

# MARSHLAND ST JAMES PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting held on 14<sup>th</sup> May 2018

### Present

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

1 member of the public

Clerk – S Thorpe

### 1. Election of Chair

*To re-elect Cllr Askew as Chair of the Parish Council for 2018/19.*

*Prop: Cllr Gathercole                      2<sup>nd</sup>: Cllr Boyce                      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 2018/19.*

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

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

### 3. Apologies for Absence

None

### 4. Confirm Minutes of Meetings Held on 9<sup>th</sup> & 23<sup>rd</sup> April 2018

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

*Meeting re-started.*

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

### 7. Matters Arising

- Hedge overhanging footpath on Walton Road had been cut back
- Norfolk County Council (NCC) had advised that a feeder taxi service had been set up to transfer students from Emneth Hungate to Terrington St John following the removal of the 67 route bus service through the village.
- Mr Karl Rands, Western Area Manager for Highways at NCC had been contacted about the lack of visibility when exiting from the North entrance of the car park at the playing field due to the hedge at No 164. He had responded to say that we had corresponded a few times over this issue and he felt that the introduction of a "in" only entrance for this North entrance should help with this issue and that he felt most drivers would obey signage to state that this entrance was "in" only. He did not feel that it would be reasonable to request the hedge be cut back further by the owner as this would in effect require the owner to remove the hedge completely; however, he would ask for the hedge to be monitored and arrange for trimming should it be required.

### 8. Correspondence

Circulated prior to meeting: Police – parish newsletters, rural crime newsletters; NALC – newsletters; CAN – newsletter and funding news; NPFA – newsletter; NCC – Early Help Bulletin & service directory, children’s services survey, request to vote for West Norfolk Carers, temporary road closures on Smeeth Road from 8<sup>th</sup>-14<sup>th</sup> May and on School Road on 27<sup>th</sup> May, slides from PC Network Event; NPFA – Spring newsletter; King’s Lynn Town Guides – info on 2018 walks; BC – new property address at 41 Walton Road; Better Broadband for Norfolk – info on proposed new cabinet to be installed opposite No 135 Smeeth Rd; Marshland Hall – invitation to viewing event; Boundary Commission – request for feedback on recent BC ward boundary review; UEA – notice of open evening for new students.

A letter had been received from Marshland Hall thanking the PC for the donation of £7712 to support the running costs of the Hall.

Circulated after the meeting: Clerks & Councils Direct and offers on sports equipment.

### 9. Casual Vacancy for Parish Councillor

A vacancy had occurred following the resignation of Cllr Chapman. The BC notice had

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been displayed inviting a call for an election to fill the vacancy but no election had been called, the PC was therefore able to co-opt and a notice was currently displayed inviting applications. The deadline was 28<sup>th</sup> May so hopefully the vacancy could be filled at the next PC meeting.

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

Cllr Coleman asked if appointment of a representative for the Police could also be considered but this would need to be an agenda item for the next PC meeting.

*For Cllr Norman and Cllr Gathercole to remain as the PC representatives on the Playing Field Management Partnership. For Cllr Long to remain the PC representative on the MDCSC committee. For Cllr Coleman to remain the PC's BC planning committee representative.*

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

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

The new Hall was running okay other than a few initial snags which were being sorted out. It was agreed that this item no longer needed to be on the agenda.

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

The water tap from the pavilion site needed to be moved so that it could be used for the Bowls Green. BJ Plant Hire had advised that they were willing to carry out the work for the cost of the materials only, as this could be done when they installed the new fencing; the cost was likely to be between £100 and £150. Cllr Norman advised that the Bowls Club would go 50/50 with the cost if the PC were willing to approve this work.

*That the water tap should be moved to within the Bowls Green and the PC would split the cost of the work with the Bowls Club.*

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

Cllr Gathercole reported that the culvert, which went under the road from the edge of the Bowls Green, had been tested for the fall and it did have a 4" drop in the correct direction; however, there was still a problem with the culvert disintegrating in one place and it was possible that there was a blockage under the road which had been reported to Highways. Further investigation would be needed when the water level had dropped. The contractor had tried to clear the culvert under the entrance to the car park but had been unable to complete the task and had therefore only charged half of the quoted price. The Hall was still having to empty the septic tank on a regular basis and had so far spent £280 on this item; it was likely to be July before the new sewerage connection was completed. Fertiliser was to be put on the playing field shortly but no weedkiller would be applied this year. The installation of the hardcore on the roadway to the field had been completed.

