

FINCHAM PARISH COUNCIL

Minutes of an Ordinary meeting of the Parish Council, duly convened on Wednesday, 22nd March 2017 at Fincham Memorial Hall with Cllr. John Delderfield in the Chair. Commenced at 7.10pm.

Attending:

Cllr. Jacqueline Anderson
Cllr. Shaun Blackmur
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 one parishioner

1. Apologies for Absence.

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

2. Declarations of Interest.

None.

3. Public Forum.

No comments were made.

4. Minutes of the Ordinary Meeting held on 25th January 2017 and the Planning Committee Meeting held on 1st March 2017.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Perry, seconded by Cllr. Anderson, 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 February - March 2017 Authorisation

Payee	Goods/ Services	VAT	TOTAL	Cheq No	Supplier/Service
HMRC	£ 55.40	£	55.40	S/O	Clerk's PAYE January
E-on	£ 11.62	£ 0.58	£ 12.20	D/D	Streetlighting electric February
S Thorpe	£ 221.03	£	£ 221.03	S/O	Clerk's salary February
S Thorpe	£ 50.73	£ 2.67	£ 53.40	300256	Clerk's expenses Feb/Mar
S Thorpe	£ 333.32	£ 66.66	£ 399.98	300257	Purchase of PC Laptop
URM (UK) Ltd	£ 6.00	£ 1.20	£ 7.20	300258	Bottle Bank empty
Limetree Marketing	£ 20.00	£	£ 20.00	300259	Printing of winter newsletter
HMRC	£ 55.40	£	£ 55.40	S/O	Clerk's PAYE February
E-on	£ 10.49	£ 0.52	£ 11.01	D/D	Streetlighting electric March
S Thorpe	£ 221.03	£	£ 221.03	S/O	Clerk's salary March
Unity Trust Bank	£ 18.00	£	£ 18.00	D/D	Bank service charges for quarter
Norfolk County Council	£ 850.00	£	£ 850.00	D/D	Half yearly allotment rent
	£ 1,853.02	£ 71.63	£ 1,924.65		

Signed as a true record of the meeting: _____

Date: _____

- Item a** **Donation to Memorial Hall to assist with insurance costs.** In 2015/16 the PC made a donation of £500 to the Memorial Hall to help with this item. A discussion took place on the possibility of including the Hall insurance with the PC insurance, which had been previously discussed but had not been possible due to the different timing of the renewals. Following a proposal by Cllr. O'Brien, seconded by Cllr. Blackmur, it was agreed by all that the Clerk should liaise with the treasurer of the Hall committee and then obtain a quotation from the PC insurance broker to include the Hall with the PC policy at next renewal; item to be discussed further at the next PC meeting.
- Item b** **Approval of Monthly Expenditure.** The Clerk ran through the above payments for authorisation. Following a proposal by Cllr. Underhill, seconded by Cllr. Perry, the payments were authorised. The cheques were presented to councillors for signature at the end of the meeting.
- Item c** **Review of Reconciled Cashbook.** The Clerk presented the completed cashbook to the end of February 2017. The Chairman viewed the cashbook and agreed the bank statements to the reconciled figures.
- Item d** **Reinvestment of £5K capital from matured one year fixed interest bond.** The Clerk advised that due to interest which had been paid over the last few years the balance at maturity was £5420.95. The matter was discussed and following a proposal by Cllr. Foreman, seconded by Cllr. Ponder, it was agreed by all to reinvest the full sum in another one year fixed bond at 1.55%.
- Item e** **Amendment to signatories for bond.** Due to the resignation of Cllr. Chivers a new signatory was needed for the bond. Following a proposal by Cllr. Perry, seconded by Cllr. Ponder, it was agreed by all that Cllr. Delderfield should be added as the additional signatory.
- Item f** **Clerk's national pay award for 2017.** The Clerk's contract employed her on a national pay scale and an increase had been agreed of £0.107 per hour from 1st April 2017, which was £2.78 per month, for her pay grade. Following a proposal by Cllr. Blackmur, seconded by Cllr. O'Brien, it was agreed by all to approve the pay award and amend the standing order from April.

7. Planning Matters.

New applications: None.

