

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 14th September 2017 at 7.30pm

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

Present: Vicky Bright - Parish Clerk. Cllr. Rebecca Hopfensperger – SEBC/SCC. 2 members of the public were present.

Item	The Vice Chairman welcomed everyone present, in the absence of the Chairman.	Action
	<p><u>Public Forum – LGA 1972, Section 100(1):</u> The issue of the Playing Field and its future was raised, suggestions for a small children's playground, with small sports pitch were discussed, the issue of wild flowers and a nature area were also discussed. The Clerk advised that any discussions and plans were on hold until the Land Registry applications and Trusteeship has been finalised. The Clerk suggested she could look at options and funds/grants available in the interim.</p>	Clerk
17/09/1	<p><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> Cllr. M. Collier. <u>Absent:</u> None.</p>	
17/09/2	<p><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u> Cllr. Forster declared an interest in items 8 (iii) & 8 (iv).</p>	
17/09/3	<p><u>Minutes of the Parish Council meeting – LGA 1972, Schedule 12, para41(2):</u> <u>Resolved 17/07/3.01</u> The Minutes of the meeting of 13th July 2017 were adopted as a true statement and signed by the Vice Chair (GH), in the absence of the Chairman.</p>	
17/09/4	<p><u>Local Authority Reports:</u> County & Borough Councillor Cllr. Rebecca Hopfensperger reported that she had discussed the issue of the faded Hatched area of white lining with Highways and they had confirmed that no raised edging would be considered, their suggestion was to install planters. The Clerk advised that this item had now been agreed to defer to after the WSOH decision.</p> <p>Cllr. Hopfensperger confirmed she had requested the road sweeper to do the Street in Fornham St Martin, the Clerk confirmed this had now been done.</p> <p>Cllr. Hopfensperger advised that the dog waste bins are emptied by SEBC dependent on volume of use, there is no set Rota in place.</p> <p>The Cabinet is to look at School Transport changes in the areas of Gt. Barton, Pakenham,</p>	

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Thurston. The statutory requirement only ensures transport to the nearest school, not the first choice (there are concessions for Religion, and special educational needs). Consultation will be carried out.

Full Council at SEBC are to vote on the Suffolk One Council, to take it to Secretary of State for approval. The main contentious issues are the financial differences between the Mayors expenses and the Chairman's of FHDC.

Cllr. Hopfensperger confirmed that tree works at the Golf Course and the bonfires were carried out within the approved remit and were all legal.

Tut Hill is still being considered for closure, there is a traffic regulation order in place, so re-consultation on the closure will take place.

17/09/5

Clerks Report:

The Clerk advised that the appeal for application for Retention of Dwelling, Fornham farm, Thetford Road (DC/17/0773/FUL) was refused.

The Clerk confirmed that confirmation had been received regrading funding being secured for improvements to Tollgate Junction. Detailed design work is currently being undertaken by SCC for underground services and Utilities, and it is hoped the work will be undertaken by end of March 2018. Design work is also underway with regard to the Fornham Road/Station Hill/Tayfen Road junctions within the same timeframe.

The Clerk confirmed that street light 25, opposite the Green & Village Sign has now been connected and is working. The two illuminated bollards on the A134 have now also been replaced and are working.

The Clerk confirmed that the Hotel signs had now been removed and the enforcement case was now closed.

The Clerk advised that SEBC had replaced the Dog Fouling and Litter signs in the village.

The Clerk reported that no further complaints or concerns regarding the moving of the Planter at Old Hall Lane/Church Close, had been reported to her and no concerns over parking had been addressed to the Parish Council either.

17/09/6

i)

Planning and Environment:

DC/17/1485/PMBPA – Prior Approval Application – Change of use of agricultural building to dwelling house (Class C3) to create 1 dwelling and associated operations – Agricultural Storage Building, Fornham Park, Fornham St Genevieve

The following concerns were discussed;

There appears to be no transport or Highways impact. However, noise impact on the proposed new dwelling would be a consideration as it is 25m from the Mineral Processing Plant. The Environmental Department at SEBC had already submitted concerns regarding this.

There are contamination risks, due to the building being used historically for storage of fuels and pesticides. It is suggested that there is a need for a Contamination Assessment

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to be provided.

There are no flood risks. There is an impact on the environment as the site is within a special landscape area and within the setting of a Listed Building. The site is also in historic protected parkland a few metres from an ancient Ice House and a battlefield site.

The proposal for 'associated operations' was also discussed and it was felt further clarification was needed in this.

Resolved 17/09/6.01

It was agreed that the Parish Council would submit the following concerns and comments relating to application DC/17/1485/PMBPA;

- There is a concern regarding noise impact, as the proposed dwelling is within 25 metres of the adjacent Aggregate site (Mineral Processing Plant). This would impose significant noise pollution to the new dwelling.
- There is a contamination risk as the agricultural building was historically used to store fuels and pesticides, therefore it would be recommended to provide a contamination assessment.
- There is also strong concern that the change of use will have an undesirable impact on the surrounding environment and landscape, as the site is within a special landscape area and within the setting of a Listed Building. There is also historical significance of the surrounding area/landscape with a protected historic parkland, a battlefield site and it is within a few metres of an ancient Ice House.
- The Parish Council would also request further clarification on the submission of 'associated operations' and what this entails.

