

FINCHAM PARISH COUNCIL

Minutes of the Annual Meeting of Fincham Parish Council held on **Wednesday 17 May 2023** starting at **7.04pm** in **Fincham Memorial Hall**, High Street, Fincham, King's Lynn, PE33 9EJ

Present:

Councillors: J Delderfield (until new Chairman was elected), C O'Brien (Chairman), A Desborough, R Desborough, B Ponder & D Stringer

Clerk (Locum) – K Walker

Press: 0

Public: 3

1. Election of Chairman & Acceptance of Office

Cllr A Desborough nominated themselves, it was not seconded. Cllr Stringer nominated Cllr O'Brien, seconded by Cllr Ponder. Cllr O'Brien accepted the position of Chairman & signed the Declaration of Acceptance of Office

2. Apologies for absence

Borough Cllrs Moriarty & Devulapalli

3. Declarations of interests / Dispensation requests

None

4. Declaration of Acceptance of Office not received

N/A

5. Standing Orders, Financial Regulations & Code of Conduct / Civility and Respect Pledge

Members confirmed they had reviewed Standing Orders, Financial Regulations & Code of Conduct. It was resolved to sign up to the Civility and Respect Pledge, proposed: Cllr Stringer, seconded: Cllr R Desborough, all in favour

6. Minutes of meeting held on 22 March 2023

Accepted by all as true record of meeting & signed by Chairman, proposed: Cllr Ponder, seconded: Cllr A Desborough

7. Public forum

None

8. Co-option process to fill Casual Vacancies

It was resolved to adopt the Co-option Policy prepared & circulated by the Clerk prior to the meeting, proposed: Cllr A Desborough, seconded: Cllr O'Brien, all in favour. Vacancies to be advertised as soon as possible, with an application deadline of 14/7/23, for consideration for Co-option at July meeting.

Former Members to be contacted by the Chairman & thanked for their service.

9. Assignment of tasks / Appointment to working groups & committees

- Safety sheets previously undertaken by J Delderfield – Cllr Stringer
- Notice board key holder - Cllr Stringer
- Post collection - Cllr Stringer
- Defibrillator checker/contact - Cllr Stringer
- Allotments coordinator (in conjunction with Clerk)/contact – Cllr Ponder
- Speed watch coordinator/contact – Cllr Ponder
- Newsletter – Cllr Ponder to coordinate delivery / All Cllrs to deliver

Signed:..... (Chairman)

Date:.....

- SAM2 coordinator (in conjunction with Clerk)/contact – Cllr R Desborough
- Facebook liaison (in conjunction with Clerk) - Cllr A Desborough
- Norfolk ALC representative (Chairman details would also be updated) - Cllr A Desborough

Grounds Maintenance Working Group - Deferred to July meeting

Personnel Committee - It was resolved to form one, nominated members Cllrs A Desborough, R Desborough & O'Brien (Chairman), proposed: Cllr Stringer, seconded: Cllr Ponder, all in favour

10. Bank signatories

Deferred to July meeting & agreed for J Delderfield to remain a signatory until replacements were set up in case Cllr Stringer or Cllr O'Brien were unavailable to authorise necessary payments

11. Training

Clerk to investigate Chairman & Councillor training options & circulate findings

12. Reports

12.1. BCKLWN – Reports provided by Borough Cllrs Moriarty & Devulapalli were given to Councillors

13. Matters arising from previous minutes

None

14. Finance

- 14.1. End of Year Accounts for 2022/23 accepted, proposed: Cllr A Desborough, seconded: Cllr Stringer, all in favour
- 14.2. Internal Auditors Report accepted, proposed: Cllr O'Brien, seconded: Cllr Ponder, all in favour
- 14.3. Assets Register as of 31 March 2023 reviewed. Clerk was asked to clarify if benches purchased for the Memorial Hall could be included. It was then approved, proposed: Cllr Ponder, seconded: Cllr Stringer, all in favour
- 14.4. Statement on Internal Control for 2022/23 accepted & signed by Chairman & RFO, proposed: Cllr Stringer, seconded: Cllr Ponder, all in favour
- 14.5. Ineligibility for exemption for 2022/23 therefore subject to external auditor review & fee noted
- 14.6. Annual Governance Statement for 2022/23 completed & signed by Chairman & Clerk, proposed: Cllr A Desborough, seconded: Cllr Ponder, all in favour
- 14.7. Accounting Statements for 2022/23 accepted & signed by Chairman (signed by RFO at time of completion), proposed: Cllr Ponder, seconded: Cllr Stringer, all in favour
- 14.8. The insurance renewal quotation for 2023/24 from the current supplier was delayed due to the claim. They offered to change the renewal date to 3/8/23 at a cost of £66.21 to which Council agreed, proposed: Cllr R Desborough, seconded: Cllr A Desborough, all in favour
- 14.9. Income – Receipts of £5917.32 from United Trust bank (bond maturity) £10,374 from BCKLWN (precept) & £1327.88 from BCKLWN (CIL) were noted
- 14.10. Expenditure – Payments list as detailed approved by all. The transfer of £2500 from Unity Current Account to Unity Instant Access Savings Account will also take place in May, proposed: Cllr Ponder, seconded: Cllr A Desborough

