

## MARSHLAND ST JAMES PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held on 9<sup>th</sup> May 2016

**Present**

Councillors: Askew (Chair), Boyce, Chapman, Coleman, Gathercole, Hook, Long, Norman.

2 members of the public

Clerk – S Thorpe

**1. Election of Chair**

*To re-elect Cllr Askew as Chair of the Parish Council for 2016/17.*

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

*Agreed.*

Cllr Askew accepted the position and signed the declaration of acceptance.

**2. Election of Vice-Chair**

*To re-elect Cllr Gathercole as Vice-Chair of the Parish Council for 2016/17.*

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

*Agreed.*

Cllr Gathercole accepted the position and signed the declaration of acceptance.

**3. Apologies for Absence**

Cllr Peckitt.

**4. Confirm Minutes of Meetings Held on 11<sup>th</sup> & 25<sup>th</sup> April 2016**

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

**5. Declarations of Interest**

None.

**6. Public Speaking**

*Resolved that meeting be adjourned for public speaking,*

*Prop: Cllr Norman 2<sup>nd</sup>: Cllr Boyce*

*Agreed.*

*Meeting re-started.*

**7. Matters Arising**

A letter had been received from Marshland St James Primary and Nursery School advising that they would be happy for the PC to purchase commemorative medals for the children in honour of Queen Elizabeth II's 90<sup>th</sup> Birthday. The Clerk confirmed that she had placed an order for 102 medals as agreed at the previous PC meeting.

**8. Correspondence**

Circulated prior to meeting: BC – Info on five year supply of housing, new property address at 128 Smeeth Road, Additional main modifications to the Site Allocations and Development Management Policies consultation; Police – weekly crime summaries, newsletters, rural crime newsletters, business news, minutes for the SNAP meeting on 6<sup>th</sup> April, info on Home Watch association meeting; NALC – training update, consultation on the future of the Parish Sector; CAN – newsletter and funding news; NCF – Grant news; Norfolk Parish Training & Support – Spring & Summer courses; NCC – Market Fair Scheme from Trading Standards, Road closure on Black Drove from 24<sup>th</sup>-26<sup>th</sup> May; Norfolk Minerals Site Specific Allocations – Silica Sand consultation; Norfolk Local Access Forum – Parish Paths Seminar; Heritage Lottery Fund – Green Spaces event.

**9. Councillors' Register of Interests forms**

Councillors were requested to consider their declaration and make any amendments that were necessary. No amendments were made.

**10. Appointment of Committee Members and Representatives**

a. *For Cllr Norman and Cllr Gathercole to remain the PC representatives on the Playing Field Management Partnership.*

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

*Agreed.*

b. *For Cllr Long to remain the PC representative on the MDCSC committee.*

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

*Agreed.*

c. *For Cllr Coleman to remain the PC's BC planning committee representative.*

*Prop: Cllr Norman 2<sup>nd</sup>: Cllr Askew*

*Agreed.*

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

Cllr Chapman advised that they were still awaiting a decision from Sport England on

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

possible funding and that the decision from the Big Lottery was expected in July. The AGM would be taking place on 12<sup>th</sup> May at 6.30pm in the Jubilee Hall.

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

The gap in the fence that had been created from the car park to the playing field was wider than necessary and was allowing quad bikes access to the field. It was agreed that a piece of ironwork would be installed to allow access for prams/pushchairs but to restrict other access; this could then be temporarily removed in future for events.

The barrier into the car park needed to be lowered to prevent access for unauthorised vehicles and a sign to be installed advising of the actual height.

**13. Highways issues**

Trod extension to be completed soon; no further update from Highways on completion of other issues.

New issues to report:

Sunken sewerage covers on Smeeth Road – Anglian Water previously advised no further action would be taken until previous repairs had been assessed.

School Road – pot holes near to the junction with Moyses Bank and up to the tunnel.

St Pauls Road (South) – pot holes to report to West Walton PC

VAS sign from Hungate towards village not working – report to Westcotec.

Several properties have recently installed rocks or other items on the verge in front of their dwelling. It was agreed that the verge is the responsibility of Highways and must be left clear of obstructions. Highways have advised in the past that the PC should firstly write to residents asking them to remove the objects and then refer the matter to them if this is not done. It was agreed that a letter should be sent to all owners concerned and a notice placed on the website and on the notice board informing residents of the regulations regarding the verge.

