

# Fornham St Martin cum St Genevieve Parish Council

Minutes of the Annual Meeting of Fornham St Martin cum St Genevieve Parish Council  
Held at the Village Hall on Thursday 11<sup>th</sup> May 2023

**Councillors present:** Cllr. J. Borrett (Chair) (JBo), Cllr. M. Collier (MC), Cllr. P. Borrett (PBo) & Cllr. P. Butler (PBu).

**Present:** Clerk – Vicky Bright. 2 Members of the Public.

23/05/1	<p><b>Meeting opened at 8pm</b> <b>ANNUAL COUNCIL BUSINESS</b> <b><u>Election of Chairman:</u></b> Cllr. M. Collier proposed Cllr. J. Borrett, this was seconded by Cllr. P. Butler. All voted in favour and Cllr. Borrett accepted and signed his Declaration of Acceptance to Office as Chairman.</p> <p><b><u>Resolved 23/05/1.01 To Receive the Chairman’s Declaration of Acceptance of Office:</u></b> Cllr. J. Borrett signed the declaration of office of Chairman for the year 2023-24 and this was witnessed and countersigned by the Clerk.</p>
23/05/2	<p><b><u>Chairman’s Welcome &amp; Acceptance of Apologies for Absence (LGA 1972, Section 85(1) &amp; (2)):</u></b> The Chairman welcomed everyone. <b>Apologies:</b> None. <b>Absent:</b> None.</p>
23/05/3	<p><b><u>Election of Vice Chairman:</u></b> Cllr. P. Borrett proposed Cllr. M. Collier, this was seconded by Cllr. P. Butler. All voted in favour. Cllr. Collier accepted and signed his Declaration of Acceptance of Office as Vice Chair.</p> <p><b><u>Resolved 23/05/3.01 To Receive the Vice Chair’s Declaration of Acceptance of Office:</u></b> Cllr. M. Collier signed the declaration of office of Vice Chairman for the year 2023-24 and this was witnessed and countersigned by the Clerk.</p>
23/05/4	<p><b><u>To Receive the Declarations of Office by Members:</u></b> All members signed their declaration of office as Councillor for the year 2023-24 and these were witnessed and countersigned by the Clerk.</p>
23/05/5	<p><b><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u></b> None.</p>
23/05/6	<p><b><u>Appointment of Councillor Responsibilities &amp; Representatives on Outside Bodies:</u></b> Representative on Village Hall Committee – Cllr. Paul Butler. SALC Liaison – Clerk. SEBC Parish Forum Liaison – Clerk &amp; Chair (Cllr. J. Borrett). Councillor’s responsible for Planning – Full Council. Councillor’s responsible for Inspection of Play Equipment – Rota to be agreed at each meeting.</p>

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Councillor's responsible for Street Lighting – All Councillor's and Clerk responsibility to report.

Councillor responsible for Trees / Footpaths – Cllr. John Borrett.

Councillor responsible for Asset Risk Assessment – Cllr. Mike Collier & Clerk (Back-Up)

Councillor's Responsible for VAS – Cllr. Mike Collier; back-up to Matthew Kemsley (volunteer)

Defibrillator Volunteers – Brandon Mahon & Simon Loughe

Village Planting – David Randall

**23/05/7** Appointment of the Responsible Financial Officer:

**Resolved 23/05/7.01**

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2023-24.

**23/05/8** Adoption of the Asset Register

**Resolved 23/05/8.01**

It was agreed to adopt the Asset Register as of 31<sup>st</sup> March 2023, Total = £ 28,230.41

**23/05/9** Adoption of the Annual Governance Statement (Section 1 AGAR) 2021-22:

**i) Resolved 23/05/9.01**

The Annual Return for 2022-23 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor's present and signed as such by the Chairman (JBo) and the RFO.

**ii) Resolved 23/05/9.02**

The Clerk presented the Internal Audit report; no significant issues were highlighted. As such, the Internal Audit Report for 2022-23 was adopted.

**23/05/10** To Approve the Final Accounts for the Financial Year ended 31<sup>st</sup> March 2023:

**i)** The Income for 2022-23 was £33,751.60, the Expenditure was £36,767.13. The balance of 2022-23 carried forward £18,731.59.

