

# 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 12<sup>th</sup> July 2018 at 7.30pm

**Councillor's Present:** Cllr. Mike Collier (MC), Cllr. Gary Hubbard (GH), Cllr. Jayne Hubbard (JH), Cllr. Peter Forster (PF).

**Present:** Vicky Bright - Parish Clerk, Cllr. Rebecca Hopfensperger – SEBC/SCC and 5 members of the public were present.

Item	The Chairman welcomed everyone present.	Action
	<p><b><u>Public Forum – LGA 1972, Section 100(1):</u></b> The suggestion of putting in picnic tables near the play area was discussed, this is to be added to the next meeting agenda.</p> <p>Residents from Lark Valley Drive raised concerns over the lack of maintenance and pollarding done by SEBC/SCC to the trees on the estate. The roots are breaking up footways and affecting resident's driveways, soakaways and lawns. There are low hanging branches and branches falling, which pose a hazard to users of the footways. Residents have reported the issues to SCC and received no response. Cllr. Hopfensperger is to address the issues and establish responsibility and escalate the problems accordingly.</p> <p>The dead branches opposite the church, by Oak Rise, have still not been collected and Cllr. Hopfensperger is to escalate this issue as well.</p>	RH  RH
18/07/1	<p><b><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u></b> Cllr. P. Borrett, Cllr. P. Butler &amp; Cllr. L. Flaherty.</p> <p><b><u>Absent:</u></b> None.</p>	
18/07/2	<p><b><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u></b> None.</p>	
18/07/3	<p><b><u>Minutes of the Parish Council meeting June 2018– LGA 1972, Schedule 12, para41(2):</u></b> <b><u>Resolved 18/07/3.01</u></b> The Minutes of the Parish Council meeting of 14<sup>th</sup> June 2018 were adopted as a true statement and signed by the Chair (MC).</p>	

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18/07/4

## **Local Authority Reports:**

### **County & Borough Councillor**

Cllr Rebecca Hopfensperger presented the following report;

- The WSOH Coffee Morning is to be held Monday 16<sup>th</sup> July.
- The Boundary Review Consultation is now active; comments should be submitted to the LGBCE by 27<sup>th</sup> August 2018.
- The third shadow council meeting for the joint authority is to be held, items for discussion will be Constitution and policies. The terms of reference have been accepted.
- There is a Civic Representation consultation about to happen. This will need a 75% agreement for the role of Mayor and Borough Status. There is a two-year period before this can be applied for. The Mayoral role has an impact on Tourism, local history and charities.
- The Self-Help Scheme for Highways is in the process of producing guidelines, these are expected to be approved in September 2018.
- The planning application at the Old parsonage has been recommended for refusal by the Planning Officer, as it is outside the Housing Settlement. A revised application is expected soon.

A new Police constable has been appointed for the ward, PC Paul Fox, he has forwarded the SNT newsletter to the Parish Council, this can be available to view at;

[www.suffolk.police.uk/your-area/snt-newsletters](http://www.suffolk.police.uk/your-area/snt-newsletters)

18/07/5

## **Clerks Report:**

The Clerk is to chase repair of the damaged sign at Parklands Green, as this has still not been completed.

The signs left on the roundabout (Culford Rd), following works to do new markings, have been reported and will be removed soon.

The damaged footpath sign from the Anglian Water Sewerage works to All Saints Way has been reported and it has been added to the works list at SCC.

The trees opposite Parklands Green that have shown signs of disease, were reported and SCC have confirmed that they have been added to their monitoring schedule.

The Clerk advised that West Suffolk Boundary Review Consultation by the LGBCE runs until 27<sup>th</sup> August 2018. <https://www.lgbce.org.uk/all-reviews/eastern/suffolk/west-suffolk>

18/07/6

## **Planning and Environment for Consideration:**

i) **DC/18/1022/HH – 1 garage – Holly Lodge, The Street, Fornham St Martin**

### **Resolved 18/07/6.01**

No objections to application DC/18/1022/HH.

ii)

**DC/18/1156/HH – Two storey side extension – 25 Birkdale Court, Fornham St Martin**

### **Resolved 18/07/6.02**

Clerk

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- iii) No objections to application DC/18/1156/HH.  
**WSOH / CLG Update**  
There is a Coffee Morning planned for Monday 16<sup>th</sup> July 2018 10am-12pm, at Great Barton Village Hall.

18/07/7

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

**Resolved 18/07/7.01**

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 29<sup>th</sup> June 2018 is £25,361.53.

- ii) **Cheques for Signing and Approval**

**Resolved 18/07/7.02**

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.

Mrs. V Bright	Mileage & expenses	2009	£21.82
Mr. & Mrs. Pott	Litter picking	2010	£108.33
M&TJ's	Grass cutting June	2011	£480.00

- iii) **Bugle Printing Quotes**

The Clerk presented three quotes from Printways, Corporate Tiger and First Impressions.

