

## MARSHLAND ST JAMES PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting held on 13<sup>th</sup> June 2016

**Present**

Councillors: Askew (Chair), Boyce, Chapman, Coleman, Gathercole, Norman, Peckitt

5 members of the public

Clerk – S Thorpe

**1. Apologies for Absence**

Cllrs Hook and Long

**2. Confirm Minutes of Meetings Held on 9<sup>th</sup> & 23<sup>rd</sup> May 2016**

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

**3. Declarations of Interest**

None.

**4. Public Speaking**

*Resolved that meeting be adjourned for public speaking,*

*Prop: Cllr Chapman 2<sup>nd</sup>: Cllr Gathercole*

*Agreed.*

*Meeting re-started.*

**5. Matters Arising**

Four replies had been received from letters sent to residents regarding obstructions in the verge; one reply advised that they would not be removing the stones and three advised that the obstructions had been removed but one of these replies quoted several addresses that they felt the PC should also contact. It was agreed that two Councillors would take a look at all of the properties that had been written to and advise the Clerk if the obstructions had been removed and if not the Clerk should refer these to Highways; they would also check the other properties mentioned in the reply received to decide if a letter was appropriate.

**6. Correspondence**

Circulated prior to meeting: BC – free family fun day event; Police – weekly crime summaries, rural crime newsletters, business news, agenda for the SNAP meeting on 8<sup>th</sup> June; NALC – Newsletters; CAN – newsletter and funding news; NCF – Grant news; Norfolk Parish Training & Support – training update; NCC – visit from Highways Rangers, invitation to devolution briefing; ; Heritage Lottery Fund – Green Spaces event, funding surgery; NPFA – Autumn conference; West Norfolk Older Persons Forum – invitation to event.

Circulated after the meeting: E-on – notice of price rise; NCC – Parish Partnership Scheme for 2017/18; Centenary Fields Programme; CAN – signpost newsletter, invite to AGM; Clerk's & Council's Newsletter; product information from Glasdon, Wickstead, HAGS and Fenland Leisure Products.

Cllr Askew advised that Cllr Coleman and herself had completed the previously mentioned online survey on behalf of the PC regarding the future of the PC sector.

**7. Community Building Project update from MDCSC**

Cllr Chapman advised that there was not much news to report as the decision from the Big Lottery was still expected in July; applications had been made for two more grants; and forthcoming fundraising events included an Elvis night and a Quiz night.

**8. Playing Field Management Partnership (PFMP)**

A post had been installed in the gap in the fence which had been created from the car park to the playing field to restrict access to use for prams/pushchairs only. The barrier into the car park had been lowered to prevent access by unauthorised vehicles and additional signs installed. There had been incidents of owners bringing dogs onto the playing field and in one incident the owner refused to leave saying that they regularly brought their dog to the field and would continue to do so. It was agreed that a letter would be sent to the owner asking them to keep their dog off the playing field. The land next to the bowling green was very overgrown again and it was agreed to send a letter to the owner asking them to take action.

Cllr Askew expressed thanks to the PFMP for their continued work at the site.

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

**9. Commemorative Medals**

Cllr Coleman had requested that the free sample of the commemorative medals be given to her in exchange for a donation to the PC of the value of the medal. Cllr Norman advised that more medals may be needed as he had heard that the School now had two additional pupils.

*Ten more medals should be purchased to ensure enough for additional pupils and that any extra could then be made available to be purchased by Councillors if they wished and that Cllr Coleman should be allocated one of these medals.*

*Prop: Cllr Norman 2<sup>nd</sup>: Cllr Gathercole Agreed.*

**10. Village Sign**

Some of the pegs that held the sign onto the post had broken and the sign had come down in the recent strong winds. The sign had been collected by Cllr Gathercole and was not damaged.

*Cllr Gathercole and Cllr Norman to replace the pegs with brackets and reinstall the sign to ensure it is secure.*

*Prop: Cllr Chapman 2<sup>nd</sup>: Cllr Boyce Agreed.*

**11. Parish Council Insurance Policy**

Cllr Norman confirmed that the pavilion machinery and tables and chairs belonged to the Bowls Club and were covered on their insurance policy. The Clerk advised that removal of these items from the PC insurance would result in a reduction of £5.28 but this would only affect the policy from next year as refunds of under £50 were not made.

