

# 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 14 April 2016 at 7.30pm

**Present:** Councillors (Cllrs) Penny Borrett, Paul Butler, Michael Collier (Chair), Peter Forster, Gary Hubbard, Jayne Hubbard and Nick Owen.

**In attendance:** Paul MacLachlan (Clerk), Rebecca Hopfensperger (Borough and County Councillor) and three 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: planning applications and decisions;
  - 3: report of the Responsible Finance Officer.

### 1. Apologies

There were no apologies.

### 2. Declarations of Interest

The requirement to update the Register of Interests was noted.

Cllr Borrett declared an interest in planning application 16/0464/FUL.

No further interests were declared. No dispensations were sought.

### 3. Minutes of the last meeting

The minutes of the Parish Council meetings dated 10 March 2016 were agreed a true record and signed by the Chair.

### 4. Borough, County and Community Reports

Cllr Hopfensperger reported on continuing discussions regarding potential devolution arrangements.

Cllr Hopfensperger indicated that she has asked Highways Officers to make arrangements to meet with parish councillors to discuss local highways issues.

Cllr Hopfensperger responded as follows to questions:

- confirming that Cabinet members already having expressed a view about the location of the Hub may also serve on the Development Control Committee;
- indicating that she will require the Fornham Park application to be considered by the Planning Committee if it is not dismissed by the Officers;
- she will contact the County Council regarding the reinstatement of the parish council village sign;
- that highways issues, including cycling on the footpath, should be raised with Highways Officers at the meeting to be arranged.

### The meeting was adjourned for public question time

A local resident living close to Fornham House indicated support for the proposed extension but expressed some concern about access, damage to the green environment within the grounds and overdevelopment of the site.

**The meeting reconvened.**

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## 5. Clerk's report

- (i) The Clerk reported progress on actions arising from prior meetings (see Appendix 1). The Clerk indicated that he would pass the acquisition of trustee status for the King George Field to his successor.
- (ii) The Clerk commented on the following issues:
- that St Edmundsbury had confirmed acceptance of the 2016/17 precept set by the Parish Council;
  - on new Safer Neighbourhood Team reporting arrangements;
  - on continuing correspondence with The All Saints Hotel regarding the relocation of the Parish Council's dog bin;
  - on the quotation provided by St Edmundsbury Council for:
    - cutting the grass at the King George Field;
    - treatment of the bark pits;
    - cutting and collecting the wild meadow once matured;
    - disposal of the wild meadow cuttings once matured.
- Councillors also considered the offer from a local resident to source the grass/wild meadow seed.
- It was decided to accept the quotation supplied by St Edmundsbury Council and to write thanking the local resident for his offer of assistance.
- that elections for the Police and Crime Commissioner will take place on Thursday 5 May 2016.

## 6. Decisions taken since the last meeting

The Clerk reported that, following consultation with the Chairman, an advert had been placed on the SALC website for the post of Clerk and Responsible Finance Officer. SALC had also circulated details of the post to existing Clerks.

## 7. West Suffolk Operational Hub

The Chairman reported that he, together with the other two parish council chairmen, had read all 557 public consultation responses submitted by the public in connection with the Hub. The Chairman advised that a consultation overview will be published on Monday 18 April.

## 8. Planning and Environment

- (i) Cllrs noted the planning decisions recorded at Appendix 2.  
Cllr Borrett withdrew from the meeting.  
Councillors considered application 16/0464/FUL for a single storey extension for 17 bedrooms, support facilities and parking at Fornham House. It was resolved to support the application.  
Cllr Borrett re-joined the meeting.  
Councillors noted that, since publication of the agenda, planning application 16/0647/TPO had been received. Councillors asked the Clerk to respond indicating that the Parish Council would be guided by the Tree Officer.
- (ii) Cllrs agreed the response of the Clerk to the Government's public consultation regarding changes to the planning process.
- (iii) Cllrs agreed that no further evidence be submitted regarding the ongoing Community Governance Review.

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- (iv) Cllrs noted that the village sign on Barton Hill had been knocked over and that help was being sought from the County Council for its reinstatement.
- (v) Cllr Collier confirmed that he had taken delivery of the VAS equipment. Cllrs agreed that a further 3 sets of brackets be purchased to facilitate rotation of the equipment across the parish.

## 9. Finance

Cllrs agreed that the report of the Responsible Finance Officer for April 2015 (Appendix 3) be received and that any outstanding payments be made.

Cllrs approved all payments and agreed that, in addition, a payment of £162.00 be made to M&TJs for community grass cutting.

It was agreed to present the annual grant for churchyard maintenance at the Annual Parish Meeting.

Cllrs agreed that payments to St Edmundsbury Borough Council for emptying of dog/litter bins be made by direct debit.

## 10. Staffing matters

It was agreed that Cllrs Collier and Borrett together with one of Cllrs Owen or Butler be empowered to shortlist candidates for interview, conduct the interviews and appoint to the post of Clerk and Responsible Finance Officer.