**Resolved 23/05/10.01**

The final accounts summary and Bank Reconciliation for the financial year ended 31<sup>st</sup> March 2023 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (JBo) & the RFO.

**ii) Resolved 23/05/10.02**

Section 2 Accounting Statements (AGAR) 2022-23 were approved and accepted by all Councillor's and signed as such by the Chairman (JBo).

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23/05/11

**To Review & Adopt the Budget for 2023/2024:**

**Resolved 23/05/11.01**

The Clerk presented an Actual to Budget Report and the budget for 2023-24, with amendments to reflect changes to Audit fees and election costs. It was scrutinised and adopted and signed by the Chairman (JBo).

23/05/12

**Review & Adoption of Financial Risk Assessment 2023/24:**

**Resolved 23/05/12.01**

The Financial Risk Assessment for the financial year 2023-24 was reviewed and adopted by the Full Council and signed by the Chairman (JBo).

23/05/13

**Approve & Authorise Annual Standing Payments & Direct Debits:**

**Resolved 23/05/13.01**

The following standing payments and direct debits were approved;

Mrs V Bright	Clerks Monthly Salary	Local Government Act 1972ss. 101, 111 and 112	SO	PCM	£820.80
WSC	Waste	Litter Act 1983, 5 and 6	DD	PCM	£32.76
WSC	Dog Bins emptying	Litter Act 1983, 5 and 6	DD	PCM	£91.52

23/05/14

**To Consider any Annual Donations:**

**Resolved 23/05/14.01**

Village Hall Committee = £500 (LGA 1976 (Miscellaneous Provisions) s19).

Village Hall Committee Electric Contribution = £750 (LGA 1972, s133).

St Martins Church (Churchyard Maintenance) = £650 (LGA 1972, s. 214(6&8)).

Fornham Ladies Club = £200 (S.137).

Remembrance Wreath = £20 (S.137).

**ORDINARY COUNCIL BUSINESS**

23/05/15

**Minutes of the meeting held on 13<sup>th</sup> April 2023 - LGA 1972, Schedule 12, para 41(2):**

**Resolved 23/05/15.01**

The minutes of the meeting held on 13<sup>th</sup> April 2023 were adopted as a true statement and signed by the Chairman (JBo).

23/05/16

i) **Planning Applications (For consideration):**  
**DC/23/0571/HH - single storey front extension to garage. Location: 24 Wentworth Close, Fornham St Martin**

**Resolved 23/05/16.01**

No objections to application DC/23/0571/HH.

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- ii) **DC/23/0622/VAR - variation of condition 2 (approved plans) of DC/21/1142/FUL (allowed on appeal) to allow alternative lodges. Location: All Saints Hotel, The Street, Fornham St Genevieve**  
**Resolved 23/05/16.02**  
It was agreed to submit objections to application DC/23/0622/VAR; based on the fact that this is a different design which was won on appeal and approved by the Inspector, it was felt that as it is a different design; which makes the lodges larger and is therefore a bigger impact on the environment and visual amenity than our previous objections raised, the applicant should have to submit a new application in full to the LPA.
- iii) **AP/23/0023/STAND - Planning application DC/21/2245/FUL - a. one dwelling (following demolition of existing dwelling) b. new vehicular access c. 2 metre close boarded acoustic fence. Location: Rathkeltair Lodge Barton Hill Fornham St Martin**  
**Resolved 23/05/16.03**  
It was agreed to submit comments in reference to our previous concerns over fencing and refer to the threat in the application by the applicant that they will proceed with the development anyway, under permitted development, with none of the changes advised, if the application is refused.
- (For Information)
- iv) **DC/23/0424/HH - a. dropped kerb b. removal of boundary wall and fence c. hard standing to form driveway. Location: Trisco, The Street, Fornham St Martin – *Pending Decision!***
- v) **DC/23/0290/VAR - variation of condition 2 (approved plans) of DC/22/0483/FUL to enable use of amended plans to include Infill of lower ground floor level link between new and existing bedroom wings. Location: All Saints Hotel, The Street, Fornham St Genevieve – *Pending Decision!***
- vi) **DC/23/0494/FUL - one commercial building for storage of equipment. Location: Hollow Road Farm, Steve Lumley Planing Ltd, Hollow Road, Fornham St Martin – *Pending Decision!***
- vii) **DC/23/0346/HH - a. two storey rear extension to house b. first floor garage extension and link to main house c. four dormer windows and six replacement dormer windows d. bifold doors to replace windows. Location: Tollbridge House, Thetford Road, Fornham St Martin – *Approved 5<sup>th</sup> May 2023.***
- viii) **AP/23/0020/STAND - Planning application - a. reconfiguration of second floor roof to existing bedroom wing b. four storey linked extension creating 37 bedrooms and three residential dwellings on the second floor (DC/21/1426/FUL). Location: All Saints Hotel, The Street, Fornham St Genevieve – *Pending Decision!***

