

## MARSHLAND ST JAMES PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting held on 12<sup>th</sup> September 2016

**Present**

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

6 members of the public

Clerk – S Thorpe

**1. Apologies for Absence**

Cllrs Chapman, Peckitt and County Councillor Humphrey

**2. Confirm Minutes of Meetings Held on 11<sup>th</sup> July, 1<sup>st</sup> and 22<sup>nd</sup> August 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 Norman      2<sup>nd</sup>: Cllr Gathercole*

*Agreed.*

*Meeting re-started.*

**5. Matters Arising**

An email had been received from Karl Rands – Highways Area Manager West regarding the hedge at 164 Smeeth Road. He agreed that the hedge had encroached onto the highway and that visibility was reduced but he did not consider that removal of the front hedge to the highway boundary would vastly increase visibility as there appeared to be limited highway verge. He wondered whether consideration had been given to adjusting the access arrangement to the car park at the playing field. It was felt that the issue did not just affect the playing field car park but also other neighbouring properties and that this point should be conveyed to Karl Rands.

Information from Highways on work carried out by the rangers which included hedge and verge strimming on Smeeth Road, School Road and Walton Road as well as cutting around signs on Smeeth Road, School Road and Long Lots along with cleaning of signs in various locations around the parish.

Information from CGM regarding management restructuring. A meeting had been arranged for 4<sup>th</sup> October with Marcus Glover, the new grounds maintenance manager for the east area.

A resident on Smeeth Road had responded to a letter requesting trimming of the overhanging hedge from their land onto Dades Lane; they did not believe that their land extended to this boundary. Clerk to speak to Highways regarding the boundary.

**6. Correspondence**

Circulated prior to meeting: BC – presentation from devolution briefing, Heacham appeal decision and 5 year land supply, recycling rewards scheme, information on standards committee, inspectors report into the SADMP, property address change from Old Farm Cottage to Poppy Tree Farm; Police – weekly crime summaries, rural crime newsletters, poster, agenda and minutes from the SNAP meeting on 3<sup>rd</sup> August, SNAP drop-in sessions, information on current investigations; NCC – update on silica sand review; NALC – Newsletters, devolution response, information on Clerk of the Year; CAN – newsletter and funding news; NCF – Grant news; NPFA – newsletter; East Coast Community Fund – public consultation; CPRE – letters on housing targets and devolution; Norfolk Family Walk at Holkham Hall on 9<sup>th</sup> October.

Circulated after the meeting: Clerks & Councils Newsletters; CAN – Signpost magazine; product information from suppliers.

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

Mr John Askew was invited to update the PC as Cllr Chapman was not present. Work had begun on the tender process and it is hoped that this will be completed before the end of the year. The Buy-a-Brick Booster Fund had been launched to raise £10K and was going well; an additional £40K had been raised through grants; several fund raising events were planned for the next few months and were currently being

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

advertised; £100 had been donated from the Bowls Club. Cllr Askew advised that she had received a request from the committee for the PC to allow MDCSC to use the PCs electricity supply during initial work until a permanent supply could be installed.

*To approve this request Prop: Cllr Norman 2<sup>nd</sup>: Cllr Boyce Agreed.*

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

The Clerk advised that the PFMP wished to purchase a cover for the zip wire cable at £29 plus VAT (Cllr Norman to collect to avoid delivery charge).

*That this should be purchased.*

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

The annual playground inspection was due and the PFMP recommended appointment of The Play Inspection Co as this was the cheapest quote at £59.95 plus VAT.

*To appoint The Play Inspection Co to carry out the inspection.*

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

Cllr Gathercole advised that the members of the public had been seen cutting down more trees and the police had been informed.

**9. Automatic Enrolment – The Pensions Regulator**

In order for the PC to comply with legislation a pension provider needed to be set up and a declaration needed to be made to The Pensions Regulator. NEST could be used as the PCs provider as registration was free. The Clerk's salary did not meet the minimum requirement for the PC to make contributions but a direct debit mandate would need to be signed to complete the registration process.

