

## MARSHLAND ST JAMES PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held on 8<sup>th</sup> May 2017

**Present**

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

6 members of the public

Clerk – S Thorpe

**1. Election of Chair**

*To re-elect Cllr Askew as Chair of the Parish Council for 2017/18.*

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

*Agreed.*

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

*Cllr Chapman arrived at this point giving apologies for being late.*

**2. Election of Vice-Chair**

*To re-elect Cllr Gathercole as Vice-Chair of the Parish Council for 2017/18.*

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

*Agreed.*

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

**3. Apologies for Absence**

Cllr Long and Cllr Humphrey (County Councillor).

**4. Confirm Minutes of Meetings Held on 10<sup>th</sup> & 25<sup>th</sup> April 2017**

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 Chapman*

*Agreed.*

*Meeting re-started.*

**7. Matters Arising**

Mintlyn had advised that the pipe surrounding the tap was well insulated within and this was the same structure used in their other cemeteries and worked well; they have had no issues with frozen pipes during the winter months.

A reply had been received from a resident on Smeeth Road regarding cutting back overhanging vegetation onto Dades Lane; it advised that this work would be done.

Cllr Gathercole and the Clerk had carried out an inspection of all of the sewerage covers in the village and 31 had been reported as requiring attention. The sunken water hydrant on Walton Road had also been reported again. Anglian Water had advised that they would respond to the issues by 10<sup>th</sup> May.

**8. Correspondence**

Circulated prior to meeting: Police – invite to Barnstorming event on 2<sup>nd</sup> May with the Police & Crime Commissioner, parish newsletters, rural crime newsletters, minutes for the SNAP meeting, details of King's Lynn SNAP meeting, details of enforcement campaign targeting speeding drivers, Special Constables info event on 4<sup>th</sup> May; NALC – training update, newsletters, detail of Spring Conference; CAN – newsletter and funding news; NCF – Grant news; NCC – Road closure on Ladys Drove, Emneth from 5<sup>th</sup> May; NPFA – Spring newsletter; King's Lynn Town Guides – free walk on 30<sup>th</sup> April; BC – WN Recycling Rewards (nominate a good cause), new property address at Arlington Farm & Marshland Service Centre, Middle Drove, invite to Boundary Review briefing on 22<sup>nd</sup> June.

A letter had been received from Marshland Saints FC thanking the PC for the long term loan of the junior goals and respect barrier.

