

FINCHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, duly convened on Wednesday 24th May 2017 at Fincham Memorial Hall. Commenced at 7.30pm with Cllr. John Delderfield in the Chair.

Attending:

Cllr. Jacqueline Anderson
Cllr. John Delderfield
Cllr. Alan Foreman
Cllr. Cathy O'Brien
Cllr. Christine Perry
Cllr. Barbara Ponder
Cllr. Joe Underhill

Cllr. Sandra Squire (Borough Councillor)

Clerk – Sarah Thorpe

No parishioners were in attendance

1. Election of Chairman, Vice-Chairman and Acceptance of Office

Nominations were sought for the position of Chairman for the forthcoming year. Cllr. Delderfield was nominated to stand as Chair again by Cllr. Underhill, seconded by Cllr. Perry. 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). Cllr. Delderfield formally accepted the role of Chairman and signed the Acceptance of Office. A discussion took place on whether a Vice-Chairman should be elected and following a proposal by Cllr. Anderson, seconded by Cllr. O'Brien, it was agreed by all that a Vice-Chairman should not be elected.

2. Apologies for Absence.

Apologies were received and accepted from Cllr. Shaun Blackmur and Cllr. Brian Long (County Councillor).

3. Review of Register of Members' Disclosable Pecuniary Interests.

Councillors present were invited to review their declaration to consider if any amendments were needed. No amendments were made.

4. Public Forum.

No parishioners were present at the meeting.

5. Minutes of the Ordinary Meeting held on 22nd March 2017 and the Planning Committee Meeting on 3rd May 2017.

The Chairman asked councillors to look at the accuracy of the minutes. An amendment was made to the Ordinary Meeting minutes of 22nd March 2017 to remove Cllr. Delderfield's name from item 10b as he had not been present during the sorting of piles of rubbish. Following a proposal by Cllr. Foreman, seconded by Cllr. Anderson, it was agreed by all to accept them as a true record and they were signed by the Chairman. Following a proposal by Cllr. Perry, seconded by Cllr. Underhill, it was agreed by all to accept the minutes of the Planning Committee meeting on 3rd May 2017 as a true record and they were signed by the Chairman.

6. Matters Arising.

The Clerk advised that all matters had been actioned. Cllr. Perry confirmed that the pot hole on Swan Lane had been repaired.

Signed as a true record of the meeting: _____

Date: _____

7. Finance matters

Item a. End of Year Accounts for the Year 2016/2017. The year-end accounts had previously been circulated by the Clerk. There was a call for questions or comments and the following proposal was put forward:

Proposal: To formally accept the year-end accounts for 2016/2017.

Proposed by: Cllr. Ponder

Seconded by: Cllr. Anderson

All agreed by a show of hands.

Item b. Internal Auditors Report. The Clerk read out the report from the Internal Auditor. It advised that she had carried out the audit and could confirm that the PC had conducted its affairs in line with proper practice for 2016/2017. There were no recommendations for action. The following proposal was put forward:

Proposal: To accept the report.

Proposed by: Cllr. O'Brien

Seconded by: Cllr. Foreman

All agreed by a show of hands.

Item c. Asset Register at 31st March 2017. A discussion took place on the asset register. The following proposal was put forward:

Proposal: To approve the register.

Proposed by: Cllr Foreman

Seconded by: Cllr O'Brien

All agreed by a show of hands.

Item d. Statement on Internal Control for the Year 2016/2017. The Clerk presented councillors with information detailing internal controls and how the prevention of fraud is carried out within the PC, regarding the banking mandate, financial regulations, and risk assessments.

Proposal: To approve the Statement on Internal Control for 2016/2017.

Proposed by: Cllr. Delderfield

Seconded by: Cllr. Underhill

All agreed by a show of hands.

Item e. Annual Governance Statement from Annual Return for the Year 2016/2017. The Annual Return document was presented to the PC and the Clerk led councillors through the Statement of Governance section on page 2.

Proposal: To approve an answer of "yes" to questions 1-8 on the Annual Governance Statements for 2016/2017.

Proposed by: Cllr. O'Brien

Seconded by: Cllr. Anderson

All agreed by a show of hands.

