

FINCHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, duly convened on Wednesday
26th May 2021 at Fincham Memorial Hall. Commenced at 7.05pm with
Cllr. John Delderfield in the Chair.

Attending:

Cllr. Shaun Blackmur
Cllr. John Delderfield
Cllr. Abigail Desborough
Cllr. Cathy O'Brien
Cllr. Barbara Ponder
Cllr. Dave Stringer

Clerk – Sarah Thorpe

No parishioners were in attendance.

1. Election of Chairman and Acceptance of Office.

Nominations were sought for the position of Chairman for the forthcoming year. Cllr. Delderfield was nominated to stand as Chair by Cllr. Stringer, seconded by Cllr. Ponder. There were no other nominations. Cllr. Delderfield advised that he was willing to accept the role. Cllr. Delderfield was unanimously returned as the Chairman of Fincham Parish Council. Cllr. Delderfield formally accepted the role of Chairman and signed the Acceptance of Office.

2. Apologies for Absence.

Apologies had been received from Cllr. Andy Hudson-Smith, Cllr. Sonja Hudson-Smith and Borough Councillor Mike Howland.

3. Declarations of Pecuniary Interests.

None.

4. Public Forum.

No parishioners were present at the meeting.

5. Minutes of Ordinary Meeting on 24th March 2021.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Stringer, seconded by Cllr. O'Brien, it was agreed by all to accept the minutes as a true record, and they were signed by the Chairman.

6. Matters Arising.

The Clerk advised that all matters had been actioned.

7. Finance Matters.

Item a. End of Year Accounts for 2020/21. The year-end accounts had been circulated before the meeting. There was a brief discussion on the figures, Clerk agreed to provide details on "misc" items in future. The following proposal was put forward:

Proposal: To accept the statement of accounts for 2020/21.

Proposed by: Cllr. Ponder **Seconded by:** Cllr. Desborough Agreed.

Item b. 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:

Proposal: To accept the report.

Proposed by: Cllr. Stringer **Seconded by:** Cllr. Blackmur Agreed.

Item c. Asset Register at 31st March 2021. A discussion took place on the asset register. No changes had been made. The following proposal was put forward:

Proposal: To approve the register.

Proposed by: Cllr. Ponder **Seconded by:** Cllr. O'Brien Agreed.

Item d. Statement on Internal Control for the Year 2020/2021. The Clerk presented Councillors with information detailing internal controls and how the prevention of fraud was carried out within the PC, including financial regulations, and risk assessments.

Proposal: To approve the Statement on Internal Control for 2020/2021.

Proposed by: Cllr. Stringer **Seconded by:** Cllr. O'Brien Agreed.

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

Item e. 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.

Proposal: To certify the PC as exempt from a limited assurance review.

Proposed by: Cllr. O'Brien **Seconded by:** Cllr. Ponder Agreed.
Following this decision, the relevant certificate on page 3 of the Annual Governance and Accountability Return (AGAR) was signed by the Clerk and Chairman.

Item f. Annual Governance Statement from the AGAR for the Year 2020/2021. 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.

Proposal: To approve an answer of “yes” to questions 1-8 on the Annual Governance Statements for 2020/2021.

Proposed by: Cllr. Ponder **Seconded by:** Cllr. O'Brien Agreed.
Following this decision, the relevant section on page 5 of the AGAR was signed by the Clerk and Chairman.

Item g. Accounting Statements from the AGAR for the Year 2020/2021. 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.

Proposal: To approve the accounting statements for 2020/21.

Proposed by: Cllr. Ponder **Seconded by:** Cllr. Stringer Agreed.
Following this decision, the relevant section on page 6 of the AGAR was 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 14th June to 23rd July 2021.

Item h. Insurance policy for 2021/22. The Clerk advised that the PC was about to start the second year of the three-year agreement for a policy with Aviva through BHIB Ltd. The Clerk advised that the policy was the same as the policy for the previous year and the premium was £363.42. The policy was briefly discussed: following a proposal by Cllr. O’Brien, seconded by Cllr. Blackmur, it was agreed by all that the policy was suitable for the needs of the PC.

Item i. Approval of Monthly Expenditure.

