

Draft Minutes from Parish Council and AGM

Tuesday 20th April, 2025, 18:30, Fornham All Saints Community Centre

These draft minutes will be approved at the Parish Council Meeting on 17th June, 2025.

Present:

Cllr Richard Nicholls (RN) (Chair), Cllr Derek Brown (DB) (Vice Chair), Cllr Don Lynch (DL), County Cllr Rebecca Hopfensperger (RH).

Clerk Justin Hook (JH), 1 representative from All Saints R1esort (ASR) and 2 members of the public.

Agenda Items

1. Council to elect Chair

Cllr Nicholls was nominated for the role of Chair. No other nominations received.

Council resolved to elect Cllr Nicholls as Chair.

2. Council to elect Vice Chair

Cllr Brown was nominated for the role of Vice Chair. No other nominations received.

Council resolved to elect Cllr Brown as Vice Chair.

3. Signing of Declaration of Acceptance of Office and issue of Register of Interests

All Cllrs completed their Declaration of Acceptance of Office, the Clerk signed them.

4. Council to appoint Responsible Financial Officer

Council resolved to appoint the Clerk as Responsible Financial Officer.

5. Chair's welcome, opening remarks and to receive apologies for absence

The Chair welcomed those in attendance. Apologies received and accepted from Cllr Stewart and Cllr Surman. Borough Cllr Sarah Broughton advised she would likely be attending later.

6. (i) To receive members Declarations of Interests - none received.

7. (ii) Council to consider any new written requests for dispensation and/or requests which have been received - none received.

8. To approve & adopt the minutes from the Council meeting held on 15th April 2025

Council resolved to approve and adopt the minutes, the Chair signed them.

9. To receive County Councillor's report from Cllr. Rebecca Hopfensperger

RH talked about the Parish forums which have been discussing Local Government Reorganisation & Devolution. Parish Councils are the grass roots of local government, and Devolution will potentially give more powers to PC's via a suite of powers under general competency for example; monies for volunteering, small works on the highways, gully cleans etc.

Action: RH to send other dates for Parish Forums to Clerk.

The path for Devolution is likely to be; 2026 - Mayoral elections for Norfolk / Suffolk Mayor. 2027 - unitary council elected. 2028 - unitary council implemented (with a shadow council in place in the interim).

Speed roundels - expect soon - Andy at SCC working on.

S106 monies Marham Park - ongoing.

Highways reporting - send RH any report numbers on any issues that need escalating.

Damaged bin - WSC siding with operative - suggest following official complaints procedure.

Involve resident witness.

RH/SB working with village hall to fund some of their other projects.

Locality and Highways budgets - reminder that funding is available for projects such as hedge trimming / pavement cleaning / village gates / VAS / skirting back etc.

The Local Plan has been approved and consulted and is to be implemented by the end of the week.

10. To receive Borough Councillor's reports from Cllr. Sarah Broughton and Cllr Rebecca Hopfensperger

Nothing further to report.

11. Public open session up to 15 minutes - questions and issues on matters arising from the agenda and from the village

Resident thanked WSC for their prompt response to street cleaning request.

Ross Britcher attended from the Bury Water Meadows Group to introduce himself and the

work that the group do throughout Bury, tidying and improving the river, and litter picking the area. The core purposes of the group are to improve biodiversity, restore the River Lark and the River Linnet and litter picking. Ross and his partner live in the village and regularly litter pick around Fornham. He was introduced to the volunteering group leader.

The following item was brought forward

25. Donations to community groups - S137 monies

Council resolved to donate £250 to the Bury Water Meadows Group, towards the purchase of new litter picking equipment and a trolley.

RH advised that she could cover this from her locality budget. The Clerk suggested that Council cover this under their S137 grant powers, and to use locality budget for other projects.

12. To receive reports from Councillors:

a. Traffic / Roads / VASs / Road Signs - Don Lynch

A plan was in place to meet at 10am the next day to begin to convert the existing VAS units to solar.

b. Volunteering - Derek Brown

Martin Loveridge the volunteer group lead reported 3 new members in the last week. Two sessions had taken place, clearing flower beds and paths alongside the village green and church. A third session staking up the fence along the River Lark Path (12 stakes in, a further 10 to go).

RH congratulated the volunteering group on their work and noted that she uses Fornham as a great example to her other parishes.

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

Nothing much to report.

There is a plan to review the assets and the maintenance of them.

Community Centre had an enquiry to hire the field for a corporate event, but declined as it was unsure how they stood legally. Hannah Cuthbertson from ASR advised that corporate events become much trickier, with regards to licensing and temporary events notices etc. The Clerk advised more work is required to understand ownerships/ responsibilities etc. over playing field use/hires.

DB asked ASR for contacts for their EV charging which will be to be going live imminently. RH advised funding is available for EV points.

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

Nothing much to report.

Council previously discussed paying for extra cuts and wider cuts along the River Lark Path. Budget was approved, but no formal resolution was made.

Council resolved to pay for one extra cut in 2025 and for each cut to be wider than standard.

Concern was raised for safety crossing the B1106 on the Lark Valley Path. The ASR side is clear and open, but the Larks Gate side of the road is overgrown with poor visibility.

