

FINCHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, duly convened on
Wednesday 24th July 2019 at Fincham Memorial Hall. Commenced at 7.30pm with
Cllr. John Delderfield in the Chair.

Attending:

Cllr. John Delderfield
Cllr. Alan Foreman
Cllr. Cathy O'Brien
Cllr. Barbara Ponder
Cllr. Dave Stringer
Cllr. Joe Underhill

Cllr. Mike Howland (Borough Councillor)

Clerk – Sarah Thorpe

No parishioners were in attendance

1. Apologies for Absence

Apologies were received from Cllr. David Bennett, Cllr. Shaun Blackmur and Mrs Sue Westwood.

2. Declarations of Pecuniary Interests.

Cllr. O'Brien declared a non-pecuniary interest in item 11f.

3. Public Forum.

No parishioners were present at the meeting.

4. Minutes of Annual Meeting on 7th May.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Stringer, seconded by Cllr. O'Brien, it was agreed by all to accept the minutes of the Annual meeting on 7th May 2019 as a true record and they were signed by the Chairman.

5. Matters Arising.

The footbridge over Lode Dyke had been repaired and a metal spike had been hammered into the ground so that it no longer protruded. It was reported that the footbridge at the eastern end of the Nature Reserve had still not been repaired, Cllr. Stringer advised that Highways had informed him that they did not feel it was a problem, as access was still possible over the planks. The footbridge previously had handrails and it was agreed that the Clerk would follow up this issue.

The removal of dead animals from the roadside or verge was the responsibility of the Borough Council (BC).

6. Finance matters**Item a. Approval of Monthly Expenditure.**

| Payee | Goods/ Services | VAT | TOTAL | chq no | Supplier/Service |
|--------------------|--------------------|-------|---------------|--------|------------------------------|
| E-on | 17.25 | 0.86 | 18.11 | D/D | Streetlighting electric May |
| E-on | 17.83 | 0.89 | 18.72 | D/D | Streetlighting electric June |
| Wave | 11.94 | | 11.94 | D/D | Allotment water supply |
| S Thorpe | 291.75 | | 291.75 | S/O | Clerk's salary June |
| Unity Trust Bank | 18.00 | | 18.00 | D/D | Bank service charges |
| E-on | 17.25 | 0.86 | 18.11 | D/D | Streetlighting electric July |
| S Thorpe | 291.75 | | 291.75 | S/O | Clerk's salary July |
| S Thorpe | 60.64 | | 60.64 | 349 | Clerk's expenses June/July |
| NPT&S | 55.00 | | 55.00 | 350 | Councillor training |
| Limetree Marketing | 20.80 | | 20.80 | 351 | Summer newsletter printing |
| URM (UK) Ltd | 19.50 | 3.90 | 23.40 | 352 | Bottle bank emptying |
| CGM Ltd | 343.30 | 68.66 | 411.96 | 353 | Grounds maintenance May/June |
| BCKLWN | 47.66 | | 47.66 | 354 | Election recharge |
| Mrs B Ponder | 24.57 | | 24.57 | 355 | Supplies for CPT |

£ 1,237.24 £ 75.17 £ 1,312.41

Signed as a true record of the meeting: _____

Date: _____

The Clerk ran through the above payments for authorisation. Following a proposal by Cllr. Foreman, seconded by Cllr. O'Brien, the payments were authorised and the cheques were presented to councillors for signature at the end of the meeting.

Item b. Reconciled cashbook. The Clerk presented the completed cashbook to the end of June 2019. The Chairman viewed the cashbook and agreed the bank statements to the reconciled figures.

Item c. Quarter 1 finance review. The Clerk had emailed and handed out printed copies of the 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. Ponder, seconded by Cllr. O'Brien, the review was accepted by all.

7. Planning matters

Item a. New applications: None.

Item b. Decisions from the Borough Council:

19/00596/RM Reserved matters application for two dwellings at Ravencroft, Main Road. Application permitted.

19/00065/TREECA Application to fell/extract a Poplar, Sycamore and other plants at Magpies Cottage, High Street. No objection.

Item c. A query was raised regarding whether planning approval had been obtained for a new brick wall at the front of a property on the High Street. Clerk to check.

8. Health & Safety issues

Item a. Issues requiring attention.

- High Street (from Sycamore House to the petrol station) – hedgerow overgrown.
- High Street (area of 40mph speed limit from village heading towards Downham Market) – request for speed limit to be reduce to 30mph up to the end of the footpath.
- High Street (form Marham Road junction heading out of the village) – gullies need clearing.

