

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday 22nd July 2020. Commenced at 7.30pm with Cllr. John Delderfield in the Chair.

This meeting was held virtually in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Attending:

Cllr. John Delderfield
Cllr. Cathy O'Brien
Cllr. Barbara Ponder
Cllr. Dave Stringer

Cllr. Mike Howland (Borough Councillor)

Clerk – Sarah Thorpe

Abigail Desborough was in attendance

1. Apologies for Absence

No apologies had been received.

2. Declarations of Pecuniary Interests.

None.

3. Co-option to fill Casual Vacancy for Parish Councillor

There was one vacancy to be filled now and a nomination had been received from Abigail Desborough.

Proposal: To co-opt Abigail Desborough as a Parish Councillor

Proposed by: Cllr. Stringer

Seconded by: Cllr. O'Brien

All agreed

A Declaration of Acceptance of Office to be signed later as the meeting was held virtually.

4. Public Forum.

No other parishioners were present at the meeting.

5. Minutes of Ordinary Meeting on 22nd January and Planning Committee Meeting on 6th July.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Ponder, seconded by Cllr. Stringer, it was agreed by all to accept the minutes of both as a true record; they would be signed by the Chairman at the next face to face meeting.

6. Matters Arising.

The Borough Council Planning Enforcement Department had advised that they were satisfied that the caravans at Sycamore House were within the curtilage of the dwelling and being used as incidental to the dwelling, so no planning permission was needed. The garage extension at another property was under consideration and a planning application would be invited if required.

7. To adopt the revised Members' Handbook 2020.

The Standing Orders within the Handbook had been amended in line with a new model document produced by NALC, to cover the change in regulations to allow for virtual meetings. A copy of the revised Handbook had been forwarded to all members before the meeting. Following a proposal by Cllr. Stringer, seconded by Cllr. Ponder, it was agreed by all that the Handbook should be adopted.

8. Finance matters

Item a. Appointment of Internal Auditor. Following a proposal by Cllr. Stringer, seconded by Cllr. O'Brien, it was agreed by all to reappoint Mrs Christine Hurley as the Internal Auditor for 2019/20.

Item b. Approval of donation to the Memorial Hall to help with insurance costs.

Following a proposal by Cllr. O'Brien, seconded by Cllr. Delderfield, it was agreed by all to donate £500 to the Memorial Hall.

Item c. Approval of reinvestment of £5000+ proceeds from matured 12-month fixed interest bond. Following a proposal by Cllr. Ponder, seconded by Cllr. Stringer, it

Signed as a true record of the meeting:.....Date:.....

was agreed by all to reinvest the total proceeds of the matured bond in another 12-month fixed interest bond with United Trust.

Item d. End of year accounts for 2019/2020. The statement of accounts, bank reconciliation and copies of the bank statements had been circulated prior to the start of the meeting. There was a brief discussion and the following proposal was put forward:
To accept the statement of accounts and bank reconciliation for 2019/2020.
Proposed by: Cllr. Ponder **Seconded by:** Cllr. Stringer Agreed.

Item e. 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:
To accept the report.
Proposed by: Cllr. Ponder **Seconded by:** Cllr. O'Brien Agreed.

Item f. Asset Register at 31st March 2020. A brief discussion took place on the asset register. The following proposal was put forward:
To approve the register.
Proposed by: Cllr. Stringer **Seconded by:** Cllr. Ponder Agreed.

Item g. Statement on Internal Control for the Year 2019/2020. 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.
To approve the Statement on Internal Control for 2019/2020.
Proposed by: Cllr. Ponder **Seconded by:** Cllr. Stringer Agreed.

Item h. 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.
To certify the PC as exempt from a limited assurance review.
Proposed by: Cllr. Ponder **Seconded by:** Cllr. Stringer Agreed.

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

Item i. Annual Governance Statement from the AGAR for the Year 2019/2020. 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.
To approve an answer of "yes" to questions 1-8 on the Annual Governance Statements for 2019/2020.

Proposed by: Cllr. Stringer **Seconded by:** Cllr. Ponder Agreed.
 Following this decision, the relevant section on page 5 of the AGAR would be signed by the Clerk and Chairman.

Item j. Accounting Statements from the AGAR for the Year 2019/2020. 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.
To approve the accounting statements for 2019/2020.
Proposed by: Cllr. O'Brien **Seconded by:** Cllr. Stringer Agreed.
 Following this decision, the relevant section on page 6 of the AGAR would be 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 27th July to 7th September 2020.

Item k. Insurance policy for 2020/21. The Clerk confirmed that three quotations had been received prior to 1st June for a new policy. Information on the quotations had been passed to all members and it had been agreed to take out a policy with BHIB Ltd for £359.46 for the first year of a three-year deal. This policy was accepted as suitable for the needs of the PC and was the cheapest of the quotations. It was agreed by all to formally approve this decision following a proposal by Cllr. Ponder, seconded by Cllr. O'Brien.

