

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday 25th November 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. Shaun Blackmur
Cllr. John Delderfield
Cllr. Abigail Desborough
Cllr. Andy Hudson-Smith
Cllr. Sonja Hudson-Smith
Cllr. Cathy O'Brien
Cllr. Barbara Ponder

Cllr. Mike Howland (Borough Councillor)
Cllr. Brian Long (County Councillor)

Clerk – Sarah Thorpe

Two parishioners were in attendance

1. Apologies for Absence

Apologies had been received from Cllr Dave Stringer.

2. Declarations of Pecuniary Interests.

None.

3. Public Forum.

No matters were raised by the parishioners present at the meeting. Cllr. Long spoke about the pandemic and the importance of everyone following the regulations to prevent the spread of the virus.

4. Minutes of Ordinary Meeting on 23rd September.

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

5. Matters Arising.

The Clerk advised that she was still collecting testimonials in relation to submitting an application for inclusion of a new Public Right of Way but at this stage there was no further progress.

6. Finance matters

Item a. Donation to Royal British Legion. A poppy wreath had been obtained by the Clerk and given to the Chairman. Following a proposal by Cllr. Blackmur, seconded by Cllr. Ponder 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 2019/20 was £187.12 against the cost of £46.50 making a net profit of £140.62. 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. Following a proposal by Cllr. O'Brien, seconded by Cllr. Blackmur it was agreed to make a donation of £210.00 to the Fincham Memorial Hall. Three members abstained from voting as they were members of the Hall Committee.

Item c. 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.

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

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	35.08	1.75	36.83	D/D	Streetlighting electric Oct/Nov
Mr M Watkins	13.49		13.49	BACS	New lock for allotment gate
S Thorpe	686.92		686.92	S/O	Clerk's salary Oct/Nov
S Thorpe	52.23	0.38	52.61	BACS	Clerk expenses/admin Oct/Nov
P Leggett	21.00		21.00	BACS	Refund of allotment rent
CGM Ltd	467.11	93.42	560.53	D/D	Grounds maintenance Oct/Nov
RBL Poppy Appeal	25.00		25.00	BACS	S137 Donation
Fincham Memorial Hall	210.00		210.00	BACS	Donation from Glass recycling
URM (UK) Ltd	9.30	1.86	11.16	D/D	Bottle bank emptying
Norfolk ALC	60.00	12.00	72.00	D/D	Councillor training
Norfolk County Council	755.00		755.00	D/D	Allotment rent
	£ 2,335.13	£ 109.41	£ 2,444.54		

Item d. Reconciled cashbook. The Clerk presented the completed cashbook to the end of October 2020. A copy of the bank reconciliation and statements had been forwarded to all members prior to the meeting. Following a proposal by Cllr. Blackmur, seconded by Cllr. Ponder, the documents were accepted.

Item e. Quarter 2 Finance Review. The report had been circulated to councillors. The Clerk invited questions on the report. No questions were raised. Following a proposal by Cllr. Desborough, seconded by Cllr. S. Hudson-Smith, it was agreed by all to approve the review.

Item f. Draft budget for 2021/22. A draft budget had been prepared by the Clerk and copies emailed 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 2021/22.

7. Planning matters

Item a. New applications:

20/01515/LB Listed Building Application: Conversion of outbuilding to home office at Old Post Office, High Street. This application had been considered by members since the last meeting. All had agreed to SUPPORT the application.

Item b. Decisions from the Borough Council:

20/01212/LB Listed Building Application: Removal of modern dividing wall between the kitchen and breakfast room and restoration of historic fireplace at Fincham Hall, Swaffham Road.

19/01760/RM Reserved matters application for 5 detached dwellings at Land to the East of Marham Road.

20/00175/TREECA Remove deadwood from various trees and removal of other trees within Conservation Area at Barsham House, High Street.

20/00199/TREECA Remove deadwood and raise crown from various Lime trees within Conservation Area at Church of St Martin, High Street.

8. Health & Safety issues

Item a. Issues requiring attention. No issues were raised.

Item b. Return of Health & Safety Inspection sheets. No inspection sheets had been returned. The Chairman advised that members with duties to carry out checks should still be completing them and returning the sheets to the Clerk. Cllr. Blackmur to complete a check of the Chalk Pit.

9. Correspondence.

The Clerk drew councillors' attention to the following items:

- Email from Norfolk Association of Local Councils advising that they had become a co-operative organisation and one of their aims was for member councils to be able to now have a greater involvement in how they operate. Councils were able to nominate a representative to attend their virtual meetings every few months to input to their priorities, to get updates on actions being taken and to be able to stand for/vote on behalf of their council in elections to their Board. It was agreed by all that Cllr. Desborough should be the PC representative.
- Norfolk County Council had advised of a rent review for the allotments which would take place before October 2021 and affect rent due from April 2022.
- Clerks & Councils Direct Newsletter.

10. Parish Affairs.

Item a. Nature Reserve. The Clerk advised that Cllr. Stringer had met with a representative from the group who he had hoped would be able to help with maintenance of the

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

reserve. They were impressed with the area and agreed with the suggestions made by Norfolk Wildlife Trust but were unable to help with maintenance as they were too far away. It therefore looked like the PC would need to use the services of CGM until the Community Payback Team were able to resume their service. Item to be discussed further at next meeting when Cllr. Stringer should be present.