Action: Clerk to investigate having trimmed / cleared.

e. Marham Park / Highways / Village Hall / Anglian Water (Lark) - Mat Stewart

Nothing to report.

f. Allotments / Emergency Plan - David Surman

Nothing to Report.

g. Village Voice - Clerk

Nothing to report.

13. To receive Clerks report

a. Double mini roundabouts - crossing safety

Clerk to liaise directly with SCC contact.

b. City Fibre - damages to village

The Green and Pound Meadow appear to have been top-soiled and seeded, but not Chestnut Close.

c. VAS locations & new pole

The Clerk contacted SCC who advised that the VAS on the Green is the site that their records show as it is possibly the most recent. Advice was given on site locations/ specification etc. A plan is already in place to begin to fit the new VAS equipment.

d. First Responders - ongoing.

- e. Speed roundels - ongoing.
- f. Marham Park trees and S106 monies - ongoing.

14. Planning:

No new planning applications to discuss.

Council to note, rider training facility on Tut Hill has been rejected.

Council agreed to monitor if the rider training facility continues to be used and revisit at the June meeting if required.

15. Finance update

- i. **Council noted the revised total figure and resolved to approve payment of the following accounts and outstanding invoices:**

Payee & details	Total
J Hook, Clerks salary, March	£715.74
Nest, Clerks pension, March	£11.66
D Brown, Cllr expenses, play park repairs	£12.98
Village Hall, S137 donation towards floor repairs	£2,000.00
WI, S137 donation	£250.00
East Anglian Air Ambulance, S137 donation	£250.00
Suffolk Accident Rescue Service (SARS), S137 donation	£250.00
Pimp My Fish, VV advertising refund	£60.00
Total Payments	£3550.38

- ii. Council noted payments received to 30th April.

From & details	Total
RBS, bank interest	£54.88
WSC, precept	£25,000.00
VV advertising	£45.00
Total Monies Received	£25,099.88

- iii. Council noted bank balances to 30th April.

Current	£806.69
Savings	£57,906.28
Total Bank Balance	£58,712.97

- iv. **Council resolved to approve bank reconciliation for April 2025.**

- v. **Council resolved to approve current Direct Debits and Standing Orders.**

Payee & details	Type	Amount
J Hook - Clerks salary, MONTHLY , 1st of the month	SO	£715.74
Nest - Clerks pension, MONTHLY , around 7th of month	DD	variable
ICO - membership, YEARLY , April	DD	£47

16. End of year finance & audit

- i. **Council resolved to approve and sign the end of year bank reconciliation.**
- ii. **Council resolved to approve and sign section 1 of the AGAR form.**
- iii. **Council resolved to approve and sign section 2 of the AGAR form.**
- iv. **Council resolved to approve the supporting statement and explanation of variances for audit.**

17. **Council resolved to adopt updated Standing Orders.**

18. **Council resolved to adopt updated Financial Regulations.**

19. **Council resolved to adopt updated Code of Conduct.**

20. **Council resolved to adopt the following policies and procedures;**

- a. Financial risk assessment for 2025/26
- b. Electronic Payment Risk Register
- c. Internal Control Statement
- d. Internal Control Report

21. Skate & play park inspections

Council noted from report that remedial work required, but all low to very low risk.

DB advised community centre had completed some fence repairs, and that he is still seeking quotes to have the last of the equipment repairs completed.

22. Overgrown pavements

Clerk advised necessary forms and licenses obtained and sent - now awaiting SCC's final approval.

Contractor has advised that costs may vary slightly due to further growth, but will try to keep to minimum.

Council resolved that this was acceptable, given the length of time passed since the original quote.

23. Speeding in the village

The Clerk advised that following contact with the Community Policing Team, they had attended the village and reported that there was a speeding concern in the village. They will be adding it to their list and making a more regular attendance.

DL raised concern over the noise of the motorbikes travelling through the village and being able to hear them coming from a long distance off. The Clerk advised that in his other Clerk role in Icklingham, they had asked him to contact the other villages along to the A1101 to meet and discuss the issues of speeding motorcycles, especially on club nights and Krazy Horse event nights. The idea was suggested to meet with the Krazy Horse team to discuss how it impacts the villages.

Council agreed not to meet, but asked the Clerk to raise with the Community Policing Team and ask for potential spot checks, notably on certain nights when the issue is known to be worse.

24. Clerks extra hours for CiLCA qualification

Council resolved to approve extra 2 hours per week for training and study, as included in the budget.

25. Donations to community groups - S137 monies

This item was covered earlier in the meeting.

26. Correspondence

- i. Thanks from East Anglian Air Ambulance, SARS, the WI and the village hall for their donations

The Clerk had also received notification that a resident had notified Anglian Water of the leak outside of the community centre.

The Clerk was also working on another residents request for ownership information of the verge on the right hand side of Pigeon Lane - ongoing.

27. Date of next meeting

The next meeting will be the Annual Parish Meeting (APM) and will be held on June 17th commencing 18:00 followed by the Parish Council meeting commencing at 18:30 at the Community Centre.

Meeting closed 21:12

..... Sign & date

..... Print name

Chairman

Signed as confirmation that they are a true record.