

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council duly convened on Wednesday 27th March 2019 at Fincham Memorial Hall. Commenced after the Annual Parish Assembly at 7.00pm with Cllr. John Delderfield in the Chair.

Attending:

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

Clerk – Sarah Thorpe

Cllr. Brian Long (County Councillor)

Four members of the public

1. **Apologies for Absence.**
Apologies had been received from Cllr. Shaun Blackmur, Cllr. Alan Foreman, Cllr. Cathy O'Brien and Cllr. Sandra Squire (Borough Councillor).
2. **Declarations of Pecuniary Interests.**
None.
3. **Public Forum.**
No issues were raised by residents.
4. **Proposed street name change at Bretts Yard and Bretts Orchard.**
Residents attending the meeting were given the opportunity to put forward their views. The Clerk explained that the Borough Council (BC) had advised that the official address for the 6 properties living on this road was "High Street" as the names of Bretts Yard and Bretts Orchard had never been formally adopted by the BC, who were the authority that deal with naming of roads/streets. The BC had advised that only one name could be adopted for the whole of the road. The PC discussed the matter and it was noted that all residents who had responded to correspondence on the issue felt that the name should be Bretts Orchard. Other options were considered. Following a proposal by Cllr. Underhill, seconded by Cllr. Bennett it was agreed by all that the name to be put forward should be "Bretts Orchard."
Cllr. Bennett arrived during the discussion on the above item giving his apologies for being late.
5. **Minutes of the Ordinary Meeting held on 23rd January 2019.**
The Chairman asked Councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Ponder, seconded by Cllr. Underhill, it was agreed by all to accept the minutes as a true record and they were signed by the Chairman.
6. **Matters Arising.**
Norfolk County Council (NCC) Highways had now installed the 30mph roundels on the road surface of the High Street.
High Street (layby opposite Memorial Hall) – verge was being eroded in the middle. Kerbing was only at both ends. Highways had advised that there was no money in their budget to kerb the layby side of the verge. Cllr. Long agreed to provide funding from his Highways Budget to install two additional wooden bollards at either end to prevent further verge erosion, and for the safety of pedestrians.
Highways had been asked if they would install signs advising of the approaching speed limit in the village; but had advised this was not possible as they only installed these on truck roads.
7. **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. Bennett, seconded by Cllr. Perry, it was agreed by all that £500 should be given again this year.
 - Item b. **Approval of Monthly Expenditure.** The Clerk ran through the below payments for authorisation. Following a proposal by Cllr. Bennett, seconded by Cllr. Underhill, the payments were authorised and the cheques were presented to Councillors for signature at the end of the meeting.

Signed as a true record of the meeting: _____

Date: _____

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	15.64	0.78	16.42	D/D	Streetlighting electric February
S Thorpe	284.78		284.78	S/O	Clerk's salary February
S Thorpe	121.78		121.78	335	Clerk's exp/admin Feb/Mar
SLCC Enterprises Ltd	80.80	7.20	88.00	336	Clerk's Practitioner conference
URM (UK) Ltd	10.50	2.10	12.60	337	Glass Recycling Jan
Limetree Marketing	20.80		20.80	338	Printing of Winter Newsletter
BCKLWN	75.40	15.08	90.48	339	Dog waste bin emptying
CGM Ltd	18.50	3.70	22.20	340	Grounds maintenance Mar
Fincham Memorial Hall	500.00		500.00	341	Donation for insurance
E-on	16.10	0.81	16.91	D/D	Streetlighting electric Mar
S Thorpe	284.78		284.78	S/O	Clerk's salary Mar
Unity Trust Bank	18.00		18.00	D/D	Bank service charges
Wave	13.19		13.19	D/D	Allotment water supply
Totals	£ 1,460.27	£ 29.67	£ 1,489.94		

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

Item d. Reinvestment of £5000+ proceeds from matured 12-month fixed term bond. The Clerk advised that due to interest which had been paid over the last few years the balance at maturity would be £5593.65. The matter was discussed and following a proposal by Cllr. Perry, seconded by Cllr. Ponder, it was agreed by all to reinvest the full sum in another one-year fixed bond at 1.95%.

8. Planning matters

Item a. New applications: None.

Item b. Decisions from the BC: The following application had been permitted –
18/01756/F Proposed single and two storey extensions, internal alterations, and new driveway surfacing with layout alterations at Long Acre, Downham Road.

The following application had been withdrawn –
18/01872/F Proposed new dwelling at Peacocks, Lynn Road.