Item f. Accounting Statements from Annual Return for the Year 2016/2017. The accounting statements on page 3 of the Annual Return were presented to the PC and the Clerk led Councillors through the figures.

Proposal: To approve the accounting statements for 2016/2017.

Proposed by: Cllr. Foreman

Seconded by: Cllr. Perry

All agreed by a show of hands.

The Clerk advised that all documents relating to the audit would be placed on the PC website and the exercise of electors' rights would take place from 5th June to 14th July 2017.

Item g. Insurance policy for 2017/18. Three quotations had been received and were discussed. Following a proposal by Cllr. Delderfield, seconded by Cllr. Underhill, it was agreed by all that the cheapest quotation, for a policy with Inspire through Came & Company, was suitable for the needs of the PC and a three-year deal with them should be accepted with a premium of £409.30 for 2017/18. Came & Company had advised that there would be no saving for a joint policy with the Memorial Hall and they would not recommend this as it could adversely affect future premiums.

Item h. Donation to Memorial Hall for assistance with insurance costs. The Clerk advised that a donation of £500 was made last year. The PC agreed to continue to

support the Memorial Hall. Following a proposal by Cllr. Foreman, seconded by Cllr. Anderson, it was agreed that a donation of £500 should be made.

Item i. Approval of Monthly Expenditure. The Clerk ran through the payments for authorisation. Following a proposal by Cllr. Ponder, 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:

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	11.62	0.58	12.20	D/D	Streetlighting electric April
S Thorpe	279.21		279.21	S/O	Clerk's salary April
HMRC	55.40		55.40	S/O	PAYE - March
S Thorpe	106.42		106.42	260	Clerk's expenses/admin April/May
Anglian Water	18.75		18.75	261	Allotment supply
CM Hurley	50.00		50.00	262	Internal Audit
CGM Ltd	412.35	82.47	494.82	263	Grounds maintenance Mar/April
Westcotec	37.98	7.62	45.60	264	Streetlighting maint. 6 mths
URM (UK) Ltd	12.00	2.40	14.40	265	Bottle bank emptying Mar
Norfolk ALC	133.88		133.88	266	Membership subs 2017/18
Environment Agency	12.17		12.17	267	Drainage rates 2017/18
Came & Company	409.30		409.30	268	Annual Insurance Prem 2017/18
Fincham Memorial Hall	500.00		500.00	269	Donation
E-on	9.60	0.48	10.08	D/D	Streetlighting electric May
S Thorpe	279.21		279.21	S/O	Clerk's salary May
	£ 2,327.89	£ 93.55	£ 2,421.44		

Item j. Reconciled cashbook. The Clerk presented the completed cashbook to the end of April 2017. The Chairman viewed the cashbook and agreed the bank statements to the reconciled figures.

8. Planning matters

Item a. New applications: None.

Item b. Decisions from the Borough Council:

17/00063/TREECA To reduce the height of several trees within the conservation area at Curplus Cottage, High Street. No objection.

17/00059/TREECA To reduce height of Ash Tree within the conservation area at Highfield, High Street. No objection.

17/00187/F Proposed alterations & extension at Cobblers, High Street. Application permitted.

Item c. Following the recent application to demolish the barns at Church Farm Barns on the High Street a discussion took place on submitting an application to Historic England to consider Listing the barns; Cllr. O'Brien provided details on making an application. Following a proposal by Cllr. O'Brien, seconded by Cllr. Perry, it was agreed that the Clerk should submit an application with additional information which would be provided from the members of the Local History Society.

Item d. The Clerk advised that she had referred concerns to the BC Planning Enforcement team about possible demolish of the telephone exchange within the conservation area at the rear of the BT phone box on the High Street. They had agreed to investigate the matter.

9. Health & Safety issues

Item a. Issues requiring attention.

- Vegetation needs trimming back from around the dog waste bin and 30pmh sign on Boughton Road; village gateways on left from Downham Market and 30mph sign from Swaffham on the High Street; 30mph sign on Marham Road.
- Damage around drain covers on High Street near Bexwell Tractor site; Hardley House; Barsham House; and between Ivy House and the Garage.
- Anglian Water inspection covers are sunken and loose on High Street between Bretts Yard and Sycamore House and near Chapel Farm.

