

FINCHAM PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Wednesday, 6th January 2016 at Fincham Memorial Hall. Commenced at 7.30 pm with Councillor Stewart Waterston in the chair.

Attending:

Cllr. Roger Farmer
Cllr. Cathy O'Brien
Cllr. Joe Underhill
Cllr. Stewart Waterston

Clerk – Sarah Thorpe

Mr & Mrs K Cornwell

1. Apologies for Absence.

Apologies had been received from Cllr. Shaun Blackmur, Cllr. Tony Chivers, Cllr. John Lynskey, Cllr Chris Perry and Mrs Sue Westwood.

2. Declarations of Interest.

No interests were declared.

3. Public Forum.

Mr & Mrs Cornwell spoke about their planning application to convert the existing buildings at Alexandra Works into four dwellings. The application had now been withdrawn and they were seeking the views of the PC as to what they would prefer for the site as well as explaining the position of the BC Planning Department on the development of the site. A discussion took place on the options and it was agreed that another application should be submitted for the PC to consider.

4. Minutes of the Ordinary Meeting held on 28th October 2015 and Planning Committee Meetings held on 16th November and 15th December.

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. O'Brien, the minutes of 28th October, 16th November and 15th December 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. Farmer, seconded by Cllr. O'Brien, 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 November/December 2015 and January 2016 Authorisation

Payee	Goods/ Services	VAT	TOTAL	Cheq No	Supplier/Service
HMRC	£ 54.80		£ 54.80	S/O	Clerk's PAYE Oct
E-on	£ 10.00	£ 0.50	£ 10.50	D/D	Streetlighting electric Nov
S Thorpe	£ 218.90		£ 218.90	S/O	Clerk's salary Nov
HMRC	£ 54.80		£ 54.80	S/O	Clerk's PAYE Nov
E-on	£ 9.68	£ 0.48	£ 10.16	D/D	Streetlighting electric Dec
S Thorpe	£ 218.90		£ 218.90	S/O	Clerk's salary Dec
S Thorpe	£ 98.55		£ 98.55	210	Clerk's expenses Nov/Dec
CGM Ltd	£ 556.10	£ 111.22	£ 667.32	211	Grounds Maint July/Oct
URM (UK) Ltd	£ 3.15	£ 0.63	£ 3.78	212	Bottle bank Oct
Anglian Water	£ 19.54		£ 19.54	213	Allotment supply
HMRC	£ 54.80		£ 54.80	S/O	Clerk's PAYE Dec
E-on	£ 10.00	£ 0.50	£ 10.50	D/D	Streetlighting electric Jan
S Thorpe	£ 218.90		£ 218.90	S/O	Clerk's salary Jan
	£ 1,528.12	£ 113.33	£ 1,641.45		

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

Item c **Quarter 3 Finance Review.** The report was circulated to Members. The Clerk reported that income and expenditure were in line with budget and that cash flow remained good at this point in the year.

Item d **Budget and precept for 2016/17.** The Clerk had previously circulated draft budget documents setting out a balanced budget for the year 2016/17. Members heard that the tax base for Fincham for the year had slightly increased to 182.6 and that the Central Government Grant to offset council tax base changes had been reduced to £300. There was a discussion about the level of reserves and planned expenditure for the coming year and the following proposal was put forward:

Proposal: **To raise a Precept of £7527 for the financial year 2016/17, which represented a 5% increase to the Band D taxbase, and use the Govt. grant of £300 to result in a total income for the Parish Council of £7827.**

Proposed By: Cllr. Underhill

Seconded By: Cllr. Farmer

All agreed by a show of hands. The proposal was carried.

7. Planning Matters.

New applications:

Item a **15/02035/F Part two storey, part single storey extension to dwelling and construction of garage/studio at Brook Cottage, Boughton Road, Fincham.** The PC discussed the application and made a decision to SUPPORT the application. No further comments were made.

Decisions from the Borough Council:

The applications listed below have been permitted:

Item b **15/01465/F Demolition of existing dwelling and garage and construction of a replacement dwelling at Rear of Alexandra Works, High Street, Fincham.**

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Item c **15/01374/F Conversion of existing outbuilding to form self contained annex at Cobblers, High Street, Fincham**

Item d **15/01379/F Proposed alteration to dwelling at Pebbledash Cottage, High Street, Fincham.**

The application listed below had been withdrawn:

Item e **15/01650/F Part demolition of existing buildings and conversion into four dwellings at Alexandra Works, High Street, Fincham.**

8. Health & Safety.

Item a **Issues requiring attention.**

- Bridge on Boughton Road still awaiting repair
- Drain cover next to the litter bin on The Green is still loose and noisy.
- Pot holes near Hardley House around the drains still need repairing.
- New gate has been installed on track from Black Drove. Need to find out status of track to establish if vehicular access is allowed. PC will need combination for lock to access Nature Reserve.

