

# FINCHAM PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Wednesday, 25<sup>th</sup> January 2017 at Fincham Memorial Hall with Cllr. John Delderfield in the Chair. Commenced at 7.30pm.

## Attending:

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

Clerk – Sarah Thorpe

Mrs Sue Westwood and Mrs Abigail Desborough

## 1. Apologies for Absence.

Apologies had been received from Cllr. Shaun Blackmur and Cllr. Sandra Squire (Borough Councillor).

## 2. Declarations of Interest.

Cllr. Anderson advised that she needed to update her Register of Interests form but as the amendments did not affect any agenda item the form was updated at the end of the meeting.

## 3. Public Forum.

No comments were made.

## 4. Minutes of the Ordinary Meeting held on 23<sup>rd</sup> November 2016.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Perry, seconded by Cllr. O'Brien, the minutes 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; some of these items would be discussed later in the meeting.

## 6. Finance.

### Payments for December 2016 - January 2017 Authorisation

Payee	Goods/ Services	VAT	TOTAL	Cheq No	Supplier/Service
HMRC	£ 55.40		£ 55.40	S/O	Clerk's PAYE November
E-on	£ 11.24	£ 0.56	£ 11.80	D/D	Streetlighting electric December
S Thorpe	£ 221.03		£ 221.03	S/O	Clerk's salary December
Unity Trust Bank	£ 18.00		£ 18.00	D/D	bank service charges for quarter
S Thorpe	£ 92.17		£ 92.17	300253	Clerk's expenses/training/subscription Dec-Jan
URM (UK) Ltd	£ 6.00	£ 1.20	£ 7.20	300254	Bottle Bank empty December
Anglian Water	£ 13.03		£ 13.03	300255	Allotment water supply
HMRC	£ 55.40		£ 55.40	S/O	Clerk's PAYE December
E-on	£ 11.62	£ 0.58	£ 12.20	D/D	Streetlighting electric January
S Thorpe	£ 221.03		£ 221.03	S/O	Clerk's salary January
	<b>£ 704.92</b>	<b>£ 2.34</b>	<b>£ 707.26</b>		

**Item a Approval of Monthly Expenditure.** The Clerk ran through the above

Signed as a true record of the meeting: \_\_\_\_\_

Date: \_\_\_\_\_

payments for authorisation. Following a proposal by Cllr. Underhill, seconded by Cllr. Anderson, the payments were authorised. The cheques were presented to councillors for signature at the end of the meeting.

- Item b**      **Review of Reconciled Cashbook.** The Clerk presented the completed cashbook to the end of December 2016. The Chairman viewed the cashbook and agreed the bank statements to the reconciled figures.
- Item c**      **Quarter 3 Finance Review Report.** The report had been circulated to councillors. The Clerk reported that income and expenditure were broadly in line with budget and that cash flow was still looking good at this point.
- Item d**      **Budget and Precept for 2017/18.** A budget had been prepared by the Clerk and copies given to all councillors. The Clerk advised that the budget for expenditure was approximately £1300 higher than the income if the Precept was set at a level to show a 0% increase for the Band D Taxbase. Details of possible options had been provided and the matter was discussed. Following a proposal by Cllr. Underhill, seconded by Cllr. Anderson, it was agreed by all that the cost of the SAM2 sign (approximately £1000) should be taken from the PC reserves. It was suggested that the Precept should be increased to cover the additional £300 charge for grounds maintenance. The following proposal was put forward and agreed by all:

**Proposal:**      **To raise a Precept of £7737 for the financial year 2017/18, (this was an increase of £300 above the figure of £7437 which represented a 0% increase to the Band D taxbase), and use the Govt. grant of £238 to result in a total income for the Parish Council of £7975.**

**Proposed By:** Cllr. Ponder  
**Seconded By:** Cllr. Foreman

## 7. Planning Matters.

**New applications:** None.

### Decisions from the Borough Council.

- Item a**      **16/01747/O Outline application for erection of 5 detached dwellings at land east of Marham Road.** The application had been permitted but it was noted that a condition had been placed on the approval which required a 2.4 metre wide parallel visibility splay to be provided across the whole of the site's roadside frontage and additionally along the frontage of the adjacent land as outlined in blue on the submitted details.
- Item b**      **16/00174/TREECA T1 Cherry Tree – fell within conservation area at 105 Bretts cottages, High Street.** No objection.
- Item c**      **16/01838/BT Removal of payphone service at High Street.** Permitted.

## 8. Health & Safety.

- Item a**      **Issues requiring attention.**
- Footpath on High Street from Bretts Cottages towards Downham Market and across the road in front of Talbot Manor needs siding out.
- Item b**      **Damage to marker posts for permissive path, footpaths and new light post.**
- Marker posts for the permissive path had been knocked over and some of the footpath signs were damaged or missing. Cllr. Underhill advised that he had some spare posts and he agreed to take a look at the situation with Cllr. Delderfield.
  - The new street light on the High Street had some damage to the paintwork. Westcotec to be asked to take a look and repair.

