

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 13th May 2019

Present

Councillors: Askew (Chair), Coleman, Didwell, Gathercole, Redhead, Norman, Thorpe & Wilkinson.

2 members of the public

Clerk – S Thorpe

1. Election of Chair

To re-elect Cllr Askew as Chair of the Parish Council for 2019/20.

Prop: Cllr Gathercole 2nd: Cllr Wilkinson 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 2019/20.

Prop: Cllr Askew 2nd: Cllr Thorpe Agreed.

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

3. Apologies for Absence

Apologies had been received from Cllr Ayres (Borough Councillor).

4. Declarations of Acceptance of Office, Register of Interest forms and Election Expenses forms.

The Clerk confirmed that all members had completed the declaration of acceptance of office prior to the start of the meeting. She reminded members who had not yet returned their register of interest forms and election expenses forms that these needed to be returned by 31st May 2019.

The Chair took the opportunity to welcome the new members to the PC and the members who had been re-elected introduced themselves to the new members.

5. Confirm Minutes of Meetings Held on 8th April 2019

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

6. Declarations of Interest

None.

7. Public Speaking

Resolved that meeting be adjourned for public speaking,

Prop: Cllr Gathercole 2nd: Cllr Norman Agreed.

Meeting re-started.

8. Matters Arising

None.

9. Correspondence

Circulated prior to meeting: Police – parish newsletters, rural crime newsletters, scam alerts, info on SNAP drop in meetings taking place at Marshland Hall on the last Friday of each month from 9am to 10.30am starting on 31st May; NALC – newsletters, info on joining their Executive; CAN – newsletter and funding news; NCC – Early Help Bulletin, info on changes to mobile library service in the village which would now be every fourth Wednesdays from 15th May at a later time of 15:50 to 17:20; BC – new property address at 143A (Orchard House) and 143B (Apple Trees) Smeeth Road; Active Places – newsletter; Pathmakers – trustee recruitment; Came & Co – community newsletter; Shakespeare's Guildhall Trust – newsletter; Norwich Western Link update. Brought to the meeting: Clerks & Councils Direct.

10. Casual Vacancy for Parish Councillor

A vacancy had been created following the PC elections as only 8 candidates had applied for 9 positions. Mr Mark Partridge, who was present at the meeting had expressed an interest in being co-opted. Mr Partridge briefly spoke about himself and his involvement in other village committees.

That Mr Mark Partridge should be co-opted to fill the casual vacancy for a Parish Councillor. Prop: Cllr Norman 2nd: Cllr Wilkinson Agreed.

The declaration of acceptance of office was completed and Cllr Partridge was invited to join the other members.

11. Appointment of Committee Members and Representatives

For Cllr Norman and Cllr Gathercole to remain as the PC representatives on the

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

Playing Field Management Partnership.

Prop: Cllr Askew 2nd: Cllr Wilkinson Agreed.

For Cllr Partridge to be the PC representative on the MDCSC committee.

Prop: Cllr Norman 2nd: Cllr Long Agreed.

12. Playing Field Management Partnership (PFMP)

The PFMP had asked the PC to approve the expenditure for the cost of Cllr Gathercole repairing a hole in the tarmac at the entrance to the car park.

To authorise the cost of materials and labour for the repair.

Prop: Cllr Wilkinson 2nd: Cllr Askew Agreed.

The PFMP had asked the PC to approve the expenditure for the cost of Cllr Gathercole to purchase and apply weed killer to the bank and purchase new screws for repairing the half pipe.

To authorise the cost of materials and labour for the work.

Prop: Cllr Wilkinson 2nd: Cllr Askew Agreed.

Cllr Coleman tried to raise a couple of issues relating to the playing field, which she said had been reported to her by residents. Cllr Wilkinson advised that the correct procedure was that these items needed to be added to the agenda for the next PFMP meeting, as this item was just for bringing matters forward from the PFMP meeting which needed a decision by the PC.

