

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday 27th July 2022 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. Cathy O'Brien
Cllr. Barbara Ponder
Cllr. Andy Hudson-Smith
Cllr. Dave Stringer

Borough Cllr. Mike Howland (left at 7.59pm)

Clerk (Locum) – Kate Walker

No parishioners were in attendance.

1. Apologies for Absence.

Apologies had been received from Cllr. Sonja Hudson-Smith.

2. Declarations of Pecuniary Interests.

Cllrs. A. Hudson-Smith, Ponder and Stringer declared a non-pecuniary interest in item 10q.

3. Public Forum.

No parishioners were present at the meeting.

4. Minutes of Annual Meeting on 25th May 2022.

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 and they were signed by the Chairman.

5. Matters Arising.

None.

6. Finance Matters.

Item a. Details of Monthly Income. Receipts of £2000 & £2000 from Aviva (for insurance claim) were noted. An earmarked reserves account has been created.

Item b. Approval of Monthly Expenditure.

Method	Description	Supplier	Net	VAT	Total
Cheque	Benches	Fenton Manufacturing Ltd	904.85	180.97	1,085.82
S/O & Cheque	Staff costs / expenses (Jun)	HMRC / Clerk	1,178.08		1,178.08
Cheque	Training	SLCC	410.00		410.00
D/D	Grounds maintenance	CGM Ltd	105.76	21.15	126.91
D/D	Bottle bank emptying	URM (UK) Ltd	25.20	5.04	30.24
D/D	Grounds maintenance	CGM Ltd	57.51	11.50	69.01
D/D	Grounds maintenance	CGM Ltd	236.39	47.28	283.67
D/D	Allotment water supply	Wave	140.17		140.17
D/D	Street lighting electric	N Power	23.49	1.17	24.66
	Bank charges	Unity Trust Bank	18.00		18.00
S/O & Cheque	Staff costs / expenses (Jul)	HMRC / Clerk	1,271.43		1,271.43
D/D	Street lighting electric	N Power	20.92	1.05	21.97
	Total		4,391.80	268.16	4,659.96

PRE-APPROVED

Cheque	Newsletter printing	Limetree printing	26.00		26.00
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Signed as a true record of the meeting:.....Date:.....

The Clerk ran through the payments for authorisation. Following a proposal by Cllr. Stringer, seconded by Cllr. Ponder, the payments were approved. Invoices and cheques presented to Councillors for signing after the meeting. Payments to be made by standing order, direct debit or cheque.

Item c. Reconciled cashbook. The Clerk presented the completed cashbook to the end of June 2022. The Chairman viewed the cashbook and agreed the bank statements to the reconciled figures.

Item d. Quarter 1 finance review. The Clerk had e-mailed copies of the documents prior to the start of the meeting. The Chairman called for questions and the figures were discussed, following a proposal by Cllr. Desborough, seconded by Cllr. Ponder, the review was accepted by all.

7. Planning matters.

Item a. New applications:

22/00995/F Construction of one dwelling at between Highfield and Honeysuckle Cottage High Street, Fincham, Norfolk. The application was discussed. It was agreed by all to respond to the Parish Consultation received with NO OBSERVATIONS and a comment relating to access.

Item b. Decisions from the Borough Council: None

8. Health & Safety issues.

Item a. Issues requiring attention.

- Cllr. Stringer said two posts were down on The Hill and agreed to report to Highways.

Item b. Return of Health & Safety Inspection sheets. Three inspection sheets were returned. No action was required. Cllr. Blackmur agreed to forward one for the Chalk Pit in due course.

9. Correspondence.

All correspondence of note had been forwarded to members prior to the meeting. The Clerk ran through the following items:

- 1 x parishioner e-mail expressing views on the trees on the green

10. Parish Affairs.

Item a. Nature Reserve. Cllr. Stringer provided a report which had been forwarded to all before the meeting.

Item b. Footpaths. Cllr. Desborough reported that additional posts / information plaques or discs were required & agreed to scope out the requirements so it could be costed and considered. It was also reported that someone had erected homemade signs on the church footpath relating to dog waste. Following a proposal by Cllr. O'Brien, seconded by Cllr. Desborough it was resolved to purchase 4 dog waste signs for the church footpath. Clerk to order.

Item c. Allotment matters. Nothing to report.

Item d. Speed activated messaging sign (SAM2) update. Cllr. O'Brien provided a report which had been forwarded to all before the meeting. Data analysis would be conducted in due course.

Item e. Community Speed Watch Scheme (CSW) update.

Cllr. Ponder provided a report which had been forwarded to all before the meeting.

