

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday
24th November 2021 at Fincham Memorial Hall. Commenced at 7.30pm with
Cllr. John Delderfield in the Chair.

Attending:

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

Clerk – Sarah Thorpe

No parishioners were in attendance.

1. Apologies for Absence.

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

2. Declarations of Pecuniary Interests.

None.

3. Public Forum.

No members of the public were present.

4. Minutes of Ordinary Meeting on 22nd September 2021.

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

5. Matters Arising.

The Clerk advised that all matters had been actioned. Unfortunately, the PC had been unable to participate in the Norfolk County Council (NCC) 1m Trees for Norfolk initiative as no suitable location to plant the trees had been found.

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. Stringer it was agreed by all to donate £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 2020/21 was £264.72 against the cost of £63.90 making a net profit of £200.82. This was more than the previous year. Following a proposal by Cllr. Blackmur, seconded by Cllr. O'Brien it was agreed to donate £300.00 to the Fincham Memorial Hall. Three members abstained from voting as they were members of the Hall Committee.

Item c. Approval of Monthly Expenditure.

Payee	Goods/ Services	VAT	TOTAL	chq no	Supplier/Service
E-on	40.32	2.01	42.33	D/D	Streetlighting electric Oct/Nov
HMRC	137.20		137.20	D/D	PAYE Oct/Nov
CGM Ltd	197.85	39.57	237.42	D/D	Grounds maintenance
URM (UK) Ltd	10.50	2.10	12.60	D/D	Bottle bank emptying
S Thorpe	549.72		549.72	S/O	Clerk's salary Oct/Nov
Westcotec Ltd	75.96	15.19	91.15	D/D	Streetlighting maintenance
NCC	755.00		755.00	D/D	Allotment rent
S Thorpe	74.22		74.22	BACS	Clerk's expenses/training
RBL Poppy Appeal	25.00		25.00	BACS	S137 Donation
Limetree Printing	26.00		26.00	BACS	Newsletter printing
Norfolk Crafts	785.00		785.00	BACS	Refurb of signs/boards
Fincham Memorial Hall	300.00		300.00	BACS	Donation from glass recycling
	£ 2,976.77	£ 58.87	£ 3,035.64		

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

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

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

Item e. Quarter 2 Finance Review. The report had been circulated to councillors. The Clerk provided information on the report. No questions were raised. The report was approved.

Item f. Draft budget for 2022/23. 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 higher than 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 next meeting, when a decision would need to be made on setting the Precept for 2022/23.

7. Planning matters.

Item a. New applications: None.

Decisions from the Borough Council: the following applications had been approved:
21/00849/F Conversion of barns complex to form three dwellings at Church Farm Barns.
21/00212/TREECA Removal and replacement of trees in the conservation area at Talbot Manor Barn, Lynn Road.

Item b. BC Planning Enforcement had referred the issue of the safety of the Old Methodist Chapel on Downham Road to Building Control for their comments.

8. Health & Safety issues.

Item a. Issues requiring attention.

- High Street (The Green) – noisy manhole cover.
- Lynn Road (near Timbers) – blocked culvert causing standing water.
- Lynn Road (near Talbot Barns) – stagnant water possibly due to blocked drain.

Item b. Return of Health & Safety Inspection sheets. Three inspection sheets were returned. No action was needed at this time.

9. Correspondence.

All correspondence of note had been forwarded to members prior to the meeting.

- An email from two residents thanking the PC for nominating them to attend the RAF Marham Christmas Lunch.
- Invitation to the Norfolk County Farms Annual Tenants' Evening on 7th December.
- Letter from E-on advising of another price increase for street lighting electricity.
- Clerks & Councils Direct Newsletter.

10. Parish Affairs.

Item a. Nature Reserve. Cllr. Stringer advised that the Nature Reserve was still looking good; he felt that the same regime of grass cutting should be undertaken next year. A quotation had been received for two oak boards and posts advising of the Nature Reserve, to be placed at the eastern and Wereham entrance to the Reserve. The quote was £360 including installation. The quote was discussed and following a proposal by Cllr. Blackmur, seconded by Cllr. Stringer, it was agreed by all to accept the quote. The contractor had also quoted £120 for some basic landscaping at the Reserve. It was agreed to accept this quote, proposed by Cllr. Stringer, seconded by Cllr. Blackmur.

Item b. Footpaths and stiles. Cllr. Desborough had received an update from David Mills, Countryside Access Officer for Norfolk County Council (NCC). He had advised that their preferred option was to replace four stiles on FP7 with gates. So far landowners had agreed to two of these gates and they were still awaiting confirmation from one landowner in relation to the other two gates. These gates would greatly improve accessibility to the footpath.

