

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on 9th December 2019

Present

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

1 member of the public

Clerk – S Thorpe

1. Apologies for Absence

Apologies had been received from County Councillor Humphrey.

2. Confirm Minutes of Meeting Held on 11th November 2019

Having been circulated before the meeting the minutes were accepted as a true and accurate record by all present at the meeting.

3. Declarations of Interest

Cllr Thorpe declared an interest in item 20.

4. Public Speaking

Resolved that meeting be adjourned for public speaking,

Prop: Cllr Norman

2nd: Cllr Askew

Agreed.

Meeting re-started.

5. Matters Arising

The Highways Engineer had advised that two signs had been ordered and the PC could advise on the preferred location. It was agreed that close to the junctions of Trinity Road/Bonnetts Lane and Rustons Road/Long Lots was the two locations which were most appropriate.

The Clerk had obtained signs from the BC advising that it was an offence to not clean up after your dog. Copies of the signs were given out for members to put up.

6. Correspondence

Circulated prior to meeting: BC – new property address 26 Walton Road, governance structure consultation; Police – newsletters, rural crime newsletters, scam alerts, updates, details of new Beat Manager (PC Alexander Edwards), promotion of “silent solution” initiative; NALC – newsletters, training update; NCC – early help services directory and bulletin, Christmas holiday activities (info to be made available to residents), mobile library poetry competition; Local Government Boundary Commission – extension of deadline for consultation on division boundaries for Norfolk.

The Planning Inspectorate had advised the PC of a scoping consultation with regard to the information to be provided in an Environmental Statement (ES) relating to a proposed energy from waste combined heat and power facility at Algores Way in Wisbech. Members to advise the Clerk of any items they felt should be included and then the Clerk would email all members with the details before responding to the consultation by 3rd January 2020.

7. Playing Field Management Partnership (PFMP)

- a. The Clerk had now been in touch with 8 contractors regarding quotations for flood lighting for the MUGA. So far Cllr Gathercole and the Clerk had met with 3 contractors, the others had not responded at this stage. The PC did not have an electric supply at the playing field and it would be much cheaper to ask the Hall committee if the PC could use their electric supply for the flood lighting, with a meter installed so that the Hall could charge the PC for electricity used. It was agreed by all that the Hall committee should be asked if the PC could use their electric supply for flood lighting.
- b. The Clerk had spoken to Harris Road Contractors to ensure that their quotation was like for like with others and subsequently a meeting had taken place between the contractor, Cllr Gathercole and the Clerk to talk through the details of the quotation. Cllr Gathercole advised that he was happy that the quotation did provide a solution to the drainage problems between the hall and PC car parks. Work to be carried out in the Spring; contractor to hold price until then and work to be carried out at a time to suit bookings at the hall.

To accept the quotation from Harris Road Contractors of £6330.

Prop: Cllr Norman

2nd: Cllr Partridge

Agreed.

8. Neighbourhood Plan for the village

The BC had been approached about designating the whole of the parish as a Neighbourhood Plan area and had provided a map to show the boundary of the parish, it had been approved by the Chair and Vice-Chair; copies were given out to members.

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

9. Social media to promote the Parish Council

Cllr Didwell advised that as the PC now had a Communication and Social Media Policy she felt that the PC should be using social media to advertise the activities of the PC on the current social media platforms in the village. Cllr Didwell volunteered to update the social media platforms with details of activities and this was agreed by all.

10. Appointment of member to carry out allotment inspections

According to the Standing Orders it was necessary for a member to be appointed to carry out the inspections on behalf of the PC as members could not carry out duties on their own without authorisation from the PC.

That Cllr Gathercole should be appointed to inspect the allotments for the PC.

Prop: Cllr Askew 2nd: Cllr Norman Agreed.

11. Review of Parish Council policies and documentation

The following draft documents had been circulated to all prior to the meeting: Standing Orders; Revised Financial Regulations; Financial Risk Assessment; Equal Opportunities Policy; FOI Model Publication Scheme and Information available; and Child Safeguarding Policy Statement. The review of the documents was discussed.

To adopt all of the above as per drafts circulated.

Prop: Cllr Gathercole 2nd: Cllr Partridge Agreed.

12. Parish Council meeting dates for 2020

Meeting dates were agreed for the second Monday of each month, excluding August, with the exception of the April meeting which would be on the first Monday. Annual Parish Meeting to be on Monday 20th April.

13. Review of electronic issue of agendas and draft minutes to members

It had now been three months since it had been agreed to carry out a trial of electronic issue of agenda and minutes. It was agreed by all that this was working well.

To continue with electronic issue of agenda and minutes.

