

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council duly convened on Wednesday
23rd January 2019 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. Cathy O'Brien
Cllr. Barbara Ponder
Cllr. Joe Underhill

Clerk – Sarah Thorpe

Cllr. Sandra Squire (Borough Councillor)
Cllr. Michael Howland (Borough Councillor for Airfield Ward)

1. **Apologies for Absence.**
Apologies had been received from Cllr. Christine Perry.
2. **Declarations of Pecuniary Interests.**
None.
3. **Public Forum.**
No residents were in attendance.
4. **Minutes of the Ordinary Meeting held on 28th November 2018 and Planning Committee Meeting held on 9th January 2019.**
The Chairman asked Councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Underhill, seconded by Cllr. Foreman, it was agreed by all to accept the minutes of both meetings as a true record and they were signed by the Chairman.
5. **Matters Arising.**
The Clerk advised that all matters had been actioned.
Norfolk County Council (NCC) Highways had advised that there had been a delay installing the 30mph roundels on the road surface of the High Street, which had been promised by Christmas, they would be installed as soon as possible.
6. **Finance matters**
Item a. Approval of Monthly Expenditure. The Clerk ran through the below payments for authorisation. Following a proposal by Cllr. Bennett, seconded by Cllr. O'Brien, 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	13.97	0.70	14.67	D/D	Streetlighting electric December
S Thorpe	284.78		284.78	S/O	Clerk's salary December
Wave	13.32		13.32	D/D	Allotment water supply
Unity Trust Bank	18.00		18.00	D/D	Bank service charges
S Thorpe	126.89		126.89	330	Clerk's exp/arrs/admin Dec/Jan
URM (UK) Ltd	10.50	2.10	12.60	331	Glass Recycling Nov
CGM Ltd	72.45	14.49	86.94	332	Grounds maintenance Oct
Limetree Marketing	20.80		20.80	333	Printing of Autumn Newsletter
S Thorpe	89.99		89.99	334	30mph stickers for refuse bins
E-on	14.44	0.72	15.16	D/D	Streetlighting electric Jan
S Thorpe	284.78		284.78	S/O	Clerk's salary Jan
	£ 949.92	£ 18.01	£ 967.93		

Item b. Reconciled cashbook. The Clerk presented the completed cashbook to the end of December 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 c. Quarter 3 Finance Review. The report had been circulated to councillors. The Clerk reported that income and expenditure were generally in line with budget and that cash flow was looking good at this point in the year. Following a proposal by Cllr. Ponder, seconded by Cllr. Foreman, the review was accepted by all.

Item d. Budget and Precept for 2019/20. A budget had been prepared by the Clerk and copies given to all councillors. The Clerk advised that the budget for expenditure was £239 more than the budget for income, if the Precept was set at a level to show a 0% increase for the Band D Taxbase. To balance the budget a 3% increase would need to be made to the Precept, which would be an annual increase of £1.30 for the Band D Taxbase. The Clerk reminded councillors that the Band D Taxbase figure for Fincham was well below the national average and the figures set by her other PCs. Details of other possible options had been provided and the matter was discussed. The following proposal was put forward and agreed by all:

Proposal: To raise a Precept of £8084 for the financial year 2019/20, (which represented a 3% increase to the Band D taxbase) and use the Govt. grant of £77 to result in a total income for the Parish Council of £8161.

Proposed By: Cllr. Bennett

Seconded By: Cllr. Ponder

7. Planning matters

Item a. New applications: None.

Item b. Decisions from the BC: None.

8. Health & Safety issues

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

New issues to be reported -

- High Street (Bretts Yard to Sycamore House) – footpath still needs siding out by Rangers.
- High Street (Marham Road junction to the old shop) – footpath need siding out and sweeping.
- Marham Road (near allotments) – 30mph sign still needs new post.
- High Street (near Talbot Manor) – inspection chamber cover loose.
- High Street (near Talbot Manor) – leaves on footpath need sweeping.
- High Street (Ivy House to Boughton Road) – footpath needs siding out and sweeping.
- High Street (layby opposite Memorial Hall) – verge is being eroded in the middle. Kerbing is only at both ends, ask if we could have whole area kerbed and 2 bollards need to be replaced.
- High Street (Sycamore House) – pot hole around drain cover.
- High Street – complaints about issue with dog leaving garden of property and approaching pedestrians on footpath. Clerk to provide contact details for Community Safety Neighbourhood Nuisance Department at the BC who would deal with this issue.
- High Street (The Wish) – incident of anti-social behaviour had occurred. This would be a matter for the Police.

It was agreed that a matter would be placed on the next agenda to discuss if the PC should consider employing a contractor to manage the problems with leaves and siding out of the footpaths, if NCC Highways did not complete the requested work.

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

Item c. Nature Reserve and circular walk. A resident had provided some positive feedback on the draft circular walk document and following this Cllr. Perry had provided the final document for the circular walk. It was agreed that the document, along with a map, would be placed on the PC website.

Cllr. Underhill advised that the hedging, which had been planted before the last meeting, was doing well.

The new bridge/culvert along the lane, and the repair or replacement of the bridge at the eastern end of the Nature Reserve had not yet been completed by NCC but they had advised that this work should be carried out by the end of March 2019.

