

FINCHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of Fincham Parish Council held on **Wednesday 27 September 2023** starting at **7.02pm** in **Fincham Memorial Hall**, High Street, Fincham, King's Lynn, PE33 9EJ

Present:

Councillors: C O'Brien (Chairman), A Desborough, R Desborough, B Ponder, D Stringer, R Underhill & J Lunan

County Cllr Long

Clerk (Locum) – K Walker

Press: 0

Public: 1 (until Co-option)

1. Apologies for absence

Cllr Blackmur & Borough Cllrs Moriarty & Devulapalli

2. Declarations of interests / Dispensation requests

Cllr O'Brien – 12.9

3. Minutes of meeting held on 26 July 2023

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

4. Public forum

Parking on pavements was raised. Although not a Parish Council responsibility, it was suggested something could be included in the newsletter to help raise awareness

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

An application for Co-option for one vacancy had been circulated to all members by the Clerk prior to the meeting. It was agreed by a majority vote to Co-opt Janice Lunan as Parish Councillor. The chairman declared her duly elected & a Declaration of Acceptance of Office was signed

6. Assignment of tasks

- Defibrillator checker/contact – Cllr Underhill to replace Cllr Stringer
- Allotments coordinator (in conjunction with Clerk)/contact – Cllr Lunan to replace Cllr Ponder

7. Training

Clerk previously circulated Councillor & Chairman training options but so far only one councillor had undertaken training. The Clerk reiterated it was not just for new Councillors. Clerk to send to Cllr Lunan

8. Reports

- 8.1. BCKLWN – Reports provided by Borough Cllrs Moriarty & Devulapalli were circulated to Councillors. County Cllr Long provided an update on County matters/priorities & answered several questions

9. Matters arising from previous minutes

None

10. Finance

- 10.1. Bank signatories – Cllr O'Brien can now access online banking. Still awaiting for Cllr Blackmur to reset his log on details so John Delderfield can be released. Cllr O'Brien to chase.

Signed:..... (Chairman)

Date:.....

10.2. Expenditure – Payments list as detailed approved by all. Proposed: Cllr Underhill, seconded: Cllr R Desborough

Method	Description	Supplier	Net	VAT	Total
S/O & BACS	Staff costs / expenses (Aug)	HMRC / Clerk	1,181.09		1,181.09
D/D	Street lighting electric	N Power	21.13	1.06	22.19
D/D	Bottle bank emptying	URM (UK) Ltd	25.20	5.04	30.24
D/D	Grounds maintenance	CGM Ltd	197.00	39.40	236.40
S/O & BACS	Staff costs / expenses (Sep)	HMRC / Clerk	1,085.20		1,085.20
BACS	Councillor training	Norfolk ALC	7.50		7.50
D/D	Street lighting electric	N Power	20.92	1.05	21.97
D/D	Allotment water supply	Wave	232.07		232.07
BACS	Councillor training	Norfolk ALC	30.00	6.00	36.00
D/D	Bottle bank emptying	URM (UK) Ltd	21.60	4.32	25.92
D/D	Grounds maintenance	CGM Ltd	80.00	19.7	118.20
BACS	SAM2 Accessories	Richard Desborough	20.52		20.52
	Bank charges	Unity Trust Bank	18.00		18.00
		Total	2,958.73	76.57	3,035.30

PRE-APPROVED					
BACS	Tree clearance	Giant Tree Services	80.00		80.00
BACS	Donation	RBL Poppy Appeal	25.00		25.00
BACS	Training	SLCC	120.00	24.00	144.00
BACS	Election costs	BCKLWN	45.50	9.10	54.60
BACS	Newsletter printing	Limetree Printing	26.00		26.00
BACS	Petrol/petrol can reimbursement	TBC	TBC		TBC *
TBC	Skip hire	TBC	TBC		TBC **

*Cost of 10 litres of fuel plus can (if applicable) **£120 maximum, proposed: Cllr Underhill, seconded Cllr R Desborough

10.3. Reconciled cashbook – Cllr O'Brien confirmed the bank reconciliation/s (to 31 August 2023) against the bank statements to be correct

10.4. Street lighting maintenance contract – It was resolved to enter into a 3-year contact with K&M Lighting Services Ltd commencing Oct 23. Proposed: Cllr Stringer, seconded: Cllr R Desborough

11. Planning

11.1. Consultations on applications

- **23/01486/F** Two storey side extension 2 Churchill Crescent Fincham King's Lynn Norfolk PE33 9EU. Response to Parish Consultation: **SUPPORT**