PRE-APPROVED				
BACS	Newsletter printing	Limetree Printing	26.00	26.00

Method	Description	Supplier	Net	VAT	Total
D/D	Dog bin emptying	BCKLWN	86.67	17.33	104.00
S/O, BACS & D/D	Staff costs / expenses (Apr)	HMRC / Clerk	1,269.60		1,269.60
D/D	Street lighting maintenance	Westcotec Ltd	75.96	15.19	91.15
D/D	Street lighting electric	N Power	18.21	0.91	19.12
D/D	Allotment rent	Norfolk CC	755.00		755.00
D/D	Grounds maintenance	CGM Ltd	117.64	23.53	141.17
S/O & BACS	Staff costs / expenses (May)	HMRC / Clerk	1,092.40		1,092.40
D/D	Drainage rates	Environment Agency	12.99		12.99
D/D	Street lighting electric	N Power	24.68	1.23	25.91
D/D	Grounds maintenance	CGM Ltd	108.00	21.60	129.60
BACS	Subscriptions	Norfolk ALC	240.17		240.17
BACS	Bench installation	Mark Errington	287.00		287.00
BACS	Audit	Mrs CM Hurley	50.00		50.00
BACS	Insurance	BHIB Ltd	66.21		66.21
BACS	Subscriptions	SLCC	120.00		120.00
		Total	4,324.53	79.79	4,404.32

14.11. Reconciled cashbook - Cllr O'Brien confirmed the bank reconciliation/s (to 30 April 2023) against the bank statement/s to be correct

14.12. Contractual SCP increase for Clerk noted

15. Planning

15.1. Receive Consultations on applications

- **23/00078/F** Construction of one single storey dwelling Land E of the Memorial Hall High Street Fincham KINGS LYNN Norfolk PE33 9EJ
Response to Parish Consultation: **NO OBSERVATIONS**

15.2. Decisions

- **22/02070/O** Land S of The Stables Paddock Lane Fincham Norfolk - Proposed erection of single, detached, dwelling
Application Refused 23 March 2023 Delegated Decision
- **23/00137/F** Midway Lodge High Street Fincham King's Lynn Norfolk PE33 9EL - Two storey and single storey extension and alterations to existing dwelling
Application Permitted 27 March 2023 Delegated Decision
- **23/00241/LB** Ivy House High Street Fincham King's Lynn Norfolk PE33 9EH - Subdivision of bathroom and study, repairs and decoration
Application Permitted 6 April 2023 Delegated Decision
- **23/00293/F** The Old Chapel Chapel Lane Fincham King's Lynn Norfolk PE33 9EN - alterations to dwelling including replacing flat roof with pitched roof
Application Permitted 12 April 2023 Delegated Decision
- **23/00439/F** The Bungalow High Street Fincham KINGS LYNN Norfolk PE33 9EL - Single storey extension to rear of existing single storey dwelling
Application Permitted 3 May 2023 Delegated Decision

16. Parish matters

16.1. Return of health & safety inspection sheets – Two, no action needed. No issues reported

16.2. Allotments a) Agricultural – Clerk provided update received from NCC & confirmed no expressions of interest had been received. It was agreed to defer decision to the next meeting to allow Cllr Stringer to contact someone he believed may be interested b) Garden – a tenant has surrendered a plot. It was agreed for Clerk to contact anyone on the waiting list in the first instance then to advertise. Cllr Ponder requested two tenants be contacted by the Clerk as their plots are in need of attention

16.3. Grounds Maintenance – Clerk had escalated the matter & provided details of the revised costs & frequencies received. It was agreed to proceed with the quote, proposed: Cllr Stringer, seconded: Cllr A Desborough, all in favour

16.4. Defibrillator – Details of available training were provided but it was concluded no training was required

16.5. TROD project – NCC advised the estimate for the work had increased from £33,539 to £56,866.76. They said Parish Partnership would fund 50% of the difference but the Parish Council would be responsible for the rest. Another option would be for part of the work to be undertaken with the available funds. Cllr O'Brien asked if it would be possible to cut it short by going from Black Drove to as close to the path on the opposite side as possible. Clerk to check with the Engineer. Council confirmed they are willing to use the funds earmarked for this purpose. Clerk to check if recent CIL monies received could be used & if our County Councillor could contribute

16.6. Social Media – It was resolved to set up a Facebook page which would be informational not interactive, proposed: Cllr R Desborough, seconded: Cllr Stringer, all in favour. Clerk to action, Cllr A Desborough to assist where required

17. Correspondence

All correspondence of note circulated to Councillors prior to meeting. The Clerk ran through the following items & Council agreed the required action:

- Pension Regulator - reenrollment/declaration obligations – Clerk to look further into
- Community Infrastructure Levy (CIL) - payment notice & spending/reporting rules – Noted
- Norfolk Community Biodiversity Awards 2023 - Respond directly if wish to
- Local resistant e-mail relating to fall initiative - No action
- Norfolk Library - Writing workshop - Noted
- Mobile Library Service - changes - Noted
- Norfolk ALC - Representative nomination - Clerk to respond
- Norfolk ALC - .gov e-mail address pilot - previously free or cost now chargeable - No action

18. Newsletter

18.1. Summer 2023 edition - Expected to be complete by end June for distribution by early July.

Items for inclusion: Election update, Parish Councillor vacancies, defibrillator, bench, allotment vacancy (if not filled by waiting list), woodchip request, Facebook page.

Cllr. Ponder to coordinate deliveries. J Delderfield offered to deliver in his vicinity. Cllr Stringer said someone he knew may help. A friend of Cllr A Desborough also offered to help wherever needed. Clerk provided Cllr. Ponder with envelopes & stamps for the 11 difficult to reach properties.

19. Agenda items for next meeting

Co-option, bank signatories, allocation of tasks/create grounds maintenance working group & appoint members, sorting & storage of 3 x crates of historical council documentation

20. Date of next meeting

Wednesday 26 July 2023 at 7pm for an Ordinary Meeting

Meeting closed: 9.04pm