

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council duly convened on Wednesday 26th September 2018 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

Cllr. Sandra Squire (Borough Councillor)

Clerk – Sarah Thorpe

Mrs Sue Westwood; no other parishioners were in attendance

1. Apologies for Absence.

Apologies were received and accepted from Cllr. David Bennett.

2. Declarations of Pecuniary Interests.

None.

3. Public Forum.

No issues were raised.

4. Minutes of the Ordinary Meeting held on 25th July 2018

The Chairman asked Councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Perry, seconded by Cllr. Foreman, it was agreed by all to accept the minutes of the Ordinary meeting on 25th July 2018 as a true record and they were signed by the Chairman.

5. Matters Arising.

The Clerk advised that all matters had been actioned.
All matters arising to be dealt with under other items on the agenda.

6. Finance matters

Item a. Approval of Monthly Expenditure. The Clerk ran through the below payments for authorisation. 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	14.44	0.72	15.16	D/D	Streetlighting electric August
S Thorpe	284.78		284.78	S/O	Clerk's salary August
S Thorpe	48.80		48.80	321	Clerk's exp/arrs Aug/Sept
CGM Ltd	486.30	97.26	583.56	322	Grounds maintenance July/Aug
E-on	14.44	0.72	15.16	D/D	Streetlighting electric Sept
S Thorpe	284.78		284.78	S/O	Clerk's salary Sept
Unity Trust Bank	18.00		18.00	D/D	Quarterly bank charges

£ 1,151.54 £ 98.70 £ 1,250.24

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

7. Planning matters

Item a. New applications:

18/00991/F Rear single storey extension at The Kingfisher, High Street. The application was discussed, and it was agreed by all to SUPPORT the application.

Signed as a true record of the meeting: _____

Date: _____

Item b. Decisions from the Borough Council (BC): the following application had been permitted.

18/01281/F Proposed garages at The Old Rectory, High Street.

8. Health & Safety issues

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

New issues to report -

- High Street (Bretts corner) to Downham Road (petrol station) – footpath needs siding out by Rangers.
- Downham Road (land on the corner just after Lynn Road junction) – overhanging trees (owner of land not known).
- Downham Road (just before Ashdale Cottage, on petrol station side of the road) – two trees overhanging footpath.
- High Street (near Lynn Road junction) – trees overhanging footpath.

Update on previously reported issues -

- Memorial Hall – footpath had been sided out by Rangers.
- High Street – pot holes had been filled by Rangers.
- High Street/Marham Road/Boughton Road – knocked down sign repaired by Highways.
- High Street (outside Hardley House) – area around manhole cover still awaiting action.
- High Street – request for safety camera signs either end of the road had been refused by Highways as there was no permanent camera in place.
- High Street – request for 30mph roundels on the road surface could be possible but confirmation would be needed from the road safety team.
- The Hill – concerns about parking of vehicles. Highways had advised that there was nothing they could do on this issue and had suggested that if the parked vehicles were causing an obstruction this was a matter for the police.

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

Item c. Nature Reserve. The Community Payback Team (CPT) had carried out strimming work and trimmed some trees in recent weeks. Cllr. Underhill advised that he had also trimmed some of the trees.

The free trees from the Woodland Trust were due to arrive between 5th-16th November. It was hoped that the CPT would plant them but Cllr. Foreman agreed to heel them in when received to ensure they were kept in good condition before planting.

An email had been received from a member of the public who had visited the Nature Reserve. The email was read out; it made some suggestions for improvements which were:

- i. an information sign on the entrance to the drove, perhaps with a simple sketch map, to indicate that the reserve is reached by going straight down the drove and through the black metal gate.
- ii. an information sign near to the existing sign at the entrance perhaps highlighting the wildlife that could be seen in the Reserve.
- iii. clear indication of the extent of the reserve, and how it might be linked with other footpaths.

Cllr. O'Brien had found the information on the circular route which had originally been produced and given out to all residents. It was agreed that it would need to be updated and Cllr. Perry and Cllr. Ponder agreed to walk the route and amend the map as required; this could then be put on the website. A list of what you might be able to see at the Reserve could be drawn up and displayed near the entrance sign and on the website. An information sign on the entrance to the drove was felt to be a good idea and could be produced. Matter to be discussed further at the next meeting once the map had been amended.

