

FINCHAM PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council, duly convened on Wednesday 25th May 2016 at Fincham Memorial Hall. Commenced at 7.30pm.

Attending:

Cllr. Shaun Blackmur
Cllr. Tony Chivers
Cllr. Roger Farmer
Cllr. Christine Perry
Cllr. Joe Underhill

Clerk – Sarah Thorpe

Mrs Sue Westwood

9 parishioners were in attendance

1. Election of Chairman.

Existing Chairman, Cllr. Underhill, stood down and nominations were sought for the position of Chairman for the forthcoming year.

Cllr. Underhill was nominated to stand as Chair again by Cllr. Blackmur, seconded by Cllr. Chivers. There were no other nominations. Cllr. Underhill advised that he was willing to accept the role for this meeting only and then a new Chairman would need to be elected at the start of the next meeting.

After a free vote, Cllr. Underhill was unanimously returned as the Chairman of Fincham Parish Council (PC).

2. Acceptance of Office.

Cllr. Underhill formally accepted the role of Chairman and signed the Acceptance of Office.

3. Apologies for Absence.

Apologies were received and accepted from Cllr. Cathy O'Brien, Cllr. Brian Long (County Councillor), and Cllr. Sandra Squire (Borough Councillor).

4. Review of Register of Members' Disclosable Pecuniary Interests.

Councillors present were invited to review their declaration to consider if any amendments were needed. No amendments were made.

5. Internal Council Affairs.

Item a **Co-option to fill vacancies for two Parish Councillors.** Nominations had been received from John Delderfield and Jacqueline Anderson.

Proposal: **To fill both vacancies by co-option at this meeting**

Proposed by: Cllr Blackmur

Seconded by: Cllr Farmer

All agreed by a show of hands.

Proposal: **To co-opt John Delderfield as a Parish Councillor**

Signed as a true record of the meeting: _____

Date: _____

Proposed by: Cllr. Perry
Seconded by: Cllr. Blackmur

All agreed by a show of hands.

Proposal: To co-opt Jacqueline Anderson as a Parish Councillor

Proposed by: Cllr. Blackmur
Seconded by: Cllr. Farmer

All agreed by a show of hands.

6. Public Forum.

Residents from California had attended the meeting to express concern over the building work that was being undertaken at No 8 California. The Clerk confirmed that California was within the conservation area. A discussion took place on this issue and it was agreed that the PC would contact the Planning Enforcement Team at the Borough Council (BC) and ask them to look into the issue to ensure that planning regulations had not been breached.

7. End of Year Accounts for the Year 2015/2016.

The year-end accounts had previously been circulated by the Clerk. The Chair called for questions or comments and the following proposal was put forward:

Proposal: To formally accept the year-end accounts for 2015/2016.

Proposed by: Cllr. Blackmur
Seconded by: Cllr. Farmer

All agreed by a show of hands.

8. Internal Auditors Report.

The Clerk read out the report from the Internal Auditor. It advised that she had carried out the audit and could confirm that the PC had conducted its affairs in line with proper practice for 2015/2016. There were no recommendations for action. The report was accepted.

9. Statement on Internal Control for the Year 2015/2016.

The Clerk presented Councillors with information detailing internal controls and how the prevention of fraud is carried out within the PC, with reference to the banking mandate, financial regulations, and risk assessments.

Proposal: To approve the Statement on Internal Control for 2015/2016.

Proposed by: Cllr. Chivers
Seconded by: Cllr. Perry

All agreed by a show of hands.

10. Annual Governance Statement from Annual Return for the Year 2015/2016.

The Annual Return document was presented to the PC and the Clerk led Councillors through the Statement of Governance section on page 2.

Proposal: To approve an answer of "yes" to questions 1-8 on the Annual Governance Statements for 2015/2016.

Proposed by: Cllr. Perry
Seconded by: Cllr. Chivers

All agreed by a show of hands.

11. Accounting Statements from Annual Return for the Year 2015/2016.

The accounting statements on page 3 of the Annual Return were presented to the PC and the Clerk led Councillors through the figures.

Proposal: To approve the accounting statements for 2015/2016.

Proposed by: Cllr. Farmer
Seconded by: Cllr. Blackmur

All agreed by a show of hands.

12. Finance

Item a Approval of Monthly Expenditure. The Clerk ran through the payments for authorisation. Following a proposal by Cllr. Farmer, seconded by Cllr. 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	chq no	Supplier/Service
E-on	9.68	0.48	10.16	D/D	Streetlighting electric May
S Thorpe	218.90		218.90	S/O	Clerk's Wages May
HMRC	54.80		54.80	S/O	PAYE - April
Christine Hurley	50.00		50.00	227	Internal Audit
Anglian Water	16.48		16.48	228	Allotment supply
	£ 349.86	£ 0.48	£ 350.34		

Item b Artwork for Nature Reserve Sign. Artwork would need to be produced before the sign could be made. Signs of the Times had advised that they could produce this for £185. This would bring the total cost of the sign to over £500. A parishioner advised that they worked for a local company that could produce the sign and she felt that £500 was very expensive. It was agreed that the Clerk would provide her with the details of the sign required and the matter would be carried forward to the next meeting for a decision to be made when a quotation had been received from the local company.

13. Planning matters

No new applications had been received. Confirmation had been received from the BC that planning application 16/00186/OM (Outline application for residential development at land at Churchill Crescent) had been withdrawn.

14. Correspondence.

The Clerk drew Councillors' attention to the following items:

- An invitation from RAF Marham for the Chairman to attend the annual formal dinner.
- An email from the Treasurer of the Memorial Hall thanking the PC for their donation.
- Notice from Norfolk County Council of a temporary 40mph speed limit restriction on part of the A1122 from 28th May to 16th December 2016 during RAF Marham development work.
- Invitation from Norfolk Local Access Forum to a Parish Paths Seminar on 13th June.
- Notification from the BC of a Neighbourhood Area consultation for West Dereham.
- Information from Fields in Trust on the Centenary Fields Programme.
- Information from the BC on a free family fun day in King's Lynn on 12th June.

15. Parish Affairs.

Item a. Conservation area. The Clerk advised that she had spoken to the Conservation Officer at the BC and had been informed that the regulations

regarding properties in the area were the same as permitted development rights.

Item b. Spring Newsletter. The Clerk had provided a draft spring newsletter for consideration. It was agreed to include an item on co-option of the new Councillors and the temporary 40mph speed limit on the A1122.

16. Date of next meeting.

The next meeting would be an Ordinary Meeting on Wednesday 22nd June 2016 at 7.30pm

Cllr. Farmer advised that he would be resigning from the PC after almost 20 years; he felt it was time to give others the chance to take on the role.

Cllr. Blackmur and Cllr. Perry offered their apologies in advance for the next meeting.

There being no further business, the meeting closed at 8.25pm