Signed as a true record of the meeting: \_\_\_\_\_

Date: \_\_\_\_\_

**Item c**                    **Review of completion of H & S Inspection Sheets.** Two completed inspection sheets were returned; no action was required.

## 9. Correspondence.

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

- A letter from Historic England which had been sent to Fincham PCC regarding ownership of the war memorial and a proposal by them to consider including the war memorial in the List of Buildings of Special Architectural or Historic Interest. It was agreed that a reply would be sent to advise Historic England that the war memorial belonged to the parish and was therefore maintained by the PC and also to ask for further details regarding the proposal.
- A thank you letter from Norfolk Citizens Advice for the donation.
- Appointment of PC Emily Carter as the Police Engagement Officer for King's Lynn and West Norfolk district.
- Details of work carried out by Highway Rangers to the footpath on High Street
- Invitation to attend a meeting by the Police & Crime Commissioner on 30<sup>th</sup> January
- Notification of submission of the NCC Single Issue Silica Sand Review to the Planning Inspectorate.
- Information from the BC regarding review of BC grounds maintenance.
- Information from Community Action Norfolk on Thinking Fuel – community oil buying.
- A letter from Norfolk Age UK asking for a donation.
- Tracks – Newsletter for tenants of the Norfolk County Farms Estate.
- Clerks & Councils Direct Newsletter.

## 10. Parish Affairs.

- Item a**                    **Residents talk from RAF Marham.** Cllr. Delderfield and Cllr. Underhill had attended an update meeting for PCs at RAF Marham in December. RAF Marham had advised that they were willing to come out to Fincham to give a talk to residents on proposed changes at the base. It was agreed that this should be arranged as a separate event, possibly in March or April, and that the Clerk should contact RAF Marham to come up with some possible dates. It was suggested that refreshments could be provided to encourage turnout and Mrs Desborough offered to provide cakes for the event.
- Item b**                    **Allotment plots.** There were currently 7 vacant plots and letters were to be sent to some of the tenants to ask them to tidy up their plots. Vacant plots to be advertised in the next newsletter and in other local parishes when they had been cleaned up.
- Item c**                    **Work for Community Payback Unit (CPU).** Cllr. Perry had met with the CPU co-ordinator and they had agreed to carry out all work free of charge. Work was to commence on 26<sup>th</sup> January and 12 further dates had been arranged at this stage but they were willing to continue working at the site until the work was completed and had suggested that they could carry out further work in the parish if required. It was thought that some work could be done at the nature reserve. There would be some cost involved as they did not supply fuel or cord for the strimmers. Following a proposal by Cllr. Anderson, seconded by Cllr. O'Brien, it was agreed by all that up to £200 could be spent on materials needed to carry out the work. Cllr. Perry agreed to obtain the materials and keep any receipts.
- Item d**                    **Grounds maintenance – rose garden.** CGM had advised that the rose garden maintenance could be added to the contract for £18.50 per visit, which was the same price as previously quoted. Following a proposal by Cllr. Perry, seconded by Cllr. Anderson, it was agreed by all that 3 visits per annum should be continued.
- Item e**                    **Ownership of track off California.** Mrs Desborough had contacted the Clerk to ask if the PC were aware of the ownership of part of the track off California. The matter was discussed with Mrs Desborough providing information on the

Signed as a true record of the meeting: \_\_\_\_\_

Date: \_\_\_\_\_

situation regarding parking and use of the track. Cllr. Delderfield advised that although the PC were sorry to hear of the current problems in that area the exact ownership was not known to the PC and this issue was a private matter where the PC had no authority to take any action.

**Item f Awareness of conservation area.** It had been noted that work had been carried out in the conservation area at several properties when it was felt that planning permission could be needed. It was agreed that the Clerk should include an article in the next newsletter to highlight the conservation area and point residents to information to be put on the PC website to inform residents of the location of the conservation area and how this affected work carried out on properties within the area.

**Item g Installation of litter bin and dog waste bin.** Cllr. Delderfield, Cllr. Underhill, Cllr. Anderson and Cllr. Foreman agreed to install the dog waste bin when the weather improved and Cllr. Underhill would install the new litter bin at the Memorial Hall.

<p><b>ACTION:</b> Item a – Clerk to contact RAF Marham for possible dates. Item d – Clerk to contact CGM to add rose garden to maintenance contact. Item f – information on conservation area to be put in newsletter and on PC website.</p>
--

**11. Internal Council Affairs.**

**Item a Newsletter.** Items to be included in the next newsletter were agreed as: information on Precept; allotment work being carried out; conservation area; mobile post office opening times; RAF Marham residents meeting.

**12. Agenda Items for the Next Meeting.**

All items to remain on the agenda as agreed.

**13. Date and Time of the Next Ordinary Meeting.**

Fincham Memorial Hall on Wednesday 22<sup>nd</sup> March 2017 at 7.00pm for the Annual Parish Assembly followed by an Ordinary Parish Council Meeting.

The meeting was closed at 8.45pm.