Prop: Cllr Thorpe 2nd: Cllr Wilkinson Agreed.

14. Highways issues

Reports from Highways:

Black Drove (near Ivy House Farm) – pot holes to be filled

Cllr Gathercole had met with the Highways Technician earlier that day and taken him around the village to show him all of the outstanding issues which included – School Road – resident would be contacted regarding overhanging trees.

Trinity Road – dip in road had been identified and would be repaired.

School Road (near Church Farm Cottages) – the collapsed culvert was the responsibility of the bridge team, based in Norwich, but they would try to resolve the issue with resurfacing.

Smeeth Road – resident to be contacted regarding stones/vegetation within highway.

Smeeth Road (near Walsoken Road junction) – Openreach manhole cover lid broken. This had been reported to Openreach but may take them some time to resolve.

Smeeth Road (Emneth Hungate) – railing installed too far from road; this was the responsibility of the bridge team, he would contact them but felt it was unlikely they would move them. Photos had been provided of the previous location of the railings.

Smeeth Road (junction of School Road/Walton Road) – new finger post still needed to be installed. The Technician was unsure of the location which had been agreed to install the replacement sign. The Clerk advised that the Highways Engineer had previously informed her it was to be on the School Road side of the junction.

Smeeth Road (near gateway) – resident to be contacted regarding overhanging trees. Cllr Gathercole advised that the Technician had informed him that some of the work would not be done until the spring.

Other issues which were raised by members as follows had been identified already:

Smeeth Road – fence had come down which was within the Highway boundary.

School Road (near No 21) – damage to road surface.

Walsoken Road – pot hole.

Cllr Norman advised that he had removed some broken glass from around the village sign after seeing a message about this on social media.

Action: To review outstanding issues in January and then chase up as appropriate.

15. Finance

a. *Accept accounts to 30th November 2019.*

Prop: Cllr Gathercole 2nd: Cllr Wilkinson Agreed.

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

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

Miss S J Thorpe – Clerk’s expenses, training, admin, subscription	£194.17
King’s Lynn IDB – trimming of ditches at playing field	£72.00
CGM Group Ltd – grounds maintenance	£90.00

Agree to sign cheques and approve payments.

Prop: Cllr Gathercole 2nd: Cllr Askew Agreed.

- c. Draft budget for 2021/20 – a draft budget and explanation notes had been given out to all Councillors prior to the meeting. Cllr Coleman asked questions relating to the change of the name of the bank account from the “Playing Field” to “SRAMIF,” the Clerk advised that it had been changed at the bank and this did not affect the budget as this account was not included in the budget. Cllr Coleman queried the amount in the budget for “election,” the Clerk advised that this was an estimated contingency amount, which was always included in the budget as no exact amount was known, and it was unlikely that there would be election costs during 2020/21. At this point the Chair advised Cllr Coleman that she had used her allotted time as per Standing Orders and she was not able to ask any more questions at this stage. No further comments or queries were raised by other members. The Clerk advised that she would provide more detailed options for setting the Precept at the January PC meeting.

16. **Planning Matters**

- a. Applications received since last meeting:

- i. **19/01995/F Proposed new dwelling at land N of 292 Smeeth Road.** The application was discussed. Cllr Coleman advised that she would be objecting to the application due to the high-pressure gas main in the area.

That the PC should SUPPORT the application.

Prop: Cllr Askew 2nd: Cllr Wilkinson Agreed by a majority.

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

- i. **19/01570/F Proposed garage and outbuildings at Redwings 91 Smeeth Road.**

- ii. **19/01247/F Retrospective sub-division of old industrial unit at RJ Herbert Engineering Ltd, Bank Farm, Middle Drove.**

- iii. **19/01735/F Demolition of existing single-storey side extension and construction of new larger two-storey extension at 421 Smeeth Road.**

17. **Public Speaking**

Resolved that meeting be adjourned for public speaking.

Prop: Cllr Gathercole 2nd: Cllr Askew Agreed.

Meeting re-started.

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

Items to remain on agenda as already agreed.

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

Monday 13th January 2020 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 Gathercole and Partridge to check accounts before January meeting.

20. **Confidential item (public and press excluded)**

Further review of pay scale for Clerk

The member of the public, Cllr Thorpe and the Clerk left the meeting at this point.

Resolved to exclude Cllr Coleman from the rest of the meeting.

Prop: Cllr Askew 2nd: Cllr Gathercole Agreed.

Resolved to increase the Clerks salary to New SCP 23 (equivalent to SCP 29 on the old scale) with immediate effect.

Prop: Cllr Redhead 2nd: Cllr Wilkinson Agreed.

The Clerk returned to the meeting.

Meeting closed 8.30pm.