

## MARSHLAND ST JAMES PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting held on 10<sup>th</sup> September 2018

**Present**

Councillors: Askew (Chair), Coleman, Gathercole, Norman, Thorpe and Wilkinson

Three members of the public

Clerk – S Thorpe

**1. Apologies for Absence**

Apologies had been received from Cllr Boyce and Cllr Hallett.

**2. Confirm Minutes of Meetings Held on 23<sup>rd</sup> July and 13<sup>th</sup> August 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**

*Resolved that meeting be adjourned for public speaking,*

*Prop: Cllr Norman*

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

*Agreed.*

*Meeting re-started.*

**5. Matters Arising**

Some issues which had been reported to Highways in recent weeks required further information on their location as Highways had been unable to find them.

Damage to foundations for street light on Walton Road – Highways had advised that they had inspected the site and discussed the matter with the landowner who had agreed to backfill to make good. They also confirmed that no permit had been sort before carrying out the work. They believed that the street light was safe at present but suggested that the PC might also like to contact the landowner as the street light was our responsibility.

BC Planning Enforcement had advised that they would investigate the alleged unauthorised use on Trinity Road.

Entrance and no exit signs had now been installed on the south side entrance to the playing field car park.

**6. Correspondence**

Circulated prior to meeting: Police – parish newsletters, rural crime newsletters; NALC – newsletters, café cluster event; CAN – newsletter, funding news, training; NCC – annual review of small schools, West Norfolk Early Help Bulletin & service directory, rangers visit; BC – new property address at Neep’s Bridge Farm; Sport England – Active Places Newsletter; NPFA – invitation to AGM; Alive Leisure – request for info for rural facilities & activity audit; Marshland Hall – info on Macmillan coffee morning on 25<sup>th</sup> September for 10am–2pm; King’s Lynn Community Cinema – forthcoming events. To be circulated after the meeting: Clerk’s & Councils Direct.

**7. Playing Field**

Cllr Norman had asked for this item to be placed on the agenda at the June meeting; he advised that most of the things that he had wished to bring up had now been resolved but noted that the PC had spent a lot of money on the playing field since the completion of the new Hall. He agreed that this item could now be dropped.

**8. Issues from the Playing Field Management Partnership meeting.**

Skate Ramp – Cllr Norman advised that he had been approached by a member of the public, who had been involved in the original construction of the ramp, to offer his assistance with renovating the ramp. The member of the public had offered to get a team of volunteers to carry out the work, free of charge, if the PC were willing to supply the materials. It was agreed that the work must be done to a required standard with replacement materials being ‘like for like;’ but the top surface was still good.

*That the member of the public should be asked to inspect the skate ramp and then write a report explaining the work that was needed, an approximate cost for materials, and a timescale for completion.*

*Prop: Cllr Norman*

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

*Agreed.*

New litter bin for play area – the litter bin at the play area needed to be replaced as it did not have a lid. It was also suggested that a notice should be put on the bin asking for residents to take their rubbish home.

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

*To purchase a new litter bin like the one in the middle of the car park.*

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

Culvert at the front of the playing field site – the culvert had been jettied and a report had been provided by the contractor which advised that the pipe required cutting level and extending 1.2m and a small headwall fitting.

*That the contractor should be asked to provide a quotation for the work and if it was under £250 the quotation should be accepted; if it was above this figure Councillors to be consulted before acceptance of quotation.*

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

Pipe in next culvert under the road – the contractor's report also advised that this pipe was damaged and controlling the height of the water in the dyke keeping it quite deep. It was agreed that Anglian Water should be asked to inspect their work under the road, which was carried out by their contractor when the sewerage system was installed, as the damaged pipe was holding up our water. Cllr Gathercole to meet with them to explain the situation.

New gate – a new gate was required to prevent vehicular access to the field between the play area and the boundary. A quotation of £494.00 plus VAT for the gate and posts had been obtained. It was felt that this price was very reasonable and lower than the cost of having a gate made by a local supplier.

*That the gate should be purchased (Clerk to check price before ordering)*

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

*That B J Plant Hire Ltd should be asked to install the gate*

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

Signs – several signs had been produced for the playing field; disclaimer notices for the play area and skate ramp, dogs not allowed, "please close the gate" along with Neighbourhood Watch Area signs for either end of the village.

*That these signs should be installed and Cllr Gathercole should be asked to install them and be reimbursed for his time.*

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

#### **9. Condition of trod on Smeeth Road**

Cllr Coleman, Cllr Thorpe and the Clerk had inspected the damage to the trod between No 26 and No 46 Smeeth Road, where new properties had been constructed. Letters had recently been sent to owners asking them to repair damage. Highways had also been asked to carry out further work on the repairs to the trod between No 70 and No 80 Smeeth Road. Cllr Coleman advised that many parts of the trod were overgrown with weeds and that the strip between the road and the trod had been eroded in some places. It was agreed that the matter should be carried forward to the next meeting to allow time for the owners to respond and then Highways could be consulted on any issues for them to action.

