

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday 23rd March 2022 at Fincham Memorial Hall. Commenced at 7.09pm with Cllr. John Delderfield in the Chair.

Attending:

Cllr. John Delderfield
Cllr. Abigail Desborough
Cllr. Barbara Ponder
Cllr. Dave Stringer

Mr James Bagge, Deputy Lieutenant for Norfolk (left at 7.15pm)

Clerk (Locum) – Kate Walker

No parishioners were in attendance.

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- 1. Presentation of Memorial Token in honour of the contribution from residents during the pandemic**
Mr James Bagge, Deputy Lieutenant for Norfolk presented a specially commissioned Memorial Token in recognition of the contribution made by residents during the pandemic, to the Chairman, who accepted it on behalf of Fincham residents. Photographs were taken after consent was granted by Mr Bagge & Cllr. Delderfield. A suitable location for it to be mounted to be discussed & agreed at a later date. Mr Bagge then left the meeting.
 - 2. Change in appointment of Locum Clerk to cover staff sickness**
It was noted that Miss Lolly Dawson was no longer working as Locum Clerk as of 8/3/22 and it was resolved to immediately appoint Kate Walker as Locum Clerk & Responsible Financial Officer on a fixed-term employed basis. Following a proposal by Cllr. Ponder, seconded by Cllr. Stringer, the appointment and terms were approved by all and the contract was signed by the Chairman.
 - 3. Apologies for Absence.**
Apologies had been received from Cllr. Andy Hudson-Smith, Cllr. Sonja Hudson-Smith, Cllr. Cathy O'Brien and Cllr. Shaun Blackmur.
 - 4. Declarations of Pecuniary Interests.**
None.
 - 5. Public Forum.**
No members of the public were present.
 - 6. Minutes of Ordinary Meeting on 26th January 2022.**
The Chairman asked councillors to look at the accuracy of the minutes. Clerk advised the reference had been corrected. 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.
 - 7. Matters Arising.**
None.
 - 8. Finance Matters.**
Item a. Approval of Monthly Expenditure.
The Clerk ran through the payments for authorisation. Following a proposal by Cllr. Desborough, seconded by Cllr. Stringer, 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.

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

Method	Description	Supplier	Net	VAT	Total
D/D	Street lighting electric	N Power	31.33	1.57	32.90
S/O	Staff costs / expenses (Feb)	HMRC / Clerk	343.46		343.46
D/D	Bottle bank emptying	URM (UK) Ltd	12.00	2.40	14.40
D/D	Allotment water supply	Wave	166.44		166.44
D/D	Street lighting maintenance	Westcotec Ltd	75.96	15.19	91.15
Cheque	Software licence	Starboard Systems Ltd	97.00	19.40	116.40
Cheque	Refurbishment of signs/board etc	Norfolk Crafts	295.00		295.00
Cheque	Nature reserve signs	Norfolk Crafts	480.00		480.00
S/O & Cheque	Staff costs / expenses (Mar)	HMRC / Clerk	410.90		410.90
	Bank charges	Unity Trust Bank	18.00		18.00
			1,930.09	38.56	1,968.65

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

Item c. Appointment of Internal Auditor for 2021/22. Mrs Christine Hurley had agreed to continue in the role if the PC wanted to re-appoint her. The cost would be £50. Following a proposal by Cllr. Desborough, seconded by Cllr. Ponder, it was agreed by all to accept the quote given and re-appoint Mrs Hurley.

Item d. Clerks National Pay Award. The Clerk advised the National Pay Award had now been finalised at 1.75%. Backdated pay to 1 April 2021 was due, it had been calculated and was detailed on the payments list for approval.

Item e. Procedure for changes to bank payments & ad hoc payments. It was decided to review this matter again at the next meeting and in the meantime to continue paying any ad hoc payments by cheque instead of BACS.

9. Planning matters.

Item a. New applications: None.

Parish Consultation received: Relating to an amendment as follows:

22/00070/F The addition of two glass balconies on back elevation of plots 6 & 7 and the provision of double garages to plots 2 & 3 and 6 & 7.

It was agreed to respond to the application with NO OBJECTION.

Item b. Cllr. Delderfield reported that an electricity substation had been erected without consultation in front of two properties being built on Marham Road (16/01747/0 & 17/00700/F). Borough Council Planning advised as UK Power Networks are a Statutory Authority they do not need to consult.

10. Health & Safety issues.

Item a. Issues requiring attention.