- ii) **DC/17/1559/HH – Single Storey side & rear extension (following demolition of conservatory), two storey triple garage with first floor studio (following demolition of existing garage) – Fauna, 9 parklands Green, Fornham St Genevieve**

Resolved 17/09/6.02

It was agreed that the Parish Council offers No Objections to application DC/17/1559/HH, although should comment that consideration of neighbours be ensured and noise kept to a minimum and that hours of operation are restrained to between 9am - 5pm. And that the contractor's vehicles and HGV's refrain from parking on the public highway causing obstruction and that they respect the grass verges and areas of Green within the neighbouring area.

- iii) **WSOH Application Update & Agree Additional Expenditure for Appeal**

The Clerk advised that the application would be going to Development Control Committee at SEBC on Thursday 21st September at 10am. Attendance and support is encouraged. A leaflet drop has been carried out and the notice is on the website.

Cllr. Hopfensperger reported that it was disappointing that an appeal for an extension to the consultation period was unsuccessful, she advised she had raised this with Charles Judson and Head of Planning, as this did not follow Good Practice, as the consultation should ideally not be held in a summer period. The 3 Parish Council's also complained formally.

She confirmed that speed limits had been reviewed, but no commitment had been made to installing a speed limit.

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The Clerk reported that the Traffic Assessment which they had helped fund with the other two Parish Councils had been completed and the invoice for their share of £600 was due to be settled at tonight's meeting. The Clerk confirmed that as previously agreed £850 had been promised for the challenge against SEBC regarding the WSOH application, this had paid for legal advice and a letter to submit an application to the Secretary of State. The Solicitor has quoted a further £3,500 plus VAT to review the application papers, committee report, screening papers and advise on the grounds of a challenge. He will also advise fully on strategy and the need and content of further representations.

Resolved 17/09/6.03

It was agreed to use the Parish Council General Reserves to contribute £1,750.00 towards the campaign against the WSOH application.

In the event that the application is called in for Judicial Review, to involve a Barrister the Parish Council's would need to look at Fundraising and donations from the Community.

17/09/7

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

Resolved 17/09/7.01

That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Vice Chairman (GH), in the absence of the Chairman. The bank account balance as of 1st September 2017 is £23,802.86.

ii) Cheques for Signing and Approval

Resolved 17/09/7.02

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

Mr. P Forster	Goal posts maintenance	1937	£46.00
Mr. & Mrs. L Pott	Litter picking July/August	1938	£216.66
CHT	Defibrillator	1939	£2,575.20
Community Workshop Ltd	Bugle printing	1940	£418.81
Mrs. S Brooklyn	Bugle Editing Issue 94	1941	£150.53
Came & Company	Annual Insurance	1942	£447.95
Mrs. V Bright	Mileage & expenses	1943	£26.38
Great Barton PC	WSOH Traffic Assessment	1944	£600.00
Mr. A Horne	Mole catcher	1945	£120.00
M&TJ's	Grass cutting July/August	1946	£1,440.00
Mr. P Forster	Trim Trail signs installation	1947	£144.01

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- iii) **Update on External Audit**
The Clerk advised that BDO had highlighted an outstanding point on the External Audit and had requested that the Asset Register amount be amended on the 2015-16 column on the Accounting Statement section of the Annual Return to reflect the correct amount, including the Play Area figure. This has incurred a fee of £30. The Audit is currently at 2nd Review stage.
- iv) **King George V Playing Field Trusteeship Update**
The Clerk advised that the application had been completed for Land Registry for the main parcel of land of the Playing Field. The second smaller parcel has been submitted for First Registration and should hopefully be completed by the next meeting.
- v) **Consider Expenditure approval for new Printer and Monitor for the Bugle Editor and increase in Editor's Remuneration**
The Clerk advised that the Editor had submitted a request for a donation of £55.32 towards a new Printer and Monitor for the Bugle. The Clerk advised that guidance from SALC had advised that under s. 142 LGA 72 (to provide information about local authority matters), the Parish Council could purchase or contribute to the purchase of a private individual's computer and printer. A s.137 donation could also not be made as it is to an individual.
Resolved 17/09/7.03
It was agreed not to give a donation to the Editor of the Bugle towards a new Printer & Monitor, following guidance received from the Clerk.

