

# FINCHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, duly convened on Wednesday 25<sup>th</sup> May 2022 at Fincham Memorial Hall. Commenced at 7.33pm 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. Sonja Hudson-Smith

Borough Cllr. Mike Howland (left at 7.57pm)

Clerk (Locum) – Kate Walker

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. S Hudson-Smith, seconded by Cllr. Blackmur. 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. Stringer.

**3. Declarations of Pecuniary Interests.**

Cllrs. A. Hudson-Smith, S. Hudson-Smith and Ponder declared a non-pecuniary interest in item 7m.

**4. Public Forum.**

No parishioners were present at the meeting.

**5. Minutes of Ordinary Meeting on 23rd March 2022.**

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

**6. Matters Arising.**

None.

**7. Finance Matters.**

**Item a. End of Year Accounts for 2021/22.** The year-end accounts had been circulated before the meeting. There was a brief discussion on the figures, the Clerk provided details on "misc" items as requested last year. The following proposal was put forward:

**Proposal: To accept the statement of accounts for 2021/22.**

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

**Item b. Internal Auditors Report.** The report from the Internal Auditor had been circulated before 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. Just one recommendation was for signatories to initial cheque stubs. The following proposal was put forward:

**Proposal: To accept the report.**

**Proposed by:** Cllr. O'Brien      **Seconded by:** Cllr. Blackmur      **Agreed:** by all

**Item c. Asset Register at 31<sup>st</sup> March 2022.** A discussion took place on the asset register. Nature reserve signs & allotment notice board had been added. The following proposal was put forward:

**Proposal: To approve the register.**

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**Proposed by:** Cllr. Desborough **Seconded by:** Cllr. S. Hudson-Smith **Agreed:** by all  
**Item d. Statement on Internal Control for the Year 2021/2022.** 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 2021/2022.

**Proposed by:** Cllr. Ponder **Seconded by:** Cllr. Blackmur **Agreed:** by all  
**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. S. Hudson-Smith **Seconded by:** Cllr. Ponder **Agreed:** by all  
 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 2021/2022.** A copy of the Governance Statement on page 5 of the AGAR had been circulated before 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 2021/2022.

**Proposed by:** Cllr. Ponder **Seconded by:** Cllr. Blackmur **Agreed:** by all  
 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 2021/2022.** A copy of the accounting statements on page 6 of the AGAR had been circulated before the meeting. The Clerk led Councillors through the figures.

**Proposal:** To approve the accounting statements for 2021/22.

**Proposed by:** Cllr. Desborough **Seconded by:** Cllr. Ponder **Agreed:** by all  
 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 13<sup>th</sup> June to 22<sup>nd</sup> July 2022.

**Item h. Insurance policy for 2022/23.** The Clerk advised that the PC was about to start the third 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 £384.48. The policy was briefly discussed. Following a proposal by Cllr. Desborough, seconded by Cllr. Blackmur, it was agreed by all that the policy was suitable for the needs of the PC.

**Item i. Details of Monthly Income.** Receipts of £9391 from BCKLWN (for precept) and £6500 & £2000 from Aviva (for insurance claim) were noted.

**Item j. Approval of Monthly Expenditure.** The Clerk ran through the payments for authorisation. Following a proposal by Cllr. Ponder, seconded by Cllr. Desborough, the payments were approved. Invoices and cheques presented to Councillors for signing after the meeting. Payments to be made by standing order, direct debit, BACS or cheque.

Method	Description	Supplier	Net	VAT	Total
D/D	Dog bin emptying	BCKLWN	82.33	16.47	98.90
D/D	Fees	ICO	35.00		35.00
S/O & Cheque	Staff costs / expenses (Apr)	HMRC / Clerk	946.98		946.98
D/D	Street lighting electric	N Power	28.18	1.41	29.59
D/D	Street lighting electric	N Power	26.97	1.35	28.32
D/D	Street lighting electric	N Power	31.44	1.57	33.01
BACS	Allotment rent	Norfolk CC	755.00		755.00
S/O & Cheque	Staff costs / expenses (May)	HMRC / Clerk	1,140.43		1,140.43
D/D	Street lighting electric	N Power	24.33	1.22	25.55
D/D	Grounds maintenance	CGM Ltd	182.50	36.50	219.00
D/D	Grounds maintenance	CGM Ltd	213.27	42.65	255.92
Cheque	Subscriptions	Norfolk ALC	176.81		176.81
Cheque	Newsletter printing	Limetree Printing	26.00		26.00
Cheque	Insurance premium	BHIB Ltd	384.48		384.48
Cheque	Internal audit	Mrs C M Hurley	50.00		50.00
Cheque	Donation	Fincham Memorial Hall	500.00		500.00
Cheque	Allotment rent refund	Mrs B Ponder	26.25		26.25
			<b>4,629.97</b>	<b>101.17</b>	<b>4,731.14</b>

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

**Item l. 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 £5841.38. The matter was discussed and following a proposal by Cllr. O'Brien, seconded by Cllr. Desborough, it was agreed by all to reinvest the full sum in another one-year fixed bond at 1.30% with United Trust Ltd.

**Item m. Donation to the Memorial Hall for the Queens Platinum Jubilee commemorations.** The PC previously agreed to set aside £1000 for the Queens Platinum Jubilee commemorations. Following a proposal by Cllr. Blackmur, seconded by Cllr. O'Brien, it was agreed to pre-approve a figure of £1150 for the PC to purchase three benches with commemorative Jubilee plaques to be placed at the Memorial Hall. Cllrs. Delderfield and Desborough were in favour. Cllrs. A. Hudson-Smith, S. Hudson-Smith, and Ponder abstained from voting due to non-pecuniary interests.