**13. Future use of the pavilion building site**

MDCSC had advised that they had sufficient funding to install some additional disabled car parking on the pavilion building site as well as a footpath, to allow disabled access, from the PC car park to the hall and across from the hall to the play area. A plan had been provided to show the proposed work.

*That the PC should give permission for the work to go ahead as shown on the plan.*

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

**14. Dykes off Bonnetts Lane**

A meeting had been arranged between the adjacent landowner, Cllr Gathercole, Cllr Wilkinson and the Clerk. The work had been completed the day before the meeting took place; however, the landowner had asked for the meeting as he was unhappy that he had received three letters from the PC asking for the work to be done when he had previously informed Cllr Gathercole that he would do the work. It had been explained that this verbal agreement had been given several months before the work was done and that it was the policy of the PC to write to landowners, when such matters were brought to their attention, and they had received complaints about the dyke.

**15. Condition of trod on Smeeth Road**

Carry forward as Cllr Askew and Gathercole still needed to look at the area in front of Askew & Barrett Ltd.

**16. Highways issues**

Concerns had been expressed about the condition of the cemetery. The grass had not been cut and had become very long and then when it had been cut large clumps of grass had been left all over and some gravestones had been damaged. It was agreed

that the Clerk should contact the BC and arrange a meeting with a BC representative and Cllr Askew and Norman to view the situation and discuss a way forward. A discussion took place on the reply from Karl Rands, Highways Area Manager, about the hedge at No 164 Smeeth Road. Some Councillors felt that the hedge did need attention at the moment and that it could be halved and lowered without it being taken down. It was agreed by a majority that the Clerk should reply asking for Highways to request further work be done on the hedge.

Resurfacing work had been done on Middle Drove and between School Road and Button Hole Lake. White lines had been repainted at the School Road/Walton Road junction with Smeeth Road and Bonnetts Lane but not at the Walsoken Road junction. Issues to follow up:

Walsoken Road – white lines need repainting at junction with Smeeth Road

Walton Road – pot holes in the middle of the road getting larger

New issues to report:

School Road (near The Gatehouse) – pot holes

Bonnetts Lane – pot holes

Chapel Road – pot holes

School Road (Marshland Villa Barn – Church Farm Cottages) – culvert collapsed

Lane off Rustons Road – pot holes (already reported by parishioner but Cllr Askew to provide photos for Clerk to forward to Highways).

*Action: Clerk to report new issues and chase up outstanding issues with Highways.*

## 17.

### Finance

- a. Supporting Statement for Annual Governance & Accountability Return (AGAR)  
A copy of the document had been given to all Councillors prior to the meeting. A brief discussion took place and the Clerk answered some queries on the figures.  
*To accept the Supporting Statement.*  
*Prop: Cllr Wilkinson                      2<sup>nd</sup>: Cllr Hallett                      Agreed.*
- b. Internal Auditors Report for 2017/18.  
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 2017/18.  
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 Boyce                              Agreed.*
- d. Completion of Annual Governance Statement for 2017/18 from the AGAR  
The Annual Governance Statement was read out at the meeting.  
*To agree to answer "yes" to statements 1-8 on page 4 of the Annual Return.*  
*Prop: Cllr Hallett                              2<sup>nd</sup>: Cllr Long                              Agreed.*
- e. Acceptance of Accounting Statements for 2017/18 from the AGAR  
*To approve the Accounting statements on page 5 of the Annual Return.*  
*Prop: Cllr Boyce                              2<sup>nd</sup>: Cllr Askew                              Agreed.*  
The exercise of electors' rights would run from 4<sup>th</sup> June to 13<sup>th</sup> July 2018. All relevant documents would be displayed on the PC website.
- f. Payment to church for hire of building for PC meetings for 2017/18. Meetings had taken place at the church up until February 2018.  
*To make a payment of £350 to the Church.*  
*Prop: Cllr Norman                              2<sup>nd</sup>: Cllr Long                              Agreed.*
- g. *Accept accounts to 30<sup>th</sup> April 2018.*  
*Prop: Cllr Hallett                              2<sup>nd</sup>: Cllr Gathercole                      Agreed.*
- h. The list of payments due as follows was read out:
- |                                                                       |          |
|-----------------------------------------------------------------------|----------|
| Miss S J Thorpe – Expenses/admin Dec-April                            | £67.92   |
| Mrs C M Hurley – Internal Audit fee                                   | £50.00   |
| Norfolk County Council – PPS contribution from PC                     | £1537.45 |
| BJ Plant Hire Ltd – drainage work at the playing field                | £2964.00 |
| Button Engineering Ltd – height restriction barrier for playing field | £1764.00 |
| SDS Ltd – jetting of drainage pipe at playing field                   | £72.00   |
| CGM Group Ltd – grounds maintenance for April 2018                    | £67.80   |

