

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 22nd June 2017 at 7.30pm

Councillors Present: Cllr. Mike Collier (MC), Cllr. Gary Hubbard (GH), Cllr. Jayne Hubbard (JH), Cllr. Lizzi Flaherty (LF) and Cllr. Penny Borrett (PBo).

Present: Vicky Bright - Parish Clerk. Cllr. Rebecca Hopfensperger – SEBC & SCC. 3 members of the public were present.

Item	Action	Action
	<p>The Chairman (MC) welcomed everyone present.</p> <p><u>Public Forum – LGA 1972, Section 100(1):</u> Mr. Zarattini requested information regarding the members of the Planning Advisory Group. Cllr. Collier advised that the group had lost a valued member in Nick Owen, but had continued to be made up of Cllr. Butler, Cllr. Borrett, Cllr. Hubbard (JH) and himself, Cllr. Collier. It was explained that the group look at 2/3 of applications and give recommendations to Full Council, however it depended upon the complexity of applications, as they did not meet for any reason. The group does do research, such as site visits when necessary. It was suggested that photos and visual elements be used to aid decisions/comments. The Clerk reassured that additional information was requested, or site visits arranged if there were concerns or if Council was unsure of its decision.</p> <p>Mr. Zarattini asked whether the two bungalows at River Lark were affected by Boundary changes. It was confirmed that one bungalow still resides within Fornham St Martin, with the second bungalow now outside the boundary. Parkgate Woods was discussed as a possible Public amenity; the Clerk is to investigate this further with Anglian Water.</p>	<p>Clerk</p>
17/06/1	<p><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> Cllr. P. Forster & Cllr. P. Butler. <u>Absent:</u> None.</p>	
17/06/2	<p><u>Declarations of Members’ Interests (for items on the agenda) – LGA 2000 Part III:</u> Cllr. Collier declared a personal interest in Item 6 (ii) – DC/17/0951/TPO.</p>	
17/06/3	<p><u>Minutes of the Annual Parish Council meeting – LGA 1972, Schedule 12, para41(2):</u> <u>Resolved 17/06/3.01</u> The Minutes of the annual meeting of 11th May 2017 were adopted as a true statement and signed by the Chair (MC).</p>	

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17/06/4

Local Authority Reports:

County & Borough Councillor

Cllr. Rebecca Hopfensperger advised that the WSOH application is due to go to Development Control Committee on 19th July 2017 at 10am, the papers will be published on 7th July 2017. Cllr. Hopfensperger intends to speak, the public are invited to attend, but are unable to speak unless registered to do so, if you wish to register contact Democratic Services. Speakers will have 3 minutes. This is an extraordinary meeting, and only the WSOH application is to be considered. There is still a quorate needed amongst the members, and this is being addressed.

Cllr. Collier advised that a meeting with the Planning Officer, Charles Judson was being arranged with the Parish Councils before the DCC meeting. He suggested that the WSOH should be on the Parish Councils agenda for the meeting on 13th July.

Cllr. Hopfensperger also advised that the Full Council have agreed a group to investigate the possibility of the two councils, FHDC & SEBC, merging as one authority. This will of course have impact on Boundary changes, reduction in Council representatives, this has to be agreed by 2019 to tie in with Boundary changes and also has to be consulted upon.

Cllr. Hopfensperger confirmed she is able to fund the new Trim Trail Signage.

Cllr. Hopfensperger agreed to arrange for the Trees Enforcement Officer to visit Park Drive/Pidgeon Lane site and to investigate whether the landowner has a D7 Exemption Licence for bonfires.

RH

Cllr Hopfensperger is to ask the Waste Team to send a road sweeper to address the issue of leaves on the footpath, on The Street, from the pub upwards.

RH

Cllr. Hopfensperger agreed to ask the Enforcement Officers to visit and address the Hotel signage, and to confirm whether there should be 3 or 6 signs.

RH

Cllr. Hopfensperger and Cllr. Flaherty are to confirm that the two new LED lights in Park Avenue are now connected.

RH/LF

17/06/5

Clerks Report:

None.

17/06/6

Planning and Environment:

i) DC/17/1067/HH – Detached car port – 24 Barton Hill, Fornham St Martin

The applicant was in attendance and gave a presentation on the development with plans and photos.

Resolved 17/06/6.01

No objections to application DC/17/1067/HH.

ii)

DC/17/0951/TPO – Tree Preservation Order 1no. Sweet Chestnut (T1 on plan, within A5 of order) – fell – The Laurels, Parklands Green, Fornham St Genevieve **Resolved 17/06/6.02**

No objections to application DC/17/0951/TPO.

