

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 13th June 2019 at 7.30pm

Councillor's Present: Cllr. Mike Collier (MC), Cllr. Gary Hubbard (GH), Cllr. John Borrett (JB), Cllr. Penny Borrett (PBo), Cllr. Peter Forster (PF), Cllr. Paul Butler (PBu) & Cllr. Frank Stennett (FS).

Present: Vicky Bright - Parish Clerk. 10 members of the public were present.

Item		Action
	The Chairman welcomed everyone present.	
	<u>Public Forum – LGA 1972, Section 100(1):</u> Ten members of the Public were present.	
	The Chairman reported that correspondence had been received from Mrs. Bridges-Adams, requesting to bequeath land for the Parish Council to use for a car park for the Village Hall. It was suggested that Mrs. Bridges-Adams seek legal advice and guidance and that the issue be added to the July agenda.	
	A resident raised concerns that the new chevrons on the B1102, were significantly smaller than the two previous ones. The Clerk is to forward to Cllr. Hopfensperger to chase any actions since the site meeting.	
19/07/1	<u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> None. <u>Absent:</u> None.	
19/07/2	<u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u> None. Cllr. Stennett signed his Declaration of Office, which was countersigned by the Clerk.	
19/07/3	<u>Minutes of the Annual Parish Council Meeting 9th May 2019– LGA 1972, Schedule 12, para41(2):</u> <u>Resolved 19/07/3.01</u> The Minutes of the Annual Parish Council meeting of 9 th May 2019 were adopted as a true statement and signed by the Chair (MC).	
19/07/4	<u>Local Authority Reports:</u> County & Borough Councillor Cllr Rebecca Hopfensperger sent her apologies. Police SNT newsletters are available to view at; www.suffolk.police.uk/your-area/snt-newsletters	
19/07/5	<u>Clerks Report:</u> The Clerk advised that she had requested the dog bins at the playing field to be emptied and asked that it is ensured it is added to the routine schedule for emptying in future.	

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- 19/07/6
- The Clerk advised that the Internal Audit report had been received and the Exercise of Public Rights is from the period of 17/06/19 to 26/07/19.
- Appointment of Councillor Responsibilities & representatives on outside bodies**
Resolved 19/07/6.01
Representative on Village Hall Committee – Cllr. Paul Butler.
SALC Liaison – Clerk.
SEBC Parish Forum Liaison – Clerk & Cllr. Mike Collier.
WSOH Point of contact – Cllr. Mike Collier.
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 to report.
Councillor responsible for Trees / Footpaths – Cllr. John Borrett.
Councillor responsible for Asset Risk Assessment – Cllr. Mike Collier & Clerk
Councillor’s Responsible for VAS Machine – Cllr. Mike Collier & Cllr. Peter Forster
Councillor responsible for VAS data – Cllr. John Borrett.
- 19/07/7
- i) **Planning and Environment for Consideration:**
DC/19/1186/FUL - Use of the Permitted Managers lodge within Fornham Park for the siting of a timber lodge for unrestricted residential use - Location North Lodge, Fornham Park, Fornham St Genevieve
Resolved 19/07/7.01
Objections to application DC/19/1186/FUL. * See Appendix 1
- ii) **DC/19/1011/FUL - Change of use of North Lodge from residential to wardens’ accommodation, including conversion of the associated outbuilding to provide reception/office, associated with the use of the adjacent Fornham Park holiday lodge site - Location North Lodge, Fornham Park, Fornham St Genevieve**
Resolved 19/07/7.02
Objections to application DC/19/1011/FUL. * See Appendix 1
- iii) **DC/19/0888/FUL - Planning Application - Extension to electrical distribution unit to provide storage shed (retrospective) - Location Chalet Site, Fornham Park, Fornham St Genevieve**
Resolved 19/07/7.03
No Objections to application DC/19/0888/FUL.
- iv) **DC/19/0533/FUL - Planning Application - (i) New vehicle access (ii) modifications to pedestrian access, landscaping and relocated parking following closure of existing access - Location All Saints Hotel, The Street, Fornham St Genevieve**
Resolved 19/07/7.04
No Objections in principal; with the following comments;
- There are strong concerns that the trees affected by this application need to undergo and proper survey by the Tree Arborist, and that minimal felling is ensured.