*Action: Clerk to report issues to Highways as appropriate and send letters to owners.*

**14. Finance**

a. Supporting Statement to accompany Annual Return.

A discussion took place on Pavilion machinery and tables and chairs that were quoted on the asset register. It was felt that the tables and chairs and any machinery belonged to the Bowls Club and would be covered by them. It was agreed that Cllr Norman would look into the matter and the Clerk would enquire with the insurance company on the cost of insuring these items; outcome to be discussed at next PC meeting.

*To accept the Supporting Statement.*

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

b. Internal Auditors Report for 2015/16.

This was read out to all; it confirmed that the Internal Audit had been conducted and that the Auditor was satisfied that the PC had conducted its affairs appropriately.

*To accept the Internal Auditors Report.*

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

c. Statement on Internal Control for 2015/16.

A copy of the document that is normally reviewed in December had been given to all Councillors prior to the meeting.

*To approve the Statement on Internal Control.*

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

d. Completion of Annual Governance Statement for 2015/16.

The Annual Governance Statement was read out at the meeting.

*To agree to answer "yes" to statements 1-8 on page 2 of the Annual Return.*

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

e. Acceptance of Accounting Statements for 2015/16

*To approve the Accounting statements on page 3 of the Annual Return.*

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

f. Payment to church for hire of building for PC meetings for 2015/16.

*To make a payment of £350 to the Church.*

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

g. Accept accounts to 30<sup>th</sup> April 2016.

*Prop: Cllr Askew 2<sup>nd</sup>: Cllr Boyce*

*Agreed.*

- h. The list of payments due as follows was read out:
- |                                                     |         |
|-----------------------------------------------------|---------|
| Miss S J Thorpe – Refund for purchase of PC laptop  | £299.00 |
| Mrs C M Hurley – Internal Audit fee                 | £50.00  |
| Viking Direct – Toner, printer paper and stationery | £91.09  |
| E & DE Gathercole – Playing field repairs           | £205.10 |

*Agree to sign cheques and approve payments.*

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

*Agreed.*

## 15. Planning Matters

### a. Applications received since last meeting:

- i. **16/00773/F Construction of one 3 bed house at south of Marshland Farm, Middle Drove.** Carry forward to next meeting as paperwork not yet received.
- ii. **16/00357/F Proposed conversion of outbuilding to offices for use in conjunction with the B&B at Willowdene Farm, Middle Drove.** The BC had asked the PC if they would remove their technical objection to the application as long as all wording relating to “bedrooms” was removed from the description of the application on the proposed plans and that the PC could request a condition to be placed on the application that the outbuilding was not to be used for residential accommodation. It was agreed to remove the objection and request the condition. It was also agreed to advise the BC that the applicant was already advertising self catered accommodation for hire.
- iii. **16/00523/F Proposed extensions and internal alterations at Tiptoe, 85 Smeeth Road.** The BC had asked the PC to consider the application again and had provided information on the proposed amendments to the previously agreed application. The amendments were discussed and it was agreed to SUPPORT the application.
- b. Planning decisions from the BC.
- i. **16/00499/O Outline application for construction of dwelling at Endycott, School Road.** This application had been refused.
- ii. **16/00125/O Outline application for 4 new dwellings at 73 Smeeth Road.** This application had been permitted.
- iii. **16/00412/F First floor extension over garage at 291 Smeeth Road.** This application had been permitted.
- iv. **15/01401/F Extensions and alterations to dwelling at 10 Trinity Road.** The decision of the appeal against refusal of permission had been dismissed.
- v. Cllr Coleman provided feedback from the BC Planning Committee meeting that she had attended advising that the application 15/01826/OM for 17 dwellings at land SW side of School Road had been permitted and that she had been informed that the PC could ask for money to install a footpath along this stretch of road when the reserved matters application was received for this site.

## 16. Public Speaking

*Resolved that meeting be adjourned for public speaking.*

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

*Agreed.*

*Meeting re-started.*

## 17. Councillors Concerns and Agenda Items for the Next Meeting

Items to remain on agenda as already agreed.

## 18. Date of Next Parish Council Meeting

Monday 23<sup>rd</sup> May at 7pm for an Extra-ordinary meeting and then 13<sup>th</sup> June 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 & Boyce to check accounts before the June meeting.

Meeting closed at 8.40pm.