

FORNHAM ALL SAINTS PARISH COUNCIL

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 20th November 2018 at 7.30pm in Fornham All Saints Village Hall, The Green, Fornham All Saints.

Members Present:

Cllr. Howard Quayle – Chairman

Cllr. Paul Purnell

Cllr. Bernard Grimshaw

Cllr. Liz Hodder

Cllr. Jill Mayhew

Cllr. Mat Stewart

With Mrs Vicky Bright (Clerk); 1 Member of the Public in attendance.

1349. 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.

1350. APOLOGIES FOR ABSENCE

- i. To receive apologies for absence – Enid Gathercole.
- ii. To consent/non consent to absence. - Consent given.

1351. DECLARATIONS OF INTEREST –

- i. To receive disclosures of pecuniary and local non pecuniary interests for the agenda under discussion – Cllr. Purnell declared a Local Non Pecuniary Interest as Chairman of the Village Hall Committee under agenda items 8viii.
- ii. To receive disclosures of gifts of hospitality exceeding £25 – none received.
- iii. To consider requests for dispensations – none received by the Clerk.

1352. MINUTES – to approve the minutes from the Parish Council Meeting of 18th September 2018 and additional meeting of 18th October 2018.

Resolved 18/11/3.01

An amendment was made and approved under Item 1330 (i), to reflect an interest declared by Cllr. M. Stewart in Item 4 (i) on the agenda. The Minutes of the meeting held on 18th September 2018 were adopted as true statement and signed by the Chair (HQ).

Resolved 18/11/3.02

The Minutes of the additional meeting held on 18th October 2018 were adopted as a true statement and signed by the Chair (HQ).

1353. PUBLIC FORUM

- i. To receive questions and issues raised by the Public on matters relating to the Agenda under discussion: None.
- ii. To receive questions and issues raised by the Public on matters relating to the village – no further questions raised: None.

1354. TO RECEIVE REPORTS FROM THE COUNTY AND BOROUGH COUNCILLOR – County & Borough Councillor Cllr. Rebecca Hopfensperger sent her apologies.

1355. POLICE SERVICE REPORT/NEWSLETTER (SNT)

SNT newsletter is available to view at; www.suffolk.police.uk/your-area/snt-newsletters

1356. COUNCILLOR VACANCY & APPOINTMENT OF VILLAGE HALL COMMITTEE REPRESENTATIVE

The Clerk confirmed no applications had been received. It was agreed that it would be good to receive representation from the Tut Hill area.

1357. TO RECEIVE REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD and in particular:

- i. To receive an update on the Rougham Highways Meeting and any action taken:
 - Cllr. Grimshaw presented an account from the meeting held with Highways at Rougham, see attached report as Appendix 1. A further follow up meeting has been arranged for 7th December at 10am.
 - Tut Hill – The VAS has recorded that with the Tut Hill closure, traffic volume from Bury St Edmunds has increased from 5,000 vehicles per day to 7,000 vehicles, and increase of 40%. It was discussed what

impact the Tut Hill closure has had on the Three Kings roundabout. In general view it was agreed it moved more freely, and although there is heavy traffic on the link road it appears free flowing. There appears to be less traffic build up at Pigeon Lane. It was suggested that the diversion is a bit of a nuisance to some. It was emphasized that the full impact from the new housing was yet to be seen on traffic volume and flow.