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- ix) **DC/23/0051/FUL - construction of two outdoor tennis courts. Location: All Saints Hotel, The Street, Fornham St Genevieve – Pending Decision!**
- x) **DC/22/1294/FUL- animal feed mill and associated development including ancillary offices, silos, warehouse, improved access route and parking. Location: Land of Compiegne Way, Bury St Edmunds (British Sugar) – Pending Decision!**
- xi) **DC/22/1887/FUL - create access into All Saints Golf and Country Club. Location: Land off the Street, Fornham All Saints – Pending Decision!**
- xii) **DC/20/0496/FUL - 68 lodges with parking, landscaping, waste and recycling areas and construction compound/maintenance area. Location: St Genevieve Lakes, Road from Bury Road to B1106, Timworth – Pending Decision!** The Planning Officer gave the following update via email; “The application is still undetermined. Given that the applicant is now an elected District Councillor, I anticipate this will have to be a committee decision now. The applicant has failed to overcome the concerns previously set out by officers so as it stands, I could not recommend approval”.
- xiii) **Update on Refused Application DC/22/1378/FUL Outdoor Gymnasium & Enforcement EN/21/0057 St Johns Plantation Trees**  
Cllr Rebecca Hopfensperger reported; Again, we were hugely disappointed that an outside gym was built and the adverse impact this had on the environment and neighbouring community. We were successful in getting the retrospective planning application refused in April and are now taking advice on any stop notices to prevent the activities continuing to adversely impact neighbours, plus following up where we stand with regards to enforcement for the illegally removed trees and suggested re-planting schemes. It is vital that residents report to Environmental Health any incidents of noise, as this evidence is needed to secure a Stop Notice.
- 23/05/17**
- Highways/Footpaths & Trees:**
- i) **Update on Outstanding Issues Highways (RH)**  
Cllr. Hopfensperger gave the following update on outstanding highways issues;  
“The drainage work at the bottom of Barton Hill appears to have been successful and I am pleased that this work has been completed.
- An order has been put in to cut the roots blocking the drain at Russell Baron Road, and we are waiting for the contractors to programme the work.
- I’ve chased ROW for replacement signs for the footpaths at Sheepwash Bridge and the golf course and I am waiting dates for their replacement.
- I know the parish council has applied for a street furniture licence this will assist in getting replacement gates along the street and will assist in the placement of new gates and new measures to assist with speed mitigation.

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I've managed to get Manners Road onto the re-surfacing programme, but it is still not a priority so I will let you know when I have a date. In the interim I've ensured it's on a regular inspection programme to enable work to be carried out when the deterioration of the road surface meets the intervention criteria.

I know potholes are the bane of everyone's lives including myself and the state of the roads is not acceptable. We now have the perfect opportunity with the change in the highways contract to look at how we can better deal with the potholes by firstly doing a better first-time fix and also doing all potholes in one area irrespective of whether they meet the intervention criteria. I managed to get the Culford Road potholes completed as this stretch of road was particularly bad. We need to continue to report them and I can continue to escalate. The reason temporary repairs are completed is because of the road management needed for permanent repairs may take longer to organise and also depends on how much material the truck can carry. We have had a particular hard winter for the road with lots of salting that has affected the roads, to put the number of defects (potholes) into context there are around 1,800 in the system with 125 being added on a daily basis. The government recognised that potholes are a national issue which is why SCC got nearly £5million for pothole repairs, this is why first-time fixes are important to ensure that the money is spent in the most efficient way".

