

## **FORNHAM ALL SAINTS PARISH COUNCIL**

Minutes of the Parish Council Meeting of Fornham All Saints Parish Council held on 19<sup>th</sup> March 2019 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. David Jansons**

**Cllr. Enid Gathercole – Vice Chair**

**Cllr. Jill Mayhew**

**Cllr. Mathew Stewart**

**With Mrs Vicky Bright (Clerk); 31 Members of the Public in attendance.**

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.*

### **1381. APOLOGIES FOR ABSENCE**

- i. To receive apologies for absence – None.
- ii. To consent/non consent to absence. – None.

### **1382. 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 in the Village Hall Committee and Cllr. Gathercole declared a Local Non Pecuniary Interest in the Community Centre.
- ii. To receive disclosures of gifts of hospitality exceeding £25 – none received.
- iii. To consider requests for dispensations – none received by the Clerk.

### **1383. MINUTES – to approve the minutes from the Parish Council Meeting of 14<sup>th</sup> January 2019.**

#### **Resolved 19/03/3.01**

The Minutes of the meeting held on 14<sup>th</sup> January 2019 were adopted as true statement and signed by the Chair (HQ).

### **1384. PUBLIC FORUM**

- i. To receive questions and issues raised by the Public on matters relating to the Agenda under discussion: It was confirmed by the Chair, (HQ) that an Additional Planning Meeting was to be held on Thursday 28<sup>th</sup> March 2019 at 7:30pm, to discuss Item 13 (i) – Application DC/19/0347/FUL in full and to allow a full Public Forum for discussion.
- ii. To receive questions and issues raised by the Public on matters relating to the village –
  - The Clerk was asked to report the rubbish and fly tipping to the Borough Council and the developer at Marham Park.

### **1385. TO RECEIVE REPORTS FROM THE COUNTY AND BOROUGH COUNCILLOR – County & Borough Councillor Cllr. Rebecca Hopfensperger sent her apologies.**

### **1386. 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)

### **1387. TO RECEIVE REPORTS FROM PARISH COUNCILLORS RELATING TO PORTFOLIOS HELD and in particular:**

- i. To receive an update on the Rougham Highways Meeting on 07/12/2018 and any action taken, and update on Highways Issues;
  - A1101 safety Report / Lackford Meeting Update –  
David Chenery has now approved to put forward changes to speed limits to be agreed (TRO's pending). The Design & safety Team are putting together information for consultation on signage, structure, linage and approval for potential extra VAS. Cllr Hopfensperger was

asked at the last meeting to find out if contribution towards VAS could be considered, no response has yet been received, so the Clerk is to chase Cllr. Hopfensperger.

- Pedestrian Crossing Application Update  
Cllr. Hopfensperger advised that the old plans were being reviewed, with costings then to be put together for funding from the Locality Budget for 2019-2020. Deferred to next financial year start April 2019.
- Tut Hill Closure Options / PC Comments for submission  
Police have carried out a safety audit and have recommended minor changes with regard to signage and 'hatchings' on the road. Traffic flow will be monitored, before proposals for future plans for Tut Hill are consulted upon. The installation of the marker posts is to be confirmed, extra posts have also been ordered to replace those in The Street. The Parish Council agreed to write a letter to Highways, Police, Cabinet Member for Roads & Transport and MP regarding their concerns at the lack of response and action to evidence and concerns compiled by the PC that the new design does not work and is unsafe.
- Village Clean Up and SCC Self Help Scheme Update  
Cllr. Quayle & Cllr. Grimshaw attended an Engagement session for the Self Help Highways Scheme. The Clerk has confirmed that volunteers will be covered under the Parish Council's Insurance. A Test Pilot Scheme has been looked at with draft agreements and policies drafted. The Parish Council is to apply for training and to seek assurances regarding insurance and liability from SCC, before signing paperwork.

The Clerk was asked to find out why the wooden posts on the footpaths are there and to advise that the reflectors are not working or are missing.

- ii. To receive an update on 'Rural Coffee Caravan'  
The 'Rural Coffee Caravan' run by CAS is to visit the village on 1<sup>st</sup> may 2019 at 10am, at Thingoe Lodge, the caravan offers Friendship, Support, Advice & Signposting Information.
- iii. To receive an update for the Allotments  
Cllr. Purnell reported that the tree and landscaping works to the allotments and playing field are complete. The track to the allotments is hoped to be done in Spring, with Steve Lumley offering all the plainings needed, free of charge. Charlie Browne is to lay the plainings. The toilet is being repaired, the rotten wooden frame is to be replaced with a new one, it is hoped the shed will be re-erected over the toilet within the next few weeks. The padlock on the top gate has been replaced.
- iv. To receive a report on the play area  
Cllr. Purnell reported that all the repairs to the play area equipment had now been completed. It was agreed to form a working party in Spring to re-paint the equipment.

