

FINCHAM PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Wednesday, 26th October 2016 at Fincham Memorial Hall with Cllr. John Delderfield in the Chair. Commenced at 7.30pm.

Attending:

Cllr. Shaun Blackmur
Cllr. John Delderfield
Cllr. Cathy O'Brien
Cllr. Joe Underhill

Clerk – Sarah Thorpe

Cllr. Sandra Squire (Borough Councillor)

Mrs Sue Westwood and 7 members of the public

1. Apologies for Absence.

Apologies had been received from Cllr. Jacqueline Anderson and Cllr. Chris Perry. The Clerk advised that Cllr. Tony Chivers had recently resigned due to work and personal commitments. An email had been sent to him from the Chairman thanking him for his service to the parish.

2. Declarations of Interest.

No interests were declared.

3. Public Forum.

A resident expressed concern about the volume and speed of traffic on the A1122 through the village. He was also concerned that levels of traffic were due to increase during the planned construction work at RAF Marham. He advised that he was willing to help with the moving of the SAM2 sign. He also enquired about reporting an issue regarding uneven and noisy road surface outside the Memorial Hall. Clerk advised she could report this to Highways but suggested that he should also do this as well as this could help to speed up action to resolve. Most other members of the public had attended to express their views on the planning application on Marham Road and the Chairman advised that they would be able to view the plans and give their comments when this matter was discussed a little later in the meeting.
Cllr. Blackmur arrived during the above item giving his apologies for being late.

4. Minutes of the Ordinary Meeting held on 24th August 2016 and the Planning Committee meeting held on 14th September 2016.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Underhill, seconded by Cllr. O'Brien, the minutes of 24th August and 14th September 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 and that many of these items were to be discussed later in the meeting.

6. Finance.

Item a Approval of Monthly Expenditure. The Clerk ran through the payments for authorisation. Following a proposal by Cllr. Underhill, seconded by Cllr. Blackmur, the payments were authorised. 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 October 2016 Authorisation

Payee	Goods/ Services	VAT	TOTAL	Cheq No	Supplier/Service
HMRC	£ 55.40		£ 55.40	S/O	Clerk's PAYE August
E-on	£ 10.00	£ 0.50	£ 10.50	D/D	Streetlighting electric September
S Thorpe	£ 221.03		£ 221.03	S/O	Clerk's salary September
Unity Trust Bank	£ 18.00		£ 18.00		Bank service charge July-September
S Thorpe	£ 83.48		£ 83.48	300238	Clerk's expenses September/October
Masson Seeley & Co Ltd	£ 208.00	£ 41.60	£ 249.60	300239	footpath to Nature Reserve sign
Paragon Bank plc	£ 20.00		£ 20.00	300240	Printing of newsletters
Westcotec Ltd	£ 37.98	£ 7.62	£ 45.60	300241	Street lighting maintenance May-October
Mazars LLP	£ 100.00	£ 20.00	£ 120.00	300242	External Audit fee 2015/16
URM (UK) Ltd	£ 13.50	£ 2.70	£ 16.20	300243	Bottle Bank September
Anglian Water	£ 15.95		£ 15.95	300244	Allotment supply May-August
Mr L Barber	£ 50.00		£ 50.00	300245	Refund of allotment deposit
HMRC	£ 55.40		£ 55.40	S/O	Clerk's PAYE July
E-on	£ 11.24	£ 0.56	£ 11.80	D/D	Streetlighting electric October
S Thorpe	£ 221.03		£ 221.03	S/O	Clerk's salary October
Norfolk County Council	£ 625.00		£ 625.00	D/D	6 months allotment rent
£ 1,746.01		£ 72.98	£ 1,818.99		

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

Item c **Clerk's Training Budget.** The Clerk advised that her current training budget of £100 was insufficient for her to attend conferences outside the county and requested that it be increased to £150. It was explained that the overall training budget for the PC was £300 therefore this would still leave £150 for members training. Following a proposal by Cllr. Blackmur, seconded by Cllr. O'Brien, it was agreed by all to increase the Clerk's Training Budget to £150.

7. Planning Matters.

New applications:

Item a **16/01747/O Outline application some matters reserved: Erection of 9 detached dwellings at land North of Rose Cottage, Marham Road.** Members of the public and the PC viewed the application and it was discussed. Members of the public expressed concern over the already high levels of traffic on Marham Road between 07:00-09:00 and 15:00-17:00 due to RAF Marham and traffic to local schools. It was felt that a feeder road or lay-by in front of the dwellings to restrict the access to one point would be better than the proposed 9 additional entrances onto Marham Road. It was also noted that the LDF plan had only allocated 5 dwelling on part of the site. Borough Councillor Squire advised that she would request that a decision was made by the Planning Committee rather than a delegated decision by a planning officer. The PC made a decision to OBJECT to the application for the following reasons:

- Concerns over additional traffic on an already busy road.
- Concerns over the 9 additional entrances onto Marham Road when a feeder road or lay-by in front of the dwellings would be preferred.
- The addition of 9 dwellings to the parish is not within the BC LDF.
- Development is not sustainable for size of parish.