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	17.83	0.89	18.72	D/D	Streetlighting electric April
ICO	35.00		35.00	D/D	Data Protection Registration
Norfolk CC	755.00		755.00	D/D	Allotment rent
S Thorpe	274.86		274.86	S/O	Clerk's salary April
S Thorpe	68.13	2.67	70.80	BACS	Clerk's expenses April/May
CM Hurley	50.00		50.00	BACS	Internal Audit
CGM Ltd	18.50	3.70	22.20	D/D	Grounds maintenance Mar
Norfolk ALC	172.68		172.68	BACS	Membership subs 2021/22
HMRC	68.60		68.60	S/O	PAYE
Environment Agency	12.85		12.85	D/D	Drainage rates 2021/22
S Thorpe	274.86		274.86	S/O	Clerk's salary May
BHIB	363.42		363.42	BACS	Annual Insurance Prem 2021/22
E-on	17.25	0.86	18.11	D/D	Streetlighting electric May

£ 2,128.98 £ 8.12 £ 2,137.10

The Clerk ran through the above payments for authorisation. Following a proposal by Cllr. Stringer, seconded by Cllr. Desborough, the payments were approved, BACS payments to be authorised by two Councillors following the meeting.

Item j. Reconciled cashbook. The Clerk presented the completed cashbook to the end of April 2021. The Chairman viewed the cashbook and agreed the bank statements to the reconciled figures.

8. Planning matters.

Item a. New applications:

21/00849/F Conversion of barns complex to form three dwellings at Church Farm Barns, High Street. The application was discussed. It was agreed by all to OBJECT to the application as there was insufficient information on the proposal regarding the details of the new dwellings; concerns it will not be in keeping with the conservation area; Highways concerns regarding additional traffic generation; layout and density of building design; adverse impact on nature conservation interests and biodiversity opportunities.

21/00672/F Variation of Condition 2 of Planning Permission: 18/01756/F: Proposed single and two storey extensions, internal alterations, and new driveway surfacing with layout alterations at Long Acre, Downham Road. The application was discussed. It was agreed by all to SUPPORT the application. No further comments were made.

Item b. Decisions from the Borough Council:

- 21/00014/TREECA Removal of one Cherry tree, crown reduction and lift of one Cherry tree and one Magnolia within the Conservation Area at Talbot Manor Barn.** No objection.
- 21/00018/TPO Essential work on Beech tree at The Old Rectory, High Street.** Work approved.
- 21/00035/TPO Pruning of one Holly tree and five Hazel trees to allow for erection/repair of the boundary fence at The Rectory, High Street.** Work approved.
- 21/00534/F Removal of conditions in relation to application 16/00087/O and 19/00596/RM for two detached dwellings at Ravenscroft, Main Road.** Application withdrawn.
- 16/00087/NMA_1 Non-material amendment to planning consent 16/00087/O: Outline application: two detached dwellings at Ravenscroft, Main Road.** Application permitted.

9. Health & Safety issues.

Item a. Issues requiring attention.

- High Street (near Talbot Manor) – road markings need replacing and damage to chevrons.
- High Street (in front of playing field, Barsham House, and the garage) – verge between footpath and road had not been cut. It was agreed these areas would be under the responsibility of Highways, but this would only provide two cuts a year. It was noted that the PC was already paying for the verge to be cut between the layby opposite the Memorial Hall and the road. It was agreed that the Clerk would ask for CGM to provide a quotation for cutting these areas, the Hall committee would also consider getting a quotation for the area in front of the playing field. Item to be discussed at the next PC meeting.

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

10. Correspondence.

The Clerk drew councillors' attention to the following items:

- A letter from the secretary of Fincham Memorial Hall thanking the PC for the donation.
- Information on grants for individuals in need database from Norfolk Citizens Advice.

11. Parish Affairs.

Item a. Nature Reserve. Cllr. Stringer had provided a report which had been forwarded to all before the meeting. The path through the Reserve would need cutting again as soon as possible rather than waiting until the end of June. Clerk to ask contractor to cut early if possible. Two additional boards advising of the Nature Reserve would be useful at the eastern and Wereham entrance to the Reserve. Clerk to obtain quotes for additional signs to be the same as other sign but half the size. Cllr. Desborough had provided a report on the walk carried out by Councillors and a former Councillor. The report had been forwarded to all before the meeting. It was agreed that further work needed to be done to establish location and number of new directional signs which were needed. Cllr. Desborough and Cllr. Stringer to discuss with other Councillors and report back at the next PC meeting.