- Top Priorities –
 - Village Clean Up – Deferred to Spring 2019. SCC help and the Insurance cover for Public Liability is to be confirmed by the **Clerk**.
 - Pedestrian Crossing – The **Clerk** is to follow up with Highways and Cllr. Hopfensperger on the process for application and feasibility study.
 - Boundary signs – Deferred until next Rougham Highways meeting.
 - Soakaway Issue Gaughton House – It was agreed to request Highways to do an engineer site visit to establish location of the soakaway within Gaughton House. **Clerk**
 - All01 Speed & safety Report – To follow up on meeting held at Lackford, with Cllr. Hopfensperger. **Clerk**
 - Cllr. Quayle & Cllr. Grimshaw are now coordinators on the Lorry Watch Scheme (HGV's). This is a Suffolk scheme run by Trading Standards. Training will be given and a mailshot was suggested for residents to take part.
- ii. To receive a report on the Traffic Sign Survey from Cllr. Hodder:
- Overall the survey show the signs are in reasonable condition, and not dangerous, see attached Survey as Appendix 2. Immediate action to be taken to make signs more visible by cutting back vegetation. Many signs are unnecessary and misleading. It was agreed to defer any action until after the Tut Hill and Pedestrian Crossing issues have been resolved. **Cllr. Grimshaw** is to enquire regarding polices and costs at the next Rougham meeting on 7th December.
- iii. To receive an update on the West Suffolk Operational Hub:
- The 'Dear Neighbour' newsletters are being sent out to residents. Coffee Mornings are also being held, dates are given in the newsletters. Contact: danny.branson@morgansindall.com
 - The projected date of opening is December 2019.
 - Barton Hill Closure from 26th November 2018 to 21st December 2018.
 - Traffic and Road issues are still on the agenda for the CLG, specifically the roundabout and speed limit.
- iv. To receive an update on the project to set up a Community Self-Help Group:
- Cllr. Mayhew reported that no response from the request in the newsletter had been received.
 - The 'Rural Coffee Caravan' run by CAS is to be invited to the village, the caravan offers Friendship, Support, Advice & Signposting Information. This is to be arranged for Spring/Summer 2019 **by Cllr Mayhew** after further research.
- v. To receive an update on the Allotments:
- Cllr. Quayle confirmed that all gates now had locks and chains fitted.
 - It was agreed not to erect chicken wire on top of the gates, as this was not likely to be very effective.
 - The Clerk confirmed the break in at the allotments, this has been reported to the Police and a Crime Reference Number has been issued. All Allotment Holders have been informed.
 - Discussions are underway regarding improvements to the Allotments road.
 - The AGM is being held on 4th December 2018.
- vi. To receive an update on works to clean / renovate the Village Sign:
- Work is completed to clean the sign and a protective wax coating has been applied.
- vii. To discuss and approve play area works to existing equipment:
- Cllr. Purnell presented a quote for the works needed from Wicksteed, at a cost of £2,128.07 Excl. VAT. He explained that some of the parts may not be necessary or invoiced for when the works are carried out. It was agreed that **Cllr. Purnell** is to ask Wicksteed to carry out an inspection on site and to give an accurate quote for the actual works needed. The **Clerk** is to look at comparison quotes after this.
- viii. To approve works to Tree overhanging the fenced play area and tree works at the allotments:
- Cllr. Purnell presented a quote for the tree works from Urban Forestry for £3,386.40 Incl. VAT. There was also a quote to grind the stumps (if planting of new trees was planned) at a cost of 846.60 Incl. VAT. A third quote to clear weeds and vegetation at the play area and to strim and clear vegetation along the top edge of the playing field and seeding of area, and also to strim the vegetation between the fences was for £1, 310.00 Incl. VAT. The Clerk presented a quote from DM Tree & Landscape Ltd for £895 + VAT for the tree works at the Playing Field and a further quote of £245 + VAT for grinding the stumps. The Clerk also presented a quote for the works to the play area at a cost of £480 + VAT
- Resolved 18/1/8.01**

It was agreed to accept the quotes from DM Tree & Landscapes Ltd for the Tree works at the Playing Field and the Play Area.

Cllr. Purnell presented a quote for the trees and boundary hedging at the allotments from Urban Forestry for £1,422.60 Incl. VAT. The Clerk presented a quote from DM Tree & Landscapes Ltd, for £1,115.00 + VAT. The quote from DM Tree does not include the works to the boundary hedge or removal of the Elm Tree. The **Clerk** is to go back to DM Tree and ask them to quote for the hedge work and removal of the Elm Tree, and report back to the Councillors via email.

Cllr. Purnell confirmed that Charlie Brown is willing to top off and face up the hedge on the Playing Field/Allotments boundary, on the playing field side only, FOC. The Clerk presented a quote from DM Tree & Landscape Ltd, that will top the hedge and face up both sides, clearing the undergrowth and vegetation on the allotments side, at a cost of £790 + VAT.

Resolved 18/11/8.02

It was agreed to accept the quote of £790 + VAT from DM Tree & Landscape Ltd for the works to the allotments boundary hedge.

- ix. To approve Lockable Rubbish Bins for the Skate Park:

➤ **Resolved 18/11/8.03**

It was agreed to purchase two lockable bins from Broxap at a cost of £448.90. The **Clerk** is to order the bins.

1358. TO RECEIVE THE CLERK'S REPORT

- i. To receive an update on the following items (for information only):

- Update on Defibrillator Project – now in Kiosk, the top has yet to be painted and some paint gold for the crowns. In the process of registering with the East Anglian Ambulance Service. It needs stickers on the white parts at the top of the kiosk that say defibrillator. The Public Awareness Session is to be arranged. Cllr. Gathercole will be the designated contact and will check the Defibrillator weekly, with Cllr. Purnell as back-up.

➤ **Resolved 18/11/9.01**

It was approved to purchase a wreath at £20, for the Remembrance Service on 11th November.

1359. FINANCIAL TRANSACTIONS

- i. To consider and approve payments as per the list in Financial Appendix:

Resolved 18/11/10.02

Agreement was forthcoming that the payments as scheduled be approved. Cheques were signed by HQ & PP.

- ii. To receive the Bank Balances to date:

It was noted that bank balances stood at £32,370.12 across both of the main Parish Council accounts and the Newsletter account. The Clerk presented a list of Income/Expenditure since the last meeting.

- iii. To receive an update on Bank Mandate changes:

Cllr. Quayle is to visit the bank tomorrow to confirm the changes and to request missing bank statements, and to request a cheque book for the Newsletter account.

Resolved 18/11/10.03

It was agreed to issue cheques for the newsletter expenditure from the Parish Council account, to then be reimbursed back to the PC account from the newsletter account, when the new cheque book is received.

