

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 26th May 2022

Councillors present: Cllr. J. Borrett (Chair) (JBo), Cllr. M. Collier (MC), Cllr. P. Forster (PF), Cllr. P. Borrett (PBo), Cllr. P. Butler (PBU) & Cllr. F. Stennett.

Present: Clerk – Vicky Bright. 8 Members of the Public.

<p>22/05/1</p>	<p>Meeting opened at 7:53pm ANNUAL COUNCIL BUSINESS Election of Chairman: Cllr. M. Collier proposed Cllr. J. Borrett, this was seconded by Cllr. F. Stennett. All voted in favour and Cllr. Borrett accepted and signed his Declaration of Acceptance to Office as Chairman. Resolved 22/05/1.01 To Receive the Chairman's Declaration of Acceptance of Office: Cllr. J. Borrett signed the declaration of office of Chairman for the year 2022-23 and this was witnessed and countersigned by the Clerk.</p>
<p>22/05/2</p>	<p>Chairman's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)): The Chairman welcomed everyone. Apologies: Cllr. G. Hubbard. Absent: None. The Clerk advised that she had received the resignation of Cllr. Hubbard that morning.</p>
<p>22/05/3</p>	<p>Election of Vice Chairman: Cllr. P. Borrett proposed Cllr. M. Collier, this was seconded by Cllr. F. Stennett. All voted in favour. Cllr. Collier accepted and signed his Declaration of Acceptance of Office as Vice Chair. Resolved 22/05/3.01 To Receive the Vice Chairman's Declaration of Acceptance of Office: Cllr. M. Collier signed the declaration of office of Vice Chairman for the year 2022-23 and this was witnessed and countersigned by the Clerk.</p>
<p>22/05/4 i)</p>	<p>To Receive the Declarations of Office by Members: All members signed their declaration of office as Councillor for the year 2022-23 and these were witnessed and countersigned by the Clerk.</p>
<p>ii)</p>	<p>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III: None.</p>
<p>22/05/5</p>	<p>Appointment of Councillor Responsibilities & Representatives on Outside Bodies: Representative on Village Hall Committee – Cllr. Paul Butler.</p>

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SALC Liaison – Clerk.

SEBC Parish Forum Liaison – Clerk & Chair (Cllr. J. Borrett).

Councillor's responsible for Planning – Cllr. Mike Collier, Cllr. Penny Borrett, Cllr. Paul Butler, Cllr. John Borrett & Cllr. Frank Stennett.

Councillor's responsible for Inspection of Play Equipment – Rota to be agreed at each meeting.

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 & Cllr. Peter Forster back-up to Matthew Kemsley

22/05/6

Appointment of the Responsible Financial Officer:

Resolved 22/05/6.01

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2022-23.

21/05/7

Adoption of the Asset Register

Resolved 22/05/7.01

It was agreed to adopt the Asset Register, Total = £ 28,230.41

22/05/8

i)

Adoption of the Annual Governance Statement (Section 1 AGAR) 2021-22:

Resolved 22/05/8.01

The Annual Return for 2021-22 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 22/05/8.02

The Clerk presented the Internal Audit report; no significant issues were highlighted. As such, the Internal Audit Report for 2021-22 was adopted.

22/05/9

i)

To Approve the Final Accounts for the Financial Year ended 31st March 2022:

The Income for 2021-22 was £35,026.69, the Expenditure was £23,252.25. The balance of 2021-22 carried forward £21,747.12.

Resolved 22/05/9.01

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The final accounts and Bank Reconciliations for the financial year ended 31st March 2022 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (JBo) & the RFO.

ii) **Resolved 22/05/9.02**
Section 2 Accounting Statements (AGAR) 2021-22 were approved and accepted by all Councillor's and signed as such by the Chairman (JBo).

22/05/10 **To Review & Adopt the Budget for 2021/2022:**
Resolved 22/05/10.01
The Clerk presented an Actual to Budget Report and the budget for 2022-23, with amendments to reflect the Clerks wage increase. It was scrutinised and approved and signed by the Chairman (JBo).

22/05/11 **Review & Adoption of Financial Risk Assessment 2022/23:**
Resolved 22/05/11.01
The Financial Risk Assessment for the financial year 2022-23 was reviewed and adopted by the Full Council and signed by the Chairman (JBo).