Item f. Trod funding update. The CIL Infrastructure Fund re-opened on 1/7/22. The Clerk explained the previous application was unsuccessful due to not receiving enough points and the only way to increase the chances of being allocated the number of points required to secure funding was by offering a percentage of own funding & possibly by demonstrating fundraising efforts. It was suggested a charity walk could be organised and following a proposal by Cllr. A. Hudson-Smith seconded by Cllr. Desborough and agreed by all, it was resolved for Council to fund 13% of the CIL amount being requested. An application will be lodged by the Clerk by 1 August 2022.

Item g. Printer cartridge recycling update. The quote provided by an alternative supplier was considered but deemed too expensive. It was suggested the Clerk ask Borough Cllr. Howland for assistance in trying to contact the Waste and Recycling Manager who originally offered to help.

Item h. Chalk Pit first time registration update. Nothing further had been received from the solicitor since being advised the statements of truth were being prepared. Clerk to request update.

Item i. Additional tree on The Green. Clerk provided details of the reply received from the parishioner contacted. It was agreed to discuss next steps at the September meeting.

Item j. Defibrillator for the village. The Clerk was unable to clarify exactly which model of defibrillator and external locked cabinet it was agreed to purchase from defibwarehouse.co.uk. The Clerk conducted her own research in conjunction with Cllr. Stringer. An update was provided. Council considered the quote received from Heart 2 Heart Norfolk to supply a defibrillator (& external cabinet) endorsed by the Ambulance Service. It was noted there could be a delay of up to 26 weeks. Following a proposal by Cllr. Ponder seconded by Cllr. O'Brien

and agreed by all, it was resolved for Council to pre-approve £1000 for the purchase of the defibrillator and cabinet from Heart 2 Heart Norfolk.

Item k. Wording for commemorative Jubilee plaques for benches at memorial Hall

Following guidance from The Royal Names Team it was agreed by all to use the following recommended wording: - *For the people of Fincham
To commemorate Her Majesty The Queen's Platinum Jubilee, 2022
Fincham Parish Council*

Cllr. Delderfield had already scoped out sizing options for rectangular plaques and was asked to also investigate round ones. If the cost exceeds the previously agreed budget it will need to be reconsidered at the next meeting.

Item l. Bench in layby opposite Memorial Hall. It was agreed to acquire a quote from a previous supplier and consider it at the next meeting. Cllr. Stringer to provide Clerk with details.

Item m. White gates. These need cleaning and painting. Clerk to source quote.

Item n. Buses. A parishioner had asked if bus services could be improved. It was agreed to put a reminder of the importance of bus use for continued service, in the newsletter.

Item o. Zebra crossing on High Street. A parishioner had asked if a zebra crossing could be put on High Street. It was confirmed a Highways matter and advised unlikely to be a viable location.

Item p. Anti-Social Behaviour in the village. Reports of anti-social behaviour in the village were given. It was agreed to include a note of who to contact in the newsletter.

Item q. Support for the refurbishment of the toilets at the Memorial Hall. A discussion around budgets and general reserves took place. Cllr. A Hudson-Smith explained the Memorial Hall were reapplying for CIL funding and more PC support would assist in the allocation of more points. Following a proposal by Cllr. Blackmur seconded by Cllr. Desborough and agreed by Cllrs. O'Brien and Delderfield (Cllrs. A. Hudson-Smith, Ponder and Stringer abstained from voting due to non-pecuniary interests) it was resolved to donate to a further £1000 towards the refurbishment of the toilets at the Memorial Hall.

11. Summer Newsletter

- Warm Homes Scheme
- Benches with commemorative Jubilee plaques
- Reporting anti-social behaviour
- Community fundraising walk
- Bus use encouragement

Clerk provided Cllr. Delderfield with envelopes and stamps for the 11 difficult to reach properties. It is hoped the summer newsletter will be out by the end of August.

12. Data Protection Officer / Policy.

Attempts to contact LCPAS failed. Norfolk ALC have been contacted for clarification. The Clerk will provide a further update in due course.

13. Items for the next agenda.

Staffing matters, Borough Councillor report, SAM2 assistance / future, tree on the green.

14. Date of next meeting.

The next meeting would be an Ordinary Meeting on Wednesday 28th September at 7.30pm.

Following a proposal by Cllr. Delderfield, seconded by Cllr. Blackmur and agreed by all, it was resolved under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the press and public during the discussion of the following agenda item due to the confidential nature of matters to be discussed. The session could not be recorded.

15. Operation London Bridge.

An overview of Operation London Bridge was provided. Recommendations were detailed in a confidential report.

The Council resolved to approve the recommendations of the confidential report¹.

Proposed by: Cllr. Delderfield **Seconded by:** Cllr. Blackmur **Agreed:** by all

There being no further business, the meeting closed at 9.25pm.

¹ Confidential Appendix (FP/22/14a)