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

Item c. Nature Reserve. Cllr. Underhill advised that the Community Payback Team (CPT) had attended to work at the Nature Reserve at the end of June. They had done a very good job and the footpath through the Reserve was now clear.

9. Correspondence.

The Clerk drew councillors' attention to the following items:

- Breakdown of Election recharge fees from the BC.
- Info from Norfolk County Council (NCC) on Parish Partnership Scheme for 2020/21.
- Email from BC advising of new property addresses on Bretts Orchard.
- Info from BC on Planning Update Sesssion; Cllrs. Foreman and Stringer to attend.
- Letter from Norfolk Age UK advising of their services and asking for a donation.
- Clerks & Councils Direct Newsletters.
- The Chairman advised that he and the Clerk had represented the PC by attending the RAF Marham formal reception on 6th June 2019.

10. Proposed Parish Council Regional Forum.

The Clerk advised that she had been approached by a Chairman from Boughton PC at a recent conference to see if the PC would be interested in taking part in quarterly meetings with other local PCs to discuss issues which affected other parishes. A discussion took place and it was agreed that the Clerk should respond to say that the PC would consider sending a representative if an issue came up which affected everyone, but would need to see the agenda ahead of the meeting and then attend if appropriate.

11. Parish Affairs.

Item a. Allotment matters. The tenancies had been ended for the three plots where no work had taken place for a considerable time. One of these plots had been re-let which meant that there were currently three vacant plots. The CPT had started work on clearing the vacant plots; rubbish had been generated from this clearance and some of this could be burnt. The work being done by the CPT had been restricted lately as only one strimmer had been available for them to use. A discussion took place on the condition of some of the plots and it was agreed that a letter would be sent to the tenants of three plots asking them to tidy up their plots. CGM had not yet dropped off the extra load of wood chippings; Clerk to chase up.

Item b. Community Payback Team (CPT) work. Already reported under item 8c and 11a.

Item c. Update on Speed activated messaging sign (SAM2). Cllr. O'Brien stated that she had not produced a report but could advise that the sign had been located at the Rectory layby (from March - April 2019) and the Church layby (from May-June 2019). For both periods of recording, the sign had been left facing West for the whole four-week period. A total of 93,203 vehicle speeds were recorded during the four weeks that the SAM2 was up in the Rectory layby and 95,292 vehicle speeds were recorded in the church layby. These numbers were reasonably consistent with the values recorded in the same periods last year, but it does mean that more than 3000 vehicles are travelling through the village from the West daily, with traffic volume being less at weekends. Of the speeds recorded, 7.9% and 5.9% were at 35mph and above in the Rectory layby and Church layby respectively. This was a positive improvement on 2018 when more than 10% of vehicles were recorded at speeds of 35mph and above in the Rectory layby and 6.6% in the Church layby. This could demonstrate that the Community Speed Watch Scheme was also having a benefit. It was agreed that the sign would be positioned on Marham Road, facing North, on its next visit to the village. Cllr. Underhill asked if an additional site for the SAM2 could be authorised near the village gateways on the A1122, when approaching the village from Downham Market. Clerk to ask the Highways Engineer if this could be approved.

Item d. Update on Community Speed Watch Scheme. Cllr. Ponder advised that the team had continued to carry out checks but had been rained off on a couple of occasions. There had been a reduction of about 50% in the number of vehicles recorded speeding. Three new volunteers had now joined the team.

Item e. Review of contract for cutting the footpaths. Over the last couple of months there had been problems with the footpaths, which were usually cut by CGM, becoming overgrown. The PC usually paid for two cuts of the footpaths per season, but authorisation had been given for an additional cut by the Chairman and the Clerk. Unfortunately, CGM had not been able to schedule the cut until 22nd July and by this date the farmers had cut the footpaths, so although the problem had now been resolved the footpaths had been impassable for several weeks. CGM were scheduled to cut them again during week commencing 12th August. Following a proposal by Cllr. O'Brien, seconded by Cllr. Foreman, it had been agreed by all that the next scheduled cut should be delayed until the end of August and that three cuts should be scheduled for next year at the end of April, June and August.

Item f. Cost of grounds maintenance for churchyard in 2018. The Clerk advised that the cost of maintenance of the churchyard for 2018 had been £1094.15. Following a proposal by Cllr. Foreman, seconded by Cllr. Underhill, it was agreed by all to ask the church to contribute 50% of the cost, as with the previous year.

12. Internal Council Affairs.

Item a. Archiving of historical Parish Council documents. The Clerk advised that she had unfortunately still not made any progress on this item. She hoped to start the work in August. Item to be carried forward to the next meeting.

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 September 2019 at 7.30pm

There being no further business, the meeting closed at 8.43pm