

## FINCHAM PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Wednesday, 25<sup>th</sup> February 2015 at Fincham Memorial Hall. Commenced at 7.30 pm with Councillor Stewart Waterston in the chair.

### Attending:

Cllr. Shaun Blackmur  
Cllr. Tony Chivers  
Cllr. John Lynskey  
Cllr. Cathy O'Brien  
Cllr. Christine Perry  
Cllr. Joe Underhill  
Cllr. Stewart Waterston

Clerk – Sarah Thorpe  
Borough Councillor – Trevor Manley

Mrs Sue Westwood

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**1. Apologies for Absence.**

No apologies had been received.

**2. Declarations of Interest.**

No interests were declared.

**3. Public Forum.**

No matters were raised.

**4. Police Report.**

No PCSO was available to attend but a written report had been received which advised that during the last month there had been one domestic crime and five calls; one concern for safety; one highways disruption; one domestic; and two suspicious circumstances.

**5. Minutes of the Ordinary meeting held on 13<sup>th</sup> January 2015 and the Planning Committee meeting on 9<sup>th</sup> February 2015.**

The Chairman reminded councillors to look at the accuracy of the minutes and that matters arising would be dealt with imminently. Following a proposal by Cllr. Perry, seconded by Cllr. Underhill, the minutes of 13<sup>th</sup> January 2015 were agreed as a true record and signed by the Chairman. Following a proposal by Cllr. Perry, seconded by Cllr. Underhill, the minutes of 9<sup>th</sup> February 2015 were agreed as a true record and signed by the Chairman.

**6. Matters Arising.**

The Clerk ran through the actions from the last meeting and confirmed that all actions had been completed.

**7. Finance.**

**Item a Approval of Monthly Expenditure.** The Clerk ran through the payments for authorisation. Following a proposal by Cllr. Lynskey, Seconded by Cllr.

Signed as a true record of the meeting: \_\_\_\_\_

Date: \_\_\_\_\_

Blackmur, the payments were authorised and the cheques were presented to councillors for signature at the end of the meeting as follows:

Payee	Goods/ Services	VAT	TOTAL	Supplier/Service
S Thorpe	£ 70.46	£ -	£ 70.46	Clerk's expenses - Jan/Feb
Five Arrows Business Finance plc	£ 15.63	£ 3.12	£ 18.75	Winter newsletter
Norfolk Citizens Advice Bureau	£ 25.00	£ -	£ 25.00	S137 Donation
S Thorpe	£ 218.90		£ 218.90	Clerk's salary Feb
HMRC	£ 57.80		£ 57.80	Clerk's PAYE January
	<b>£ 387.79</b>	<b>£ 3.12</b>	<b>£ 390.91</b>	

**Item b**      **Review of Reconciled Cashbook.** The Clerk presented the completed cashbooks for January. The Chair viewed the cashbook and agreed the bank statements to reconcile the figures.

**Item c**      **Reinvestment of £5000 from matured 12 month fixed interest bond.** The Clerk advised the Council that reserves had decreased over the last year and that although they would have sufficient funds from the precept and other income to manage the budgeted expenditure if any additional large expenditure was required it would need to be taken from the £5000. It was agreed that there was no plan for any additional expenditure.

**Proposal:**      **To reinvest the £5000, plus any interested earned, in another 12 month fixed term bond.**

**Proposed By:** Cllr. Blackmur  
**Seconded By:** Cllr. Lynskey

All agreed by a show of hands.

The proposal was carried.

**ACTION:** Clerk to arrange for Cllr. Waterston and Cllr. Underhill to sign forms from United Trust Bank when received.

**8. Planning Matters.**

**Item a**      **New applications and decisions.** No new applications had been received but the following application had been permitted by the Borough Council (BC):  
**14/01717/F Construction of wooden extension (retrospective application) at Timbers, Lynn Road, Fincham.**  
**14/01718/LB Construction of wooden extension (retrospective application) at Timbers, Lynn Road, Fincham.**  
**14/01719/F Retrospective application for wooden structure partially enclosing a marquee at Timbers, Lynn road, Fincham.**

**Item b**      **BC Consultation on Preliminary Draft Charging Schedule for Community Infrastructure Levy (CIL).** Documentation on the consultation had been circulated to all prior to the meeting. The PC discussed the proposal and decided that it would make no comments on the consultation.

