

FINCHAM PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Wednesday, 28th October 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. Roger Farmer
Cllr. Cathy O'Brien
Cllr. Chris Perry
Cllr. Joe Underhill
Cllr. Stewart Waterston

Clerk – Sarah Thorpe

Mrs Sue Westwood

One parishioner

1. Apologies for Absence.

Apologies had been received from Cllr. John Lynskey and Cllr. Sandra Squire (Borough Councillor)

2. Declarations of Interest.

No interests were declared.

3. Public Forum.

A query was raised regarding surveying that was being carried out on the allotment land. The work was being carried out at the instruction of Norfolk County Council (NCC), who own the land, as they are considering applying for permission to build houses along the Marham Road frontage of the land.

4. Minutes of the Ordinary Meeting held on 26th August 2015 and Planning Committee Meetings held on 15th September and 13th October.

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. Underhill, seconded by Cllr. Farmer, the minutes of 26th August, 15th September and 13th October 2015 were agreed as a true record and signed by the Chairman.

5. Matters Arising.

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

6. Finance.

Item a Approval of Monthly Expenditure. The Clerk ran through the payments for authorisation. Following a proposal by Cllr. O'Brien, 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:

Signed as a true record of the meeting: _____

Date: _____

Payments for September/October 2015 Authorisation

Payee	Goods/ Services	VAT	TOTAL	Cheq No	Supplier/Service
HMRC	£ 54.80		£ 54.80	S/O	Clerk's PAYE August
E-on	£ 10.00	£ 0.50	£ 10.50	D/D	Streetlighting electric Sept
S Thorpe	£ 218.90		£ 218.90	S/O	Clerk's salary Sept
URM (UK) Ltd	£ 32.79	£ 6.56	£ 39.35	201	replacement for cheque 300172
S Thorpe	£ 86.56		£ 86.56	202	Clerk's expenses - Sept/October
Norfolk County Council	£ 625.00		£ 625.00	203	6 months allotment rent
Five Arrows Finance plc	£ 18.75		£ 18.75	204	printing of newsletter
Westoctec Ltd	£ 37.98	£ 7.60	£ 45.58	205	streetlight maintenance May-Oct
Mazars LLP	£ 125.00	£ 25.00	£ 150.00	206	External Audit fee 2014/15
URM (UK) Ltd	£ 8.10	£ 1.62	£ 9.72	207	Bottle bank september
Royal British Legion - poppy appeal	£ 20.00		£ 20.00	208	S137 donation
Fincham Memorial Hall	£ 309.13	£ -	£ 309.13	209	S137 donation - glass recycling credits for 2014/15
URM (UK) Ltd	-£ 32.79	-£ 6.56	-£ 39.35	172	cancelled cheque
		£ -			
E-on	£ 9.68	£ 0.48	£ 10.16	DD	street lighting electric October
S Thorpe	£ 218.90		£ 218.90	S/O	Clerk's salary October
HMRC	£ 54.80		£ 54.80	S/O	Clerk's PAYE September
	£ 1,797.60	£ 35.20	£ 1,832.80		

Item b **Review of Reconciled Cashbook.** The Clerk presented the completed cashbook to the end of September 2015. Members viewed the cashbook and agreed the bank statements to reconcile the figures.

Item c **Quarter 2 Finance Review.** The report was circulated to Members. The Clerk reported that income and expenditure were in line with budget and that cash flow was looking good at this point in the year.

Item d **Donation to Royal British Legion.** A poppy wreath had been obtained by the Clerk and was given to the Chairman. Following a proposal by Cllr Underhill, seconded by Cllr Blackmur it was agreed by all to make a donation of £20 to the Royal British Legion Poppy Appeal.

Item e **Donation to Memorial hall from Glass Recycling Credits.** The Clerk reported that the glass recycling credit received for 2014/15 was £309.13 against the cost of £290.80 making a net profit of £18.33. The credit for the first half of 2015/16 would be £96.20 against the cost of £40.89 making a net profit of £55.31; however some of this money had not been received at this stage. A discussion took place and it was agreed that the PC should cover the cost of the bottle bank emptying and the total money received from the recycling credits for 2014/15 should be donated to the Memorial Hall. Following a proposal by Cllr Blackmur, seconded by Cllr Chivers it was agreed by all to make a donation of £309.13 to the Fincham Memorial Hall.

7. Planning Matters.

New applications:

Item a **15/01650/F Part demolition of existing buildings and conversion into four dwellings at Alexandra Works, High Street.** The PC discussed the application and made a decision to OBJECT to the application as they felt that there were too many properties, three would be better than four; and there should be a one metre strip of land from the edge of the properties to the boundary to allow access.

Item b **14/01362/RM Reserved Matters Application: Construction of 7 dwellings at Talbot manor Gardens, Lynn Road.** The PC had been re-consulted

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following amendments to the application. The PC discussed the application and made a decision to SUPPORT the application.

Decisions from the Borough Council: The applications listed below have been permitted:

- Item c** **15/01167/F New single storey residential extension creating additional living accommodation at Sundial, Downham Road.**
- Item d** **15/01193/F Single storey extension to form wet room/shower room at Fairswell Manor, Main Road.**
- Item e** **15/01357/F Construction of one dwelling and garage following demolition of existing dwelling at Spring View, Downham Road.**

8. Health & Safety.

Item a **Issues requiring attention.**

- Chapel Lane (near “Harwen”) – dip in road by drain; drainage issues with surface water on road and poor road surface.
- Parking on the road in front of the hairdressers – no action to be taken as this was allowed.

