

## **FORNHAM ALL SAINTS PARISH COUNCIL**

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 18<sup>th</sup> September 2018 at 7.30pm in Fornham All Saints Village Hall, The Green, Fornham All Saints.

### **Members Present:**

**Mr Howard Quayle – Chairman**  
**Mr Paul Purnell**  
**Mr Bernard Grimshaw**

**Mrs Enid Gathercole**  
**Mrs Jill Mayhew**  
**Mr Mat Stewart**

**With Mrs Vicky Bright (Clerk); Cllr. Rebecca Hopfensperger (SEBC/SCC).**

**1328. 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.*

### **1329. APOLOGIES FOR ABSENCE**

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

### **1330. 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 8vii & viii.
- ii. To receive disclosures of gifts of hospitality exceeding £25 – none received.
- iii. To consider requests for dispensations – none received by the Clerk.

**1331. MINUTES** – to approve the minutes from the Annual (Parish) Council Meeting of 15<sup>th</sup> May and additional meeting of 14<sup>th</sup> June 2018

### **1332. PUBLIC FORUM**

- i. To receive questions and issues raised by the Public on matters relating to the Agenda under discussion –
  - Allotments issues raised – See Agenda item 7 iv.
- ii. To receive questions and issues raised by the Public on matters relating to the village – no further questions raised.
  - Trees at the Golf Course were discussed and Cllr. Gathercole is to raise this with the Hotel Manager at a meeting on 26<sup>th</sup> October.
  - The grass verge/kerb at Pigeon Lane was discussed and Cllr. Quayle is to ask if Charlie Browne will cut this back FOC.

**1333. TO RECEIVE REPORTS FROM THE COUNTY AND BOROUGH COUNCILLOR** – County & Borough Councillor Rebecca Hopfensperger, gave the following report;

- SCC are withdrawing from the Barley Homes partnership with West Suffolk, they will stay to see through the two sites at Haverhill and one in Mildenhall. They believe there are better ways for them to support Housing.
- Cllr. Mary Evans, Cabinet Member for Highways & Transport has requested a complete review of Highways Maintenance Operational Plan, as she believes it is not fit for purpose. Scheduling and planning of works is to be reviewed to be more cost effective and to tackle issues more speedily and with more common sense. Intervention levels are also to be looked, to cater for cyclists as well as motor vehicles.
- The trees at the Green, Pound Meadow are to be inspected by a Community Engineer.
- The Community Chest Fund for St Edmundsbury is open to applications from 28<sup>th</sup> September, grants are available to Safer Neighbourhood schemes.
- The Pilot Scheme for SCC to retain Business Rates to replace the Revenue Support Grant is for 2 years, it initially promised 100% of business rates to be retained, this has been amended to 70%. This will be a bidding process for schemes and then a schedule of works will be decided and paid for from the pot.

### **1334. POLICE SERVICE REPORT/NEWSLETTER (SNT)**

SNT newsletter is available to view at; [www.suffolk.police.uk/your-area/snt-newsletters](http://www.suffolk.police.uk/your-area/snt-newsletters)

Suffolk Local Policing Changes – The changes involve moving 97 police constables and 7 sergeants into its SNT's and to reduce the number of PCSO's from 81 to 48 Full-time. <http://www.suffolk-pcc.gov.uk/slider/plans-for-the-future-of-community-policing-announced>

Speeding in Rural Areas has been made a priority for SNT Teams, there were speed cameras in the village this week.

**1335. COUNCILLOR VACANCY & APPOINTMENT OF VILLAGE HALL COMMITTEE REPRESENTATIVE**

Gary Clarke Ward has tendered his resignation on the Council. Thanks were offered to Gary for his hard work over the last 10 years. The Clerk is to advertise the vacancy for co-option.

The new representative from the Parish Council on the Village Hall Committee was agreed as Cllr. Mat Stewart.