#### **10. Removal or relocation of the bottle bank at Marshland Arms**

The owner had asked the Parish Council to remove the bottle bank as the site was for sale. The matter was discussed.

*That the bottle bank should be moved to a suitable location near to the gateway at the entrance to the playing field car park.*

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

#### **11. Highways issues**

Outstanding issues to follow up and new issues to report:

Walton Road – foundations exposed around street light. Letter to be sent to owners.

Smeeth Road – trod between No 70 and No 80 needs further action by Highways.

Smeeth Road – additional village gateway at Emneth Hungate end still needed and hedge to be trimmed around gateway at Terrington St John end.

Smeeth Road (between No 135 – No 157 and in various place on the trod) – weeds growing in the footpath and trod.

Smeeth Road/Walton Road junction – repairs to drain cover are already dropping.

Smeeth Road (from junction with School Road to No 283) – weeds growing in footpath.

School Road (opposite Marshland Arms) – overhanging hedges/trees.

Trinity Road (from Trinity Gate to Hall Road) – deep pot holes at the side of the road.

School Road (near Church Farm Cottages) – damage to culvert under the road is getting worse.

Smeeth Road/Trinity Road junction – hedging and field overgrown.

Trinity Road (near No 49) – fly tipping of large wooden casing. Report to BC.

St Johns Fen End (near Hairdressers) – hedge/trees overhanging road.

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

## 12. Finance

a. Accounts not checked prior to the meeting so item to be carried forward.

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

Metcalfe Copeman Pettefar LLP – legal fees for under lease	£834.00
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CGM Ltd – Grounds maintenance for July-August	£448.80
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All Clear Drainage Consultants – clear blocked culvert at playing field	£129.60
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PKF Littlejohn LLP – External Auditor for 2017/18	£240.00
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Westcotec Ltd – street lighting maintenance for Feb-July	£135.00
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Marshland St James Bowls Club – bowls green maintenance	£172.52
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*Agree to sign cheques and approve payments.*

<i>Prop: Cllr Gathercole</i>	<i>2<sup>nd</sup>: Cllr Askew</i>	<i>Agreed.</i>
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c. External Auditors Report and conclusion of audit – The external auditors report had now been received and they had found no cause for concern or raised any comments or suggestions. The final stage was to post the report and notice of conclusion on the PC website.

## 13. Planning Matters

a. Applications received since last meeting:

i **18/01350/F Single storey rear extension following demolition of existing conservatory at 66 Smeeth Road.** The PC discussed the application and made a decision to SUPPORT the application.

ii **18/01520/RM Reserved matters: For one dwelling (plot 1) adjacent to 46 Smeeth Road.** The PC discussed the application and made a decision to SUPPORT the application.

iii **18/01329/RM Reserved matters: Construction of dwelling at St James Lodge, 288 Smeeth Road.** The PC had been reconsulted on the application following an amended design. The PC discussed the application and made a decision that the amendments did not affect their original decision to OBJECT to the application as it was too close to the high-pressure gas main.

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

i **18/00978/F Extension to bungalow at Chancellor's Dike Farm, Black Drove.**

ii **18/01120/F Proposed replacement dwelling at Pleasant View, Middle Drove.**

iii **18/01203/F Removal or variation of condition 2 of planning permission 15/00066/F for single storey extension to residential dwelling at Willow Farm, Rustons Road.**

c. Consultation on suggested street name for new development on south side of School Road – suggested name of Lawrence Way. The PC discussed the matter and agreed to OBJECT to the suggested name due to the proximity of Tilney St Lawrence and that this might cause confusion. An alternative suggestion was agreed of Carters Field as this piece of land had been locally known by this name for a number of years. BC to be asked to object to the suggested name and Borough Councillor Brian Long to be asked to support the PCs objections.

## 14. Public Speaking

*Resolved that meeting be adjourned for public speaking,*

<i>Prop: Cllr Askew</i>	<i>2<sup>nd</sup>: Cllr Gathercole</i>	<i>Agreed</i>
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*Meeting re-started.*

## 15. Councillors Concerns and Agenda Items for the Next Meeting

Clerk to chase up street name sign for Walsoken Road.

Items to remain on agenda as already agreed along with "Sale of Marshland Arms."

## 16. Date of Next Parish Council Meeting

Monday 8<sup>th</sup> October 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.

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

Meeting closed at 8.39pm.