Item l. Contribution to 12-month subscription to Zoom Pro. It seemed likely that the PC would need to hold virtual meetings for several months at least. The Clerk had advised that a subscription to Zoom seemed to be the best option for holding virtual meetings. Following a proposal by Cllr. O'Brien, seconded by Cllr. Ponder, it was agreed by all that the PC would pay 1/5 of the cost of the subscription, as requested by the Clerk, at a cost of £23.98 plus VAT.

Item m. Approval of Monthly Expenditure. The Clerk ran through the below payments for authorisation. Following a proposal by Cllr. Ponder, seconded by Cllr. O'Brien, the payments were authorised and invoices to be presented to Councillors for signature after the meeting. Payments to be issued by standing order, direct debit or BACS.

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	104.67	5.22	109.89	D/D	Streetlighting electric Feb-July
ICO	35.00		35.00	D/D	Data Protection Registration
Norfolk CC	755.00		755.00	D/D	Allotment rent
S Thorpe	2010.84		2010.84	S/O	Clerk's salary Feb-July
S Thorpe	172.44	8.22	180.66	BACS	Clerk's expenses Feb-July
CM Hurley	50.00		50.00	BACS	Internal Audit
CGM Ltd	1009.60	201.92	1211.52	D/D	Grounds maintenance Mar-July
Norfolk ALC	172.68		172.68	BACS	Membership subs 2020/21
Starboard Systems Ltd	96.75	19.35	116.10	BACS	Accounts software license
Environment Agency	12.64		12.64	D/D	Drainage rates 2020/21
URM (UK) Ltd	33.00	6.60	39.60	D/D	Bottle bank emptying
BHIB Ltd	359.46		359.46	BACS	Annual Insurance Prem 2020/21
Wave	23.93		23.93	D/D	Allotment water Mar-July
SLCC Enterprises Ltd	80.80	7.20	88.00	BACS	Training
Limetree Marketing	20.80		20.80	BACS	Newsletter printing
BCKLWN	76.96	15.39	92.35	BACS	Dog bin emptying
Masson Seeley & Co Ltd	221.00	44.20	265.20	BACS	Nature reserve signpost
Fincham Memorial Hall	500.00		500.00	BACS	Donation
MM Services	150.00	30.00	180.00	BACS	Hire of skip
Unity Trust Ltd	36.00		36.00	D/D	Bank charges
£ 5,921.57			£ 338.10	£ 6,259.67	

Item n. Reconciled cashbook. The Clerk presented the completed cashbook to the end of June 2020. A copy of the bank reconciliation and statements had been forwarded to all members prior to the meeting. Following a proposal by Cllr. O'Brien, seconded by Cllr. Stringer, the documents were accepted.

Item o. Quarter 1 Finance Review. The Clerk had emailed 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. Stringer, the review was accepted by all.

9. Planning matters

Item a. New applications:

20/00698/F Alterations and extension to dwelling at 2 Main Road, Fincham. The application had been received since the last PC meeting. The matter had been considered by members who had agreed to SUPPORT the application.

20/00903/F Extension and alterations to dwelling at 14 Boughton Road, Fincham. This application was considered by members at the meeting. Following a proposal by Cllr Stringer, seconded by Cllr Ponder, it was agreed by all to SUPPORT the application.

Item b. Decisions from the Borough Council: the following applications had been permitted.

19/01756/F Variation of condition 14 of planning permission 16/01747/O: Outline application for erection of 5 detached dwellings at Land East of Marham Road.

20/00040/TREECA To manage and maintain trees within a Conservation Area at Church of St Martin, High Street, Fincham.

20/00069/TREECA Removal and maintenance of trees in a Conservation Area at Jamies Cottage, High Street, Fincham.

19/0186/TREECA To remove trees in a Conservation Area at Meadway, 1 Marham Road, Fincham.

20/00698/F Alterations and extension to dwelling at 2 Main Road, Fincham.

10. Health & Safety issues

Item a. Broken wooden post at The Green. This had now been replaced by Highways.

Item b. Issues requiring attention.

- Overgrown hedges/trees on High Street in three locations.
- Damage to two stiles on private land.
- Damage to dog gate near Chapel Lane – Cllr Desborough agreed to sort this issue.
- Lynn Road (NW of Platers Hall) – pot holes.
- High Street (near Oakleigh) – Anglian Water manhole cover needs attention.

Item c. Return of Health & Safety Inspection sheets. Four inspection sheets had been returned. No action was required. Cllr Delderfield advised that he had inspected the map boards and no action was required on them. Cllr O'Brien advised that the litter bin near the hairdressers had not been emptied for a couple of weeks, to be checked.

Item d. Nature Reserve. Cllr. Stringer noted that some work was needed at the reserve as there had not been visits from the Community Payback Team (CPT), who were unable to come now due to the pandemic. The grass was long in places and obstructing the footpath through the reserve; there were brambles and blackthorn which also needed attention. It was agreed that the Clerk should contact CGM to ask

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them for a quotation to carry out remedial work at the reserve to improve the situation (Cllr Stringer to meet with them to discuss work needed). Clerk to also contact the Wildlife Trust to see if they were able to provide advice on maintaining the reserve.