ACTION: Clerk to report issue to Highways.

Item b **H & S Inspection Sheets.** Completed inspection sheets were returned. No action was required. Cllr Chivers requested additional copies of the inspection sheet to be sent to him via email.

9. Correspondence.

The Clerk drew members’ attention to the following items:

- An email from a parishioner in favour of a SAM2 sign.
- A letter from NCC advising of a consultation on Re-imagining Norfolk – Strategic and financial planning 2016/19
- An email from NALC advising of the three year plan for Norfolk Older People’s Strategic Partnership.
- A letter from NCC giving information on additions to the Parish Partnership Scheme.
- An invitation from the BC to a play on domestic abuse.
- An email from NCC advising of the Preferred Options Consultation on the Silica Sand Review.
- A letter from The Norfolk Hospice Tapping House asking for a donation.

10. Parish Affairs.

Item a **Grant funding options for the Nature Reserve.** The information on display boards and notice boards had been examined by Cllr. Underhill and Cllr. Perry but it was felt that these items were too expensive for the use that they would obtain. It was agreed that the best option would be simply to replace the “Fincham Nature Reserve” board. Item to remain on the agenda for the next meeting and to be considered further at that stage.

Item b **NCC Parish Partnership Scheme (PPS) for 2016/17.** A quotation had been received for a SAM2 sign. The total cost would be almost £3500. The sign would need to be moved every 4 weeks and three locations would need to be identified; additionally the batteries in the sign would need to be changed every 5-7 days. A lengthy discussion took place on this item and it was

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agreed not to go ahead with an application for a SAM2 sign in view of the cost; commitment to move; maintenance of batteries; and the fact that the PC had been told by Highways in the past that nothing more could be done to decrease the speed of motorist on the High Street. The Clerk advised that, despite several attempts, at this stage she had been unable to obtain a quotation for a possible trod from Black Drove to the garage. It was agreed that when the quotation was obtained the information should be passed to members for them to comment.

ACTION: Clerk to chase up Andy Wallace for quotation on trod.

- Item c** **Litter Bins.** The BC had advised that they were only able to empty one litter bin for free and the other three would need to be charged. The options were weekly emptying at £95 per annum per bin or half of this cost for fortnightly emptying. Following a proposal by Cllr. Chivers, seconded by Cllr. Blackmur, it was agreed by all to go for fortnightly emptying of all three bins.
- Item d** **Nominations to attend the RAF Marham Friends Christmas Lunch 2015.** The nominations put forward last year were discussed and it was agreed to make one amendment and for all other nominations to remain the same.
- Item e** **Changes to the mobile Post office service.** A letter had been received advising of a consultation on proposed changes to the service. The new times would be Monday & Thursday from 13:10 to 13:40 and Tuesday & Wednesday from 12:00 to 12:30. It was agreed that this information should be placed on the PC website and notice board.
- Item f** **Rose Garden.** It was reported that the scheduled maintenance had not taken place. It was agreed that the Clerk should chase this up.

ACTION: Clerk to contact CGM regarding item f.

11. Internal Council Affairs.

- Item a** **Review of Parish Council policies and documents.** Drafts of the documents listed below had been circulated to Members prior to the meeting.
- Asset Register
 - Internal Controls
- Documents were reviewed and it was agreed that no change was needed.
- Item b** **Allotment Rent Review.** The Clerk advised that NCC had accepted that as the date of 11th October had been passed before a decision could be made, which was due to a delay in them contacting the PC, then the PC could either consider agreeing to the proposed rent increase of £400 from October 2015 or continue paying the same amount for one more year and then agree to an increase of £450 for three years from October 2016. A lengthy discussion took place on this matter and the Clerk advised that the three tenants of the larger plots had advised that they would want to continue renting the land if the cost was increased in line with the suggested increase from NCC. Following a proposal by Cllr. Blackmur, seconded by Cllr. Underhill, it was agreed to accept the rent increase of £450 per annum from October 2016.
- Item c** **External Auditors Report.** The Clerk advised that the Annual Return had now been received from the External Auditors. The report contained the item mentioned at the last meeting but no other issues had been raised. The report was accepted and the final stage was now to display the notice of conclusion and Annual Return, on the PC website and notice board.

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Item d	Meeting dates for 2016. The following meeting dates were agreed:
	Wednesday 6 th January 7.30pm Full Council
	Wednesday 24 th February 7.30pm Full Council
	Wednesday 27 th April 7.00pm Parish Assembly & Full Council
	Wednesday 25 th May 7.30pm AGM
	Wednesday 22 nd June 7.30pm Full Council
	Wednesday 24 th August 7.30pm Full Council
	Wednesday 26 th October 7.30pm Full Council

Item e **Application to the Transparency Fund for Smaller Councils.** The Clerk advised that funding was available to purchase a PC laptop and scanner as well as claiming for additional hours worked by the Clerk in order for the PC to comply with its obligations under the Transparency Code. It was agreed that the Clerk should complete the application form and it could then be considered for approval at the next PC meeting.

12. Agenda Items for the Next Meeting.

All items to remain on the agenda as agreed.

13. Date and Time of the Next Ordinary Meeting.

The next meeting is in Fincham Memorial Hall on Wednesday 6th January 2016 at 7.30pm. Cllr. Chivers gave his apologies in advance for this meeting.

The meeting was closed at 9.40pm.

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Date: _____