

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday
24th March 2021. 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. Dave Stringer

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

Clerk – Sarah Thorpe

No parishioners were in attendance.

1. Apologies for Absence

None

2. Declarations of Pecuniary Interests.

Cllr. Delderfield advised members on their requirement to declare interests.

3. Public Forum.

No members of the public were present.

4. Minutes of Ordinary Meeting on 27th January 2021.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Stringer, seconded by Cllr. Blackmur, 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.

None.

6. Finance matters

Item a. Donation to the Memorial Hall to help with insurance costs. The PC had previously given £500 to the Hall to assist with this cost. Following a proposal by Cllr. Blackmur, seconded by Cllr. O'Brien, it was agreed that £500 should be given again this year. Cllrs. A. Hudson-Smith, S. Hudson-Smith, Ponder and Stringer abstained from voting due to non-pecuniary interest.

Item b. Approval of Monthly Expenditure.

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	33.93	1.7	35.63	D/D	Streetlighting electric Feb/Mar
Wave	53.56		53.56	D/D	Allotment water supply
S Thorpe	686.92		686.92	S/O	Clerk's salary Feb/Mar
S Thorpe	25.10		25.10	BACS	Clerk expenses/admin Feb/Mar
Stoke Ferry Timber	70.00	14.00	84.00	BACS	allotment gate posts
A1 Signs Ltd	21.00	4.20	25.20	BACS	hedgehog warning signs
Alarm Call	150.00		150.00	BACS	allotment gate posts installation
Starboard Systems Ltd	96.75	19.35	116.10	BACS	accounts software license
URM (UK) Ltd	8.10	1.62	9.72	D/D	Bottle bank emptying
Limetree Marketing	20.80		20.80	BACS	Newsletter printing
Norfolk ALC	108.00	21.60	129.60	BACS	Councillor training
Westcotec Ltd	50.00	10.00	60.00	D/D	SAM2 bracket
BCKLWN	78.52	15.70	94.22	D/D	Dog waste bin emptying
Fincham Memorial Hall	500.00		500.00	BACS	Donation
Unity Trust Bank	18.00		18.00	D/D	Bank service charges
	£ 1,920.68	£ 88.17	£ 2,008.85		

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

The Clerk ran through the above payments for authorisation. Following a proposal by Cllr. Blackmur, seconded by Cllr. Stringer, the payments were authorised. Invoices to be presented to Councillors for signature after the meeting. Payments to be issued by standing order, direct debit or BACS.

Item c. Reconciled cashbook. The Clerk presented the completed cashbook to the end of February 2021. A copy of the bank reconciliation and statements had been forwarded to all members prior to the meeting. The documents were accepted.

Item d. Reinvestment of £5000+ proceeds from matured 12-month fixed term bond. The Clerk advised that due to interest which had been paid over the last few years the balance at maturity would be £5797.90. The matter was discussed and following a proposal by Cllr. Stringer, seconded by Cllr. Blackmur, it was agreed by all that the Clerk should investigate options with NS&I and switch to an account with them, if the interest rate was more favourable, or alternatively reinvest the full sum in another one-year fixed bond at 0.75% with United Trust Ltd.

7. Planning matters

Item a. New applications: None.

Item b. Decisions from the Borough Council: The following applications had been approved: **20/01808/F Removal or variation of condition 2 of planning permission 17/01778/F: Extension and alterations to dwelling including new first floor accommodation at Sycamore Lodge, High Street.**

8. Health & Safety issues

Item a. Issues requiring attention.

- High Street (condition of road surface and noisy/sunken manhole covers) – Highways had responded to say that they had tried to issue a section 81 notice to Anglian Water regarding these manhole covers but they had responded to say that the defect was within tolerance. They felt it was worth the PC and residents reporting these issues directly. The Clerk had already done this for the one outside Hardley House. It was agreed that in future photos should be provided when reporting these issues. In relation to the surface through the village, this was determined by the survey condition data gathered by the team at County Hall, and this would determine the extent and timescale for any proposed treatment. In this case a surface treatment was planned for 2023/24 financial year.
- The Hill (poor road surface) – Cllr. O'Brien to provide details.
Action: Clerk to report new issues to appropriate authorities.

Item b. Return of Health & Safety Inspection sheets.

