

FINCHAM PARISH COUNCIL

Minutes of the Annual Meeting of Fincham Parish Council held on **Wednesday 28 May 2025** starting at **7.30pm** in **Fincham Memorial Hall**, High Street, Fincham, King's Lynn PE33 9EJ

Present:

Cllr O'Brien (Chairman), Cllr B Ponder, Cllr D Stringer, Cllr S Blackmur, Cllr P Saxelby, Cllr R Underhill and Cllr R Claydon

Clerk: Cllr J Lunan (Acting)

Press: 0

Public: 1

1. Election of Chairman & Acceptance of Office

Cllr Blackmur nominated Cllr O'Brien. Seconded by Cllr Ponder. Cllr O'Brien accepted the position of Chairman and signed the Declaration of Acceptance of Office.

2. Election of Vice Chairman

Cllr Stringer nominated Cllr Blackmur. Seconded by Cllr Underhill. Cllr Blackmur accepted the position of Vice Chairman.

3. Apologies for absence

Apologies were received from Borough Cllr Moriarty.

4. Declarations of interests / Dispensation requests

None

5. Minutes of meetings held on 26 March and 24 April 2025

Minutes were circulated to Councillors prior to the meeting. Minutes approved by all present. Proposed: Cllr Blackmur. Seconded: Cllr Claydon.

6. Public Forum

One member of the public attended the meeting to discuss the Biodiversity Policy.

A copy of the Policy document was handed to the resident with assurance that a copy will be posted on the Parish Council website as soon as possible. After much discussion the resident agreed to advise the Biodiversity Policy working party as and when required. The resident agreed to support the biodiversity working party with advice when required. He also agreed that members of the working party can contact him directly.

7. Assignment of Tasks / Appointment to working groups and committees

Working group to cover recruitment of new clerk - Cllr O'Brien, Cllr Blackmur and Cllr Lunan.

Confirmation of tasks previously assigned:

Biodiversity - Cllr Stringer, Cllr Claydon, Cllr Ponder and Cllr Underhill

Allotments - Cllr Lunan

Newsletter distribution - Cllr Ponder

SAM2 - Cllr Underhill, Cllr Saxelby and Cllr Lunan

Health & Safety - Cllr Stringer

Defibrillator - Cllr Underhill

Police SNAP Meetings - Cllr Ponder

8. Training

Cllr O'Brien confirmed that there was money set aside for training. It was agreed that the clerk will email any future training notification emails to Councillors. Training courses are advertised on the Norfolk Association of Local Councils website.

9. Reports

NCC and BCKLWN - None

10. Matters arising from previous minutes

Cllr Lunan confirmed that she hadn't used Judith Lawson for any advice while preparing for the internal audit. Cllr O'Brien confirmed that Judith had emailed to say she was stepping back and wouldn't charge for the advice already given.

11. Finance

11.1 Year End Accounts for 2024/25 were accepted. Proposed: Cllr Stringer. Seconded: Cllr Saxelby.

11.2 The Internal Auditors Report was read to Councillors and accepted. Proposed: Cllr Saxelby. Seconded: Cllr Blackmur.
Invoice - £50 for internal audit was approved. Proposed: Cllr Ponder. Seconded: Cllr Stringer.

11.3 Assets Register as of 31 March 2025 was reviewed and approved. Proposed: Cllr O'Brien. Seconded: Cllr Blackmur.
It was agreed to add the Assets Register to the Agenda for the next meeting so that any depreciation can be discussed and reviewed in more detail.

11.4 Statement on Internal Controls for 2024/25 was accepted. Proposed: Cllr Saxelby. Seconded: Cllr Blackmur.

11.5 Eligibility for exemption for 2024/25 therefore not subject to external auditor review certificate.
Accepted and signed by the Chairman.

11.6 Annual Governance Statement accepted, completed and signed by the Chairman and Clerk.

11.7 Accounting Statements for 2024/25 accepted, completed and signed by the Chairman. The RFO had signed at the time of completion prior to the meeting).

11.8 An insurance renewal for 2025/26 from the current supplier had not yet been received but Council confirmed they were happy to continue with the current supplier.

11.9 Income - Receipts of £6328.00 Precept. £5895.14 CiL and £18.90 SAM2 service were noted.
It was agreed by all present to transfer £5,000 from the current account to the saving account.

11.10 Expenditure - a full payments list was circulated to all Councillors prior to the meeting it was approved by all. Proposed: Cllr Ponder. Seconded: Cllr Underhill.
It was agreed to purchase a mobile phone and a new laptop computer for the Clerk to use.
Cllr Lunan will get quotes and add to the agenda for approval at the next meeting in July.

Method	Description	Supplier	Net	VAT	Total
S/O	Staff Costs	Clerk	128.76		128.76
BACS	Staff Costs	Clerk	35.40		35.40
DD	Fees	ICO	47.00		47.00
DD	Allotment Rent	Norfolk CC	70.00		70.00
DD	Staff Costs - Clerk	HMRC	5.08		5.08
DD	Bottle Bank Emptying	URM UK	17.28	4.32	21.60
DD	Bank Charges	Unity Trust Bank	6.00		6.00
			Total	309.52	4.32
PRE-APPROVED EXPENDITURE					
BACS	Mobile Phone for Clerk Use	TBC		TBC	
BACS	New laptop for Clerk use	TBC		TBC	
BACS	Newsletter Printing	Limetree Printers		TBC	

BACS	Newsletter Printing	Southend on Sea	TBC	
BACS	Internal audit	Mrs. C.M Hurley	50.00	50.00

11.11 Reconciled Cash Book - Cllr O'Brien confirmed the bank reconciliations to 30 April 2025 against the bank statements to be correct. Cllr Lunan reported that we need to claim back VAT of £449.12 for year ending 2024/25. This will be added to the agenda for the July meeting.

