

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on 12th December 2016

Present

Councillors: Askew (Chair), Boyce, Chapman, Coleman, Gathercole, Hook, Long, Norman, Peckitt.
Cllr Humphrey (County Councillor)

3 members of the public

Clerk – S Thorpe

1. Apologies for Absence

Cllr Peckitt to arrive late.

2. Confirm Minutes of Meetings Held on 14th November 2016

Having been circulated before the meeting the minutes were accepted as a true and accurate record by all present at the meeting.

3. Declarations of Interest

None.

4. Public Speaking

Resolved that meeting be adjourned for public speaking,

Prop: Cllr Chapman 2nd: Cllr Norman

Agreed.

Meeting re-started.

5. Matters Arising

An email had been received from Mintlynn Crematorium to advise that they would take a look at the cemetery water box when practicable and advise the PC of the outcome.

6. Correspondence

Circulated prior to meeting: BC – parish workshop presentation; Police – weekly crime summaries, rural crime newsletters, poster and agenda for SNAP meeting; NALC – newsletters; CAN – newsletter; NCF – free workshop; email from Agent regarding submission of land adjoining the playing field under the BC Call for sites consultation; Highways – planned visit from Rangers.

A letter from Norfolk County Council (NCC) regarding a proposal to extend the existing speed restriction to the south-east of the new development on School Road. The PC welcomed this proposal and agreed to advise NCC of their support for the proposal.

A parishioner had contacted the Clerk to highlight the installation of gates on a track off Smeeth Road through to Dades Lane. The parishioner felt this track was a public right of way which did not belong to anyone; however the Clerk had previously been told by Highways that the parish had no official public rights of way. It was agreed that the Clerk should make enquiries regarding ownership of this land.

Cllr Peckitt arrived during the discussion on the above item.

7. Community Building Project update from MDCSC

Cllr Chapman advised that the tender process would begin shortly. Grant funding was going well and they only needed to secure a further £8K. The architect dealing with the project had advised that the construction process would require use of half of the car park during weekdays but the full car park would be available at weekends; this was required for the health and safety of the contractors and the public; pedestrian access to the playing field would be maintained at all times.

That use of the car park should be permitted as recommended by the architect.

Prop: Cllr Chapman 2nd: Cllr Hook

Agreed.

8. Playing Field Management Partnership (PFMP)

Members of the PFMP had a meeting with Wicksteed on 6 December. The damage to the play equipment had been photographed and documented by the Wicksteed representative who had advised that she would discuss the issues with her customer services department and they would be in touch shortly to advise on a course of action. Replacement of the broken cross beam and the worn ladder had been requested by PFMP as well as a refund of the costs incurred by the PC to carry out the emergency repairs to the cross beam; concern had also been expressed on the workmanship of most of the wooden posts which contained joints that appeared to be deteriorating.

Cllr Gathercole advised that there was a right of way along the side of the playing field to the gate which went into the field adjoining the playing field.

Chairman..... Date.....

9. Parish Council Documentation

The following draft documents had been circulated to all prior to the meeting: Standing Orders; Financial Regulations; Financial Risk Assessment; Equal Opportunities Policy; FOI Model Publication Scheme and Information available; Review of Effectiveness of Internal Audit for 2015/16. The review of the documents was discussed.

To adopt all of the above as per drafts circulated.

Prop: Cllr Norman

2nd: Cllr Chapman

Agreed.

10. Parish Council meeting dates for 2017

Meeting dates for 2017 would be the second Monday of every month, with the exception of August when the PC did not hold a meeting. The Annual Parish Meeting (Assembly) would be on Monday 27th March. Dates had been booked with the Church and would be put on the notice board and website and a copy was provided to all Cllrs.

11. Highways issues

New issues to be reported by Clerk for attention by Rangers:

Smeeth Road/Chapel Road junction – overgrown hedge

Smeeth Road from Jubilee Lane junction to Trinity Road junction – footpath siding out

Outstanding issues to be chased up by the Clerk:

Smeeth Road – overhanging tree near Emneth Hungate

Chapel Road – poor road surface/ pot holes after S bend

Trinity Road – pot holes

Walton Road – sunken water hydrant

Middle Drove (southern end) needs resurfacing.

It was noted that replacement of missing finger posts had now been done.

12. Finance

a. *Accept accounts to 30 November 2016.*

Prop: Cllr Hook

2nd: Cllr Chapman

Agreed

b. The list of payments due as follows was read out:

Viking Direct – Printer toner and paper

£83.93

Agree to sign cheques and approve payments.

Prop: Cllr Askew

2nd: Cllr Chapman

Agreed

c. Budget for 2017/18

Draft figures had been circulated for 2017/18. The information was discussed.

13. Planning Matters

a. Applications received since last meeting:

i. **16/01999/F. Proposed replacement dwelling at 41 Walton Rd.** The application was discussed and it was agreed by all to SUPPORT the application.

b. Planning decisions from the BC. The following applications had been permitted:

i **16/01614/RM Reserved matters for dwelling (plot 1) at land NE of 46 Smeeth Rd.**

ii **16/01699/F Formation of agricultural access at land NE side of School Rd.**

iii **16/01266/F Retention of existing mobile log cabin at land at Black Drove.**

iv **16/01714/RM Reserved matters for dwelling (plot 6) at land NE of 46 Smeeth Rd.**

v **16/01762/RM Reserved matters for dwelling (plot 2) at land NE of 46 Smeeth Rd.**

vi **16/01505/F Proposed annex accommodation at The Vicarage, Church Bank.**

vii **16/01748/F Proposed stables at Fenhaven, 326 Smeeth Road.**

Clerk to chase up response from BC regarding current occupancy of Morning Meadows, Black Drove.

14. Public Speaking

Resolved that meeting be adjourned for public speaking.

Prop: Cllr Chapman

2nd: Cllr Norman

Agreed.

Meeting re-started.

15. Councillors Concerns and Agenda Items for the Next Meeting

Items to remain on agenda as already agreed.

16. Date of Next Parish Council Meeting

Monday 9th January 2017 at 7.15pm, for a Playing Field Management Partnership meeting followed by an Ordinary Parish Council meeting at 7.30pm; all meetings at St James Methodist Church.

Cllrs Norman and Askew to check accounts before the January and February meeting.

Meeting closed at 8.10pm.

Chairman..... Date.....