

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday 27th September 2017 at Fincham Memorial Hall. Commenced at 7.30pm with Cllr. John Delderfield in the Chair.

Attending:

Cllr. John Delderfield
Cllr. Alan Foreman
Cllr. Cathy O'Brien
Cllr. Christine Perry
Cllr. Joe Underhill

Cllr. Brian Long (County Councillor)
Cllr. Sandra Squire (Borough Councillor)

Clerk – Sarah Thorpe

Mrs Sue Westwood

No parishioners were in attendance

1. Apologies for Absence.

Apologies were received and accepted from Cllr. Barbara Ponder and Cllr. Alan Foreman had advised that he would arrive late.

2. Declarations of Pecuniary Interests

None

3. Public Forum.

No parishioners were present at the meeting.

4. Minutes of the Ordinary Meeting held on 26th July 2017 and Planning Committee Meeting held on 20th September 2017.

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

Following a proposal by Cllr. Perry, seconded by Cllr. Underhill, it was agreed by all to accept the minutes from the ordinary meeting on 26th July 2017 as a true record and they were signed by the Chairman. Following a proposal by Cllr. Underhill, seconded by Cllr. Perry, it was agreed by all to accept the minutes from the planning committee meeting on 20th 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.

Highway Rangers had completed siding out and cutting back of hedges on High Street. The grounds maintenance contractor had responded to the correspondence from the church regarding the damage to the gravestone to initially say that the operatives had reported that they did not cut the grass in the area where the damaged gravestone was placed and felt the damage could have been caused by the Community Payback Team (CPT). The church had commented that they did cut the grass in the area where the gravestone had been damaged, before it had been moved to the area where it was discovered and photographed; secondly the damage was noticed before the CPT had commenced work. The contractor had advised that they would pass this information to the operatives.

6. Finance matters

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

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

Signed as a true record of the meeting: _____

Date: _____

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	12.71	0.64	13.35	D/D	Streetlighting electric August
S Thorpe	279.21		279.21	S/O	Clerk's salary August
Anglian Water	14.80		14.80	278	Allotment supply
S Thorpe	66.34		66.34	279	Clerk's expenses/admin Aug-Sept
Thomas B Bonnett	93.00	18.60	111.60	280	Fixing supports for bench
Anglian Water	5.30		5.30	281	Allotment supply
URM (UK) Ltd	12.00	2.40	14.40	282	Bottle bank emptying
Westcotec Ltd	1924.00	384.80	2308.80	283	SAM2 sign
Limetree Marketing	7.00		7.00	284	Printing of RAF Marham leaflet
Glasdon UK Ltd	273.34	54.66	328.00	285	new bench for village green
CGM Ltd	608.25	121.65	729.90	286	Grounds maintenance July-Aug
E-on	12.71	0.64	13.35	D/D	Streetlighting electric Sept
S Thorpe	279.21		279.21	S/O	Clerk's salary Sept
Unity Trust Bank	18.00		18.00		Service charge July-Sept
£ 3,605.87		£ 583.39	£ 4,189.26		

7. Planning matters

Item a. New applications:

1701778/F Extension and alterations to dwelling including new first floor accommodation at Sycamore House, High Street. The PC discussed the application and made a decision to SUPPORT the application.

Item b. Decisions from the Borough Council: the following application had been permitted.
17/00719/F Construction of one bungalow south of Bell House, including construction of passing bay for Chapel Lane and new access at Bell House.

8. Health & Safety issues

Item a. Issues requiring attention.

- High Street (outside Sycamore House) – post rusted through on chevron sign
- High Street (from Sycamore House to petrol station) – siding out of footpath and cutting back of willow tree is needed
- High Street (Talbot Manor to Brett's Yard) – weeds growing at the side of the road
- Downham Road (on right hand side near to the chapel) – pot hole.

Cllr. Foreman arrived during the above item giving his apologies for being late.

Action: Clerk to report all above issues to Highways.

Item b. Return of Health & Safety Inspection sheets. One inspection sheet returned; no action was needed. Cllr. Underhill advised that the Nature Reserve had been inspected following work carried out by the CPT.

The Chairman thanked Cllr. Foreman for installation of the new litter bin near to the hairdressers. It was agreed that Cllr. Foreman should dispose of the old litter bin.