Item b **16/01759/F Conversion of first floor functions room into three additional bedrooms at Timbers, Lynn Road.** The PC discussed the application and made a decision to SUPPORT the application.

Signed as a true record of the meeting: _____

Date: _____

Item c **16/01677/LB Listed Building Application: Conversion of first floor functions room into three additional bedrooms at Timbers, Lynn Road.**
The PC discussed the application and made a decision to SUPPORT the application.

Item d **16/01838/BT Removal of Public Payphone – High Street.** The PC discussed the application and made a decision to SUPPORT the application.

Decisions from the Borough Council: The following application had been permitted.

Item e **16/01554/F Part demolition of existing building, conversion and new build to provide four dwellings at Alexandra Works, High Street.**

A letter had been received from the Borough Council advising that up until 28 November 2016 they were carrying out a Call for Sites and Policy Suggestions Consultation in preparation of a review of the Local Plan (Core Strategy and Site Allocations and Development Management Policies Plan) which when adopted will guide development in the borough up to 2036. Details of how to make submissions were available on the BC website.

8. Health & Safety.

Item a **Issues requiring attention.**
No new issues to report.

Item b **H & S Inspection Sheets.** No completed inspection sheets were returned. Cllr Underhill advised that he had looked at the non-urgent repair work which was needed to the village bench and felt that new dowels were required and therefore he would seek assistance from a contact to carry out the repairs.

9. Correspondence.

The Clerk drew members' attention to correspondence received. Items worthy of note included:

- A reply from RAF Marham regarding overflying of the village.
- Information from the Internal Drainage Board regarding ownership of ditches on Lynn Road.
- Email from a member of the public regarding footpaths and dog waste bin.
- Invitation from RAF Marham on an information update meeting for PCs on 6th December. Cllrs. Delderfield, Underhill and Blackmur to attend.
- Notice of BC workshops on considerations when determining planning applications.
- Information from the Campaign to Protect Rural England on their opposition to new housing targets and the proposed devolution.
- Information from the BC regarding a proposal to exclude dogs, except assistance dogs, from all fenced in Play Areas in the BC area.
- Information from NALC on a consultation regarding introduction of referendums for PC precepts which are higher than the lowest charging district council.
- News release from the BC regarding extension of the Living Independently in Later Years initiative.
- Clerks & Councils Direct Newsletter.
- Request for a donation from Norfolk Citizens Advice – donation to be considered at next PC meeting.

10. Parish Affairs.

Item a **Allotment site.** The Clerk provided an update on the condition of many of the allotment plots which were very overgrown. It appeared that there would be many vacant plots and consideration would need to be given to this matter at the next PC meeting. It was agreed that the Clerk should contact neighbouring parish to establish if they had waiting lists for allotment plots.

Item b **Nature Reserve.** Masson Seeley had provided details of the design for a replacement sign pointing to the Nature Reserve at the entrance to Black

Drove from Downham Road. The matter was discussed and following a proposal by Cllr. O'Brien, seconded by Cllr. Underhill, it was agreed to accept the design and go ahead with arranging for installation of the sign.

- Item c Dog Waste Bin.** Quotations for a dog waste bin to be located on Boughton Road were discussed. Following a proposal by Cllr. O'Brien, seconded by Cllr. Underhill it was agreed by all to purchase a red Fido 25 dog waste bin from Glasdon along with a post at a cost of £126.69; to be positioned opposite the entrance to California. Licence to be obtained from Highways and then bin to be installed.
- Item d Litter Bin at Memorial Hall.** The Clerk advised that quotations to purchase housing for a wheeled bin were between £400-£500 and that a cheaper option was another green litter bin similar to the ones on The Green and in the lay-by opposite the Memorial Hall. Following a proposal by Cllr. O'Brien, seconded by Cllr. Underhill, it was agreed by all to purchase a green Topsy Jubilee litter bin from Glasdon for £273.34 including fixing bolts.
- Item e Grass cutting contract.** Highways had confirmed that they owned the area in front of the brick wall at The Rectory, The Old Rectory and between the lay-by and the High Street. They could add these areas to their grass cutting schedule for next year but this would only mean them getting cut once or twice a year. Cllr. O'Brien advised that the Church had agreed to contribute to the cost of cutting the grass at The Rectory if the PC went ahead with a contract for this. CGM had provided a quotation of £19.50 per occasion for fortnightly cuts from March to October for all three areas. Following a proposal by Cllr. Blackmur, seconded by Cllr. O'Brien it was agreed by all to add this to the ground maintenance contract from 2017. CGM had also advised that the current contract for ground maintenance within the parish was to expire this year and had provided a quotation to continue this work for the next three years; this was to be discussed at the next PC meeting.
- Item f Speed reduction signs (SAM2).** The Clerk had obtained further information from other parishes that already had a SAM2 sign and they had agreed that the batteries only needed to be changed about once a month. Cllr. Underhill had spoken with Cllr. Cornwell from Crimplesham PC regarding the arrangements for sharing the sign and Crimplesham wanted to have an arrangement of a month each. It was felt that four locations within the parish should be agreed and that posts and brackets should be obtained for each site. Following a proposal by Cllr. Delderfield, seconded by Cllr. Blackmur, it was agreed by all that the Clerk should submit a bid for funding from the Parish Partnership Scheme for a SAM2 sign to be shared with Crimplesham.
- Item g Nominations to attend RAF Marham Senior Citizens Christmas Lunch 2016.** The Chairman advised that he had made enquires and submitted names and addresses of 15 parishioners who had not attended the event in recent years. RAF Marham had also agreed that he could submit his own name as an additional name.

