

# FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council duly convened on Wednesday 25<sup>th</sup> July 2018 at Fincham Memorial Hall. Commenced at 7.30pm with Cllr. John Delderfield in the Chair.

## Attending:

Cllr. David Bennett  
Cllr. John Delderfield  
Cllr. Alan Foreman  
Cllr. Christine Perry  
Cllr. Barbara Ponder  
Cllr. Joe Underhill

Clerk – Sarah Thorpe

Mrs Sue Westwood; no other parishioners were in attendance

### 1. Apologies for Absence.

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

### 2. Declarations of Pecuniary Interests.

None.

### 3. Public Forum.

No issues were raised.

### 4. Minutes of the Annual Meeting held on 23<sup>rd</sup> May 2018

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 of the Annual meeting on 23<sup>rd</sup> May 2018 as a true record and they were signed by the Chairman.

### 5. Matters Arising.

The Clerk advised that all matters had been actioned. Highways had advised that the mile post was a Highway asset and therefore it would need to be removed from the PC asset register.

### 6. Finance matters

**Item a. Clerk's National Pay Award for 2018.** The Clerk's contract employed her on a national pay scale of SCP 22; a 2% pay rise had been agreed from 1<sup>st</sup> April 2018. It was agreed by all to approve the pay award.

**Item b. Approval of Monthly Expenditure.** The Clerk ran through the below payments for authorisation. Following a proposal by Cllr. Bennett, seconded by Cllr. Perry, the payments were authorised along with a direct debit mandate for Anglian Water and amendment to the standing order for the Clerk's salary from August 2018; 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	14.44	0.72	<b>15.16</b>	D/D	Streetlighting electric June
S Thorpe	279.21		<b>279.21</b>	S/O	Clerk's salary June
Unity Trust Bank	18.00		<b>18.00</b>	D/D	Quarterly bank charges
S Thorpe	294.01		<b>294.01</b>	316	Clerk's exp/arrs/trng Jun/Jul
Anglian Water Business Ltd	13.45		<b>13.45</b>	317	Allotment supply
CGM Ltd	434.25	86.85	<b>521.10</b>	318	Grounds maintenance May/June
URM (UK) Ltd	19.50	3.90	<b>23.40</b>	319	Bottle bank emptying
Limetree Marketing	20.80		<b>20.80</b>	320	Printing of summer newsletter
E-on	13.97	0.70	<b>14.67</b>	D/D	Streetlighting electric July
S Thorpe	279.21		<b>279.21</b>	S/O	Clerk's salary July
	<b>£ 1,386.84</b>	<b>£ 92.17</b>	<b>£ 1,479.01</b>		

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

Signed as a true record of the meeting: \_\_\_\_\_

Date: \_\_\_\_\_

**Item d. 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. Foreman, seconded by Cllr. Ponder, the review was accepted by all.

**7. Planning matters**

**Item a. New applications:**

**18/01281/F Proposed garages at The Old Rectory, High Street.** The application was discussed, and it was agreed by all to SUPPORT the application.

**Item b. Decisions from the Borough Council:** the following application had been permitted.  
**18/00546/F Construction of garage/annexe, following removal of existing shed/garages at Clear View, Chapel Lane.**

**8. Health & Safety issues**

**Item a. Issues requiring attention to be reported by Clerk:**

- High Street – pot holes outside Barsham House and a manhole cover outside Hardley House were still awaiting action.
- Memorial Hall – footpath needed siding out by Rangers.
- High Street/Marham Road/Boughton Road – sign post knocked down.
- 30mph signs on gateways had been obscured by vegetation but now clear although something would need to be done to prevent the problem reoccurring.
- Marham Road – security lighting from telephone exchange was too intrusive to neighbouring properties; the Chairman agreed to provide contact details to the Clerk.

**Item b. Return of Health & Safety Inspection sheets.** One inspection sheet was returned. No action was required.

**Item c. Nature Reserve.** The Community Payback Team (CPT) had cut the path to just the other side of the pond in June. They would be carrying out further work in August. The padlock and barrier had been removed again. A discussion took place on what could be done to try to prevent unwanted activity. It was felt that the best option was probably to dig out the ditch. Cllr. Underhill agreed to take a look and report back at the next meeting.

**9. Correspondence.**

**Item a. NCC consultation on Norfolk Minerals and Waste Local Plan Review.** A brief discussion took place on the consultation. It was agreed by all that the PC did not need to send a response.

The Clerk drew councillors' attention to the following items:

- Information from NCC on the Parish Partnership Scheme for 2019/20 and an invitation to a Network Event.
- Information from King's Lynn Town Guides on Pub walks on Monday evenings.
- Information from Norfolk Constabulary on stolen property; how to contact them to report issues; June and July Parish Newsletter.
- Information from the Borough Council on a Littering and dog fouling survey; an introduction of costs to PCs for uncontested elections from May 2019; a statement of licensing policy review.
- Information on services/request for donation from Norfolk Accident Rescue Service.
- Project Launch Event for Growing Communities.
- Information from Kickstart Norfolk on alternative transport provision for rural communities.
- Clerks and Councils Direct Newsletter.

