

FINCHAM PARISH COUNCIL

Minutes of the Annual Meeting of Fincham Parish Council held on **Wednesday 22 May 2024**
starting at **7.02pm** in **Fincham Memorial Hall**, High Street, Fincham, King's Lynn, PE33 9EJ

Present:

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

Borough Cllr Moriarty (until 8.35pm)

Clerk (Locum) – K Walker

Press: 0

Public: 1 (until Co-option)

1. Election of Chairman & Acceptance of Office

Cllr Ponder nominated Cllr O'Brien, seconded by Cllr Underhill. Cllr O'Brien accepted the position of Chairman & signed the Declaration of Acceptance of Office

2. Election of Vice Chairman & Acceptance of Office

Cllr Stringer nominated Cllr Blackmur, seconded by Cllr Ponder. Cllr Blackmur was not present to accept the position of Vice Chairman or sign the Declaration of Acceptance of Office

3. Apologies for absence

Cllr S Blackmur

4. Declarations of interests / Dispensation requests

None

5. Minutes of meeting held on 20 March 2024

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

6. Public forum

None

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

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

8. Assignment of tasks / Appointment to working groups & committees

- Speed watch coordinator/contact – TBC when new team established
- SAM2 coordinator (in conjunction with Clerk)/contact – Cllr Lunan
- Facebook liaison (in conjunction with Clerk) - TBC when becomes necessary
- Norfolk ALC representative - TBC when becomes necessary

Personnel Committee - It was resolved for Cllrs Ponder & Underhill to become members, proposed: Cllr Stringer, seconded: Cllr Lunan, all in favour

9. Training

Clerk to circulate upcoming Chairman & Councillor training options

10. Reports

10.1. NCC – None

Signed:..... (Chairman)

Date:.....

- 10.2. BCKLWN – An e-mailed report from Cllr Moriarty was circulated to members prior to the meeting. He added feedback on a bio-diversity policy of another parish & a request for improved bus services

11. Matters arising from previous minutes

None

12. Finance

- 12.1. End of Year Accounts for 2023/24 accepted, proposed: Cllr Stringer, seconded: Cllr Ponder, all in favour
- 12.2. Internal Auditors Report accepted, proposed: Cllr Ponder, seconded: Cllr Underhill, all in favour
- 12.3. Assets Register as of 31 March 2024 reviewed & approved, proposed: Cllr Ponder, seconded: Cllr Stringer, all in favour
- 12.4. Statement on Internal Control for 2023/24 accepted & signed by Chairman & RFO, proposed: Cllr Stringer, seconded: Cllr Underhill, all in favour
- 12.5. Eligibility for exemption for 2023/24 therefore not subject to external auditor review certified, proposed: Cllr Underhill, seconded: Cllr Stringer, all in favour
- 12.6. Annual Governance Statement for 2023/24 completed & signed by Chairman & Clerk, proposed: Cllr A Underhill, seconded: Cllr Ponder, all in favour
- 12.7. Accounting Statements for 2023/24 accepted & signed by Chairman (signed by RFO at time of completion), proposed: Cllr Ponder, seconded: Cllr Underhill, all in favour
- 12.8. The insurance renewal for 2024/25 from the current supplier had not yet been received but Council confirmed they were happy to enter into a 2nd year of the 3-year policy, proposed: Cllr Stringer, seconded: Cllr Ponder, all in favour
- 12.9. Income – Receipts of £11,370 from BCKLWN (precept) & £509.73 from HMRC (VAT return) were noted
- 12.10. Expenditure – Payments list as detailed approved by all, proposed: Cllr Ponder, seconded: Cllr Lunan