**1336. TO RECEIVE REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD and in particular:**

- i. To receive an update on the village meeting held on topics raised within the TAG Reports and the proposed Tut Hill consultation and progress made.
  - Cllr. Grimshaw presented an update on the village meeting held on 28<sup>th</sup> August, attendance was good with 77 people in attendance. The issues of Tut Hill, Pedestrian Crossing and Self Help Highways Volunteering scheme were discussed. This was followed up with circulating a questionnaire on these issues to gauge feedback and opinion. There was good feedback received and from 53 submissions, 29 preferred closure of Tut Hill, with 14 preferring it to remain open, but with HGV's banned, and a further 10 wanted it left open with HGV's banned and traffic calming installed. There is due to be a statutory public consultation on this issue soon, and the Parish Council will feedback to Steve Merry at Highways. The new link road is now due to open November 2018 and incorporates a design which forces all A14-bound traffic to turn left at top of Tut Hill. This is to be monitored before a decision is made on Tut Hill.
  - There has been a good response for volunteers for the Self Help Highways Scheme 'Village Clean Up'. The Parish Council are working with Highways regarding Insurance, Training & Equipment, it was agreed to defer the scheme until Early Spring 2019.
  - With regards to a pedestrian crossing at Pigeon Lane, a consultation with neighbouring residents was positive and the Parish Council is to move forward with the next steps. It was agreed to hold fire on any crossing on Tut Hill/Community Centre until the decision with Tut Hill has been made, and the impact of the new relief road has been monitored.
- ii. To receive an update on the A1101 Safety Improvements and the Rougham Highways Meeting
  - The A1101 report was published January 2017, but we have only been provided with a copy two weeks ago. Accident & speed data has been recorded between Bury St Edmunds and Shippea Hill, with recommendations being given. The summary identified the mean average of vehicles between Fornham All Saints and Lackford at a 10% above 30pmh. Lackford PC held a meeting with Icklingham, Flempton, Hengrave and Fornham All Saints being invited, unfortunately only Fornham All Saints attended. However, the meeting was beneficial and many ideas and suggestions were discussed to be considered.
  - A meeting with Rougham Highways Depot, has been arranged for October and Cllr. Hopfensperger will be present. The Parish Council will be given a tour, and will meet the teams and will be able to discuss outstanding highways issues within the village.
- iii. To receive an update on the project to set up a Community Self-Help Group (or similar) in the village to carry out such tasks as taking elderly villagers for hospital appointments, sitting with an infirm person for an hour to provide company
  - Volunteers are needed and dependent on the response a questionnaire will be sent out to ascertain the need and nature of help needed.
- iv. To receive an update on the Allotments
  - The Clerk, Cllr. Quayle & Cllr. Gathercole inspected the allotments last week and have made a record of the plots which need attention. The Clerk is to send letters to the allotment holders concerned asking them to tidy their allotment. The Clerk is also to write to the holder of allotment 11A and terminate their contract, the allotment is to be transferred to the holder of 11B. Two other allotments have become available and the Clerk has received applications to fill the vacant plots. The Clerk is to continue monitoring problems with rats, dog mess and theft. Although now the gates have been fitted with new locks it is hoped this will help with the theft and dog mess issues. There is also plans to fit a chain and lock to the gate by the Basketball Court and to top the gates with chicken wire, the bottom layer of wire, to prevent rabbits will also be re-fixed. The Clerk is sourcing quotes to cut back and tidy the hedge and boundary vegetation that borders the playing field. It is also hoped that the roadside boundary fence and the upgrade of the road will be resolved by the end of the year. Plans are to resurface and to create a passing place. The Clerk is to email allotment holders asking them to ensure they close gates after them and not leave the code visible on the padlocks, on entering and exiting the site.

