

Draft Minutes from Parish Council Meeting

Tuesday 15th July, 2025, 18:30, Fornham All Saints Community Centre

These draft minutes will be approved at the Parish Council Meeting on 16th September, 2025.

Present:

Cllr Derek Brown (DB) (Vice Chair), Cllr Don Lynch and Cllr David Surman.

Clerk Justin Hook (JH), 1 representative from All Saints Resort (ASR). 1 member of the public present.

Agenda Items

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

The chair welcomed those in attendance. Apologies received and accepted from Cllr Stewart, Cllr Nicholson, County Cllr Rebecca Hopfensperger and District Cllr Sarah Broughton.

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

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

4. To approve & adopt the minutes from the Council Meeting held on 17th June 2025

Council noted that the incorrect locations for the reported VAS data had been updated and resolved to adopt the minutes, the Chair signed them.

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

Nothing to report.

6. To receive District Councillor's reports from Cllr. Sarah Broughton and Cllr Rebecca Hopfensperger

Nothing to report.

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

Resident raised an issue in Pound Meadow where city Fibre had not been back to repair the damages

Clerk advised that he has reported the area in Chestnut Close, and will also add Pound Meadow to the list.

Hannah Cuthbertson from All Saints Resort brought some updates from the hotel;

- A document had been forward to Cllrs about ASR's eco credentials and their aim to become the most greenest hotel in the area.
- A transformer is being fitted for 20-25 new EV charging points along the frontage, which will be open to villagers as well as hotel users/guests.
- A meeting had taken place with 3 Birkdale Court residents regarding a plan for 25 overspill/staff parking spaces along the Birkdale Court hedge line. These will be daytime only and will require some realignment of the 10th hole.
- There is a pre-app in progress regarding creating a new golf club house on the 1st tee, and also to extend the leisure facilities underneath the new gym extension, to create a dedicated area for spa guests.
- Works continue on site to trees affected by the bacterial disease 'watermark,' by specialist consultants JS Wright & Sons. Correct licenses are in place from Forestry Commission and ASR have been liaising with Sarah Drane at WSC Planning on this. Restocking is due within 7 years, but ASR planning sooner than this.
- Pods - works to start on these potentially in the next 6 months.
- Nets - no further news.
- Maintenance entrance - works scheduled to begin w/c 21st July.

Resident questioned ASR about the licensing for the lodges, whether it was for public or commercial use, based on the fact that it was being used for commercial lets, full of workmen in vans.

HC advised it was a contract that David Harris put in place and is set to finish in a couple of months, then open to holidaymakers.

8. To receive reports from Councillors:

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

Nothing to report. DL suggested time to review the Cllr responsibilities.

Action: Clerk to add to future agenda.

- b. Volunteering - Derek Brown
Two recent sessions had taken place and one cancelled due to extreme heat. Flower beds tended to, pavements swept and edged and the falling fence on the Lark Valley Path fence has now been staked the full length and shrubbery cut back.
- c. Facilities / Assets Management / Community Centre / EV - Derek Brown
DB and the Clerk did a walk around to assess the assets for maintenance and valuation purposes.
The community centre rebuild costs have come back higher than anticipated at circa. £600k (PLUS Vat on a rebuild), so community council to look at other options to maximise space / storage. EV project no longer going ahead.
- d. Local Businesses & Residents / Lark Valley - Richard Nicholls
Clerk updated that the extra cut had been done at a cost of £200 and looked good. Contractor thinks that wider cuts, on the three scheduled cuts will suffice. Cost to Council, £300 per cut, which is exactly what was budgeted. Two more cuts to come this year.
- e. Marham Park / Highways / Village Hall / Anglian Water (Lark) - Mat Stewart
No thing to report.
- f. Allotments / Emergency Plan - David Surman
DS now semi-retired, so more time available to prepare emergency plan.
Allotments ticking over, some issues to deal with. All plots full, 2 or 3 on waiting list.

