

# 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 9<sup>th</sup> November 2017 at 7.30pm

**Councillor's Present:** Cllr. Mike Collier (MC), Cllr. Jayne Hubbard (JH), Cllr. Peter Forster (PF), Cllr. Lizzi Flaherty (LF), Cllr. Paul Butler (PBu) and Cllr. Penny Borrett (PBo).

**Present:** Vicky Bright - Parish Clerk. 1 member of the public was present.

Item	The Chairman welcomed everyone present.	Action
	<b><u>Public Forum – LGA 1972, Section 100(1):</u></b>	
17/11/1	<b><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u></b> Cllr. G. Hubbard. <b><u>Absent:</u></b> None.	
17/11/2	<b><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u></b> Cllr. Forster declared an interest in items 8 (iii).	
17/11/3	<b><u>Minutes of the Parish Council meeting – LGA 1972, Schedule 12, para41(2):</u></b> <b><u>Resolved 17/11/3.01</u></b> The Minutes of the meeting of 12 <sup>th</sup> October 2017 were adopted as a true statement and signed by the Chair (MC).	
17/11/4	<b><u>Local Authority Reports:</u></b> <b><u>County &amp; Borough Councillor</u></b> Cllr Rebecca Hopfensperger was unable to attend and sent her apologies. The Clerk presented the following report on her behalf;  The proposal to join St Edmundsbury with Forest Heath was agreed by both councils and now the secretary of state will be notified.  St Edmundsbury have finalised the purchase of the old post office building in the town centre. The council will now look at opportunities to improve the area including the market thoroughfare, St Andrews St and the Cornhill.  We tried again for the third time to get the West Suffolk Operational Hub refused. We put up a good fight but unfortunately it was approved. The decision will not be posted until the secretary of state has examined the application and decided whether to call the application in.  The consultation on home to school transport changes was delayed. The proposal was to change council funded home to school transport to the statutory minimum	

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which is to the nearest school. The new proposal will now go to cabinet in December and if accepted will go out to consultation in mid-December.

17/11/5

## **Clerks Report:**

The Clerk advised that with help from Cllr. Forster and David Yates, the owners responsible for the bench at the Playing field, in memory of Mr & Mrs Fordham had been identified and contacted to arrange for the bench to be maintained and repaired.

The Clerk reported that she will be attending an Understanding Planning course in January 2018 with Tuddenham Parish Council, places are available if any Councillors wish to attend.

The Clerk advised that the General Data Protection Regulation (GDPR) is coming in to force in May 2018 and it brings with it the legal obligation for any 'public authority or body' (which according to the National Association of Local Councils includes all sizes of parish and town council) to appoint a Data Protection Officer (DPO). The concern is that this appointment may not be straightforward, as whilst it is possible to appoint an existing member of staff, they must, by requirement of the regulation, possess 'expert knowledge of data protection law and practices' and must ensure their 'duties do not result in a conflict of interests'. As Clerk there is a 'conflict of interest' and any training sufficient to provide the expert knowledge the Clerk would need, would be a residential University legal course.

There are steps towards accountability that the Clerk can take at this stage to prepare, such as; ensuring all software is Privacy Shield protected and email attachments are encrypted, put in place Retention Policy and Exit Policy for Staff & Councillors and to assess whether stored or filed data is needed and why (legitimate reasons etc.) SALC and the DPO Centre are currently exploring a third party option for services of a Data Protection Officer to be offered to Councils to sign up to and the Clerk will keep updated on this and report back.

17/11/6

i)

## **Planning and Environment:**

**DC/17/2034/FUL - Change of use of 1no. agricultural barn to offices (B1) and change of use of 1no. agricultural barn to storage use (B8) - Fornham Business Court, Fornham St Martin**

### **Resolved 17/11/6.01**

It was agreed for the Council to submit the following concerns in response to application DC/17/2034/FUL;

The size of the office building and toilet amenities being provided, suggests a large number of staff will be employed and working at the offices, the allowance of 77 extra parking spaces within the proposed development, suggests that there will be significant increase in vehicle movements and traffic flow to and from the development. Our concerns are that the current infrastructure is insufficient to support this increase, especially with the likelihood of the future West Suffolk Operational Hub development also adding extra strain on the road infrastructure within that vicinity. It is also felt that the current single track access road into the development is insufficient for the potential increase in vehicles needing access both during development and build and after