- v. To discuss and approve the use of “Nextdoor” Social Media Platform by the Parish Council
  - it was agreed this had taken off well and was being widely used. The Clerk is to look into the Parish Council using this as a means of communication for Parish Council news.
- vi. To discuss and agree works to clean / renovate the Village Sign –
  - Cllr. Gathercole & Cllr. Mayhew have spoken with Eleanor Wadsworth and visited the County Records Office and have discovered that the original sign was designed and made by Mrs Clarke (Bill) in the 1970’s, it was refurbished by her son, Jonathan Clarke in 1988 and he has agreed to come and take a look and possibly do the refurbishment and repairs. The design is translated as the ‘Hamlet of the Trout’ due to the river with the Battle of the Fornham 1173 on the rear side.
- 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. The Clerk and Cllr. Purnell are to look at comparison like for like quotes and Councillor’s are to informally agree a quote to proceed by email, before the next meeting. The Clerk is to look at Pigeon spikes options for the swings.
- viii. To approve works to Tree canopies overhanging the fenced play area
  - 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 £2,412.00 Incl. VAT. It was agreed that the extra works to the fences between the houses and play area was not necessary. The Clerk is to source comparison like for like quotes for the tree works needed and grinding of the stumps and the play area weeds and vegetation. Cllr. Purnell is to ask Urban Forestry to quote for the works needed at the allotments. There is no plan to cut back any branches overhanging the neighbouring houses, although permission is agreed for residents concerned to cut back any branches overhanging their land.
- ix. To approve Lockable Rubbish Bins for the Skate Park
  - **Resolved 18/09/8.01**  
It was agreed to purchase two lockable bins from Broxap at a cost of £174 + VAT. With the extra anti-graffiti paint/coating at £12 extra each bin.

### 1337. TO RECEIVE THE CLERK’S REPORT

- i. To receive an update on the following items (for information only): –
  - Update on Defibrillator Project – the Parish Council has organised a working party to refurbish and paint the BT Kiosk. The Big Lottery application was successful and the Defibrillator has been ordered by Cllr. Gathercole.  
**Resolved 18/09/9.01**  
It was agreed to proceed with ordering the Defibrillator from CHT and to undertake the Managed Solution option.

### 1338. FINANCIAL TRANSACTIONS

- i. To receive an update on progress on compliance with the General Data Protection Regulations (GDPR) 2018:
  - a. To approve the following policies & procedures:
    - Resolved 18/09/10.01**  
Approve the following policies en-bloc with agreement that all should be reviewed as and when legislation requires, aif: signed by the Chairman (HQ).
    - Email Privacy Policy
    - Data Security Incident Response Policy & Procedure
 The Clerk is to clarify the use of Councillors private email addresses in relation to GDPR rules.
- ii. To consider and approve payments as per the list in Financial Appendix  
**Resolved 18/09/10.02**  
Agreement was forthcoming that the payments as scheduled be approved. Cheques were signed by HQ & EG.
- iii. To receive the Bank Balances to date and adopt the bank reconciliation  
It was noted that bank balances stood at £28,042.82 across both of the main Parish Council accounts and the Newsletter account.  
**Resolved 18/09/10.03**  
That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (HQ).

- iv. To receive an update on Bank Mandate changes and approval of new signatories
- Cllr. Quayle advised that the bank mandate needed to be filled out and re-signed, as currently due to an admin error the only signatories listed on the main Parish Council accounts was Cllr. Enid Gathercole. The mandate will remove old signatories and update two new signatories. It will also change the correspondence address to the new Clerks address and add the Clerk with authority to make requests for account balance and transaction history, and to manage transfer of funds between the Parish Council accounts 11480154 & 11480146, and to request statements, as and when needed.

**Resolved 18/09/10.04**

It was agreed to add Cllr. Howard Quayle and Cllr. Paul Purnell as signatories to the Parish Council accounts.

- v. To Approve the Annual Parish Council Insurance Renewal
- The Clerk confirmed the Council had in place a LTA until September 2019 and this year's policy is £1,771.78.