9. Health & Safety issues

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

New issues to be reported -

- High Street (Sycamore House) – pot hole around drain cover.
- High Street (Bretts Yard to Sycamore House) – footpath still needed siding out by Rangers.
- High Street (Village Gateways) – Cllr. Bennett agreed to cut the grass around the gateways if the 30mph signs became obscured.
- Marham Road (near allotments) – 30mph sign still needed new post.
- Marham Road (near Rosewood) – 30mph sign had been installed on short post.
- High Street (near Hardley House) – inspection chamber cover loose.
- High Street – fly posting. It was felt that no action could be taken on this issue.
- Footpath bridge that crosses Lode Dyke to the Meadow behind the Bexwell Tractors site has missing plank and the bridge at style that connects from the Meadow to the Glebe land was damaged and needed to be repaired/replaced.
- 20mph advisory speed limit signs in Southery – a discussion took place on whether the PC could pursue similar signs for Fincham. The Clerk gave information on how the signs had been provided with funding from British Sugar and NCC Highways, following the failure to obtain a part-time weight restriction on some of their village roads, particularly past the school. It was agreed to take no action on this as Fincham was unlikely to be able to get funding for this and the SAM2 and CSW remained the best options to reduce speeding in the village.
Cllr Long asked if he could be copied into all Highways issues which were reported by the PC so that he could follow them up at his monthly meeting with Highways.

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

Item c. Nature Reserve. Cllr. Underhill advised that everything was fine at the Nature Reserve and no new issues had been raised since the last PC meeting. It was noted that the new bridge/culvert along the lane, and the repair or replacement of the bridge at the eastern end of the Nature Reserve had still not been completed by NCC.

10. Correspondence.

The Clerk drew councillors' attention to the following items:

- Norwich Western Link – consultation analysis update.
- Consultation from the Post Office on proposed changes to the times for the Mobile service; the departure time would be 5 minutes earlier on Mondays and Thursdays.

Signed as a true record of the meeting: _____

Date: _____

- Increase of 11.18% to the Community Infrastructure Levy from 1st April 2019.
- Update on the expanded Lily Service available to all adults in West Norfolk and Swaffham.
- Clerks and Councils Direct Newsletter.
- Letter from Cllr. Christine Perry giving her resignation from the PC at the end of this meeting; the letter was read out.

11. Parish Affairs.

- Item a. Allotment matters.** Cllr. Perry advised that the Community Payback Team (CPT) were still making good progress on plots 17, 19 and 20 and were also offering help to any allotment holders who needed it. The hazards had not been moved from plot 5 so this could still not be worked. CGM had delivered the additional bark and this had all been used. One more plot had now been let which left 3 plots available.
- Item b. Community Payback Team (CPT) work.** Dates had been provided for work to be completed in 2019.
- Item c. Update on Speed activated messaging sign (SAM2).** Cllr. O'Brien had provided reports on the data collected by the sign when it had been placed opposite the Church on the High Street and on Marham Road. The information was discussed and would be placed on the PC website.
- Item d. Community Speed Watch Scheme (CSW).** Cllr. Ponder advised that since the last PC meeting, they had undertaken 9 watches – in total 43 offenders had been recorded. During January and February 26 letters had been issued by the police. Full report to be put on the PC website. A brief discussion took place on the information.
- Item e. Maintenance of NCC footpaths.** The item had been placed on the agenda to consider if the PC wanted to employ a contractor to manage the problems with leaves and siding out of the footpaths, as NCC Highways were not very swift at solving reported problem. The matter was discussed and it was agreed that the PC should continue to chase up action from Highways rather than employ a contractor to carry out this work.
- Item f. Consultation from the BC regarding the Local Plan Review.** The Clerk explained that she had reviewed the documents available on the BC website relating to the consultation. Four sites in the parish had been considered, the BC had decided that two were unsuitable and the other two were potentially suitable for development. However, the BC were not currently suggesting any additional sites for development in the parish. As part of the consultation a further call for sites had been launched and another consultation would take place before any decisions were made. It was agreed that no response needed to be sent to the BC on this consultation.
- Item g. Parish Council Elections on 2nd May 2019.** The Clerk provided information on the forthcoming PC Elections.

12. Internal Council Affairs.

- Item a. Clerk's National Pay Award for 2019.** The Clerk's contract employed her on a national pay scale of SCP 22; a 2% pay rise had been agreed from 1st April 2019. Following a proposal by Cllr. Ponder, seconded by Cllr. Perry, it was agreed by all to approve the pay award.
- Item b. License with Scribe for accounts software.** The Clerk provided information on accounts software which was available and how this would significantly decrease the time she needed to spend doing the PC accounts. The Clerk advised that it was generally recognised work for Parish Clerks was continuing to increase and this software would help to reduce the workload. Scribe had offered a 25% discount on the cost of the license to the Clerk, as she had multiple PCs, and this would mean a cost of £96.75 plus VAT for 12 months; other providers had previously quoted much higher figures. Following a proposal by Cllr. Bennett, seconded by Cllr. Ponder, it was agreed by all that the PC should enter into a 12-month license with Scribe.
- Item c. Archiving of historical PC documents.** The Clerk advised that she had not made any progress on this item. To be carried forward to the next meeting.
- Item d. Appointment of Internal Auditor for 2018/19.** Mrs Christine Hurley had agreed to continue in the role if the PC wanted to re-appoint her. Following a proposal by Cllr. Underhill, seconded by Cllr. Perry, it was agreed by all to re-appoint Mrs Hurley.

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 the Annual Parish Council Meeting on Tuesday 7th May 2019 from 7.45pm.

Cllr Delderfield updated members on the Tornado Force Disbandment Parade at RAF Marham which he had attended on 14th March 2019.

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