The Clerk advised that the Editor had also put in a request for her remuneration to be increased from £134.52 per edition to £162.50 (25 hours at £6.50 per hour), due to an increase in hours needed to compile and edit the Bugle. She also advised that she would like to charge a fixed fee of £20 for Broadband and Phone for each edition, due to a rise in running costs.
Resolved 17/09/7.04
It was agreed to the rise of the Bugle Editor's remuneration to £182.50 per edition, with immediate effect. It was also agreed to review this again in 2 year's time.
- vi) **Parish Council Annual Insurance Renewal.**
Resolved 17/09/7.05
It was agreed to accept the Annual Insurance Schedule and Policy at a cost of £447.95. The Council's Long-term Agreement is due to end on 30th September 2018.
- vii) **Asset Risk Assessment & maintenance procedure to be agreed.**
It was agreed to defer this item to the next agenda, when the Chairman is present.
- 17/09/8
i) **Parish Matters:**
Defibrillator & BT Phone Box Update
The Clerk confirmed that the completed contract had been received from BT and the Telephony had now been removed. The Clerk is in receipt of the Defibrillator and cabinet. The Clerk showed pictures of a refurbished and painted phone box and advised that CHT could assist with applying for a grant for a paint kit.
Resolved 17/09/8.01

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It was agreed to proceed with the paint kit and the Clerk is to contact CHT and arrange.

Clerk

The Clerk presented the quote for installation by a qualified Electrician with experience of installing Defibrillators.

Resolved 17/09/8.02

It was agreed to proceed with the quote from Chris Hall Electrical Services of £148.00 to install the Defibrillator and this is to go ahead when the refurbishment of the phone box is complete.

ii) Play Area Inspections Report & Agree Inspection Rota

No new issues or repairs identified. Cllr. Butler is to carry out the weekly inspection on the play area until the October meeting.

PBu

iii) Quotes for Play Area Repairs

The Clerk advised that Cllr. Forster had looked at the rotten wood on the Trim Trail, as identified on the Annual Inspection Report, and provided a specification and quote of works needed. The Clerk is to obtain comparison quotes for the next meeting.

Clerk

Cllr. Forster presented two quotes from Wickstead to replace the log roll ramp. It was suggested that the Clerk look at alternative options and quotes for the ramp for the next meeting.

Clerk/PF

Thanks were given to David Randall for his work raking the bark and treating the weeds at the play area.

iv) Update on Trim Trail Signage

Cllr. Hopfensperger confirmed the funding had been approved from her Locality Budget for the signage. The Clerk advised that Cllr Forster had installed the signage already and it was agreed to reimburse Cllr. Forster for labour & materials.

Resolved 17/09/8.03

It was agreed to reimburse Cllr. Forster for the total of £144 for labour and materials to install the Trim Trail signage.

17/09/9

i) Highways & Footpaths: Cycleways & law on Cyclists using Footways & Parking of Vehicles on Grass Verges

The Clerk clarified the current Law on cyclists using Footways;
'It is an offence, the offence is "driving" on the footway, dating from the 1835 Highway Act, and it originally prevented "driving" a horse and carriage on to the footway. Bicycles were classified as carriages in 1879 and were included under the same 1835 law (bicycles are still classified as carriages).'

The Clerk reported that Highways had confirmed there were no 'Shared Access' Footways/Cycleways in Fornham St Martin, and enforcement would come under the jurisdiction of the Police.

It was suggested that the Clerk place a polite notice in the Bugle asking cyclists to avoid cycling on the footways and to be considerate of pedestrians. It was also suggested that

Clerk

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the Clerk add to the notice a polite reminder for people to avoid parking their vehicles on the footways and grass verges.

ii) **Update on Park Gate Woods**

The Clerk confirmed that Anglian Water has arranged for the path to be cut back and the grass to be cut in the next few weeks. Anglian Water have confirmed they will not consider opening up the rest of the woods or providing more public amenities, because they have assets, such as outfall pipes, which due to Health & Safety remit they need to limit public access to.

iii) **Update on Advertising Rights & Rights for Removal of Adverts in the Village**

The Clerk advised that so far SEBC had not responded to her request for information and guidance, she will follow this up with them hopefully for the next meeting. The Clerk was also asked to look into the regulations regarding Estate Agent signs.

Clerk

17/09/10 **Correspondence:**

The Clerk presented correspondence from;

- The Elderbury Group – A letter to say thank you for the donation given to them by the Parish Council.

17/09/11 **Councillor's Reports and Meetings Attended & Items for the Next Agenda:**

Cllr. Butler reported that the Village Hall Committee had filled the vacancy for Caretaker and Bookings Clerk by a retired gentleman, who has experience as a Caretaker and as a handyman.

3 Councillor's (Cllr. Butler, Cllr. Borrett & Cllr. Forster) attended the presentation given by the proposed development at Genevieve Lakes, and were very impressed. Cllr. Butler mentioned the following concerns;

1. What guidelines/enforcement will there be to address the Holiday Homes not being used for permanent residence.
2. What enforcement and conditions will there be regarding Sub-letting the properties.
3. What will the properties be valued at?

It was suggested that the Parish Council look out for the forthcoming planning application.

Next Meeting is to be held on Thursday 12th October 2017 at 7:30pm in the Village Hall.

Meeting closed at 9:20pm.

Signed: *M. Collier*
Chairman FSMGPC

Date: 12th October 2017

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