Item b. Footpaths and stiles. Some residents had contacted Cllr. Desborough to advise that they found the stiles to high and difficult to climb. It was thought that the stiles were the responsibility of landowners, but the Clerk would make enquiries with Norfolk County Council (NCC). Councillors were pleased to note that NCC had completed work on replacement of some footbridges.

Item c. Allotment matters. There was still one vacant plot and the three plots usually maintained by the Community Payback Team were still not being worked. All plots rented to tenants were currently in good condition.

Item d. Update on Speed activated messaging sign (SAM2). Cllr. O'Brien had produced a report which had been given to all. Cllr. O'Brien advised that previous reports had not included the figures for vehicles travelling from 30-35 mph in the speeding category. If these figures were included, it showed a much higher percentage of speeding vehicles. Figures for the latest period of 4 weeks from 11th March-8th April, where the sign was placed facing West in the Rectory layby, showed an increase in speeding vehicles from 9.7% to 35.6%. Full report to be put on PC website.

Item e. Update on Community Speed Watch Scheme (CSW). Cllr. Ponder had produced a report which advised that the team had been out 12 times since the last PC meeting, however rain had cut short the sessions on three occasions; in total 49 offenders had been logged. The majority had been opposite the Church and on Marham Road. There were two people interested in joining the team and Cllr. Ponder had submitted their application forms to the police for approval. Additional volunteers would still be helpful.

- Item f. Request for additional dog waste bins.** Cllr. Desborough had advised that a few residents had suggested some additional dog waste bins would be useful on the High Street and Churchill Crescent. It was agreed that the litter bins on the High Street could be used for dog waste and therefore a dog bin was not needed on the High Street. There did not appear to be a problem with dog fouling or disposal of dog waste on Churchill Crescent at the moment, so it was agreed to leave for now and consider again if necessary.
- Item g. Repairs to Notice Board.** The metal frame and catch on the PC notice board needed refurbishment. It was agreed that the Clerk should obtain quotations.
- Item h. Fly tipping, litter, and litter picking.** Cllr. Desborough advised that she had noticed an increase in fly tipping and litter over recent months. She had carried out some litter picking and reported some fly tipping. This had seemed to improve the situation. It was not felt that a village litter pick was possible due to the current situation.
- Item i. Possibility of a Trod (informal footpath) for eastern and western edges of A1122.** The Clerk had updated members on possible funding options for the western end of the A1122; the BC CIL fund was not appropriate but other options could provide funding as the trod would be to improve access to the Nature Reserve, however it was likely to be 2022/23 before it was known if sufficient funding could be obtained. A trod at the eastern end of the A1122 was likely to be more expensive and funding would be more difficult to obtain, as this would only provide pedestrian access for a few dwellings living at that end of the village. It was agreed that at this stage the Clerk should pursue options for funding for the western end only, but it was noted that it would not be possible to go ahead unless funding could be obtained.
- Item j. Free Recycling Programmes.** The Memorial Hall committee had agreed to a clothing bank, if it was located next to the bottle bank, but they did not want a printer cartridge recycling point if it needed to be located inside the Hall. Clerk to liaise with BC officer to set up. Clerk to contact bottle bank contractor to raise concerns about broken glass around the bank after it had been emptied.
- Item k. Cherry Trees on The Green.** The trees were likely to need removing in approximately 10-15 years and it had been suggested that other trees could be planted now to allow them to grow before the cherry trees needed to be removed. It was felt that there was only space for one tree between the two cherry trees. Clerk to investigate options.
- Item l. Summer Newsletter – articles and distribution.** Articles to be included: request for help at the Nature Reserve, CSW volunteers, grants for individuals in need, reminder for residents about planning requirements for properties within the conservation area. Cllr. Delderfield asked members if they would update his distribution list to ensure all dwellings were included when they delivered the next newsletter. The Memorial Hall was going to produce a newsletter and members agreed to distribute at the same time as the PC newsletter.

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 28th July at 7.30pm

There being no further business, the meeting closed at 8.51pm