9. Correspondence.

The Clerk drew councillors' attention to the following items:

- A response from the Growing Communities Project Coordinator advising that they did not currently have a Master Gardener in the area but if there was a group of volunteers who were looking for a community allotment space then they could help. It was agreed that an item be put in the next newsletter to see if there was any interest.

- Alive Leisure had asked for information on facilities and activities in the village and the Chairman had provided the information to the Clerk for a response within the deadline. Alive Leisure had responded to say that they could assist with setting up a table tennis club if there was interest in this. It was agreed that an item be put in the next newsletter to see if there was any interest.
- Consultation from the BC on their proposal of introducing an Order on control of dogs within all enclosed children's play areas in the BC administration area from 1st December 2018. A discussion took place on this but as the children's play area in Fincham was not fully enclosed it was assumed that this would not be affected. It was agreed that there was not a current problem with control of dogs within the play area but if it did become a problem in the future the Memorial Hall could always consider enclosing the area and then it would be covered by the Order. No response to be sent to the consultation.
- Confirmation from the BC Planning Enforcement Team of an investigation into an alleged unauthorised advertisement on High Street. It was agreed that there were other signs, which were felt to be unauthorised, and these should also be referred.
- Information and a poster from Royal Mail on scam mail.
- Information and poster on a presentation entitled 100 Years of RAF Marham on 16th October at Marham Village Hall.
- Information from a local group opposing the proposal for a Silica Sand Quarry between Shouldham and Marham.
- Information from Unity Trust Bank on an increase in the interest rate payable on Instant Access Accounts.
- Invitation from NALC to a Café Cluster event near Downham Market on 16th October.
- August and September Parish Newsletters from Norfolk Constabulary along with a frequently asked questions on Parish Newsletters and Crime Statistics.
- Results of the Norwich Western Link consultation from Norfolk County Council (NCC).
- Information on Love West Norfolk campaign to identify hidden treasures.
- Clerks and Councils Direct Newsletter.

10. Parish Affairs.

Item a. Allotment matters. There was no change to the number of vacant plots.

Cllr. Perry advised that the CPT had continued to carry out requested work on the vacant plots and that she would be asking them to continue with work in the village during 2019. There had been no further information on the suggestion that the CPT coordinator would take on three vacant allotment plots as an additional project.

Item b. Community Payback Team (CPT) work. Already discussed under previous items. Memorial Hall may need some help in the future if possible.

Item c. Update on Speed activated messaging sign (SAM2). Cllr O'Brien had produced a report, which had been given 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 Marham Road during July and August; the information appeared to provide further evident that the sign is having an impact when it is flashing to warn motorists of their speed. The Chairman thanked Cllr O'Brien for producing the report and Cllr. Foreman and Mr O'Brien for their assistance with moving the sign.

Item d. Application to NCC Parish Partnership Scheme for 2019/20. A discussion took place on whether an application should be submitted this year. No item was identified at this stage which required a bid to be submitted, but it was agreed that the item would remain on the agenda for the next meeting in case anything was identified.

Item e. Community Speed Watch Scheme. Cllr. Ponder advised that there were now only six volunteers as one had resigned. The police contact had visited the village and locations had been agreed where checks would take place; training was to take place on Friday 28th September and after this checks would be starting. Item to be placed in the next newsletter asking for more volunteers.

Item f. 30mph speed limit signs for refuse bins. Quotations had been obtained and the cheapest was £15.99 (which included VAT) for 12 signs. It had been estimated that there were approximately 75 properties within the 30mph area. It was agreed that an item should be placed in the next newsletter asking for resident who lived within the 30mph area to contact the Clerk if they wanted signs, free of charge, to display on their bins and then the Clerk would order them based on the number of responses.

Item g. Nominations to attend the RAF Marham Senior Citizens Christmas Lunch 2018.

The Chairman would make 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 h. Autumn Newsletter. Items as already agreed along with update on SAM2; Community Speed Watch Scheme; allotment vacancies.

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 Clerk had advised that substantial amendments had been made to the Standing Orders following the issue of new model Standing Orders from National Association of Local Councils; the other documents had not been amended. The documents were discussed and following a proposal by Cllr Ponder, seconded by Cllr. Foreman, it was agreed by all to adopt all the draft 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 28th November 2018 at 7.30pm

There being no further business, the meeting closed at 8.56pm