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

- (i) Reports on meetings attended had been considered.
- (ii) There were no meetings prior to the next parish council.
- (iii) Cllr Butler expressed concern about cyclists using the pavement and asked that this be considered at a meeting following discussion with Highway Officers. No further items were identified for consideration at future meetings.
- (iv) Cllr Collier confirmed that approaches had been made to a number of community groups seeking their involvement at the Annual Parish Meeting. No further items of information were raised.
- (v) Cllrs noted that Chairman, Mike Collier, would be unavailable for periods prior to the next meeting and agreed that Vice Chairman, Gary Hubbard, substitute as required.

The Chairman and councillors thanked the Clerk for his valuable service to the Parish Council.

The meeting ended at 9.30pm.

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Chairman 23 May 2016

# Fornham St Martin cum St Genevieve Parish Council

## Appendix 1: Actions arising from prior meetings

Presented to Parish Council meeting dated 14 April 2016

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

### Actions carried forward from Parish Council meeting dated 10 March 2016

Ref	Action	Who	Done
<b>10 March 2016</b>			
5(ii)	Consider protection for grassed area near village sign	MC	Yes
8(i)	Respond to planning application 15/0662/VAR	Clerk	Yes
8(ii)	Advise environmental contractors of appointments	Clerk	Yes
8(iii)	Write article for Bugle re wild flower meadow	Clerk	Yes
9(i)	Update standing orders and financial regulations	Clerk	Yes
9(ii)	Contact SALC re trustee issues connected to King George Field	Clerk	In hand
9(iii)	Write article for Bugle advertising the Annual Parish Meeting	Clerk	Yes
10	Renew contract for general waste and recycling collection services – RFO report	Clerk	Yes
<b>11 February 2016</b>			
10(ii)	Arrange insurance of playing field assets <a href="#">Subject to completion of trustee transfer to Parish Council</a>	Clerk	No

### Future agenda items

#### Publication of delegated decisions

Following consultation with the Chairman to advertise with the Suffolk Association of Local Councils the Clerk to the Council vacancy.

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## Appendix 2: Applications and decisions between 6 March and 7 April 2016 Presented to Parish Council meeting dated 14 April 2016

### New applications received

No applications had been made prior to the issue of the agenda.

16/0464/FUL	Fornham House, The Street, FSM		
	Single storey extension for 17 bedrooms, support facilities and parking		
	Notification date	02/03/2016	Recommendation
	Consultation date	15/04/2016	Decision

### Late submission

16/0647/TPO	18 Gleneagles Close, FSM		
	To fell a protected oak tree		
	Notification date	13/04/2016	Recommendation
	Consultation date	04/05/2016	Decision

### Prior applications - decisions pending

15/0662/VAR	Fornham Park, FSG, IP28 6TT		
	(i) change of use of land to 9 hole pay and play golf course with changing room facilities and associated landscaping, (ii) erection of 26 timber lodges, manager's lodge and associated landscaping, (iii) non-compliance with condition 17 of planning permission E/89/2307/P and condition 20 of planning permission E/97/2470/P, relating to retention of existing vehicular access without compliance with condition 6 of SE/05/02293 to enable occupation of holiday lets without bringing the golf course into use.		
	Notification date	06/08/15	Recommendation
	Consultation date	20/08/15	Decision

15/1752	Lark's Pool Farm. Mill Road, FSG, IP28 6LP
	Retention of modification and change of use of former agricultural buildings to part offices (Class B1(a)) and part storage (Class B8).
15/1753	Lark's Pool Farm. Mill Road, FSG, IP28 6LP
	Retention of modification and change of use of former agricultural buildings to storage (Class B8).
15/1754	Lark's Pool Farm (Building D). Mill Road, FSG, IP28 6LP
	Retention of modification and change of use of former agricultural buildings to storage (Class B8).
15/1758	Lark's Pool Farm (Building F). Mill Road, FSG, IP28 6LP
	Retention of modification and change of use of former agricultural buildings to Class B1(a) offices or B1(b) research or B1(c) industrial or B8 storage or sui generis use.
15/1759	Lark's Pool Farm. Mill Road, FSG, IP28 6LP
	Retention of modification and change of use of former agricultural land to use for open storage (Class B8) for caravans and motorhomes (10 max), horseboxes (5 max) and containers (20 max).
15/1760	Lark's Pool Farm (Building I). Mill Road, FSG, IP28 6LP
	Retention of modification and change of use of former agricultural buildings to (Class B8) storage use.

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15/1761	Lark's Pool Farm (Building J). Mill Road, FSG, IP28 6LP		
	Retention of modification and change of use of former agricultural buildings to (Class B8) storage use.		
Notification date	17/09/15	Recommendation	Object
Consultation date	08/10/15		
Decision	Refer to Development Control Committee (DCC) for decision		
DCC decision	Decision subject to further review by DCC at its next meeting.		

