

FINCHAM PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Wednesday, 27th April 2016 at Fincham Memorial Hall. Commenced at 7.20 pm with Councillor Joe Underhill in the chair.

Attending:

Cllr. Shaun Blackmur
Cllr. Tony Chivers
Cllr. Cathy O'Brien
Cllr. Chris Perry
Cllr. Joe Underhill

Clerk – Sarah Thorpe

Cllr. Sandra Squire (Borough Councillor)
Cllr. Brian Long (County Councillor)

3 parishioners

1. Apologies for Absence.

None

2. Declarations of Interest.

No interests were declared.

3. Public Forum.

Two members of the public had attended to ask about the proposed planning application for the allotment land on Marham Road. They were advised that the land was owned by Norfolk County Council (NCC) and currently rented to the Parish Council as allotment land. The Borough Council of King's Lynn and West Norfolk (BC) were responsible for allocating areas as suitable for development and making decisions on planning application submitted. Part of the road frontage at the allotment land had been allocated in the BC's plan as suitable for development of 5 dwellings; however due to the fact that in 2015 the BC were found to not have the required five year supply of land for development NCC were considering making an application for a development of 10 dwellings along the road frontage to cover the area from the telephone exchange up to the last dwelling on the opposite side of the road. Before the application could be made an archaeological survey was needed which should be taking place soon and then it was expected that NCC would submit a planning application. When the application was submitted all residents that would be affected by the proposal would be informed of the application by the BC and invited to send comments.

4. Minutes of the Ordinary Meeting held on 24th February 2016 and Planning Committee Meeting held on 21st March 2016.

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. Chivers, the minutes of 24th February and 21st March 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.

Signed as a true record of the meeting: _____

Date: _____

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

Payments for April 2016 Authorisation

Payee	Goods/ Services	VAT	TOTAL	Cheq No	Supplier/Service
HMRC	£ 54.80		£ 54.80	S/O	Clerk's PAYE February
E-on	£ 9.36	£ 0.47	£ 9.83	D/D	Streetlighting electric Mar
S Thorpe	£ 218.90		£ 218.90	S/O	Clerk's salary Mar
HMRC	£ 54.80		£ 54.80	S/O	Clerk's PAYE Mar
E-on	£ 10.00	£ 0.50	£ 10.50	D/D	Streetlighting electric April
S Thorpe	£ 218.90		£ 218.90	S/O	Clerk's salary April
S Thorpe	£ 100.22		£ 100.22	300219	Clerk's expenses Mar/April
Anglian Water	£ 10.89		£ 10.89	300220	Allotment connection
Norfolk County Council	£ 625.00		£ 625.00	300221	Allotment rent
Westcotec	£ 37.98	£ 7.60	£ 45.58	300222	street light maint Nov-April
URM (UK) Ltd	£ 4.05	£ 0.81	£ 4.86	300223	Bottle bank Feb
Norfolk Association of Local Councils	£ 128.54		£ 128.54	300224	Annual subscription
Environment Agency	£ 12.22		£ 12.22	300225	Drainage charge
Came & Company	£ 421.41		£ 421.41	300226	Annual insurance premium
			£ 1,907.07		
		£ 9.38	£ 1,916.45		

Item b

Review of Reconciled Cashbook. The Clerk presented the completed cashbook to the end of March 2016. The Chairman viewed the cashbook and agreed the bank statements to reconcile the figures.

Item c

End of year finance report. The Clerk had handed our documents prior to the start of the meeting for the end of year financial report. The Chairman called for questions and the figures were discussed. The Clerk reported that the formal year end accounts would be presented to Council for approval at the AGM in May.

Item d

New charges for Unity Trust bank current accounts. A letter had been received from Unity Trust advising the PC that from 4th June 2016 they would be making a charge of £6 per month for the PC current account. A discussion took place on moving the PC current account to another bank. It was agreed that the Clerk should make enquiries with Barclays Bank as to whether they had any plans to start charging for PC current accounts and the matter would then be considered further but it was agreed that the PC was happy with the service provided by Unity Trust and that if a switch was made there was no guarantee that the new bank would not commence charging for the account in the future.

ACTION: Clerk to contact Barclays Bank.

7. Planning Matters.**New applications: None**

The BC had advised the PC that from 1st June 2016 they would be sending consultations on planning applications electronically.

Decisions from the Borough Council:

Item a 16/00186/OM Outline application: residential development at land at Churchill Crescent, Fincham. This application had been withdrawn.

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FP/16/11

- Item b** **16/00336/O Outline application: Construction of two dwellings at Home Farm Barn, Downham Road.** This application had been refused.
- Item c** **16/00087/O Outline application: two detached dwellings at Ravenscroft, Main Road.** This application had been permitted.
- Item d** **15/01884/LDE Application for existing lawful development certificate for two accommodation cabins at Timbers, Lynn Road.** This was lawful.
- Item e** Concern was expressed about the condition of the buildings at the former Bexwell Tractors site. Tiles were being removed from the roof and permission may be needed for this as it is in the conservation area. It was agreed that the Clerk would speak to the BC Planning Department on this issue.

