

# FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Wednesday 23<sup>rd</sup> November 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. Dave Stringer

Clerk (Locum) – Kate Walker

One parishioner was in attendance.

### 1. Apologies for Absence.

Apologies had been received from Cllr. S Hudson-Smith, Borough Cllr. M Howland & County Cllr. B Long.

### 2. Declarations of Pecuniary Interests.

Cllrs. O'Brien & Desborough declared a non-pecuniary interest in item 6j.

### 3. Public Forum.

No matters were raised.

### 4. Minutes of Ordinary Meeting on 28th September 2022.

The Chairman asked councillors to look at the accuracy of the minutes. Following a proposal by Cllr. Stringer, 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 from Aviva (for insurance claim) and £230.54 from NCC (for recycling credits) were noted.

#### Item b. Approval of Monthly Expenditure.

| Method       | Description                  | Supplier              | Net             | VAT           | Total           |
|--------------|------------------------------|-----------------------|-----------------|---------------|-----------------|
| D/D          | Drainage rates               | Environment Agency    | 12.88           |               | 12.88           |
| D/D          | Grounds maintenance          | CGM Ltd               | 213.27          | 42.65         | 255.92          |
| Cheque       | Donation                     | Fincham Memorial Hall | 1,000.00        |               | 1,000.00        |
| S/O & Cheque | Staff costs / expenses (Oct) | HMRC / Clerk          | 1,556.68        |               | 1,556.68        |
| D/D          | Grounds maintenance          | CGM Ltd               | 155.76          | 31.15         | 186.91          |
| D/D          | Street lighting electric     | N Power               | 22.07           | 1.10          | 23.17           |
| D/D          | Allotment rent               | Norfolk CC            | 755.00          |               | 755.00          |
| Cheque       | Trod                         | Norfolk CC            | 1,000.00        |               | 1,000.00        |
| Cheque       | White gates                  | Mark Errington        | 378.00          |               | 378.00          |
| Cheque       | Donation                     | RBL Poppy Appeal      | 25.00           |               | 25.00           |
| S/O & Cheque | Staff costs / expenses (Nov) | HMRC / Clerk          | 1,493.53        |               | 1,493.53        |
| D/D          | Street lighting electric     | N Power               | 24.48           | 1.22          | 25.70           |
| D/D          | Grounds maintenance          | CGM Ltd               | 309.49          | 61.90         | 371.39          |
| D/D          | Bottle bank emptying         | URM (UK) Ltd          | 25.20           | 5.04          | 30.24           |
|              |                              | <b>Total</b>          | <b>6,971.36</b> | <b>143.06</b> | <b>7,114.42</b> |

#### PRE-APPROVED

|        |                     |                   |       |  |       |
|--------|---------------------|-------------------|-------|--|-------|
| Cheque | Newsletter printing | Limetree printing | 26.00 |  | 26.00 |
|--------|---------------------|-------------------|-------|--|-------|

