

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday 28th March 2018 at Fincham Memorial Hall. Commenced at 7.10pm with Cllr. John Delderfield in the Chair.

Attending:

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

Clerk – Sarah Thorpe

Cllr. Sandra Squire (Borough Councillor)

No parishioners were in attendance

1. Apologies for Absence.

Apologies were received and accepted from Cllr. Alan Foreman.

2. Declarations of Pecuniary Interests.

Cllrs Ponder and Underhill declared a non-pecuniary interest in item 6a. Cllr. Delderfield advised that he and the Clerk had recently attended a formal reception at RAF Marham to mark the 100-year anniversary of the Royal Air Force. He passed around two items which had been given to all attendees as a memento of the occasion.

3. Public Forum.

No parishioners were present.

4. Minutes of the Ordinary Meeting held on 24th January 2018.

The Chairman asked councillors to look at the accuracy of the minutes. The minutes were amended at item 10b to state that "16" dates had been provided, "the nature reserve" was removed, and "in the village" were added to the end of the first sentence; second sentence was removed. Following a proposal by Cllr. Underhill, seconded by Cllr. Ponder, it was agreed by all to accept the minutes as a true record and they were signed by the Chairman.

5. Matters Arising.

The Clerk advised that all matters had been actioned and updates would be provided on these items during the relevant agenda item.

6. Finance matters

Item a. Donation to the Memorial Hall to help with insurance costs. The PC had previously given £500 to the Hall to assist with this cost. Following a proposal by Cllr. Perry, seconded by Cllr. Bennett, it was agreed by all that £500 should be given again this year.

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	12.71	0.64	13.35	D/D	Streetlighting electric February
S Thorpe	279.21		279.21	S/O	Clerk's salary February
Unity Trust Bank	18.00		18.00	D/D	Bank service charges for quarter
S Thorpe	58.10		58.10	299	Clerk's expenses Feb/Mar
SLCC Enterprises Ltd	77.80	5.96	83.76	300	Clerk's Practitioners Conference
Anglian Water	12.53		12.53	301	Allotment supply
URM (UK) Ltd	9.00	1.80	10.80	302	Bottle bank emptying
Limetree Marketing	20.80		20.80	303	Printing Winter Newsletter
BCKLWN	68.64	13.73	82.37	304	Dog bin emptying 2017/18
CGM Ltd	18.50	3.70	22.20	305	Grounds maintenance March
E-on	11.48	0.57	12.05	D/D	Streetlighting electric March
S Thorpe	279.21		279.21	S/O	Clerk's salary March
	£ 865.98	£ 26.40	£ 892.38		

Signed as a true record of the meeting: _____

Date: _____

Item b. Approval of Monthly Expenditure. The Clerk ran through the payments for authorisation as above. Following a proposal by Cllr. O'Brien, seconded by Cllr. Underhill, the payments were authorised along with direct debit mandates for the Environment Agency and the Information Commissioner; cheques and mandates were presented to Councillors for signature at the end of the meeting.

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

Item d. Re-investment of £5000+ proceeds from 12-month fixed interest bond. The Clerk advised that due to interest which had been paid over the last few years the balance at maturity was £5505.44. The matter was discussed and following a proposal by Cllr. Bennett, seconded by Cllr. Perry, it was agreed by all to reinvest the full sum in another one-year fixed bond at 1.6%.

Item e. Amendment to signatories for current account. Due to the resignation of Cllr. Anderson a new signatory was needed for the current account. Following a proposal by Cllr. Ponder, seconded by Cllr. O'Brien, it was agreed by all that Cllr. Perry should be added as the additional signatory.

7. Planning matters

Item a. New applications:

18/00319/CU Change of use of land from agricultural to residential curtilage and access at Fairswell Cottage, High Street, Fincham. The application had been received since the last meeting but as the matter had already been discussed by the PC, when they had been asked if they would be willing to surrender the tenancy of a strip of allotment land to accommodate this application, it was agreed that a meeting was not needed to discuss this item and that the PC would SUPPORT the application. It was noted that the area in question had been increased from 4 metres wide to 6 metres wide as NCC Highways had advised that this was the width necessary to allow for visibility splays and turning of vehicles.

Item b. Decisions from the Borough Council: None.

8. Health & Safety issues

Item a. Issues requiring attention.

- Downham Road (near petrol station) – pot hole around gully had returned.
- Downham Road (near Chapel) – surface of road breaking up.
- High Street – chevrons need cleaning.
- High Street (from old shop to Marham Road junction) – footpath needs siding out.
- High Street (outside 105 Bretts Yard) – gravel on footpath from new driveway.
- Marham Road – 30mph sign obscured by overhanging tree.

Item b. Return of Health & Safety Inspection sheets. Three inspection sheets returned; no items required attention.

