

# Fornham St Martin cum St Genevieve Parish Council

Minutes of the Meeting of Fornham St Martin cum St Genevieve Parish Council  
held on Monday 13<sup>th</sup> November 2023 at 7.30pm, in the Village Hall

**Councillors present:** Cllr. J. Borrett - Chair (JBo), Cllr. M Collier - Vice Chair (MC), Cllr. P. Borrett (PBo),  
Cllr. P. Butler (PBU) & Cllr. N. Steward (NS).

**Also present:** Vicky Bright, Clerk PC. Cllr. Rebecca Hopfensperger – WSC/SCC.

ITEM	<b><u>PUBLIC FORUM:</u></b>
	One member of the public was in attendance.
23/11/1	<b><u>Chairman's Welcome &amp; Acceptance of Apologies for Absence (LGA 1972, Section 85(1) &amp; (2)):</u></b> Apologies: None.
23/11/2	<b><u>Declaration of Members' Interest (for items on the agenda) – LGA 2000 Part III:</u></b> None.
23/11/3	<b><u>Approval of the Minutes of the Parish Council meetings - LGA 1972, Schedule 12, para 41(2):</u></b> <b><u>Meeting held on 9<sup>th</sup> October 2023 –</u></b> <b><u>Resolved 23/11/3.01</u></b> The minutes of the Parish Council meeting held on 9 <sup>th</sup> October 2023 were adopted as a true statement and signed by the Chairman (JBo).
23/11/4	<b><u>Local Authority Reports:</u></b> <b><u>County &amp; District Councillors:</u></b> Cllr. Hopfensperger gave updates on Highways issues, see Item 6 (i) & (ii).  Cllr. Hopfensperger advised that she has some extra funding available for signage, and asked the Council to carry out an Audit of signage in the village and to let her know of any broken, faded/missing signs, roundels and posts, to see if they could be funded through this extra funding available.
23/11/5	<b><u>Planning (For Consideration):</u></b>
i)	<b><u>DC/23/1748/FUL (Amended) – Planning application - change of use from office (class E) to ten hotel rooms (class C1) on second floor including six additional roof lights and three automatic opening vents. Location: All Saints Hotel, The Street, Fornham St Genevieve</u></b> <b><u>Resolved 23/11/5.01</u></b> It was agreed to offer No Objections in Principle, but with comments that parking provision should be addressed as part of the application and any conditions set upon approval.
ii)	<b><u>(For Information Only):</u></b> <b><u>AP/23/0042/STAND - Planning application - outdoor gymnasium including open sided exercise shelter, moveable exercise equipment and equipment storage container</u></b> <b><u>LOCATION: All Saints Hotel, The Street, Fornham St Genevieve, Suffolk (APPLICATION NO: DC/22/1378/FUL) – Pending decision!</u></b>
iii)	<b><u>DC/23/1375/TPO - TPO 164 (1971) - Tree preservation order - trees marked purple on submitted maps (A1, G1 and G2 on order) – all works specified on submitted tree</u></b>

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**schedules. Location: Open Space, Culford Road, Fornham St Martin, IP28 6BY – Approved 13<sup>th</sup> October 2023.**

- iv) **DC/23/1330/TPO - TPO 175a (1993) Tree preservation order - one Sycamore (T1 on order) fell. Location: Fornham Grange, School Lane, Fornham St Martin – Approved 18<sup>th</sup> October 2023.**
- v) **DC/23/1343/FUL - two outdoor tennis courts. Location: All Saints Hotel, The Street, Fornham St Genevieve – Pending decision!**
- vi) **DC/22/1887/FUL - create access into All Saints Golf and Country Club. Location: Land off the Street, Fornham All Saints – Pending Decision!**
- vii) **DC/20/0496/FUL - 68 lodges with parking, landscaping, waste and recycling areas and construction compound/maintenance area. Location: St Genevieve Lakes, Road from Bury Road to B1106, Timworth – Pending Decision!**
- viii) **Update on Enforcement EN/21/0057 St Johns Plantation Trees**  
No update, the planning appeal for the outdoor gymnasium is still pending decision.

