

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 11th October 2018 at 7.30pm

Councillor's Present: Cllr. Mike Collier (MC), Cllr. Gary Hubbard (GH), Cllr. Jayne Hubbard (JH), Cllr. Peter Forster (PF), Cllr. Penny Borrett (PBo), Cllr. Paul Butler (PBU) & Cllr. Lizzi Flaherty (LF).

Present: Vicky Bright - Parish Clerk, Cllr. Rebecca Hopfensperger – SEBC/SCC and 3 members of the public were present.

Item		Action
	<p>The Chairman welcomed everyone present.</p> <p><u>Public Forum – LGA 1972, Section 100(1):</u> Four members of the Public were present.</p> <p>David Yates gave a reminder that the Remembrance Service will be held at the Church on 11th November at 9:15am. He also informed the meeting that the Tower Project will be hosting the Edmund Octet on Saturday 20th October at 7:30pm, in the Church.</p>	
18/10/1	<p><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> None.</p> <p><u>Absent:</u> None.</p>	
18/10/2	<p><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u> Cllr. G. Hubbard and Cllr. J. Hubbard declared an interest in Item 6 (iii).</p>	
18/10/3	<p><u>Minutes of the Parish Council meeting 13th September 2018– LGA 1972, Schedule 12, para41(2):</u> <u>Resolved 18/10/3.01</u> The Minutes of the Parish Council meeting of 11th September 2018 were adopted as a true statement and signed by the Chair (MC).</p>	
18/10/4	<p><u>Local Authority Reports:</u> <u>County & Borough Councillor</u> Cllr Rebecca Hopfensperger sent her apologies.</p> <p>Police SNT newsletters are available to view at; www.suffolk.police.uk/your-area/snt-newsletters</p>	
18/10/5	<p><u>Clerks Report:</u> The Clerk confirmed that the damaged sign at Parklands Green, had now been repaired.</p> <p>The Clerk advised that she had reported the anti-social behaviour to the Police and the SNT had agreed to carry out some patrols in the area. Havebury Housing was yet to respond regarding the 'No Parking' and 'No Ball Games' signs. Cllr. Flaherty had spoken with someone from Havebury and been told that they would not get involved with the issues of anti-social behaviour and that she would need to report it to Customer First at SCC, as a</p>	

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Child Safety report. It was agreed that this was not the jurisdiction of the Parish Council and no further action would be taken at this point.

18/10/6

Planning and Environment for Consideration:

i) **DC/18/1887/FUL - Creation of secure Car storage area with fencing - Lancaster BMW, Thetford Road, Fornham St Martin**

It was confirmed that the development does not affect any TPO. Tree roots.

Resolved 18/10/6.01

It was agreed to submit No Objections to application DC/18/1887/FUL.

ii) **DC/18/1724/HH - Widening of existing access - Burwell House, The Street, Fornham St Martin**

It was raised that a neighbouring resident had raised concerns about the plans affecting her boundary, but it was agreed that it will not incur on neighbouring boundaries.

Resolved 18/10/6.02

It was agreed to submit No Objections to application DC/18/1724/HH.

iii) **DC/18/1922/HH – Single storey front extension – 29 Barton Hill, Fornham St Martin**

Resolved 18/10/6.03

It was agreed to submit No Objections to application DC/18/1922/HH.

iv) **DC/18/1474/TPO – Amended plans - Tree Preservation Order - 301(2000) - (i) T4 Oak – Reduce crown on western aspect by reducing branches in length by 2 metres (ii) T8 Oak - Reduce lateral crown spread to northeast by up to 3 meters (iii) T12 Oak - Reduce crown on Eastern aspect by reducing branches in length by 2 metres (iv) T13 - Cherry - fell to ground level (v) Exempt works T4 - Oak - Remove major deadwood T6 Oak - 2 small trees on edge of parking area - Remove major deadwood T8 - Oak - remove major deadwood T12 - Oak - remove major deadwood - Oak House, Barton Hill, Fornham St Martin**