- ii) **Update on Street Furniture Licence & Highways Gate Installation**  
The Clerk confirmed that SCC have now issued the Street Furniture Licence. The Clerk has instructed JACS UK Ltd to manufacture the gate and there is a 4–5-week lead-time.  
**Resolved 23/05/17.01**  
It was agreed to accept the installation quote for the Highway gate from Ford Fencing at a cost of £280.
- iii) **VAS Application for an extra post on Barton Hill Update**  
The Clerk confirmed that Speed & Safety Team at SCC have agreed the location, but before they can finalise the application and install the new post, the Clerk has to consult with the residents adjacent to the new post location, to ensure they have no objections to a taller post.
- iv) **Update on Speed Enforcement and discuss traffic calming options**  
The Clerk reported the following update from the Police;  
"The Road Safety Camera Team have confirmed that the areas by the Church and the BMW garage are already enforcement sites for the team and they aim to try and make a visit once every 6 weeks, however as previously mentioned they are a County wide resource and have limited members of staff. The last visit to the two sites were 17<sup>th</sup> and 29<sup>th</sup> March and they will continue to visit the sites as and when they have availability".  
  
It was agreed that without VAS data or accident data there was little evidence to support traffic calming measures, such as pinch points and that at this time it was not financially viable for the Parish Council to spend possibly thousands of pounds on speed surveys, traffic surveys and designs, TRO's etc.

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v) **Damaged/Missing Signage Footpaths Update (Footpath at Sheepwash Bridge & Footpaths 8 & 9)**  
Cllr. Hopfensperger confirmed that the damaged/missing signage is to be replaced by ROW. The Clerk advised that she was yet to receive a response from PROW regarding the concerns over the footpath that crosses the Bypass.

23/05/18

**Parish Matters:**

i) **Weekly Play Area Inspection Reports & Agree rota**

No new issues raised or highlighted. Cllr. J. Borrett is to continue with the weekly inspections until the next meeting.

ii) **Benches Quotes (Playing Field)**

Deferred to the next agenda.

iii) **Formal Resolution of Quote for replacement of second glass pane for Bus Shelter at Barton Hill**

**Resolved 23/05/18.01**

It was agreed to accept the quote to replace a second pane of glass at a cost of £344.64 including VAT.

iv) **Update on Notice Board Repairs – Lark Valley Drive**

Cllr. Borrett (JBo) and Cllr. Collier repaired the door on the notice board at Lark Valley. The Clerk is to contact the supplier to ask for advice on what to do to solve the issue of leaking and condensation, or to get quotes for replacement notice boards.

23/05/19

**Correspondence:**

The Clerk advised she had received correspondence from the Hotel asking Council members to visit for a tour of the recent improvements. The Chair (JBo), Cllr. Collier and Cllr. Butler is to attend and the Clerk is to RSVP and arrange a date/time.

23/05/20

i) **Finance & Policies:**  
**Cheques for signing and approval and to authorise payment of outstanding invoices**  
**Resolved 23/05/20.01**

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. P. Butler and Cllr. M. Collier.

Mr M collier	Leaving gift for P Forster	002359	£75.00
Mrs V Bright	Mileage & expenses	002360	£24.70
Mrs D Pott	Litter pickers	002361	£132.12
Herringswell PC	Clerks Printer ink contribution	002362	£124.82

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FSM Village Hall	Annual donation	002363	£500.00
FSM Village Hall	Electric contribution 23/24	002364	£750.00
St Martin's Church	Annual donation	002365	£650.00
FSM Ladies Club	Annual donation	002366	£200.00

**Next Meeting to be held on Monday 12<sup>th</sup> June 2023 at 7:30pm, in the Village Hall, followed by the King George Playing Field Trustee Meeting.**

Meeting closed at 9:44pm

Signed: *J. Borrett*  
Chair, FSMSGPC

Date: 12<sup>th</sup> June 2023