- Item b. Footpaths.** Cllr. O'Brien advised that the footpaths could do with another cut; Clerk to check if CGM had carried out the three cuts as requested. The temporary closure of the footbridge on footpath 8 was still ongoing as the repairs had not yet been done. Cllr. Desborough had been contacted by a resident to complain about Footpath 2b where a field had been ploughed making it difficult to walk. The field had now been harrowed which meant that it was passable although rather muddy at the moment.
- Item c. Allotment matters.** The Clerk advised that there was now one vacant plot. Cllr. Ponder reported that the gate post was cracked, it was not known how this had happened. One of the tenants had tried to carry out a temporary repair by moving the gate onto the other post but a new post would be needed. Following a proposal by Cllr. Blackmur, seconded by Cllr. Desborough, it was agreed to ask the tenant if they would carry out the repairs needed if the PC paid for the materials.
- Item d. Update on Speed activated messaging sign (SAM2).** Cllr. O'Brien had produced a report which would be emailed to all. It advised that when the sign had been positioned on Marham Road it had recorded that 24% of vehicles were above 35mph and a few were about 55mph. Cllr. Ponder had already asked the police to carry out speed checks in the area. Full report to be put on the PC website. Clerk to ask Highways if another location for the sign could be approved in the 40mph area on Downham Road.
- Item e. Update on Community Speed Watch Scheme.** Cllr. Ponder advised that the team's activities had been suspended again during the current lockdown. Prior to this they had carried out several sessions. In total 67 offenders had been logged with the majority being on Marham Road and opposite The Rectory on High Street.
- Item f. Update on registry of the land at the Chalk Pit.** The Clerk had tried to contact a local solicitor to ask for a quotation to carry out the registry and what details would be needed but unfortunately, he was no longer with the same firm. Another solicitor at the firm had provided a quotation of £140 plus VAT to carry out some initial work on assessing whether the PC could apply. A discussion took place on the issue and it was agreed that the Clerk should try to obtain other quotations.
- Item g. Cherry trees on The Green.** Two quotations had been obtained to carry out work on the trees. Other tree surgeons had been approached but had not provided a quote. One had suggested removing the trees, but the other had suggested that removing the dead areas would be sufficient for now. It was recognised that the trees did have a life span of approximately 40 years and that they would need to be removed in the future. A planning application would need to be approved before any work could take place. Following a proposal by Cllr. O'Brien, seconded by Cllr. S. Hudson-Smith, it was agreed by all to accept the quotation to remove the dead areas and leave the trees in place. Item to be placed in next newsletter to keep residents informed.
- Item h. Hedgehog safety in the village.** Highways had advised that signs informing motorists to look out for hedgehogs could not be installed by them as they did not have these signs in their approved list. The Clerk had contacted another local PC who had installed unofficial signs, but following the conversation with their Clerk this was not an option for Fincham, as it is within a conservation area so planning permission would be needed for any signs that were installed, and they could not be in the public Highway. It was agreed that the Clerk would look into the option of signs to be put on wheelie bins and also put an item in the next newsletter to ask for suggestions from residents to help with the issue.
- Item i. Options to improve broadband speed.** Cllr. A. Hudson-Smith spoke about grants which were available to help homes and businesses with a poor download speed in rural locations. He would investigate the situation further and place an item on social media to ask residents to express an interest if appropriate. Item to be discussed further at next PC meeting.
- Item j. Free Recycling Programmes.** Cllr. Desborough wondered if the village could be doing more to promote recycling programmes. The possibility of a clothing bank was discussed. Cllr. Ponder agreed to approach the Memorial Hall Committee about this, as it would need to be placed in their car park. Cllr. Long provided details to the Clerk of a contact at the Borough Council who might be able to give some advice. Item to be discussed further at next PC meeting.
- Item k. Footpath and track on California.** Cllr. Desborough had been trying to confirm the situation regarding an unregistered part of the footpath. Part of the footpath needed to be reinstated. She had already held a meeting with Cllr. Howland and Cllr. Long had

agreed to meet her when the current lockdown was over. The Clerk suggested that David Mills, at Norfolk County Council, would be a good point of contact with this issue as well. Item to be discussed further at the next PC meeting.

Item I. Possible extension to the 30mph speed limit on High Street. A resident had contacted the Clerk to see if the PC would support an application to extend the 30mph speed limit at the Swaffham end of the village. Cllr. S. Hudson-Smith felt that this would also be a good idea for the Downham Market end of the village as well. The Clerk explained that it was very difficult to get a reduced speed limit as Highways would often advise that the area did not meet their current criteria and even if it did they had no funding available for reduced speed limits, which were very expensive due to the legal work involved. It was agreed that the Clerk would approach Highways to ask about the possible of the 40mph zones at both ends of the village being reduced to 30mph.

11. Review of Parish Council documents: Risk Management Assessment; Business Recovery Map/Continuity Plan; Information available under the Model Publication Scheme.

The 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 no amendments had been made to these documents. The items were discussed and following a proposal by Cllr. Ponder, seconded by Cllr. O'Brien, 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. New items to be sent to the Clerk at least 10 days before the next meeting.

13. Meeting dates for 2021 and date of next meeting.

Meeting dates for 2021 would continue to be the fourth Wednesday of every other month from January. Exact dates to be given to councillors and to be put on the PC website and notice board. The next meeting would be an Ordinary Meeting on Wednesday 27th January 2021 at 7.30pm. It was expected this meeting would be held virtually.

There being no further business, the meeting closed at 9.12pm