The Clerk confirmed that No Objections had previously been submitted.

v) **WSOH / CLG Update**

A CLG meeting was held this week and works are ahead of schedule, the dry summer weather has helped. The steel work is to start to go in in the next two weeks. They are currently halfway through the Piling. Coffee Mornings are to be arranged, and the details will go in the 'Dear Neighbour' newsletter, a copy of which will go in the Bugle and is on the Parish Council website. The foul water pipe which will go from WSOH to the bottom of Barton Hill is currently being readdressed, to find dates that will not affect the Bury Xmas Fayre, they plan to use a mole to dig through, which is more expensive, but should cause the least inconvenience to road users, and will mean shorter road closures. The next meeting is to be held in December. Highways are planning to carry out a full safety assessment when the development is finished and the Hub is up and running.

vi) **LGBCE Electoral Boundary Review Consultation Update**

The decision should be available on the website from 23rd October 2018.

vii) **Cycle Ways – Dream Lodge, Fornham Park**

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The Clerk confirmed that Cllr. Hopsfensperger has asked Britta Heidecke, SEBC Planning, the Planning Officer in charge of the Dream Lodges application, to check the planning conditions in reference to Cycle Ways.

viii) **28 Birkdale Extension**

The Clerk explained that after receiving concerns that there was an extension being built without planning, she asked the Planning Enforcement Team to investigate and their findings concluded that the development is within Permitted Rights and does not require Planning permission.

18/10/7

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

Resolved 18/10/7.01

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 1st October 2018 is £17,503.89.

ii) **Cheques for Signing and Approval**

Resolved 18/10/7.02

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

PKF Littlejohn	External audit	2021	£240.00
Came & Company	Annual Insurance	2022	£447.93
M&TJ's	Grass cutting	2023	£480.00
Mr. & Mrs. Pott	Litter picking	2024	£108.33
Community Action Suffolk	Website annual fee	2025	£60.00
Mrs. V Bright	Mileage & expenses	2026	£13.83
Mrs. S Brooklyn	Bugle editing	2027	£182.50
First Impressions	Bugle printing	2028	£342.00
Westcotec	Second VAS Purchase	2029	£3,210.00

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- iii) **2017/2018 External Audit Report & Conclusion of Audit Notice**
The Clerk confirmed she had received back the External Audit report and Certificate; no issues had been highlighted. The notice has been displayed on the notice boards and the website.
Resolved 18/10/7.03
The External Audit Certificate from PKF Littlejohn was adopted.
- iv) **Renewal and Adoption of the Annual Insurance Policy & Schedule**
The Clerk presented the insurance schedule and three comparison quotes from AXA Inspire, Hiscox & Ecclesiastical.
Resolved 18/10/7.04
It was agreed to accept the Insurance from AXA Inspire, through Came & Company for the 3-year LTA at a cost of £447.93.
- v) **Printer Quotes**
Defer to the next meeting.
- 18/10/8 **Parish Matters:**
- i) **Play Area Inspections Report & Agree Inspection Rota**
No issues were raised in the monthly H&S inspection reports. Cllr. P. Butler raised the issue of the bin at the play area not being emptied, the Clerk is to ask the litter pickers to do this routinely. It was agreed to place a notice in the Bugle regarding the Dog Fouling on the Play Area Trim Trail and also in the Churchyard.

Cllr. G. Hubbard agreed to carry out the weekly inspections until the November meeting.
- ii) **Play Area Repairs Quotes**
The Clerk advised that PlayScapes had been to inspect the cracking on the new balance beam and log rolls on the ramp and had advised that it was just wear caused by the extreme heat and dryness in the summer months, no action is needed.