ACTION: Clerk to contact BC.

8. Health & Safety.

- Item a** **Issues requiring attention.**
- Overhanging trees on Boughton Road had already been reported to Highways. They had taken a look and sent a letter to the owner of the property behind the area to advise them that they needed to take action.
- Item b** **H & S Inspection Sheets.** Completed inspection sheets were returned. It was reported that some non-urgent repair work was needed to the village bench. The Chairman agreed to take a look at the issue.

9. Correspondence.

The Clerk drew members' attention to the following items:

- An email from Norfolk Citizens Advice thanking the PC for the donation.
- An email from the BC Planning Enforcement regarding Sycamore House which advised that the caravan had now been moved to within the curtilage of the dwelling and was now lawfully sited.
- A letter from NCC – Trading Standards Service regarding the Market Fair Scheme.
- Information and a free sample of a commemorative medal for schools and councils to mark HM Queen Elizabeth II 90th Birthday.
- An email from the BC advising that from 19th April they believed that they now had a 5 year supply of land for development.
- A consultation from the BC on proposed main modifications to the Site Allocations and Development Management Policies Document.
- A consultation from North Norfolk District Council on behalf of the whole of Norfolk on the Norfolk Housing & Economic Land Availability Assessment Methodology.
- A letter from NCC advising that from 1st April 2016 they would be sending consultations on county planning applications electronically.
- A letter from Magpas – The Emergency Medical Charity asking for a donation.
- Council Matters newsletter from Came & Company.

10. Parish Affairs.

- Item a** **Feedback from RAF Marham update meeting.** The Chairman had attended the meeting and advised that building work had already started, and would be continuing until 2020, in preparation for the new Lightning II aircraft that would be arriving at the base in 2018. RAF Marham would be the only base in the UK with these aircraft. Work would be taking place to improve some of the runways as different ones would be used depending on the wind direction. There had also been an information event that was open to the public and it was expected that further event would be organised to keep residents updated.

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- Item b** **Nature Reserve sign.** Further quotations had now been received and these were discussed. Following a proposal from Cllr. Chivers, and seconded by Cllr. Perry, it was agreed by all to purchase the Aluminium panel sign from Signs of the Times for £321.47 plus £20 carriage and VAT.
- Item c** **Rose Garden maintenance.** It was reported that the Rose Garden had not been pruned but the buddleia had been removed. Clerk to speak to CGM and ask them to arrange for roses to be pruned.
- Item c** **Speed reduction signs.** A discussion took place on purchase of a sign. The Clerk advised that the only signs that could be considered at the moment were SAM2 signs that were portable and flashed the speed of the approaching vehicle along with a "slow down" message if they were exceeding the speed limit. These signs also recorded data showing volume of traffic. Funding for these signs had been available over the last few years from the NCC Parish Partnership Scheme but it would be the autumn before details of the scheme for next year was known so no funding was currently available. It was suggested that the PC might like to consider purchasing a sign jointly with another local PC to cut down on the cost. It was agreed that the Clerk should make enquires with the supplier to find out more information and approach other local PCs to see if there was any interest.

ACTION: Item b – Clerk to order sign Item c – Clerk contact CGM Item d – Clerk to speak to Westcotec and other local PCs

11. Internal Council Affairs.

- Item a** **NCC Proposal for residential development at the allotment site.** The Clerk advised that she had attended two further meetings with the NCC land agent and one of the PC tenants. Documentation had been signed by both tenants to release the 2 acre area and the archaeological survey work should be carried out shortly.
- Item b** **Casual Vacancy for Parish Councillor.** Cllr Lynskey had given his resignation as well and this casual vacancy was currently being advertised. The Clerk had spoken to a resident who was interested in becoming a Councillor. A resident at the meeting also expressed an interest in becoming a Councillor and agreed to give her details at the end of the meeting and attend the next PC meeting when the matter would be discussed again.
- Item c** **Spring Newsletter.** Items to be included in the next newsletter – information on planning proposals in Fincham; update on RAF Marham; information on SAM2 sign and call for volunteers to assist with moving; information on regulation regarding the work carried out in the conservation area; call for volunteers for the Memorial Hall.
- Item d** **Ground maintenance for Churchyard for 2015.** The Clerk advised that the cost of this to the PC, for 2015, had been £805.25. Following a proposal by Cllr Perry, seconded by Cllr Blackmur, it was agreed by all to ask the church to contribute 30% of the cost. This would be £241.58.

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 25th May 2016 at 7.30pm for the Annual Parish Council meeting.

The meeting was closed at 8.20pm.

Signed as a true record of the meeting: _____

Date: _____