

FINCHAM PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Wednesday, 22nd June 2016 at Fincham Memorial Hall. Commenced at 7.30pm.

Attending:

Cllr. Jacqueline Anderson
Cllr. Tony Chivers
Cllr. John Delderfield
Cllr. Cathy O'Brien

Clerk – Sarah Thorpe

1 parishioner

1. Election of Chairman.

The previous Chairman, Cllr. Underhill, had stood down after the last meeting and nominations were sought for the position of Chairman for the forthcoming year.

Cllr. Delderfield was nominated to stand as Chair by Cllr. Chivers, seconded by Cllr. O'Brien. There were no other nominations. Cllr. Delderfield advised that he was willing to accept the role.

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

2. Acceptance of Office.

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

3. Apologies for Absence.

Cllr. Shaun Blackmur, Cllr. Chris Perry, Cllr. Joe Underhill and Cllr. Sandra Squire (Borough Councillor)

4. Declarations of Interest.

No interests were declared.

5. Public Forum.

A parishioner had attended to ask for an update on the matter raised by parishioners at the last PC meeting regarding building work at No 8 California. A response had been received from the BC Planning Enforcement team to advise that they had investigated the situation and studied a number of photographs of the ongoing work at the site and the Area Planning Manager was of the opinion that at the moment the work that had been undertaken did not require planning permission. However, if any further work takes place which causes concern then this should be referred to them and they would revisit the site.

It was agreed that one of the many issues of concern was the removal of a wall and the use of the communal parking area. One of the residents did have some photographs of the wall from before and after and these to be passed to the Clerk for her to contact the BC Planning Enforcement team to ask if they did consider this matter. It was agreed that California is within the Conservation Area but it was felt that the wall in question was unlikely to be listed. With regard to the communal parking area it was felt that this was more a civil issue than a planning matter but the Chairman did agree that he would speak to the owners to see if a compromise could be reached.

Signed as a true record of the meeting: _____

Date: _____

6. Minutes of the Ordinary Meeting held on 27th April 2016.

The Chairman reminded councillors to look only at the accuracy of the minutes and that matters arising would be dealt with imminently. Following a proposal by Cllr. Chivers, seconded by Cllr. O'Brien, the minutes of 27th April were agreed as a true record and signed by the Chairman.

7. Minutes of the AGM of the Parish Council held on 25th May 2016.

The Chairman reminded councillors to look only at the accuracy of the minutes and that matters arising would be dealt with imminently. Following a proposal by Cllr. Chivers, seconded by Cllr. Anderson, the minutes of 25th May were agreed as a true record and signed by the Chairman.

8. Matters Arising.

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

It was reported that the overhanging tree on Boughton Road had now been cut back.

9. Finance.

Item a Approval of Monthly Expenditure. The Clerk ran through the payments for authorisation as well as advising that the Standing Orders to pay her salary and the PAYE would need to be amended for July/August to allow for the National Pay Award that increased her salary. Following a proposal by Cllr. O'Brien, seconded by Cllr. Anderson, the payments were authorised and it was agreed to authorise the amendments to the Standing Orders. The cheques were presented to councillors for signature at the end of the meeting as follows:

Payments for June 2016 Authorisation

Payee	Goods/ Services	VAT	TOTAL	Cheq No	Supplier/Service
HMRC	£ 54.80		£ 54.80	S/O	Clerk's PAYE May
E-on	£ 10.00	£ 0.50	£ 10.50	D/D	Streetlighting electric June
S Thorpe	£ 218.90		£ 218.90	S/O	Clerk's salary June
S Thorpe	£ 113.58		£ 113.58	300229	Clerk's expenses May/June
V Lawson	£ 4.75		£ 4.75	300230	Refund of allotment rent
Norfolk Parish Training & Support	£ 70.00		£ 70.00	300231	Chairmanship training
URM (UK) Ltd	£ 10.50	£ 2.10	£ 12.60	300232	Bottle bank May
Paragon Bank plc	£ 18.75		£ 18.75	300233	Printing of Spring Newsletter
	£ 501.28	£ 2.60	£ 503.88		

Item b Review of Reconciled Cashbook. The Clerk presented the completed cashbook to the end of May 2016. The Chairman viewed the cashbook and agreed the bank statements to the reconciled figures.