11. Correspondence.

The Clerk drew councillors' attention to the following items:

- Letters of resignation from Cllr Underhill and Cllr Foreman
- Information from NCC on the Parish Partnership Scheme for 2021/22
- Letter from Unity Trust Bank advising of a reduction in the interest rate of the PC savings account from 0.25% to 0.00% from 21st May 2020.
- Information on application for deposits under section 31(6) of the Highways Act 1980
- Three issues of Clerks & Councils Direct Newsletter.

12. Parish Affairs.

Item a. Allotment matters including request to keep chickens on a plot and new fence and gate. A request to keep chickens on one of the plots had been received in March, the matter had been considered by members and agreed by a majority to grant the request on this occasion as long as certain conditions were met. Cllr. Ponder advised that some chickens were now in place and that the tenant was complying with all conditions. Following a proposal by Cllr. Ponder, seconded by Cllr. O'Brien, it was agreed by all to approve this decision. A new fence had been installed by one of the tenants to block off the unofficial pedestrian access which had been available at the side of the gate; this was following an incident of an intruder at the site. A new gate had also been installed to replace the old damaged gate. The gate had been donated and then installed by a tenant with help from another resident. The cost to the PC would just be for the hinges which was approximately £10. One plot had recently been given up and would be offered to the first person on the waiting list. It was hoped that another plot, which was in breach of the tenancy agreement, would be voluntarily given up and then offered to the other person on the waiting list.

Item b. Update on Speed activated messaging sign (SAM2). Cllr O'Brien had produced a report which would be emailed to all. It advised that during March the sign had recorded that 7.5% of vehicles were above 35mph, whilst in June the figure was 10.5%. Cllr. Delderfield advised that he was willing to return to installing the SAM2 sign but would need help, he asked Cllr. O'Brien if her husband, who had sometimes helped in the past, would be willing to help if needed. Cllr. O'Brien advised that she felt he would help if he was available. Following a proposal by Cllr. Delderfield, seconded by Cllr. Stringer, it was agreed by all that Mr O'Brien should act as a PC volunteer to help install the sign when available. Cllr. Stringer advised that he was also willing to help if needed.

Item c. Update on Community Speed Watch Scheme. Cllr. Ponder advised that the team were able to restart checks from next month.

Item d. Cost of grounds maintenance for churchyard for 2019. The Clerk advised that the cost of maintenance of the churchyard for 2019 had been £955.30. Following a proposal by Cllr. Ponder, seconded by Cllr. Stringer, it was agreed by all (Cllr. O'Brien abstained from voting) to ask the church to contribute 50% of the cost, as with the previous year. The church had asked for some areas of the churchyard to be left uncut to allow for wild flowers to flourish this year. Clerk to contact CGM to chase up request for price reduction due to less cutting of the churchyard.

Item e. Submission of application for inclusion of new Public Right of Way. Information had been obtained on the requirements to apply. There were now two footpaths to consider applying, if sufficient testimonials from residents could be obtained to confirm they had walked these footpaths. One was part of the footpath through the Nature Reserve, the other one was a footpath from Boughton Road to Barton Bendish. Cllr. O'Brien had an old map which showed the footpath from Boughton Road to Barton Bendish. Cllr. Desborough agreed to help with trying to obtain the testimonials and an item to be put in the next newsletter asking for residents to respond.

13. Internal Council Affairs.

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

Item b. Approval of Risk Assessment for installation of SAM2. A draft document had been provided by the Clerk and amended by Cllr Foreman, who had since resigned from the PC. Following a proposal by Cllr. Ponder, seconded by Cllr. Stringer, it was agreed by all to approve the risk assessment.

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Item c. Regularity and format for conducting Parish Council meetings if a further period of lockdown. It was expected that virtual meetings would continue on a bi-monthly basis on the usual schedule of the fourth Wednesday. All members agreed with this arrangement.

Item d. Delegation of authority for Parish Council decisions if a further period of lockdown. Delegated powers would continue to be used as per the Standing Orders and Financial Regulations if required between meetings. All members agreed with this arrangement.

Item e. Next Newsletter. Clerk to check printers had reopened and if so, another newsletter was to be produced by the Clerk in August. To contain an item on the testimonials needed for the footpaths, information on food waste bin collect, which was to remain in the black bin; other items to be included to update residents on current activities.

14. Items for the next agenda.

Items to remain on the agenda as already agreed. Vacancies for two Parish Councillors to be filled by co-option if appropriate.

15. Date of next meeting.

The next meeting would be an Ordinary Meeting on Wednesday 23rd September 2020 at 7.30pm. It was expected this meeting would be held virtually.

There being no further business, the meeting closed at 8.53pm