

## FINCHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, duly convened on  
Wednesday 25<sup>th</sup> September 2019 at Fincham Memorial Hall. Commenced at 7.30pm  
with Cllr. John Delderfield in the Chair.

### Attending:

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

Clerk – Sarah Thorpe

Mrs Sue Westwood and one other parishioner were in attendance

1. **Apologies for Absence**  
Apologies were received from Cllr. Mike Howland (Borough Councillor).
2. **Declarations of Pecuniary Interests.**  
None.
3. **Public Forum.**  
No matters were raised by the parishioners in attendance.
4. **Minutes of Ordinary Meeting on 24<sup>th</sup> July & Planning Committee Meeting on 4<sup>th</sup> September.**  
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 meetings as a true record and they were signed by the Chairman.
5. **Matters Arising.**
  - The Highways Engineer had advised that the 40mph area of Downham Road did not meet their criteria for reducing the speed limit to 30mph.
  - The Countryside Access Officer had advised that the footbridge at the eastern end of the Nature Reserve was still scheduled to be repaired, despite an email received by Cllr. Stringer advising that Highways did not feel it was a problem, unfortunately it was low priority, but he hoped they would get around to it before too long.
6. **Finance matters**  
**Item a. Approval of Monthly Expenditure.**

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	17.83	0.89	<b>18.72</b>	D/D	Streetlighting electric August
S Thorpe	291.75		<b>291.75</b>	S/O	Clerk's salary August
E-on	17.83	0.89	<b>18.72</b>	D/D	Streetlighting electric September
S Thorpe	291.75		<b>291.75</b>	S/O	Clerk's salary September
S Thorpe	90.14		<b>90.14</b>	356	Clerk's expenses Aug/Sept
URM (UK) Ltd	9.00	1.80	<b>10.80</b>	357	Bottle bank emptying
CGM Ltd	413.85	82.77	<b>496.62</b>	359	Grounds maintenance July/Aug
Glasdon (UK) Ltd	48.91	9.78	<b>58.69</b>	358	Litter bin liner
Westcotec Ltd	75.96	15.19	<b>91.15</b>	D/D	Street lighting maintenance

**£ 1,257.02    £ 111.32    £ 1,368.34**

The Clerk ran through the above payments for authorisation. Following a proposal by Cllr. Blackmur, seconded by Cllr. Ponder, 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 August 2019. The Chairman viewed the cashbook and agreed the bank statements to the reconciled figures.

Signed as a true record of the meeting: \_\_\_\_\_

Date: \_\_\_\_\_

**7. Planning matters**

**Item a. New applications:** None.

**Item b. Decisions from the Borough Council:** None.

**Item c. New brick wall being constructed at property on the High Street.** A Planning Officer had investigated the matter and advised that a brick wall of up to 1m in height was allowed under Permitted Development, without the need for planning permission. It was agreed that the Clerk would check where the measurement of 1m started.

**8. Health & Safety issues**

**Item a. Issues requiring attention.**

- High Street (layby opposite the Memorial Hall) – gully is blocked and needs clearing.
- High Street – siding out of footpath. Still outstanding, to be chased up.
- High Street (heading out of the village towards Swaffham) – additional chevrons needed on corner.

**Item b. Return of Health & Safety Inspection sheets.** Four inspection sheets were returned. No action was required now although one of the litter bins had needed a new liner since the last PC meeting.

**Item c. Nature Reserve.** Cllr. Underhill advised that the Community Payback Team (CPT) had attended to work at the Nature Reserve on 10<sup>th</sup> September and were next due to attend on 9<sup>th</sup> October. It was felt that they had done a good job over the summer.

**9. Correspondence.**

The Clerk drew councillors' attention to the following items:

- Norfolk ALC Community, well-being and environment initiative.
- Norfolk Minerals and Waste Local Plan – Preferred Options Consultation.
- Email from resident on California asking if the PC could offer any assistance with maintenance of the footpath from California to Boughton Road. The matter was discussed but it was felt that as this was private land the PC could not help.
- Information from NCC on deposits entered into the Register of Deposits and Declarations. It was agreed that three of the applications contained errors with one of them including part of the Nature Reserve and this map did not show the PROW running through the Nature Reserve; another one did not show an existing permissive footpath and a third only included part of a field when it was believed that the whole field was under the same ownership. Clerk to advise NCC of the situation.
- RAF Marham advised on the next Community Info Event on 30<sup>th</sup> October from 2-6pm.
- RAF Marham advised of a "No Drone Zone" which extended 2.5km from the airfield and 5km from each end of the runways. Posters to be displayed.
- Invitation to the Parish Paths Seminar by Norfolk Local Access Forum.
- Community Connector service from RAF Benevolent Fund.
- Letter from Norfolk Citizens Advice advising of their services and asking for a donation.
- Clerks & Councils Direct Newsletters.

