

# Fornham St Martin cum St Genevieve Parish Council

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## Minutes of the Parish Council meeting held in the Village Hall, The Street, Fornham St Martin, IP31 1SW on Thursday 19 November 2015 at 7.30pm

**Present:** Councillors (Cllrs) Penny Borrett, Michael Collier (Chair), Peter Forster and Jayne Hubbard.

**In attendance:** Paul MacLachlan (Clerk) and six members of the public.

The following documents will be appended to the signed minutes:

- the Agenda;
- the following appendices:
  - 1: actions arising from prior meetings;
  - 2: report of the Responsible Finance Officer;

### 1. Apologies

The apologies of Cllr Nick Owen (illness), Gary Hubbard (illness) and Paul Butler (business commitment) were received and accepted.

### 2. Declarations of Interest

The requirement to update the Register of Interests was noted. No further interests were declared. No dispensations were sought.

### 3. Minutes of the last meeting

The minutes of the Parish Council meetings dated 15 October 2015 were agreed a true record and signed by the Chair.

### 4. Fornham Park, Fornham St Genevieve, IP28 6TT

Guy Bailey, RPS Group, spoke on behalf of the applicant and outlined the landscape improvements submitted to the Planning Authority in respect of application 15/1662.

Following the presentation councillors agreed to bring forward consideration of agenda item 9(ii) in order to permit Mr Bailey to make an earlier departure.

### 9(ii) Planning application 15/1662: Fornham Park, Fornham St Genevieve, IP28 6TT

Councillors felt that the golf course was a fundamental element of the original application and that condition 6 of SE/05/02293 should not be varied.

Councillors were concerned that the revised landscape proposals contain no enforceable obligation to maintain the grounds, trees, shrubs and grasslands to specific standards in perpetuity.

Councillors did not feel that the revised landscape proposals sufficiently mitigated the significant visual impact of the proposed lodges on the landscape.

Councillors voted by a majority (one abstention) to object to application 15/1662.

### 5. Borough, County and Community Reports

Cllr Hopfensperger did not attend the meeting.

### 6. Clerk's report

- (i) The Clerk reported progress on actions arising from prior meetings (see Appendix 1).
- (ii) The Clerk indicated that Cllr Jayne Hubbard had completed the accounting checks for the quarter to 30 September 2015.

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## The meeting was adjourned for public question time

Colin Hilder outlined his opposition to the planning applications relating to Lark's Pool Farm and expressed the view that the Parish Council ought to object to the applications.

## The meeting reconvened.

Following the presentation councillors agreed to bring forward consideration of agenda item 9(i).

### 9(i) Planning applications 15/1752, 15/1753, 15/1754, 15/1757, 15/1758, 15/1759, 15/1760 and 15/1761: Lark's Pool Farm, Fornham St Genevieve, IP28 6LP

The Chair reminded councillors of the parish council meeting dated 8 October at which the applicant's agent and Mr Hilder had put their respective cases for and against the applications.

The Chair indicated that he had received further representations from Mr Hilder which he had conveyed to a meeting of the Planning Advisory Group.

The Chair read the recommended response of the Planning Advisory Group which was to object to the applications.

Councillors voted unanimously to accept the recommended response of the Planning Advisory Group.

### 7. Decisions taken since the last meeting

The Clerk reported that no decisions had been taken.

### 8. West Suffolk Operational Hub (WSOH)

Cllr Collier reported that the planned Borough Council consultation had been put back to the second week in January 2016.

Councillors felt that the recent spate of fires at waste hubs ought to be highlighted in the next issue of The Bugle.

Councillors expressed their thanks to Trevor Clinch for all the printing and publicity he had generated in connection with the hub and offered to cover reasonable expenditure.

### 9. Planning and Environment

#### (iii) Cllrs noted the following planning decisions made since the last meeting:

15/1771:	BT poles/cabinets on road from B1106 roundabout	Not required
15/1906:	TPO application at 18 Gleneagles Close	Approved
15/1596:	Storage bunker at Bury St Edmunds rifle club	Approved
PL/01213/15:	rationalization of site at Hollow Farm Road	Approved

#### (iv) The Chair reported on a meeting with the Borough Council to discuss possible remedies to discuss a number of local environmental issues including the chafer bug damage to the playing field. It was agreed that:

- (a) residents be consulted, via The Bugle, about planting two-thirds of the playing field with a wild flower mix;
- (b) the Borough Council be commissioned to rotavate the playing field in December 2015 and February 2016 in an effort to expose the bugs to predators;

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- (c) arrangements be made to clear leaves from the public footpath along the B1106, at the entrance to Lark Valley Drive and in Parklands;
- (d) the concerns expressed by a local resident about the impact of work at the sewerage plant be passed to the Borough and County Councillor.