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

*Agreed.*

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

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- Prop: Cllr Askew. 2<sup>nd</sup>: Cllr Gathercole* *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 the last update had been at the Annual Parish Meeting and since then they had managed to secure funding to fill the shortfall. The legal issues were currently being tied up and then the building work could commence.
- 12. Playing Field Management Partnership (PFMP)**  
No matters had been raised to bring forward to the PC meeting.
- 13. Documentation regarding transfer of ownership of Jubilee Hall**  
Mr J Askew, Chairman of the Jubilee Hall committee, advised that the solicitor and the Charity Commission were still dealing with this item and it should be carried forward.
- 14. Highways issues**  
The Clerk advised that she had not received any further update on outstanding issues since the last meeting.  
Issues to follow up:  
School Road – pot holes between the school and the old railway crossing  
Walton Road – pot holes in the middle of the road getting larger  
Smeeth Road – pots need moving back and footpath to be sided out  
*Action: Clerk to chase up issues with Highways.*
- 15. Finance**
- a. Supporting Statement to accompany Annual Return.  
A copy of the document had been given to all Councillors prior to the meeting. A brief discussion took place.  
*To accept the Supporting Statement.*  
*Prop: Cllr Chapman 2<sup>nd</sup>: Cllr Askew* *Agreed.*
- b. Internal Auditors Report for 2016/17.  
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 Hook 2<sup>nd</sup>: Cllr Coleman* *Agreed.*
- c. Statement on Internal Control for 2016/17.  
A copy of the document had been given to all Councillors prior to the meeting.  
*To approve the Statement on Internal Control.*  
*Prop: Cllr Norman 2<sup>nd</sup>: Cllr Chapman* *Agreed.*
- d. Completion of Annual Governance Statement for 2016/17.  
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 Chapman 2<sup>nd</sup>: Cllr Peckitt* *Agreed.*  
The Clerk advised that the exercise of electors' rights would run from 5<sup>th</sup> June to 14<sup>th</sup> July 2017. All relevant documents would be displayed on the PC website.
- e. Acceptance of Accounting Statements for 2016/17  
*To approve the Accounting statements on page 3 of the Annual Return.*  
*Prop: Cllr Chapman 2<sup>nd</sup>: Cllr Gathercole* *Agreed.*
- f. Payment to church for hire of building for PC meetings for 2016/17.  
*To make a payment of £350 to the Church.*  
*Prop: Cllr Norman 2<sup>nd</sup>: Cllr Gathercole* *Agreed.*
- g. *Accept accounts to 30<sup>th</sup> April 2017.*  
*Prop: Cllr Coleman 2<sup>nd</sup>: Cllr Gathercole* *Agreed.*
- h. The list of payments due as follows was read out:
- |   |         |
|---|---------|
| Miss S J Thorpe – Expenses/admin Jan-April        | £82.48  |
| Mrs C M Hurley – Internal Audit fee               | £50.00  |
| NPFA – Membership subscription 2017/18            | £25.00  |
| Vesey UK Ltd – purchase of football goals/barrier | £293.99 |
- Agree to sign cheques and approve payments.*  
*Prop: Cllr Askew 2<sup>nd</sup>: Cllr Chapman* *Agreed.*
- 16. Planning Matters**
- a. Applications received since last meeting:
- i. **17/00566/F Rear extension to dwelling at 17 Walton Road.** The application was

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discussed and it was agreed to SUPPORT the application.

ii **17/00814/F Proposed relocation of gates at Lime Lodge, 224A Smeeth Road.**

The application was discussed and it was agreed to SUPPORT the application.

iii **17/00561/F Proposed residential development at Victoria House, Bonnetts Lane.**

The BC had asked the PC to consider the application again as amendments had been received to the application following a response to the consultation from Anglian Water. The proposed development had been reduced in size and moved further away from the Pumping Station. The amendments were discussed and it was agreed that these amendments did not affect the previous decision to SUPPORT the application and that the Clerk should respond to say that the original comments made by the PC still applied as well as raising the issue that the ditch next to the Pumping Station should remain and be kept clear.

*Cllr Boyce declared an interest in the following application and left the room at this point.*

iv **17/00864/F Variation of Condition 1 of Planning Permission 16/01763/RM: Reserved Matters Application, erection of 2 detached dwellings at 2 Trinity Road.**

The BC had consulted the PC on a proposed variation to a condition relating to the previous application. The amendment referred to a change of location of the entrances from the Smeeth Road highway for both plots, and the layout of one of the plots. The application was discussed and it was agreed to SUPPORT the application.

*Cllr Boyce returned to the room at this point.*

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

i. **17/00413/RM Reserved matters application for plot at land adj 73 Smeeth Road.**

ii Rear extension at Hope Farm, 241 Smeeth Road – The BC Enforcement team had advised that planning permission for this extension had been granted previously.

**17. Public Speaking**

*Resolved that meeting be adjourned for public speaking.*

*Prop: Cllr Chapman*

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

*Agreed.*

*Meeting re-started.*

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

Cllr Gathercole raised a concern over the land adjacent to the allotment plots on Moses Bank. The land was owned by Norfolk County Council and had become very overgrown. It was agreed that a letter should be send by the Clerk as this was an urgent matter and could not wait another month. Cllr Gathercole also advised that one of the allotment plots needed attention as was also overgrown.

Cllr Chapman asked for the following item to be added to the next agenda “to consider purchase of a defibrillator for the village”

Items to remain on agenda as already agreed.

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

Monday 12<sup>th</sup> June 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.

Cllr Hook gave his apologies in advance for this meeting.

Cllrs Chapman & Gathercole to check accounts before the June meeting.

Meeting closed at 8.18pm.