13. Update on damage to trod on Smeeth Road

The Clerk advised that she had spoken with the Highways Engineer about damage caused by an HGV to the trod between No 90 and No 100. He had agreed that the damage would be repaired and that once the building work had been completed in this area, Highways would consider installing posts to prevent vehicles parking on this strip of the trod. Damage to the trod between No 26 and No 46 had been repaired at the front of another one of the properties.

14. Highways issues

Hope Lane – pot holes had been repaired.

Rustons Road – resurfacing work had been carried out.

New issues to report:

Walton Road (near Harps Hall corner) – damage to road surface

Black Drove (to junction with School Road) – grass in middle of road

Smeeth Road (opposite the Bowls Green) – damage to footpath

Smeeth Road (near post box close to Trinity Road junction) – hole in footpath

Cllr Gathercole reported that there were several properties in the village which had trees and hedges that were overhanging onto the highway. List of addresses to be provided to Clerk and referred to Highways if letters had previously been sent.

Action: Clerk to report new issues to Highways.

15. 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 Gathercole 2nd: Cllr Thorpe Agreed.

b. Internal Auditors Report for 2018/19.

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 Wilkinson 2nd: Cllr Thorpe Agreed.

c. Statement on Internal Control for 2018/19.

A copy of the document had been given to all Councillors prior to the meeting.

To approve the Statement on Internal Control.

Prop: Cllr Gathercole 2nd: Cllr Norman Agreed.

d. Completion of Annual Governance Statement for 2018/19 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 Norman 2nd: Cllr Askew Agreed.

e. Acceptance of Accounting Statements for 2018/19 from the AGAR

To approve the Accounting statements on page 5 of the Annual Return.

Prop: Cllr Wilkinson 2nd: Cllr Gathercole Agreed.

The exercise of electors' rights would run from 17th June to 26th July 2019. All relevant documents would be displayed on the PC website.

- f. Donation to St James Church in support of building which was used as a community facility. Cllr Coleman advised that she would be voting against any proposal as she felt the PC should not consider making a donation to a Church unless a donation was also considered to Emneth Church, which was the Church of England Parish Church for the village. The Clerk explained that the PC was not able to give money in support of any religious organisation and that the donation being considered was in support of the building which was used as a community facility.

To make a donation of £350 in support of the building as a community facility.

Prop: Cllr Norman 2nd: Cllr Thorpe Agreed by a majority.

- g. *Accept accounts to 30th April 2019.*

Prop: Cllr Norman 2nd: Cllr Thorpe Agreed.

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

Mrs C M Hurley – Internal Audit fee	£50.00
CGM Group Ltd – grounds maintenance for April	£202.80
Norfolk ALC – membership subscription for 2019/20	£274.83
CAN – membership subscription for 2019/20	£50.00

Agree to sign cheques and approve payments.

Prop: Cllr Askew 2nd: Cllr Gathercole Agreed.

- i. *To approve the Parish CIL Annual Report*

Prop: Cllr Norman 2nd: Cllr Askew Agreed.

16. **Planning Matters**

- a. Applications received since last meeting:

- i. **19/00185/F Proposed single storey extension and erection of detached garage/workshop at Willowdale Farm, Moyses Bank.** Amendments to the application had been made. The application was discussed and it was agreed by all to SUPPORT the amendments to the application.
- ii. **19/00740/F Change of use of piggery to dwelling at Meadow View Farm, Rustons Road.** The application was discussed and it was agreed by all to SUPPORT the application.
- iii. **19/00804/RM Reserved matters: Construction of dwelling at Homeland, 337 Smeeth Road.** The application was discussed and it was agreed by all to SUPPORT the application.

- b. Planning decisions from the BC. None.

17. **Public Speaking**

Resolved that meeting be adjourned for public speaking.

Prop: Cllr Gathercole 2nd: Cllr Wilkinson Agreed.

Meeting re-started.

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

“Entrances to car park” and “subsidence of bottle bank” to be added to the agenda for the PFMP meeting. Other items to remain on agenda as already agreed.

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

Monday 10th June 2019 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 Norman & Thorpe to check accounts before the June meeting.

Meeting closed at 8.35pm.