### 10. Finance

- (i) Cllrs agreed that the report of the Responsible Finance Officer for November 2015 (Appendix 2) be received and that any outstanding payments be made.

The Clerk reported that the following further invoices had also been received:

Mike Collier	£18.50	Remembrance wreath (s.137)
Peter Forster	£42.00	Storm damage to noticeboard
Paul Bird	£940.97	Mowing the play area, field and trim trail

Cllrs approved all payments.

- (ii) Cllrs noted the reduced Rate Support and Council Tax Support grants available in 2016/17 and highlighted the need to make provision in the 2016/17 budget for legal advice in connection with the West Suffolk Operational Hub. Cllrs noted that, given the pressure on council finances in 2016/17, it would be necessary to increase the precept and to review the level of grant support available to community groups.

### 11. Councillors' reports and items for future agenda

- (i) Reports on meetings attended had been considered;
- (ii) There were no future meetings requiring attendance;
- (iii) No further items were identified for consideration at future meetings;
- (iv) No further items of information were raised.

The meeting ended at 9.30pm.



Chairman

14 January 2016



# Fornham St Martin cum St Genevieve Parish Council

## Appendix 1: Actions arising from prior meetings

Presented to Parish Council meeting dated 19 November 2015

Cllrs – All Councillors	PBo – Penny Borrett	PBu – Paul Butler
MC – Mike Collier	PF – Peter Forster	GH – Gary Hubbard
JH – Jayne Hubbard	NO – Nick Owen	
Clerk – Paul MacLachlan	RH – Rebecca Hopfensperger - Borough/County Cllr	

### Actions carried forward from Parish Council meeting dated 15 October 2015

Ref	Action	Who	Done
<b>Meeting dated 16 July 2015</b>			
12(i)	Meet with Chair and Vice-Chair to agree draft Financial Regulations	Clerk	No
<b>Meeting dated 15 October 2015</b>			
4(ii)	Contact Borough Council to request they keep trees on Manners Road under review.	Clerk	Yes
PQT	Ask about results of traffic survey on Barton Hill <a href="#">No survey undertaken by Highways Department</a>	Clerk	Yes
8(ii)	Obtain quotations for removal of chafer bugs	Clerk	In hand
8(ii)	Contact local farmers seeking assistance in preparation of playing field	MC/PB	No
8(ii)	Erect signage taking playing field out of use.	Clerk	Yes
8(iv)	Review environmental management within the parish	MC & Clerk	In hand
9(i)	Submit responses re Community Governance Review	Clerk	Yes
9(ii)	Approach local companies requesting financial support for notice boards	PB	No
10(ii)	Register SALC as internal Auditor and payroll administrator	Clerk	Yes
10(iv)	Arrange to carry out quarterly accounting checks	JH	Yes
11(ii)	Arrange whole of council training – planning <a href="#">Training to be given at 6.45pm on 1 December</a>	Clerk	Yes

### Future agenda items

Neighbourhood planning

2016/17 budget

Repair or replacement of parish notice boards

### Publication of delegated decisions

None

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## Appendix 2: November 2015 RFO report

Presented to the Parish Council meeting dated 19 November 2015

Chq	Payments	Gross	VAT	Net	
DD	Eon	148.25	7.06	141.19	Village Hall electricity
1788	Peter Forster	54.62	0.00	54.62	Bugle distribution/ Notice board
		<b>202.87</b>	<b>7.06</b>	<b>195.81</b>	
1789	Mick Turner	135.00	0.00	135.00	Moles in playing field
1790	Chris Hunter Tree Services	452.00	0.00	452.00	Trim trees and hedges
1791	David Hoggett	174.60	0.00	174.60	Litter picking
1792	S Rodwell	150.00	0.00	150.00	Grass strimming
1793	M&TJs	222.00	37.00	185.00	Grass cutting 26/10 + extra
1794	St Edmundsbury BC	62.40	0.00	62.40	Refuse collection
1795	Office Depot	300.73	50.12	250.61	Printer ink and paper
1796	Paul MacLachlan	346.64	0.00	346.64	October salary
1797	HMRC	86.60	0.00	86.60	October tax and NI
1798	Chedburgh Parish Council	22.50	0.00	22.50	Shared website training cost
1799	Paul MacLachlan	200.30	0.83	199.47	Expenses
		<b>2,152.77</b>	<b>87.95</b>	<b>2,064.82</b>	

