

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of Fincham Parish Council held on **Wednesday 22 January 2025**
starting at **7.15pm** in **Fincham Memorial Hall**, High Street, Fincham, King's Lynn, PE33 9EJ

Present:

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

County Cllr Long
Borough Cllr Moriarty

Clerk (Locum) – K Walker

Press: 0
Public: 0

1. Apologies for absence

Cllr Blackmur & Borough Cllr Devulapalli

2. Declarations of interests / Dispensation requests

Cllrs Ponder, Stringer, Saxelby & Claydon – 7.5
Cllr O'Brien – 13 - Churchyard contribution request

3. Minutes of meeting held on 20 November 2024

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

4. Public forum

None

5. Reports

- 5.1. NCC – County Cllr Long provided an update on the local government white paper & unitary councils
- 5.2. BCKLWN – Cllr Moriarty answered a question of how a unitary council approach might affect planning

6. Matters arising from previous minutes

Cllr Underhill advised a replacement battery was not required for the defibrillator after all but more pads would soon be needed

7. Finance

- 7.1. Expenditure – Payments list as detailed approved by all, proposed: Cllr Saxelby, seconded: Cllr Stringer

Signed:..... (Chairman)

Date:.....

Method	Description	Supplier	Net	VAT	Total
S/O & BACS	Staff costs / expenses (Dec)	HMRC / Clerk	840.20		840.20
D/D	Allotment water supply	Wave	10.88		10.88
D/D	Street lighting electric	N Power	41.85	2.09	43.94
D/D	Allotment water supply	Wave	5.72		5.72
	Bank charges	Unity Trust Bank	6.00		6.00
S/O, BACS & D/D	Staff costs / expenses (Jan)	HMRC / Clerk	848.74		848.74
BACS	Councillor training	NPTS	60.00		60.00
D/D	Street lighting electric	N Power	43.86	2.19	46.05
BACS	Printer ink	John Lewis	120.69		120.69
BACS	Training	NPTS	6.00		6.00
	Bank charges	Unity Trust Bank	6.00		6.00
Total			1,989.94	4.28	1,994.22

PRE-APPROVED

D/D	Dog bin emptying (2025-26)	BCKLWN	TBC	TBC	TBC *
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**Notification received that future invoices will be issued on 1st April annually in advance, this will result in two payments in one year*

- 7.2. Reconciled cashbook – Cllr O'Brien confirmed the bank reconciliation/s (to 31 December 2024) against the bank statement/s to be correct
- 7.3. Quarter 3 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 Saxelby
- 7.4. Budget & precept for 2025/26 – An updated budget* had been prepared by the Clerk & circulated to all Councillors. To meet increased costs & balance the budget for expenditure with the budget for income it was agreed by all to set the precept at £12,656. Using latest taxbase figures this represents a Band D charge of £60.61 which is an increase of 2.14% (2p weekly) from the previous year. Earmarked reserves balance of £13,544.27 (as at 31/3/24**) was also noted. £6600 of this has been included in the budget. Proposed: Cllr Ponder, seconded: Cllr Stringer, all in favour.

** Poppy Appeal would be moved from Donations to S137 **Earmarked reserves list to be updated to reflect spend to year end plus any reassignments then approved at a future meeting*

- 7.5. Donation of recycling credits – It was resolved to donate £500 to the Memorial Hall. Proposed: Cllr O'Brien, seconded: Cllr Lunan

8. Planning

8.1. Consultations on applications - None

8.2. Decisions

- **24/01779/F** Fincham Old Methodist Chapel Downham Road Fincham Norfolk - SELF-BUILD AND CUSTOM HOUSE: Conversion/change of use from disused methodist chapel and school to 2no. self-contained, self-build dwellings
Application Refused 12 December 2024 Delegated Decision

9. Committees

9.1. It was resolved to disband the Personnel Committee. Proposed: Cllr Ponder, seconded: Cllr Saxelby, all in favour

9.2. Terms of Reference – Not applicable

10. Assignment of tasks to councillors

- Police representative – Cllr Ponder

11. Parish Matters

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

Signed:..... (Chairman)

Date:.....

- 11.2. Allotments – A report prepared by Cllr Lunan was circulated to members prior to the meeting. Cllr Lunan added the hedgerows application had been successful, although nothing more was known at this time
- 11.3. SAM2 – A report prepared by Cllr Lunan had been circulated to members prior to the meeting. It detailed arrangements had been made for the SAM2 to be serviced by Westcotec w/c 27 January. Costs would be shared with Crimplesham Parish Council as it's a shared asset
- 11.4. Clothes recycling bank – Some complaints had been received about it being full. It was swiftly emptied but soon became full again. The Salvation Army said 4 months' worth had been received in just 2 weeks. Some incorrect items had been recycled & bags left outside the bank. A Facebook post raising awareness was shared & further information would be included in a future newsletter. The situation will continue to be monitored

12. Biodiversity Policy

It was resolved to adopt the Biodiversity Policy presented at the last meeting. Proposed: Cllr Lunan, seconded: Cllr O'Brien, all in favour. Cllr Stringer then gave a working party update & explained an action plan had been compiled, which would be circulated after the meeting

13. Correspondence

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

- Churchyard grounds maintenance contribution request letter – Council reviewed 2021, 2022 & 2023 contribution history, NALC guidance, available budget then resolved to reassign £1000 from the OLB / Coronation earmarked reserve to enable a donation of £500 in this financial year & next. Proposed: Cllr Ponder, seconded: Cllr Saxelby, all in favour. Clerk advised a Grant Policy is best practice. Council decided not to have one at this time. Council also confirmed there was no need for a response to the letter to be sent
- Clear Councils Insurance - partnership with Ecclesiastical – noted
- Community Infrastructure Levy (CIL) – applications open – If the outcome of the Parish Partnership application is not known before the closing date, a CIL application would need to wait until the next round of funding
- Grounds Maintenance Companies x 2 – Quote to be requested from new local company
- Norfolk ALC voting paper – no action

14. Newsletter

It was confirmed the winter edition had been delivered

15. Internal Council Affairs

Cllr O'Brien assessed the contents of the 3 crates of historical council documentation & made a list of how long various documentation needed to be retained. All members of the working party would look in more detail to ascertain what could be destroyed, taken to the Norfolk Records Office or any other course of action

16. Agenda items for next meeting

Staffing matters (at end under closed session due to the confidential nature of matters to be discussed)

17. Date & time of next meeting

Wednesday 26 March 2025 at 7.15pm – Annual Parish Assembly followed by an Ordinary Meeting

Meeting closed: 9.09pm