ACTION: Item b – Clerk to order sign from supplier.
 Item c & d – Clerk to order bins and obtain licence from Highways.
 Item e – Clerk to advise CGM.
 Item f – Clerk to submit bid to Parish Partnership Scheme.
 Item g – Clerk to submit details to RAF Marham.

11. Internal Council Affairs.

- Item a Vacancy for Parish Councillor.** The Clerk advised that the PC could only consider co-option to fill one vacancy at this stage as the casual vacancy created by the resignation of Cllr. Chivers would need to be advertised on the notice board in the usual manner to give residents chance to call for an election to fill the vacancy and if there was no call for an election then the PC

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would be free to co-opt at the next meeting. Mrs Barbara Ponder of Marham Road had expressed an interest in becoming a Cllr. and had provided details of her reasons for wanting to be a Cllr. along with her skills and experiences which she would bring to the role. This information was provided to the PC. There were no other members of the public present at the meeting who wished to be considered for the role at this stage. Following a proposal by Cllr. Underhill, seconded by Cllr. O'Brien, it was agreed by all to co-opt Mrs Barbara Ponder; forms to be completed at the end of the meeting.

Item b External Auditors Report. The Report advised the PC that the Annual Return had needed to be returned for an amendment of £4 to the Asset Register for 2014/15 and 2015/16. The Clerk advised that she was very disappointed that the auditors had commented on this in their report as she had informed Mazars that this issue had been discussed with them at length last year before agreement was reached and the Asset Register had not been amended during 2015/16 therefore she felt this had been caused by their inconsistency of agreeing the figures last year and now disputing the same figures. Feedback form to be completed to Mazars to comment on issue.

Item c Member's Handbook – review and consider proposals for changes. The Members' Handbook which contains the Standing Orders, Financial Regulations, Financial Risk Management Document, and Publication Scheme under the Freedom of Information Act, along with other documents, had been circulated by email before the meeting. The Chairman had requested an amendment to speed up the process of purchase for items below £500 when a decision had been made to go ahead with the purchase and only the exact specifications of the item needed to be decided. The amendment delegated the decision to the Clerk, in consultation with the Chairman, if the PC wished to use this option in future it was not an automatic right but would need to be agreed at the time of deciding to purchase an item. The amended document was discussed and it was agreed to remove a sentence on page 2, which referred to the PC applying for "Quality Status," and then to adopt this revised document; proposed by Cllr. O'Brien, seconded by Cllr. Blackmur, agreed by all.

Item d Proposed changes to meeting dates for 2017. To make the PC meetings more evenly distributed throughout the year the following was suggested:

25th January 2017	Full Council
22nd March 2017	Parish Assembly & Full Council
24th May 2017	AGM to include Full Council
26th July 2017	Full Council
27th September 2017	Full Council
22nd November 2017	Full Council

All meetings to take place at 7.30pm with the exception of the March meeting which will start at 7.00pm.
Also an additional meeting to be arranged for 23rd November 2016 to cover current outstanding items and assist with the change to the new regime.
Above meeting dates agreed by all.

Item e Distribution of newsletters. The Chairman asked if everyone was happy with the new arrangements for the distribution of the newsletters and it was agreed that there were no problems.

12. Agenda Items for the Next Meeting.

All items to remain on the agenda as agreed along with "amendments to bank signatories."

13. Date and Time of the Next Ordinary Meeting.

Fincham Memorial Hall on Wednesday 23th November 2016 at 7.30pm.

The meeting was closed at 9.20pm.

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