- Bretts Orchard (near the Hairdressers) – pavements are quite muddy and slippery. Cllr. Desborough had already reported it to Highways who advised it should be resolved within the next 6 weeks.

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

11. Correspondence.

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

- Parishioner e-mail regarding tree planting support
- BCWKLN e-mail regarding dog fouling
- URM letter regarding bottle bank price increase
- NALC e-mail regarding networking opportunities
- Able Community Care e-mail regarding door stickers initiative
- BCWKLN e-mail & letter regarding CIL funding decision
- United Trust Bank e-mail regarding bank account maturity
- NCC e-mail & letter regarding Parish Partnership decision
- County Farms e-mail regarding land drainage issues
- BCWKLN e-mail regarding Ukraine news release

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

- BCWKLN e-mail regarding carers news release
- RBLI e-mail regarding plant a tree for Jubilee

12. Parish Affairs.

- Item a. Nature Reserve.** Cllr. Stringer advised that CGM had done some grass cutting work. However, it was not the same regime as last year. It was decided to leave it for this year. Cllr. Stringer was asked to produce a schedule of work for future years, to ensure the required work is undertaken.
- Item b. Footpaths and stiles.** Cllr. Desborough reported all work was now complete & details would be included in the next newsletter.
- Item c. Allotment matters.** Clerk advised the tenancy agreement for the previously vacant plot had now been issued to the new tenant & that payment was outstanding for one tenant who had 3 plots. Cllr. Ponder agreed to call the tenant.
- 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 109,663 vehicles had been recorded from 20th February to 17th March. There was an increased volume of traffic due to night time diversions on the A47. 17% were travelling at speeds above 45mph in the 40mph zone. The speeds recorded seem to be much faster than on previous occasions with 10 vehicles recorded at speeds of 85mph and above.
- Item e. Update on Community Speed Watch Scheme (CSW).** Cllr. Ponder reported since the last PC meeting the team had logged 12 offenders with the majority of these being at Timbers and Marham Road. The scheme would be mentioned in the next newsletter.
A Speedwatch Webinar had been attended on 4/2/22, details of which were given.
- Item f. Repairs to the map board.** Following an inspection the condition of the map was found to be good so there was no need for it be to replaced.
- 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) CIL Infrastructure Fund application was unsuccessful. The NCC Parish Partnership Scheme application was successful. Clerk to look further into the CIL Infrastructure Fund submission.
- Item h. Free Recycling Programmes.** The Clerk had further chased up the Borough Council with regards to the ink cartridge recycling but had not yet received a reply. If no reply is received alternative suppliers would need to be sourced.
- Item i. First time registration of Chalk Pit.** The Clerk had made initial contact with the solicitor but was yet to pass on additional information acquired to date. Clerk to compile in conjunction with Cllr. Delderfield.
- Item j. Additional tree on The Green.** An e-mail had been received in response to the flier. As the tree would be unlikely to be planted until the autumn it would be discussed further at a future meeting.
- Item k. Commemorations for the Queen's Platinum Jubilee in 2022.** Cllr. Delderfield advised that a beacon would no longer be part of the plans although there were several events being planned that would be detailed in the next newsletter. Clerk to contact the Memorial Hall Committee for details to be included. Clerk to also forward details of the official Jubilee website (as mentioned by Mr James Bagge - chair of Jubilee Committee for The Norfolk Lieutenancy) where events can be uploaded by anyone.
- Item l. Defibrillator for the village.** Clerk had written to the Memorial Hall Committee to confirm permission to place a defibrillator on the wall of the Memorial Hall. Clerk to clarify which model of defibrillator and external locked cabinet it was agreed to purchase from defibwarehouse.co.uk.
- Item m. To consider supporting the village hall funding application.**
The donation of £500.00 agreed at last meeting would be issued upon request from the Fincham Memorial Hall Committee.

13. Items for the next Newsletter

- Memorial Token presentation
- Village fete and Jubilee Celebrations information
- Speed Watch volunteer request
- Thank resident for tree removal etc
- New stiles around Nature Reserve
- Online/e-mail version

The spring newsletter is hoped to be out by mid to late April.

The inclusion of conservation area comments previously raised by Cllr. O'Brien were discussed however it was felt this should be addressed separately.

14. Items for the next agenda.

Items to remain on the agenda as already along with an item to discuss staffing matters.

15. Date of next meeting.

The next meeting would be on Wednesday 25th May 2022 at 7.30pm for the Annual Parish Council Meeting.

There being no further business, the meeting closed at 9.21pm