

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday
22nd November 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. Cathy O'Brien
Cllr. Christine Perry
Cllr. Barbara Ponder
Cllr. Joe Underhill

Clerk – Sarah Thorpe

Mrs Sue Westwood

Five parishioners were in attendance

1. Apologies for Absence.

Apologies were received and accepted from Cllr. Sandra Squire (Borough Councillor).

2. Declarations of Pecuniary Interests

None

3. Public Forum.

Parishioners advised that they had attended to discuss speeding vehicles in the village and item 10a. The Chairman advised that he would allow them to speak later in the meeting when the items were discussed.

4. Minutes of the Ordinary Meeting held on 27th September 2017

The Chairman asked councillors to look at the accuracy of the minutes.

Following a proposal by Cllr. Foreman, seconded by Cllr. Perry, it was agreed by all to accept the minutes from the ordinary meeting on 27th September 2017 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. Donation to Royal British Legion Poppy Appeal. A poppy wreath had been obtained by the Clerk and given to the Chairman. Following a proposal by Cllr. Ponder, seconded by Cllr. O'Brien it was agreed by all to make a donation of £25 to the Royal British Legion Poppy Appeal.

Item b. Donation to Memorial Hall from Glass Recycling Credits. The Clerk reported that the glass recycling credit received for 2016/17 was £209.87 against the cost of £57.00 making a net profit of £152.87. The PC had expected that the recycling credit would continue to be reduced and had made a provision in the budget to allow for a donation of £310, which was approximately the amount given in previous years, before the BC started collecting glass in the green recycling bins. A discussion took place and it was agreed that the PC should cover the cost of the bottle bank emptying and donate to the Memorial Hall the amount that had been allowed in the budget. Following a proposal by Cllr. Perry, seconded by Cllr. Foreman it was agreed by all to make a donation of £310 to the Fincham Memorial Hall.

Item c. Approval of Monthly Expenditure. The Clerk ran through the payments for authorisation as below. Following a proposal by Cllr. Underhill, 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	12.3	0.62	12.92	D/D	Streetlighting electric October
S Thorpe	279.21		279.21	S/O	Clerk's salary October
Norfolk County Council	440.00		440.00	D/D	6 months allotment rent
S Thorpe	160.96	9.60	170.56	287	Clerk's expenses/training Oct/Nov
URM (UK) Ltd	4.50	0.90	5.40	288	Bottle bank emptying
CGM Ltd	289.35	57.87	347.22	289	Grounds maintenance Sept/Oct
RBL - Poppy Appeal	25.00		25.00	290	S137 Donation
Fincham Memorial Hall	310.00		310.00	291	S137 Donation
E-on	12.71	0.64	13.35	D/D	Streetlighting electric Nov
S Thorpe	279.21		279.21	S/O	Clerk's salary Nov

£ 1,813.24 £ 69.63 £ 1,882.87

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

Cllr. Blackmur arrived at this point giving his apologies for being late.

Item e. Quarter 2 Finance Review. The report had been circulated to councillors. The Clerk reported that income and expenditure were generally in line with budget and that cash flow was looking good at this point in the year.

Item f. Draft budget for 2018/19. A draft budget had been prepared by the Clerk and copies given to all councillors. The Clerk advised that the budget for expenditure was currently about the same as the income, if the Precept was set at the same amount as last year. However, an additional expenditure item would need to be added, which was to be discussed later in the meeting. Options on how this could be addressed would be presented at the January PC meeting when a decision would need to be made on setting the Precept for 2018/19.

7. Planning matters

Item a. New applications: None.

Item b. Decisions from the Borough Council:

17/00745/F Proposed construction of two dwellings and pair of courtyard carports/cycle stores following demolition of existing sub-standard structures at Church Farm Barns, High Street. Application refused.

17/01560/F Construction of single cottage style dwelling house and garage at 1 Lynn Road. Application refused.

17/00160/TREECA Reduce height of Robina and Bulace Plum trees within conservation area at Church House, High Street. No objection.

17/01778/F Extension and alterations to dwelling including new first floor accommodation at Sycamore House, High Street. Application permitted.

