

# Fornham St Martin cum St Genevieve Parish Council

Minutes of the meeting of Fornham St Martin cum St Genevieve Parish Council  
Held at the Village Hall on Thursday 10<sup>th</sup> November 2016 at 7.30pm

**Councillors Present:** Cllr. Mike Collier (MC) – Chair, Cllr. Gary Hubbard (GH), Cllr. Jayne Hubbard (JH), Cllr. Peter Forster (PF) and Cllr. Penny Borrett (PBo).

**Present:** Vicky Bright - Parish Clerk.  
8 members of the public were present.

| Item    | Action  |
|---------|---|
|         | <p><b><u>Public Forum – LGA 1972, Section 100(1):</u></b></p> <ul style="list-style-type: none"><li>• Mr. Randall advised he had spoken with Catherine Buxton, who had told him that the planters were placed where they are now to prevent parking on the verges. See Item 10 (iii).</li><li>• Mr. Randall advised he had purchased the equipment for the weed spraying in the play area and hoped to spray them before the winter season.</li><li>• Members of the public expressed a desire for the agenda to contain more description relating to items on the agenda. The Clerk agreed she could incorporate this, although it would be kept to a brief description for each item.</li></ul> |
| 16/11/1 | <p><b><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u></b><br/>Cllr. Paul Butler.</p> <p><b><u>Absent:</u></b><br/>None.</p>  |
| 16/11/2 | <p><b><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u></b><br/>Cllr. P. Forster declared an interest in Item 10 (i).</p>  |
| 16/11/3 | <p><b><u>Minutes of the last meeting – LGA 1972, Schedule 12, para41(2):</u></b><br/><b><u>Resolved 16/11/3.01</u></b><br/>The Minutes of the meeting of 13<sup>th</sup> October 2016 were adopted as a true statement and signed by the Chair (MC).</p>  |
| 16/11/4 | <p><b><u>Local Authority Reports:</u></b><br/><b>County &amp; Borough Councillor</b><br/>No apologies or report sent.</p>   |
| 16/11/5 | <p><b><u>Councillor Vacancy Update:</u></b><br/>The Clerk advised that 1 application had so far been received from a Ms. Lizzie Flaherty. The Chairman advised that as one Councillor was absent for tonight's meeting, it had been agreed to postpone co-option until the January meeting. The Clerk will place a further advert in the Bugle to give other interested parties a chance to apply.</p>  |
| 16/11/6 | <p><b><u>Clerks Report:</u></b><br/>None.</p>   |

Clerk

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- 16/11/7
- i) **Planning and Environment:**  
**DC/16/2260/TPO – TPO 290 – 1no. Evergreen Oak reduce crown by 20% all round & remove 1no. large dead stem under electrical wire – Meadow View, The Street, Fornham St Martin**
- Resolved 16/11/7.01**  
No objections.
- ii) **DC/16/2189/FUL – Vegetable Store adjoining agricultural building approved under planning permission DC/16/0632/FUL – Hollow Road Farm, Hollow Rd, Fornham St Martin**
- Resolved 16/11/7.02**  
No objections.
- iii) **DC/16/2383/HH - Single storey side extension - 4 Turnberry Drive, Fornham St Martin**
- Resolved 16/11/7.03**  
No objections.
- iv) **DC/16/2278/FUL – Retention of Dwelling – Fornham Farm, Thetford Rd, Fornham St Martin**
- Cllr. Borrett (PB) gave a report on the details of the history of the application and its current application. In August 2015 it was given Permitted Development, conversion of barn. At the time it was felt the Agent had not fully addressed the issues flooding and Highways (Access), and more information was required. Unfortunately, the Planning Authority failed to advise the agent within the 56 days' period required and the prior approval certificate was issued by default. In 2016 works started. Enforcement Officers stopped works as it is considered to be a new build rather than the approved conversion. Councillors discussed the issues of; new builds being allowed on a rural area and setting a precedent for further new builds on the land or similar land in the area, the issue of the build being on a flood plain and the access to the site being on a D Restricted road with a speed limit of 60mph.
- Resolved 16/11/7.04**  
It was agreed to object to application DC/16/2278/FUL on the grounds of concerns of setting a precedent of new builds on rural land affecting character and appearance, concerns regarding new builds being allowed on a flood plain and concerns over the access being on a D Restricted Road. It was also agreed that a suggestion be made that a condition of any approval would be that the property is used solely for farm labourers/workers and not sold on for Private Sale.
- v) **Confirm the members of the Planning Group**
- Resolved 16/11/7.05**  
It was agreed that the Planning Working Group continue and that the members be responsible for viewing applications online before meetings to give an overview and any supporting information to the Full Council. The members were confirmed as Cllr. Borrett

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(PB), Cllr. Butler (PoB) and Cllr. Hubbard (JH).