11.12 The List of Direct Debits was read out and agreed. There will be additional Direct Debits when we purchase a mobile phone and if we agree to sign up for an Instant Ink contract.

12. Planning

12.1 It was reported that no planning application had been received since the last meeting.
 12.2 Decisions received - the application for Hill House had been approved.

13. Parish Matters

13.1 Return of Health & Safety Inspection Sheets - Nothing requiring immediate attention. The seat at the Nature Reserve will need attention in the future. The legs are in good condition, but the seat may need some attention possibly next year. Cllr Stringer reported that he had used Linseed oil on the noticeboards.

13.2 Cllr Stringer reported that he had cleared some brambles at the Nature Reserve and the grass needs cutting urgently. The Clerk agreed to contact Nurture and ask them to programme grass cutting. Cllr Stringer is happy to supervise.

13.3 Cllr Lunan reported that all the allotments are being worked and in good order. She had had a phone call from Bryan Foster at the Justice Department saying that if we don't have any work for the team to do, they may consider coming to the allotments every other month. They have plenty of work to do for other beneficiaries and could make better use of the team. Cllr Lunan said that three plot holders have sheds and fences to paint and the newly planted hedge will need weeding so we will probably keep the monthly arrangement for the time being. It was asked if the team could be used to help keep the nature reserve tidy. Cllr Lunan will enquire if this is possible and report back.

13.4 Cllr Underhill reported that the SAM2 sign has been in Fincham for the last month. Crimplesham Parish Council do not have anyone allocated to the sign as Gina Hartman had left. They did email and ask if Cllr Lunan was prepared to move the sign around in Crimplesham. After a discussion it was agreed that this was not possible due to health & safety and insurance concerns. Also, as Cllr Lunan was acting Clerk, she would not have the time to allocate to Crimplesham.

13.5 Cllr Underhill reported that the defibrillator had not been used and was in good order.

13.6 Cllr Stringer reported that the footpath finger post sign in Boughton Road had reappeared. We should contact Nurture and ask for the footpaths to be cut. Cllr Lunan said it would be useful to have exact locations for her to pass to Nurture, possibly a What 3 Words reference. She will liaise with Cllr Underhill for this information.

13.7 It was reported that we had received grant from TROD but we cannot apply at present.

13.8 The Chalk Pit was discussed, and it was agreed by all present that there are no suggestions for use.

14. Biodiversity Policy

Cllr Lunan agreed to get the policy uploaded to the website as soon as possible. She will add this item to the agenda for the July meeting for discussion and deciding on the wording of the upcoming newsletter. It is hoped that the newsletter will explain our plans and encourage some parishioners to give some suggestions and even volunteer to help with this project. Cllr Ponder to let Cllr Lunan know the details of the printing company used by the Memorial Hall committee.

15. Correspondence

- It was reported that the Precept payments will be paid in two halves instead of one annual payment. The first payment had been received - £6,328.00.
- Clerk to investigate changing the email address to a gov.uk address instead of Gmail.
- Pricing of Nurture, Grounds Maintenance had already started for 2025 - no action required.

Correspondence continued

- It was agreed to continue being members of the Norfolk Association of Local Councils - NALC £181.11. Proposed: Cllr Saxelby Seconded: Cllr Stringer
- Cllr Lunan reported that we had not received Electricity bills from Npower since March due to the company upgrading their operating system. Once that has been completed, we will start to receive bills again.
- Review and agree the CiL Annual Report in relation to the TROD. After a discussion and agreeing the wording, Cllr Lunan said she will complete the form and return to the Borough Council.

16. Newsletter

It was agreed to add this item to the agenda for the July meeting. It was also agreed to write a newsletter for Biodiversity. This will be added to the agenda for the July meeting.

17. Internal Council Affairs

- 17.1 Standing Orders - Cllr Lunan reported that there are two amendments to the Standing Orders 14 and 18 on the NALC website. The council's version will be amended accordingly
- 17.2 Financial Regulations - reviewed and re-adopted.
- 17.3 Financial Risk Assessment - reviewed and re-adopted.
 - 17.1 to 17.3 Proposed: Cllr Ponder Seconded: Cllr Blackmur
- 17.4 Historical council documents - will be added to the agenda for the July meeting.

Agenda items for July meeting.

- Consider quote for mobile phone for use by the Clerk
- Consider quote for replacement laptop computer for use by the Clerk
- Historical Council documents - receive update from working group and consider next steps
- Newsletters - General and Biodiversity
- VAT Claim
- Asset Register - review
- KLWNBC Statement of Licensing Policy Review - Comments - Deadline 31 August 2025

18. Date of Next Meeting

Wednesday 23 July 2025 at 7.30pm for the Ordinary Meeting of the Parish Council.

19. Staffing Matters

Cllr Lunan, in her capacity as Acting Clerk, reported that there had been two applications for the position of Clerk.

Cllr Lunan to check the closing date of the advert.

All agreed that the Interview panel would consist of Cllr O'Brien, Cllr Blackmur and Cllr Lunan.

Cllr Lunan to coordinate a date and time for interviews after the closing date has passed.

The meeting closed at 9.30 pm