Method	Description	Supplier	Net	VAT	Total
S/O, BACS & DD	Staff costs / expenses (Apr)	HMRC / Clerk	595.85		595.85
D/D	Fees	ICO	35.00		35.00
D/D	Allotment rent	Norfolk CC	70.00		70.00
D/D	Street lighting electric	N Power	40.05	2.00	42.05
BACS	Website	Norfolk ALC	70.00		70.00
BACS	Subscriptions	Norfolk ALC	179.37		179.37
BACS	Grounds maintenance	Nurture Landscapes	38.90	7.78	46.68
BACS	Training	SLCC Enterprises Ltd	120.00	24.00	144.00
S/O & BACS	Staff costs / expenses (May)	HMRC / Clerk	500.87		500.87
D/D	Dog bin emptying	BCKLWN	95.16	19.03	114.19
BACS	Councillor training	Norfolk ALC	40.00	8.00	48.00
BACS	Grounds maintenance	Nurture Landscapes	23.40	4.68	28.08
BACS	Internal audit	Mrs C M Hurley	50.00		50.00
D/D	Drainage rates	Environment Agency	13.15		13.15
D/D	Street lighting electric	N Power	35.93	1.80	37.73
BACS	Printer (& ink)	John Lewis	160.64	23.33	183.97
Total			2,068.32	90.62	2,158.94

PRE-APPROVED					
BACS	Allotment clearance	Moore Waste Management	60.00		60.00
BACS	Newsletter printing	Limetree Printing	27.00		27.00
BACS	Insurance	BHIB Ltd	TBC		TBC *
BACS	Allotment petrol	J & PM Lunan	9.85		9.85

* Approximately £550, proposed: Cllr Ponder, seconded Cllr Lunan

Signed:..... (Chairman)

Date:.....

- 12.11. Reconciled cashbook - Cllr O'Brien confirmed the bank reconciliation/s (to 30 April 2024) against the bank statement/s to be correct
- 12.12. Earmarked Reserves - balance yet to be finalised, in the meantime £11,370 precept money transferred to savings account, proposed: Cllr Ponder, seconded: Cllr Stringer, all in favour
- 12.13. CIL Report – figures reviewed & ways money could be spent discussed. It was resolved to allocate funds to phase 2 of the TROD project, proposed: Cllr Stringer, seconded: Cllr A Lunan. The report was then signed by Chairman & Clerk.

13. Planning

- 13.1. Consultations on applications - None
- 13.2. Decisions - None

14. Parish Matters

- 14.1. Return of health & safety inspection sheets – Two, no action needed. No issues reported
- 14.2. Nature Reserve – Cllr Stringer advised it was a little overgrown in places & was still awaiting a cut of the footpaths, Clerk to chase
- 14.3. Footpaths – Cllr Underhill asked if anyone knew what was happening with the Boughton Road to Barton Bendish route, Clerk to forward any information that can be found
- 14.4. Allotments
Garden – Cllr Lunan reported all was going well. A formal quote from an appropriately registered, qualified & insured company able to remove trade waste & provide a Waste Transfer Note (WTN) was approved, proposed: Cllr Stringer, seconded: Cllr Ponder, all in favour
- 14.5. SAM2 – Cllr O'Brien confirmed she was now in possession of the laptop. Clerk to update Cllr Lunan of the requirements & responsibilities of being the SAM2 lead Councillor, Cllr Lunan would then be able to contact the volunteer, Crimphesham & decide who would capture the data once service resumed
- 14.6. Chalk Pit – Considering ideas for use & next steps was deferred to a future meeting
- 14.7. Waste Bin – It was decided to seek parishioner feedback (via the newsletter) before progressing with the purchase of a new one

15. Correspondence

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

- Marham Families Day on Saturday 27th July – Cllr Stringer advised information had been shared to the village Facebook page. No further action required
- Norfolk ALC – Updated Financial Regulations – Clerk to review & incorporate into the 2024 Members Handbook for review & adoption at a future meeting

16. Newsletter

The date of the next edition & items for inclusion would be finalised at the next meeting.

Suggested items for inclusion: Waste bin feedback (if required & where as well as informing charged for emptying), Community Speed Watch volunteers & pavement parking reminder

17. Biodiversity Policy

It would be carried to the next meeting to consider if council wish to implement a policy. Cllr Ponder asked Council to review the circulated slides in the meantime

18. Agenda items for next meeting

Biodiversity policy (exclude non urgent parish matters to allow more time) & time of meeting

19. Date of next meeting

Wednesday 24 July 2024 at 7pm for an Ordinary Meeting

Meeting closed: 8.46pm