Decisions from the Borough Council: None

8. Health & Safety.

- Item a** **Issues requiring attention.**
- Seat on The Green was beyond repair and would need to be replaced. Cllr. Underhill advised that he had obtained a quotation, from the maker of the original seat, for an oak seat in the same style as the original seat for £365 plus VAT; the Clerk had also obtained some quotations. The item would need to be added to the agenda for the next PC meeting so that a decision could be made.
 - A tree had fallen at the Nature Reserve in a recent storm. Cllr. Perry and Cllr. Underhill to look at the situation and deal with if possible.
 - Swan Lane – pot hole had not yet been repaired. Clerk to chase.
 - Footpath on High Street from Bretts Cottages towards Downham Market and across the road in front of Talbot Manor still needs siding out. Clerk to chase.
- Item b** **Review of completion of H & S Inspection Sheets.** Two completed inspection sheets were returned; these were discussed and it was agreed that no action was required. Clerk to forward blank inspection sheets to Cllr. Ponder and Cllr. Delderfield.

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9. Correspondence.

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

- An email from the BC advising that due to the reduction of the discounts for empty, unfurnished and uninhabitable properties the taxbase for the parish had increased from 180.5 to 181.3; the result was that the Band D charge would reduce from £42.86 to £42.68 for 2017/18.
- Information from the BC regarding the introduction of Community Infrastructure Levy (CIL) from 15th February 2017.
- Information on a planned national Beacons of Light event to commemorate the end of WW1 on 11th November 2018. The event was discussed and it was agreed that the PC would register their interest in taking part.
- Agenda/poster for SNAP meeting on 5th April 2017 at Downham Market Town Hall.
- An email from St Martin at Shouldham Primary Academy asking the PC to advise residents that the Nursery waiting list is now open for parents to put their child's name onto if they are already 3 years old or will be 3 years old by the 31st August 2017. Information to be put on the PC notice board, website and in the next newsletter.
- January and February Parish newsletters from Downham Market Police.
- Information from e-on regarding a price increase for the street lighting electricity from 1st April 2017. The Clerk advised that there was no cheaper alternative available. It was agreed that the Clerk should contact UK Power Network regarding a refund of the cost of electricity for the street light on Boughton Road which had been out of action for several months.
- Invitation from Norfolk County Farms to the Annual Tenants Meeting on 24th March.
- Clerks & Councils Direct Newsletter.

10. Parish Affairs.

Item a **RAF Marham information event.** There was to be another public information event on 25th April 2017 to cover all the surrounding villages and this was being offered instead of events in each village. Posters to be produced by RAF Marham and when received it was agreed by all, following a proposal by Cllr. Anderson and seconded by Cllr. Perry, that 260 copies should be printed in A5 size, black print on yellow paper, to be delivered to all households. A presentation and tour of the base was also taking place for Councillors from Fincham and Barton Bendish on 6th April 2017.

Item b **Community Payback Team (CPT) work at the Allotment and Nature Reserve.** Cllr. Perry reported that the CPT work was still in progress; so far, they had completed 5 dates. Materials that had been left by previous tenants had been removed and put into piles. Cllrs. Perry and Ponder had sorted the piles, wood had been burnt, metal was to be taken away and other plastic, non-burnable, and non-recyclable material was still to be dealt with. Three of the vacant plots (7,9 and 11) had now been rough dug and were available to be let. Fencing was down on some of the tenants' plots. The CPT agreement had now been extended to February 2018 and it was expected that further dates would be arranged for completion of the work. Following a proposal by Cllr Foreman, seconded by Cllr Perry, it was agreed by all that deposits should not be charged when new tenants were found. The CPT had also agreed to undertake work at the Nature Reserve and were willing to carry out monthly visits, or as required, up to April 2018, to trim a 1 metre wide strip of grass; clear overgrown vegetation; cut back wooded area and maintain area around the pond. No dates had been agreed for this work to start as this would be after completion of the work at the allotments.

Item c **Report from Police Engagement Meeting.** Cllr. Ponder had attended the event at Downham Market Police Station on Tuesday 7th March and provided the following report:
The meeting was chaired by Inspector Mark Cant who was assisted by PC Richard Allan & PCSO Esther Bortz.
The following Parish Councils were represented: Outwell; Upwell; Nordelph; Emneth; Methwold & Fincham. The Mayor of Downham Market attended as Town Councillor.

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Following introductions and apologies (none) the purpose of the meeting was explained as being to discuss how to get relevant information out to communities fast.

