

FINCHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, duly convened on Wednesday 23rd May 2018 at Fincham Memorial Hall. Commenced at 7.30pm with Cllr. John Delderfield in the Chair.

Attending:

Cllr. David Bennett
Cllr. Shaun Blackmur
Cllr. John Delderfield
Cllr. Cathy O'Brien
Cllr. Christine Perry
Cllr. Barbara Ponder
Cllr. Joe Underhill

Clerk – Sarah Thorpe

No parishioners were in attendance

1. Election of Chairman and Acceptance of Office

Nominations were sought for the position of Chairman for the forthcoming year. Cllr. Delderfield was nominated to stand as Chair again by Cllr. Perry, seconded by Cllr. Bennett. There were no other nominations. Cllr. Delderfield advised that he was willing to accept the role. After a free vote, Cllr. Delderfield was unanimously returned as the Chairman of Fincham Parish Council (PC). Cllr. Delderfield formally accepted the role of Chairman and signed the Acceptance of Office.

2. Apologies for Absence.

Apologies were received and accepted from Cllr. Alan Foreman.

3. Declarations of Pecuniary Interests.

None.

4. Public Forum.

No parishioners were present at the meeting.

5. Minutes of the Ordinary Meeting held on 28th March 2018 and the Extra-Ordinary Meeting on 11th April 2018.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Underhill, seconded by Cllr. Ponder, it was agreed by all to accept the minutes of the Ordinary meeting on 28th March 2018 as a true record and they were signed by the Chairman. Following a proposal by Cllr. Ponder, seconded by Cllr. Blackmur, it was agreed by all to accept the minutes of the Extra-Ordinary meeting on 11th April 2018 as a true record and they were signed by the Chairman.

6. Matters Arising.

The Clerk advised that all matters had been actioned.

7. End of Year Accounts/Finance matters

Item a. Receipts and Payments summary for the Year 2017/2018. The year-end accounts had been circulated prior to the start of the meeting. There was a call for questions or comments and the following proposal was put forward:

Proposal: To accept the receipts and payments summary for 2017/2018.

Proposed by: Cllr. Bennett **Seconded by:** Cllr. O'Brien Agreed.

Item b. Internal Auditors Report. The report from the Internal Auditor had been circulated prior to the start of the meeting. It advised that she had carried out the audit and confirmed that the PC had conducted its affairs in line with proper practice. There were no recommendations for action. The following proposal was put forward:

Proposal: To accept the report.

Proposed by: Cllr. Perry **Seconded by:** Cllr. Ponder Agreed.

Item c. Asset Register at 31st March 2018. A discussion took place on the asset register. It was agreed that the Clerk should obtain a valuation for the mile post. The following

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proposal was put forward:

Proposal: To approve the register.

Proposed by: Cllr. Bennett **Seconded by:** Cllr. O'Brien **Agreed.**

Item d. Statement on Internal Control for the Year 2017/2018. The Clerk presented Councillors with information detailing internal controls and how the prevention of fraud is carried out within the PC, including financial regulations, and risk assessments.

Proposal: To approve the Statement on Internal Control for 2017/2018.

Proposed by: Cllr. Perry **Seconded by:** Cllr. Ponder **Agreed.**

Item e. Certification as exempt from a limited assurance review. The Clerk advised that under the new regulations the PC was able to certify itself as exempt as income and expenditure were below £25K for the year.

Proposal: To certify the PC as exempt from a limited assurance review.

Proposed by: Cllr. Blackmur **Seconded by:** Cllr. Ponder **Agreed.**

The relevant certificate on page 3 of the Annual Governance and Accountability Return (AGAR) was signed by the Clerk and Chairman.

Item f. Annual Governance Statement from the AGAR for the Year 2017/2018. A copy of the Governance Statement on page 5 of the AGAR had been circulated prior to the start of the meeting. The Clerk led Councillors through the Annual Governance Statement.

Proposal: To approve an answer of "yes" to questions 1-8 on the Annual Governance Statements for 2017/2018.

Proposed by: Cllr. Bennett **Seconded by:** Cllr. Perry **Agreed.**

The relevant section on page 5 of the AGAR was signed by the Clerk and Chairman.

Item g. Accounting Statements from the AGAR for the Year 2017/2018. A copy of the accounting statements on page 6 of the AGAR had been circulated prior to the start of the meeting. The Clerk led Councillors through the figures.

Proposal: To approve the accounting statements for 2017/2018.