**9. Health & Safety.**

**Item a**      **Issues requiring attention:**

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- Loose drain cover outside Hill House near The Green on High Street.
- In front of shop/former Post Office – dip in road (it was reported that the drains underneath are fractured and concern was expressed about where the water is going. Chase up as not repaired.
- Sunken manhole cover on High Street – at Ivy House near junction with Marham Road. This is causing noise disturbance to residents. Chase up as still not repaired.
- High Street – all drains and covers need checking and repairing/clearing as required.
- Poor road surface around The Green needs attention by Highways Rangers.

**ACTION:** Clerk to report to Highways

**Item b**            **H & S Inspection Sheets.** Completed sheets were returned. No new actions were required.

**Item c**            **Refurbishment of Nature Reserve Sign.** Carry forward to next meeting. Nest boxes are on the ground and need replacing. It was agreed that the Clerk would investigate grant funding available for bird boxes and other conservation.

**ACTION:** Clerk to investigate grant funding

## 10. Correspondence.

The Clerk drew members' attention to the following items:

- West Norfolk Partnership: Fit Together – free guided walks in West Norfolk. Information to be placed on PC website.
- West Norfolk NHS: Evidence for Change Report – further information available on their website at [www.westnorfolk.ccg.nhs.uk](http://www.westnorfolk.ccg.nhs.uk) or 01553 666913.
- Norfolk County Council: Invitation to Tenants meeting. This information had been circulated to all prior to the meeting.
- Norfolk Citizens Advice Bureau: letter requesting donation and notice of fundraising event. Following a proposal by Cllr Underhill, seconded by Cllr O'Brien it was agreed by all to make a donation of £25.
- Community Payback Scheme (CPS): A letter had been received asking the PC if it had any suitable work that could be carried out by offenders. A discussion took place on work at the allotments, including bark chippings on paths and clearing of vacant plots. The Clerk advised that the cost was £75 per day. Following a proposal by Cllr Perry, seconded by Cllr O'Brien it was agreed to make arrangements for one day. Cllr Perry agreed to meet at the site to discuss arrangement with CPS.

**ACTION:** Clerk to contact CPS regarding work at allotments.

## 11. Parish Affairs.

**Item a**            **Quotations for a bus shelter on Churchill Crescent.** The Clerk had obtained initial quotations which showed that the cost was likely to be between £2000 and £5000 for the shelter and then additional costs to install a hard standing area for the shelter; although some funding could be available it would only cover half of the cost and would not be available until 2016. It was agreed that the PC did not have the funds to cover this project and there had not been a direct request from residents using the service.

**Item b**            **Rose Garden maintenance.** CGM had advised that their quotation in 2013 of £18.50 plus VAT per visit would still be valid. Following a proposal by Cllr

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Lynskey, seconded by Cllr Blackmur, it was agreed by all that three visits per year should be arranged to maintain the garden: one in March; one at the end of June; and finally in September/October.

**ACTION:** Clerk to advise CGM.

**12. Internal Council Affairs.**

**Item a**            **Parish Council Elections on 7<sup>th</sup> May 2015.** The Clerk provided information on the forthcoming PC elections. Notices would need to be displayed from 16 March to 9 April 2015, which was the nomination period. Nomination packs were available from the Clerk or the BC (Electoral Services). The Clerk handed out a nomination pack to all members.

**13. Agenda Items for the Next Meeting.**

All items to remain on the agenda as agreed.

**14. Date and Time of the Next Ordinary Meeting.**

The next meeting is in Fincham Memorial Hall on Wednesday, 22<sup>nd</sup> April 2015 at 7pm, for the Parish Assembly, followed immediately by an Ordinary Parish Council meeting.

The meeting was closed at 8.50pm.

Signed as a true record of the meeting: \_\_\_\_\_

Date: \_\_\_\_\_