9. To receive Clerks report

- a. Double mini roundabouts - crossing safety
Clerk met with SCC representative, who agreed that the island or 'refuge' between the roundabouts was small (by current standards), but not a site that SCC would be looking to change for any reason. Council could consider changing, but the likely six figure cost would be prohibitive.
- b. City Fibre - damages to village
Clerk has chased Chestnut Close site to be restored.
Action: Clerk to chase for Pound Meadow site to be restored also.
- c. Speed roundels
New roundels finally in place - thanks Beccy and SCC! **ITEM CLOSED.**
- d. Marham Park trees and S106 monies
Ongoing, nothing to report.
- e. Damaged bin, Pound Meadow
WSC accept no liability for the damage, but have since replaced with a newer, larger bin, in a position where their mowers will be less likely to hit it. **ITEM CLOSED.**
This bin is not currently emptied by WSC.
Council resolved to set up weekly collections with WSC.
- f. Leak by community centre
Fixed. **ITEM CLOSED.**
- g. Devolution & LGR
Clerk attended a SCC session on LGR, outlining the proposal for One Suffolk, a single unitary council for Suffolk. Stand out points were that one council would provide the greatest savings and perhaps the simplest transition. Also that we need to NOT see it as Suffolk County Council absorbing all of the district councils - it would be an entirely new organisation from top to bottom.
- h. Other updates
 - HMRC overpayment (initially £800) is slowly being used for Tax & NI contributions, currently circa £680 and if not used by end of 25/26 tax year, council can expect to receive it back as a refund.
 - The external auditor has asked some questions on the internal audit and the figures submitted. The Clerk has actioned all of their requests.
 - The Clerk has completed the enforcement request for the rider training facility on Tut Hill, which is reportedly still being used after planning was refused.
 - Clerk received a request for ownership information form, from the gas pipeline that runs across the Fuel Charity land and will complete and return.

10. Planning:

i. **DC/25/1035/TPO **Amended Description****

Heath Farm Business Centre Tut Hill Fornham All Saints Suffolk IP28 6LG

TPO 298(2000) tree preservation order - six Scots Pine (T5, T6, T11, T12, T13, T14 on plan and order) crown lift to seven metres above ground level

Council resolved to record a vote of NO COMMENT, supporting the decision of the Tree Officer on this application.

11. Finance update

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

Payee & details	Total
J Hook, Clerks salary, June	£847.53
Nest, Clerks pension, June	£21.27
J Hook, Clerks expenses, Jun-Jul	£147.00
Community Workshop, Village Voice printing	£306.02
SALC, allotment training x 2	£86.40
D Brown, Cllr expenses, play park repairs	£8.48
Elan City, VAS unit fixings	£121.44
Total Payments	£1,538.14

ii. Council noted payments received to 30th June.

From & details	Total
RBS, bank interest	£92.29
VV advertising	£90.00
Total Monies Received	£182.29

iii. Council noted bank balances to 30th June.

Current	£223.93
Savings	£56,455.55
Total Bank Balance	£56,679.48

iv. **Council resolved to approve bank reconciliation for June 2025.**

v. **Council resolved to approve the end of Q1 finance report, April-June.**

12. Volunteer Group Budget

Council to discuss allocation of funds to a Volunteer Group budget to cover tools, equipment, incidentals and beverages

Council resolved to assign a budget of £125 to the Volunteer Group (coming from the £139.64 unassigned monies in the budget).

13. Internal Control Report

DB spent some time with the Clerk completing an internal Control Report. The report highlighted a few areas for further clarification.

"Whilst in most cases the procedures were adequate there were 4 (out of 27) cases where there was no procedure in place or a check had not been carried out. Some of the other points that met the control parameters needed further comment such as; how often, where they are recorded, to whom they are shown etc.

Part of the process is to ensure the councillors are sure the finances reported by a Clerk tally with Bank statements. The report also highlighted that Justin has not had his annual employment review."

14. Asset Register & Asset Maintenance Record

Covered under item 8c.

Action: Clerk to add to September agenda to receive report on findings, once complete..

15. Policies & Procedures

Council resolved to approve & adopt the following revised policies;