**Resolved 18/07/8.03**

It was agreed to accept the quote from First Impressions, with effect from the October/November edition.

The Clerk is also to look at whether the advertising income covers the space for the adverts and the cost of printing these, and will present a report on cost comparison and price increase at the September meeting.

Clerk

- iv) **GDPR Update**

The Clerk presented the Councils Data Audit Report and newly drafted Privacy Policy, Privacy Notice for Employees and a Subject Access Request (SAR) Policy and Procedure for approval.

**Resolved 18/07/7.04.**

It was agreed to adopt the General Privacy Policy, and this was duly signed by the Chairman (MC)

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## **Resolved 18/07/7.05**

It was agreed to adopt the Privacy Notice for Employees, and this was duly signed by the Chairman (MC).

## **Resolved 18/07/7.06**

It was agreed to adopt the SAR Policy & Procedure, and this was duly signed by the Chairman (MC).

- v) **Quarterly Asset Risk Assessment Report**  
Cllr. Collier reported that the benches needed a wash down. And the notice board on Barton Hill still needs replacing.

## **18/07/8 Parish Matters:**

- i) **Review Grass Cutting/Landscaping Schedule & Confirm SEBC Schedule**  
Cllr. Hopfensperger is to clarify the street cleaning schedule and policy at SEBC. This item is deferred until the September agenda.

RH  
MC/Clerk

- ii) **Play Area Inspections Report & Agree Inspection Rota**  
The Clerk has been contacted by Cllr. Flaherty and the SEBC Playground Inspector, who has advised that two of the hurdles need replacing as the wood has rotted and collapsed. He has also advised that one of the Chin Up posts could also do with replacing soon. The Clerk is to look at quotes to get these two issues dealt with for the September agenda. The hurdles affected haven't been cordoned off with a Safety Notice. Cllr. L. Flaherty offered to do the weekly inspections until the next meeting in September 2018.

Clerk  
LF

- iii) **New Notice Board at Barton Hill**  
The Clerk advised that the Locality Budget grant payment has now been received and she will be going ahead with ordering the new notice board this week.

Clerk

- iv) **Quotes for Maintenance to Wooden Bus Shelter (Opp. Lark Valley Drive)**  
The Clerk presented three quotes from M&TJ's, Rowan Maintenance and M.E.B. Maintenance.

## **Resolved 18/07/8.01**

It was agreed to accept the quote of £320 + VAT from M&TJ's to re-treat the wooden bus shelter.

## **18/07/9 Highways & Footpaths:**

- i) **VAS Data & To Consider Purchase of a Second VAS Unit**  
Following personal reasons Cllr. Flaherty has been unable to look at the data unit, the Clerk is to approach Bernard Grimshaw from Fornham All Saints for his help and training for Cllr. Flaherty, once Cllr. Flaherty has returned.

LF/Clerk

The Clerk is to approach Cllr. Hopfensperger for funding for a second VAS Unit.

Clerk

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ii) **Footpaths Update**  
The Clerk reported that there has been no update received regarding the consultation on the proposed footpath at Kytson Road.

The Clerk advised that she is currently working with PROW, to establish ownership and responsibility for the footpath which runs on the old Thetford Road which starts at a gate by the village sign in Fornham St Martin and travels North to a second gate where you turn 90 degrees right and follow the bypass. It eventually meets with the Drift, not far from the bridge over the motorway. Once PROW have confirmed ownership for the area concerned about, the bit from the gate and village sign up to where you turn right along the bypass path the Clerk will contact the owners and ask for them to cut it back. In the meantime, Cllr. Collier is to ask M&TJ's to take a look.

Clerk  
MC

iii) **Trees on The Green, Manners Road**  
The Clerk advised that notification had been given for the following works to be carried out by SEBC to the trees on the Green Play area at Manners Road; cutting the lower branches, one tree to be cut back where it is overhanging into Russell Baron Road. It has also been advised that all the trees are of the same age and may need to be replaced in the next few years.

The Clerk has also received a report of one tree had a branch fall down, so residents need to be aware of the safety issues.

18/07/10 **Correspondence:**  
The Clerk reported she had received two Thank You letters, from The Elderberry's and the Toddler Group, thanking the Parish Council for their donation.

18/07/11 **Councillor's Reports and Meetings Attended & Items for the Next Agenda:**

- WSOH / CLG Update
- Footpaths Update
- Update on appeal for application DC/16/2792/FUL
- Grass Cutting Update
- VAS / SID Data Update
- Bugle Advertising fees to be reviewed
- Play Area Repairs Quotes
- Lark Valley Drive Trees Update
- General Date Protection Regulation Update & to Adopt Policies

**Next Meeting is to be held on Thursday 13<sup>th</sup> September 2018 at 7:30pm, in the Village Hall.**

Meeting closed at 9:28pm.

Signed: *Mike Collier*  
Chair, FSMSGPC

Date: 13<sup>th</sup> September 2018

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