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iii) **WSOH Application Update**
The application is to be considered at an Extraordinary Development Control Committee meeting on 19th July 2017 at 10am. Residents were encouraged to attend. It was agreed to do a leaflet drop.

MC

iv) **Update regarding Golf Course Application & Pidgeon Lane Barns (Builders Yard application)**
The Clerk presented correspondence received from a resident of Park Avenue. The Clerk and Cllr. Flaherty are to research into the planning application to establish what connection, if any, there may be with the Hotel and to look at maps of the site. It was confirmed that the overgrown area had now been cut back by Anglian Water. Cllr. Collier and Cllr. Flaherty are still trying to arrange a meeting with the owner of the Hotel. The main concerns appear to be noise, dust, bonfires and trees being cut down. Cllr. Hopfensperger is to ask the Trees Officer to do a site visit and will be looking into the D7 Exemption Licence regarding bonfires.

Clerk/LF

MC/LF

RH

17/06/7

Finance & Policies:

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

Resolved 17/06/7.01

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 1st June 2017 is £31,366.03.

ii) **Cheques for Signing and Approval**

Resolved 17/06/7.02

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. M. Collier.

BT	Phone box adoption	1919	£1.00
Mr. D Hoggett	Litter Picking	1920	£339.66
M&TJ's	Grass cutting May 2017	1921	£468.00
Community Workshop Ltd	Bugle Printing	1922	£628.18
Mrs. S Brooklyn	Bugle Editorship	1923	£198.62
Mrs. V Bright	Mileage & expenses	1924	£21.44
Came & Company	Insurance Policy amendment	1925	£25.00

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| iii) | <p>Approval of Parish Council Annual Insurance Schedule Amendment
<u>Resolved 17/06/7.03</u></p> <p>It was agreed to accept the extra policy for the sum of £25.00, to cover the play equipment and amendments to the cover provided.</p> | |
| iv) | <p>Appointment of Councillor Responsibilities and Representatives on Outside Bodies</p> <p>Deferred to the July Meeting.</p> | |
| v) | <p>Annual Donations – Elderbury’s & Toddlers Group to be considered
<u>Resolved 17/06/7.04</u></p> <p>It was agreed to give the following donations;</p> <p>Elderbury’s Friendship & Social Group (Over 50’s) = £200, towards hall hire.
Toddler Group = £200, towards general running costs.</p> | |
| vi) | <p>King George V Playing Field Trusteeship Update</p> <p>The Clerk advised that the application had been submitted to Land Registry for the main parcel of land of the Playing Field. The Clerk advised that a Deed of Transfer needed to be signed by all parties, regarding the smaller second parcel of land before Land Registry application can be submitted.</p> <p>Cllr. Collier and Cllr. Hubbard (GH) signed the Deed of Transfer on behalf of the Parish Council and this was duly witnessed by the Clerk. The Clerk is to arrange for the other parties, Catherine Buxton and Barbara Scarfe to sign the Deed.</p> | Clerk |
| vii) | <p>Welcome Pack</p> <p>Deferred to the July meeting. The Clerk is to look through the archive files to find the Disc. Cllr. Collier is to start looking at obvious changes needed.</p> | Clerk/MC |
| 17/06/8 | <p><u>Parish Matters:</u></p> | |
| i) | <p>Defibrillator & BT Phone Box Update</p> <p>The Clerk confirmed that the contract had been received from BT and she had signed it on behalf of the Parish Council and would be returning it to BT with the £1 fee.</p> | Clerk |
| ii) | <p>Play Area Inspections Report & Repairs Update & Quotes & Agree Inspection Rota</p> <p>The Clerk advised that the monthly H&S inspection reports had identified that the log roll ramp had a log that needed refixing and that the bushboard needed replacing. The Clerk is to ask Cllr. Forster to refix the loose log, or to close off the equipment as necessary. The Clerk is to look at quotes for the works needed. Cllr. Borrett reported that the bark needs raking and the weeds need spraying, the Clerk is to ask David Randall to do this. Cllr. Collier advised that the Moles had now been taken care of in the Playing Field and it was looking much better. He has asked the Mole Catcher to look at the grass verges along the village. It was agreed that Cllr. Hubbard (JH) would carry out</p> | PF
Clerk
JH |

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the weekly inspections until the next meeting.