# Fornham St Martin cum St Genevieve Parish Council

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completion by staff at the offices.

ii) **DC/17/2224/HH - Single storey front extension - Ducksluice Farm, Fornham Park, Fornham St Genevieve**

**Resolved 17/11/6.02**

No objections to application DC/17/2224/HH.

iii) **DC/17/2216/FUL - 1 storage building - Proposed Farm Buildings, Hall Farm The Drift, Fornham St Martin**

**Resolved 17/11/6.03**

No objections to application DC/17/2216/FUL.

iv) **WSOH Update**

The third Development Control Committee Meeting to discuss the Hub proposal was held on 2<sup>nd</sup> November 2017. Cllr. Collier and Cllr. Borrett attended and spoke against the Hub application, as did Cllr. Hopfensperger, her 12-minute speech was very good. The case against identified 10 Local Plans to which the development stepped outside of and were not adhered to. The Chief Planning Officer gave a report stating the reasons for and against the application being allowed to contravene the Local Plan;

Material Harm against Planning Permission:

1. Departure from Development Plan
2. Loss of Grade 2 agricultural land
3. Impact on character and appearance of countryside

Material Considerations in favour of Planning Permission:

1. General National and Local Policy Support (for the concept and aims of the proposal)
2. Meets an identified need
3. Improved performance against the waste hierarchy
4. More efficient public service and address deficiencies in existing sites
5. Reduction in waste miles
6. Inclusion of a re-sale shop
7. Best available site for co-located facilities
8. Release of other sites for development – planned and windfall
9. Economic benefits arising during construction.

Cllr. Collier and Cllr. Borrett report that the both the 2<sup>nd</sup> and 3<sup>rd</sup> DCC meetings showed a total lack of debate. One member on the Committee mentioned the loss of prime growing land and another member suggested that the decision be sent to appeal to be looked at by experts at Bristol, this suggestion was not acknowledged or discussed by the other members.

As a result, the Chairman proposed to accept the application and the vote was in favour of permission being granted.

The decision now lies with the Secretary of State as to whether it is called in, this could take 2-3 weeks and as such we are currently in limbo. The 3 Parish Councils has already written to the Secretary of State twice before and Jo Churchill has apparently already spoken to the Secretary of State on our behalf.

# 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 9<sup>th</sup> November 2017 at 7.30pm

If the application is approved by the Secretary of State, it is vital that the Parish Councils work with Planning to ensure conditions set are enforced and followed up on and to monitor any problems post operation, therefore cooperation and communication will be essential.

## **Resolved 17/11/6.04**

It was agreed to authorize further expenditure in support of the legal campaign against the applications approval. The total amount of the expenditure agreed by the Parish Council for their portion of costs involved is £3,500.00. This is to be agreed in the 2018/2019 budget as 50% (£1,750.00 for Community Campaigns), with the remaining 50% (£1,750.00) to be taken from General Reserves.

17/11/7

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

## **Resolved 17/11/7.01**

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 1<sup>st</sup> November 2017 is £17,455.51.

ii) **Cheques for Signing and Approval**

## **Resolved 17/11/7.02**

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. P. Forster.

Bell Brush	Litter sacks for litter pickers	1956	£29.88
CAS	Website Annual fee	1957	£60.00
SCC	Cutting of footpath 3	1958	£177.55
Mr. & Mrs. L Pott	Litter picking	1959	£108.33
Mrs. V Bright	Mileage & expenses	1960	£36.01
M.E.B Maintenance	Phone box refurbishment	1961	£160.00
M&TJ's	Grass cutting	1962	£480.00
SALC	Data Protection Briefing	1963	£6.60

# Fornham St Martin cum St Genevieve Parish Council

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Held at the Village Hall on Thursday 9<sup>th</sup> November 2017 at 7.30pm