Proposed by: Cllr. Blackmur **Seconded by:** Cllr. Ponder **Agreed.**

The relevant section on page 6 of the AGAR was signed by the Clerk and Chairman. The Clerk advised that all documents relating to the audit would be placed on the PC website and the exercise of electors' rights would take place from 4th June to 13th July 2018.

Item h. Insurance policy for 2018/19. The Clerk advised that the PC was about to start the second year of the three-year agreement for a policy with Inspire through Came & Company. The Clerk advised that the policy had been updated to include all assets purchased during the last year which had resulted in an increase of the premium to £477.71. The policy was briefly discussed: following a proposal by Cllr. Perry, seconded by Cllr. Bennett, it was agreed by all that the policy was suitable for the needs of the PC.

Item i. Approval of Monthly Expenditure.

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
Fincham Memorial Hall	500.00		500.00	306	Donation to help with insurance
Norfolk CC	685.00		685.00	D/D	Allotment rent
ICO	35.00		35.00	D/D	Data Protection Registration
E-on	12.71	0.64	13.35	D/D	Streetlighting electric April
S Thorpe	279.21		279.21	S/O	Clerk's salary April
S Thorpe	91.93	2.67	94.60	307	Clerk's expenses April/May
Came & Company	477.71		477.71	308	Annual Insurance Prem 2018/19
CM Hurley	50.00		50.00	309	Internal Audit
CGM Ltd	393.85	78.77	472.62	310	Grounds maintenance Mar/April
Westcotec	37.98	7.62	45.60	311	Streetlighting maint. 6 mths
URM (UK) Ltd	9.00	1.80	10.80	312	Bottle bank emptying Mar
Norfolk ALC	166.27		166.27	313	Membership subs 2018/19
LCPAS	100.00		100.00	314	SLA for Data Protection Officer
Mr J Delderfield	43.00	8.60	51.60	315	Backing board for notice board
Environment Agency	12.21		12.21	D/D	Drainage rates 2018/19
E-on	13.53	0.68	14.21	D/D	Streetlighting electric May
S Thorpe	279.21		279.21	S/O	Clerk's salary May
	£ 3,186.61	£ 100.78	£ 3,287.39		

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The Clerk ran through the above payments for authorisation. Following a proposal by Cllr. Underhill, seconded by Cllr. Ponder, the payments were authorised, except for cheque no 314 which was to be considered under item 12, and the cheques were presented to Councillors for signature at the end of the meeting.

Item j. Reconciled cashbook. The Clerk presented the completed cashbook to the end of April 2018. The Chairman viewed the cashbook and agreed the bank statements to the reconciled figures.

8. Planning matters

Item a. New applications: None.

Item b. Decisions from the Borough Council: the following application had been permitted.
18/00319/CU Change of use of land from agricultural to residential curtilage and access at Fairswell Cottage, Main Road.

9. Health & Safety issues

Item a. Issues requiring attention.

- It was reported that some pot holes and manhole covers had been repaired; however, others, including pot holes outside Barsham House and the telephone cabinet and a manhole cover outside Hardley House were still awaiting action.
- Highway Rangers had attended to items on High Street: cleared leaves and soil, swept footpath and cleaned chevrons, cut back hedges from around sign and sided out footpath from between the old shop and the junction for Marham Road.

Item b. Return of Health & Safety Inspection sheets. Two inspection sheets were returned. No action was required.

Item c. Nature Reserve. The Community Payback Team (CPT) were due to carry out some maintenance work at the beginning of June. They would be strimming the path and removing brambles. It was noted that the bridge had not yet been repaired but there had not been anymore unwanted activity at the reserve and the barrier was still in place. The Clerk advised that Woodland Trust had confirmed the PC would be receiving the free hedging which it had applied for. The CPT would be asked to plant the hedging when it was received in the autumn.

10. Correspondence.

The Clerk drew councillors' attention to the following items:

- Norfolk County Council had informed the PC that surfacing work would be occurring on the A10 from 18 June for 5 evenings from 7pm to 7am. It meant that additional traffic could be diverted through Fincham. It was noted that the Speed Activated Messaging sign (SAM2) was due to be installed on High Street during this period.
- Information from King's Lynn Town Guides on their programme of historic walks.
- April and May Parish Newsletter from Norfolk Constabulary.
- Confirmation from the Boundary Commission of the new BC ward arrangements.
- Letter from Norfolk Age UK advising of their services and asking for a donation.
- Clerks & Councils Direct Newsletter.

