142
	<b>Total Due</b>			<b>£335.07</b>	
	Movement since the last meeting				
	Advertisement monies received	215.00		<b>215.00</b>	
	<b>Bank Balance</b>			<b>£348.64</b>	

So signed by the Chairman at the meeting of 21<sup>st</sup> November 2017