- iv. To receive the budget monitoring paper for the period ending 31st October 2018:

- The Clerk presented a Budget to Actual report to 31st October 2018, expenditure stands at £11,761.00, from a Budget Expenditure of £23,436. The **Clerk** is to present a further Budget to Actual report at the January meeting.

Resolved 18/11/10.04

The Budget to Actual report for 31st October 2018 was scrutinised and adopted.

- v. To look at Draft 2019-2020 Budget & Precept figures:

- The Clerk presented a draft projected budget for 2019-20, and several options for Precept request figures for 2019-20, for information purposes. The 2019-20 Budget and Precept will be formally set and adopted at the January meeting.

- vi. To receive a report on the Village Magazine Revenue and Outstanding debts:

- The balance of the newsletter account stands at £446.75.
➤ There are several outstanding debts to be chased, the **Clerk** is to action this.
➤ Cllr. Gathercole has submitted her resignation from Finances for the magazine, Cllr. Mayhew has agreed to take this over, once all outstanding debts are resolved.

1360. BOROUGH COUNCIL MATTERS

- i. To receive applicable updates on works at Marham Park, Bury St Edmunds:
 - Tut Hill Junction: the new junction designs have been approved by both auditors and council, all agreed on Thursday last week (15th November)
 - Starting the changes to Tut Hill junction this week, but as some of the new signage is made to order, these may take about 2 weeks to be made. Once the signage has been received, it will be quite a quick installation and will have completed all the other works and will be able to open the road as soon as the Suffolk Highways approve.
 - The residential developments are all cracking on well, with more residents moving in each month
 - LNT, a care home company, have got designs in with the Council at the moment, with hopes for them to be approved before Christmas.
 - Open spaces landscaping is starting this month, with the seeding happening in the spring.
 - Still waiting approval on the sports pitches and play areas, but once approved these will be programmed in.
 - The retail and leisure sites are still being marketed but as yet no real interest. This is just going to be continued, and as more residents move in, the more appealing to these areas will become.
- ii. Update on the Local Government Boundary Commission for England final recommendations for the West Suffolk Council ward boundaries:
 - Final recommendations have been sent to Parliament and if approved will be in effect by May 2019. The ward will be Fornham's and Great Barton, with 2 ward councillors.

1361. SUFFOLK COUNTY COUNCIL MATTERS –

- i. To receive an update on the Tut Hill Drain Slots:
 - The Drain slots on Tut Hill were cleared on 16th November 2018. A survey is to be carried out post works to determine an economic cleansing frequency.
- ii. Update on Tut Hill and Link Road B1106 & to consider impact and action for Hyde Wood/Mere Lane:
 - See Minutes Number 1357 (i) and Number 1360 (i). The Hyde Wood / Mere Lane discussion is deferred to the January agenda. Although some signage seems to have already been installed.
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1362. PLANNING MATTERS

- i. To consider the following planning applications:
DC/18/2131/TCA - Trees in a Conservation Area Notification - (i) 3no. Silver Birch (1, 2 and 3 on plan) - Crown reduction in by 3 metres and lateral spread by 1.5 metres all round; (ii) 1no. Silver Birch (4 on plan) Crown reduction by 4 metres in height and lateral spread by 2.5 metres all round
LOCATION 1 Dairy Drive, Fornham All Saints, Bury St Edmunds, Suffolk

Resolved 18/11/13.01

No objection to application DC/18/2131/TCA.

- ii. To receive notification of the following planning applications determined by the Borough: None

1363. CORRESPONDENCE RECEIVED SINCE LAST MEETING

- i. Suffolk Minerals & Waste Local Plan Consultation – Appropriate Assessment Document Consultation 5th November to 17th December 2018 <https://www.suffolk.gov.uk/mineralsandwaste>
- ii. Polling District Review, West Suffolk Council – Deadline for comments and proposals for alternative sites is 11th December 2018 elections@westsuffolk.gov.uk <https://www.smartsurvey.co.uk/s/pollingdistrictreview>
- iii. West Suffolk Call for Land Sites – Strategic Housing & Economic Land Availability Assessment – 21st November to 20th December 2018 www.westsuffolk.gov.uk/shlaa

1364. MATTERS FOR NEXT AGENDA & DATE OF NEXT PARISH COUNCIL MEETING BEING 15th JANUARY 2019

- Councillor vacancy update +/- Co-option
- Highways – A1101 / Tut Hill / Soakaway (Gaughton House) Update (BG)
- Pedestrian Crossing Update
- Village Clean Up & SCC Self Help Scheme Update
- Play Area Repairs Quotes
- Tree Works/Landscape Allotments Quotes
- Defibrillator Update
- Bank Mandate Update
- Budget to Actual Report Jan 2019
- Projected Budget 2019/2020 & Precept 2019/2020

There being no other business the Chairman declared the meeting closed at 10.20pm.

Signed: *Howard Quayle*
Chair, Fornham All Saints PC

Date: 15th January 2019