

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday 26th July 2017 at Fincham Memorial Hall. Commenced at 7.30pm with Cllr. John Delderfield in the Chair.

Attending:

Cllr. Shaun Blackmur
Cllr. John Delderfield
Cllr. Alan Foreman
Cllr. Christine Perry
Cllr. Barbara Ponder
Cllr. Joe Underhill

Clerk – Sarah Thorpe

No parishioners were in attendance

1. Apologies for Absence.

Apologies were received and accepted from Cllr. Jacqueline Anderson, Cllr. Cathy O'Brien and Cllr. Sandra Squire (Borough Councillor).

2. Declarations of Pecuniary Interests

None

3. Public Forum.

No parishioners were present at the meeting.

4. Minutes of the Annual Meeting held on 24th May 2017.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Ponder, seconded by Cllr. Foreman, it was agreed by all to accept them as a true record and they were signed by the Chairman.

5. Matters Arising.

The Clerk advised that all matters had been actioned.

6. Finance matters

Item a. Approval of Monthly Expenditure. The Clerk ran through the payments for authorisation as below. Following a proposal by Cllr. Blackmur, seconded by Cllr. Ponder, the payments were authorised and the cheques were presented to Councillors for signature at the end of the meeting.

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	12.71	0.64	13.35	D/D	Streetlighting electric June
S Thorpe	279.21		279.21	S/O	Clerk's salary June
M M Services	133.33	26.67	160.00	270	Hire of skip for allotments
S Thorpe	78.72	3.90	82.62	271	Clerk's expenses/admin June-July
CGM Ltd	361.80	72.36	434.16	272	Grounds maintenance May-June
NPTS	45.00		45.00	273	Councillor Training
URM (UK) Ltd	9.75	1.95	11.70	274	Bottle bank emptying
Limetree Marketing	20.80		20.80	275	Printing of Spring Newsletter
M J Elliott	375.00	75.00	450.00	276	New bench for village green
Mazars LLP	100.00	20.00	120.00	277	External Audit
E-on	12.30	0.62	12.92	D/D	Streetlighting electric July
S Thorpe	279.21		279.21	S/O	Clerk's salary July
	£ 1,707.83	£ 201.14	£ 1,908.97		

Signed as a true record of the meeting: _____

Date: _____

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

Item c. Quarter 1 Finance Review. 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; following a proposal by Cllr. Ponder, seconded by Cllr. Blackmur, the review was accepted by all.

Item d. External Auditors Report. The Report advised the PC that the audit had been carried out and the auditors were satisfied that the PC had conducted its affairs in line with proper practice and there were no comments or suggestions for improvements. The Clerk advised that the final stage of the audit was for the Notice of Conclusion of the audit to be placed on the PC website and notice board. This would be done immediately after the meeting.

7. Planning matters

Item a. New applications:

17/00719/F Construction of one bungalow south of The Bell House, including construction of passing bay for Chapel Lane and new access at The Bell House. The PC had been re-consulted following amendments to the application but had decided that these amendments did not affect the PC decision to support the application. The BC had subsequently advised the PC this application was to be decided by the BC Planning Committee, due to objections raised by NCC Highways. The PC did not feel that it was necessary to attend the committee meeting as their support was already in line with the BC Planning Officers recommendation.

Item b. Decisions from the Borough Council: the following applications had been permitted.

15/1379/NMA_1 Non-material amendment to planning permission 15/01379/F: Proposed alteration to dwelling at Pebbledash Cottage, High Street.

17/00700/F Variation of conditions 5 and 7 and removal of condition 16 of planning permission 16/01747/O at land east of Marham Road.

Item c. A reply had been received from Historic England to advise that they had rejected the application to List the barns at Church Farm Barns on the High Street. This was due to them not being of signification architectural interest, as they were typical of buildings of that date and alterations carried out in the late 20th century and early 21st century had diminished the integrity of the barn complex.

Item d. Notification had been received from Historic England and the BC Conservation Officer of the Listing of the War Memorial in St Martin's Churchyard.

8. Health & Safety issues

Item a. Issues requiring attention.

- Footpath next to the Church – the hedging had been cut back by the Community Payback Team (CPT) but further work was required. Cllr. Delderfield to speak with Cllr. O'Brien on this matter.
- Litter Bin at Memorial Hall – this had been moved by unknown persons but had now been returned to its correct place.
- Footpath at the front of the Memorial Hall site – grass to be cut by village hall contractor shortly but footpath also needs siding out by the Rangers.
- High Street (Bretts Cottages - Sycamore House) footpath needs siding out.

Action: Clerk to refer siding out of footpaths to Highways Rangers.

Item b. Return of Health & Safety Inspection sheets. Several inspection sheets were returned. No action was needed other than the possible replacement of the litter bin near the Hairdressers which was being considered under item 10f.

