

FINCHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, duly convened on Wednesday 27th November 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. Dave Stringer
Cllr. Joe Underhill

Clerk – Sarah Thorpe

Cllr. Mike Howland (Borough Councillor) and one member of the public were in attendance.

1. Apologies for Absence

No apologies had been received.

2. Declarations of Pecuniary Interests.

None.

3. Public Forum.

No parishioners were in attendance.

4. Minutes of Ordinary Meeting on 25th September & Planning Committee Meeting on 21st October 2019.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Foreman, seconded by Cllr. Ponder, it was agreed by all to accept the minutes of the Ordinary Meeting on 25th September as a true record and they were signed by the Chairman. Following a proposal by Cllr. Stringer, seconded by Cllr. Ponder, it was agreed by all to accept the minutes of the Planning Committee Meeting on 21st October 2019 as a true record and they were signed by the Chairman.

Cllr. Bennett arrived during the above item giving his apologies for being late.

5. Matters Arising.

None.

6. Finance matters

Item a. Donation to Royal British Legion Poppy Appeal. A poppy wreath had been obtained by the Clerk and given to the Chairman. Following a proposal by Cllr. Underhill, seconded by Cllr. Stringer it was agreed by all to make a donation of £25 to the Royal British Legion Poppy Appeal.

Item b. Donation to Memorial Hall from Glass Recycling Credits. The Clerk reported that the glass recycling credit received for 2018/19 was £205.10 against the cost of £61.50 making a net profit of £143.60. This was slightly less than the previous year. The PC had made a provision in the budget to allow for a donation of £310, which was approximately the amount given in previous years, before the BC started collecting glass in the green recycling bins. A discussion took place and it was agreed that the PC should cover the cost of the bottle bank emptying and donate to the Memorial Hall the amount that had been received from the recycling credits. Following a proposal by Cllr. O'Brien, seconded by Cllr. Stringer it was agreed by all to make a donation of £205.10 to the Fincham Memorial Hall.

Item c. Approval of Monthly Expenditure.

The Clerk ran through the below payments for authorisation. Following a proposal by Cllr. O'Brien, seconded by Cllr. Bennett, 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	17.25	0.86	18.11	D/D	Streetlighting electric October
S Thorpe	291.75		291.75	S/O	Clerk's salary October
Norfolk CC	755.00		755.00	D/D	Allotment rent for 6 months
Wave	19.60		19.60	D/D	Allotment water supply
E-on	17.83	0.89	18.72	D/D	Streetlighting electric November
S Thorpe	291.75		291.75	S/O	Clerk's salary November
S Thorpe	180.82	8.40	189.22	360	Clerk's expenses Oct/Nov
URM (UK) Ltd	9.00	1.80	10.80	361	Bottle bank emptying
CGM Ltd	485.85	97.17	583.02	362	Grounds maintenance Sept/Oct
RBL Poppy Appeal	25.00		25.00	363	Litter bin liner
Fincham Memorial Hall	205.10		205.10	364	Donation from recycling credits

£ 2,298.95 £ 109.12 £ 2,408.07

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

Item e. Quarter 2 Finance Review. The report had been circulated to councillors. The Clerk reported that income was generally in line with budget, but expenditure was likely to be below the budget; cash flow was looking good at this point in the year.

Item f. Draft budget for 2020/21. A draft budget had been prepared by the Clerk and copies given to all councillors. The Clerk advised that the budget for expenditure was currently the same as the budget for income, if the Precept was set at the same level as last year for the Band D taxbase. A brief discussion took place on the figures. Full information would be presented at the January PC meeting, when a decision would need to be made on setting the Precept for 2020/21.

7. Planning matters

Item a. New applications: None.

Item b. Decisions from the Borough Council: the following application had been permitted **19/01403/F Rear single storey extension at The Kingfisher, High Street.**

8. Health & Safety issues

The Clerk advised that Highway Rangers had sided out the footway of weeds and cleaned out the gullies on both sides of the road from Talbot Manor to Marham Road. They had also sided out weeds on footway from the Memorial Hall to the Church. On Marham Road they had cut vegetation from around the 60 and 30mph speed limit signs. It was agreed that they had done a good job in the two days they had spent in the village. Clerk to advise Highways.

Item a. Issues requiring attention.

- High Street (Sycamore House) – footpath in poor condition.
- High Street (from Sycamore House to the petrol station) – siding out of footpath.

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

Item c. Nature Reserve. A member of the public had contacted the Clerk with feedback from his visit to the reserve. He advised that he had seen a small copper butterfly; he noted that the grass had been cut but that work could be needed on the pond, as it was silted up and covered in reeds. He also thought that the ditches could need digging out around the reserve. He felt that it would be helpful to install an additional sign, where cars stopped, to advise the way to the reserve and the distance. This had been raised before and it was agreed that the Clerk should research the cost of a sign pointing the direction to the reserve and the distance of ¼ mile.

