

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of Fincham Parish Council held on **Wednesday 20 November 2024** starting at **7.16pm** in **Fincham Memorial Hall**, High Street, Fincham, King's Lynn, PE33 9EJ

Present:

Councillors: C O'Brien (Chairman), S Blackmur, B Ponder, J Lunan, P Saxelby, D Stringer, R Underhill & R Claydon

Borough Cllr Moriarty (until 8.30pm)

Clerk (Locum) – K Walker

Press: 0

Public: 0

1. Apologies for absence

Borough Cllr Devulapalli & County Cllr Long

2. Declarations of interests / Dispensation requests

None

3. Minutes of meeting held on 25 September 2024

Approved by all as true record of meeting & signed by Chairman. Proposed: Cllr Stringer, seconded: Cllr Ponder, all in favour

4. Public forum

None

5. Reports

5.1. NCC – None

5.2. BCKLWN – E-mailed reports from Borough Cllrs Devulapalli & Moriarty were circulated to members prior to the meeting. Borough Cllr Moriarty provided an update on budgets & expressed the importance of feedback

6. Matters arising from previous minutes

Cllr Underhill reported the defibrillator had been used & more pads & a replacement battery may be needed

7. Finance

7.1. Income – Receipts of £456.18 from NCC (Recycling Credits) were noted

7.2. Expenditure – Payments list as detailed approved by all, proposed: Cllr Stringer, seconded: Cllr Blackmur

Signed:..... (Chairman)

Date:.....

Method	Description	Supplier	Net	VAT	Total
S/O & BACS	Staff costs / expenses (Oct)	HMRC / Clerk	490.82		490.82
BACS	Donation	RBL Poppy Appeal	50.00		50.00
D/D	Allotment rent	Norfolk CC	70.00		70.00
BACS	Grounds maintenance	Nurture Landscapes	96.20	19.24	115.44
D/D	Street lighting electric	N Power	33.32	1.67	34.99
D/D	Bottle bank emptying	URM (UK) Ltd	18.00	3.60	21.60
S/O & BACS	Staff costs / expenses (Nov)	HMRC / Clerk	865.40		865.40
	Bank charges	Unity Trust Bank	5.40		5.40
BACS	Grounds maintenance	Nurture Landscapes	196.00	39.20	235.20
BACS	Grounds maintenance	Nurture Landscapes	46.80	9.36	56.16
D/D	Allotment water supply	Wave	41.53		41.53
D/D	Street lighting electric	N Power	36.54	1.83	38.37
D/D	Bottle bank emptying	URM (UK) Ltd	14.40	2.88	17.28
BACS	Training	NPTS	6.00		6.00
	Bank charges	Unity Trust Bank	6.00		6.00
Total			1,976.41	77.78	2,054.19

PRE-APPROVED

BACS	Newsletter printing	Limetree Printing	27.00		27.00
TBC	Defibrillator pads / battery	TBC	TBC	TBC	TBC *

*Defib pads x 2 approximately £120 & battery approximately £300-400, proposed: Cllr Stringer, seconded Cllr Blackmur

- 7.3. Reconciled cashbook – Cllr O'Brien confirmed the bank reconciliation/s (to 31 October 2024) against the bank statement/s to be correct
- 7.4. Quarter 2 finance report had been circulated to all members by the Clerk prior to the meeting. The review was accepted by all. Proposed: Cllr Blackmur, seconded: Cllr Underhill
- 7.5. Draft budget for 2025/26 – A draft budget had been prepared by the Clerk & circulated to all members prior to the meeting. To balance the budget some monies could be taken from reserves, although a slight increase in precept would still be required. A brief discussion took place on the figures & the consensus was that the proposed increase would be acceptable. Clerk was asked to include £300 for the Chalkpit (to be taken from the street furniture ear marked reserve since it was previously decided not to purchase a new bin). To be reviewed again at the next meeting when a decision would need to be made on setting the precept for 2025/26
- 7.6. National Salary Award 2024-25 – Noted. Backdated pay to 1/4/24 would be calculated & processed
- 7.7. Appointment of Internal Auditor for 2024/25 – It was resolved to appoint C Hurley to undertake the 2024/25 internal audit. Proposed: Cllr Stringer, seconded: Cllr Ponder

8. Planning

8.1. Consultations on applications

- **24/01779/F** Conversion/change of use from disused methodist chapel and school to 2no. selfcontained, self-build dwellings Old Methodist Chapel Downham Road Fincham Norfolk
Response to Parish Consultation: **SUPPORT**. Comments: Pleased to see abandoned building being renovated but would very much like to see access & parking construction being a condition of acceptance