**10. Parish Affairs.**

**Item a. Allotment matters.** Letters had been sent to three tenants asking them to tidy up their plots, one had done some work, one had given up their plot and the third had taken no action; tenancy of third one to be cancelled. Cllr. Ponder provided a report on the condition of all the plots. The Community Payback Team (CPT) had changed the day of the visits to their plots to a Tuesday and they had a new supervisor. There had been some confusion over the days the CPT visited the allotments to carry out general work; they were expected to make one more visit before the end of the year.

**Item b. Update on Speed activated messaging sign (SAM2).** Cllr. O'Brien had produced a report advising on the data recorded by the sign when it had been located at the Rectory layby facing East (July 2019) and on Marham Hill facing North (September 2019). For both periods of recording, the sign had been left facing the same direction for the whole four-week period. A total of 101,543 vehicle speeds were recorded during the four weeks that the SAM2 was in the Rectory layby and 21,249 vehicle speeds were recorded in Marham Hill. These numbers were reasonably consistent with the values recorded in the same periods last year, but it did mean that more than 3500 vehicles were travelling through the village from the East daily, with traffic volume being less at weekends. Traffic volume in Marham Hill was understandably less with about 760 vehicles a day. Of the speeds recorded, 7.5% and 32.7% were at 35mph and above in the Rectory layby and Marham Hill respectively. The high proportion of vehicles entering the 30mph speed limit at speeds above 35mph had been noted previously and it is hoped that the SAM2 acts as a reminder to drivers to

slow down on entering the village. There were no cars recorded at speeds above 65mph in either direction.

A discussion took place on an additional site for the SAM2, within the 40mph area near the village gateways on the A1122, when approaching the village from Downham Market. The Highways Engineer had advised that he was willing to approve an additional location in this area but members of the Community Speed Watch Scheme felt that speeding was not a big issue in this area, and it was agreed that no additional location was needed at the moment.

**Item c. Update on Community Speed Watch Scheme.** Cllr. Ponder advised that the team had been out 9 times, for a period of 1 hour each time, since the last PC meeting. Times of watches vary from 8am to 6pm. Details of the number of offenders caught were provided; most of the offenders had been caught on Marham Road. One new member of the team had settled in and the other two were due to join in October. There had not been any reports from the police at Norwich headquarters or from PC Anderton on letters issued.

**Police Community Engagement meeting.** Cllr. Ponder provided a report on the meeting that she attended on 17<sup>th</sup> September. Inspector Vicky Hebborn had taken over from Inspector Mark Cant who had retired. Each Beat Manager covers a very large area. It was emphasised that all crimes need to be reported to make the crime auditable. Some issues in local villages were mentioned. It was confirmed that it is legal to photograph any person or vehicle in a public place, including children's play areas, and email it to the police to help with a problem. Information was provided from attendees on what they expected from the police.

**Item d. Application to NCC Parish Partnership Scheme for 2020/21.** A discussion took place on possible items for submitting a bid but no options were approved.

**Item e. Fincham Village Fete on Saturday 20<sup>th</sup> June 2020 from 11am to 4pm.** Details of the fete were provided.

**Item f. Complaints about frequency of ringing of Church bells.** A complaint had been received from a resident about the frequency of the ringing of the bells. Cllr. O'Brien agreed to provide details of the schedule for bell ringing to the Clerk so that it could be included in the next newsletter.

**Item g. Complaint of noise from RAF planes flying overhead.** Complaints had been received about noise from low flying aircraft over the village. It was reported that this had occurred many times and was particularly bad between 10-10.30am last Thursday. Clerk to contact RAF Marham to raise the concerns.

**Item h. Nominations to attend the RAF Marham Senior Citizens Christmas Lunch 2019.** Cllr. Delderfield to compile the list of nominees. Clerk to advertise in newsletter for resident who had not been before to come forward if interested.

**Item i. Items for Autumn Newsletter.** Usual items to be included along with the following: church services and bell ringing; RAF Marham Senior Citizens Christmas Lunch, RAF Marham Community Engagement Event and 'no drone zone,' Village Fete, promote use of glass recycling bank, Fincham's Charities Trust.

## 11. 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 due to personal issues.

**Item b. Review of Parish Council Documents.** The Members' Handbook, which contained the Standing Orders and Financial Regulations; Risk Management Assessment; Business Recovery Map/Continuity Plan; and Information available under the Model Publication Scheme had been forwarded to members prior to the meeting for review. The Clerk had advised that amendments had been made to the Financial Regulations following the issue of new model Regulations from National Association of Local Councils; the other documents had not been amended. The documents were discussed and following a proposal by Cllr Underhill, seconded by Cllr. Ponder, it was agreed by all to adopt all the draft documents.

## 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 27<sup>th</sup> November 2019 at 7.30pm

**There being no further business, the meeting closed at 8.50pm**