Two Statutory Notices had been received advising of applications to NCC to modify the Definitive Map in relation to recategorising as a Restricted Byway the following routes: Wereham FP1, Gibbets Lane, and Wereham FP2 in Wereham and West Dereham

parishes and Black Drove in Fincham parish, the full length from gridpoint TF 67620574 and TF 68080398. Also, that the Fincham Nature Reserve extending between TF 68080398 and TF 68650405 should become a Public Footpath.

9. Correspondence.

The Clerk drew councillors' attention to the following items:

- Information pack and update from Love West Norfolk campaign.
- Information from Age Concern Swaffham & District about their Hospital Buddy Service and Befriending Service. Information to be put on PC notice board.
- Information and request for a donation from Norfolk & Suffolk British Red Cross.
- Information and request for a donation from Norfolk Citizens Advice.
- Letter from E-on advising of a price increase for street lighting electricity.
- Email from the BC regarding their Authority Monitoring Reports for 2017/18.
- Information from NCC on the changes to the proposal for Children's Services – the Downham Market Children's Centre would not be remaining open.
- Email from Ward Gethin Archer advising of their services for PCs.
- Information from the BC on the forthcoming PC elections on 2nd May 2019.
- Clerks and Councils Direct Newsletter.

10. Parish Affairs.

Item a. Allotment matters. Cllr. Perry had advised via email prior to the meeting that the Community Payback Team (CPT) had made good progress on plots 17, 19 and 20. CGM had delivered the bark and the group had put it on the communal path; thanks to be expressed to CGM and request for a further load for plot holders to use on their own plots if possible. In general, the site looked good although plot 5 could not be worked due to the number of hazards. Clerk to contact tenant of plot 5 to ask for hazards to be cleared.

Item b. Community Payback Team (CPT) work. Work at churchyard and Nature Reserve had been carried out as well as the work at the allotments.

Item c. Update on Speed activated messaging sign (SAM2). Cllr. O'Brien had provided a report on the data collected by the sign but advised that the report provided did not cover all the information available. Full report to be provided to councillors when available.

The sign was currently installed on Marham Road, facing the direction to pick up traffic entering the village from Shouldham. It was agreed that the sign should remain in the same direction for the whole of the 4-week period to collect more data in this location, as it was felt this area was a problem with speeding motorists.

It was suggested that signs advising of the approaching speed limit in the village would be of benefit and it was agreed the Clerk would contact Highways to ask for these signs.

Item d. Community Speed Watch Scheme (CSW). Cllr. Ponder advised that the team had some time off during the festive period as the office in Norwich closed from 9th December to 9th January. There had also been a couple of days when the weather was too bad to stand outside for an hour. Since the last PC meeting, they had only undertaken 2 watches – one on Marham Road where they recorded 18 offenders with a top speed of 49mph and the other was outside The Rectory where they recorded 5 offenders with a top speed of 39mph. The November report from the office in Norwich showed that of the 63 offenders logged during the month 55 letters were sent – 1 to a villager and 54 to outsiders – and 8 vehicles had been untraceable. The team was still only 6 strong and they would welcome new members.

It was agreed that the CSW scheme was having an impact on reducing speeding.

Item e. 30mph speed limit signs for refuse bins. The Clerk advised that the 12 signs ordered had all been handed out and she had a request for more signs. A discussion took place on how many more to order, as the supplier had offered a discount of 10% off the next order, and it did work out much cheaper to order a larger number. Following a proposal by Cllr. Bennett, seconded by Cllr. Ponder, it was agreed that 100 should be ordered at a cost of £89.99 (with the discount). Cllr. Bennett to take delivery and hand out to residents who requested them.

11. Internal Council Affairs.

Item a. Archiving of historical PC documents. The Clerk advised that she wanted to pass the historical documents, which included minute books going back to 1894, to the

Norfolk Records Office, as they would be able to store them more securely and ensure they were preserved, but would prefer to scan the documents first so that the PC retained a digital copy. This would involve additional hours for the Clerk as it could not be managed within her normal hours. Following a proposal by Cllr. Delderfield, seconded by Cllr. Underhill, it was agreed by all that the Clerk should be paid to scan one of the minute books, to see how long it took, and they the matter should be considered again at the next PC meeting.

Item b. Contract with new supplier for street lighting electricity. The Clerk advised that she had spoken with a not for profit company called Utility Aid, who specialised in getting cheaper utility bills for Charities and PCs, at the last conference she attended. They had managed to save money for one of her other PCs, so she had asked them to provide a quotation for Fincham PC. Unfortunately, this quotation had not been received yet, but it was likely to involve a 4-year fixed rate contract to secure the best deal. It was expected that E-on would continue to increase their prices during this period. Following a proposal by Cllr. Underhill, seconded by Cllr. O'Brien, it was agreed by all that the Clerk should discuss the matter with the Chairman, when the quotation was received. If he agreed with entering into the new contract the Clerk should sign the paperwork and arrange for the direct debit mandate to be signed by two signatories.

Item c. Winter newsletter. Items for the next newsletter to include: CSW and SAM2 update; supply of 30mph stickers for refuse bins; information on the circular walk; request for dog owners to clean up after their dogs along with any other appropriate items.

12. Items for the next agenda.

Items to remain on the agenda as already agreed.

13. Date of next meeting.

The next meetings would be the Parish Assembly followed by an Ordinary Parish Council Meeting on Wednesday 27th March 2019 from 7.00pm.

Before the meeting was closed the Chairman allowed Cllr. Howland to address councillors.

There being no further business, the meeting closed at 8.39pm