22/05/12 **Review Effectiveness of Internal Audit Procedure:**
Resolved 22/05/12.01
The Internal Audit Procedure was fully reviewed and it was agreed to continue with, and appoint, the current Internal Auditor, Mijan Ltd for the financial year 2022-23.

22/05/13 **Approve & Authorise Annual Standing Payments & Direct Debits:**
Resolved 22/05/13.01

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	£772.80
WSC	Waste	Litter Act 1983, 5 and 6	DD	PCM	£30.26
WSC	Dog Bins emptying	Litter Act 1983, 5 and 6	DD	PCM	£83.20
Eon	Hall Electric	Local Government (Miscellaneous Provisions) Act 1976, s.19	DD	PCM	£65.52

22/05/14 **To Consider any Annual Donations:**
Resolved 22/05/14.01

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Village Hall Committee = £500 (LGA 1976 (Miscellaneous Provisions) s19).
St Martins Church (Churchyard Maintenance) = £500 (Local Government Act 1972, s. 214(6&8)).
Fornham Computer Club = £200 (S.137)

It was agreed to put a notice in the Bugle asking community groups to apply if they are interested in a grant.

ORDINARY COUNCIL BUSINESS

22/05/15

Minutes of the meeting held on 14th April 2022 - LGA 1972, Schedule 12, para 41(2):

Resolved 22/05/15.01

The minutes of the meeting held on 14th April 2022 were adopted as a true statement and signed by the Chairman (JBo).

22/05/16

Planning Applications:

i)

DC/22/0787/HH - - three bay cart lodge with annexe at first floor level. Location: Larks Pool, Mill Road, Fornham St Genevieve

Resolved 22/05/16.01

It was agreed No Objections to application DC/22/0787/HH.

ii)

DC/22/0731/HH - - detached double garage (following demolition of existing garage). Location: 1A Russell Baron Road, Fornham St Martin

Resolved 22/05/16.02

It was agreed No Objections to application DC/22/0731/HH.

iii)

DC/21/2245/FUL – AMENDED APPLICATION - 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 22/05/16.03

No Objections in Principle to application DC/21/2245/FUL; but would like to comment on the style of the proposed fencing, which is out of character and not in-keeping with the village environment, as such it has a negative impact on the visual amenity and appearance of the village. We would like to suggest that conditions be set upon approval for some screening, such as planting of hedges to hide the fencing and perhaps for the fencing to have a more neutral colour to help it blend in.

iv)

DC/22/0483/FUL - a. reconfiguration of second floor roof to existing bedroom wing b. four storey linked extension creating 46 bedrooms. Location: All Saints Hotel, The Street, Fornham St Genevieve

Resolved 22/05/16.04

No Objections in Principle to application DC/22/0483/FUL; but would like to suggest that approval is given with a condition set that ensures the new roof on the existing building does get replaced, to ensure that the old roof will match the new extension roof, thus creating a uniform look and feel.

(For Information Only)

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- v) **Update on Enforcement Ref: St Johns Plantation/Golf Course Trees & Outdoor Gym Building Ref: EN/21/0057 (RH)**
A new Enforcement Officer has taken over the case, awaiting update from him
- vi) **West Suffolk Local Plan Public Consultation Update**
From today, residents across West Suffolk can have their say and shape the future of where new homes can be built and where employment growth may take place.
- The West Suffolk Local Plan, which covers the period up to 2040 and will be used to decide planning applications, will guide where land such as countryside is protected as well as where development for new housing or land for employment can take place.
- The local plan also contains the policies that will secure the delivery of affordable housing, new play areas, green public open space, health and education facilities, and transport provision.
- But first the creation of a local plan must go through several stages of public consultation as set out by the Government. The West Suffolk Local Plan, which is still only a draft, has completed its first stage of public consultation to discuss the issues and options. This is the second round of consultation.
- The first consultation, together with national guidance and emerging evidence, has led to a refined set of sites and policy parameters that the council is now seeking views on.
- To get to this point some sites have been dismissed while others have been included and the Council is seeking feedback on both. As part of this consultation, the council is also carrying out a 'call for sites' to ensure it has explored all possible options before it concludes the sites selected for the final draft local plan, which is due to go out to consultation next year.
- The document also includes policy parameters for how development will address climate change, increase biodiversity and aid people's health and wellbeing including through homes that can adapt to support people's changing health needs as they grow older.
- In total, the Government has identified that 15,200 more homes will be needed in West Suffolk by 2040 to meet future housing needs. Some 8,600 of these already have planning permission which leaves land for at least 6,600 homes to be identified through the new local plan.
- The preferred options stage includes land for 7,134 homes – this is because the Council must over allocate to provide a level of choice and certainty that it will meet its housing needs. The preferred options are made up of new sites as well as sites in the existing plans of the former St Edmundsbury Borough and Forest Heath District councils that are yet to gain planning permission, and which are now being reassessed as part of this new

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local plan. Of the land identified for the 7,134 homes, only 2,600 of these homes are on new sites that have been put forward.

