

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 September 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> No issues raised.</p>	
18/09/1	<p><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> None.</p> <p><u>Absent:</u> None.</p>	
18/09/2	<p><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u> Cllr. P. Butler declared an interest in Item 6 (i).</p>	
18/09/3	<p><u>Minutes of the Parish Council meeting 12 July 2018– LGA 1972, Schedule 12, para41(2):</u> <u>Resolved 18/09/3.01</u> The Minutes of the Parish Council meeting of 12th July 2018 were adopted as a true statement and signed by the Chair (MC).</p>	
18/09/4	<p><u>Local Authority Reports:</u> <u>County & Borough Councillor</u> Cllr Rebecca Hopfensperger presented the following report;</p> <ul style="list-style-type: none">• SCC are withdrawing from the Barley Homes partnership with West Suffolk, they will stay to see though the two sites at Haverhill and one in Mildenhall. They believe there are better ways for them to support Housing.• Cllr. Mary Evans, Cabinet Member for Highways & Transport has requested a complete review of Highways Maintenance Operational Plan, as she believes it is not fit for purpose. Scheduling and planning of works is to be reviewed to be more cost effective and to tackle issues more speedily and with more common sense. Intervention levels are also to be looked, to cater for cyclists as well as motor vehicles.• The flooding at the BMW garage is being dealt with, 15 drains have been inspected and jetted in September. Four drains were found to be faulty and repairs are to be scheduled.• The gulleys on the Bypass are being jetted and cleared, some have already been done in July, with two further works orders going through to do a further two sections soon.	

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- Planning application for the Old Parsonage DC/18/0829/OUT has been recommended for refusal due to it abutting the housing boundary, the application was taken to DCC on 6th September and the decision is pending. Cllr. Hopfensperger has supported this application.
- Cllr. Hopfensperger has no plans to call in application DC/18/1235/HH to DCC, as the Planning Officer has recommended no objections to amended plans submitted.
- Following concerns raised about the removal of trees at Carnoustie Drive/The Street, Cllr Hopfensperger has called for works to stop and will be meeting with the Tree Officer, matt Vernon on Thursday 20th September at 12pm. Cllr. Flaherty and Cllr. Collier are also to attend.

Cllr. Butler raised the issue of Cycleways in relation to the Dream Lodges development, as the only cycleway provided is on the right hand side inside the fence, which exits onto a private road, and this issue has yet to be addressed, he suggested that a cycleway should be provided the full length of the road adjacent. Cllr Hopfensperger agreed to look at the planning application conditions in more detail, and to check if a condition can be enforced or added retrospectively.

RH

SNT newsletters are available to view at; www.suffolk.police.uk/your-area/snt-newsletters

18/09/5

Clerks Report:

The Clerk chased the damaged sign repair at Parklands Green, the works have been scheduled and the plan is to replace the backboard and posts, but keep the sign plate.

The Clerk advised that the Parish Council printer has broken and repairing it would not be cost effective. The Clerk is to look at quotes for a new printer, with the costs being shared between the five parishes she is Clerk for.

18/09/6

i)

Planning and Environment for Consideration:

DC/18/1235/HH – Amended Plans - Balcony to west elevation – 6 Gleneagles Close, Fornham St Martin

Cllr. P. Butler has declared an interest in the application, so he abstained from the discussion and vote.

The Clerk presented a letter of concern from a neighbour and this was considered within the discussion. The Clerk advised that Cllr Hopfensperger had confirmed that the Planning Officer had no objections to the amended plans and therefore she has no plans to call it in to DCC. The applicant has met with the complainant and has addressed their concerns and agreed to install Privacy Screens and to also move the balustrade over, as requested.

Resolved 18/09/6.01

No Objections to application DC/18/1235/HH; we are aware that a neighbouring resident has raised concerns, however we are happy that by agreeing to install Privacy Screens at 1.8m high and by moving the balustrade, the applicant has addressed these concerns and therefore we have no reasonable grounds to object.

ii)

DC/18/1372/FUL – New bedroom wing to existing hotel to create 42 additional rooms – All Saints Hotel, The Street, Fornham St Genevieve

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The Clerk presented two letters of objection from residents. The plans propose diverting the Public Right of Way, through a flood risk area. Concerns were discussed regarding no permission being requested or received from Highways, the Environment Agency objecting due to being a flood risk area, the impact on the historical and archaeological value of the site. Subsequent concerns were also raised regarding Visual impact, impact on traffic and infrastructure, parking issues and the abundance of leisure amenities within the villages and the effect this may have on the village and small local businesses.