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- v)
- We would like to ensure that conditions are set to ensure that the current original access is not to be retained.
 - We would also reiterate previous concerns raised on further applications submitted by the applicant, namely DC/18/1372/FUL, that the road that the access exits onto is a notorious area for speeding, with a very sharp, blind bend that is already precarious. There are concerns that moving the access closer to the bend will make it even more dangerous. We would also ask that during construction, consideration is giving to disruption that may be caused to traffic flow, on what is a busy road.

DC/19/0990/VAR - Planning Application - Variation of condition 6 of DC/16/0464/FUL to permit the removal of tree protection followed by the reinstatement of the protection just prior to the recommencement of works for (i) Single storey extension to provide 17 bedrooms and support facilities and additional parking area - Location Fornham House, The Street, Fornham St Martin

vi)

It was agreed that further clarification on the tree protection be requested.

DC/19/0800/RM - Reserved Matters Application - Submission of details under Outline Planning Permission DC/18/0829/OUT - the means of appearance, landscaping, layout and scale for the construction of 1no. dwelling - Location Land Adjacent to The Old Parsonage, The Street, Fornham St Martin

vii)

Resolved 19/07/7.05

Formal Resolution of No Objections Submitted 30th May 2019.

DC/19/0812/HH - Householder Planning Application - Covered BBQ area with cedar shingle roof in rear garden (retrospective) - Location Burwell House, The Street, Fornham St Martin

viii)

Resolved 19/07/7.06

Formal Resolution of No Objections Submitted 4th June 2019.

DC/18/1372/FUL - New bedroom wing to existing hotel to create 42 no. additional rooms - All Saints Hotel, The Street, Fornham St Genevieve

Resolved 19/07/7.07

No Objections in principal, with the following comments;

- There are concerns that the PROW will need to be diverted for a transient period of time during construction, we would hope that consideration is given to the Health & Safety of users of the footpath and that the footpath is reinstated after the completion of development. We would also like to raise concerns that no trees are to be affected or felled to accommodate the temporary permissive path.
- We would also bring attention to the fact that Highways have No Objections to this application and have stated that "*no changes to the access are proposed and the access in its current state and existing visibility splays are suitable for the existing and proposed traffic in accordance with the current highways standards*", however we are aware that a separate application, DC/19/0533/FUL, has been submitted by the applicant requesting to move the original access for vehicles at

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- ix) the Hotel. We have concerns that Highways have not had the opportunity to take into consideration the changes to the access and how this may impact on their current comments.
- For Information Only:**
WSOH - Discuss Village Projects eligible for Assistance by Morgan Sindall
Cllr. Collier confirmed that the items being considered are; the works needed to the ceiling and small room at the village hall, and also the Playing Field gates. Danny Branson and his colleagues are to inspect the works on the 19th.
- 19/07/8 **Parish Matters:**
- i) **Play Area Inspections Report & Agree Inspection Rota**
No issues were raised in the monthly H&S inspection reports. Cllr. P. Borrett & Cllr. J. Borrett agreed to carry out the weekly inspections until the July meeting.
- ii) **Picnic Bench for Play Area**
Five response were received from the public consultation regarding the installation of a picnic bench at the play area. It was agreed to start with one bench. The Clerk presented six quotes for different styles and materials of picnic bench.
Resolved 19/07/8.01
The quote from Forster Building Services was accepted for a cost of £398.00, to include labour & fixings.

