

FINCHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, duly convened on Tuesday 7th May 2019 at Fincham Memorial Hall. Commenced at 7.45pm with Cllr. John Delderfield in the Chair.

Attending:

Cllr. David Bennett
Cllr. Shaun Blackmur
Cllr. John Delderfield
Cllr. Cathy O'Brien
Cllr. Barbara Ponder
Cllr. Dave Stringer
Cllr. Joe Underhill

Cllr. Geoff Hipperson (Borough Councillor)
Cllr. Mike Howland (Borough Councillor)

Clerk – Sarah Thorpe

No parishioners were in attendance

1. Election of Chairman and Acceptance of Office

Nominations were sought for the position of Chairman for the forthcoming year. Cllr. Delderfield was nominated to stand as Chair by Cllr. Underhill, seconded by Cllr. Ponder. There were no other nominations. Cllr. Delderfield advised that he was willing to accept the role. Cllr. Delderfield was unanimously returned as the Chairman of Fincham Parish Council. Cllr. Delderfield formally accepted the role of Chairman and signed the Acceptance of Office.

2. Apologies for Absence and Declarations of Acceptance of Office

Apologies were received and accepted from Cllr. Alan Foreman who had already completed the Declaration of Acceptance of Office.

3. Declarations of Pecuniary Interests.

None.

4. Co-option to fill Casual Vacancies for Parish Councillors

There were four vacancies and nominations had been received from Shaun Blackmur, David Bennett, Cathy O'Brien and Dave Stringer.

Proposal: To fill all vacancies by co-option at this meeting

Proposed by: Cllr. Ponder

Seconded by: Cllr. Underhill

All agreed by a show of hands.

Proposal: To co-opt Cathy O'Brien as a Parish Councillor

Proposed by: Cllr. Delderfield

Seconded by: Cllr. Ponder

All agreed by a show of hands.

Proposal: To co-opt Shaun Blackmur as a Parish Councillor

Proposed by: Cllr. Delderfield

Seconded by: Cllr. Ponder

All agreed by a show of hands.

Proposal: To co-opt David Bennett as a Parish Councillor

Proposed by: Cllr. Delderfield

Seconded by: Cllr. Ponder

All agreed by a show of hands.

Proposal: To co-opt Dave Stringer as a Parish Councillor

Proposed by: Cllr. Delderfield

Seconded by: Cllr. Underhill

All agreed by a show of hands.

All four signed a Declaration of Acceptance of Office and joined the other Councillors.

5. Public Forum.

No parishioners were present at the meeting.

Signed as a true record of the meeting: _____

Date: _____

6. Minutes of Ordinary Meeting on 27th March and Planning Committee Meeting on 10th April.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Underhill, seconded by Cllr. Ponder, it was agreed by all to accept the minutes of the Ordinary meeting on 27th March 2019 as a true record and they were signed by the Chairman. Following a proposal by Cllr. Underhill, seconded by Cllr. Ponder, it was agreed by all to accept the minutes of the Planning committee meeting on 10th April 2019 as a true record and they were signed by the Chairman.

7. Matters Arising.

The Clerk advised that all matters had been actioned.

It was noted that several of the outstanding Highways issues had been marked for repair and it was hoped that the work would be carried out as soon as possible.

8. End of Year Accounts/Finance matters

Item a. Receipts and Payments summary for the Year 2018/2019. The year-end accounts had been circulated prior to the start of the meeting. There was a brief discussion on the figures and the following proposal was put forward:

Proposal: To accept the receipts and payments summary for 2018/2019.

Proposed by: Cllr. Ponder **Seconded by:** Cllr. Blackmur Agreed.

Item b. Internal Auditors Report. The report from the Internal Auditor had been circulated prior to the start of the meeting. It advised that she had carried out the audit and confirmed that the PC had conducted its affairs in line with proper practice. There were no recommendations for action. The following proposal was put forward:

Proposal: To accept the report.

