

# FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of Fincham Parish Council held on **Wednesday 26 July 2023** starting at **7.03pm** in **Fincham Memorial Hall**, High Street, Fincham, King's Lynn, PE33 9EJ

**Present:**

Councillors: C O'Brien (Chairman), B Ponder, D Stringer, R Underhill & S Blackmur

Borough Cllr Devulapalli

Clerk (Locum) – K Walker

Press: 0

Public: 2 (until Co-option)

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**1. Apologies for absence**

Cllrs A Desborough, R Desborough & Borough Cllr Moriarty

**2. Declarations of interests / Dispensation requests**

None

**3. Minutes of meeting held on 17 May 2023**

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

**4. Public forum**

None

**5. Co-option Applications / Declarations of Acceptance of Office**

Applications for Co-option for three vacancies had been circulated to all members by the Clerk prior to the meeting. It was agreed by a majority vote to Co-opt Rodney Underhill & Shaun Blackmur as Parish Councillors. The chairman declared them duly elected & they both signed Declarations of Acceptance of Office

**6. Assignment of tasks / Grounds Maintenance Working Group**

No changes to assignment of tasks. It was decided not to create a Grounds Maintenance Working Group. Instead, Councillors to suggest anyone to do all or part of the work

**7. Bank signatories**

Cllrs C O'Brien & Blackmur agreed to contact Unity Trust Bank directly to resolve their password issues. In the meantime J Delderfield would authorise payments

**8. Training**

Clerk circulated Chairman & Councillor training options but so far no booking requests had been received. Clerk to send to Cllrs Underhill & Blackmur

**9. Reports**

9.1. BCKLWN – Cllr Devulapalli provided a Borough update

**10. Matters arising from previous minutes**

None

**11. Finance**

11.1. Clerk advised the benches purchased for the Memorial Hall could be included in the Assets Register only if they remained council property. It was agreed they remain council property & be added to the Assets Register, proposed: Cllr Ponder, seconded: Cllr Stringer, all in favour

Signed:..... (Chairman)

Date:.....

11.2. It was resolved to accept the insurance renewal quotation for 2023/24 from the current supplier & enter into a new three year policy. Proposed: Cllr Blackmur, seconded: Cllr Ponder, all in favour

11.3. Income – Receipt of £858.14 from HMRC (VAT refund) was noted

11.4. Expenditure – Payments list as detailed approved by all. Proposed: Cllr Blackmur, seconded: Cllr Underhill

Method	Description	Supplier	Net	VAT	Total
S/O & BACS	Staff costs / expenses (Jun)	HMRC / Clerk	1,177.30		1,177.30
D/D	Street lighting electric	N Power	23.12	1.16	24.28
D/D	Allotment water supply	Wave	81.11		81.11
D/D	Bottle bank emptying	URM (UK) Ltd	25.20	5.04	30.24
BACS	Newsletter printing	Limetree Printing	26.00		26.00
	Bank charges	Unity Trust Bank	18.00		18.00
D/D	Grounds maintenance	CGM Ltd	98.50	19.70	118.20
S/O, BACS & D/D	Staff costs / expenses (Jul)	HMRC / Clerk	1,200.76		1,200.76
D/D	Street lighting electric	N Power	20.62	1.03	21.65
D/D	Grounds maintenance	CGM Ltd	25.00	5.00	30.00
D/D	Grounds maintenance	CGM Ltd	197.00	39.40	236.40
BACS	Insurance premium	BHIB Ltd	524.34		524.34
BACS	Software licence	microsol	103.20	20.64	123.84
BACS	SAM2 Padlocks	Richard Desborough	13.98		13.98
BACS	External audit	PFK Littlejohn LLP	252.00		252.00
<b>Total</b>			<b>3,786.13</b>	<b>91.97</b>	<b>3,878.10</b>

**PRE-APPROVED**

BACS	Technical assistance (£80 ph)	Microsol	TBC		TBC
BACS	Councillors Guide	Norfolk ALC	7.50		7.50
TBC	Street lighting maintenance	TBC	TBC		TBC
TBC	Councillor training	TBC	TBC		TBC

