

# Fornham St Martin cum St Genevieve Parish Council

Minutes of the Meeting of Fornham St Martin cum St Genevieve Parish Council  
Held via Zoom on Friday 23<sup>rd</sup> April 2021 at 7:30pm

**Councillors present:** Cllr. M. Collier, Chair (MC), Cllr. Frank Stennett (FS), Cllr. P. Forster (PF), Cllr. P. Borrett (PBo), Cllr. P. Butler (PBU) & Cllr. J. Borrett (JBo).

**Present:** Cllr. Rebecca Hopfensperger - SCC/WSC. 2 members of the public were present also.

ITEM	
21/04/1	<p><b><u>Chairman's Welcome &amp; Acceptance of Apologies for Absence (LGA 1972, Section 85(1) &amp; (2)):</u></b> The Chairman welcomed everyone and outlined the format of the meeting.</p> <p><b>Apologies:</b> Cllr. Gary Hubbard. <b>Absent:</b> None.</p>
21/04/2	<p><b><u>Declaration of Members' Interest (for items on the agenda) – LGA 2000 Part III:</u></b> Cllr. Frank Stennett declared an interest in Item 5 (iv) &amp; Item 6. (ii). Cllr. Paul Butler declared an interest in Item 7 (vii).</p>
21/04/3	<p><b><u>Approval of the Minutes of the Parish Council meeting held on 11<sup>th</sup> March 2021- LGA 1972, Schedule 12, para 41(2):</u></b> <b><u>Resolved 21/04/3.01</u></b> The minutes of the meeting held on 11<sup>th</sup> March 2021 were adopted as a true statement and signed by the Chairman (MC).</p>
21/04/4	<p><b><u>Local Authority Reports:</u></b> <b>County &amp; District Councillors</b> Cllr. Hopfensperger submitted a detailed report by email to Councillors earlier on the day <i>See Appendix 1.</i></p>
21/04/5	<p><b><u>Planning:</u></b></p>
i)	<p><b>DC/21/0128/FUL - Two storey extensions above bedroom wings to create nine dwellings on second and third floor levels. Location: All Saints Hotel, The Street, Fornham St Genevieve</b> The Council heard a presentation from Josh Harris and reviewed the amended plans. <b><u>Resolved 21/04/5.01</u></b> No objections to application DC/21/0128/FUL</p>
ii)	<p><b>DC/21/0547/HH - a. Conversion outbuilding to habitable room b. single storey side link extension to house c. detached double garage d. weatherboarding to existing dwelling. Location: 1-2 Rectory Cottage, The Drift, Fornham St Martin</b> <b><u>Resolved 21/04/5.02</u></b> The Parish Council Objects to application DC/21/0547/HH, on the grounds that they object to the cladding, on the basis of it being incongruous to the character of this and other local buildings.</p>
iii)	<p><b>DC/21/0534/TPO TPO 290(1973) - Two Yew (T1 and T2 on plan within G9 on order) overall crown reduction by one metre. Location: Land Adjacent to The Old Parsonage, The Street, Fornham St Martin</b> <b><u>Resolved 21/04/5.03</u></b></p>

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Objections submitted to application DC/21/0534/TPO.

- iv) **DC/21/0426/FUL – AMENDED a. Single storey building to provide mixed use flexible meeting space and catering services to the businesses operating from the existing office buildings at Park Farm, b. parking with electric vehicle charge points, c. battery storage for roof top solar panels, d. landscaping and associated works. Location: Park Farm Business Centre, Culford Road, Fornham St Genevieve,**

**Resolved 21/04/5.04**

No Objections submitted to application DC/21/0426/FUL.

- v) **DC/21/0576/HH - a. Two storey side extension b. single storey rear extension. Location: Oak Lodge, Mill Road, Hengrave IP28 6LP**

**Resolved 21/04/5.05**

No Objections to application DC/21/0576/HH.

- vi) **Discuss Fornham Park Development and recent works**

The current works on site are believed to be for the foundations relating to the application already approved for further lodges. The Clerk is to clarify with Planning that conditions required before works start have been met.

- vii) **DC/20/2253/HH - a. Single storey rear extension and conversion of existing garage to habitable space b. cladding to front elevation. Location: 17 Wentworth Close, Fornham St Martin**

**Resolved 21/04/5.06**

No Objections submitted 1<sup>st</sup> April 2021.

**21/04/6**

- i) **Highways/Footpaths/Trees:  
Flooding & Drainage Works Update - (BMW Garage) Barton Hill, Russell Baron Road & B1106 (Ditches)(RH)**

The works to Barton Hill are scheduled to start in the next 6 months, works will involve cutting culverts into the grass area as an interim soakaway.

