

Draft Minutes from Parish Council Meeting

Tuesday 19th November 2024, 18:30, Fornham All Saints Community Centre

These draft minutes will be approved at the Parish Council Meeting on 21st January, 2025.

Present:

Cllr Richard Nicholls (RN) (Acting Chair) and Cllrs Jill Mayhew, Derek Brown (DB) and David Surman (DS).

Clerk Justin Hook (JH), Josh Harris (All Saints Hotel) and 1 member of the public.

Agenda Items

1. Chairman's welcome, opening remarks and to receive apologies for absence
Apologies received and accepted from Cllr Stewart, Cllr Lynch, District Cllr Broughton and County Cllr Hopfensperger.
2. (i) To receive members Declarations of Interests - **none received.**
(ii) Council to consider any new written requests for dispensation and/or requests which have been received - **none received.**
3. To approve & adopt the minutes from the Council meeting held on 15th October 2024
Council resolved to adopt the minutes from the previous meeting and the Chair signed them.
4. To receive County Councillor's report from Cllr. Rebecca Hopfensperger
None received.
5. To receive Borough Councillor's reports from Cllr. Sarah Broughton and Cllr Rebecca Hopfensperger
None received.
6. Public open session up to 15 minutes - questions and issues on matters arising from the agenda and from the village
Resident raised the road safety issue regarding the hedging between Sheepwash Bridge and the Anglian Water (AW) entrance. Hedging encroaching into carriageway, causing buses and lorries to go round the corner on the wrong side of the road - lots of near misses already and an accident waiting to happen.
Clerk advised technically this is a Fornham St Martin/Genevieve issue, but has contacted their Clerk, as well as Cllr Broughton and Cllr Hopfensperger for assistance. Clerk also raised on highways reporting tool and item being considered by SCC for potential actions.
Action: Clerk to follow up.
Resident also raised issue of water escaping from fire hydrant opposite AW entrance, causing mud and debris on the road and pavement and potential ice hazard as winter sets in.
Clerk had already raised with AW and is marked for repair.
Action: Clerk to follow up.
Resident asked if there was any plans to change the double mini roundabouts in the village, after the closure of Tut Hill, highlighting the difficulty in crossing that junction as a pedestrian, in any direction.
Council are unaware of any plans to change that junction, but agree crossing it can be very difficult due to width of road and amount of traffic.
Action: Clerk to speak to Cllr Hopfensperger to identify any options moving forwards.
Following the 'updates' email from Sarah Drane at WSC Planning regarding All Saints Hotel, Council were able to clarify some items with Josh Harris.
Council showed concern for use of the lodges by contractors not holidaymakers and that parking was not to be at the lodge site, nor in front of individual lodges.
Mr Harris confirmed that no stays were longer than the permitted 3 month stays and

that there had been issues getting golf buggies across to the main hotel for parking and that AS were talking with WSC about what could be done regarding parking. Council reminded Mr Harris that parking at the lodge site was not part of the approved planning application and that it was AS's responsibility to comply and police this.

Resident thanked Mr Harris for the works to the ditch on B1106, which was echoed by the Council. Council asked Mr Harris to remove the debris that had been left behind in the ditch so as to not impede drainage.

Mr Harris confirmed that a further 6,000 whips were to be ordered to complete planting across the site. Council reminded Mr Harris that the second part of the felling licence replant along the B1106 for circa 11 trees, was yet complete. Mr Harris agreed to follow this up.

Council agreed that the update email from Sarah Drane was very useful and would like to continue to receive updates.

7. To receive reports from Councillors:

a. Traffic / Roads / VASs / Road Signs - Don Lynch - **none received.**

b. Volunteering - Derek Brown

DB reported another successful session litter picking. Former Chair & Cllr Martin Loveridge will continue heading up the group, with no more sessions planned until spring next year. Thanks to Tony Mayhew for cleaning the Pound Meadow bus stop.

c. Facilities / Assets Management / Community Centre / EV - Derek Brown

No problems reported. EV charging idea is ongoing. Community Council meeting 26th November and will vote on whether to proceed with the slow chargers being provided by the scheme.

d. Local Businesses & Residents / Lark Valley - Richard Nicholls

RN and the Clerk met James Pickerin from SCC Rights of Way team to walk the Lark Valley Path from Sheepwash Bridge to just past Duck Sluice Farm. Works are due to take place before Christmas to secure the bank in a number of places and to lift the fallen fencing now overgrown with brambles. The Lark Valley Path is one of only three paths in Suffolk that gets three cuts per year. The potential was discussed for Council to pay the contractor extra, to cut wider on each of the three cuts to help keep the path clearer for longer. Estimate £200-300 per cut.

Action: Clerk to add to a Spring agenda.

Question was raised over who put up the Harris fencing either side of the B1106.

Action: Josh Harris to check if AS did this.

e. Social Issues / Village Voice - Jill Mayhew

Nothing to report. Email re: winter tool-kit to be included in magazine.

f. Marham Park / Highways / Village Hall / Anglian Water (Lark) - Clerk - **none received.**

g. Allotments - David Surman

Nothing to report.

8. To receive Clerks report

The Clerk advised that after attending a SALC training session on Councils acting as Sole Trustees of a Charity, more work will be required to differentiate Council business from Charity business.