Item c Quarter 1 Finance Report. The Clerk had handed out documents prior to the start of the meeting for the Quarter 1 Finance Report. The Chairman called for questions and the figures were discussed and then accepted.

10. Planning Matters.

New applications: None

Decisions from the Borough Council: None

Signed as a true record of the meeting: _____

Date: _____

11. Health & Safety.

Item a

Issues requiring attention.

- It was reported that the hedge from the Churchyard was overhanging the footpath that ran from the High Street along the side of the Church. The matter was discussed and various options considered. It was agreed that Cllr. Chivers and Cllr. Delderfield would look at the situation to see if they could carry out some minor work at this stage to keep the footpath clear and then maybe a more substantial cutting back of the hedge could be considered at a later stage.
- The manhole covers on the High Street near the Village Green and Hardley House were still very noisy and even though these had been reported to Highways no action had been taken. Clerk to chase up this issue.

Item b

H & S Inspection Sheets. Completed inspection sheets were returned. It was reported that the non-urgent repair work was still needed to the village bench. Cllr Underhill had agreed to take a look at this and the Clerk agreed to speak to him about this.

12. Correspondence.

The Clerk drew members' attention to the following items:

- An email from Anglian Water regarding a campaign to locate Private Pumping Stations.
- A letter from e-on advising of a price increase for street lighting electricity.
- Information from Norfolk County Council (NCC) on the Parish Partnership Scheme (PPS) for 2017/18.
- A letter from NCC asking the PC to consider paying the allotment rent by direct debit. It was agreed that a direct debit form should be requested.
- Two emails from a parishioner regarding an amendment to the Newsletter for the position of the bus stop in King's Lynn to catch a bus to Fincham and information on the bus service and events at the St Martin's Fincham Church.
- A poster advertising The Wizard of Oz – an open-air musical in King's Lynn on 8th August.

13. Parish Affairs.

Item a

Nature Reserve. It had been reported that the Nature Reserve was becoming overgrown and that the grass was in need of cutting along with some other maintenance work. Cllr. Underhill had advised the Clerk that he and Cllr. Perry would attend to the maintenance and arrange for the grass to be cut.

Item b

Nature Reserve sign. A quotation and sketch had been provided by Masson Seeley. The quotation was for £227 to provide the sign or £312 to provide and install the sign. The matter was discussed and following a proposal by Cllr. O'Brien, seconded by Cllr. Chivers, it was agreed to go with the option of £312 for them to provide and install the sign. It was also agreed that more needed to be done to advertise the Nature Reserve, to encourage residents to visit the site, and that as well as another item in the next newsletter a quotation should be obtained from Masson Seeley for a replacement sign pointing to the Nature Reserve at the entrance to Black Drove from Downham Road.

Item c

Speed reduction signs (SAM2). NCC had now confirmed that funding would be made available to assist with the purchase of these signs during the 2017/18 financial year. The Clerk advised that she had spoken with Crimplesham PC and they were definitely interested in the joint purchase of one of these signs which could then be shared by both parishes. Consideration should be given on possible locations for the sign which would

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need to be approved by Highways and the exact details of how the sign would be shared would also need to be confirmed. As the closing date for bids for funding to the PPS was not until 16th December there was plenty of time to consider the situation; therefore item to be discussed again at the next PC meeting.

ACTION: Item b – Clerk to order sign and obtain additional quotation

14. Internal Council Affairs.

- Item a** **Vacancy for Parish Councillor.** Cllr Farmer had given his resignation and this casual vacancy was currently being advertised by the Borough Council and advising residents of the procedure to call for an election to fill the vacancy. If no election was called by 5th July the PC would be free to fill the vacancy by co-option from the next PC meeting in August 2016.
- Item b** **Training.** The Chairman advised that he had attended a very useful training event in June on Chairmanship and details of other training events for councillors had been provided by the Clerk.

15. Agenda Items for the Next Meeting.

All items to remain on the agenda as agreed.

16. Date and Time of the Next Ordinary Meeting.

The next meeting is in Fincham Memorial Hall on Wednesday 24th August 2016 at 7.30pm.

The meeting was closed at 9.00pm.