Proposed by: Cllr. Bennett **Seconded by:** Cllr. Stringer Agreed.

Item c. Asset Register at 31st March 2019. A discussion took place on the asset register. The mile post had been removed from the register following confirmation from NCC Highways that this was owned by them. No other changes had been made. The following proposal was put forward:

Proposal: To approve the register.

Proposed by: Cllr. O'Brien **Seconded by:** Cllr. Ponder Agreed.

Item d. Statement on Internal Control for the Year 2018/2019. The Clerk presented Councillors with information detailing internal controls and how the prevention of fraud is carried out within the PC, including financial regulations, and risk assessments.

Proposal: To approve the Statement on Internal Control for 2018/2019.

Proposed by: Cllr. Blackmur **Seconded by:** Cllr. Stringer Agreed.

Item e. Certification as exempt from a limited assurance review. The Clerk advised that under the current regulations the PC was able to certify itself as exempt as income and expenditure were below £25K for the year.

Proposal: To certify the PC as exempt from a limited assurance review.

Proposed by: Cllr. Bennett **Seconded by:** Cllr. O'Brien Agreed.

Following this decision, the relevant certificate on page 3 of the Annual Governance and Accountability Return (AGAR) was signed by the Clerk and Chairman.

Item f. Annual Governance Statement from the AGAR for the Year 2018/2019. A copy of the Governance Statement on page 5 of the AGAR had been circulated prior to the start of the meeting. The Clerk led Councillors through the Annual Governance Statement.

Proposal: To approve an answer of "yes" to questions 1-8 on the Annual Governance Statements for 2018/2019.

Proposed by: Cllr. O'Brien **Seconded by:** Cllr. Ponder Agreed.

Following this decision,

the relevant section on page 5 of the AGAR was signed by the Clerk and Chairman.

Item g. Accounting Statements from the AGAR for the Year 2018/2019. A copy of the accounting statements on page 6 of the AGAR had been circulated prior to the start of the meeting. The Clerk led Councillors through the figures.

Proposal: To approve the accounting statements for 2018/2019.

Proposed by: Cllr. Blackmur **Seconded by:** Cllr. Stringer Agreed.

Following this decision, the relevant section on page 6 of the AGAR was signed by the Chairman; the Clerk had signed this page prior to the meeting.

The Clerk advised that all documents relating to the audit would be placed on the PC website and the exercise of electors' rights would take place from 17th June to 26th July 2019.

Item h. Insurance policy for 2019/20. The Clerk advised that the PC was about to start the third year of the three-year agreement for a policy with Inspire through Came & Company. The Clerk advised that the policy had been updated in line with the revised

asset register and the premium was £492.04. The policy was briefly discussed: following a proposal by Cllr. Ponder, seconded by Cllr. Bennett, it was agreed by all that the policy was suitable for the needs of the PC. The Clerk confirmed that at least three quotations would be provided for next year when the PC reached the end of its current three-year agreement.

Item i. Approval of Monthly Expenditure.

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	17.83	0.89	18.72	D/D	Streetlighting electric April
ICO	35.00		35.00	D/D	Data Protection Registration
Norfolk CC	755.00		755.00	D/D	Allotment rent
S Thorpe	291.75		291.75	S/O	Clerk's salary April
S Thorpe	82.86		82.86	342	Clerk's expenses April/May
CM Hurley	50.00		50.00	343	Internal Audit
CGM Ltd	287.90	57.58	345.48	344	Grounds maintenance Mar/April
Norfolk ALC	173.87		173.87	345	Membership subs 2019/20
Starboard Systems Ltd	96.75	19.35	116.10	346	Accounts software license
Environment Agency	12.57		12.57	D/D	Drainage rates 2019/20
S Thorpe	291.75		291.75	S/O	Clerk's salary May
Came & Company	492.04		492.04	347	Annual Insurance Prem 2019/20
CGM Ltd	144.90	28.98	173.88	348	Grounds maintenance April
		£ 2,732.22	£ 106.80		£ 2,839.02

The Clerk ran through the above 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.