9. Correspondence.

The Clerk drew councillors' attention to the following items:

- RAF Marham had responded to the complaint about low flying aircraft over Fincham. They advised that there had been additional flying during the period quoted and a change in the wind direction had meant that flying was noticeable over the village. Cllr. Howland advised that the base now had two squadrons so this would mean additional flying. It was agreed that the volume of noise was greater for the new aircraft but the sound did not last as long.
- The BC Planning Department had advised that the height of a wall allowed under permitted development, at the front of a property, was measured from ground level beneath the proposed wall.
- NCC had responded to the email from the PC regarding errors on the maps with the deposits entered into the Register of Deposits and Declarations. The reply advised that it was not a problem that the applicant had included an area which they did not

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own as land ownership would be investigated if someone were to apply for a new footpath; land that was not owned by the applicant would not be affected by the deposit. Only part of the footpath which ran through the Nature Reserve was a PROW, but they were aware that an application had been made for a footpath to be created west of the existing PROW, which would then cover the whole of the Nature Reserve. The area to the east of the Nature Reserve was unaffected by the deposit. With regard to the map 'Part Fincham Hall Farm v2' the green dashed line was not considered a PROW but the PC was welcome to apply for it to become one, as long as sufficient evidence could be supplied that it has been used as a PROW for at least 20 years prior to the date that the deposit was made. It was agreed that this should be put on the agenda for the next PC meeting. The last error which was that only part of a field had been included, when it was believed that the whole field was under the same ownership, was not affected by the deposit.

- NCC had advised of cuts to the Market Day bus service which meant that the service to King's Lynn on a Tuesday, Downham Market on a Friday and Norwich on the 1st and 3rd Wednesday of the month would be stopping at the end of December. Clerk to provide notices to inform residents and advise them of the service offered by West Norfolk Community Transport.
- Clerks & Councils Direct Newsletters.

Item a. Motion regarding national community energy campaign. An email had been received from a lobby group asking the PC to consider passing a motion in support of a Local Energy Bill, which would enable community energy groups to sell energy they generate to local people. The matter was discussed but no motion was put forward.

10. Parish Affairs.

Item a. Allotment matters. Cllr. Ponder provided a report which advised that four plots remained vacant, but one plot had been let. The Unpaid Workforce Team (formally the Community Payback Team) continued to attend every Tuesday with varying numbers and carried out work on their 3 plots and undertook work on other plots as requested. They were currently digging over the vacant plots. The bottom bar of the gate at the entrance to the allotments had been damaged and needed repairing. Cllr. Bennett advised that he might have some materials which could be used to carry out the repairs.

Item b. Update on Speed activated messaging sign (SAM2). Cllr. O'Brien had not yet had time to produce a report from the data collected.

Item c. Update on Community Speed Watch Scheme. Cllr. Ponder advised that the team had been out 7 times, for a period of 1 hour each time, since the last PC meeting. Times of watches varied from 9am to 4pm. Details of the number of offenders caught were provided; again, most of the offenders had been caught on Marham Road. Reports from the police at Norwich headquarters had advised that 32 letters had been sent to offenders in September and October; one of which was to a resident. The Safety Camera Team offences for Fincham were 17 in September and 11 in October.

Item d. Village Gateways for Marham Road. Information was provided on the approximate cost of additional gateways which was likely to be in excess of £1500. Parish Partnership Scheme funding could be available to cover 50% of the cost. It was agreed that this was too expensive to be considered.

Item e. Maintenance of village signs on Lynn Road and Marham Road. The signs were owned by NCC Highways, but it was unlikely that maintenance of them was high on their list of priorities. It was agreed that the Clerk should ask Highways for permission to repaint the signs.

Item f. Distribution of newsletters. Four properties on the High Street that were on Cllr. Ponders route were transferred to Cllr. Bennett.

11. Internal Council Affairs.

Item a. Archiving of historical Parish Council documents. The Clerk advised that she had now scanned the first minute book which contained 260 pages and covered the period from 1894-1977; the pages were larger than A4, so most pages had needed to be scanned twice; it had taken 4 hours to scan this book. There was one further book with 80 pages, which were A4, and then the rest of the minutes were loose pages in binders. The Clerk estimated that it would not take any more than another 4 hours to complete the whole task. Following a proposal by Cllr. Foreman, seconded by Cllr. Stringer, it was agreed by all that the Clerk should complete the task.

Item b. Meeting dates for 2020. Meeting dates for 2020 would continue to be the fourth Wednesday of every other month from January. Exact dates given to councillors and to be put on the PC website and notice board.

FP/19/21

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 22nd January 2020 at 7.30pm

14. Confidential item (public and press to be excluded)

To consider a request from the Clerk to review her pay scale.

The member of the public, the Borough Councillors and the Clerk left the room at this point.

The request from the Clerk was discussed. Following a proposal by Cllr. Ponder, seconded by Cllr. Underhill, it was agreed by all to increase the pay scale for the Clerk to SCP 26 from December 2019.

The Clerk returned to the room at this point.

There being no further business, the meeting closed at 8.34pm

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Date: _____