Item c. Nature Reserve. The padlock on the barrier had been cut off and unauthorised access had occurred again at the site by vehicles. A new padlock had been installed but it was not known if this was still in place as no one had visited the site over the last couple of weeks. The Clerk had applied to Woodland Trust for some free hedging, but no response had been received to the application at this stage and it was therefore likely that this hedging would not be available until the autumn. It was agreed that the edge of the reserve needed to be secure before any hedging could be planted. Cllr. Bennett advised that he had some scaffolding poles which could be put in the ground. Cllr. Underhill agreed to look at the situation and if appropriate the Community Payback Team could be asked to dig out the ditch or alternatively if it was felt a mini-digger was required then Cllr. Underhill would investigate this option.

Action: Item a: Clerk to report new issues to Highways.

9. Correspondence.

The Clerk drew councillors' attention to the following items:

- Invitation to Police Engagement meeting on 12th April – Cllr. Ponder to attend.

Signed as a true record of the meeting: _____

Date: _____

- Cancellation of SNAP meeting in Downham Market on 4th April.
- Invitation to Parish Council Networking Event by NCC on 10th April.
- Notification of price rise for street lighting electricity from E-on.
- Advice from CGM Ltd that they would be issuing one invoice per month in future.
- Consultation on the draft Norfolk Access Improvement Plan – email to all.
- Notification of new property address at Hill Cottage, The Hill.
- Notification of new property address for Sycamore Lodge, High Street.
- Request for information on any Community Car Schemes in the village.
- February and March Parish Newsletter from Norfolk Constabulary.
- Withdrawal of Stagecoach bus service from the County and alternative arrangements.
- Information from BC Planning meeting on 5th March.
- “A Vision for Norfolk in 2021” from Norfolk County Council.
- Information from Kickstart – the moped hire charity.
- Information on Norfolk Community Biodiversity Award Scheme for 2018.
- Draft tree strategy from the BC.
- Clerks & Councils Direct Newsletter.

10. Parish Affairs.

Item a. Update on allotment matters. Cllr. Perry advised that there were still 7 vacant plots. The Community Payback Team were continuing to manage the vacant plots in order to prevent them from becoming overgrown, until tenants could be found.

Item b. Community Payback Team (CPT) work. Cllr. Perry advised that there was a list of jobs lined up for work to be completed in the village.

Item c. Update on Speed Activated Messaging sign (SAM2). The Clerk advised that she had spoken to the emergency services about the speed that their vehicles were likely to be travelling at through the village. It appeared that the ambulance and fire service were unlikely to be travelling at the highest recorded speeds; however, the police were unable to provide details of their recommended speed in a 30mph area, so it could not be established if these speeds were their vehicles. Cllr. O'Brien had produced figures to show the speeds recorded while the sign was installed on Marham Road. The volume of vehicles using this road was significantly less than when the sign was on the High Street, but this was to be expected. When the sign was facing north 30% of vehicles were travelling above 35mph and when the sign was facing south the figure was 7%. The Chairman expressed his thanks to Cllr O'Brien for producing the figures and Cllr. Foreman for his assistance with moving the SAM2 sign.

Item d. Community Speed Watch Scheme. Following the notice in the last newsletter two more volunteers had come forward. Cllr. Ponder also agreed to put her name forward so there were now more than sufficient for the scheme to start. Clerk to inform PC Emily Carter, Police Engagement Officer, at Norfolk Constabulary, that the parish was now ready for volunteers to be trained.

Item e. Update on possible tenancy release for strip of the allotment land off A1122. A 6-metre strip was now required to satisfy the requirements of NCC Highways. A planning application had been submitted and more would be known when the outcome of the application was received.

Item f. Village Gateways – to clean or repaint. A discussion took place on what was needed to maintain the gateways. Cllrs. Perry, Ponder and Underhill agreed to initially clean the gateways so that their condition could be established as to whether repainting was needed at the moment. Item to be discussed again at next meeting once the gateways had been cleaned.

Action: Item d: Clerk to contact PC Emily Carter.

11. Internal Council Affairs

Item a. Absence of Cllr. Foreman from PC meetings from March to July 2018. The Clerk advised that if a member was absent from meetings for 6 months then they were automatically disqualified from office unless the PC agreed to the absence prior to the end of the period. The Chairman advised that he felt Cllr. Foreman was an active

member of the PC and that he should not be lost due to his inability to attend three meetings. A discussion took place and following a proposal by Cllr. Delderfield, seconded by Cllr. Bennett, it was agreed by all to accept the absence of Cllr. Foreman for the three meetings.

Item b. Update on implications of new Data Protection Regulations. There was currently conflicting advice on whether it was appropriate to appoint the Clerk as the Data Protection Officer and it may be that an outside body would need to be appointed. This would be investigated further before the next meeting. The Clerk would continue to work on the actions needed.

Item c. Appointment of Internal Auditor for 2017/18. Mrs Christine Hurley had agreed to continue in the role if the PC wanted to re-appoint her. Following a proposal by Cllr. Ponder, seconded by Cllr. O'Brien, it was agreed by all to re-appoint Mrs Hurley.

12. Items for the next agenda.

Items to remain on agenda as already agreed along with "new backing board for the PC notice board.

13. Date of next meeting.

The next meeting would be the Annual Parish Council Meeting on Wednesday 23rd May 2018 at 7.30pm

There being no further business, the meeting closed at 8.29pm