

FINCHAM PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Wednesday, 24th February 2016 at Fincham Memorial Hall. Commenced at 7.30 pm with Councillor Joe Underhill in the chair.

Attending:

Cllr. Shaun Blackmur
Cllr. Tony Chivers
Cllr. Roger Farmer
Cllr. John Lynskey
Cllr. Cathy O'Brien
Cllr. Chris Perry
Cllr. Joe Underhill

Clerk – Sarah Thorpe

Cllr. Sandra Squire (Borough Councillor)

Mrs Sue Westwood

3 parishioners

1. Election of Chairman

Cllr Underhill proposed Cllr Farmer as Chairman but Cllr Farmer advised that he was not willing to take on the role and proposed that Cllr Underhill be elected as Chairman, this was seconded by Cllr Blackmur and agreed by all. Cllr Underhill accepted the role on the basis that this was until the Annual Meeting of the Parish Council in May 2016.

2. Apologies for Absence.

Apologies had been received from Cllr. Brian Long (County Councillor).

3. Declarations of Interest.

No interests were declared.

4. Public Forum.

All three members of the public had attended to raise objections to the planning application reference 16/00186/OM (Outline application for residential development at land at Churchill Crescent) which was to be discussed under item 8 on the agenda. Copies of letters of objection written by the residents were discussed. It was agreed to move item 8 forward on the agenda and deal with it immediately after this item.

5. Minutes of the Ordinary Meeting held on 6th January 2016 and Planning Committee Meeting held on 5th February 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. Farmer, seconded by Cllr. O'Brien, the minutes of 6th January and 5th February 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.

Signed as a true record of the meeting: _____

Date: _____

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. Blackmur, the first 6 payments were authorised and the cheques were presented to councillors for signature at the end of the meeting as follows:

Payments for February 2016 Authorisation

Payee	Goods/ Services	VAT	TOTAL	Cheq No	Supplier/Service
HMRC	£ 54.80		£ 54.80	S/O	Clerk's PAYE January
E-on	£ 10.00	£ 0.50	£ 10.50	D/D	Streetlighting electric Feb
S Thorpe	£ 218.90		£ 218.90	S/O	Clerk's salary Feb
S Thorpe	£ 115.32		£ 115.32	214	Clerk's expenses Jan/Feb
URM (UK) Ltd	£ 18.45	£ 3.69	£ 22.14	215	Bottle bank Dec/Jan
Paragon Bank plc	£ 18.75		£ 18.75	216	printing of winter newsletter
Fincham Memorial Hall	£ 500.00		£ 500.00	217	Donation
Norfolk Citizens Advice	£ 25.00		£ 25.00	218	Donation
	£ 961.22	£ 4.19	£ 965.41		

Item b Review of Reconciled Cashbook. The Clerk presented the completed cashbook to the end of January 2016. The Chairman 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 that the fixed term bond would mature before the next PC meeting. Following a proposal by Cllr Blackmur, seconded by Cllr Chivers it was agreed by all to reinvest the capital and interest in a new fixed term bond.

Item d Amendment to signatories for bank accounts and bond. Following the resignation of Cllr Waterston new signatory mandates would be needed for Unity Trust Bank and United Trust Bank. It was agreed by all that signatories for the Unity Trust accounts would be Cllr Blackmur; Cllr Chivers; Cllr Farmer; and Cllr O'Brien; and that signatories for the United Trust account would be Cllr Blackmur; Cllr Chivers; Cllr O'Brien; and Cllr Underhill. New mandate forms to be completed after the end of the meeting.

Item e Application to the Transparency Fund for Smaller Councils. The Clerk advised that she had received confirmation that the application had been successful and that the funds would be paid into the PC bank account. Following a proposal by Cllr Perry, seconded by Cllr Farmer, it was agreed by all that the Clerk should go ahead and purchase a PC laptop and scanner when the funds had been received.

The next item was moved forward on the agenda and discussed immediately after item 4.

8. Planning Matters.

New applications:

Item a 16/00186/OM Outline application: residential development at land at Churchill Crescent, Fincham. The PC discussed the application and made a decision to OBJECT to the application as they did not believe that the development was sustainable and Highway concerns regarding the number of additional vehicles that this development would mean for the surrounding roads and the A1122.