The Clerk presented two quote to repair and replace the rotten hurdles and the chin up bars posts, and to top up the bark surfacing, from PlayScapes and M&TJ's.
Resolved 18/10/8.01
It was agreed to accept the quote from M&TJ's to replace the two rotten hurdles, to replace one rotten post on the chin up bars and re-seat two other posts, and to supply and spread 6m³ of play grade bark, for a cost of £1077.00 + VAT.
- iii) **Picnic Tables Quotes**
Deferred the purchase until Spring 2019.
- iv) **New Notice Board at Barton Hill**
The Clerk advised that new notice board had been delivered and was to be installed by Cllr. Forster. Cllr. Forster is also to refurbish the old notice board and re-site at the Village Hall.
- v) **Discuss complaint received over Diggers/Excavators – British Sugar from residents of Orde Road, Barton Hill.**

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It was agreed that as the resident who raised the initial concern had not been in touch further and was not present at the Public Forum, no action would be taken.

18/10/9

Highways & Footpaths:

i)

The Clerk confirmed she has ordered the second VAS unit from Westcotec and also the cables and software disc to enable download of the data from the units. Once, these have arrived Cllr. Flaherty will look to see if she can download and compile the data.

It was agreed to approach Highways to ask if the existing sites could be 2-way and if the post site at the Hotel could be re-assessed, to get another pole erected there.

ii)

Update on BMW Garage (Barton Hill) Flooding and Gulley's Clearance

Cllr. Hopfensperger is waiting on date for works to clear the remaining 39 gullies on the Bypass to be jetted and cleared. She is also waiting on a date for works to repair the 4 damaged drains/gullies at the BMW Garage (Barton Hill).

iii)

Footpaths Update

The Clerk reported that discussion with British Sugar were progressing and a Public Consultation is expected soon regarding the proposed footpath at Kytson Road.

The Clerk advised that PROW, Highways and Land Registry had failed to help establish ownership and responsibility for the footpath which runs on the old Thetford Road. The Clerk is to contact the owners again to ask for permission to apply to Planning to get the Oak trees on his land, which are overhanging the footpath, cut back.

iv)

Lark valley Trees Update

Cllr. Hopfensperger confirmed she is waiting for the report to come back from the Inspection carried out on the trees at Lark Valley. She is also waiting on the schedule of works on the trees in Carnoustie Drive, once she has this she will arrange to speak with the residents and the information will be sent to the Parish Council.

18/10/10

Correspondence:

- The Clerk presented a letter from a resident asking if the Parish Council could look again at an application for speed reduction on the derestricted piece of road

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between the Village sign and Barton Hill. It was agreed to add this to the next agenda for discussion. In the meantime, the Clerk is to ask Highways to cut back the vegetation obscuring the 30mph signs and Cllr. Collier is going to ask M&TJ's to cut back the vegetation on the footpath, as per the works schedule.

- The Clerk presented a letter from a resident regarding parking on the Street. It was agreed that previous discussion with the Police had resulted in the opinion that it helped with Traffic Calming and as it is not illegal to park on this road, no action will be taken.
- The Village Hall Committee reports that the windows on the outside of the hall have been repaired where necessary. Thanks go to Paul Mullen and Sam. It was noted that several users of the hall had approached Sam whilst he was working, asking him to leave.
- West Suffolk Housing Strategy consultation to take the opportunity to reflect priorities, actions and projects set out in the Strategic Framework 2018-2020. Furthermore, there are a number of additional duties and fundamental changes to housing legislation that are being reflected in the Housing Strategy. The consultation is taking place from **9 October to 20 November 2018** and the online survey can be found at the following link:
www.westsuffolk.gov.uk/housingstrategy.

18/10/11

Councillor's Reports and Meetings Attended & Items for the Next Agenda:

- WSOH / CLG Update
- Footpaths Update
- VAS Sites/ SID Data Update
- Speed Reduction application Barton Hill
- Play Area Repairs Update
- Lark Valley Drive/Carnoustie Drive Trees Update
- Printer Quotes
- Update on Flooding (BMW garage) & Gulley's on Bypass Works
- Dream Lodges Cycleways Update

Next Meeting is to be held on Thursday 8th November 2018 at 7:30pm, in the Village Hall.

Meeting closed at 9:33pm

Signed: *Mike Collier*
Chair, FSMSGPC

Date: 8th November 2018

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