

Minutes of Fincham Parish Council

Wednesday 24th September 2025 at 7:30 pm at Fincham Memorial Hall

Parish Councillors Present: Cllr O'Brien - **Chair**, Cllr Blackmur- **Vice Chair**, Cllr Stringer, Cllr Claydon, Cllr Underwood, Cllr Saxelby.

Also present: Rob Shaw- PSLCC (Clerk/ RFO)

CC Brian Long and 0 members of the public were present.

Business to be transacted in accordance with Local Government Act 1972, Sch 12, 10(2) (b)

25. F001 Welcome from the Chair and Apologies for Absence (LGA 1972 s 85(1))

Apologies received from Cllr Lunan, BC Moriarty and BC Devulapalli

Borough Councillors reports sent via email prior to meeting – See Appendix 1 & 2

25. F002 To receive declarations of interest in items on the agenda and consider any requests for dispensation. (Localism Act 2011 s21 s33)

None

25. F003 To Approve and Sign the Minutes of the Ordinary Meeting held on Wednesday, 23rd July 2025. (in accordance with standing orders 12a)

The minutes of the meeting held on Wednesday, 23rd July 2025 be signed as a true copy.

Proposed by Cllr Saxelby - Seconded by Cllr Stringer. Approved by all.

The minutes were signed by the Chair.

25.F004 To Receive Reports from County councillors and Borough Councillors. (5 minutes each)

Report from CC Long – He was asked if there was a need for a provision of a strategic bus route from Swaffham to Downham – through Fincham. There is some work to be done in gaining public feedback and response to gauge demand for this service. **Clerk to action local survey – questionnaire.**

There are grants available from County Council for Community groups – See NCC website for more information. Small update on Devolution – not much to add at this time apart from there will be a meeting with NCC councillors on the 25th of September. More information to follow.

25. F005

Open Forum for Public Participation: an opportunity to hear from members of the public. (10 minutes only in total) -

No public in attendance

Signed _____

Dated _____

25. F006

Items to note: The clerk has rebuilt the Fincham PC website with a new domain as discussed.

The link to the new website is <https://finchamparishcouncil.uk>

There is now a landline number also available for Fincham PC – 01336 666781

The Clerks new email is Clerk@finchamparishcouncil.uk for all future correspondence.

The original Gmail email will no longer be monitored but will remain open until the end of the year to allow for transfer of information. – **Items Noted**

Agenda Items**25. F007 To provide an update on the TROD – Clerk**

The Clerk read out a summarised report that had been sent to councillors prior to the meeting.

The report was to collate information around the TROD that started in Oct 2022 and once a timeline was created the council were able to establish a way forwards – An invoice for the work to date is to be requested by the Clerk.

25. F008 To Discuss and review NURTURE - All

The Clerk produced a report, circulated to the council prior to the meeting to establish why the service levels had reduced and to re-establish communication with Nurture. Due to personnel changes within Nurture, communication had become confused and structures for invoicing had changed.

The Current contract expires with Nurture in February 2026, and the Council have resolved to obtain three quotes by the November meeting to reassess the current service, supply and efficiency for the current contractor.

25. F009 To Discuss Rents for Allotments – All

Work has been undertaken over the past couple of months to bring the Allotment administration in to check and to make sure we in line with the legislation. There was discussion for a need for a deposit scheme for the Allotment plots to prevent costs on plots been given up without agreed clearing of sites, it was also brought to the council's attention that a two-line suggestion of a rent increase on last years invoices does not suffice as to a notification of an increase. A proper notification will be issued this year to give the statutory 12 months' notice as per the Allotment Act 1950.

It was resolved by Council to agree to the deposit scheme of a £75 per plot charge for all new tenants.

It was resolved by council to agree to the new administrative process, and it was resolved by council to increase the rent per plot to £24 per annum – per plot.

It was also resolved to provide more plots in the way of an extension to the site. This will be put in place over the next 6 months – Clerk to action the agreement with County Farm.

Proposed – Cllr Blackmur – Seconded – Cllr Stringer – Agreed by All

25. F 010 To Review and Adopt all updated and new policies – as viewed via the website – All

This item was for information – All Councillors are required to review and return feedback on the updated and new policies for the November Meeting.

25. F 011 To note 2026-27 budget preparation is required – Councillors to list requirements. – All

It was resolved by the council to set up a finance committee and to review the proposed draft budget for 2026/27 – ideas for projects to be forthcoming for the next meeting. Additional street lighting was discussed but will be revisited at the next meeting.

Signed _____

Dated _____

25. F 012 To Discuss requirements of NCC Parish Partnership Bid – All

It was resolved by Council not to progress any further fund raising from this source until the TROD project had been completed

25. F 013 To Discuss Reserves Policy and Contents – All

The Clerk presented the current reserves policy, and it was discussed that the earmarked reserves needed some work. This will be updated for the next meeting and agreed by the finance committee and the Full council for the coming financial year.

25. F 014 To Discuss Asset Register Updates – All

All councillors took on the responsibility to assess the current asset register and to provide feedback at the next meeting of the council with any updates or alterations

25. F 015 To Discuss Improvement works carried out in Conservation Area – Cllr Saxelby

It was discussed that a parishioner has changed the colour of their windows within the conservation area of the village – Further work is required to assess whether or not the BCKLWN Article 4 restrictions apply to this case. **Clerk to action**

25.F016 Planning Consultations

New Planning Application Consultations received from the Borough Council/NCC.

None

Notices of Decision by Borough Council and County Council

None

Working Group Reports – To be sent to the clerk prior to the meeting to be distributed to all councillors in future as agreed in April 2024.