8. Health & Safety issues

Item a. Issues requiring attention.

- Boughton Road – vehicle parking too close to junction with High Street.
- High Street (between Sycamore House and petrol station) – pot hole around gully

Item b. Return of Health & Safety Inspection sheets. Two inspection sheets returned; action was needed at the Nature Reserve, to be discussed under the next item.

Item c. Nature Reserve. Cllr. Underhill had reported to the Clerk, just over a month ago, that the bridge at the eastern end of the Reserve had been removed and the parts were broken up and left in the field. The Clerk had reported this matter to Highways. Cllr. O'Brien had recently visited the site and reported that further incidents of vehicular use of the Nature Reserve appeared to have occurred over the last few weeks and had provided photographs of the damage. Cllr. Perry had reported that there appeared to be remains of hares in the area and the entry barrier had been left open. It was therefore suspected that all of this damage had occurred by Hare Coursing. It was agreed that the matter should be reported to the police and Cllr. Underhill agreed to obtain a padlock to put on the barrier. Cllr. O'Brien advised that some of the other bridges/stiles in the area were also in need of repair by Highways and agreed to provide photographs and a map to the Clerk so that these could be reported.

*Action: Item a: Clerk to report first issue to Police and second issue to Highways.
Item c. Clerk to report damage at Nature Reserve to the police and
damage to bridges/stiles to Highways.*

9. Correspondence.

The Clerk drew councillors' attention to the following items:

- Downham Market Police are setting up a text message alert system to advise Clerks of ongoing incidents and investigations. It was agreed that the Clerk should sign up for this.
- Grounds maintenance contractor had advised that they had investigated the damage to the gravestone but did not believe that it had been caused by them as the height of the damage was not the same as the impact would have been from their mowers.
- Highways Rangers had cleared weeds from kerb-line on High Street as requested but had not been able to carry out the requested siding out of the footpath and this would had been passed to the Area Technician for programming.
- October and November Parish Newsletter from Norfolk Constabulary.
- Letter from Norfolk & Suffolk 4x4 Response requesting a donation.
- Consultation on review of disqualification criteria for local council members.
- Information on new Local Hero Awards which were replacing the Mayor's Civic Awards for Voluntary Service.
- Clerks & Councils Direct Newsletter.
- Norfolk County Farms – Tracks Autumn Newsletter.

10. Parish Affairs.

Item a. Release of tenancy for part of the allotment land off Marham Road. The PC were updated with details of a request from a resident to purchase a small strip of land adjacent to their property on the High Street to allow for parking. The strip of land was at the edge of the allotment site which was owned by Norfolk County Council (NCC) but under tenancy to the PC. The PC had been asked to consider if they would be willing to give up the tenancy of this small strip of land, if the resident could obtain planning permission from the BC for an entrance/exit from the highway and change of use of the land. NCC had advised that they would be willing to consider sale of this land if the PC were willing to surrender the tenancy. The resident was present at the meeting and advised that his wish was simply to provide parking for the property as there was currently none. He was advised that he should contact the NCC Highways Officer who dealt with planning application consultations to gauge his thoughts on the matter as this could affect the chances of getting planning permission from the BC. Following a discussion on the matter the PC agreed, following a proposal from Cllr. O'Brien, seconded by Cllr. Perry, that it would be willing to surrender release of a strip of land to allow for parking. Clerk to contact the current PC tenant to discuss surrender of the land if the proposal went ahead and provide information to resident on contact details for NCC Highways Officer.

Item b. Update and Deed of Surrender for lease of part of the allotment land off Marham Road. The Deed of Surrender document had been received for the piece of allotment land which was being surrendered to allow NCC to build 5 dwellings on Marham Road. The PC had previously agreed to surrender this piece of land for compensation of £5000. Following a proposal by Cllr. Ponder, seconded by Cllr. Blackmur, it was agreed by all to sign the Deed of Surrender. Norfolk County Farms had also agreed to a rent rebate of £345 in recognition that the piece of land was unavailable for the PC to let from February 2016 to October 2017.