Decisions from the Borough Council:

The applications listed below had been permitted:

Signed as a true record of the meeting: _____

Date: _____

- Item b** 15/01500/F Proposed new dwelling and single carport (for Peacocks) at Peacocks, Lynn Road, Fincham.
- Item c** 15/01362/RM Reserved Matters Application: Construction of 7 dwellings at Talbot Manor Gardens, Lynn Road, Fincham.
- Item d** 15/02035/F Part two storey, part single storey extension to dwelling and construction of garage/studio at Brook Cottage, Boughton Road, Fincham.

9. Health & Safety.

Item a Issues requiring attention.

- Pot hole outside Fairswell Manor, Downham Road
- Drain cover next to the litter bin on The Green is still loose and noisy.

ACTION: Clerk to report pot hole and chase up previously reported issue with Highways.

Item b H & S Inspection Sheets. Completed inspection sheets were returned. All actions needed had been completed.

10. Correspondence.

The Clerk drew members' attention to the following items:

- An email from the BC which contained an apology from contractors for missing a litter bin collection during w/c 1st February.
- Update and information from Norfolk Association of Local Councils (NALC)
- Confirmation from the Post Office that the proposed changes to the Mobile Post Office service would take effect from Monday 25th January 2016.
- An invitation from RAF Marham for a Councillor to attend an update meeting on Thursday 25th February. Cllr Underhill to attend.
- Notification from the BC of new property address at Hazelfolly Cottage, 5 California.
- An email from NALC advising of a petition to give a limited third party right of appeal to Parish Councils on planning decisions.

11. Parish Affairs.

Item a Nature Reserve sign. The clerk advised that she had still only received one cheaper quotation for a replacement sign and had at this stage been unsuccessful in obtaining any further quotations; however Cllr Farmer had recently provided some additional photos of the sign and the dimensions. It was agreed that the Clerk should continue to try to obtain other quotations for a new sign and board. Item to be carried forward to the next PC meeting.

Item b Dog Fouling. It was reported that dog fouling was an issue in the lay-by opposite the Memorial Hall. It was agreed that the Clerk should obtain some signs from the BC to display at the site to warn that dog fouling was an offence and also to try to obtain a sign for the litter bin to say that dog waste could be put in the bin.

Item c HGVs parking in lay-by. It was reported that HGVs were parking in the lay-by opposite the Memorial Hall and on some occasions were obstructing access for residents. It was agreed that the PC could take no action on this matter.

ACTION: Item a – Clerk to obtain more quotations.
Item b – Clerk to obtain signs.

12. Internal Council Affairs.

Item a **NCC Proposal for residential development at the allotment site.** A further meeting had taken place with the NCC land agent and the Clerk. Both PC tenants had now agreed to the suggested £900 compensation from NCC for them to give up their tenancy with the PC for the 2 acre area with immediate effect. Documentation had been produced for the tenants to sign and return to confirm their agreement. This would enable the archaeological survey work to be carried out by NCC. The PC would continue with its tenancy of the whole area at the moment and NCC would negotiate separately with the PC for early release of the 2 acre area of the land at a later stage if appropriate. Following a proposal by Cllr Lynskey, seconded by Cllr Farmer it was agreed by all that the tenants should be asked to sign the documentation and that when these were returned the Clerk should issue a letter to NCC confirming its permission for the archaeological survey work to take place.

ACTION: Clerk to issue documentation to tenants for completion and then letter to NCC.

Item b **Casual Vacancy for Parish Councillor.** The period when parishioners could call for an election to fill the vacancy had now passed so the PC was free to co-opt. Cllr Lynskey advised that he would be standing down from the Annual PC meeting in May 2016. A brief discussion took place on filling the current vacancy and members agreed to explore options. Item to remain on agenda.

Item c **Donation to Fincham Memorial Hall to assist with Insurance costs.** A discussion took place on offering assistance to the Memorial Hall with the cost of Insurance. Following a proposal by Cllr Farmer, seconded by Cllr Blackmur, it was agreed by all that a donation of £500 should be made.

Item d **Donation to Norfolk Citizens Advice.** It was agreed that the PC usually makes a donation to Norfolk Citizens Advice. Following a proposal by Cllr Farmer, seconded by Cllr O'Brien, it was agreed by all that a donation of £25 should be made.

13. Agenda Items for the Next Meeting.

All items to remain on the agenda as agreed and to also add "Monitoring of maintenance of the Rose Garden" and "To consider purchase of VAS Sign."

14. Date and Time of the Next Ordinary Meeting.

The next meeting is in Fincham Memorial Hall on Wednesday 27th April 2016 at 7.00pm for the Parish Assembly followed by an Ordinary Parish Council meeting.

The meeting was closed at 9pm.

Signed as a true record of the meeting: _____

Date: _____