**12. Highways issues**

Trod extension still not completed but this had been passed to the contractors. CGM had been asked to trim and stray the overgrown areas of the trod. Finger posts and street signs – a record of all damaged or missing signs still needed to be done.

*Cllr Gathercole and Cllr Norman should travel around the parish and make a record of all signs that needed replacing and make a claim for fuel expenses.*

*Prop: Cllr Chapman 2<sup>nd</sup>: Cllr Boyce Agreed.*

New issues to report:

Middle Drove (near The Willows) – pothole

Middle Drove/Stow Road/Neeps Bridge junction – potholes

Middle Drove/School Road junction – verge not cut

Smeeth Road/Trinity Road junction – verge not cut

Smeeth Road/Walton Road junction – verge not cut

Smeeth Road/Trinity Road junction – hedge too high and overhanging road

Action: Clerk to report issues to Highways and send letter to landowner for hedge.

**13. Finance**

a. *Accept accounts to 31<sup>st</sup> May 2016.*

*Prop: Cllr Boyce 2<sup>nd</sup>: Cllr Coleman Agreed.*

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

CGM Ltd – grass cutting for April 2016 £130.80

Carney Agricultural Service – Spray for playing field £106.50

Tower Mint Ltd – Commemorative medals £252.58

St James Church – use of church for PC meetings £350.00

Increase of standing order to £318.96 to pay Clerk’s salary due to national pay award.

*Agree to sign cheques, approve payments and amend standing order.*

*Prop: Cllr Gathercole 2<sup>nd</sup>: Cllr Askew Agreed.*

**14. Planning Matters**

a. Applications received since last meeting:

i. **16/00849/RM Reserved Matters Application: construction of one dwelling at land opposite 342 Smeeth Road.** An email had been received from the BC that day to say that there were amendments to the application and asking the PC if they wished to send further comments. The amendments had not been provided and were not yet available on the BC website. It was agreed that when the amendments were known this information would be passed to Councillors and another meeting would only be arranged if it was felt that the amendments could affect the decision of the PC.

- ii. **16/00778/FM Application for Brain Injury Unit at Hickathrift Too, 211 Smeeth Road.** Cllr Chapman advised of a public consultation meeting which was to be held on the following evening by the company who had submitted the application.
- b. Planning decisions from the BC.
- i. **16/00334/O Outline application for two dwellings at land SW of Hunters Lodge, 70 Smeeth Road.** Application withdrawn.
- ii. **16/00514/F Proposed 4 No 3 bedroom dwellings at land SE of The Trundle, 23 School Road.** Application permitted.
- iii. **16/00523/F Proposed extensions and internal alterations at Tiptoe, 85 Smeeth Road.** Application permitted.
- iv. **16/00414/F Proposed single storey extensions to form a family annex at Westfield Bungalow, School Road.** Application permitted.
- v. **16/00122/OM Outline application for residential development for 15 new dwellings at land N of 7 Walton Road.** Application permitted.
- vi. **16/00357/F Proposed conversion of outbuilding to offices for use in conjunction with the B&B at Willowdene Farm, Middle Drove.** Application permitted.
- vii. **16/00511/O Outline application of a dwelling at land at Smeeth Road.** Application permitted.

c. Planning Enforcement.

421 Smeeth Road – it was felt that it was possible a business was being run from this property which could require a planning application for change of use. It was agreed to refer the case to planning enforcement at the BC for them to investigate.

**15. Public Speaking**

*Resolved that meeting be adjourned for public speaking.*

*Prop: Cllr Askew*

*2<sup>nd</sup>: Cllr Chapman*

*Agreed.*

*Meeting re-started.*

**16. Councillors Concerns and Agenda Items for the Next Meeting**

Items to remain on agenda as already agreed.

Cllr Gathercole advised that he had recently carried out the annual inspection of the allotments and could advise that they were all in a good condition.

**17. Date of Next Parish Council Meeting**

Monday 11<sup>th</sup> July 2016 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 Askew & Coleman to check accounts before the July meeting.

Meeting closed at 8.20pm.