#### **1388. TO RECEIVE THE CLERK'S REPORT**

- i. To receive an update on the following items (for information only):
  - Update on Defibrillator Project;  
Cllr. Enid Gathercole reported that the Defibrillator is now in and working. The Public Awareness Session is to be held on 6<sup>th</sup> April 2019. The remainder of the painting and the Defibrillator stickers will be completed soon.
  - Website to be reviewed and procedure agreed for updates;  
The Clerk is to undertake training on the website and will then carry out updates and improvements.
  - To discuss future physical storage of PC Documents & Archiving;  
The Clerk and Chairman are to also go through the archive Parish Council files and store as required. They will continue to be kept at the hall for the interim.

#### **1389. NEIGHBOURHOOD PLAN**

Deferred to the Annual Parish Meeting.

### 1390. FINANCIAL TRANSACTIONS

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

**Resolved 19/03/10.01**

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

PC A/C	Mr M Guest	Litter picker	001641	£553.86
	Mrs V Bright	Mileage & expenses	001642	£51.45
	Mr D Jansons	Mileage	001643	£95.40
	Mr H Quayle	Expenses	001644	£32.32
	SALC	Payroll Sept 18-Mar 19	001645	£82.80
	FAS VH	Hall hire	001646	£24.00
	LCPAS	Elections training	001647	£9.00
	SALC	Elections briefing	001648	£7.50
	SALC	Training for annual meetings	001649	£27.60
	Wicksteed Ltd	Play area repairs	001650	£1773.57
	Mr P Purnell	Rubbish sacks	001651	£56.22
	Broxap	Litter bins	001652	£538.68
	DM Tree	Tree works field	001653	£4188.00
	Mrs V Bright	Office allowance	001654	£208.00
Newsletter A/C	Mrs Brooklyn	VV Editor	000184	£183.00
	Community Workshop	VV Printing	000185	£160.68
FAS Charities A/C	Anglian Water	Allotments water	000027	£40.64

- ii. To receive the Bank Balances to date:

It was noted that bank balances stood at £23,330.54 across both of the main Parish Council accounts and the Newsletter account. The Clerk presented a list of Income/Expenditure since the last meeting.

**Resolved 19/03/10.02**

The accounts and Bank Reconciliation were agreed and signed as a true statement by the Chair, Howard Quayle (HQ).

- iii. To Consider the Clerks pay rise in line with NJC Pay Scales 2019-20

**Resolved 19/03/10.03**

The Parish Council approved the Clerks pay rise, following successful probation period being completed to NJC Pay Scale SCP, in line with the new NJC Pay Scales for 2019, at £12.39 per hour.

- iv. To Consider Annual Donations for 2018-19

S 137 donations were set at £7.86 per Elector for 2018-2019. S 137 donations were set at £8.12 per Elector for 2019-2020. The 2018-19 donations and 2019-20 donations will be reviewed by the Finance Committee and reported to Full Council for approval at the May Annual Parish Council Meeting.

- v. Agree Annual Quotation for the Churchyard Maintenance by West Suffolk

**Resolved 19/03/10.04**

The quote for maintenance and grass cutting of the closed churchyard, from West Suffolk District Council was agreed at £125.00 per cut.

- vi. To Receive a Report on the Village Magazine Revenue and Outstanding Debts

It was agreed that the two outstanding adverts; Tasha Jade Beauty and the Clean Plumber be removed from the next edition. The advert invoices have now been sent out by Jill & Tony Mayhew. The Clerk is to keep track of payments received and chase any outstanding invoices before each edition. She will be supplied with a list of adverts and invoices issued.

- vii. Elections May 2019 Info & Guidance

The Clerk confirmed the following dates;

*Publish Notice of Election Friday 22 March 2019*

*Nomination period starts Monday 25 March 2019*

*Nomination period ends 4pm on Wednesday 3 April 2019*  
*Withdrawal of Candidate 4pm on Wednesday 3 April 2019*  
*Appointment of Election Agents 4pm on Wednesday 3 April 2019*  
*Publish Statement of Persons Nominated and Notice of Election Agents 4pm on Thursday 4 April 2019*  
*Publish Notice of Poll Wednesday 24 April 2019*  
*Deadline for notification of appointment of polling and counting agents Thursday 25 April 2019*  
*Day of Poll 7.00am to 10.00pm Thursday 2 May 2019*

The Clerk provided Councillors with Nomination Packs and Hints & Tips on how to complete, along with Example completed forms for reference. The Clerk holds a copy of the Electoral Roll, to check that proposers and seconders of candidates are registered on the Electoral Register. Candidates need to make an appointment with the Returning Officer at West Suffolk House, BSE to hand in their papers.

If any residents are interested in standing for candidacy, then application packs are available from the Clerk. The Clerk has put a notice on the notice boards and website explaining how a person is eligible to stand for nomination.

