

# MARSHLAND ST JAMES PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting held on 11<sup>th</sup> March 2019

### Present

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

One member of the public

Clerk – S Thorpe

**1. Apologies for Absence**

Apologies had been received from Cllr Hallett and Cllr Brian Long (Borough Councillor); Cllr Wilkinson to arrive late.

**2. Confirm Minutes of Meetings Held on 11<sup>th</sup> February 2019**

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 Thorpe*

*Agreed.*

*Meeting re-started.*

**5. Matters Arising**

NCC Highways advised that the Rangers had cut back the small tree to make the village gateway visible.

**6. Correspondence**

Circulated prior to meeting: Police – connect updates, scam alerts; NALC – newsletters; NCC – West Norfolk Early Help Service Directory & Bulletin; BC – new property address of 30 and 77 Smeeth Road, amendments to CIL charges, invite to Mayors St Georges Day Charity Dinner; NPT&S – Training update; CAN – funding and latest sector newsletters; British Red Cross – info & request for volunteers; NPFA – invite to AGM; A Christmas Carol on Tour – info; Calor Rural Community Fund – info; Norwich Western Link – consultation analysis update.

March issue of Clerks & Councils was brought to the meeting.

A response had been received from Elizabeth Truss MP regarding the comments sent to NCC following the decision to close Emneth Children’s Centre. It advised that Elizabeth was working with Emneth in order to secure the long-term future of the children’s centre. She had raised with the leader of NCC the value of Emneth Nursery to the local community and had pressed them for clarification on the future services that will be provided in the centre. She is in regular contact with Emneth Nursery and has organised a meeting with the Head of Children’s services for later this month.

**7. Further request to move the Glass Recycling Bank at the Playing Field**

An email had been received from the resident who had contacted the PC previously to ask for the bank to be relocated. The PFMP had already considered the request and made a decision that the bank should remain in the current location but that additional screening could be installed to obscure its visibility from the road. Cllr Coleman advised that the resident had offered to hold a key to the barrier if the bank was moved so that they could open the barrier. The matter was discussed but it was felt that this was not a suitable solution and the current location remained the best option, but that additional screening could be installed to improve the street scene.

*That the bottle bank should remain in its current location but two fence panels should be installed in front of it to obscure its visibility from the road.*

*Prop: Cllr Norman*

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

*Agreed.*

**8. Issues from the Playing Field Management Partnership (PFMP) meeting.**

No issues to bring forward from the meeting. The Chair expressed thanks to the PFMP for their work.

**9. Casual Vacancy for Parish Councillor**

An email had been received from Cllr Lorraine Boyce giving her resignation from the Parish Council. As it had been decided at the last meeting that it was too close to the PC elections to fill a casual vacancy no action was required.

**10. Letter of thanks to former Parish Councillors**

Cllr Coleman had asked for the item to be put on the agenda as she felt that a letter of thanks should be issued to Councillors who resigned. A discussion took place on this.

*That a letter, thanking them for their service should be issued to Councillors who resigned.*

*Prop: Cllr Norman*

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

*Agreed.*

**11. Borough Council Local Plan Review Consultation**

The Clerk provided a summary of the information available on the BC website.

*Cllr Wilkinson arrived during the summary giving his apologies for being late.*

A discussion took place on the sites which had been put forward for development in the village and whether they had been considered as suitable by the BC. The current preferred option by the BC was two sites on School Road, with each being allocated at least 5 dwellings per site. The consultation was open until 15<sup>th</sup> April and it was agreed that the Clerk would ask the BC to clarify the criteria for categorising the village as a Key Rural Service Centre and also inform them of inaccuracies in the documents which quoted that there was no footpath between No 1 and No 15 Smeeth Road and that the village still had a pub on School Road. Email response from BC to be forward to councillors before the next meeting to allow time for consideration of this issue prior to making a decision on the response from the PC at the next meeting.

**12. Highways issues**

NCC Highways had carried out road surface repairs on Rustons Road, Long Lots, Gooses Lane, School Road and Moyses Bank

Playing field – Cllr Gathercole to install entrance and exit signs on the other barrier.

Dades Lane – a possible planning enforcement issue was reported. It was agreed that the PC had no authority on planning enforcement and as had previously been agreed the resident reporting the issue to the PC should be advised to report the matter to the BC Planning Enforcement Team.