\*£500 maximum, proposed: Cllr Blackmur, seconded Cllr Underhill

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

11.6. Quarter 1 finance report had been circulated to all members by the Clerk prior to the meeting. The review was accepted by all. Proposed: Cllr Ponder, seconded: Cllr Blackmur

**12. Planning**

12.1. Consultations on applications

- **23/01327/F** VARIATION OF CONDITIONS 10, 11 AND 12 OF PLANNING PERMISSION 16/01747/O: Outline for erection of 5 detached dwellings at Land North of Rosewood Marham Road Fincham Norfolk  
Response to Parish Consultation: **NO OBSERVATIONS**

12.2. 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**
- **23/00085/TREECA** Fincham St Martin's Church High Street Fincham Norfolk - T1- Cherry dead remove. T2 Horse Chestnut Pollard at primary unions(approx 2ms). T3-Elder dead Remove . T4 Ash dead remove. T5 Horse chestnut reduce height by no more than 2m and lateral branches 1.5m,current height 18m,crown spread 12-14m. T6 Lime reduce poorly attached minor stem at 6m south side back to live lateral. ( see attached detailed sheet)  
**Tree Application - No objection 1 June 2023 Delegated Decision**

Signed:..... (Chairman)

Date:.....

- **23/00078/F** Fincham Land E of the Memorial Hall High Street Fincham KINGS LYNN Norfolk PE33 9EJ - Construction of one single storey dwelling  
**Application Permitted 7 June 2023 Committee Decision**
- **22/02100/F Fincham** West Wing Ivy House High Street Fincham King's Lynn Norfolk PE33 9EH - Replace the rotten window frames and door with new ones in oak.  
**Application Permitted 10 July 2023 Delegated Decision**

### 13. Parish Matters

- 13.1. Return of health & safety inspection sheets – Four, no action needed. No issues reported
- 13.2. Allotments a) Agricultural – Clerk reported rent review had now taken place on the entire allotment site & from April 2024 an increased rent of almost 40% more would be payable. A response needed to be given to the land agent. Council were unable to decide so it was agreed to defer the decision again to the next meeting. Cllr Stringer wished to re contact someone who had expressed an interested in cutting the crop. Clerk advised formal agreements would need to be in place. Another option could be to engage with the Million Trees Project but cost & other obligations need to be fully understood. b) Garden – One vacant plot remains. Two tenants to be sent formal correspondence as their plots remain in breach of tenancy rules. Proposed: Cllr Ponder, seconded: Cllr Underhill. Clerk also advised the rent increase may affect the garden plot charges.
- 13.3. SAM2 – A report prepared by Cllr R Desborough had been circulated to all members by the Clerk prior to the meeting. Cllr O'Brien agreed to give the PC memory stick to Cllr R Desborough & explain SAM2 data capture / reporting
- 13.4. Facebook page – Clerk advised the page had been set up & some positive comments received. As Facebook liaison, Cllr A Desborough would become more involved in posting content

### 14. Correspondence

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

- Westcotec – Cease of street light maintenance contract – Clerk to source alternative
- RAF Marham Families Day – Invitation allocation – Send security info to Cllr R Desborough
- CASA - Fire risk monitor request – Request to site at Nature Reserve approved, proposed: Cllr Ponder, seconded: Cllr Blackmur. Cllr Stringer to follow up, ensuring risk assessment done
- BCKLWN - Notification of a new property address - Noted
- CGM Group (East Anglia) Ltd acquired by Nurture Landscapes Limited - Noted
- RSPCA East Winch Wildlife Centre Open day – Print & display poster if wish
- Norfolk ALC – training newsletter – Notify Clerk to book
- Liz Truss – No availability at present – Noted

### 15. Internal Council Affairs

A working party to be formed to sort 3 x crates of historical council documentation. Cllr O'Brien to co-ordinate & store in the interim

### 16. Agenda items for next meeting

Chalk pit update, TROD update, dog waste bins / labels, defibrillator code display, churchyard grounds maintenance update (from church) / next steps & newsletter

### 17. Date of next meeting

Wednesday 27 September 2023 at 7pm for an Ordinary Meeting

**Meeting closed: 8.48pm**

Signed:..... (Chairman)

Date:.....