Resolved 18/09/6.02

Fornham St Martin cum St Genevieve Parish Council, although wanting to express their continued support for the business and their appreciation of the hard work and investment that has been put in by the owner of the Hotel, Object to application DC/18/1372/FUL on the following grounds;

- It will have an adverse impact on a landscape feature with the proposal to divert the established Right of Way (PROW), to a flood risk area, this is in contravention of DM44 & DM13 of the Joint Development Management Plan (JDMPD). The site is at risk for flooding and any development on this site needs to consider the flood risk, as per DM6 of the JDMPD. It is vital that a Flood Risk survey be carried out in full.
- Consideration needs to be given to the Historical value of the site, and any adverse effect to the distinctive historic character and archaeological value of the area would be in contravention of DM20 & DM2 g (i) of the Joint Development Management Plan.
- As it states in DM5 of the JDMPD; Expansion of business should only be permitted where:
 - there will be no significant detrimental impact on the historic environment, character and visual amenity of the landscape or nature conservation and biodiversity interests; and there will be no significant adverse impact on the local highway network.

As there are concerns regarding the visual impact on a rural, countryside area and traffic impact on the Highway network, with increased visitor and guest vehicle movements, and also the provision of parking for the extra guests and how this will impact on the surrounding area (CM34 c), we feel the proposed development breaches DM5 as well, and would request a Visual Impact Analysis be carried out.

There are also subsequent concerns raised by residents regarding the increasing abundance of leisure amenities within the villages and how this will impact on infrastructure and also how it will impact on other local businesses.

- iii) **DC/18/1039/FUL - Commercial glasshouse with packing facility, two no. flues and office space, with reservoirs, car parking and landscaping, (ii) new access and (iii) connection to sewage treatment works - Land At Place Farm, Place Farm, The Street, Ingham**

The Clerk confirmed there are no amendments to the water treatment plant or the route to it.

Resolved 18/09/6.03

No objections to application DC/18/1039/FUL.

- iv) **DC/18/1452/ADV – Advertisement consent – 1 Internally illuminated Fascia sign and 3 flags – Lancaster BMW, Thetford Road, Fornham St Martin**

Resolved 18/09/6.04

No objections to application DC/18/1452/ADV.

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- v) **DC/18/1677/HH - New front car port (ii) chimney to rear garden outbuilding (Retrospective) - 10 Wentworth Close Fornham St Martin**
The Clerk presented a letter of concern from a neighbour, which has also been sent to SEBC Planning. Concerns were discussed regarding the retrospective application, the condition of the build of the chimney and its safety and the over development of the site.
Resolved 18/09/6.05
Objects to application DC/18/1677/HH, with the following concerns;
- It is felt strongly that there is over development of the site, and the development is having a detrimental impact on the visual amenity of neighbouring properties.
 - The application for retrospective permission for the chimney is inappropriate, as there was clearly no chimney included or highlighted within the original plans.
 - The chimney structure itself also appears to not meet Planning Regulations or the requirements for it to be passed by Building Control, and we would request that the Enforcement Team inspect the structure for safety reasons.
- vi) **DC/18/1474/TPO – Tree Works – Oak House, Barton Hill, Fornham St Martin**
Resolved 18/09/6.06
No comments on application DC/18/1474/TPO. Defer to the Tree Officer/Arborist knowledge and decision.
- vii) **WSOH / CLG Update**
The next meeting is scheduled for 28th September, it has been requested that a representative from Highways attends. Regular Coffee Mornings on site are to be arranged.
- viii) **LGBCE Electoral Boundary Review Consultation Update**
The Clerk confirmed she had submitted the Councils response below, and confirmation of receipt had been received from LGBC;
- ‘Fornham St Martin cum St Genevieve have no strong objections to being joined with the Fornham’s and Great Barton; there is already a close working relationship between the three villages as demonstrated by the recent 3-year campaign on our response to the West Suffolk Operational Hub. We do have concerns regarding the future expansion of Great Barton, and the impact this will have on the size of the village, and the Fornham’s being joined with what effectively will be a ‘small town’, and thus being subsumed within Great Barton. We would hope for reassurance that the two ward members would equally represent our small parishes and we would still enjoy the one to one support we received from our current District Councillor.
We are aware of a proposal put forward by Fornham All Saints, for a new ‘Lark Valley ward’ and would like to add our support to this proposal as another option’.
- ix) **Update on appeal for application DC/16/2792/FUL – 26 Holiday Lodges – Dream Lodge, Fornham Park**
The Clerk confirmed the appeal was successful and the application had been granted approval.
- 18/09/7
i) **Finance & Policies:**
Parish Council Bank Balances and Reconciliation from list of payments and receipts