Item b. Return of Health & Safety Inspection sheets. Several inspection sheets were returned. No immediate action was needed but the litter bin near the Hairdressers may need replacing soon. Item to be placed on the next agenda for consideration.

10. Correspondence.

The Clerk drew councillors' attention to the following items:

- Information from King's Lynn Town Guides on their programme of historic walks
- April Parish Newsletter from Norfolk Constabulary
- Information from East Anglian Air Ambulance on community recycling
- Information from Norfolk Family Mediation on their service and asking for a donation
- Information from Norfolk County Council on submission of their application to vary/remove conditions attached to the planning application for 5 dwellings on Marham Road.

11. Parish Affairs.

Item a. Parish Partnership Scheme – Speed activated messaging sign (SAM2). NCC had confirmed that the bid for funding had been successful. Locations for the sign were discussed and the following was agreed: High Street (opposite Memorial Hall); High Street (opposite the Church); Marham Road (near junction with Churchill Crescent). All locations to have the sign facing both directions. Clerk to meet with Highways Engineer to agree locations; Cllr Delderfield to attend meeting if available. Clerk to complete paperwork and return to NCC.

Item b. Feedback from RAF Marham visit by councillors on 6th April. All councillors who attended the visit felt that it was very informative. A brief discussion took place on the information event held at RAF Marham for the public on 25th April and it was agreed that the Clerk would ask if RAF Marham had figures for the number of Fincham residents who attended.

Item c. Grounds maintenance for Churchyard for 2016. The Clerk advised that the net cost of maintenance for the Churchyard for 2016 had been £798.15. In the last few years the church had been asked to contribute 30% of the cost. A discussion took place on this issue and following a proposal by Cllr. Foreman, seconded by Cllr. Ponder, it was agreed that the church should be asked to pay 50% of the cost which would be £399.07.

Item d. New seat for The Green. Cllr. Underhill confirmed that a new seat could be made of the same quality as the previous seat for £365 plus VAT; alternative quotations had been provided for comparison. Following a proposal by Cllr. Perry, seconded by Cllr. O'Brien, it was agreed to go with the quotation for £365 plus VAT. Cllr. Underhill to ask the supplier to provide a written quotation to the Clerk to confirm the price.

Item e. Community Payback Team (CPT) work at the Allotments and Nature Reserve. Cllr. Perry advised that the CPT had started work at the Nature Reserve but so far only one visit had been completed; work at the allotments was still to be completed on the last couple of plots and weeds were already growing back on some of the plots which had been dug over during the last few months. Clerk to advertise vacant plots in next newsletter and on notice board. A skip was needed to clear away the rubbish from the allotments which could not be burnt or recycled. It was agreed that the Clerk should order a 4-yard skip; Cllr. Perry to meet supplier at site.

Item f. Permissive Footpaths. Three signposts for the permissive footpaths needed repairing; one new post was needed and three new signs. Cllr. Anderson agreed to supply the post; Clerk to obtain permissive footpath signs and Cllrs. Underhill, Anderson and O'Brien agreed to liaise and carry out the repairs.

Item g. Storage of historical PC records. Cllr. Delderfield had passed to the Clerk some old historical documents belonging to the PC, they were minute books from 1894 to 1982 and an allotment rent book from 1924 to 1976. It was agreed that these, and any other suitable historical records currently held by the Clerk, should be deposited with the Norfolk Records Office in Norwich.

FP/17/14

Item h. Spring Newsletter. It was agreed that items on the following matters should appear in the next newsletter: storage of historical documents; work at the allotments by the CPT and vacant plots; update on SAM2 sign; dog waste bin on Boughton Road; new seat for The Green; regular reporting of Highways issues by the PC; request for feedback from residents on RAF Marham information event.

12. Items for the next agenda.

- Litter bin near the hairdressers
- Rose garden

13. Date of next meeting.

The next meeting would be an Ordinary Meeting on Wednesday 26th July 2017 at 7.30pm

There being no further business, the meeting closed at 9.10pm

Signed as a true record of the meeting: _____

Date: _____