11.2. Decisions – None

12. Parish Matters

12.1. Return of health & safety inspection sheets – Five, one item to monitor. No issues reported

12.2. Nature Reserve – A fallen tree encroaching the public footpath was removed following a request from Highways PROW team. Cost agreed as detailed in pre-approved list (10.2)

12.3. Allotments a) Agricultural – it was resolved to hand back part of the land known as the 'Agricultural Allotments' (believed to be 12.83 acres) as soon as feasible but retain the remaining part known as the 'Garden Allotments' (assumed to be the remaining amount of 1.69 acres). Proposed: Cllr Stringer, seconded Cllr A Desborough, all in favour.

As Council have concerns the handed back land will be built on, they looked at ways to hold onto it to prevent this, but it just wasn't possible without impacting the precept. County Cllr Long said he would be happy to use his County Members Fund to buy trees, as has been done for other parishes, if the land agent & Million Trees Project would be willing to engage in this way. Clerk to copy Cllr Long into related e-mails.

With regards to the rent increase on the remaining land, it was agreed to ask the land agent to reconsider the proposed rent increase of almost 40%. A maximum of 20% would be considered more acceptable but even less would be preferred.

Signed:..... (Chairman)

Date:.....

b) Garden – the tenants of the two plots in need of attention had confirmed their intention to surrender at the end of their tenancy agreement (30/9/23). Once plots cleared, they could be offered for rent. Cllr Ponder confirmed the skip previously mentioned was now required. Also, metal fencing needed to be removed by a scrap metal dealer. Clerk to arrange both in conjunction with Cllr Lunan. Clerk to advise the Community Payback Team of the process for the supply of petrol once advised/coordinated by Cllr Lunan

- 12.4. SAM2 – A report prepared by Cllr R Desborough was circulated prior to the meeting. Currently with Crimbleham, once back in Fincham would be located as per schedule (subject to no siting issues). Data would also be captured going forward. The purchase of additional accessories agreed as detailed in payments list (10.2)
- 12.5. Chalk Pit registration – Fraser Dawbarns advised it was confirmed as received by the Land Registry on 5/10/22 but that no further update was yet available
- 12.6. TROD – Highways Engineer advised work was scheduled to commence 2/10/23
- 12.7. Dog waste bins / labels – Clerk to contact the Borough Council to see if they could supply stickers to indicate dog waste can be put in regular waste bins. To also be included in the newsletter. A new bin to be considered at a future meeting
- 12.8. Defibrillator – Cllr Stringer to check with insurance company whether item would still be covered if stolen/vandalised in the event of the code being displayed
- 12.9. Churchyard grounds maintenance – The Church Warden confirmed the Community Payback Team would be taking over churchyard maintenance from the start of the 2024 season

13. Correspondence

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

- Rangers visit – Notify Clerk of any work required
- PFK Littlejohn – conclusion of audit received – Noted
- Parishioner e-mail – bench feedback - Noted
- Norfolk Net Zero Communities – No action
- Planning Policy Department Consultation - Notify Clerk of any comments
- Planning Department general update session – No attendance
- Permitted Development Rights information on consultation - Respond directly if wish to
- Leader Meeting with Parish Council Chairs – Cllr O'Brien attending
- Council Tax Support Scheme 2024/2025 Consultation – Respond directly if wish to
- Norfolk Police & Crime Commissioner Budget Consultation 24/25 – Respond directly if wish to
- Your Visit West Norfolk Entry – Add to future agenda for further discussion

14. Newsletter

- 14.1. It was confirmed the next one would be the Autumn/Winter edition, expected to be ready & distributed sometime in October. Due to these timescales, it was agreed for Cllr R Desborough to compile this edition (Clerk to forward Publisher template) & send the draft to the Clerk for checking & sending to the printers.

Items for inclusion: Parking on pavements, able to use waste bins for dog waste & Fincham Charities Trust Christmas payment.

Cllr. Ponder circulated a revised delivery schedule. Clerk provided Cllr. Ponder with envelopes & stamps for the 11 difficult to reach properties

15. Agenda items for next meeting

Election of Vice Chairman, 2024 meeting dates & allotment numbers.

Before the next meeting Clerk asked Councillors to think about what they might like to do during the next financial year in preparation for discussing the draft budget

16. Date of next meeting

Wednesday 22 November 2023 at 7pm for an Ordinary Meeting

Meeting closed: 9.02pm

Signed:..... (Chairman)

Date:.....