

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday 28th September 2022 at Fincham Memorial Hall. Commenced at 7.31pm with Cllr. John Delderfield in the Chair.

Attending:

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

Clerk (Locum) – Kate Walker

No parishioners were in attendance.

Prior to the commencement of the meeting a one-minute silence was observed to pay respects to HM Queen Elizabeth II following her death on 8th September 2022

1. **Apologies for Absence.**
Apologies had been received from Cllr. Desborough.
2. **Declarations of Pecuniary Interests.**
Cllrs. Ponder, A Hudson-Smith, S Hudson-Smith & Stringer declared a non-pecuniary interest in a correspondence item relating to the Memorial Hall licence. Cllr. O'Brien declared a non-pecuniary interest in item 11o.
3. **Public Forum.**
No parishioners were present at the meeting.
4. **Minutes of Ordinary Meeting on 27th July 2022.**
The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. O'Brien, seconded by Cllr. Stringer, 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. **Reports**
Item a. BCKLWN. Cllr Mike Howland was not present and no report was provided.
7. **Finance Matters.**
Item a. Details of Monthly Income. Receipts of £2000 & £2000 from Aviva (for insurance claim) and £401.56 from HMRC (for VAT refund) were noted.
Item b. Approval of Monthly Expenditure.

Method	Description	Supplier	Net	VAT	Total
Cheque	New notice board	Norfolk Crafts	90.00		90.00
Cheque	Admin	SLCC Enterprises Ltd	141.00	0.80	141.80
Cheque	Condolence book	Executive Retail Ltd	28.28	5.66	33.94
S/O & Cheque	Staff costs / expenses (Aug)	HMRC / Clerk	1,559.13		1,559.13
Cheque	Plaques	DS Medals and Trophies	105.90	21.18	127.08
Cheque	Newsletter printing	Limetree Printing	26.00		26.00
D/D	Street lighting electric	N Power	21.09	1.05	22.14
D/D	Grounds maintenance	CGM Ltd	77.87	15.58	93.45
S/O & Cheque	Staff costs / expenses (Sep)	HMRC / Clerk	1,492.03		1,492.03
D/D	Allotment water supply	Wave	113.94		113.94
D/D	Street lighting electric	N Power	21.22	1.06	22.28
D/D	Bottle bank emptying	URM (UK) Ltd	25.20	5.04	30.24
	Bank charges	Unity Trust Bank	18.00		18.00
		Total	3,719.66	50.37	3,770.03

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

PRE-APPROVED

Cheque	Trod project 50%	Norfolk County Council	16,769.50	16,769.50
Cheque	Donation	Royal British Legion	25.00	25.00

The Clerk ran through the payments for authorisation. Following a proposal by Cllr. Stringer, seconded by Cllr. S Hudson-Smith, 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 August 2022. The Chairman viewed the cashbook and agreed the bank statements to the reconciled figures.

8. Planning matters.

Item a. New applications:

22/01584/F Extension and alterations to existing dwelling including new roof incorporating first floor accommodation and construction of a garage - Church Farm High Street Fincham King's Lynn Norfolk PE33 9EL. The application was discussed. It was agreed by all to respond to the Parish Consultation received with NO OBSERVATIONS and no comments.

Item b. Decisions from the Borough Council:

22/00583/F Fincham Hall Swaffham Road Fincham Norfolk PE33 9DQ - Conversion within existing footprint of long outbuilding and stables to create holiday let accommodation
Application Permitted 9 August 2022. Delegated Decision.

22/00995/F Between Highfield And Honeysuckle Cottage High Street Fincham Norfolk - Construction of one dwelling.

Application Permitted 24 August 2022. Delegated Decision.

22/00070/F 2 Lynn Road Fincham King's Lynn Norfolk PE33 9HE - 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. The site is currently being developed with 7 new dwellings.

Application Permitted 7 September 2022. Delegated Decision.

9. Health & Safety issues.

Item a. Issues requiring attention.

- BT cable in front of rectory on High Street – Clerk to report
- Stile on FP5 in need of repair. Cllr. Stringer already reported to Highways – Clerk to contact landowner

Item b. Return of Health & Safety Inspection sheets. One inspection sheet was returned. Cllr. Stringer forwarded his after the meeting. 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:

- Rangers – request for visit sent 27/9/22
- SAAA opt-out - Clerk explained the e-mail received on 23/8/22. Council wish to continue as part of the SAAA sector led auditor appointment regime, therefore no action is required, they will remain part of central scheme. Proposed by Cllr. Blackmur, seconded by Cllr. O'Brien & agreed by all
- The Accession Proclamation of King Charles III – noted
- Condolences to the Royal Family / advise of our condolence book – agreed by all to send letter. Proposed by Cllr. Blackmur, seconded by Cllr. Ponder & agreed by all. Clerk to action. Also scan & save electronic copy of completed condolence book and investigate archiving options
- Nominations to attend the RAF Marham Senior Citizens Christmas Lunch 2022 – Cllr. Delderfield to coordinate
- Memorial Hall licence variation – no objections raised
- Clerks & Council magazine/s - noted
- Norfolk ALC share certificate / shareholders meeting - noted
- Notification of new property addresses at Ravenscroft Main Road Fincham & house name for 14 Boughton Road Fincham – noted
- Newsletter item request e-mail from parishioner – to be considered at next meeting when items for winter newsletter are discussed
- Remembrance wreath requirement – Council wish to obtain a wreath via RBL Poppy Appeal & agreed to pre-approve a £25 donation. Proposed by Cllr. Delderfield, seconded by Cllr. O'Brien & agreed by all. Clerk to action