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

9. Planning matters

Item a. New applications: None.

Item b. Decisions from the Borough Council: None.

10. Health & Safety issues

Item a. Issues requiring attention.

- The Green – one of the wooden posts was broken.
- It was noted that there had been a few incidents of dead animals on the roads which had not been cleared away. It was agreed that the Clerk would establish whose responsibility it was to remove these dead animals.

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

Item c. Nature Reserve. Cllr. Underhill advised that the Community Payback Team (CPT) had been due to attend the Nature Reserve recently but no work was needed so he had asked them to carry out work at the Memorial Hall instead. The trees which were planted last year were doing well. One of the foot bridges, between the pond and Gibbet Lane on Footpath No 1, had been repaired by Highways but the other one still needed attention.

11. Correspondence.

The Clerk drew councillors' attention to the following items:

- Information from Norfolk ALC on nominations to their Executive Committee.
- Information from Growing Communities Project on recruitment of volunteer Master Gardeners.
- Letter from Norfolk Accidents Rescue Service (NARS) advising of their services and asking for a donation.
- Clerks & Councils Direct Newsletter.

12. Parish Affairs.

Item a. Allotment matters. Cllr. Ponder advised that two of the vacant plots had now been let and a prospective tenant was viewing the last vacant plot at the weekend. There was also now someone on the waiting list. A discussion took place on the condition of some of the plots where no action had taken place for a considerable time. It was agreed that the Clerk should write to the tenants of three of the plots and advise them that they were in breach of the tenancy agreement and that if the plots were not cleaned up within a month their tenancy would be cancelled.

Signed as a true record of the meeting: _____

Date: _____

Item b. Community Payback Team (CPT) work. Cllr. Underhill advised that a further new service level agreement had been signed by him and he handed a copy of the document to the Clerk. The CPT were currently visiting the parish once a fortnight. Cllr. Ponder advised that they had requested that the PC cover the cost of petrol for the strimmer. Following a proposal by Cllr. Blackmur, seconded by Cllr. O'Brien it was agreed by all that the PC would cover this cost.

Item c. Update on Speed activated messaging sign (SAM2). Cllr O'Brien advised that she had not yet produced a report, but she would do so and circulate it to all. The sign had just returned from Crimplasham and been installed near the Church.

Item d. Update on Community Speed Watch Scheme. Cllr. Ponder had produced a report which advised that the team had been out five times for a period of one hour each time since the last PC meeting; in total 25 offenders had been logged. The March and April reports from the police at Norwich headquarters indicated that a total of 33 letters had been sent out to offenders during those months; 32 to people from outside the village and one to a villager. There were now three people interested in joining the team and Cllr. Ponder had sent them application forms to complete.

Item e. Next Newsletter. Following an email from a resident who had advised that they were unclear of the protocol for PC meetings, or how to bring items to the attention of the PC, the Clerk had discussed with the Chairman that the next newsletter could be predominately an article on the role of the PC. It was agreed by all that the next newsletter should cover what the PC does and what it spends its money on.

13. Internal Council Affairs.

Item a. Amendment to signatories for Unity Trust bank account. The Clerk advised that following the resignation of Cllr. Perry an additional signatory was required for the bank account. Following a proposal by Cllr. Ponder, seconded by Cllr. Blackmur, it was agreed by all that Cllr. Stringer should be added as an additional signatory.

Item b. 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 before the next PC meeting. Item to be carried forward to the next meeting.

14. Items for the next agenda.

Items to remain on the agenda as already agreed.

15. Date of next meeting.

The next meeting would be an Ordinary Meeting on Wednesday 24th July 2019 at 7.30pm

There being no further business, the meeting closed at 8.38pm