**Resolved 18/09/10.05**

It was agreed to approve and accept this year's insurance policy renewal for £1,771.78.

- vi. To Review and Approve the Litter Picker wage in line with the National Living wage
- The Clerk reported that SALC had advised that the Litter Pickers wage had not increased in line with NJC SCP 6, and should have increased to £8.521 per hour from 1<sup>st</sup> April 2018.

**Resolved 18/09/10.06**

It was agreed to bring the Litter Picker wage in line with National Living wage and in line with the 2018/19 NJC pay scale SCP 6 at £8.521 per hour.

- vii. To receive the budget monitoring paper for the period ending 30<sup>th</sup> June 2018 – Council noted the position as at 30<sup>th</sup> June 2018. The Clerk is to present a Budget to Actual report for the November meeting

**1339. BOROUGH COUNCIL MATTERS**

- i. To receive applicable updates on works at Marham Park, Bury St Edmunds – no updates had been received. Cllr. Quayle and Cllr. Grimshaw are to meet with the Project Manager to discuss and clarify the road layout plans.
- ii. Update on the Councils response to the Local Government Boundary Commission for England draft recommendations for the West Suffolk Council Ward Boundaries
- Previously the Council has argued against the joining with Fornham St Martin and Great Barton. These comments had been submitted to the Borough when they asked for comments on this matter. It was noted that nothing in the proposals had changed from the proposal being put forward by the District but the name – The Fornham's and Great Barton. The Parish Council agreed that it preferred the idea of being part of a Lark Valley Ward and that in general it had an issue with a 2 Councillor Ward and the cover that could be expected. The Clerk confirmed that the Councils comments and proposals had been submitted and received by the LGBCE.

**1340. SUFFOLK COUNTY COUNCIL MATTERS –**

- i. To receive an update on the monitoring of agreed actions following the meeting held with the SCC's Transport Policy and Development Manager, County Cllr. Hopfensperger & representatives from the Parish Council – See Agenda Item 8 ii.
- ii. To receive an update on the Council's request for the removal of The Brecks signage in Fornham All Saints – The signs have been confirmed as removed.

**1341. PLANNING MATTERS**

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

**1342. CORRESPONDENCE RECEIVED SINCE LAST MEETING**

- Suffolk Local Policing Changes – The changes involve moving 97 police constables and 7 sergeants into its SNT's and to reduce the number of PCSO's from 81 to 48 Full-time. <http://www.suffolk-pcc.gov.uk/slider/plans-for-the-future-of-community-policing-announced>
- As you may know the West Suffolk Shadow Authority, on behalf of Forest Heath District Council and St Edmundsbury Borough Council, are looking at the question of civic leadership for the new West Suffolk Council. They are asking the views of residents and organisations, as well as town and parish councils, to help councillors explore how West Suffolk should be represented at civic events, including championing and promoting local communities, businesses and the local area. This will include looking at whether the new Council should apply to the Privy Council for borough status for the newly formed West Suffolk area as well as the role of the chair/ chairman or mayor. The link to the web pages, including more information and the online engagement, is: <http://www.westsuffolk.gov.uk/civicleadership>

**1343. MATTERS FOR NEXT AGENDA & DATE OF NEXT PARISH COUNCIL MEETING BEING 20<sup>th</sup> November 2018**

- Councillor vacancy update +/- Co-option
- Highways Update
- GNS Update
- Allotments Update
- Village Sign Refurbishment Update
- Play Area Repairs Quotes
- Tree Works Quotes
- Defibrillator Update
- GDPR Update – Cllr Emails
- Bank Mandate Update
- Budget to Actual Report
- LGBCE Ward Boundaries Review Update

There being no other business the Chairman declared the meeting closed at 10.42pm.

***Signed: Howard Quayle***  
***Chairman, Fornham All Saints Parish Council***

***Date: 20<sup>th</sup> November 2018***