

## Approved Minutes from Parish Council Meeting

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

*These draft minutes were approved at the Parish Council Meeting on 18th March, 2025.*

### Present:

**Cllr Richard Nicholls (RN) (Acting Chair), Cllrs Don Lynch (DL), Mat Stewart (MS) and Derek Brown (DB).**

**Clerk Justin Hook (JH), 2 representatives from All Saints Hotel (AS) and 1 member of the public.**

## Agenda Items

1. Chairman's welcome, opening remarks and to receive apologies for absence  
The chair opened the meeting and welcomed all those in attendance. Apologies received and accepted from Cllr Surman, County Cllr Rebecca Hopfensperger and District Cllr Sarah Broughton.
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 the 21st January 2025  
**Council resolved to approve and adopt the minutes, the Chairman signed them.**
4. To receive County Councillor's report from Cllr. Rebecca Hopfensperger  
No report received. No updates received to questions raised.
5. To receive Borough Councillor's reports from Cllr. Sarah Broughton and Cllr Rebecca Hopfensperger  
No report received. No updates received to questions raised.
6. Public open session up to 15 minutes - questions and issues on matters arising from the agenda and from the village  
Resident raised concern that parking outside Lucy's is getting worse.  
DB confirmed that this was discussed at the last meeting, but that a decision was made to take no further action, as unless the pavement is blocked, little can be done to enforce.  
**ACTION: JH to liaise with RH to confirm what, if anything can be done.**  
Resident raised concern that the view of the golf course was significantly void of trees, following the removal of the poplar trees, the clearing of the ditch and removal of trees across the site.  
AS confirmed that a schedule of works is being completed to replant trees across the site.  
Council confirmed that the replanting of the poplar trees had been completed in line with the Forestry Commission felling licenses.
7. To receive reports from Councillors:
  - a. Traffic / Roads / VASs / Road Signs - Don Lynch  
Nothing to report. New VAS equipment and solar units to be installed before end of March. RN requested new battery for Larks Gate unit.  
**ACTION: JH to investigate.**  
**ACTION: JH to request updates on 30mph roundels from RH.**
  - b. Volunteering - Derek Brown  
Volunteering scheduled to start again from April.  
JH requested the staking of the wobbly fences on Lark Valley Path be added to the schedule of works.

- c. Facilities / Assets Management / Community Centre / EV - Derek Brown  
No further updates. Community Centre not going ahead with slow EV chargers. AS advised that their EV chargers were currently being installed and will be available for public use.
- d. Local Businesses & Residents / Lark Valley - Richard Nicholls  
Planned works to the Lark Valley Path now scheduled for early March - no exact dates as yet. The path will be closed whilst works are carried out.
- e. Social Issues / Village Voice - Clerk  
**ACTION: JH to make contact with Thingoe Lodge.**
- f. Marham Park / Highways / Village Hall / Anglian Water (AW) / River Lark - Mat Stewart  
Parking becoming an issue directly outside the David Lloyd gym, where patrons are parking on the road and not using the car park. Needs double yellows to allow enforcement, but unadopted as yet.  
Awaiting AW to advise next meeting date.  
**ACTION: MS to request data from AW monitoring devices in the river.**
- g. Allotments / Emergency Plan - David Surman  
All 2025 invoices have been issued and all plot holders have been re-contracted. One vacant plot. 3 on waiting list.
- 8. To receive Clerks report  
The banking switch to Lloyds is underway.  
Following the conversation at the last meeting regarding golfers insurance, the Clerk confirmed that AS had provided evidence of signage on the course and information on the score cards regarding the requirement for player's insurance.  
**ACTION: JH still to investigate first responders in the village.**  
Introduction to CiLCA (Certificate in Local Council Administration) training session attended. First session is in April and Clerk will attend, with cost being shared with Clerks other clerking role, as agreed and budgeted for.
- 9. Planning:  
No new planning matters to discuss  
Updates on ongoing applications
  - i. **DC/24/1091/FUL**  
**All Saints Hotel The Street Fornham St Genevieve Suffolk IP28 6JQ**  
Planning application - parking area for 15no. cars  
***Decision still pending. Works already completed and parking area being used.***  
JH - Planning advised delays due to concerns over Biodiversity Net Gain (BNG) metric, considering new hotel wing planning, plus awaiting response from Highways.
  - ii. **DC/24/1123/FUL**  
**All Saints Hotel The Street Fornham St Genevieve Suffolk IP28 6JQ**  
Planning application - reinstatement of 10 metre high golf ball safety nets to the rear of 23-29 Pigeon Lane on the golf course side of existing tree belt  
***Decision pending.***  
JH - Planning advised further information had been requested in respect to justification for their location and design.
  - iii. **DC/24/0538/FUL**  
**All Saints Hotel The Street Fornham St Genevieve Suffolk IP28 6JQ**  
Planning application - two pickleball courts and two tennis courts  
***Decision pending.***  
JH - Planning advised further information had been requested in respect of BNG

and planting on site.