11. Parish Affairs.

Item a. Allotment matters. There was no change to the number of vacant plots. The "Growing Communities" project, which was offering support and encouragement for people and communities to grow food, was discussed and it was agreed that the Clerk should contact the Coordinator to advise them that they could take on an allotment plot from the PC for the project; this would be under the usual tenant terms.

Item b. Community Payback Team (CPT) work. Cllr. Perry advised that the new service level agreement had been signed by her. There had been a request from the supervisor to take on an allotment plot as an additional project. The proposal was on the basis that they would clean up the plot, plant produce and maintain the plot, when produce was ready to harvest it would be given to the PC for distribution and if a tenant came forward for the plot they would surrender it and move on to another plot. Following a proposal by Cllr. Ponder, seconded by Cllr. O'Brien it was agreed by all that they should be allowed to take on a plot, free of charge, on the terms suggested. An agreement would need to be signed to confirm the arrangement.

Item c. Update on Speed activated messaging sign (SAM2). Cllr O'Brien had produced a report, which was handed out to all Councillors; the full report to be added to the PC website. The report provided a comparison of the two occasions when the sign had been installed in the Rectory layby and the information was discussed. Cllr. Bennett advised that he had reported several company vehicles, who he had observed speeding, to the companies concerned. The Chairman thanked Cllr O'Brien for producing the report and Cllrs. Foreman and Bennett for their assistance with moving the sign.

Item d. Community Speed Watch Scheme. The Clerk advised that there had been a slight delay in getting the scheme up and running as she had to contact the volunteers, and ask for one to volunteer as a Co-ordinator, and for the others to confirm that they were happy for their details to be passed to the Co-ordinator. Cllr. Ponder was to act as the Co-ordinator but Cllr. Bennett had also agreed to assist with this role. The information had now been passed to PC Emily Carter and she was going to arrange for a colleague to contact Cllr. Ponder.

Report form Police Engagement meeting. Cllr. Ponder had attended the meeting and had given all Councillors a copy of her report from the meeting; the full report to be added to the PC website. Staffing matters were discussed with new PCs being employed to replace PCSOs and a Beat Manager was to be appointed for each neighbourhood area. A brief discussion took place on the new SMS text service being offered to alert local neighbourhood to police issues. Hare Coursing had been given priority as it is often carried out by "career criminals" so prosecuting them for this crime can help to reduce other crimes. It was also mentioned that fly tipping was not a police matter and was dealt with by the BC, if it was on Highway land, but if it was on private land then it would be the responsibility of the landowner.

Item e. Update on possible tenancy release of strip of allotment land off A1122. The Clerk advised that there had initially been some confusion over which allotment tenant held the tenancy for this piece of land, but the Clerk and Chairman had met with the correct tenant the day before the PC meeting and he had agreed to surrender this small strip of land without compensation for the surrender. As planning permission had now been granted by the BC, for the change of use of the land, the sale was expected to go ahead in the coming months and it was agreed that the Clerk should arrange for the appropriate paperwork to be signed when it was received.

Item f. Village Gateways – update on cleaning/repainting. Cllrs. Perry and Ponder had cleaned the gateways. It was felt that they could do with repainting before the winter.

Item g. Next Newsletter. It was agreed that items on the following matters should appear in the next newsletter: update on Community Speed Watch Scheme; summary of report from SAM2 data; information on further planned update event at RAF Marham; request for correct disposal of bagged dog waste; repeat of Fincham charities information. As it was likely to be two or three weeks before the newsletter was published it was agreed it should be titled the Summer Newsletter.

12. Compliance with General Data Protection Regulations (GDPR). The Clerk had provided information on a company called Local Council Public Advisory Services (LCPAS) who were offering a Data Protection Officer (DPO) service, templates of documents needed to comply with GDPR and help and support for £100 per year. A brief discussion took place on entering into a service level agreement (SLA) with LCPAS for DPO services and adoption of the documents provided, which included Data Protection Policy; Privacy Notice; Email and Phone Consent Notices; Retention of Documents and Records; and GDPR Awareness Checklist for Councillors. Following a proposal by Cllr. Bennett, seconded by Cllr. Blackmur, it was agreed by all that the PC should sign the SLA, adopt the documents provided and authorise payment of cheque no 314.

13. Items for the next agenda.
Items to remain on the agenda as already agreed.

14. Date of next meeting.
The next meeting would be an Ordinary Meeting on Wednesday 25th July 2018 at 7.30pm

There being no further business, the meeting closed at 9.00pm

Signed as a true record of the meeting: _____

Date: _____