16/11/8

i) **Finance & Policies:  
Parish Council Bank Balances and Reconciliation from list of payments and receipts and to approve bills for payment**

**Resolved 16/11/8.01**

That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (MC). The bank account balance as of 1<sup>st</sup> November 2016 is £17,913.83.

ii) **Cheques for Signing and Approval**

**Resolved 16/11/8.02**

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

|                  |                             |      |         |
|------------------|-----------------------------|------|---------|
| Mrs V Bright     | Mileage & Expenses          | 1879 | £12.83  |
| Mr D Hoggett     | Litter Picking October 2016 | 1880 | £150.96 |
| SALC             | Payroll                     | 1881 | £54.00  |
| M&TJ's           | Grass Cutting               | 1882 | £948.00 |
| CAS              | OneSuffolk Website          | 1883 | £60.00  |
| Mr D Randall     | Weed Sprayer Equipment      | 1884 | £14.99  |
| The Poppy Appeal | Remembrance Wreath (s137)   | 1885 | £20.00  |

iii) **Asset Register Adoption & Risk Assessment Procedure**

**Resolved 16/11/8.03**

The updated Asset Register was adopted and signed by the Chairman (MC).

It was agreed to carry out quarterly Asset Risk Assessment and maintenance inspections, Cllr. Collier (MC) volunteered to be the appointed person to do this, with the Clerk as back up if he is unable to do it at any time.

MC

iv) **King George Playing Field Trusteeship Report**

The Chairman and Clerk met with David Payne and he agreed that he wished for the Trusteeship and Land Title Deeds to be transferred in full to the Parish Council as a Body. Mr. Payne agreed to help in anyway with the trusteeship transfer. The Clerk has sought the advice of a Solicitor to advise on how to proceed with the Transfer of Deed for the Trusteeship and Land Registry Title Deeds transfer. The Clerk will hopefully have an update and be able to move forward by the January meeting. It is likely to be a very time consuming process and may take several months, the Council will of course continue to maintain the Playing Field in the interim.

v) **Play Area Inspections Report & Agree Inspection Rota for November - January**

Cllr. Hubbard (JH) reported that the weekly inspections had highlighted the following issues;

- Mole hills
- Wood treatment required for benches/signage

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- Rubber seal on the swings and elephant has started to perish

- The log roll ramp has rotten wood and has now got two holes

The Clerk reported that the Monthly inspections carried out by The Play Inspection Company had highlighted the following issues;

- The gate needs re-setting
- The rotten wood and holes on the log roll ramp needed replacing and repairing urgently

The Clerk and Cllr. Hubbard (JH) agreed that the log roll ramp needed to be closed off until repairs could be carried out. Cllr. Forster (PF) is to close off the ramp with signs and tape and the Clerk is to obtain quotes for urgent works to repair/replace the ramp timber. The Clerk will also obtain quotes for the January meeting to reset the gate and to treat the wooden equipment.

PF  
Clerk

16/11/9

i)

## **Highways Update:**

### **VAS/SID Post Update**

Cllr. Collier advised that he had confirmed with David Harris from the Hotel a location for the post to be re-erected and the site suitability form had been submitted to Highways. The Clerk confirmed that Highways had suggested that the Contractors carry out a site visit to approve the location and the use of the old pole. Cllr. Collier is to liaise with the contractor and Mr. Harris to arrange this.

MC

16/11/10

i)

## **Parish Matters:**

### **Village Seating/Green Works Quotes**

The Clerk advised that she had now received a revised quote from Peter Forster, to include the reinstatement of the edging of the Green.

### **Resolved 16/11/10.01**

It was agreed to accept the quote from Peter Forster Building Services for £150 to treat and repair the bench and to reinstate the Green edging.