ACTION: Clerk to chase up previously reported issues to Highways and obtain details for track.

Item b **H & S Inspection Sheets.** No completed inspection sheets were returned.

9. Correspondence.

The Clerk drew members' attention to the following items:

- Thank you email from the Memorial Hall Committee for the donation from glass recycling credits.
- A request from the BC for clarification on the correct postal address for "California"
- Information from the Better Broadband for Norfolk team on installation of an additional cabinet, which will be called "Fincham 4," on Marham Road during the next 6-12 months to assist with Superfast Broadband speeds for the area.
- Information on a road closure for Lynn Road from 11th-13th January to carry out repairs to a burst water main.
- Notification of a new property address for Pebbledash Cottage, High Street, Fincham.
- Information from Norfolk Fire and Rescue services on their Draft Integrated Risk Management Plan which is out for consultation.
- Request for donations from Norfolk Age UK and Norfolk Citizens Advice.

ACTION: Clerk to issue reply to BC regarding "California" and request for donation to Norfolk Citizens Advice to be put on the next agenda for consideration.

10. Parish Affairs.

Item a **Nature Reserve sign.** The clerk advised that she had now received one cheaper quotation for a replacement sign and was awaiting another quote. Item to be carried forward to the next PC meeting.

Item b **NCC Proposal for residential development at the allotment site.** Two meetings had taken with NCC representatives, the two PC tenants who were affected by the proposal, and the Clerk. An amount of £900 compensation from NCC for each tenant had been suggested for them to give up their tenancy with the PC for the 2 acre area with immediate effect. This would enable the archeologically survey work to be carried out by NCC. The PC would continue with its tenancy of the whole area at the moment and NCC

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would negotiate separately with the PC for early release of the 2 acre area of the land at a later stage. Following a proposal by Cllr Underhill, seconded by Cllr Farmer it was agreed by all to accept this suggestion as long as both PC tenants were in agreement.

Item c Support for Aspires. It was agreed that a letter would be issued from the PC to offer its support to Aspires for their work to help them to obtain funding.

ACTION: Item B – Clerk to confirm situation to PC tenants and NCC.
Item C – Clerk to issue letter to Aspires.

11. Internal Council Affairs.

Item a Review of Allotment Rent for Parish Council tenants. At the last PC meeting the rent payable by the PC to NCC was agreed at an increase of £450 per annum from October 2016. In order to cover this increase it was agreed, following a proposal by Cllr Underhill and seconded by Cllr Farmer, that the rent for PC tenants should be increased to £113 per acre for the agricultural plots and £21 per plot for the garden allotments.

ACTION: Clerk to advise all PC tenants of the rent increase.

Item b Application to the Transparency Fund for Smaller Councils. The application form had been completed for funding 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. Following a proposal by Cllr O’Brien, seconded by Cllr Farmer, it was agreed by all that the application form should be submitted.

Item c Audit Regime from 2017/18. Information was provided on a Sector Led Body (SLB) that had been established by National Association of Local Councils through working with the Department of Communities and Local Government (DCLG), Society of Local Council Clerks (SLCC) and Association of Drainage Boards (ADA). The aim is to procure audit for smaller authorities from the 2017/18 financial year. All smaller authorities will automatically be opted in to the new SLB unless they decide to opt out and appoint their own auditor locally. Opting out is likely to be more expensive and information on the measures put in place to secure a local auditor must be provided to the SLB. It was agreed by all; following a proposal by Cllr O’Brien, seconded by Cllr Underhill, that the PC should accept the automatic opt in to the new SLB.

Item d Newsletter. Items to be included in the new Newsletter were agreed as information on the Precept; Highways issues that have been reported and details on how residents can report issues.

12. Agenda Items for the Next Meeting.

All items to remain on the agenda as agreed and to also add “Donation to Memorial Hall to assist with Insurance premium” and “Donation to Norfolk Citizens Advice.”

13. Date and Time of the Next Ordinary Meeting.

The next meeting is in Fincham Memorial Hall on Wednesday 24th February 2016 at 7.30pm. The Chairman advised that he would not be able to attend any further PC meetings as he was moving away from the village in early February. Thanks were expressed to Cllr Waterston for all his hard work on the PC over the last 20 years. It was agreed that he would be much missed.

The meeting was closed at 9.28pm.

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