Credit	Receipts	Gross	VAT	Net	
	Bank of Ireland	-1.68	0.00	-1.68	Interest
		<b>-1.68</b>	<b>0.00</b>	<b>-1.68</b>	
157	Chapman Property	-35.00	0.00	-35.00	Bugle advertising
157	Paint it Pink	-35.00	0.00	-35.00	Bugle advertising
157	Michael Page	-35.00	0.00	-35.00	Bugle advertising
157	Chedburgh Parish Council	-31.33	0.00	-31.33	Refund re ink and paper
157	Chedburgh Parish Council	-37.50	0.00	-37.50	Refund re Finance training
158	J Plumb	-35.00	0.00	-35.00	Bugle advertising
158	Allmacs	-46.67	0.00	-46.67	Bugle advertising
158	Martyn Webb	-35.00	0.00	-35.00	Bugle advertising
		<b>-290.50</b>	<b>0.00</b>	<b>-290.50</b>	

red Authorized but not on prior RFO report  
blue To be authorized  
purple Credits in transit

# Fornham St Martin cum St Genevieve Parish Council

	2015/16 Actual	2015/16 Budget
<b>Income</b>		
Precept	17,842.00	17,842.00
Parish Support Grant	2,158.00	2,158.00
Other Grants	0.00	0.00
Interest	13.13	30.00
Other Income	0.00	0.00
<b>Total</b>	<b>20,013.13</b>	<b>20,030.00</b>
<b>Expenditure</b>		
Staff costs	3,644.95	5,500.00
Office Admin Costs	894.95	1,510.00
Office Equipment Costs	32.00	350.00
Insurance	381.24	425.00
Subscriptions	505.00	500.00
Auditor Fees	510.00	500.00
Election Costs	0.00	0.00
Publications and Training	301.30	100.00
Cost of meetings	0.00	300.00
Website	0.00	0.00
VAT paid	918.61	1,500.00
VAT Refunded	-1,610.89	-1,500.00
<b>Administration Costs</b>	<b>5,577.16</b>	<b>9,185.00</b>
Grass Cutting	1,615.00	1,800.00
Planters and Planting	53.82	100.00
Litter Picking	1,346.58	2,000.00
Paths Maintenance	0.00	950.00
Trees Maintenance	400.00	400.00
Refuse / Bin Collection	733.20	800.00
Other Environmental Costs	913.00	750.00
<b>Environment</b>	<b>5,061.60</b>	<b>6,800.00</b>
Play Area Mowing	0.00	800.00
Play Area Maintenance	565.98	470.00
Play Area Insurance	0.00	150.00
Play Area Safety Inspections	0.00	0.00
<b>Play Area</b>	<b>565.98</b>	<b>1,420.00</b>
Bugle: Editing	646.46	1,200.00
Bugle: Printing and Distribution	435.08	1,300.00
Bugle: Advertising	-616.67	-1,200.00
<b>The Bugle</b>	<b>464.87</b>	<b>1,300.00</b>
Community Events	0.00	50.00
Community Campaigns	91.65	50.00
Community Assets	638.32	100.00
<b>Community Costs</b>	<b>729.97</b>	<b>200.00</b>
S137 Village Hall donations	925.88	1,600.00
S137 Churchyard donation	1,000.00	1,000.00
Other S137 donations	0.00	200.00
<b>Section 137 Donations</b>	<b>1,925.88</b>	<b>2,800.00</b>
<b>Total Expenditure</b>	<b>14,325.46</b>	<b>21,705.00</b>
<b>Surplus / Deficit</b>	<b>5,687.67</b>	<b>-1,675.00</b>
Bank balance at 31 March 2015	11,434.00	
Less outstanding cheques	-489.89	10,944.11
Surplus for 2015/16		5,687.67
		<b>16,631.78</b>
Bank balance at 31 Oct 2015	18,716.05	
Less outstanding cheques	-222.00	<b>18,494.05</b>
Less payments to be authorised	-2,152.77	
Plus credits in transit	290.50	-1,862.27
<b>Net available funds available</b>		<b>16,631.78</b>