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E & DE Gathercole – hardcore for entrance/locks for barrier £281.28  
*Agree to sign cheques and approve payments.*  
*Prop: Cllr Long 2<sup>nd</sup>: Cllr Boyce Agreed.*

**18. Amendment to Financial Regulations**

Draft wording had been put forward for insertion into the Financial Regulations under item 4.1 as follows: “When the Council has agreed that work shall be carried out, or items will be purchased, and the cost is likely to be under £250, the Clerk will initially obtain a quotation and then consult the Chairman and Vice-Chairman; if all are in agreement that the price quoted is reasonable the quotation will be approved without the need for further quotations or the matter being discussed again by the Council” Cllr Coleman stated that this suggestion should not be considered as she believed it compromised the transparency and accountability of the PC and she wished her comments to be recorded in the minutes and would be voting against any proposal to include this amendment. Cllr Long felt that this was a delegation of authority to the Clerk and did not represent any compromise of transparency or accountability; he suggested a slight rewording of the amendment that once the Clerk had obtained a quotation the decision should be made by the Clerk in consultation with the Chairman and/or Vice-Chairman (if either had a conflict of interest in the matter they would not take part in the consultation). The matter was discussed.

*That the reworded amendment should be adopted into the Financial Regulations*  
*Prop: Cllr Long 2<sup>nd</sup>: Cllr Norman Agreed.*

**19. Compliance with General Data Protection Regulations (GDPR)**

The Clerk had provided information on a company called Local Council Public Advisory Services (LCPAS) who were offering a Data Protection Officer (DPO) service, templates of documents needed to comply with GDPR and help and support for £125 per year. A discussion took place on whether this service was needed and what the other alternatives were; the Clerk advised that she was not willing to take on the DPO role as she did not feel she was an expert in GDPR and if the PC did not wish to enter into a service level agreement with LCPAS then she would need to produce all of the documents needed to comply with GDPR and this would take several hours.

*To initially enter into a service level agreement with LCPAS for 1 year and adopt all of the draft documentation provided in order to comply with GDPR*

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

**20. Report from Police Engagement meeting**

Cllr Coleman provided information from the meeting she had attended which included staffing matters, SNAP meetings, text messaging service, results of recent campaigns and current issues being faced by the police.

**21. Planning Matters**

a. Applications received since last meeting: None

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

i. **18/00304/RM Reserved matters for dwelling at plot 2 at land south 26Smeeth Rd**

ii **18/00415/F First floor extension at 86 Smeeth Rd**

iii **18/00371/F Retrospective application for storage building at 17 Walton Rd**

c. Government consultation on powers for dealing with unauthorised developments and encampments. The matter was discussed; it was agreed that no response was needed.

**22. Public Speaking**

*Resolved that meeting be adjourned for public speaking.*

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

*Meeting re-started.*

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

“Rep for Police Engagement” and “signage stating “no exit” at north entrance to playing field car park.” Other items to remain on agenda as already agreed.

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

Monday 11<sup>th</sup> June 2018 at 7.15pm, for a Playing Field Management Partnership meeting followed by an Ordinary Parish Council meeting at 7.30pm; all meetings at Marshland Hall. The July PC meeting had been rescheduled from 9<sup>th</sup> July to 23<sup>rd</sup> July. Cllrs Gathercole & Hallett to check accounts before the June meeting.

Meeting closed at 9.08pm.

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