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and to approve bills for payment

Resolved 18/09/7.01

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 31st August 2018 is £20,416.56.

ii) **Cheques for Signing and Approval**

Resolved 18/09/7.02

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.

SALC	Cllr Training LF/PBo	2012	£247.20
Mrs V Bright	Mileage, Expenses & PAYE Refund	2013	£145.27
Mr & Mrs Pott	Litter Picking July/Aug	2014	216.66
M&TJ's	Grass cutting & Bus Shelter repairs	2015	£864.00
Mrs S Brooklyn	Bugle Editorship	2016	£182.50
First Impressions	Bugle printing	2017	£342.00
Notice Board Company	Notice board Barton Hill	2018	£466.80
Mr D Randall	Turf Play Area	2019	£44.08
Mr P Forster	Bugle distribution & repairs to notice boards	2020	£85.42

iii) **Bugle Advertising Report and Review of Advertising Fees**

The Clerk presented a report showing the deficit of the advertising costs for printing as £187.91. A cost analysis of advertising fees at increase of 10%, 15%, 20% & 25% were discussed, and the Clerk presented comparisons of other newsletter advertising fees.

Resolved 18/09/7.03

It was agreed to increase the advertising fees by 25%, at £60 for a half page and £120 for a full page, with a 10% discount still offered to advertisers within the villages.

iv) **GDPR Update & Adoption of Policies**

The Clerk reported that the adopted policies and relevant forms were now on the Councils website. The Clerk is currently working on sending out consent forms to contractors, suppliers and website provider and is also working on updating contracts of employment and Employees Handbook etc. The Clerk presented a newly drafted Email Privacy Policy, Data Security Incident Response Policy and Data Retention & Disposal Policy for approval.

Resolved 18/09/7.04.

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

Resolved 18/09/7.05

It was agreed to adopt the Data Security Incident Response Policy, and this was duly

Clerk

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signed by the Chairman (MC).

Resolved 18/09/7.06

It was agreed to adopt the Data Retention & Disposal Policy, and this was duly signed by the Chairman (MC).

18/07/8

i)

Parish Matters:

Review Grass Cutting/Landscaping Schedule & Confirm SEBC Schedule

Cllr. Hopfensperger clarified that the street cleaning should be carried out every 13 weeks, but that certain roads in Fornham St Martin were approved for extra cleans and she was awaiting a map to confirm these streets, which she will forward to the Clerk.

Cllr. Collier advised that he had met with M&TJ's to discuss cutting the bushes on the roundabout and the hedges on the B1106 (Oak Close) and they had agreed that this was on the works schedule, to be requested when required.

Resolved 18/09/8.01

It was agreed to ask M&TJ's to proceed with these works for the cost of £130 + VAT.

ii)

Play Area Inspections Report & Agree Inspection Rota

The weeds have been sprayed by David Randall. Cllr Collier and Cllr. Forster are to clean the Trim Trail signs. Cllr. P. Butler offered to do the weekly inspections until the next meeting in October 2018.

PBu

iii)

Play Area Repairs Quotes

The Clerk is still sourcing quotes to replace the rotten Hurdles, which have now been dismantled. She is also to get quotes for replacement of the posts for the Chin Up bars, for the next meeting. The Clerk was asked to contact PlayScapes Designs about the cracking timber on the repairs to the Trim Trail Balance Beam and ramp at the play area.