**10. Parish Affairs.**

**Item a. Allotment matters.** There was no change to the number of vacant plots as one had been taken on by a new tenant, but one had been abandoned by the tenant. The Clerk advised that NCC had informed her that an agreement had now been reached between them and the resident who wished to purchase a small strip of allotment land off the A1122. NCC had agreed to reduce the PC rent from April 2018 by £50 per annum for this piece of land which was 0.07 acres; paperwork to be completed for the tenancy release in due course. Cllr. Perry advised that she had met with the Community Payback Team (CPT) supervisor about taking on three vacant allotment plots as an additional project. An agreement had been emailed but nothing further had been heard at this stage; Cllr

Perry reported that she was aware that they had experienced office problems and wondered if this had caused a delay.

Cllr Perry advised that the CPT had worked very well keeping the vacant allotments trimmed and putting up fences etc. Following a proposal by Cllr. Perry, seconded by Cllr. Ponder, it was agreed by all that the PC should ask them to continue with this work next year.

**Item b. Community Payback Team (CPT) work.** Already discussed under previous items.

**Item c. Update on Speed activated messaging sign (SAM2).** Cllr O'Brien had produced a report, which had been emailed to Councillors prior to the meeting; the full report to be added to the PC website. The Report provided information on the traffic count for the Church lay-by during June; it advised that as with the December count, fewer vehicles (6%) had been measured travelling at speeds above 35mph in comparison with the Rectory layby (10%). The Chairman thanked Cllr O'Brien for producing the report and Cllrs. Foreman and Bennett for their assistance with moving the sign. A tree would need cutting back before the sign was placed at the Church lay-by again; letter to be sent to resident asking them to cut back. Clerk to also ask Highways if we could have a "safety camera sign" at each end of the High Street.

**Item d. Community Speed Watch Scheme.** Cllr. Ponder advised that the application forms had been completed and returned to the police; applicants needed to be vetted by the police and then training was to be arranged. It was suggested that the PC could obtain 30mph signs to be put on residents refuse bins, as could be seen in some other villages. The Chairman to provide number of properties within the 30mph speed limit area to Clerk and then Clerk to obtain quotation for signs. Item to be considered further as to whether signs would be given or sold to residents.

**Item e. Cost of Grounds Maintenance for Churchyard for 2017.** The Clerk advised that the cost of maintenance of the churchyard for 2017 had been £1092.80. Following a proposal by Cllr. Underhill, seconded by Cllr. Perry, it was agreed by all to ask the church to contribute 50% of the cost, as with the previous year.

**Item f. Parking on The Hill.** A resident had raised concerns about vehicles belonging to non-residents being parked on The Hill and causing an obstruction. It was agreed that the PC had no power to take any action on this issue as it would be a Highways or police matter. Clerk to contact Highways to advise them of the situation; place an item in the next newsletter to ask for vehicles to be parked with consideration for residents; and respond to resident who raised the concern asking them to report the matter to Highways as well.

**Item g. Parking on A1122 (High Street) junction with Boughton Road.** A resident had raised concerns about vehicles parked at the junction obstructing visibility. This matter had been raised previously and referred to the police who had authority on obstructions on the highway. It was felt that the PC could do no more on this issue and therefore the resident should be asked to contact the police. The resident had also raised concerns about the number of HGVs travelling through the village and asked if the PC were aware of when the construction work at RAF Marham was due to finish. Cllr. Underhill advised that it was not until 2024. The resident asked if "30" signs could be painted on the roads. Clerk to contact Highways and ask if this could be done.

**Item h. Electronic delivery of the Newsletter.** A resident had asked the PC to consider setting up a database of addresses who would like to have the newsletter supplied electronically. The matter had been discussed previously and advertised in the newsletter but there had been little response; also, now there would be an additional complication with the new General Data Protection Regulations which would involve a significant amount of additional paperwork. The newsletter was already delivered to each household and placed on the website and it was felt that this was the best way to get the information to residents. Clerk to respond to resident.

**Item i. Creating a PC Facebook page.** A resident had asked the PC to consider setting up a Facebook page to get information to residents in a timely manner. The matter had been previously discussed and it was agreed that the administration involved to

monitor the page would be quite time consuming and that residents already had several options for how to contact the PC, and this was obviously working due to the number of queries raised at this meeting. Some other PCs had taken this option, but it could be problematic. It was agreed that the current system of newsletters and PC website was sufficient and that a Facebook page should not be set up. Clerk to respond to resident.

**Item j. Installation of advertising signs within the conservation area.** Concerns had been raised about an advertising sign on the High Street. It was agreed that the matter should be referred to the BC Planning Enforcement team for investigation.

**11. Compliance with General Data Protection Regulations (GDPR).**

The Clerk had produced three further documents to complete the compliance process. These were a Privacy Notice; a GDPR Risk Assessment and an Assessment of Personal Data held by the PC. Following a proposal by Cllr. Underhill, seconded by Cllr. Ponder, it was agreed by all that the PC should adopt these documents.

**12. Items for the next agenda.**

Items to remain on the agenda as already agreed.

**13. Date of next meeting.**

The next meeting would be an Ordinary Meeting on Wednesday 26<sup>th</sup> September 2018 at 7.30pm

**There being no further business, the meeting closed at 9.07pm**