FP/15/01

FINCHAM PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Tuesday, 13th January 2015 at Fincham Memorial Hall. Commenced at 7.30 pm with Councillor John Lynskey in the chair.

Attending:

Cllr. Tony Chivers
Cllr. John Lynskey
Cllr. Christine Perry
Cllr. Christopher Underhill

Clerk – Sarah Thorpe
Borough Councillor – Trevor Manley

Mrs Sue Westwood

Mr K Cornwell & Mrs S Cornwell (owners of former Bexwell Tractors site)

---

1. Apologies for absence.

Apologies were received from Cllr. Blackmur, Cllr. Farmer & Cllr. O'Brien.

2. Declarations of Interest.

No interests were declared.

3. Public Forum.

There were no members of the public in attendance.

4. Police Report.

No PCSO was available to attend and no written report had been received.

5. Minutes of the ordinary meeting held on 22nd October 2014 and the Planning Committee meeting on 29th December 2014

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. Chivers, seconded by Cllr. Underhill, the minutes of 22nd October 2014 were agreed as a true record and signed by the Chairman. Following a proposal by Cllr. Underhill, seconded by Cllr Perry, the minutes of 29th December 2014 were agreed as a true record and signed by the Chairman.

6. Matters Arising.

The Clerk ran through the actions from the last meeting as follows:

- BC Planning Enforcement had advised that no action was required on the removal of render from a cottage on High Street.
- Wereham PC had advised that they had referred the problem of access on Footpath 1 to NCC who would investigate and take action.

FP/15/02

7. **Finance.**

Item a **Approval of Monthly Expenditure.** The Clerk ran through the payments for authorisation. Following a proposal by Cllr. Underhill, Seconded by Cllr, Perry, 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	£ 78.33	£ -	**£ 78.33**	*Clerk's expenses - Nov/Dec*
CGM Ltd	£ 46.95	£ 9.39	**£ 56.34**	*Grounds Maint Oct*
CGM Ltd	£ 46.95	£ 9.39	**£ 56.34**	*Grounds Maint Nov*
CGM Ltd	£ 382.70	£ 76.54	**£ 459.24**	*Grounds Maint June-Sept*
FCC Enivronment	£ 29.08	£ 5.82	**£ 34.90**	*Bottle bank collections (November)*
Anglian Water	£ 22.58		**£ 22.58**	*Allotment Supply*
S Thorpe	£ 232.12		**£ 232.12**	*Clerk's salary Jan + Dec arrears*
HMRC	£ 53.60		**£ 53.60**	*Clerk's PAYE Dec*
	£ 892.31	**£ 101.14**	**£ 993.45**	

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

Item c **Quarter 3 Financial Report.** The Clerk circulated a summary document detailing income and expenditure against the figures forecast in the budget for 2014/15. Members heard that expenditure and income for the last quarter was in line with expectations.

Item d **Budget and Precept 2015/16.** The Clerk had previously circulated draft budget documents setting out a balanced budget for the year 2015/16. Members heard that the tax base for Fincham for the year had slightly increased to 178.4 and that the Central Government Grant to offset council tax base changes had been reduced to £390. There was a discussion about the reduction in the level of reserves and planned expenditure for the coming year and the following proposal was put forward:

Proposal: **To raise a Precept of £7004 for the financial year 2015/16, which represented a 2% increase to the Band D taxbase, and use the Govt. grant of £390 to result in a total income for the Parish Council of £7394.**

Proposed By: Cllr. Perry
Seconded By: Cllr. Chivers

All agreed by a show of hands.

The proposal was carried.

ACTION: Clerk to advise BC of decision.

8. Planning Matters.

Item a **New applications and decisions.** None received.

Item b **BC Site Allocations and Development Management Policies Pre-Submission Document consultation.** The document contained details of the development allocation for Fincham. The BC's preferred option was for 5 dwellings on part of the current allotment site. It was agreed by all that the PC still preferred the former Bexwell Tractors site, which was a brown field site opposed to the BC preferred option which was a green field site. It was decided to submit a representation on the soundness of the BC document based on the above reason under the category of "Justified."

ACTION: Clerk to complete and return Representation Form to BC

9. Health & Safety.

Item a **Issues requiring attention:**

- Pot hole outside old Post Office opposite Church – previous repair broken away.
- Pot holes on Downham Road – from petrol station towards Downham Market.
- Pot holes from Spring Cottage towards Downham Market.
- Road surface breaking up near Chapel Road – from Downham Market towards Fincham.
- Damaged footpath on High Street near Sycamore House – still not repaired.
- 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.
- Sunken manhole cover on High Street – at Ivy House near junction with Marham Road. This is causing noise disturbance to residents.

ACTION: Clerk to report to Highways

Item b **H & S Inspection Sheets:** completed sheets were returned. No action was required.

Item c **Refurbishment of Nature Reserve Sign:** carry forward to next meeting.

10. Correspondence.

The Clerk drew members' attention to the following items:

- Norfolk Link – December 2014 issue.
- Email from West Norfolk Community Transport on Dial-A-Bus service.
- Work carried out by the Highway Rangers team.
- Rural Services Network – A Practical Guide For Parish Councils on Affordable Rural Housing.
- Norfolk Accident Rescue Service – request for donation.
- Norfolk Constabulary – PCSO match funding scheme.
- Campaign to Protect Rural England – Light Pollution Questionnaire.

ACTION: Clerk to complete and return Light Pollution Questionnaire.

11. Parish Affairs.

Cllr Chivers advised that he had received a request for the PC to consider erecting a bus shelter at the bus stop near Churchill Crescent. It was agreed that this would probably be expensive but the Clerk should obtain quotations and add this item to the next agenda.

ACTION: Clerk to obtain quotations and add to next agenda.

12. Internal Council Affairs.

Item a **Newsletter.** The Clerk had produced a draft newsletter for the winter issue. Two minor amendments were agreed. Clerk to make amendments and then send to printers for 250 b&w copies.

Item b **National Pay Award for Clerks 2014/16.** The Clerk advised that there had been a non-consolidated pay award for 2014 of £100 pro rata (£16.22 for Fincham) and a pay increase of 0.227 per hour for the pay scale SCP 22 for 2015/16. Standing Orders to pay her salary and PAYE would need to be amended. This was agreed that Cllr Lynskey and O'Brien would authorise these amendments on the internet banking system.

13. Agenda Items For The Next Meeting.

- To consider quotations for a bus shelter to be erected near Churchill Crescent.

14. Date and time of the next ordinary meeting.

The starting time of the AGM on 12th May 2015 was discussed and it was agreed that this should be amended to 7.45pm. The next meeting is an ordinary meeting on Wednesday, 25th February 2015, commencing at 7.30pm in Fincham Memorial Hall.

The meeting was closed at 9.15pm.

Signed as a true record of the meeting: _____ Date: _____