

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of Fincham Parish Council held on **Wednesday 26 March 2025** starting at **7.20pm** 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

County Cllr Long
Borough Cllr Moriarty

Press: 0

Public: 0

1. Apologies for absence

Borough Cllr Devulapalli
Cllr Roy Claydon

2. Appointment of temporary Clerk

Kate Walker's term of office ended on the 12th March 2025. It was agreed that a Councillor would act as Clerk until a suitable replacement can be found. Cllr Lunan was nominated to act as Clerk at this meeting. Proposed: Cllr Stringer Seconded: Cllr Ponder.

3. Declarations of interests / Dispensation requests

Nil

4. Minutes of meeting held on 22 January 2025

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

5. Public forum

There were no members of the public in attendance.

6. Reports

6.1. NCC – Cllr Long gave an overview of developments at County Hall regarding devolution. County Hall seem to favour one council for Norfolk, they will consider two councils which will be confirmed once they receive Central Governments findings. Cllr Blackmur asked if there will be a public vote and Cllr Long confirmed that no public vote will take place. Council elections should be completed by 2026/27 with the newly formed Council starting in approximately May 2028.

Cllr Long advised that extra hazardous waste days will be available on the 4th and 5th April at King's Lynn Recycling Centre. Customers need to book a time slot on-line in the normal way.

6.2. BCKLWN – Cllr Moriarty apologised for the timing and way in which an email had been sent to Parish Councils regarding the increase in dog bin and village waste bin emptying charges. The new charges will come into effect from 1st April which may affect the Parish Council budgets which were set in November 2024.

The Local Plan will be put forward for approval on Thursday 27th March, if it is passed training will commence in September with a briefing to the public in June.

Cllr Devulapalli emailed her report which was circulated to all councillors prior to the meeting.

Signed:..... (Chairman)

Date:.....

7. Matters arising from previous minutes

No matters arising.

8. Finance

8.1. Receipts – None

8.2. Transfers – Transfer of £5000 from savings account to current account on 3/2/35 was noted

8.3. Expenditure – Payments list as detailed was fully reconciled by Cllr O'Brien and Cllr Ponder in the presence of Cllr Lunan after the meeting when the files were located in the box of council files handed over on the 12th March [15.1]

Method	Description	Supplier	Net	VAT	Total
BACS	Donation	Fincham Memorial Hall	500.00		500.00
BACS	Councillor expenses	J & PM Lunan	37.80		37.80
S/O & BACS	Staff costs / expenses (Feb)	HMRC / Clerk	880.10		880.10
BACS	Donation	St Martin's Fincham PCC	500.00		500.00
BACS	Newsletter printing	Limetree Printing	27.00		27.00
BACS	Street lighting maintenance	K&M Lighting Services Ltd	140.80	28.16	168.96
BACS	SAM2 Service/Repair	Westcotec Ltd	22.50	4.50	27.00
D/D	Street lighting electric	N Power	46.77	2.34	49.11
D/D	Bottle bank emptying	URM (UK) Ltd	21.60	4.32	25.92
	Bank charges	Unity Trust Bank	6.00		6.00
S/O & BACS	Staff costs / expenses (Mar)	HMRC / Clerk	453.02		453.02
BACS	Defibrillator pads	Heart 2 Heart Norfolk	45.00		45.00
D/D	Dog bin emptying	BCKLWN	101.92	20.38	122.30
D/D	Street lighting electric	N Power	TBC	TBC	TBC *
D/D	Allotment water supply	Wave	40.39		40.39
BACS	Software licence	Starboard Systems Ltd	159.90	31.98	191.88
D/D	Bottle bank emptying	URM (UK) Ltd	18.00	3.60	21.60
	Bank charges	Unity Trust Bank	6.00		6.00
Total			3,006.80	95.28	3,102.08

PRE-APPROVED				
TBC	Key cutting (notice board)	AT Johnson	10.00	2.00
S/O, BACS & D/D	Staff costs / expenses (Final)	HMRC / Clerk	169.24	169.24
D/D	Fees	ICO	47.00	47.00

*Expected to be £40-45

- 8.4. Reconciled cashbook – Cllr O'Brien confirmed the bank reconciliation/s (to 28 February 2025) against the bank statement/s to be correct
- 8.5. Current grounds maintenance invoicing reverting back to per occasion. Not all verges were cut at each visit. We do not receive an email to say when cutting has taken place. It was agreed to send an email asking why some verges are left uncut.
- 8.6. Quotes from other grounds maintenance providers were considered but it was decided to stay with Nurture, the current provider, and review at the end of 2025.
- 8.7. Key contact for the bank had been changed to Cllr O'Brien. It was agreed to leave the bank signatories unchanged until a new Clerk is appointed. BACS payments will be set up by Cllr O'Brien and approved by Cllr Blackmur and Cllr Stringer. Future BACS payments to be preceded with an explanatory email giving full details of the payments prior to authorisation.