8.2. Decisions

- **24/00290/F** Fincham Klearview Lynn Road Fincham King's Lynn Norfolk PE33 9HE - REMOVAL OF CONDITION 8 OF PLANNING CONSENT DM6628: Removal of Agricultural Restriction on bungalow
Application Refused 6 August 2024 Delegated Decision
- **24/01690/F** Fincham Clear View Chapel Lane Fincham King's Lynn Norfolk PE33 9EN - Change of use of garage/residential annexe into a separate dwelling unit Application
Permitted 14 November 2024 Delegated Decision

Signed:..... (Chairman)

Date:.....

9. Parish Matters

- 9.1. Return of health & safety inspection sheets – Two, no action needed. No issues reported
- 9.2. Grounds Maintenance – Cllr Stringer confirmed the rose garden weed membrane & wood chip replacement had been completed
- 9.3. Allotments – A report prepared by Cllr Lunan had been circulated to members prior to the meeting
- 9.4. SAM2 – A report prepared by Cllr Lunan had been circulated to members prior to the meeting. Cllr Lunan added nothing had yet been heard back from Crimplesham about the sharing of costs although she would proceed with contacting Westcotec to make arrangements for the SAM2 service/repair

10. Biodiversity Policy

Cllr Stringer provided a working party update & read out a proposed policy document compiled by Cllr Ponder. Next steps include contacting certain organisations before presenting to full council for them to consider adopting the policy

11. Correspondence

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

- Bus services – County Cllr Long suggested more evidence of demand would be required to warrant the matter being pursued further. Update to be included in newsletter
- Norfolk ALC – Several e-mails had been received regarding recent communications at Norfolk ALC - noted
- Nurture Landscapes – Changes from per occasion basis invoicing to a 1/12th fixed costing system advised – noted & await notification of next year's prices as may consider making changes to non-scheduled occasions
- Churchyard grounds maintenance contribution request letter (delivered by hand, dated 18/11/24) – To be discussed further at January meeting allowing time for 2021, 2022 & 2023 contribution history (7.4 of January 2023 minutes) & available budget to be reviewed thus enabling an informed decision to be made & a suitable response to the letter compiled. Clerk advised the previous arrangement could not be reinstated; future contributions would need to be donation based

12. Newsletter

It was confirmed the next one would be the Winter edition, hoped to be ready & distributed sometime in late January or early February

Items for inclusion: Waste bin update (following feedback request in August edition), bus services update (following comments in August edition) SAM2 update (including thank you to former volunteer), Biodiversity working group overview & Memorial Hall Munch Club

Number of copies required: 270

Cllr. Ponder to coordinate the delivery schedule. Clerk provided Cllr. Ponder with envelopes & stamps for the difficult to reach properties

13. Review & adoption of Parish Council Documents

- 13.1. It was resolved to re-adopt the following Parish Council Documents:-
Members' Handbook (excluding updated version of financial regulations, these would be considered at the Annual Meeting, effective from the new financial year); Risk Management Assessment; Business Recovery Map/Continuity Plan; Information available under the Model Publication Scheme & Data Protection Policy
Proposed: Cllr Blackmur, seconded: Cllr Lunan, all in favour
- 13.2. Personnel Committee Terms of Reference – Sample Terms of Reference had been circulated by the Clerk prior to the meeting. Some confusion on documentation responsibilities & rules of committee operation were evident. The Clerk provided clarification. A short discussion around the need for a Personnel Committee followed. The Clerk advised it was not mandatory & could be dissolved if Council so wished although re-confirmed it was best practise & advisable. Due to time constraints, the matter was deferred to the January meeting

14. Agenda items for next meeting

Police representative, donation of recycling credits, Biodiversity policy update, Churchyard grounds maintenance contribution request letter, Personnel Committee (earlier on agenda) & update on historical council documentation

15. Meeting dates for 2025 / Date & time of next meeting

The proposed schedule of meeting dates for 2025 circulated prior to the meeting was agreed, proposed: Cllr Stringer, seconded: Cllr Saxelby, all in favour

Memorial Hall bookings for the agreed dates & times were confirmed by Cllr Saxelby

Next meeting: Wednesday 22 January 2025 at 7.15pm for an Ordinary Meeting

Meeting closed: 9.16pm