Inspector Cant explained that it was the intention to hold 2 meeting each year.

There was considerable discussion around the efficiency of the new Police Connect, which replaced Police Direct. It was felt by many that while the old system enabled the easy access of relevant information; its replacement appeared to focus on Kings Lynn only. The reason for this was explained by PCSO Bortz as the result of new computerised systems being used (Athena) which did not allow for localised specific information to be accessed. It would also appear that it was necessary to sign up for Police Connect even if previously signed up for Police Direct as there was no automatic transfer. Police Connect is accessed via <https://www.norfolk.police.uk/servoces/police-connect>

The police parish newsletter is intended to feed crimes down to clusters but cannot be specific to individual villages as it would enable victims or perpetrators to be identified. We were advised that the newsletter would be issued monthly and be more informative.

A "Rolling" police station is being introduced which needs to be booked if required and availability will depend upon demand. It is anticipated that this will be like a "surgery" where members of the public can go with their concerns.

Some of the councillors raised the issue of what to do with the information from their CAM2 recorders. Inspector Cant was surprised at this as he thought all that information was fed back to the Camera Partnership Safety Team who used the information to assess the need for intervention. He was told that this is not happening. He will look into it and get back to us.

Anti-social behaviour was discussed, this is particularly relevant in Downham Market, however the priority needs to be "safe and well" and if any villages have a problem they need to advise the police of where and when and a police presence will be made available.

Outwell and neighbouring villages have a problem with daylight burglaries targeting houses thought to have quantities of cash on the premises. We were advised that the A1122 is a 'rat run' being targeted by out of county criminals and that, because of more co-operative information being available through 'Athena' from neighbouring counties this is now being targeted by a new police unit with 6 officers which has proved very successful with a number of arrests.

Another successful initiative has been the sending of SMS texts to farmers, gamekeepers etc regarding hare coursing which has also led to a number of arrests.

Various methods of getting relevant information to the villages was discussed but due to monetary constraints were not viable. It was finally decided that the quickest and most cost effective method would be to send any information to Parish Clerks to cascade to councillors who could then pass it on to the public as necessary.

A date for the next meeting was not discussed. The meeting ended at 8.30pm.

Item d CGM contract for Grounds Maintenance. CGM had now provided a contract for signing for all the agreed grounds maintenance. This had been checked by the Clerk. Following a proposal by Cllr. O'Brien, seconded by Cllr. Blackmur, it was agreed by all that the Clerk should sign the contract.

Item e Proposal from Historic England regarding Listing of War Memorial. Further information had been provided from Historic England, and circulated to all, regarding the proposal to consider adding the War Memorial to the List of Buildings of Special Architectural or Historic Interest. A discussion took place on the proposal and the Clerk advised the Council that any future cleaning or like-for-like maintenance would not require planning permission if the memorial was listed. Most of the Councillors were in favour of supporting the proposal and it was therefore agreed that the Clerk should reply with this response when consulted.

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ACTION: Item a – Clerk to arrange for printing of posters when received from RAF Marham.
Item d – Clerk to sign contact and return to CGM.
Item e – Clerk to respond to consultation when received to confirm support.

11. Internal Council Affairs.

Item a **Internal Auditor for 2016/17.** Mrs Christine Hurley had agreed to continue in the role if the PC wanted to re-appoint her. Following a proposal by Cllr. Underhill, seconded by Cllr. Ponder, it was agreed by all to re-appoint Mrs Hurley.

Item b **Auto enrolment – The Pensions Regulator.** For the PC to comply with legislation a pension provider needed to be set up and a declaration needed to be made to The Pensions Regulator. NEST could be used as the PC's provider as registration was free. The Clerk's salary did not meet the minimum requirement for the PC to make contributions but a direct debit mandate was needed to complete the registration process. It was agreed to sign the direct debit and complete the registration and declaration, proposed by Cllr. Foreman, seconded by Cllr. Blackmur.

12. Agenda Items for the Next Meeting.

All items to remain on the agenda as agreed including new bench for The Green and insurance for the Memorial Hall.

13. Date and Time of the Next Ordinary Meeting.

Fincham Memorial Hall on Wednesday 24th May 2017 at 7.30pm for the Annual Parish Council Meeting.

The meeting was closed at 8.25pm.

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Date: _____