9. Correspondence.

The Clerk drew councillors' attention to the following items:

- Thank you note from Fincham Memorial Hall for the donation towards the cost of insurance.
- Confirmation from RAF Marham that 8 residents from Fincham had attended their information event.
- NCC – notice of road closure in Shouldham from 26th -27th July.
- May and June Parish Newsletter from Norfolk Constabulary.
- BC – information on the Electoral Review of Warding Arrangements for King's Lynn and West Norfolk; update session on this had been attended by Cllr Foreman.
- NCC – information on the Parish Partnership Scheme for 2018/19.
- NCC – latest information on the single issue silica sand review.
- Seafarers UK – information on the Merchant Navy Day on 3rd September.

10. Parish Affairs.

Item a. Compensation offer from Norfolk County Council for early surrender of the tenancy for part of the Fincham Estate. A letter had been received from NCC making an offer of £5000 compensation for immediate release of the part of the Fincham Estate which had permission to build 5 dwellings. The matter was discussed and it was agreed to accept the offer of £5000, proposed by Cllr. Underhill, seconded by Cllr. Blackmur, and agreed by all. It was felt that this could also be an opportunity to provide a bus shelter for the area; however, this would need to be located across the road, near the entrance to Churchill Crescent. The ownership of this land would need to be checked as it was felt that it could belong to the BC and permission would be needed from the owner if a bus shelter was to be installed. It was agreed that the Clerk would investigate the ownership and if permission could be obtained ask NCC if a condition could be placed on the sale of the land that a bus shelter should be provided by the developer.

Item b. Parish Partnership Scheme – Speed activated messaging sign (SAM2). Paperwork had been returned to confirm acceptance of the funding. The Clerk, along with Cllr. Delderfield, had met with the Highways Engineer and the contractor to agree the position for the sign at the following locations: High Street (opposite Memorial Hall and in front of the Church); Marham Road (near junction with Churchill Crescent). It was expected that the posts and sign would be installed in approximately 6-8 weeks.

Item c. Community Payback Team (CPT) work at the Allotments and Nature Reserve. The CPT had requested a copy of the latest public liability insurance document. Allotments – the CPT would be returning to carry out further work when they had completed work at the Memorial Hall. The Memorial Hall car park would be returned to normal when the CPT had completed the work. Nature Reserve – the CPT had carried out some work on the nature reserve but had not carried out the work that was requested; in some areas, more had been done and in other areas less than requested. They would be returning shortly to complete further work.

Item d. Allotments – update and to consider offering half plots. One new tenant had been found but one of the existing tenants had given up their plot so there was still the same number of vacant plots. A discussion took place on allowing half plots and it was agreed that this should be available. Clerk to advertise that half plots were available.

Item e. Maintenance of Rose Garden. CGM had recently carried out maintenance at the garden but more bark mulch was needed. It was agreed that the Clerk should ask CGM if they could provide more free bark mulch as they had in the past.

Item f. Replacement of Litter Bin near the hairdressers. A quotation had been obtained to provide a litter bin to match the other litter bins in the parish. It was for £273.34 plus VAT. Following a proposal by Cllr. Ponder, seconded by Cllr. Perry, it was agreed by all that this should be purchased; Cllr. Foreman agreed to accept delivery.

Item g. Damage to gravestone at Churchyard. An email had been received from the Fabric Officer to St. Martin's PCC to advise that a gravestone had been damaged in the Fincham Churchyard; the email suggested that this could have been caused by the

grass cutters. It was agreed that the Clerk should contact CGM and ask them to take care when cutting the grass to ensure that the gravestones were not damaged.

Item h. Permissive Footpath signs. The landowner had advised that he was happy to allow continued use of the permissive path and for the PC to replace the signs and posts. Ten new signs had been obtained to replace the missing ones. These were passed to Cllr. Delderfield who would give them to Cllr. O'Brien

Item i. Dead Silver Birch tree in layby. Cllr. O'Brien had raised an issue, on behalf of a parishioner, regarding the condition of the Silver Birch tree in the layby across the road from the Memorial Hall. It had been reported that it was surrounded by brambles and appeared to be dead. It was agreed that the Clerk would ask CGM to provide a quotation to remove the tree.

*Action: Item a: Clerk to establish ownership, seek permission and reply to NCC.
Item c: Clerk to provide public liability insurance certificate to CPT.
Item d: Clerk to advertise half plots.
Item e, g & i: Clerk to contact CGM about mulch, damage to gravestone and quote for removal of tree.
Item f: Clerk to order litter bin.*

11. Items for the next agenda.

Items to remain on agenda as already agreed.

12. Date of next meeting.

The next meeting would be an Ordinary Meeting on Wednesday 27th September 2017 at 7.30pm

There being no further business, the meeting closed at 8.40pm