

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting held on 14th December 2020

This meeting was held virtually in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Present

Councillors: Askew (Chair), Coleman, Didwell, Gathercole, Partridge, Redhead, Norman, Thorpe & Wilkinson
Borough Councillor: Long

4 members of the public

Clerk – S Thorpe

1. Apologies for Absence

No apologies had been received.

2. Confirm Minutes of Meeting Held on 9th November 2020

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

None.

4. Public Speaking

Resolved that meeting be adjourned for public speaking,

Prop: Cllr Norman

2nd: Cllr Wilkinson

Agreed.

Meeting re-started.

5. Planning Matters

a. Applications received since last meeting:

i. **20/01576/F Installation of floodlighting to illuminate the existing 30m x 20m**

MUGA area at 156-158 Smeeth Road. The PC had considered the application since the last meeting and agreed to SUPPORT the application.

ii. **20/01807/F Proposed conversion of existing agricultural building to dwelling including the raising of the roof and associated works at Meadow View Farm, Rustons Road.**

The application was discussed. Following a proposal by Cllr Askew, seconded by Cllr Partridge, it was agreed by all to SUPPORT the application.

iii. **20/01845/F Proposed residential dwelling and associated works at Victoria**

House, 8 Bonnetts Lane. The application was discussed. Following a proposal by Cllr Norman, seconded by Cllr Partridge, it was agreed by a majority of eight votes in favour, one against, that the PC had NO OBSERVATIONS to make on the application.

iv. **Proposal for residential development on Walton Road.** A short presentation had been given from the agent during the public comments item. No response had been made by the PC in relation to the presentation. Cllr Coleman made a proposal regarding any comments which might be made with the application in relation to the lack of response to the presentation, but no seconder was found to the proposal.

b. Planning decisions from the BC.

i. **20/01231/O Outline Application Residential Development on Land NW of 47 School Road.** The application had been refused.

ii. **20/01413/O Outline application for Residential Development of two dwellings at land SW of 146 Smeeth Road.** The application had been permitted.

iii. **20/01585/F New dwelling at Land W of Bramble Cottage, Dades Lane.** The application had been refused.

Cllr Coleman advised that she was willing to attend the BC Planning Committee meeting in January 2021, if any application from the parish was being considered and the PC was not able to send anyone else. The current situation was that the Chair represented the PC or appointed another Councillor if she was unable to attend or a written representation was submitted. The exception to this was if the PC had supported an application but made no further comments and on these occasions no representation was made as the PC had no additional comments to make.

6. Matters Arising

None.

7. Correspondence

Items passed to members before the meeting: NCC – West Norfolk Early Help updates; Norfolk ALC – updates, training news and updates from the Wellbeing initiative; Police – money & scam alerts, community updates, rural crime updates, newsletters, inspectors briefing slides; BC – weekly Covid 19 updates; Information on

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Census 2021; media release from Freebridge Community Housing.

8. Playing Field Management Partnership (PFMP)

- a. The PFMP had asked the PC to approve the removal of the old skate ramp by a member of the public if this could be done at no cost to the PC.

To approve the request

Prop: Cllr Norman

2nd: Cllr Wilkinson

Agreed.

- b. The PFMP had asked the PC to authorise the Clerk obtaining two additional quotations for repairs to the play equipment. This was agreed.

9. Proposal for street lighting on the new development off School Road and a commuted sum for upkeep of the lights

Information on the location and type of street lights had been provided to members prior to the meeting. The Clerk provided details on calculations needed in relation to a commuted sum but this would need to be considered at a future date, when a figure could be calculated.

To approve the installation of the three streetlights as per the map and specification submitted. *Prop: Cllr Partridge* *2nd: Cllr Askew* *Agreed.*

10. Review of Parish Council policies and documentation

The following draft documents had been circulated to all prior to the meeting: Financial Regulations; Financial Risk Assessment; Communication & Social Media Policy; Equal Opportunities Policy; FOI Model Publication Scheme and Information available; and Child Safeguarding Policy Statement. The review of the documents was discussed, it was noted that Standing Orders had already been reviewed earlier in the year.

To adopt all of the above as per drafts circulated.

Prop: Cllr Norman

2nd: Cllr Wilkinson

Agreed.

11. Parish Council meeting dates for 2021

Meeting dates were agreed for the second Monday of each month, excluding August, Annual Parish Meeting to be on Monday 26th April. PFMP meetings would be at 7pm from January to April and then revert to 7.15pm start time if appropriate from May.

12. Highways issues

Highways had advised the following:

Rungays Bridge (fence too close to road) – Technician to continue to chase up with boundaries team at County Hall.

Smeeth Road (uneven footpath at No 245 and 249) – to be programmed in the future.

Trinity Road (No 33) – dip in road to be programmed but not high priority.

Hope Lane – pot holes to be repaired but not high priority.

Hickathrift Field – final letter sent about hedge needing to be trimmed. Footpath repairs programmed.

Middle Drove – hedge had been cut back and bollards installed were to Highways specifications, although work not authorised by Highways; technician was happy for them to remain in place.

Outstanding issues to follow up and new issues to report:

Smeeth Road (cleaning of village gateways) – dates to be put forward for working party to do this.

Neeps Bridge – pot holes

Chapel Lane, St Johns Fend End – pot holes

Smeeth Road (Street name plate at crossroads with School Road/Walton Road) – graffiti on sign and finger post at location still not reinstated.

Smeeth Road (Trod) – a resident had fallen over on the trod a few days ago, due to the poor condition, and broken her wrist. Clerk to contact her for information and discuss with Highways.

Action: Clerk to report new issues to Highways and BC as appropriate.

13. Finance

- a. *Accept accounts to 30th November 2020.*

Prop: Cllr Partridge

2nd: Cllr Askew

Agreed.

- b. The list of payments due for December:

A list had been provided to members before the meeting, payments totalling as follows:

E & DE Gathercole – car park repairs at playing field £142.75

PKF Littlejohn LLP – external audit £240.00

CGM Ltd – grounds maintenance £595.20

Miss S J Thorpe – Clerks salary December £575.20

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Haven Power – street lighting electric for December £70.82

Agree to sign cheques and approve payments.

Prop: Cllr Thorpe 2nd: Cllr Partridge Agreed.

c. External Auditors Report and conclusion of audit –

d. Draft budget for 2021/22 - a draft budget and explanation notes had been given out to all Councillors prior to the meeting. A brief discussion took place. The Clerk advised that she would provide a final budget to assist with setting the Precept at the January PC meeting.

14. Request from Marshland Saints FC for financial help to purchase a new line marker

No further information at the moment despite the Clerk chasing up a response.

15. Public Speaking

Resolved that meeting be adjourned for public speaking.

Prop: Cllr Norman 2nd: Cllr Wilkinson Agreed.

Meeting re-started.

16. Councillors Concerns and Agenda Items for the Next Meeting

Items to remain on the agenda as agreed.

17. Date of Next Parish Council Meeting

Monday 11th January 2021 at 7.00pm, for a Playing Field Management Partnership meeting followed by an Ordinary Parish Council meeting at 7.30pm; all meetings will be held virtually.

Meeting closed at 8.29pm.