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

11. Parish Affairs.

- Item a. Nature Reserve.** Cllr. Stringer provided a report which had been forwarded to all before the meeting. Cllr. Stringer to advise if a final cut is required & the Clerk will arrange.
- Item b. Footpaths.** Cllr. Desborough reported at the last meeting that additional posts / information plaques or discs were required & agreed to scope out the requirements so it could be costed and considered. Deferred to next meeting due to Cllr. Desborough not being present. It was reported at the last meeting that someone had erected homemade signs on the church footpath relating to dog waste. Clerk contacted the dog warden who agreed to patrol the area and decide what action may be required. So, no dog waste signs will be purchased at this time.
- Item c. Allotment matters.** Cllr. Ponder & the Clerk advised of several changes to the garden allotments from the new tenancy year, which were being processed. The Clerk advised tenants of the agricultural plots had expressed an intention to give notice which we are waiting to receive in writing. An inspection of both allotment sites to take place in due course.
- Item d. Speed activated messaging sign (SAM2) update.** Cllr. O'Brien provided a report which had been forwarded to all before the meeting. A discussion about the future of the SAM2 was had. Clerk advised Council to consider how getting rid of it might be perceived by parishioners, that data can be used to assist in areas such as planning & police action. It was agreed to halt use of the SAM2 machine for a period of 6 months & review again after that period.
Proposed by: Cllr. Blackmur **Seconded by:** Cllr. Ponder **Agreed:** by all Crimpham to be offered the chance to hold onto the SAM2 machine for 6 months from when given to them. Cllr. Delderfield to coordinate.
Clerk to investigate whether a flashing speed sign could be considered at the western end of the village.
- Item e. Community Speed Watch Scheme (CSW) update.**
Cllr. Ponder provided a report which had been forwarded to all before the meeting. She also provided a report on the Norfolk Constabulary Road Safety Conference 2022 that she attended.
- Item f. Trod funding update.** The CIL Infrastructure Fund was successful. NCC Parish Partnership form was signed by Cllr. Delderfield & witnessed by Cllr. Stringer. Clerk to return form & send cheque/s to NCC.
- Item g. Printer cartridge recycling update.** Despite attempts via three people the Clerk still hadn't been successful in contacting the Waste and Recycling Manager who originally offered to help. Cllr Stringer offered to investigate options & will report back at next meeting
- Item h. Chalk Pit first time registration update.** Solicitor advised being submitted to Land Registry this week.
- Item i. Additional tree on The Green.** Deferred to the next meeting.
- Item j. Defibrillator for the village.** Order has been placed with Heart 2 Heart Norfolk.
- Item k. Commemorative Jubilee plaques for benches at Memorial Hall.** Complete and fitted.
- Item l. Bench in layby opposite Memorial Hall.** It was agreed to acquire a quote from a previous supplier. Council considered it expensive, so requested Clerk obtain two further quotes to be considered at the next meeting along with the quote already obtained for fitting.
- Item m. Bin at the Memorial Hall.** A faulty lock was preventing opening, so it was forced open to allow it to be emptied. The Salvation Army clothes bank appears not to of been emptied. Clerk to investigate.
- Item n. White gates.** A quote from Mark Errington, a local contractor recommended by another parish and who carries out work for several parishes had been provided and was considered.
Proposal: To accept the quote for the cleaning and painting of the white gates.
Proposed by: Cllr. Blackmur **Seconded by:** Cllr. Ponder **Agreed:** by all
- Item o. Cost of grounds maintenance for churchyard for 2021.** Clerk explained clarification was required on the areas that constitute work at the churchyard to provide accurate figures. Also, that VAT guidance needed to be sought. Cllr. O'Brien agreed to assist Clerk in determining areas. Clerk to confirm if there is a contract end date with CGM.
- Item p. Emergency planning.** Following a Norfolk ALC e-mail Cllr. Ponder asked if Council should consider having an emergency plan. It was suggested Cllrs. Ponder and S Hudson-Smith investigate the possibility of a working party due to the time it would take to discuss and compile. Clerk to forward template.
- Item q. Cost of living crisis.** Deferred to next meeting due to Cllr. Desborough (who requested the item) not being present. Clerk advised without GPoC Council would be unable to fund individuals so couldn't take advantage of any grants intended for this purpose.

12. Newsletter.

It was confirmed the next one would be the winter edition. Items to be agreed at next meeting.

13. Data Protection Officer / Policy.

To be reviewed at the same time as other Parish Council documents.

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

14. Items for the next agenda.

Deferred items (footpaths, additional tree on The Green, cost of living crisis). Noise amelioration.

15. Date of next meeting.

The next meeting would be an Ordinary Meeting on Wednesday 23rd November at 7.30pm.

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. Blackmur, seconded by Cllr. Stringer 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.

16. Staffing matters

Updates on staff absence, pay, training and banking procedures were 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. Ponder **Agreed:** by all

There being no further business, the meeting closed at 9.46pm.

¹ Confidential Appendix (FP/22/18a)