25. F 017 To Re-Confirm Working Groups / Responsibilities due to Cllr Resignation:

The Committees and sub-committee members were confirmed and added to a responsibility matrix

Finance Committee – Full Council

Biodiversity– Cllr Stringer, Cllr Claydon, Cllr Underhill

Allotments– Cllr Lunan

SAM 2 – Cllr Underhill, Cllr Saxelby, Cllr Lunan

H&S – Cllr Stringer

Defib – Cllr Underhill

Police SNAP Meetings – Vacant

Newsletter Distribution – Vacant

Signed _____

Dated _____

Accounts & Finance including:**25. F018** Accounts & Finance including:a) To Note the Balance of the Accounts on 1st September 2025

Unity Trust Bank Current Account	8315.83
Unity Trust Bank Savings Account	15,173.95
Total	23,489.78

b) To Note the Balance of the Accounts on 23rd September 2025

Unity Trust Bank Current Account	14,129.84
Unity Trust Bank Savings Account	15,173.95
Total	29,303.79

25. F019 To consider Payments for September 2025**Payments for September 2025 Authorisation**

Payee	Goods/ Services	VAT	TOTAL	DD/ EP electronic payment /direct debit	Supplier/ Service
N Power	47.88	2.39	50.27	DD	N Power Streetlights Inv - IN13829680 - Paid 15/09/2025
N Power	42.31	2.12	44.43	DD	N Power Streetlights Inv - IN13829762 - Paid 15/09/2025
N Power	31.52	1.58	33.10	DD	N Power Streetlights Inv - IN13829844 - Paid 15/09/2025
N Power	27.80	1.39	29.19	DD	N Power Streetlights Inv - IN13829898 - Paid 15/09/2025
N Power	24.14	1.21	25.35	DD	N Power Streetlights Inv - IN13829973 - Paid 15/09/2025
N Power	25.70	1.28	26.98	DD	N Power Streetlights Inv - IN13830038 - Paid 15/09/2025
HMRC	280.58	0.00	280.58	DD	HMRC - 126PT00176504 -
Limetree	129.30	0.00	129.30	EP	Limetree Printers - Summer/ Autumn Newsletter - Inv 1276 -
AM to PM Services	233.00	0.00	233.00	EP	Am to PM - Inv 116 - Village Gate Works as agreed -
WAVE	290.94	0.00	290.94	DD	Wave Utilities - Allotments Site - Inv 15527682 -
N Power	30.16	1.51	31.67	DD	N Power Streetlights Inv - IN13957379 -
TOTAL	1,163.33	11.48	1,174.81		

25 .F020 To note money received –

26/08/2025 – Over Payment to Clerk – returned - £254.98

05/09/2025 – Pro Rata invoice credit from NALC Website cancelation - £56.00

15/09/2025 – Second Precept instalment from BCKLWN - £6328.00

Total Income – £6638.98

Signed _____

Dated _____

25. F021 To Note –

Invoices due for payment but received after the publication of the agenda may be considered.

**25. F022 To resolve to move into a closed session, on the grounds of confidentiality
In accordance with The Public Bodies Admission to Meetings Act 1960, s.1(2)**

Nothing to discuss in this meeting.

**25. F023 To receive Items for the next meeting agenda
by 12 Noon on Tuesday, 18th November 2025.**

**25. F024 To confirm the date of the next meeting of the Parish Council, scheduled for
Wednesday 26th November at 7:30 pm at the Fincham Memorial Hall**

25. F025 Close of meeting:- 21.15 (9:15pm)

Signed _____

Dated _____

Appendix 1.

BC Moriarty Absent – Report provided

Join the Safe School Run pledge

Norfolk County Council's Public Health Road Safety team are inviting schools, parents, and carers across the county to join the Safe School Run pledge, an initiative that encourages safer, healthier, and more sustainable travel during school drop-off and pick-up times.

Last year nearly sixty schools took part in the pledge. Participating schools report a 10% increase in walking, scooting, or cycling, fewer cars during peak times, and a noticeable improvement in road safety awareness among children and their families.

This year, schools will receive updated resources designed to support safe parking, reduce engine idling, and improve air quality around school gates. These free materials, developed by Norfolk County Council's Public Health Road Safety team with resources from Norfolk Constabulary and Norfolk Fire and Rescue Service, aim to help schools engage their communities in creating safer streets and cleaner air for all.

Schools interested in joining the pledge or accessing the free resources can visit the Norfolk County Council website or contact the Road Safety team directly for support. Norfolk County Council's website.

Appendix 2.

BC Devulapalli Absent – Report provided

The borough council unanimously voted to approve the plan for a 3 unitary council proposal, to be submitted to the govt.

Consultations will follow and a final decision expected to be announced by central govt around March 2026 with elections for a shadow unitary authority in May 2027.

Devolution plans meanwhile are ongoing, with a mayoral election expected in May 2026 for the strategic authority of Norfolk and Suffolk.

The council's first ever Garden Wildlife Competition came to a close this year with an award ceremony last Friday, and several worthy prize winners. It was great to see that so many people have such a passion for wildlife in their gardens.

We hope to repeat it next year and in subsequent years.

There are grants available for girls to pursue education/hobbies etc. via a charitable trust. Please let me know if there is anyone in the parish who would benefit.

Plans for a new Lynn Sport are proceeding apace- please check the documents and feedback to the council re any concerns. I would be particularly interested to hear from residents re the proposed reduction of the indoor bowls facility to two rinks (from 4). Could you please pass my bc email address to anyone who wishes to contact me re this?

Signed _____

Dated _____