The preferred options consultation will run to 26 July 2022 and residents can find out more and have their say by visiting our virtual exhibition at <https://westsuffolk.exhibition.app/>

They can also come along to any of our public exhibition events taking place in the following towns and villages below.

Venue	Date	Time
Barrow village hall – main hall	Wednesday 8 June	3pm to 7pm
Brandon market	Saturday 9 July	9am to 1pm
Bury St Edmunds – The Apex	Saturday 11 June	10am to 4.30pm
Bury St Edmunds market	Wednesday 29 June	9am to 4pm
Clare market	Saturday 18 June	9am to 1.30pm
Haverhill market	Saturday 2 July	9am to 3pm
Ixworth village hall – main hall	Friday 24 June	3pm to 6.45pm
Kedington community centre – committee room	Friday 10 June	3pm to 7pm
Lakenheath Peace Memorial Hall	Thursday 30 June	3pm to 7pm
Mildenhall Hub	Saturday 25 June	9am to 4.30pm
Newmarket - The Guineas shopping centre outside the library and The Pantry	Tuesday 14 June	9am to 3pm
Newmarket - The Guineas shopping centre outside the library and The Pantry	Saturday 16 July	9am to 4.30pm
Red Lodge Sports Pavilion	Wednesday 22 June	3pm to 6.30pm
Stanton Village Hall - small hall/lounge	Thursday 16 June	3pm to 7pm

Alternatively, residents can email planning.policy@westsuffolk.gov.uk or phone 01284 757368 to find out other ways that they can participate.

Cllr David Roach, Cabinet Member for Planning at West Suffolk Council said: “Having a local plan in place is vital. Without it, development will still happen, but our communities

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and the council will have less of a voice. Without it we won't be able to prevent inappropriate, speculative development from taking place. Without it we can't offer as much protection to greenfield sites and the countryside while there would also be fewer safeguards to stop employment land being used for housing. And we could well end up with other inappropriate garden, infill and other development that negatively impacts on communities.

"The local plan is crucial to meeting housing needs, so our communities have somewhere to live, that homes are built to good quality and are adaptable to support people's changing health needs as they get older. It is also key to ensuring land is allocated for different types of businesses, supporting their ambitions and with it jobs and the future of our communities.

"That's why it is important that people to have their say. It's your future, your say, your West Suffolk."

This consultation on the preferred options will lead to further changes to the draft local plan and will followed by another public consultation next year on the "submission" draft of the plan. Finally, the plan will be submitted to the Secretary of State who will then appoint a Planning Inspector to carry out an independent examination – and it is only after the Planning Inspector has found the plan acceptable, that the local plan can be recommended to a meeting of the council to seek its adoption.

Alongside the public consultation, the Council is also issuing a further call for sites. This is because the last call for sites did not generate enough smaller housing sites of one hectare or less to comply with national Government policy, and to ensure a wide choice of employment sites to meet the demand established in an employment land review. The Council will also issue a call for sites specifically to identify land for Gypsies, Travellers and Travelling Showpeople. The Council has statutory duties and an assessment is being undertaken with some initial findings indicating accommodation needs.

- vii) **DC/21/1940/FUL – Re-Consultation - - One detached two bay cart lodge as amended by plans received 25 January 2022. Location: Land Adjacent to The Old Parsonage, The Street, Fornham St Martin – *Approved 22.04.22***
- viii) **DC/22/0203/HH - - a. front porch b. first floor dormer to front elevation c. rear first floor dormer window and balcony d. chimney to side elevation e. first floor rear roof extension and window f. first floor side window and alterations to existing windows. Location: Burwell House, The Street, Fornham St Martin – *Approved 29.04.22***
- ix) **DC/21/1933/FUL – one dwelling with new access. Location: The Lilacs, Old Hall Lane, Fornham St Martin – *Refused 14.04.22***

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- x) **DC/21/2245/FUL - a. one dwelling (following demolition of existing dwelling) b. detached garage/outbuilding c. new vehicular access d. 2.7 metre close boarded acoustic fence - Location Rathkeltair Lodge, Barton Hill, Fornham St Martin – Pending**

22/05/17 **Highways/Footpaths & Trees:**

- i) **Update on Highways Engineer Ward Walk Ref: Outstanding Highways Issues (RH)**

Cllr. Hopfensperger confirmed she has passed on our concerns to Officers at the Cabinet Member, regarding the Tut Hill Closure and lack of consultation.