The Clerk advised that a site meeting with Greener Growth is to be arranged, with the Clerk, Cllr. Collier and Cllr. Hopfensperger to attend, to discuss the Eco Initiatives project fir the field.
- iii) **Defibrillator Update**
The Clerk advised that she is still awaiting CHT to confirm whether the Ambulance Service have the machine. In the interim a loan Defibrillator is to be delivered.
- 19/07/9 **Highways & Footpaths:**
- i) **'Old Thetford Road' Footpath - Update on 'Oak Trees' TPO application**
The Clerk is currently working on the planning application to be submitted to WSC, for the tree works to be carried out.

The Clerk was asked to check with PROW that this footpath has now been added to the Cyclic Program for regular cutting and maintenance.
- ii) **Lark Valley Trees Update**
The Clerk is to chase Cllr. Hopfensperger on update, and to stress the danger to residents with sight problems, due to the uneven footpath surface and the overhanging branches.

The Clerk is to place a general notice in the Bugle regarding landowners keeping their hedges cut, to avoid obstruction to public footpaths.

The Clerk is also to chase up kerb cleaning and grass cutting schedules for Parklands Green and Lark Valley Drive.

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- iii) **Cycle Ways Feasibility Study / Application Update**
The Clerk is to clarify the proposal and process with Highways. Deferred to the next agenda.
- iv) **'Kytson Way' Footpath - Update**
No update. The Clerk is to enquire to Claire Dickson – PROW.
- v) **Parking Fulford Close – Update**
No update. The Clerk is to chase West Suffolk Council.
- vi) **Trees – All Saints Golf Course / Park Avenue**
The Clerk received reports from residents that 20 Sycamore trees have been cut down, on the boundary of the Golf Course, and that they are TPO's. It was suggested that the Clerk notify the Trees Officer at the District Council.
- v) **Parish Concerns regarding pathways and kerbs and lack of maintenance**
As per item 9 (ii), the Clerk is to chase this up to Cllr. Hopfensperger for response.
- vi) **Walnut Trees – Play Area behind 'Bleak House'**
The Clerk advised that the owner of Bleak House has requested to remove the self-seeded Walnut trees in the playing field, behind their boundary wall. It was suggested that Councillor's will inspect the trees and report back at the next meeting.

19/07/10 Correspondence:

- i)
 - The Clerk advised that Highways have written to say the 'Self Help Scheme' is now in operation. The Clerk is to enquire about the process and training.

19/07/11 Finance & Policies:

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

Resolved 19/07/11.01

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 31st May 2019 is £28,348.03.

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

Resolved 19/07/11.02

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.

2068	Mijan Ltd	Audit 2018/19	63.06
2069	Mr & Mrs Pott	Litter Picker	108.33
2071	M&TJ's	Grass cutting May	1,176.00
2072	Mr & Mrs Brooklyn	Bugle editing Issue 105	184.00
2073	First Impressions	Bugle printing	342.00
2074	St Martins Church	Annual Donation - Cemetery maintenance	500.00
2075	St Martins Church	Donation - water pipe cemetery	200.00
2077	FSM Toddler Group	Annual Donation	200.00

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2078	Fornham Computer Club	Annual Donation	200.00
2079	Fornham Ladies Club	Annual Donation	200.00

iii)

Discuss Clerks Hours Increase

Resolved 19/07/11.03

It was agreed to increase the Clerks Hours to 12 hours per week.

19/07/12

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

Cllr. Collier advised that a new lock had been put on the playing field gates. Keys are held by Cllr. Forster, Cllr. Collier, with keys being given to David Yates at the Church and WSC for grass cutting access.

Items for next agenda:

- 'Old Thetford Road' Oak Trees Works Application Update
- Lark Valley Trees Update
- Walnut Trees – Playing Field (Bleak House) Report on Inspection
- WSOH Village Projects Update
- Update on Eco Initiatives Project for King George V Playing Field
- Discuss Bugle format
- Highways Self Help Scheme

Next Meeting is to be held on Thursday 11th July 2019 at 7pm, in the Village Hall.

Meeting closed at 9:55pm

Signed: *Mike Collier*
FSMSGPC Chairman

Date: 11th July 2019