## 8. Planning matters.

### Item a. New applications:

**22/00583/LB/F LISTED BUILDINGS APPLICATION: Conversion within existing footprint of long outbuilding and stables to create holiday let accommodation at Fincham Hall, Swaffham Road.** The application was discussed. It was agreed by all to respond to the Parish Consultation received with NO OBSERVATIONS.

**22/00585/LB/F Conversion within existing footprint of long outbuilding and stables to create holiday let accommodation at Fincham Hall, Swaffham Road.** The application was discussed. It was agreed by all to respond to the Parish Consultation received with NO OBSERVATIONS.

## 9. Health & Safety issues.

### Item a. Issues requiring attention.

- Footpath into church farm field from the High Street in need of attention. Cllr. Desborough to report to NCC Highways

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

## 10. Correspondence.

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

- BCKLWN e-mail regarding the promotion of the Warm Homes Scheme\*
- 2 x parishioner e-mails expressing views on the trees on the green
- NCC letter regarding Planning Applications Consultation - invitation to respond
- Unity Bank e-mail regarding interest rate increases
- Clerks & Councils Direct Newsletter

\*It was agreed by all to include details in the next newsletter

## 11. Parish Affairs.

**Item a. Nature Reserve.** Cllr. Stringer provided a detailed report which had been forwarded to all before the meeting. The key points being the path through the reserve needed cutting as soon as possible. Clerk to arrange. Extreme caution is needed when using the footpath at the eastern end of the reserve which has been reported to NCC Highways. The rustic seat in the eastern half was rotten & dangerous so has been removed and placed under a hedge. It was agreed by all not to replace at this time as two other seats are available for use.

**Item b. Footpaths and stiles.** Cllr. Desborough reported that the footpath at the zig zag field needed cutting and would be reported to NCC Highways. Cllr. O'Brien requested the poppies in front of the church wall are left in the future; if it is identified who removed them.

**Item c. Allotment matters.** Cllr. Ponder reported that notice had been received on three plots which had all been filled from 1/5/22. To date one person remains on the waiting list. A complaint had been received regarding one of the plots. The Clerk had contacted the tenant.

**Item d. Update on Speed activated messaging sign (SAM2).** Cllr. O'Brien reported the SAM2 was in the church layby for four weeks from the 14<sup>th</sup> April. During this time the Speed Watch team also visited to monitor vehicle speeds and noticed that there were some odd readings on the SAM2. Westcotec confirmed the anomalous readings were a result of the speed gun being

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used in the area. Despite this, the vehicle counts were consistent with other times. Temporary traffic lights near Fairswell Manor may have resulted in more vehicles being recorded at speeds of <20 mph at some point. About 6% of vehicles were recorded as travelling at speeds above 35 mph during this interval.

**Item e. Update on Community Speed Watch Scheme (CSW).**

Cllr. Ponder reported since the last PC meeting the team had been out on 12 occasions and logged a total of 38 vehicles travelling above the speed limit. The checks had taken place at the garage, church, rectory, Timbers and Marham Road. The highest recorded was 55 mph in 30 zone.

**Item f. Update on funding for Trod (informal footpath) for western edge of A1122 to improve access to the Nature Reserve.** Awaiting the CIL Infrastructure Fund to open in order to re-apply.

**Item g. Free Recycling Programmes.** The Clerk had sourced an alternative supplier and is awaiting a quote.

**Item h. First time registration of Chalk Pit.** The solicitor had been sent all the information and is preparing the statements of truth.

**Item i. Additional tree on The Green.** The two e-mails received were discussed. Council asked the Clerk to reply giving the reason and ask for alternative suggestions. To be discussed further at a future meeting.

**Item j. Commemorations for the Queen's Platinum Jubilee in 2022.** The planned events remain as detailed in the spring newsletter.

**Item k. Defibrillator for the village.** The Clerk had been unable to clarify exactly which model of defibrillator and external locked cabinet it was agreed to purchase from defibwarehouse.co.uk. Cllr. Ponder suggested Clerk check with Cllr. Stringer.

**Item l. Summer Newsletter – articles and distribution.** Articles to be included: Warm Homes Scheme and benches with commemorative Jubilee plaques. Clerk to provide Cllr. Delderfield with envelopes and stamps for the 11 difficult to reach properties.

**12. Appointment of Data Protection Officer and adoption of policies/documents for compliance with the General Data Protection Regulations**

To be deferred until the Clerk has checked previous minutes to understand the arrangements previously agreed.

**13. Items for the next agenda.**

Ongoing items to remain. To be added, bench in layby opposite Memorial Hall, white gates and buses.

**14. Date of next meeting.**

The next meeting would be an Ordinary Meeting on Wednesday 27<sup>th</sup> July at 7.30pm.

**Cllr. Delderfield left the room and returned shortly after. It was agreed by all to suspend standing orders and allow the meeting to continue for a further 15 minutes.**

**Following a proposal by Cllr. Delderfield, seconded by Cllr. Desborough 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. Staffing matters**

Updates on staff absence, insurance claim pay-outs, contracts, workload and training were provided. Recommendations were detailed in a confidential report.

The Council resolved to approve the recommendations of the confidential report<sup>1</sup>.

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

**There being no further business, the meeting closed at 9.48pm**

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<sup>1</sup> Confidential Appendix (FP/22/11a)