Cllr. Collier and Cllr/ Forster met with Cllr. Hopfensperger and Fran Clarke (Highways Community Engineer) on 23rd May 2022, to discuss a list of outstanding Highways, footpaths, flooding and drainage issues. These items are to be dealt with and the Clerk will liaise with Cllr. Hopfensperger for updates.

- ii) **Footpath-cum-cycleway from Barton Hill (A135 Roundabout) to the WSOH (Hub) Crossing Safety Update**

Cllr Hopfensperger raised our concerns with the Highways Engineer and Julia Proctor, Project Manager; it was confirmed that it is a footpath only, and not a designated cycleway. The crossing safety concerns have been raised; and works have been ordered to cut back the vegetation for better visibility. Trees are to be planted where the concrete build-outs are, the stumps were not removed to avoid disturbing the surfaces. The missing village sign has been found and will be re-installed, as the concrete plinth needs extending.

22/05/18 **Parish Matters:**

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

Cllr. John Borrett agreed to do the weekly inspections until the June meeting. No issues highlighted. The Clerk is to secure quotes for the Bark top-up and to repair the timber edging to the Trim Trail for the next meeting.

- ii) **Update on Petting Zoo / Market Stall – Barton Hill**

The Clerk is to report the two issues as separate reports online to WSC.

- iii) **Discuss Bugle Newsletter Editorship**

Sue Brooklyn has decided to step down from acting as Editor to the Bugle, our thanks to her for all her years as Editor. We are looking for a replacement Editor, and a notice was placed in the Bugle for any residents who may be interested in taking on the paid role.

The layout, colour and edition dates were all discussed, with a possibility of some changes being made in the future.

22/05/19 **Correspondence:**

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The Clerk presented a letter from the Battlefields Trust;
The Battlefields Trust is a volunteer-based charity dedicated to protecting, promoting, and interpreting Britain's battlefields. We are coordinating the Trust's 850 years' celebrations of the battle of Fornham. The battle was the scene of the most significant loss of life (3-4 thousand) on East Anglian soil, so we think it is important to commemorate and promote this event. Therefore, we are planning some activities around the battle's anniversary on 14/15 October. Our event will occur at the All Saints Hotel that overlooks the battle site on Sunday, 15 October 2023. The event will include a series of lectures at the hotel and a religious commemoration service at the ruined church.

It was agreed to publicise any activities we are made aware of by the Trust and Cllr. Stennett offered to act as a Representative of the PC on the Trust.

22/05/20
i)

Finance & Policies:

Cheques for signing and approval and to authorise payment of outstanding invoices Resolved 22/05/20.01

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

Mrs V Bright	Mileage	002274	£31.05
Mrs V Bright	Backdated pay rise	002275	£153.12
Mrs V Bright	Office Allowance 22/23	002276	£312.00
Mrs D Pott	Litter picker	002277	£108.33
Mrs S Brooklyn	Bugle editor	002278	£87.65
M&TJ's	Grass cutting	002279	£480.00
First Impressions	Bugle printing	002280	£326.03
Mijan Ltd	Internal Audit 21/22	002281	£80.63
Mr P Forster	Expenses & Bugle distribution	002282	£28.00
Mr P Forster	Padlocks	002283	£45.00
Mr J Borrett	Pesticide	002284	£39.80
Mr M Collier	Mileage & plaque for Queens bench	002285	£140.00
Fornham Computer Club	Donation	002286	£200.00
FSM Village Hall	Donation	002287	£500.00
St Martins Church	Donation	002288	£500.00

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22/05/21

Next Meeting to be held on Thursday 9th June 2022 at 7:30pm, in the Village Hall,
followed by the King George Playing Field Trustee Meeting.

Meeting closed at 9:20pm

Signed: *J. Borrett*
Chair, FSMSGPC

Date: 9th June 2022