Clerk

iv)

Picnic Tables Quotes

The Clerk presented options and quotes for both Recycled Plastic benches and hardwood, softwood and Teak benches. It was agreed to put something in the Bugle asking for resident's opinions on what type and quantity of bench is wanted, and to then defer the purchase until Spring 2019.

Clerk

v)

New Notice Board at Barton Hill

The Clerk advised that the Locality Budget grant payment has now been received and she has ordered the notice board, which will be delivered to Cllr. Forster for installation at Barton Hill.

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i)

Highways & Footpaths:

VAS Data & To Consider Purchase of a Second VAS Unit

The Clerk confirmed that Cllr. Hopfenserger has agreed to fund 50% of the new VAS unit. The Clerk is to proceed with ordering the second unit from Westcotec.

Resolved 18/09/9.01

It was agreed to proceed with ordering a second VAS unit from Westcotec at a cost of £2,625.00 + VAT.

It was agreed to discuss further sites at the next meeting. Cllr. Flaherty will attempt to download and compile the data from the machines, once the new unit is in use. The Clerk confirmed that the unit records data internally on a unit which records date/time, speed, and vehicle movements, this data can be compiled and sent to the local Police SNT to request speed checks in problem areas and can also be used as evidence towards traffic calming applications.

The Clerk advised that a resident had raised concerns that the unit did not display high speeds until the vehicle had already passed it. The Clerk is to discuss calibration with Westcotec and get the issue resolved.

Clerk

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 PROW, Highways and Land Registry had failed to help 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 the Bypass, not far from the bridge over the motorway. The Clerk is to contact the owners of the neighbouring house to enquire if they have the key to the gate, and if they give permission for the Oak Trees to be cut back. In the meantime, Cllr. Collier has asked M&TJ's to cut back the footpath vegetation and overhanging trees, they have quoted £378 + VAT.

Clerk

Resolved 18/09/9.02

It was agreed that once the Clerk had made contact with the adjacent landowner to get consent for the works to the Oak trees, she would instruct M&TJ's to proceed with the works

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at a cost of £378 + VAT.

iii)

Lark valley Trees Update

Cllr. Hopfensperger confirmed she had arranged for a Community Engineer to do an inspection on the trees within the next two weeks. She agreed that SCC expect private residents to maintain their own trees, and therefore SCC should do the same with trees they are responsible for.

It was confirmed that the Highways Act 1980 states that whoever plants the trees are responsible for their maintenance, and as such SCC are responsible for the trees on the Highway. Residents at Number 4 also reported the condition of the footpaths, due to the tree roots, and received a response from SCC stating they were not going to carry out any action. It was agreed that the Clerk write to SCC Highways to report the condition of the footpaths from 2-10 Lark Valley Drive (corner).

RH

18/09/10

Correspondence:

- Suffolk Local Policing Changes – The changes involve moving 97 police constables and 7 sergeants into its SNT's and to reduce the number of PCSO's from 81 to 48 Full-time. <http://www.suffolk-pcc.gov.uk/slider/plans-for-the-future-of-community-policing-announced>
- The Clerk advised she had received correspondence from residents regarding anti-social behaviour in Park Avenue. It was agreed that the Clerk would write to Havebury Homes and ask them to put up No Parking signs and replace the No Ball Games signs on the Greens. The Clerk is also to report to SNT the reports of anti-social behaviour.

Clerk

18/09/11

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

- WSOH / CLG Update
- Footpaths Update
- VAS Sites/ SID Data Update
- Play Area Repairs Update & Quotes
- Lark Valley Drive/Carnoustie Drive Trees Update
- Discuss complaints received over Diggers/Excavators – British Sugar from residents of Orde Road, Barton Hill
- Update on Park Avenue Anti-social behavior
- Printer Quotes
- Update on Flooding (BMW garage) & Gulleys on Bypass Works
- Dream Lodges Cycleways Update

Next Meeting is to be held on Thursday 11th October 2018 at 7:30pm, in the Village Hall.

Meeting closed at 10:13pm.

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Signed: *Mike Collier*
Chair, FSMSGPC

Date: 11th October 2018