DB advised that if the EV charging at the Community Centre project moves forwards, then deed documents would be required, showing ownership.

Question was raised if the land is registered?

Action: Clerk to review Charity activity in the new year.

9. Planning:

i. **DC/24/0614/FUL - RE-CONSULTATION**

All Saints Hotel, Fornham St Genevieve, IP28 6JQ

Planning application - partial change of use of golf course to site six timber pods and associated engineering works

Council resolved to record a vote of no comment.

ii. **DC/24/1495/TPO**

Old Rectory The Green, Fornham All Saints, IP28 6JX

TPO 115 (1986) tree preservation order - two Horse Chestnut (C1 and C2 on plan within G2 on order) overall crown reduction and lift by up to three metres b. one Oak (H1 on plan within G2 on order) overall crown reduction by two metres and removal of branches around incoming electric cable

Council resolved to support this application.

10. Finance update

- i. Clerk advised that the October salary payment included an £850.20 tax rebate, which Council would need to reclaim from HMRC at the end of the financial year.

Council resolved to approve payment of the following accounts and outstanding invoices:

Payee & details	Total
J Hook, Clerks salary, October (includes £850.20 tax rebate)	£1,539.73
J Hook, Clerks expenses, October	£30.48
Nest, Clerks pension, September	£9.75
Suffolk Cloud, emails and domain	£130.00
SALC, Clerks CiLCA training modules	£416.40
Total Payments	£2126.36

- ii. **Council noted bank balances correct to 31st October, with correction to current account balance as noted by the Clerk.**

Current	£223.61
Savings	£44,784.65
Total Bank Balance	£45,008.26

- iii. **Council resolved to approve bank reconciliation for October 2024.**

11. 2025/26 budget and precept

Council discussed the proposed 2025/26 budget and made some minor changes.

Council resolved to apply for a precept of £25k, which would equate to a £0.57 increase (0.65%) for a band D property in the parish.

12. Revised NALC pay scales & Clerks review

Council to discuss revised NALC pay scales, effective 1st April 2024. Clerk's pay scale 18 increased from £15.21 to £15.84 per hour, equating to £191.10 of back pay (5 months) and £63.00 extra to be budgeted for the remainder of the financial year (5 months)

Council resolved to approve the Clerks pay increase and back pay in line with the revised NALC pay scale.

Council noted Clerks review to be scheduled for January.

13. Skate & play park inspections

Council to note from report that remedial work required, but all low to very low risk DB reported it would be prudent to consider a rolling plan to replace some items of equipment and budget for improvements to the fence and gate.

Action: DB to investigate potential costs.

Still waiting on previously ordered parts to make some simple repairs.

Action: Clerk to follow up.

14. Emergency Plan

Council to receive update

DS received an old 2016 emergency plan document from a previous chair, including details of how to start the gas generator. JM understood this document had been superseded. Council questioned the need and legal obligation for a plan.

Action: DS to invite contact from WSC to present to Council at a future meeting.

15. Microsoft subscription

Council to discuss renewal of subscription due January

£59.99 per year for one, £79.99 per year for up to 6, personal licence
or £8.60 per month +Vat for business licence (£123.84 per year)

Council resolved for Clerk to renew a one user personal license.

16. Overgrown pavements

Clerk still liaising with contractors / obtaining quotes.

17. Pruning workshop for community orchard

Clerk awaiting further details.

RN advised a number of apple trees have been lost.

18. Councillor recruitment

Council discussed draft leaflet to attract new Councillors. Council agreed it should make clear that it is open to anybody over the age of 18.

Council resolved for Clerk to print with minor changes, and for JM to organise distribution.

19. Allotment AGM

Council noted the date of Allotment AGM set for Wednesday 4th December, 18:30 in the Village Hall.

20. Upgrades to VAS equipment

Council to discuss location of new solar powered VAS. Based on Elan City's suggestion, the ideal position would be roughly between the two properties fronting Larks Gate on the opposite side. Council will need a street furniture license from SCC, circa. £100.

Council resolved to approve the location for a new VAS unit and for the Clerk to proceed with purchase of new equipment and application for a Street Furniture License.

Action: RN agreed to approach the two Larks Gate properties.

21. Village Voice advertising

Council resolved to increase Village Voice advertising costs to £90 per full page ad (from £84) and £54 per half page (from £45), effective February 2025.

22. Correspondence

i. Resident email: A1101 roundabout

Covered in open session, Item 6.

ii. Resident email: Hedges on B1106

Covered in open session, Item 6.

iii. Business email [telephone call] Tut Hill driver training facility

Clerk called and email Planning, no response.

Action: Clerk to follow up.

23. Update on Chair & Vice Chair positions

Councillors to discuss options moving forwards

This item was moved to the January meeting. RN agreed to act as Chair.

24. Date of next meeting

The next Parish Council Meeting will be held on Tuesday 21st January 2025, commencing at 18:30 in the Community Centre.

At the end of the meeting Cllr Mayhew handed in her resignation from the Council - almost 7 years to the day since she started.

The Council thanked her for her dedication and great service.

Meeting closed 20:20

..... Sign & date

..... Print name

Chairman

Signed as confirmation that they are a true record.

DRAFT