The Clerk was asked to seek guidance from SALC as to whether the Council could appoint Peter Forster Building Services as their preferred contractor for minor works under £500.

Clerk

ii)

### **Village Hall Ceiling Repairs Donation**

The Clerk reported on the budget available for a donation. It was discussed that perhaps half the invoice total for the ceiling repairs could be offered as a donation, with a view that if the Village Hall received funding from the District/County Councillor's Locality Budget then the Parish Council's donation could be reviewed. Cllr. Collier (MC) is to approach the Committee with this proposal in principal. To be deferred to the January meeting for a formal decision on donation amount.

MC

iii)

### **Village Planters**

It was suggested that we wait until Spring 2017, when the planters can be emptied before the Summer planting. In the interim the Councillor's will arrange to meet with Mr. Randall to discuss and view possible locations, and the Clerk will source quotes to have the planters moved. It was suggested that we also look at purchasing one extra planter as

Cllr's &  
DR

Clerk

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well.

- iv) **Defibrillator & BT Phone Box Update**  
The Clerk advised that she had submitted the Parish Councils interest in adopting the phone box for £1 under application DC/16/1991/TE3 and that the Planning Officer had advised that this had been submitted and the applications were with the Secretary of State awaiting decision. The Clerk also advised that the costs involved, as quoted by Community Heartbeat Trust were;
- cPAD Semi Auto Defibrillator & Stainless Steel Cabinet (externally locked) £1,995.00
- (This includes delivery, Webnos Governance System, Training, Post Incident Counselling, 1<sup>st</sup> Year Emergency Telephone System, AED Signage, Personal Safety Kit)
- Installation would be approximately £150-£200
  - 2 years running costs approximately £126-£150
- The Clerk advised that she had submitted an application to the Big Lottery Find for 100% funding and the application decision could take up to 10 weeks.
- v) **Trees Lark Valley Drive**  
The Clerk advised that she had received emails from a resident in Lark Valley Drive who was asking if the Parish Council could help with an issue he has regarding tree roots affecting the soak away and drains to his property. The resident had had extensive correspondence with Suffolk County Council with no resolution. It was agreed that the Clerk should contact the County Councillor and Highways on behalf of the resident to see if this could be resolved.
- 16/11/11 **Correspondence:**
- i) The Clerk advised of a notice to close the B1106 Mill Road in Gt. Barton from 9am to 3:30pm on Tuesday 13<sup>th</sup> December 2016 for cats' eye replacement.
- ii) The Clerk advised that she had been contacted by the Local History Recorder asking for her assistance with the 2016 report. It was agreed that the Clerk would meet with him in December for an hour to assist him.
- 16/11/12 **Councillors Reports and Items for the Next Agenda:**  
Cllr. Collier (MC) advised that he had drafted an update on the WSOH and this was agreed to be placed in the next issue of the Bugle. It was also suggested that the Bugle front page inform residents that an update is included in the edition.
- VAS/SID Post Update
  - King George V Playing Field Trusteeship Update
  - Asset Risk Assessment Report
  - Village Hall Ceiling Works Donation
  - Defibrillator and Phone Box Update
  - Councillor Vacancy Co-Option
  - Village Planters Update/Quotes

Clerk/RH

Clerk

MC

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16/11/13

- **Play Area Repairs Update/Quotes**

**Next Meeting to be held on Thursday 12<sup>th</sup> January 2017 at 7:30pm in the Village Hall**

It was agreed to confirm the 2017 meeting dates to be held on the second Thursday of the month, with the exception of August and December.

2017 Meeting Dates

12th January 2017  
9<sup>th</sup> February 2017  
9<sup>th</sup> March 2017  
13<sup>th</sup> April 2017  
11<sup>th</sup> May 2017 (Village meeting & AGM)  
8<sup>th</sup> June 2017  
13<sup>th</sup> July 2017  
14<sup>th</sup> September 2017  
12<sup>th</sup> October 2017  
9<sup>th</sup> November 2017

Meeting closed at 9:30pm.

Signed: *M. Collier*  
Chair, Fornham St Martin cum St Genevieve Parish Council

Date: 12<sup>th</sup> January 2017

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