- iii) **King George V Playing Field Trusteeship Update**  
The Clerk advised that both parcels of land is now registered with Land Registry and she has copies of the Title entries. The Deed of Transfer is now complete for both parcels of land and the Clerk confirmed she has now updated the Charity Commission with the details of the new Trustees, as the Parish Council as a Body, she also has a copy of the Certificate for the field registration with the Charity Commission. The Clerk is to liaise with Fields in Trust regarding their part of the process. **Clerk**
- iv) **2018/2019 Draft Budget & Precept Setting**  
The Clerk presented a draft budget for 2018/19, and options for the Precept request. The expenditure for 2018/19 has increased due to expenditure on Community campaigns, namely the WSOH and also for general maintenance of the community assets etc. The Clerk advised that there are also costs associated with Data Protection Services and the appointment of a Data Protection Officer, in line with the General Data Protection Regulation coming in to force in May 2018. It was suggested that the Clerk prepare figures for adoption at the January meeting, based on a precept increase of £2,637 on last year. This is an extra £4.99 per household (£50.11 for Band D), which equates to 42p per month. The Clerk is to put a notice in the next edition of the Bugle advising residents of the increase and reasons why. **Clerk**  
**Clerk**
- 17/11/8  
i) **Parish Matters:**  
**Defibrillator & BT Phone Box Update**  
The Clerk advised that the electrician had prepared the connections and was ready to install once the refurbishment had been completed. She confirmed the refurbishment should be carried out this weekend coming. The Clerk is to put an update in the Bugle and also a request for a volunteer to act as contact for the Defibrillator and to check it monthly. The Clerk will arrange an official opening and a Public Awareness/Training session, once the Defibrillator is installed and registered with the Ambulance Service. **Clerk**
- ii) **Play Area Inspections Report & Agree Inspection Rota**  
Cllr. Flaherty presented the Play Area Inspections report with no issues raised, the bins not being emptied by SEBC was raised again and the Clerk is to chase this up. Cllr. Forster offered to do the weekly inspections until the next meeting in January 2018. **Clerk**  
**PF**
- iii) **Quotes for Play Area Repairs**  
The Clerk presented quotes from Wickstead for the ramp and repairs and a quote from Forster Building Services and one from Playscapes. The Clerk also presented quotes from Forster Building Services and Playscapes to replace the rotten timbers etc. at the Trim Trail. The Clerk advised the Council on the budget still remaining for the Play Area. Cllr. Butler proposed and Cllr. Hubbard (JH) seconded accepting the quotes from Playscapes to repair the ramp bushboard and to replace the rotten timbers at the Trim Trail.  
**Resolved 17/11/8.01**  
It was agreed to accept the quote from Playscapes to repair the multi play unit climbing ramp and to replace the rotten timbers at the Trim Trail for a cost of £1645.38 + VAT.

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17/11/9

i)

## Highways & Footpaths:

### Update on Trees

Cllr. Flaherty reported that she is still working on the list of TPO's in the villages and hopes to be able to complete this over the Christmas period.

LF

17/11/10

## Correspondence:

The Clerk presented correspondence from;

- SEBC/FHDC Annual Parish Conference to be held on 16<sup>th</sup> November 2017 at 6:30pm, at the Sybil Andres Academy, Rougham Tower, Bury St Edmunds. The theme will be Health & Well-being. Cllr. Collier, Cllr. Forster and Cllr. Flaherty are to attend.
- SCC Minerals & Waste Local Plan- Preferred Options Consultation 5pm Monday 30<sup>th</sup> October 2017 to 5pm Monday 11<sup>th</sup> November 2017. A consultation event will be held at Barnham Village Hall on 6<sup>th</sup> November 2017 between 2pm-8pm.

MC/PF/LF

17/11/11

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

Cllr. Butler asked for an update on Tut Hill to be requested. It is believed that a decision on this is still not yet decided.

Cllr. Butler asked for Cllr. Hopfensperger to confirm her support for the Councils appeal for cycleways. This is to be added to the January agenda for discussion.

Cllr. Butler advised that the Village Hall has ordered some new chairs, paid for by Cllr. Hopfensperger's Locality Budget. Suggestions of what to do with the old chairs are welcome.

Cllr. Collier asked for the purchase of a new notice board on Barton Hill to be added to the January agenda.

- New notice board – Barton Hill
- Cycleways and County Cllr. Support to be confirmed
- Defibrillator Update
- 2018-19 Budget & Precept to be agreed
- Update on King George V Playing Field – Fields in Trust
- WSOH Update
- Trees Update (LF)
- General Data Protection Regulation & DPO Report and Costs

**Next Meeting is to be held on Thursday 11<sup>th</sup> January 2018 at 7:30pm in the Village Hall.**

Meeting closed at 9:45pm.

**Signed:** *Mike Collier*  
**Chairman, FSMSGPC**

**Date:** 11<sup>th</sup> January 2018

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