Item c. Allotment matters. The two plots that had been previously maintained by the Community Payback Team had now been let to a new tenant. There was currently one vacant plot and one of the existing tenants had given up their plot. It was agreed that the Clerk would contact a resident to ask if his relative could assist with inspection of the ash trees around the allotments to establish if ash dieback was present.

Item d. Update on Speed activated messaging sign (SAM2). Cllr. O'Brien had produced a report which had been given to all. The report advised that 64,765 vehicles had been recorded from 26th August to 22nd September when the sign was in the rectory layby. 68 vehicles were recorded at speeds above 55mph during the period. Cllr. O'Brien advised that she had reviewed the categories for speeding and realised that the categories she was using previously had been correct. A comparison of speeds recorded over the last 5 years would be produced when time permitted.

- Item e. Update on Community Speed Watch Scheme (CSW).** Cllr. Ponder advised two new volunteers had been found to join the team. They had been out 10 times since the last PC meeting; 42 offenders had been logged with the majority of these being in Marham Road.
 - Item f. Repairs to the map board.** A quotation of £295 had been received for repairs to the map board. Following a proposal by Cllr. Ponder, seconded by Cllr. Stringer, it was agreed by all to approve the quote. The condition of the map was unknown as it could not be seen, Cllr. Desborough to contact David Mills to ask if NCC could supply a new map before the repairs were carried out.
 - Item g. Update on funding for Trod (informal footpath) for western edge of A1122 to improve access to the Nature Reserve.** The Borough Council (BC) had now advised that applications to the CIL Infrastructure Fund could be submitted in January 2022, and it appeared that this project fitted the criteria for eligibility. The PC currently had £1k funding towards the project and it was agreed that applications should be made to the NCC Parish Partnership Scheme for 50% of the funding and to the BC CIL Fund for the remaining balance needed.
 - Item h. Free Recycling Programmes.** The clothing bank had still not been installed due to staffing shortages. The Clerk had chased up the Borough Council with regard to the ink cartridge recycling but had not received a reply, she would continue to chase this up.
 - Item i. First time registration of Chalk Pit.** The Clerk had met with the solicitor and provided copies of entries in the PC minute books from the 1960s and 1970s in relation to ownership of the chalk pit. It had been agreed that the Clerk would try to provide statements from long standing residents of the village to support the case of ownership. Clerk to contact a former resident and two current residents to ask if they would make a statement.
 - Item j. Additional tree on The Green.** An item had been placed in the last newsletter to ask for residents' views regarding a new tree but so far, no replies had been received. It was agreed that the Clerk would produce a flyer for Cllr. Stringer to deliver to the households around The Green.
 - Item k. Commemorations for the Queen's Platinum Jubilee in 2022.** The Hall Committee were hoping that the PC would provide the beacon. They were also hoping that a pipe band could be found for the Thursday, Clerk to contact RAF Marham to see if they could help. A resident had also been found who might be willing to act as the Town Cryer; Clerk to contact him. It was agreed that purchase of the beacon to be considered in January or March.
 - Item l. Defibrillator for the village.** The Hall Committee had approved the siting of a defibrillator on the outside of the Hall. Clerk to obtain quotation for purchase of a defibrillator and installation.
 - Item m. Newsletter distribution.** A discussion took place on distribution of the newsletters and some amendments were made to the current routes. A small number of properties were not easy to access, and the newsletter should be posted to these in future. The next newsletter to include an article to invite residents to receive the newsletter via email in future. The Clerk agreed to provide two weeks' notice in future before the newsletter was ready to deliver.
 - Item n. Arrangements for presentation of memorial token.** It was agreed that the presentation should be arranged to take place as the first item on the agenda for the next PC meeting.
- 11. Review of Parish Council documents: Members' Handbook; Risk Management Assessment; Business Recovery Map/Continuity Plan; Information available under the Model Publication Scheme.**
The Members' Handbook; 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 Members' Handbook to revert to the Standing Orders from 2019 as virtual meetings were no longer allowed. No changes had been made to any of the other 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 along with an item on possible additional street lighting.
- 13. Meeting dates for 2022 and date of next meeting.**
Meeting dates for 2022 would continue to be the fourth Wednesday of every other month from January. Exact dates given to councillors and to be put on the PC website and notice board. The next meeting would be an Ordinary Meeting on Wednesday 26th January 2022 at 7.30pm.

There being no further business, the meeting closed at 9.17pm