iv. **DC/24/0614/FUL**

**All Saints Hotel The Street Fornham St Genevieve Suffolk IP28 6JQ**

Planning application - partial change of use of golf course to site six timber pods

***Portal says decision pending. BUT it is being reported that it has been approved???***

JH - Planning advised this was decided at the December meeting of Delegation Panel, but that they had to wait on an agreement for BNG monitoring. There was no issue with the portal.

v. **DC/24/0586/FUL**

**Car Park Heath Farm Business Centre Tut Hill Fornham All Saints Suffolk**

Planning application - a. use of existing car park as driver training facility b. retention of temporary storage containers as classroom and storage area, c. use of existing agricultural access and retention of access track in association with driver training facility

***Application withdrawn. Clerk following up with planners re: site still in use.***

JH - Planning advised a new application had since been received and that consultation details would be provided shortly.

10. Finance update

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

| Payee & details                            | Total            |
|--------------------------------------------|------------------|
| J Hook, Clerks salary, January             | £715.74          |
| Nest, Clerks pension, January              | £11.66           |
| J Hook, Clerks expenses, Jan/Feb           | £87.73           |
| Community Workshop, Village Voice printing | £324.37          |
| Elan City, 2 x solar units for VAS         | £1,006.15        |
| Elan City, new VAS unit                    | £2,580.00        |
| <b>Total Payments</b>                      | <b>£4,725.65</b> |

ii. **Council noted bank balances correct to 31st January.**

|                           |                   |
|---------------------------|-------------------|
| Current                   | £319.33           |
| Savings                   | £42,463.86        |
| <b>Total Bank Balance</b> | <b>£42,783.19</b> |

iii. **Council resolved to approve bank reconciliation for January 2025.**

11. Skate & play park inspections

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

Replacement parts to be fitted when warmer weather arrives. Some drilling of parts required. DB to obtain help with this.

Some future attention required to fencing and gate. Gate closing at 1.5 seconds, which is 2.5 seconds faster than the recommended 4 seconds.

12. Overgrown pavements

Since last meeting, a third quote has been received for this work. At £685 it is considerably cheaper, but unfortunately the contractor doesn't have the necessary licenses to complete the works so close to the highway. Clerk checked with SCC, who advised chosen contractor must have an NRSWA accreditation.

**Council resolved to complete these works going with the middle quote of £3,875 +Vat, assuming they have the necessary licenses to work on the highways.**

JH reported overhanging trees on B1106 near to AW entrance again vis highways

reporting tool. Awaiting response.

13. Grass cutting

WSC have quoted £165.73 per cut. The Clerk has received a second quote of £125 per cut (plus £25 for the area at the top of Pigeon Lane). Awaiting a third quote.

14. Community event

Council to discuss the letter received from the Village Hall representative

Council recognised an apathy from members and residents, putting it down to a sign of the times, and busy lives and schedules.

**Council resolved to propose a collaborative approach, working with the Village Hall, Community Centre and other interested parties.**

ACTION: JH to reach out to interested parties with the aim of arranging a meeting before the end of April to put forward ideas and discuss a village event.

15. Updated Financial Regulations

The Clerk has worked with the Locum Clerk to update the Financial Regulations, but now time is required to review and confirm finer detail before Council can adopt.

**Council resolved to delay the adoption of revised Financial Regulations, to allow time to recruit a Chair and Vice Chair, and giving them time to settle into their new roles.**

16. Overhaul of policies and procedures

The Locum Clerk has completed works to update a large catalogue of policies and procedures. Now time is required to review and fully understand each document before Council can adopt.

**Council resolved to delay the adoption of updated policies and procedures, to allow time to recruit a Chair and Vice Chair, and giving them time to settle into their new roles.**

17. Correspondence

No new correspondence

18. Councillor recruitment

The Clerk had spoken to an interested party that DL had put forward, but unfortunately work commitments might make joining difficult. DL reminded Council that attendance is not required at every meeting.

19. Update on Chair & Vice Chair positions

RN agreed that he would stand as Chair for a period of 6 months if somebody was willing to take on the role of Vice Chair. DB agreed to take on the role of Vice Chair for a period of 6 months. Both roles to be elected at the March meeting.

20. Date of next meeting

The next Parish Council Meeting will be held on March 18th 2025, commencing 18:30 at the Community Centre

**Meeting closed 19:27**

..... Sign & date

..... Print name

Chairman

Signed as confirmation that they are a true record.