23/11/6  
i & ii)

## **Highways/Footpaths & Trees:**

### **Update on Outstanding Highways Issues/Footpaths**

i)

- Footways in Parklands Green, - Andy Moore to carry out the works over several visits, this may take longer as the highways contract for Milestone started in October and there were a few transitional arrangements to iron out.
- Manners Road resurfacing, - date TBC again we are awaiting a new schedule of work following Milestone's take over.
- Footway surfacing on Barton Hill to A134 Hub, - Still not meeting the priority intervention criteria but will continue to monitor.
- The bench repairs at Barton Hill, and adoption by WSC of the 3 benches; Opp. Parklands Green, FSG, Barton Hill, & Opp. Lark Valley, FSM. – The Clerk is to send a list of the benches to Cheryl Froud – WSC.
- The gully works by Flowline on Russell Baron Road are still pending - date TBC, Andy Warr is to chase Flowline.

These are the footways/PROW's that are overgrown and need cutting back and have been reported;

- Vegetation along the Thetford Road from Barton Hill to BMW garage by the bus stop
- the widened path from the bottom of Barton Hill to the village
- The Clerk requested that a representative from PROW and Cllr. Hopfensperger meet with the Clerk/Chair on site to try and resolve the issue of the Old Thetford Road footpath, and what is technically a PROW, or not, and who is responsible for what sections, to get it maintained and added to the 'cyclic' schedule. A date for this is to be confirmed by James Pickerin, PROW.

ii)

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- Street light missing Russell Baron Road, following RTC – reported but haven't had a reply

Cllr. Steward (NS) is still to send the Clerk photos of the obscured pedestrian crossing sign by the crossing on Barton Hill, for the Clerk to report it to Highways.

Cllr. Hopfensperger has been asked to have The Street cleared to make it easier to use and she has requested this.

The Market stall at 21 Barton Hill has been reported to Enforcement.

The Clerk is to ask if the white hatching/lining outside the Woolpack can be repainted, as it is very faded.

### iii) **Barton Hill VAS Post Installation Update**

The Clerk confirmed that now the new Highways contractor has started the works to install the VAS post has been ordered, date TBC.

23/11/7

### Parish Matters.

#### i) **Weekly & Monthly H&S Inspection Reports Trim Trail & Play Area / Agree Rota**

Cllr. Borrett (JBo) is to carry on doing the weekly inspections until the next meeting.

The fence that runs alongside the playing field and down to Church Lane is damaged and ideally needs replacing. The Clerk is to establish ownership and look at quotes for options.

#### ii) **Vandalism and Insurance claim for Trim Trail +/- discuss consultation for repair**

The Clerk advised that the Insurers had agreed the claim and paid out for the repairs to the Trim Trail Hurdles, the Clerk is to instruct Playdale to proceed with installing the new hurdles.

#### **Resolved 23/11/7.01**

The quote from Playdale Playgrounds was approved for the new hurdles at the trim trail, at a cost of £ 4,757.41.

The Clerk advised that she had still received no feedback from residents regarding the Bugle notice about the play area. It was agreed to put another notice in the Bugle and to invite people to attend a consultation to be held at the February PC meeting.

#### iii) **Discuss Village Grass Cutting & Landscape Tenders (after M&TJ's cease trading)**

The Clerk advised that M&TJs had ceased trading and the Council needs to find a new contractor for next years season. The Clerk presented quotes for the grass cutting from Tilbrook's, TOP Garden Services & TCL Landscapes. It was agreed that the Clerk would invite all three companies to do a walk around with Cllr. Collier to discuss the grass cutting, hedge works, and other aspects of the annual landscaping contract and quotes would then be considered at the January meeting.

#### iv) **Quotes/Options for repairs/replace wooden bus shelter**

The Clerk advised that the quotes to repair the roof and replace the cladding came to a total of £2,917, and presented quotes for various options of replacement bus shelter. It was agreed to stick with a wooden shelter and the Clerk presented 3 quotes for this, 2 like for like and 1

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smaller shelter. It was discussed and agreed that the shelter is very rarely used and therefore the smaller shelter would be more than suitable.