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

The Clerk advised a further £60 was due to CGM for an overcharge that was credited twice. It was not included in the payments list as the date and method of payment is currently unknown. The Clerk ran through the payments for authorisation. Following a proposal by Cllr. Blackmur, seconded by Cllr. O'Brien, 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 October 2022. The Chairman viewed the cashbook and agreed the bank statements to the reconciled figures.
- Item d. Quarter 2 Finance Review.** The report had been e-mailed to councillors. The Clerk provided information on the report. No questions were raised. Following a proposal by Cllr. Desborough, seconded by Cllr. Ponder, the review was accepted by all.
- Item e. Draft budget for 2023/24.** A draft budget had been prepared by the Clerk and copies e-mailed to all councillors. The Clerk advised 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. Some monies could be taken from reserves but an increase would still be required. A brief discussion took place on the figures. Clerk was asked to increase the estimated payment figures for streetlighting & dog bin emptying. Clerk highlighted agricultural allotment and churchyard contribution receipts may differ. Updated information would be presented at the next meeting when a decision would need to be made on setting the Precept for 2023/24.
- Item f. Clerks National Pay Award.** The Clerk advised the National Pay Award for 2022-23 had now been finalised. Backdated pay to 1 April 2022 would be calculated and processed.
- Item g. Unity Trust Bank key contact.** Due to the need to make changes to some ongoing payments it was recommended the key contact now be changed from the Clerk to the Locum Clerk. The Locum Clerk will not be a signatory, they will simply have access to view the account, submit payments & be the administrator. External and internal payments will require three users, one to submit & two to authorise. Following a proposal by Cllr. Ponder, seconded by Cllr. O'Brien, it was resolved for the Locum Clerk to become the key contact. The authorisation form was signed by Cllrs. Delderfield & Stringer & will be returned to the bank as soon as possible.
- Item h. Scribe pricing.** The Clerk explained Scribe prices had increased but 1, 2 or 3-year pricing options were now available. Costs for each option were provided. Following a proposal by Cllr. Ponder, seconded by Cllr. Desborough, it was agreed by all to sign up to a 3-year contract.
- Item i. Appointment of Internal Auditor for 2022/23.** Mrs Christine Hurley had agreed to continue in the role if Council wished to re-appoint her. The cost would be £50. Following a proposal by Cllr. Blackmur, seconded by Cllr. Ponder, it was agreed by all to accept the quote given and re-appoint Mrs Hurley to undertake the 2022/23 internal audit.
- Item j. Churchyard grounds maintenance costs and arrangement.** Clerk provided the cost of churchyard grounds maintenance for 2021 and 2022 and said VAT guidance had been sought which confirmed the current arrangement with the church was inappropriate. A brief discussion about the options were had but it was decided to park it until Cllrs. O'Brien & Desborough had spoken to the church to see how they might wish to proceed. Clerk advised the contract with CGM required 3 months' notice to amend or terminate. If this was not given before the annual anniversary (21 February) of the contract, it would automatically renew for the year ahead. Cllr. Stringer suggested checks should be undertaken to ensure work invoiced is actually undertaken. Clerk to forward copy of work schedule to Cllr. Stringer. Cllr. Stringer would also see if the Memorial Hall contractor would quote against the work detailed on the schedule.

## 7. Planning matters.

### Item a. New applications:

**22/01585/F** Fincham Phased development of - Phase 1 - demolition works to remove 2 pole barns covering former cattle yards and partially collapsed parts of barns and outbuildings and clearance of debris from the site in order to carry out contamination and ecology surveys - Phase 2 - conversion of barns complex to form two new dwellings Church Farm High Street Fincham King's Lynn Norfolk PE33 9EL

It was agreed by all to OBJECT to the Parish Consultation received. Reason: Ecological survey should be done prior to demolition.

**22/01984/F** Fincham 568856 306706 - Construction of replacement front porch on dwelling to aid accessibility 22 Churchill Crescent Fincham King's Lynn Norfolk PE33 9EU

It was agreed by all to respond to the Parish Consultation received with NO OBSERVATIONS. Comments: None.

### Item b. Decisions from the Borough Council:

None

**8. Health & Safety issues.**

**Item a. Issues requiring attention.**

- Overhanding trees - Magpie Cottage. Cllr. Desborough to report to Highways
- Bench deteriorating - Nature Reserve. Cllr. Stringer to monitor & advise when needs replacing

**Item b. Return of Health & Safety Inspection sheets.** Three inspection sheets were returned. Required action detailed above.

**9. Correspondence.**

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

- CIL Infrastructure Funding Governance and Applications 2023 - No application
- NCC rent review on holding - Noted
- MVV Medworth Combined Heat and Power Facility - No representation/comments
- Norfolk Minerals and Waste Local Plan - No representation/comments
- Norfolk ALC .gov.uk E-mail Pilot Scheme – Clerk to register
- Rural Mobility in Parishes Survey - Respond directly if wish to
- Invitation to a meeting - Liz Truss MP - Clerk to coordinate meeting
- Thank you from Memorial Hall - Noted

**10. Parish Affairs.**

**Item a. Nature Reserve.** Cllr. Stringer provided a report which had been forwarded to all before the meeting. It advised a final cut of the footpaths is required. Clerk to arrange.

**Item b. Footpaths.** At a previous meeting Cllr. Desborough reported that additional posts / information plaques or discs were required & agreed to scope out the requirements. Cllr. Desborough said this had now been done and costs were being sought.

**Item c. Allotment matters.** Cllr. Ponder provided a report on the garden allotments which had been forwarded to all before the meeting. Formal notice from NCC that a rent review would take place on the holding had been received. The Clerk confirmed notice had now been received from all tenants of the agricultural plots to surrender from 31/3/23. Clerk to contact NCC to see what options are available after which Council would need to decide how to proceed.

**Item d. Speed activated messaging sign (SAM2) update.** Cllr. O'Brien provided a report which had been forwarded to all before the meeting.

