

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on 11th December 2017

Present

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

Ten members of the public

Clerk – S Thorpe

1. Apologies for Absence

Cllr Chapman to arrive late.

2. Confirm Minutes of Meetings Held on 13th & 27th November 2017

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

2nd: Cllr Gathercole

Agreed.

Meeting re-started.

5. Matters Arising

The Clerk advised that she had checked the definitive map and there was no Public Right of Way to Dades Lane, next to 41 Smeeth Road. It was agreed that no further action was needed regarding the gate obstructing the access.

A further response had been received from Karen O’Kane at Better Broadband for Norfolk (BBfN) which advised that none of the new properties had been included in her figures but it was important developers register new developments. It provided a map of part of the village showing the current and proposed service; this showed that in some areas not all properties would be covered by past or planned upgrades but did not give specific information on each property. It was felt that nothing more could be done on this issue.

A response from Norfolk County Council (NCC) to advise that they were waiting for the Highway Operational team to move the 40mph signs on School Road.

CGM had advised that the trod had been sprayed on 23rd October but due to the cold weather may take longer to show the effect. They had also confirmed that they would carry out the winter remedial work on the trod as requested.

A reply had been received from Lorne Green, Police and Crime Commissioner for Norfolk regarding fly grazing horses in the area. It advised that the police had been involved in a joint enforcement day with NCC, who were the lead enforcement agency, when signs had been installed. NCC had provided assurance that they intended to take enforcement action but since then he had been informed that NCC would only be monitoring the situation. As NCC would need to lead any enforcement he suggested that further representation should be made to them. The horses had now been moved so no action was needed at the moment.

Cllr Chapman arrived during the above item giving his apologies for being late.

6. Correspondence

Circulated prior to meeting: BC – info on Parish Precept setting for 2018/19, Mayors Design Awards 2018, new property address at 44 Smeeth Road; Police – rural crime newsletters, parish newsletters, Council Tax consultation from the Police and Crime Commissioner, invite to King’s Lynn drop-in SNAP meeting; NALC – newsletters, grants and other funding news; CAN – newsletter, funding news; NCC – Consultation on budget; SAAA – appointment of external auditor; King’s Lynn to Hunstanton Railway Project – info and invitation to meeting, press release; NPTS – training programme; CGM – December newsletter and seasons greetings.

7. Co-option of Parish Councillor

Yvonne Howard had withdrawn her application and therefore the only applicant was Jeremy Wilkinson. An informal interview had taken place with him prior to the meeting.

To co-opt Jeremy Wilkinson to fill the vacancy

Prop: Cllr Long

2nd: Cllr Hallett

Agreed.

Jeremy Wilkinson signed the declaration of acceptance of office and joined the other Councillors at the table.

8. Community Building Project update from MDCSC

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

The building had been decorated; fittings in the toilets and kitchen units were being installed; the boiler was in place and the stage was being constructed. Outside the slab was ready for the containers; the footpath from the changing rooms to the field and bowls green had been completed; and the new drainage was done. The electricity would be connected on about 20th January and the sewerage connection to be arranged. All was looking good and bookings were being taken; completion expected by mid-January 2018.

9. Playing Field Management Partnership (PFMP)

No matters to bring forward to this meeting.

10. Update on removal of the pavilion building at the playing field

The Clerk advised that she had been informed that as long as the PC obtained confirmation, from the person taking the pavilion building away, that they were aware of the asbestos and would take the appropriate precautions when dismantling and dispose of appropriately when necessary (guidance was available on the HSE website) this would be sufficient. The Clerk and Cllr Gathercole had met with the person wishing to obtain the pavilion and discussed the situation with him. He was happy to sign documentation to confirm the above, and a copy of the asbestos survey would also be passed to him. He had been told that the building would be available from approximately 25th January, exact date to be confirmed later, and that he would be given seven days to dismantle and take away. He was happy to obtain the building free of charge on these conditions and advised that he had previously dismantled a similar building so was aware of what he was doing. All agreed that this was a very good result as the building would be removed at no cost to the PC and that the paperwork should be completed by the Clerk.

11. Area around the War Memorial

Mintlyn had advised that they were surprised that the PC were not happy with the design of the wooden structure as they felt that they had consulted the PC prior to installation and that the PC were happy with the result. They asked what suggestions the PC had for solving the issue. It was agreed that a good quality cabinet would be a better option, as had previously been at the site, as the water bottles were kept within the cabinet. Cllr Norman to provide a sketch of a suitable cabinet which would be passed to Mintlyn for consideration.

12. Overgrown piece of land near the old railway line

A resident had contacted the PC to complain about the piece of land next to the old railway line, which was very overgrown and being used as a dump. Enquiries had been made about ownership and a possible owner had been identified.

That Land Registry should be contacted to confirm ownership and then the owner should be contacted and asked to deal with the issue.

Prop: Cllr Chapman 2nd: Cllr Coleman Agreed.

13. Decorative Village Gateways

The Clerk had obtained a quotation for a third gate, which was £573.68, making the total for all three gates £2699.89 plus VAT; installation would cost £375 so the total cost of the project was £3074.89. An application had been made for 50% of the funding from the Parish Partnership Scheme (PPS) in 2018/19. Confirmation had also been obtained from the supplier that the price would still be the same in April 2018 when the result of the bid was received.

14. Review of Parish Council Policies and 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 2016/17. The review of the documents was discussed.

To adopt all of the above as per drafts circulated.

Prop: Cllr Norman 2nd: Cllr Chapman Agreed.