- ii) **30mph Roundel Works Update – Barton Hill (RH)**

The works have been scheduled for before the Bank Holiday.

- iii) **Replace Village Sign/Highway Gates Update (RH)**

Awaiting date to be fixed.

- iv) **Update on footpaths Thetford Rd to B St Ed's and potholes: Mildenhall Rd & Manners Road (RH)**

Manners Road and Russell Baron Road are to be inspected for works to potholes and surfacing erosion.

Highways are planning to fill in 23 defects in the next 2 weeks and then resurface in the next 6 months on the Mildenhall Road A1101.

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- v) **Update on EV Charging Units Scheme**  
The Clerk has submitted the Register of Interest form and Cllr. Hopfensperger is to chase Peter Frost.
- 21/04/7  
i) **Parish Matters:**  
**Play Area Inspections Report / Agree Weekly Inspection Rota**  
Cllrs. P. & J. Borrett (PBo & JBo) will continue weekly inspections until the May meetings. No issues raised.
- ii) **To discuss the formal Monthly H&S Inspection Report for the Play Area**  
Cllr. Forster confirmed the hole in the ground for the gate post has been cleared.  
  
No issues raised on the inspection reports.
- iii) **Play Area/Trim Trail Bark Top Up**  
Deferred to the May meeting. Clerk to obtain quotes.
- iv) **St Johns Plantation/Golf Course Trees**  
Cllr. Hopfensperger confirmed that Enforcement Action is being carried out regarding the tree works and structures that have been erected.
- v) **Update on Village Planters (David Randall)**  
The Clerk confirmed that David Randall has planted out the planters. Thanks were given to David Randall for his hard work in the village.
- vi) **Defibrillator – Retirement of Alan Reid**  
Alan Reid has decided to retire and the Clerk is to place an advert in the Bugle to try and find another volunteer to check the Defibrillator weekly.
- vii) **Village Hall Electricity – Discuss Tariff and Account**  
The Clerk confirmed that she used a comparison company and the cheapest Tariff she could get was still with Eon.  
**Resolved 21/04/7.01**  
The Tariff was agreed at 30p per day Standing Charge and 16.18p per kWh Unit.
- viii) **Village Welcome Pack Update**  
No response received from the Bugle article. Cllr. Collier is to establish the whereabouts of the disc.
- 21/05/8  
i) **Correspondence:**  
**Update on Fly-tipping – Alleyway behind 24 St Andrews Drive/25 Park Avenue**  
Havebury Housing have agreed to remove the rubbish next Monday, and will also look at the damage to the resident's fence.
- 21/04/9  
i) **Finance & Policies:**  
**Parish Council Bank Reconciliation from List of Payments/Receipts**  
**Resolved 21/04/10.01.**

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The bank balances and reconciliation of payments and receipts are to be received and adopted and initialled & signed as such by the Chairman. The bank account balance as of 1<sup>st</sup> April 2021 is £10,998.89.

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

**Resolved 21/04/10.02**

It was agreed to approve payments of outstanding invoices below and the cheques were approved and signed by Cllr. M. Collier (MC) and Cllr. P. Forster (PF).

Mrs D Pott	Litter Picker	002194	£216.66
Mr D Randall	Village Planting	002195	£58.96
SALC	Membership	002196	£544.50
Mrs V Bright	Office Allowance 21/22	002197	£312.00

iii) **WCAG 2.1 Website Compatibility Report**

The Clerk is currently working on making sure the website content is Accessible to all and meets the new WCAG 2.1 Guidelines.

iv) **Discuss Increase in Clerks Pay Scale (SCP) in-line with the NJC Pay Scales Review 2020**

**Resolved 21/04/9.03**

It was agreed to move the Clerk onto the NJC Pay Scales LC2 SCP 26.

v) **Approve new rate for Clerk's Working from Home Allowance (HMRC 2020)**

**Resolved 21/04/9.04**

It was agreed to increase the Clerks Annual Office Allowance in-line with new HMRC figures at £312 per year (£6 per week).

vi) **Update on Remote Meetings Legislation (The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021)**

The Clerk confirmed that remote meetings legislation ends on 7<sup>th</sup> May 2021, so no more remote meetings are to be held after 6<sup>th</sup> May. The Government guidance states that Face-to-Face meetings can be held again after 17<sup>th</sup> May 2021 (Step 3 Roadmap out of Lockdown).

21/04/10 **Councillors Reports and Meetings Attended / Items for Future Agenda's**

None.

**Next Meeting to be held is the Annual Parish Council Meeting to be held on Thursday 20<sup>th</sup> May 2021 at 7:30pm, in the Village Hall, Fornham St Martin**

Meeting closed at 9:06pm

Signed: *John Borrett*  
Chair, FSMSGPC

Date: 20<sup>th</sup> May 2021