At a previous meeting it was agreed to halt use of the SAM2 machine for a period of 6 months & review again after that period. Cllr. Stringer reported a parishioner had questioned this decision and had volunteered to help. The parishioner present at the meeting also offered to help. Volunteers would be directed to Cllr. Delderfield.

Cllr. Delderfield provided an update on communications with Crimplesham who are happy to hold onto the SAM2 machine for 6 months (if not required by Fincham). Cllr. Delderfield offered to continue processing the data but said a new laptop was required. Crimplesham offered to fund 50% of a dedicated budget laptop on a shared ownership basis, council considered matching this. Following a proposal by Cllr. Blackmur, seconded by Cllr. Stringer, it was agreed by all to preapprove a £100 (net) contribution towards a dedicated budget laptop.

Clerk to liaise with Crimplesham Clerk to ensure purchase is made so VAT can be reclaimed & both parishes have the necessary paperwork to support cashbooks & asset registers.

**Item e. Flashing Speed Sign update.** Clerk had sourced a quote from Westcotec for the supply of a fixed flashing speed sign and contacted Highways who advised a consultation with their safety team would be required. It was agreed by all to park this matter until the outcome of the SAM2 is known.

**Item f. Community Speed Watch Scheme (CSW) update.**

Cllr. Ponder provided a report which had been forwarded to all before the meeting. More volunteers were required, a request would be added to the next newsletter.

**Item g. Printer cartridge recycling update.** Cllr Stringer reported arrangements had been made for the Memorial Hall to provide a printer cartridge recycling point so this would now be removed from the Parish Council agenda.

**Item h. Additional tree on The Green.** After a discussion on timings council concluded there was no urgency to deal with this and decided to revisit it at some point in the future.

**Item i. Bench in layby opposite Memorial Hall.** Clerk had obtained two further quotes. The longevity of a cheaper non oak bench was discussed. Council decided oak would be better after all. Cllr. Stringer offered to investigate alternative oak bench prices and feedback at the next meeting.

**Item j. Emergency planning.** Cllr. Ponder reported no progress had been made and would let Clerk know if and when to include on a future meeting agenda.

**Item k. Cost of living crisis.** Cllr. Desborough reported she was co-ordinating food bank donation drop off points in Fincham. Once confirmed, details would be included in the winter newsletter

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

**Item l. Coronation.** The Coronation of His Majesty The King had been confirmed as Saturday 6<sup>th</sup> May 2023. Council previously earmarked £1000 that could be used. If and how to mark the occasion would be considered at a future meeting. Clerk suggested the purchase of in demand items such (e.g. bunting) should be made early to avoid disappointment.

**Item m. Noise amelioration.** Cllr. O'Brien explained that in the past funding was available for triple glazing etc to help ease noise. Clerk to investigate if any such grants are currently available.

**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.**

**11. Winter Newsletter.**

- Cost of living signposting & food bank donation points
- SAM2 & Speed Watch volunteers
- Elections
- Dog fouling

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

Leaflets supplied by the dog warden to be delivered at the same time as the newsletter (if received in time).

**12. Review of Parish Council documents: Members' Handbook; Risk Management Assessment; Business Recovery Map/Continuity Plan; Information available under the Model Publication Scheme and Data Protection Policy.**

The Members' Handbook; Risk Management Assessment; Business Recovery Map/Continuity Plan; and Information available under the Model Publication Scheme and a NALC model Data Protection Policy had been forwarded to members prior to the meeting for review. The Clerk advised that item 18 of the Standing Orders had been revised but no changes had been made to any of the other documents, except where Clerk contact information & dates required updating. If approved the NALC model Data Protection Policy would be customised to Fincham. The items were discussed and following a proposal by Cllr. Blackmur, seconded by Cllr. Desborough, it was agreed by all to adopt all the draft documents.

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

Ongoing items to remain on the agenda. Any previous outstanding items with further update/s to be added. Bond reinvestment options to be added.

**14. Meeting dates for 2023 and date of next meeting.**

Meeting dates for 2023 would continue to be the fourth Wednesday of every other month from January, except in May when, because of the elections, the annual parish meeting must take place between 9-23 May. Exact dates e-mailed to councillors and will be added to the PC website and notice board. All meetings would now start at 7pm instead of 7.30pm. The next meeting would be an Ordinary Meeting on Wednesday 25<sup>th</sup> January 2023 at 7.00pm.

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