Cllr Norman reported that the BC had carried out the agreed work on trimming of the trees at the cemetery and that the cemetery was looking much better. He would pass on the thanks of the PC to the BC for this work.

New issues to be reported and previously reported issues to follow up:

Finger post sign on the corner of Smeeth Road with Walton Road – new location of post still awaiting decision from NCC Highways. PC would like old post if replacement post is to be installed and decision on new post needed urgently.

Trinity Road (from Trinity Hall Farm to Hall Road junction) – pot holes.

Smeeth Road (two locations) – parking of vehicles at night and during the day on the side of the road and obstructing the footpath.

Moyes Bank (outside Poplar Farm) – resurfacing needed.

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

**13. License with Scribe for accounts software**

The Clerk provided information on accounts software which was available and how this would significantly decrease the time she needed to spend doing the PC accounts. The Clerk advised that it was generally recognised that work for Parish Clerks was continuing to increase and this software would help to reduce the workload. Scribe had offered a reduction in the license to the Clerk, as she had multiple PCs, and this would mean the cost was £257 plus VAT for 12 months; other providers had previously quoted much higher figures than this amount.

*That the PC should enter into a 12-month license with Scribe for accounts software.*

*Prop: Cllr Norman*

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

*Agreed.*

**14. Parish Council Insurance requirements for 2019/20 renewal quotation**

The PC insurance requirements were reviewed.

*That the current policy was suitable for the requirements of the PC and the renewal quotation should be accepted.*

*Prop: Cllr Wilkinson*

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

*Agreed*

**15. Signatories for bank account**

It had been agreed at the previous meeting that an additional signatory should be added to replace a former Councillor. A discussion took place on who should be added.

*That Cllr Thorpe should be added as the additional signatory.*

*Prop: Cllr Wilkinson*

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

*Agreed.*

**16. Clerk's National Pay Award for 2019**

The Clerk's contract employed her on a national pay scale of SCP 22. A 2% pay rise had been agreed from 1<sup>st</sup> April 2019 and had been included in the budget.

*To approve the pay award for the Clerk.*

*Prop: Cllr Askew*

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

*Agreed.*

**17. Finance**

- a. *Accept accounts to 28<sup>th</sup> February 2019.*  
*Prop: Cllr Coleman 2<sup>nd</sup>: Cllr Gathercole* *Agreed.*
- b. The list of payments due as follows was read out:
- |   |         |
|---|---------|
| Miss S J Thorpe – Clerk’s expenses/admin/arrears          | £83.00  |
| SLCC Enterprises Ltd – Clerk’s practitioners conference   | £88.00  |
| Came & Company – Annual Insurance Premium                 | £908.45 |
| URM (UK) Ltd – Glass recycling                            | £3.60   |
| CGM Ltd – Playing field maintenance                       | £139.20 |
| Westcotec Ltd – Street lighting maintenance               | £135.00 |
| Marshland St James Bowls Club – Bowling green maintenance | £97.50  |
| E & DE Gathercole – Playing field maintenance             | £77.48  |
- Agree to sign cheques, amend Clerk’s salary standing order and approve payments.*  
*Prop: Cllr Thorpe 2<sup>nd</sup>: Cllr Norman* *Agreed.*

**18. Planning Matters**

- a. Applications received since last meeting:
- i **19/00273/F Front extension to existing office building at Askew and Barrett (Pulses) Ltd 108-110 Smeeth Road.** The PC discussed the application and made a decision to SUPPORT the application.
- b. Planning decisions from the BC. The following applications had been approved:
- i **18/02290/LDE Application for a lawful development certificate for the existing use of building as a dwelling house at Hickathrift Hollow, 11 School Road.**
- ii **19/00032/F Replacement of existing bungalow with new two storey dwelling at Fen-Acres, Gooses Lane.**

**19. Public Speaking**

- Resolved that meeting be adjourned for public speaking,*  
*Prop: Cllr Norman 2<sup>nd</sup>: Cllr Gathercole* *Agreed.*  
*Meeting re-started.*

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

Items to remain on agenda as already agreed.  
 Cllr Coleman asked for an item to be added to the next agenda for the PC to consider a Village Litter Pick.

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

Monday 8<sup>th</sup> April 2019 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 Coleman and Gathercole to check accounts before the April meeting.

Meeting closed at 8.47pm.