- iii) **Update on Funding for Trim Trail Signage**
The art work proof for the signs has been agreed. Cllr. Hopfensperger has agreed to fund the cost of the signs. The Clerk is to arrange for the signs to be made.
- iv) **Goal Posts Quotes**
The Clerk presented two quotes to treat the goal posts with Hammerite, for £66.00 and £100.00.
Resolved 17/06/8.01
It was agreed to accept the quote of £66.00 from Forster Building Services.
- v) **Bench Maintenance Quotes**
The Clerk presented two quotes to repair and treat the two benches, for £88.00 and £150.00.
Resolved a7/06/8.02
It was agreed to accept the quote of £88.00 from Forster Building Services.
- The Clerk advised that a concern had been raised by a resident regarding the state of the Mr. & Mrs. Fordham bench on the field. It was suggested the Clerk look into who owns and maintains the bench.
- vi) **Street Lighting Update**
The Clerk presented a plan from SCC showing that all street lights in the village are owned either by SEBC or SCC and maintained by SCC. The Clerk asked Cllr. Collier to check the 3 lights purchased by the Parish Council are on the plan, if so, she will remove them from the Asset Register and Insurance Schedule and report faulty street light No. 25 to SCC.
- vii) **Dogs on the Playing Field – Discuss Possible action**
The Clerk read a letter from a concerned resident who had been approached by a dog off the lead, when they had asked for the owner to control the dog, they had been confronted with verbal abuse. It was agreed that dogs need to be kept under control for safety reasons, however it is not against the laws to have the dog off the lead on a Public Space. It was suggested that the Clerk draft a Notice for the Bugle asking dog owners to keep their dogs under control and to treat other users of the field with respect.
- viii) **Parking on Grass Verges – Discuss possible action**
The Clerk is aware that users of the Village Hall are parking on the verges and footpath. Councillor's confirmed that this is a recognized issue. It was suggested that the Clerk speak to the Hall Committee and ask them to remind users not to park on the grass verges and footpaths, and to perhaps also place a notice in the Bugle.
- 17/06/9
- i) **Highways & Footpaths:**
Cycleways
The Clerk advised that no update had been received regarding the Dream Lodge cycleway.
- ii) **Leaves & Overgrown Vegetation on Footpaths**

Clerk

MC/Clerk

Clerk

Clerk/VHC

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	Cllr. Collier advised he was still awaiting a quote from M&TJ's to cut back the nettles etc. on the footpath. Cllr. Hopfensperger has agreed to ask the sweeper to come out.	MC
iii)	Woolpack Road Edging / White Lining Update The Clerk advised that no response had been received from Highways. She is to chase Guy Smith and Cllr. Hopfensperger.	Clerk
17/06/10	<u>Correspondence:</u> The Clerk presented correspondence from Mr. Zarattini raising the following concerns; <ul style="list-style-type: none">• Dog Fouling & Litter Signs – It was agreed that the signs are looking old and tatty, it was agreed that the Clerk contact SEBC to enquire if new ones could be ordered and installed.• Wildflower Margin, Culford Road – Cllr. Collier confirmed that M&TJ's had cut back the verge accidentally and as a result several residents requested that it be kept cut back, this is now done on a 6 weekly schedule.• Hotel Grass Cutting verge up to the pavement – The Clerk agreed to look into land ownership to establish who owns and is responsible for maintenance of the grass verges to the front of the Hotel.• Football Goal Net (Church end of field) – The Parish Council discussed the need for a goal net to be installed, it was agreed that there was not enough use of the goals and that due to safety reasons and maintenance they would not be considering it.• Slimming World signs – It was agreed that these signs and lots of other posters and notices throughout the village looked untidy and cluttered. The Clerk is to investigate the Parish Councils powers to remove unnecessary or unwanted posters/notices.	Clerk Clerk Clerk
17/06/11	<u>Discuss Annual Meeting Format & make recommendations for next year:</u> Deferred to the September/October agenda.	
17/06/12	<u>Councillors Reports and Items for the Next Agenda:</u> Cllr. Flaherty reported on the Parish Forum she attended on behalf of the Parish Council on Monday 19 th June 2017; <u>Next Meeting is to be held on Thursday 13th July 2017 at 7:30pm in the Village Hall.</u> Meeting closed at 9:54pm.	
	Signed: <i>Mike Collier</i> Chairman, Fornham St Martin Parish Council	Date: 13th July 2017

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