- One inspection sheet had been returned; no action was required. Cllr. Stringer advised that he had a sheet to return, again no action was required. Cllr. S. Hudson-Smith advised that she had not yet carried out the inspection at the Nature Reserve as she was not quite sure what to do. Cllr. Stringer advised that there were no issues at the Nature Reserve currently and he could assist her in this matter.

9. Correspondence.

All items had been forwarded to members via email.

10. Parish Affairs.

Item a. Nature Reserve – including quotation for maintenance. It was reported that vehicle tracks and evidence of horses riding through the Reserve had been seen. Residents had advised that they had struggled to find the Reserve when following the circular route from the village centre. It was agreed that some signposts were missing and that additional ones would help. Cllrs. A. Hudson-Smith, S. Hudson-Smith, Desborough, and Stringer agreed to take a look at the route and report back at the next meeting as to what was needed. Cllr. O'Brien advised that she still had some permissive path labels which could be installed with landowners' permission. A quotation had been received from CGM Ltd for maintenance work at the Reserve. An initial full cut for £125 plus VAT had been approved by delegated authority as this needed to be completed by the end of the month. The quotation suggested four full cuts per year. Cllr. Stringer advised that he did not feel full cuts were needed for the rest of the year and the advice he had received had suggested that the arisings would need to be raked if further cuts were carried out in the season. The matter was discussed. Following a proposal by Cllr. Stringer, seconded by Cllr. S. Hudson-Smith, it was agreed by all to instruct CGM to carry out two further cuts of the footpath only: one at the end of June and the other at the end of September. The cost for this last year was £75 plus VAT. The Clerk advised that she had received an email from a resident offering assistance at the Reserve. It was agreed to place an item in the next newsletter to ask for volunteers to assist with raking.

Item b. Footpaths. The footbridge on Footpath 8 was still closed awaiting repair; NCC Footpaths Officer had advised that it might be some time before this was fixed. Cllr. Desborough had put

the signs back in place which advised the footbridge was closed as they had been removed.

Item c. Allotment matters. There had been a couple of enquires about vacant plots and it was hoped that these would turn into tenancy agreements. There was still no information on when the Community Payback Team might be returning to the site. The new posts had been installed for the gate and a tenant had also installed new fencing.

Item d. Update on Speed activated messaging sign (SAM2). Cllr. O'Brien had produced a report which had been emailed to all. Cllr. O'Brien agreed to provide an hourly breakdown on the report in future in case it was useful for the Community Speed Watch Team to decide on the best times to carry out checks. The Highway Engineer had approved a location for the sign within the 40mph zone on Downham Road, but this was for the wrong post. Cllr. A. Hudson-Smith agreed to provide a photo of the correct post. The brackets had been received and could be installed when location approved. The sign was to be returned to Crimplasham in two weeks and so would not be available at another location in the village for six weeks. A resident had enquired about whether another location opposite The Wish could be used. Cllr. Delderfield advised this was not possible.

Item e. Update on Community Speed Watch Scheme. Cllr. Ponder advised that the team's activities would be recommencing next week. More volunteers were needed, and it was agreed that a notice should be put up on the PC notice board, Hall notice board, PC website and next newsletter.

Item f. Trod (informal footpath) for part of Downham Road (between petrol station and Black Drove). The Highways Engineer had provided an up-to-date price with two options. The cheapest option was £33,539. The Clerk had contacted the BC to ask if an application to the Community CIL fund would meet their criteria but had been advised that they were unable to respond at the moment due to staff shortages. The matter was discussed. It was agreed that the Clerk should apply to the Community CIL fund for £33,539.

11. Internal Affairs

Item a Appointment of Internal Auditor for 2020/21. Mrs Christine Hurley had agreed to continue in the role if the PC wanted to re-appoint her. Following a proposal by Cllr. Ponder, seconded by Cllr. Stringer, it was agreed by all to re-appoint Mrs Hurley.

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. Confirm date of next meeting.

The next meeting would be on Wednesday 26th May 2021 at 7.00pm for the Annual Parish Meeting followed by the Annual Parish Council Meeting. At this stage it was unknown whether these meetings would be virtual or held in the Memorial Hall.

There being no further business, the meeting closed at 8.24pm