15. Parish Council meeting dates for 2018

Meeting dates for 2018 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 23rd April. Dates would be put on the notice board and website and a copy had been provided to all Councillors.

16. Implications of the new Data Protection Regulations

A report had been produced and given to all Councillors prior to the meeting. It advised of the changes in regulations from May 2018 and that work was involved for the PC to

be ready for the implementation. Part of this would involve a full review of all documentation held by the PC, and would have a significant impact on the duties of the Clerk. The matter was discussed and it was felt that a working party was not needed to deal with this issue and that the Clerk should be left to handle the work involved and update the PC on the progress at future meetings.

That the Clerk should commence the process of preparation for the implementation of the new regulations; overtime to be paid at standard rate for additional hours.

Prop: Cllr Askew

2nd: Cllr Gathercole

Agreed.

17. Request for financial contribution towards the running costs of the Marshland Hall for years one and two of operation

A request had been received from MDCSC for the PC to make a grant of £7000 per annum for years one and two of operation (2018 and 2019) in order to assist with running costs while the new community building fully established itself and became financially sustainable. The report advised that there was no other grant funding available to assist with this. The matter was discussed at length with various views being expressed on how the PC should help the new community building within its limited budget.

That MDCSC should be offered a loan of £5000 now, with repayment within the next three years, and that £2000 should be given to them every 6 months from April 2018 onwards until it was no longer needed.

Prop: Cllr Long

2nd: Cllr Chapman

A second proposal was made:

That the PC should give MDCSC £7000 each year for 2018 and 2019 as requested.

Prop: Cllr Askew

2nd: Cllr Gathercole

A recorded vote was requested on the first proposal:

In favour: Cllrs Boyce, Chapman, Coleman, Hallett and Long

Against: Cllr Askew

Abstaining: Cllrs Gathercole, Norman and Wilkinson

The first proposal was agreed by 5 votes in favour so no voting took place on the second proposal.

It was also mentioned that when the £5712 was repaid from the Jubilee Hall committee consideration could be given to making this available for MDCSC if required.

18. Highways issues

Issues that had previously been reported to be followed up:

Walton Rd – dip in road near Harps Hall corner

New issues to report to Highways, Borough Council and residents as appropriate:

Walton Rd & School Rd (junction with Smeeth Rd) white lines need repainting

Walsoken Rd – (corner near tunnel) white lines need repainting

Black Drove (over Rungays Bridge) – pot holes and surface needs attention

Black Drove (Stow Bridge side of Neeps Bridge) – pot holes

Smeeth Rd (junction with Walton Rd & School Rd) – to consider a streetlight at the junction to be added to the next agenda

Smeeth Rd – edge of trod in poor condition from vehicles running over edge at points where new construction is taking place: clerk to check if planning condition was placed on permission as requested by PC to ensure damage was repaired

Walton Rd – hedge overgrowing onto footpath from No 3

“Walton Rd” and “Hope Lane” street name signs need repair to posts

19. Finance

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

BCKLWN – planning application for containers	£97.50
Swann Edwards Architecture Ltd – planning drawings for application	£360.00
DE Gathercole – refund of cesspit emptying	£70.00
NPT&S – Councillor training	£45.00

Agree to sign cheques and approve payments.

Prop: Cllr Long

2nd: Cllr Chapman

Agreed.

b. Budget for 2018/19

Draft figures had been circulated for 2018/19. The information was discussed.

20. Planning Matters

a. Applications received since last meeting:

The Chairman advised that consultation on a reserved matters application had arrived with the Clerk that day and that she felt it should be considered tonight in order to

avoid an additional meeting between Christmas and the New Year.

To consider the additional application tonight

Prop: Cllr Askew

2nd: Cllr Gathercole

Agreed.

- i **17/02237/F Proposed storage containers and associated groundworks to Marshland St James Community Centre at Playing Field, Smeeth Rd.** The application was discussed. Cllr Coleman expressed objection to the position of the containers.

That the PC should support the application

A recorded vote took place:

In favour: Cllrs Askew, Boyce, Chapman, Gathercole, Hallett, Long, Norman & Wilkinson.

Against: Cllr Coleman.

To SUPPORT the application by a vote of 8 votes for to 1 against.

- ii **17/02316/RM Reserved matters: erection of dwelling and garage (plot 3) application for one dwelling (plot 1) at land South of 26 Smeeth Rd.** The application was discussed and it was agreed to SUPPORT the application as long as a condition was placed on the approval that any damage or disruption to the trod must be repaired.

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

- i. **17/01728/RM Reserved matters: Proposed 3 no 4-bed new dwellings at 171 Smeeth Rd**

- ii **17/01898/F Proposed new dwelling and associated works at land adjacent Marshfield, Trinity Rd.**

- iii **17/01905/F Proposed conversion of existing outbuilding to create residential extension with annex at The Granary, Middle Drove.**

21. Public Speaking

Resolved that meeting be adjourned for public speaking.

Prop: Cllr Norman

2nd: Cllr Long

Agreed.

Meeting re-started.

22. Clerk's hours of work (confidential matter – public and press excluded)

To increase the Clerk's hours to 40 per calendar month with immediate effect

Prop: Cllr Chapman

2nd: Cllr Norman

Agreed.

23. Councillors Concerns and Agenda Items for the Next Meeting

Items to remain on agenda as already agreed along with "Walsoken Rd – to consider a street name sign and streetlight for the junction with Smeeth Rd" and "Venue for future PC meetings."

24. Date of Next Parish Council Meeting

Monday 8th January 2018 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 and Boyce to check accounts before the January and February meetings.

Meeting closed at 9.35pm.