## Decisions made

16/0140/HH	6 Wentworth Close, FSM		
	Single storey rear extension		
Notification date	03/02/2016	Recommendation	Support
Consultation date	24/02/2016	Decision	Approved

## Fornham St Martin cum St Genevieve Parish Council

Appendix 3 April 2016 RFO report  
Presented to the Parish Council meeting dated 14 April 2016

Chq	Payments	Gross	VAT	Net	
1831	Village Hall Committee	340.00	0.00	340.00	2015/16 Parish Council meetings
DD	Information Commissioner	35.00	0.00	35.00	Data Protection registration
1832	HMRC	195.20	0.00	195.20	Tax and NI (chq 1828 cancelled)
		<b>570.20</b>	<b>0.00</b>	<b>570.20</b>	<b>Payments authorised and paid</b>
1833	P & S Brooklyn	147.25	0.00	147.25	Bugle editing Apr/May issue
1834	Realise Futures	156.74	0.00	156.74	Bugle printing Apr/May issue
1835	Paul MacLachlan	358.20	0.00	358.20	April salary
		<b>662.19</b>	<b>0.00</b>	<b>662.19</b>	<b>Payments to be authorized</b>
	Interest	-1.11	0.00	-1.11	Interest
	Hair Company	-23.32	0.00	-23.32	Bugle Advertising
		<b>-24.43</b>	<b>0.00</b>	<b>-24.43</b>	<b>Unreported March credits</b>

red Authorized but not on prior RFO report  
blue To be authorized

### Notes

- 1 It is recommended that payments to St Edmundsbury Borough Council for emptying of dog/litter bins and trade refuse be made by direct debit

## Fornham St Martin cum St Genevieve Parish Council

2014/15 Actual		2015/16 Actual	2015/16 Budget
	<b>Income</b>		
16,936.00	Precept	17,842.00	17,842.00
3,064.00	Parish Support Grants	2,158.00	2,158.00
0.00	Other Grants	0.00	0.00
21.84	Interest	19.88	30.00
607.48	Other Income	0.00	0.00
<b>20,629.32</b>	<b>Total</b>	<b>20,019.88</b>	<b>20,030.00</b>
	<b>Expenditure</b>		
5,322.74	Staff costs	5,765.76	5,500.00
2,039.50	Office Admin Costs	1,402.18	1,510.00
18.03	Office Equipment Costs	32.00	350.00
401.31	Insurance	381.24	425.00
499.00	Subscriptions	505.00	500.00
480.00	Auditor Fees	510.00	500.00
0.00	Election Costs	42.68	0.00
255.50	Publications and Training	576.30	100.00
220.00	Cost of meetings	360.69	300.00
0.00	Website	0.00	0.00
1,610.89	VAT paid	1,397.32	1,500.00
-1,494.29	VAT Refunded	-2,899.09	-1,500.00
<b>9,352.68</b>	<b>Administration Costs</b>	<b>8,074.08</b>	<b>9,185.00</b>
2,270.00	Grass Cutting	1,615.00	1,800.00
151.50	Planters and Planting	53.82	100.00
2,567.22	Litter Picking	2,181.78	2,000.00
220.00	Paths Maintenance	0.00	950.00
0.00	Trees Maintenance	400.00	400.00
932.36	Refuse / Bin Collection	977.60	800.00
565.00	Other Environmental Costs	1,614.50	750.00
<b>6,706.08</b>	<b>Environment</b>	<b>6,842.70</b>	<b>6,800.00</b>
799.46	Play Area Mowing	784.13	800.00
373.69	Play Area Maintenance	565.98	470.00
141.00	Play Area Insurance	0.00	150.00
0.00	Play Area Safety Inspections	0.00	0.00
<b>1,314.15</b>	<b>Play Area</b>	<b>1,350.11</b>	<b>1,420.00</b>
1,104.09	Bugle: Editing	981.52	1,200.00
1,048.93	Bugle: Printing and Distribution	806.49	1,300.00
-1,110.00	Bugle: Advertising	-1,240.81	-1,200.00
<b>1,043.02</b>	<b>The Bugle</b>	<b>547.20</b>	<b>1,300.00</b>
172.50	Community Events	0.00	50.00
198.50	Community Campaigns	91.65	50.00
0.00	Community Assets	638.32	100.00
<b>371.00</b>	<b>Community Costs</b>	<b>729.97</b>	<b>200.00</b>
1,177.36	S137 Village Hall donations	999.94	1,600.00
3,000.00	S137 Churchyard donation	1,000.00	1,000.00
37.00	Other S137 donations	51.48	200.00
<b>4,214.36</b>	<b>Section 137 Donations</b>	<b>2,051.42</b>	<b>2,800.00</b>
<b>23,001.29</b>	<b>Total Expenditure</b>	<b>19,595.48</b>	<b>21,705.00</b>
<b>-2,371.97</b>	<b>Surplus / Deficit</b>	<b>424.40</b>	<b>-1,675.00</b>

<b>Bank Reconciliation</b>	Bank balance at 31 March 2015	11,434.00	
	Less outstanding cheques	-489.89	10,944.11
	Surplus for 2015/16		424.40
			<b>11,368.51</b>
	Bank balance at 31 March 2016	11,903.71	
	Less outstanding cheques	-535.20	<b>11,368.51</b>
	Less payments to be authorised	-662.19	
	Plus credits in transit	0.00	-662.19
	<b>Net available funds available</b>		<b>10,706.32</b>