

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on 23rd July 2018

Present

Councillors: Askew (Chair), Boyce, Coleman, Gathercole, Hallett and Thorpe.

No members of the public

Clerk – S Thorpe

1. Apologies for Absence

Apologies had been received from Cllr Norman and Cllr Wilkinson.

2. Confirm Minutes of Meetings Held on 11th June and 16th July 2018

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

No members of the public were present.

5. Matters Arising

None.

6. Correspondence

Circulated prior to meeting: Police – parish newsletters, rural crime newsletters, Norfolk Safer Community Awards 2018; NALC – newsletters, Star Council Awards 2018; CAN – newsletter, funding news; NCC – invitation to networking event, consultation on Norfolk Minerals & Waste Local Plan Review, West Norfolk Early Help Bulletin & service directory, temporary road closure on Smeeth Road from 25th to 29th July; BC – new property address at 34 and 36 Smeeth Road, dog fouling and litter survey, notice of charges for uncontested elections, statement of licensing policy review; launch of “Growing Communities” project; Kickstart Norfolk – rural moped scheme; County Farms – Tracks newsletter and tenants meeting; Sport England – Active Places Newsletter; NPFA – invitation to annual summer party; BBfN – notification of additional broadband cabinet to be installed on Smeeth Road (Marshland Smeeth 7).

7. Playing Field

- Quotations were being sourced for a new gate from the hedge to the play area.
- The dyke at the front was now clear of water and therefore it was the perfect time to get the mud blasted out from the culvert. The company who carried out the work a few months ago was no longer in business. Cllr Boyce to provide contact details to the Clerk for another contractor.
- Signs for the barriers had been ordered.
- Anglian Water to complete sewerage connection for the Hall over the next week and they would be resurfacing the PC car park area the following week.
- New posts had now been installed between the Hall and the play area.
- South side entrance barrier and goal posts had been painted.
- Gates to Bowls Green to be painted shortly.

8. Community Notice Board

Three quotations had been obtained for a notice board; the quotations were discussed.

To purchase a notice board from Earth Anchors for £598 plus VAT with funding from the Community Infrastructure Levy income.

Prop: Cllr Askew 2nd: Cllr Gathercole Agreed.

Notice board to be positioned next to the PC notice board.

That Cllr Gathercole should install the notice board and charge the PC for his time and materials.

Prop: Cllr Thorpe 2nd: Cllr Hallett Agreed.

9. Clerk’s National Pay Award for 2018

The Clerks contract employed her on a national pay scale of SCP 22. A 2% pay rise had been agreed from 1st April 2018.

To approve the pay award for the Clerk.

Prop: Cllr Boyce 2nd: Cllr Gathercole Agreed.

10. Parish Partnership Scheme for 2019/20

A brief discussion took place on whether a bid should be submitted this year; the deadline for applications was 7 December. No items were put forward at this stage.

11. Compliance with General Data Protection Regulations

The Clerk had produced three further documents to complete the compliance process. These were a Privacy Notice; a GDPR Risk Assessment and an Assessment of Personal Data held by the PC.

That the PC should adopt these documents.

Prop: Cllr Hallett

2nd: Cllr Coleman

Agreed.

12. Condition of trod on Smeeth Road

A resident had raised concerns about damage to the trod between No 26 and No 46 Smeeth Road, where new properties had been constructed. It was agreed that Cllr Coleman, Cllr Thorpe and the Clerk would take a look at the area, and letters would be sent to owners asking them to repair damage as appropriate.

13. Highways issues

Chapel Lane & Bonnetts Lane – pot holes had been repaired

Smeeth Road – trod between No 70 and No 80 had been repaired by the Rangers

New issues to report:

Hickathrift Field – street name sign obscured by overhanging hedge.

Walton Road (No 15) – foundations exposed around street light.

Pumping Station Bungalow – overhanging hedging needs trimming back.

Wheatsheaf Forge – overhanging hedging needs trimming back.

Smeeth Road/Trinity Road junction – Anglian Water cover had disappeared.

Trinity Road (No 33) – static caravan had been installed.

Hungate Road up to playing field (Emneth) – pot holes.

Smeeth Road/Walton Road junction - pot holes and loose drain cover.

Lots of properties currently had overhanging hedges – put general notice in Marshland Messenger to ask residents to trim.

Action: Clerk to report new issues, chase up outstanding issues and send letters to residents where appropriate.

14. Finance

a. *Accept accounts to 30th June 2018.*

Prop: Cllr Gathercole

2nd: Cllr Hallett

Agreed.

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

Miss S J Thorpe – Clerk's expense/admin/training/arrears of pay	£363.22
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CGM Ltd – Grounds maintenance for June/July	£339.60
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King's Lynn IDB – cutting back of trees at playing field	£172.80
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Walker Construction Services Ltd – installation of CCTV	£682.63
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E & DE Gathercole – playing field maintenance	£243.22
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Agree to sign cheques, approve amendment to standing order for Clerk's salary and approve payments.

Prop: Cllr Boyce

2nd: Cllr Askew

Agreed.

15. Planning Matters

a. Applications received since last meeting: None

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

i **18/00607/F Proposed new balcony platform at 65 Smeeth Road**

ii **18/00837/RM Reserved matters application for plots 1 & 2 at land between 135 and 145 Smeeth Road.**

iii **18/00936/F Proposed two storey & rear extension at Rosewall House, 390 Smeeth Road.**

The following application had been withdrawn:

iv **17/01861/RM Reserved matters application for plot 3 at land south of 26 Smeeth Road.**

16. Public Speaking

No members of the public were present.

17. Councillors Concerns and Agenda Items for the Next Meeting

Items to remain on agenda as already agreed along with "Allotment Rent Review."

18. Date of Next Parish Council Meeting

Monday 10th September 2018 at 7.00pm for a Playing Field Management Partnership Meeting followed by an Ordinary Parish Council meeting at 7.30pm; all meetings at Marshland Hall.

Cllrs Long and Norman to check accounts before the September meeting.

Meeting closed at 8.38pm.

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