Item c. Speed activated messaging sign (SAM2). The Chairman advised that the SAM2 sign had been installed on the High Street, opposite the Memorial Hall for about 5 weeks from early October; it had now gone off to Crimplesham for a month and would then be returning. He felt that it would be useful for Fincham to have their own battery charger, which cost approximately £66; following a proposal by Cllr. Underhill, seconded by Cllr. Blackmur, it was agreed by all that he should purchase the charger. The Chairman had downloaded the information from the SAM2, before it had gone to Crimplesham, and this information was already showing that a significant number of vehicles were breaking the speed limit, but this did reduce after the SAM2 sign had been installed for a few days. Residents had also commented that they felt the sign had contributed to a reduction in speed of vehicles. Cllr O'Brien had agreed to look at the data and present it in a format that could be passed to the police. The Clerk to contact the police and ask them how they would like the information. It was agreed

that a big feature should be included in the next newsletter to update residents.

Item d. Community Speedwatch Scheme. Information was provided on setting up a scheme within the village as it appeared that many residents were concerned about the speed of traffic driving along the High Street. It was explained that a minimum of 6 volunteers would be needed, who would receive training from the Downham Market Police. A small item had been placed in the newsletter to ask for volunteers, but it would also be included in the next newsletter along with the SAM2 information.

Item e. Report from Police Engagement meeting. Cllr. Ponder had attended the meeting and produced a report. The report was discussed. It was agreed that the Clerk would ask for the Mobile Police unit to attend the village. If sufficient warning of the date could be obtained, then this could be advertised in the next newsletter.

Item f. Community Payback Team (CPT) work at the Allotments and Nature Reserve. There had been no further work done at the allotments and the contract for this was due to end in February and the contract for the Nature Reserve ended in April. Cllr. Perry advised that she had booked them to attend one more session in the village before the end of the contract. The CPT currently had a lot of work, so the contract would not be renewed at the moment. Some bark had been deposited at the allotments and was going to be used on the footpaths between plots. Clerk to ask grounds maintenance contractor if they had any free bark available as more was needed.

Item g. Nominations to attend the RAF Marham Senior Citizens Christmas Lunch 2017. The Chairman had produced a list of eligible residents who had not attended in recent years and this was given to the Clerk to respond to RAF Marham. It was agreed that the nominations for the event should be requested next year in the summer newsletter.

Item h. Nominations to attend the infrastructure update meeting at RAF Marham on 7th December 2017. The PC had been invited to send up to three Councillors to another update meeting at the base. Cllr. Underhill and Perry wished to attend; as no other Councillors wanted to attend the Clerk advised that she may also attend.

Item i. Consultation on draft recommendations on the new electoral arrangements for Borough Council. The PC were advised that the recommendations were that Fincham should be included in a new 2 Councillor ward called "Airfield" which included Crimplesham, Stradsett, Runcion Holme, Shouldham, Shouldham Thorpe, Marham, Pentney and Wormegay. It was agreed that no comments should be submitted on the consultation.

*Action: Item a: Clerk to contact resident and tenant.
Item b: Clerk to return signed Deed of Surrender.
Item c and e: Clerk to contact Police regarding format of information and booking of mobile police unit.
Item f: Clerk to contact grounds maintenance contractor about bark.
Item g and h: Clerk to return nomination forms to RAF Marham.*

11. Internal Council Affairs

Item a. Implications of new Data Protection Regulations. The Clerk had produced a brief report to the PC advising them of the changes in the regulations from May 2018 and that work was involved for the PC to be ready for the implementation. Part of this would mean a full review of all documentation held by the PC and would have a significant impact on the duties of the Clerk. The matter was discussed, and it was agreed that the Clerk should produce a report to programme the requirements with a view to presenting this to the PC at their next meeting.

12. Items for the next agenda.

Items to remain on agenda as already agreed.

13. Date of next meeting.

The next meeting would be an Ordinary Meeting on Wednesday 24th January 2018 at 7.30pm

There being no further business, the meeting closed at 9.30pm