**Resolved 23/11/7.02**

It was agreed to accept a quote for a wooden shelter, fully clad with featheredge boarding and a sloping roof with EDPM finish, at a cost of £1,500.00 Including VAT, from MJL Building Services.

v) **Notice Boards Quotes/Options**

The Clerk presented quotes from The Noticeboard Company for 6xA4 & 9xA4 sized notice boards, as well as quotes from Display Boards Direct & Greenbarnes Ltd.

It was agreed to replace the worst notice board in FSG, opposite Parklands Green, and look at replacing the boards next financial year. It was suggested that there was no need for a board in Lark Valley as well and it will be considered whether to replace it or not.

**Resolved 23/11/7.03**

It was agreed to accept the quote for 1x 750x750mm (6xA4) post mounted board from The Noticeboard Company at a cost of £500.60, Excluding VAT.

vi) **Discuss tree removal (TPO's) All Saints Golf Course/Hotel entrance (permission 5-day notice)**

Cllr. Hopfensperger advised that the trees forming part of TPO 030 (1960) were removed under a 5-Day notice and had been signed off by the Tree Officer, Daniel Gospel on 16<sup>th</sup> October, this is subject to replacements being planted in the same planting season. The national regulations allow for an exemption to the normal TPO consenting regime where a tree is dead. The regulations require the landowner to provide the local authority with 5 days' notice of carrying out removal and the Council can require replacement planting as required in this case.

23/11/8 **Correspondence:**

None.

23/11/9 **Finance & Policies:**

i) **Parish Council Bank Reconciliation from list of payments/receipts**

**Resolved 23/11/9.01**

The bank balances and reconciliation of payments and receipts were received and adopted and initialled & signed as such by the Chairman. The bank account balance as of the 29<sup>th</sup> September 2023 is £33,199.29.

ii) **Cheques for signing and approval and to authorise payment of outstanding invoices**

**Resolved 23/11/9.02**

It was agreed to approve payments of outstanding invoices as below and cheques were signed by Cllr. M. Collier and Cllr. Butler.

Mrs D. Pott	Litter pickers	002403	£132.12
Mrs V. Bright	Mileage & expenses	002404	£21.21
CHT	Annual defib fee	002405	£151.20
M&TJs	Grass cutting	002406	£240.00

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SALC	Cllr. Training – N Steward	002407	£72.00
M F Everitt	Play area gate repairs	002408	£365.40
Mr A. Horne	Mole catcher	002409	£20.00
Matthew Kemsley	VAS electric	002410	£75.00

iii) **Approve the Clerks Pay rise & Backdated Pay as per the NJC Pay Scales 23/24 Increase Resolved 23/11/9.03**

It was agreed to approve the Clerks pay-rise in line with the annual NJC Pay Scales increase for 23/24, for pay scale SCP 26, and to approve that it be backdated to 1<sup>st</sup> April 2023.

iv) **New Bank Account & Bank Mandate Update**

The Clerk confirmed she now has a reference number for the application with Lloyds and now she has all the Councillors details; DoB, Address History etc. she can complete the paperwork over the phone and Lloyds will then post a copy of the mandate to be signed by all.

23/11/10

**Councillors Reports and Items for Future Agenda's**

Cllr. Butler advised that the hall has had several repairs carried out recently; guttering replaced, drains rodded, replacement roof slates and further repairs to the roof are needed. The Treasurer is preparing a financial statement for their next meeting and they will be approaching the Parish Council and District Councillors for further funding.

Items for next agenda:

- Cllr. Borrett (PBo) requested that Christmas Boxes/Gifts be discussed at the next agenda for the Council employees and volunteers. The Clerk is to email Cllr's a list of volunteers and employees and amounts given last year, to be discussed via email.
- Cllr. Collier asked that reimbursement for the electricity and maintenance of the VAS batteries be addressed for Matthew Kemsley.

**Date of Next Meeting: Parish Council Meeting on Monday 8<sup>th</sup> January 2024, in the Fornham St Martin Village Hall.**

Meeting closed at 9:33pm

Signed: *J. Borrett*  
Chair, FSMSGPC

Date: 8<sup>th</sup> January 2024