*That the Clerk should complete the registration with NEST and the declaration to The Pensions Regulator. Prop: Cllr Norman 2<sup>nd</sup>: Cllr Askew Agreed.*

**10. Borough Council Local Plan Review (2016-2036)**

A BC template had been provided for the PC to provide information on the facilities and services in the village. The information was discussed and several queries were raised regarding the appropriate answers. It was agreed that the Clerk should seek clarification from the BC and the matter should be carried forward to the next meeting.

**11. Repairs to the Village Sign**

The work had been completed by Cllrs Gathercole and Norman; there was no charge for the work. Cllr Askew expressed thanks on behalf of the PC and parishioners.

**12. Maintenance of the Trod**

The Clerk advised that despite several contacts with CGM they had not carried out any maintenance of the trod and it appeared that Highways had not carried out any maintenance this year despite an agreement from them that the rangers would have this item added to their work as a standard item for every visit. It was agreed that another meeting should be arranged with Karl Rands, Highways Area Manager West, to discuss this matter and that the Clerk should continue to chase CGM as well. It was reported that hedging was overhanging the trod at land next door to 26 Smeeth Road and it was agreed that a letter should be sent to the owner of the land asking for the hedge to be trimmed.

**13. Highways issues**

Hedge at junction of Trinity Road/Smeeth Road – Clerk to chase up owner for details of when hedge will be trimmed.

It was reported that a parishioner had cleaned the PC notice board.

**14. Finance**

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

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

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

Miss S J Thorpe – Refund of purchase of Microsoft Office for PC laptop £119.99

CGM Ltd – grass cutting for June-August 2016 £327.00

MCP LLP – Legal fees for lease for new community building £300.00

Mazars LLP – External Audit fee £240.00

King's Lynn IDB – flailing of bushes at playing field £120.00

Cllr Long declared a non-pecuniary interest in the payment to King's Lynn IDB

*Agree to sign cheques and approve payments.*

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

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

- c. Report from External Auditor.  
The Clerk advised that the Annual Return had now been completed and the Auditor had found no cause for concern and made no comments or suggestions. The notice of completion of the audit would now be posted on the PC notice board and website.

**15. Planning Matters**

- a. Applications received since last meeting:
  - i. **16/01505/F Proposed annex accommodation at The Vicarage, Church Bank.** The PC discussed the application and made a decision to SUPPORT the application as long as a condition was placed on any approval to prevent the annex being sold as a separate dwelling.
  - ii. **16/01546/F Extensions & alterations to dwelling at 10 Trinity Road.** The PC discussed the application and made a decision to OBJECT to the application as the extension was not in keeping with the character of the surrounding properties and would be detrimental to the neighbouring property.
  - iii. **16/01560/F Proposed workshop at Askew & Barrett (Pulses) Ltd, 108-110 Smeeth Road.** The PC discussed the application and made a decision to SUPPORT the application. No further comments were made.
- b. Planning decisions from the BC.
  - i. **16/00816/F Single storey extension to provide additional lounge/amenity facilities for residents at Hickathrift House, 217 Smeeth Road.** Application permitted.
  - ii. **16/00198/O Outline application for proposed dwellings at land at School Road.** Application withdrawn.
  - iii. **16/01086/F Construction of two buildings for the purposes of cider making for commercial purposes at 412 Smeeth Road.** Application permitted.
  - iv. **16/01156/RM Reserved matters application for proposed residential development at land NE of 197 Smeeth Road.** Application permitted.
  - v. **15/01826/OM Outline application for 17 dwellings including 3 units of affordable housing at land SW side of School Road.** Application permitted.

**16. Public Speaking**

*Resolved that meeting be adjourned for public speaking.*

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

*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 10<sup>th</sup> October 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 Chapman & Gathercole to check accounts before the October meeting.

Cllr Boyce offered her apologies in advance for the next PC meeting.

Meeting closed at 8.35pm.