a. Model Publication Scheme

- b. Lawful Basis for Processing Data
 - c. Privacy Policy
 - d. Subject Access Request (SAR) Policy
 - e. Freedom of Information
 - f. Document & Electronic Data Retention Policy
 - g. Media Policy
 - h. Complaints Policy
16. Skate & play park inspections
Council noted from report that remedial work required, but all low to very low risk.
Action: DB looking into quotes for swing shackle replacements.
17. Play park gate replacement, and fence repairs
Council to discuss quotes received to upgrade the play area gate after it was reported that it closes faster than the recommended 4 second closure time. Some fencing maintenance/repairs also required.
Clerk has met with a couple of fencing contractors to price fence repairs and gate replacement and is awaiting quotes. Online quotes have been obtained for metal mechanical close safety gates.
Council resolved to purchase a new metal mechanical close safety gate - double option for maintenance/vehicle access at a cost of £1240 +Vat, and approve a budget of up to £1500 for installation and remedial fence works.
DS advised council that he had seen a moped using the skate park, but that the rider disappeared when he saw him.
Council suggested calling the police immediately in the future.
Action: Clerk to investigate and identify if council need to update signage.
18. Overgrown pavements
Clerk had revisited the quote with the approved contractor. Because of the time that has lapsed since the first quote the growth is excessive and now requires flail work, otherwise the contractor will have to do a lot of extra work by hand. Clerk contacted a flail operator, but it is nesting season until August, so it looks like we need to wait a little longer.
19. Other village works
Clerk also visited other site in the village with the contractor to get prices for works.
Council resolved that the original budget for works still stands and monies to be used on smaller jobs in the interim, so that at least some work can be carried out.
20. B1106 Ditch
Council to discuss contributing towards All Saints Resorts' cost of clearing the B1106 ditch and fencing, from Golton Cottages to the second bridge by Anglian Water entrance.
Council resolved that a contribution half the cost (up to £1500 per cut) is available towards the cost of clearing the ditch, and trimming back the fencing along the B1106 from Golton Cottages to the second bridge.
It was agreed two cuts per year, most likely March and July.
Action Clerk to advise ASR in writing and ASR to confirm costs.
21. Bus stop improvements
Clerk has the forms and just needs to make time to complete them.
22. Speeding in the village & motorbikes
Clerk had a response from the Community Policing Team who are making more of a presence on event nights. The Clerk reported seeing a bike being chased by Police on the last event night.
The other villages along the A1101 are waiting on confirmation of a date to meet with MP Nick Timothy and the police to discuss growing concerns.
Clerk reported some top level stats from the VAS units:
Larks Gate (since last meeting)
Incoming: highest speed: 70mph, compliance to 30mph limit: 84% (50+mph 0.02%)
Outgoing: highest speed: 77mph, compliance to 30mph limit: 71% (50+mph 0.06%)
Pigeon Lane (since last meeting)
Incoming: highest speed: 51mph, compliance to 30mph limit: 97% (50+mph 0.00%)
Outgoing: highest speed: 57mph, compliance to 30mph limit: 96% (50+mph 0.01%)
Village Green (since last meeting)

Incoming: highest speed: 63mph, compliance to 30mph limit: 93% (50+mph 0.01%)
Outgoing: highest speed: 53mph, compliance to 30mph limit: 91% (50+mph 0.01%)
The Clerk noted that the 63mph on The Green and 77mph at Larks Gate were both recorded on event nights.

23. Replacement of old VAS unit at the Community Centre

No solar option is available for this unit, due to the age.

Council agreed that the roundabout was a good physical deterrent to slow traffic down and therefore not to replace the unit, instead to continue to change the battery.

24. Proposal to combine the two Fornham Parish Councils to create one Parish Council covering the three Fornhams

Council to discuss and create a plan to move forward.

There was some initial hesitation to the idea, but the Clerk was able to give some solid reasoning as to what the benefits might be; increased influence in term of neighbourhood planning, shared responsibilities and costs for roads and pavements especially with devolution coming, increased pool of Cllrs etc. Clerk advised that FSMSG has recently had a change of team, with new focus and drive and are keen to meet and begin to discuss.

Council agreed that a meeting would be beneficial in the first instance.

25. Correspondence

i. Residents email re: motorbikes and hedgehogs

Resident concerned about villages strong response to motorbikes. Clerk responded.

ii. Residents email re: church gate

Resident highlighted issue with small church gate, and questioned if the church wall and gate fall under councils responsibility? Clerk confirmed it does and has requested a quote to replace the failing gate. The asset walk around also highlighted an area of church wall that needs some minor repairs and the Clerk is seeking a quote from previous contractor.

iii. Resident request for a dog poo bin on the Pigeon Lane side of the village.

Action: Clerk to add to next agenda.

26. Date of next meeting

There will be no meeting in August unless required for planning. The next Parish Council Meeting will be held on September 16th, commencing 18:30 at the Community Centre.

Meeting closed 19:58

..... Sign & date

..... Print name

Chairman