9. Planning

9.1. No planning consultations have been received.

Signed:..... (Chairman)

Date:.....

10. Parish Matters

- 10.1. Return of health & safety inspection sheets – No issues reported. The bench at the Nature Reserve is to be discussed at the next meeting.
- 10.2. Nature Reserve – No issues reported but one of the benches will need replacing in due course.
- 10.3. Allotments – Cllr Lunan circulated her report to all members prior to the meeting.
- 10.4. SAM2 – Cllr Lunan circulated her report to all members prior to the meeting. She asked if the sign could be monitored by someone else while she is acting as clerk. It was agreed that Cllr Underhill and Cllr Saxelby would continue to operate the sign together and liaise with Crimplesham when change over is required.
- 10.5. Defibrillator – No issues. Cllr Underhill confirmed that the defibrillator pads were cheaper than expected.
- 10.6. Footpaths – No issues. The finger sign near the Wish Hair Salon has disappeared and the sign at Church Farm Walk is broken. It has been reported that the kissing gate at Church Farm Walk is hard to open due to a wobbly post. Cllr Stringer agreed to report to Borough Council.
- 10.7. TROD – A parishioner had seen in the press that Fincham had been awarded £25,000 towards TROD. No official notification has been received but if this information is correct council can apply for additional funding via CiL which will probably be in 2026.
- 10.8. Chalk Pit – It was agreed not to make any changes to the Chalk Pit.

11. Biodiversity Policy

The action plan had been received and endorsed. One parishioner, David Taylor, had asked if the project was still going ahead and was invited to attend the meeting in order to ask any questions.

12. Correspondence

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

- Precept payment will now be divided in two instead of one payment in April.
- A letter was received from the church thanking the council for their donation.
- A letter was received from the Memorial Hall thanking the council for their donation.
- An email was received advising councils that members can apply for an allowance in certain circumstances. All members agreed not to take an allowance.
- An email was received from NALC introducing their new Finance and IT officers.
- A request for a memorial piece to be included in our newsletter was received. All members agreed that it was not appropriate to include memorials in the newsletter.

13. Newsletter

As a newsletter had gone out to parishioners recently it was agreed to add this item to the Agenda for the next meeting.

14. Facebook page

As Facebook pages have to be linked to a personal account it was agreed to let the Parish Council Facebook page lapse and issue any social media information via the Village Noticeboard Facebook page.

15. Internal Council Affairs

- 15.1. Three boxes of Council files and equipment were handed to Cllr Lunan and Cllr Saxelby on the 12th March by Kate Walker. One box was opened prior to the meeting by Cllr O'Brien in the presence of Cllr Lunan and Cllr Ponder so that the Council laptop could be accessed in order to change the necessary passwords with the bank and email account. The second box was opened at the meeting. It was agreed that Cllr Lunan will keep the boxes at her home address until a new Clerk is appointed. A working party consisting of Cllr O'Brien, Cllr Ponder and Cllr Lunan was set up, in order to review files and documents.
- 15.2. Historical documents – Cllr Long said he was happy to take these documents to County Hall once they were ready to be archived.

16. Agenda items for next meeting

Replacement of the rustic seat at the Nature Reserve

Biodiversity – notice to parishioners on how they can take part in the initiative.

Newsletter

17. Date & time of next meeting

Wednesday 28 May 2025 at 7.30pm – Annual Meeting of the Parish Council

Following a proposal by Cllr. O'Brien, seconded by Cllr. Lunan & agreed by all, it was resolved under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the press and public during the discussion of the following agenda item due to the confidential nature of matters to be discussed. The session could not be recorded

18. Staffing Matters

18.1. The resignation of the Clerk & Responsible Financial Officer (Locum) received on 11/2/23, with a leaving date of 12/3/25 was noted

It was agreed by all members to advertise for a new clerk on our website and via NALC as soon as possible. In the meantime, a working party was formed to produce a Contract of Employment/ Terms and Conditions and update our policy documents, this will consist of Cllr O'Brien, Cllr Ponder and Cllr Lunan.

18.2. Cllr O'Brien explained that NALC can provide a payroll service and it may be worth exploring that option for the new clerk's salary payments. The cost of this service will be explored and reported at the next meeting.

18.3. It was agreed to contact NALC and ask if they can provide a Locum Clerk while we advertise a permanent position.

Meeting closed: 9.35pm

Signed:..... *(Chairman)*

Date:.....