9. Correspondence.

The Clerk drew councillors' attention to the following items:

- Letter from Norfolk Citizens Advice advising of their service and asking for a donation
- Information on King's Lynn Community Cinema Club
- Invitation from Norfolk CPRE to a meeting on 27th November in Dereham and details of their 'Vision for Norfolk'
- Consultation from the BC on their Council Tax Support Scheme for 2018/19
- August Parish Newsletter from Norfolk Constabulary
- Information on voting for St George's Guildhall to be included in national list
- Invitation from Norfolk County Farms to the Annual Tenants Meeting
- War Memorial Newsletter form Civic Voice
- Clerks & Councils Direct Newsletter
- Information from the BC on the 'Recycle Right' campaign

10. Parish Affairs.

Item a. Parish Partnership Scheme – Speed activated messaging sign (SAM2). The posts had already been installed and the sign was to be put up opposite the Memorial Hall on Thursday 5th October. Cllr. Delderfield, Cllr. Foreman and the Clerk to attend the demonstration/installation.

Item b. Community Payback Team (CPT) work at the Allotments and Nature Reserve.

Nature Reserve – the CPT had carried out further work at the reserve and would be visiting again shortly. They would be returning regularly to carry out maintenance.
Allotments – the CPT had strimmed the car park area and carried out further work on the vacant plots. It was agreed that a couple of vacant plots, near the access, should be kept clean and other vacant plots strimmed until new tenants could be found.
Renewal letters were due to be send out to existing tenants and it was agreed that a reminder to keep their plots tidy should be included.
A recent incident of fly tipping had occurred near the allotment site but this had been reported to the BC who had very swiftly dealt with the problem.

Item c. Quote to remove dead Silver Birch tree in layby. CGM Ltd had provided a quotation of £175 plus VAT to remove the dead tree. Following a proposal by Cllr. Foreman, seconded by Cllr. O'Brien, it was agreed by all to accept this quotation. Cllr O'Brien asked if planning permission would be needed as the tree was within the conservation area and the Clerk agreed to contact the BC and submit an application, if one was required, before the tree was removed.

Item d. Nominations to attend the RAF Marham Senior Citizens Christmas Lunch 2017.

The Chairman advised that he was making a list of eligible residents who had not attended in recent years. It was agreed that the Clerk would place an article in the next newsletter asking for any eligible residents to contact the Chairman.

Item e. Parish Council Facebook page. Cllr. Foreman had asked for the item to be placed on the agenda and explained that he thought it should be considered. The matter was discussed but it was felt that as the PC already had a website and regular newsletters it was not necessary to also have a Facebook page. It was agreed that the Clerk would include an article in the next newsletter, highlighting the PC website, ways in which residents could contact the PC and that she would also look at the website to re-arrange some of the pages to make it easier to navigate.

Item f. Articles for next Parish Newsletter. Update on PC activities including how to contact us, PC website and SAM2 sign along with RAF Marham Senior Citizens Christmas lunch.

Item g. Bus service to Norwich. The Chairman advised that he had been informed the bus service through the village to Norwich had been stopped but he had since been told that it had been taken over by another contractor; he would seek confirmation.

*Action: Item c: Clerk to contact BC and CGM.
Item e: Clerk carry out work on PC website.
Item f: Clerk to produce newsletter.*

11. Internal Council Affairs

Item a. Review of Parish Council documents.

The Members' Handbook, which contained the Standing Orders and Financial Regulations; Risk Management Assessment; Business Recovery Map/Continuity Plan; and Information available under the Model Publication Scheme had been forwarded to members prior to the meeting for review. The documents were discussed and following a proposal by Cllr Underhill, seconded by Cllr. O'Brien, it was agreed by all that no amendments were needed to any of the documents at this stage, as the Internal Auditor had felt they were fit for purpose and the External Auditor had not made any comments or suggestions on changes to the current procedures.

12. Items for the next agenda.

Cllr. O'Brien asked about the Royal British Legion Poppy Wreath and the Clerk advised that she had already made arrangements to collect this during October.
Items to remain on agenda as already agreed.

13. Date of next meeting.

The next meeting would be an Ordinary Meeting on Wednesday 22nd November 2017 at 7.30pm

There being no further business, the meeting closed at 8.25pm