### **1391. BOROUGH COUNCIL MATTERS**

- i. To receive applicable updates on works at Marham Park, Bury St Edmunds  
*From Michael Blair at Countryside:*  
*We are nearly at 100 occupations across the whole of the site, so sales are strong*
  - *LNT (the care home company) have started work on their site*
  - *Bloor Homes have started their next construction phase*
  - *Meetings over the Tut Hill junction have been had with the police and Highways team. Highways, Police, and Countryside have assessed the new layout, and passed it. A couple of very minor changes were suggested, and these are going through the approval process now. (I think that some signage will be changed)*
  - *Traffic monitoring on Tut Hill is due for mid-April, missing the Easter weekend, so we have a full set of data to help decide what is best going forward.*
  - *The Bus Link plan is in with the borough council at the moment for approval - all is going well*
  - *Landscaping and planting is coming on well, with the hope of more seeding as soon as weather permits.*
  - *The equipment plans for the Play Areas have just gone back in for final approval after a few very minor amendments have been made, so as soon as these have been passed we will order and install.*
  - *The footpath links into the Howard estate are expected to be open, once the landscaping has established at the end of Spring.*

- ii. Update on WSOH

The steel works are in and the development is on schedule to open October 2019. The CLG is still pushing for an improved road layout and 7 days a week opening hours.

Roadworks are to commence on Fornham Road (between A134 roundabout & Bury Drift), from 11<sup>th</sup> March for 12 weeks. The road is to be reduced to one lane, with total road closure for 3 days at the end of the 12 weeks.

### **1392. SUFFOLK COUNTY COUNCIL MATTERS –**

- i. The Clerk confirmed the cone had been removed and the dip in the road surface has been reported to the online Highways Reporting Tool.

### **1393. PLANNING MATTERS**

- i. To discuss the following planning applications sent for consultation by the Borough;
  - **DC/19/0347/FUL - (i) Change of use of part of golf course to 70no. caravan lodge holiday homes (ii) new access from A1101 and B1106 (iii) construction of access roads, parking spaces and associated infrastructure - Location Caravan Site North and South, The Street, Fornham All Saints**  
Deferred to Extraordinary Planning Meeting, to be held on Thursday 28<sup>th</sup> March 2019 at 7:30pm, in the Village Hall. All are welcome to attend.

- **DC/18/1882/FUL – Re-Consultation - 1no. dwelling - LOCATION Fornham Hall, The Street, Fornham All Saints IP28 6JJ**  
No objections to be submitted on behalf of the Parish Council

- **DC/19/0192/HH - Single storey rear and side extensions - Location 5 Chestnut Close, Fornham All Saints IP28 6LH**  
No objections to be submitted on behalf of the Parish Council

ii. To receive notification of the following planning applications determined by the Borough;

- 18/1808/RM – Approved 11/02/2019
- 19/0043/TCA – Approved 20/02/2019

iii. Gaughton House Development Update;

When Bury Developments received planning permission for the three new houses, the Parish Council requested the company to build a new corner wall (from The Street round to almost opposite the old mission hall) using traditional flint and brick. The company's answer was that building a new wall would require deeper foundations (building regulations requirements) than the existing wall, but that it thought that it could satisfactorily renovate the existing brick and flint wall. Good news is that they have done exactly that, with new pointing, new mortar round the existing flints, and matching red wall capping.

#### 1394. CORRESPONDENCE RECEIVED SINCE LAST MEETING

- Rural Services Network 'Rural Strategy' – West Suffolk Council have given their support to the RSN, who are calling on the Government to rural strategy that raises rural opportunities and challenges. The RSN are recommending that Government should address the following issues in a rural strategy: Thriving rural economy, Broadband and mobile connectivity, Transport, Housing, Health and welfare, Access to jobs, skills and training, Education & Public sector funding cuts. Public are welcome to add their support and comments; <https://www.rsonline.org.uk/time-for-a-rural-strategy>

- Housing Register - Cambridge Sub-Region including Forest Heath and St Edmundsbury are changing IT provider for their housing register.

As this is a new provider we can't simply transfer the data held from one provider to another. This means that in order to stay on the housing register after 1st April, people will need to re-register. They can do this from 1st February at [www.home-link.org.uk](http://www.home-link.org.uk). We are encouraging everybody on our register to re-register before the end of this month so that we can assess and verify their application in time for the 1st April. This will allow them to continue to use the Home-Link service to view and bid on properties without any delay or disruption to the service. We have set up a section on our website which has more information. This is at [www.westsuffolk.gov.uk/housingregister](http://www.westsuffolk.gov.uk/housingregister)

#### 1395. MATTERS FOR NEXT AGENDA & DATE OF NEXT PARISH COUNCIL MEETING BEING 15<sup>th</sup> JANUARY 2019

- Highways – A1101 / Tut Hill Update (BG)
- Village Clean Up & SCC Self Help Scheme Update (HQ/BG)
- Update on application DC/19/0347/FUL
- Wooden Posts in Village Options/Update (Pound Meadow)
- Allotments track update
- Website Update
- Neighbourhood Plan
- S137 Donations 2018/19 & 2019/20

There being no other business the Chairman declared the meeting closed at 10:30pm.

Signed:

*Howard Quayle*

Chair, FASPC

Date: 21<sup>st</sup> May 2019