

## MARSHLAND ST JAMES PARISH COUNCIL

### Minutes of an Ordinary Parish Council Meeting held on 13<sup>th</sup> July 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, Redhead, Norman, & Thorpe.

2 members of the public

Clerk – S Thorpe

#### 1. Apologies for Absence

Apologies were received and accepted from Cllr Gathercole & Cllr Wilkinson.

#### 2. Confirm Minutes of Meeting Held on 9<sup>th</sup> March 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*

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

*Agreed.*

*Meeting re-started.*

#### 5. Matters Arising

a. Update on new village sign – hopefully it should be in place by the end of the month.

b. Police Engagement Officer had advised that parking on the side of Smeeth Road during the hours of darkness was not an offence as long as vehicles parked the correct way for the side of the road they were parked, however if the footpath was blocked this should be reported on 101.

c. Highways had advised that all of the items reported to them were awaiting action but due to the current pandemic there was a backlog of work and they could not advise on a timescale for completion. Some letters had been issued by them to residents regarding hedges on School Road and they had also agreed that some of the hedges were their responsibility and would be getting them cut.

#### 6. Correspondence

A significant amount of correspondence had been passed to members since the last PC meeting in March, the majority of it related to the Covid 19 pandemic. Points worthy of note were: Several road closures in the area which had already taken place; information from Highways on the seizure of two horses off Rands Road which was illegal fly grazing; Information from Highways on the Parish Partnership Scheme for 2021/22; an email from Upwell PC advising that they would no longer send an annual invoice for purchase of salt for the grit bins at the Health Centre, due to the mild winters they had enough stock for a few years; information from an agent on a possible housing development on Walton Road; information on a public consultation on the Medworth Energy from Waste Combined Heat and Power facility project.

#### 7. Adoption of revised Standing Orders

Standing Orders had been revised in line with a new model document issued by National Association of Local Councils, due to the change in regulations which allowed for Parish Councils to hold remote meetings. A copy of the new draft document had been issued to all prior to the meeting.

*To adopt the revised Standing Orders*

*Prop: Cllr Askew*

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

*Agreed.*

#### 8. Appointment of Committee Members and Representatives

*For Cllr Norman and Cllr Gathercole to remain as the PC representatives on the Playing Field Management Partnership; for Cllr Redhead and Cllr Coleman to remain as the PC representatives for Police Engagement; for Cllr Partridge to remain as the PC representative on the MDCSC committee.*

*Prop: Cllr Thorpe*

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

*Agreed.*

#### 9. Playing Field Management Partnership (PFMP)

There were no matters from the meeting which required a decision from the PC.

**10. Application for permission to take out a loan**

The Clerk updated members on the latest position regarding grant funding for the Skate Ramp and MUGA refurbishment (SRAMIF) project. There was likely to be a shortfall in funding of approximately £33,500. The Clerk was waiting for Fenland Leisure Products to confirm if the previously quoted price was still valid and then the exact figure would be known. The PC also needed to consider funding for the car park repairs at the playing field, which were due to cost £6,300. A brief discussion occurred.

*That the PC should apply for permission to take out a loan to cover the shortfall needed for the SRAMIF project and the car park repairs, which was likely to be approximately £40k. Once permission was obtained the PC should take out the loan with the Public Works Loan Board over a term of 10 years.*

*Prop: Cllr Norman*

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

*Agreed.*

**11. Neighbourhood Plan for the village**

This was currently on hold due to the pandemic.

**12. New name for the strip of road between Walton Road and Trinity Road**

Various correspondence had been forwarded to members regarding information from the BC advising that the strip of road, currently known as part of Goose Lane would need to have a new name as Goose Lane was not a continuous road. The residents of the property on the road had been consulted and their preferred choice was Garners Lane, this appeared to have been used historically for this strip of road and some authorities were still referring to the road using this name.

*That the PC should advise the BC that their preferred choice for the new name of the road was Garners Lane.*

*Prop: Cllr Coleman*

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

*Agreed.*

**13. Use of nitrous oxide in public places and the littering caused**

Cllr Didwell had asked for the item to be placed on the agenda as she had received complaints from residents about the use of the cannisters in public places in the village and the littering caused by discarding these cannisters. A brief discussion took place on this issue, which had been a problem for a while and was also an issue at the playing field and in neighbouring villages. The use of this substance was not illegal and therefore the police had no power to take action unless it could be classed as anti-social behaviour.

*That the PC should write to Elizabeth Truss MP to make her aware of the problem and ask her to pass the matter on to the Home Secretary so the government could consider changing the law.*

*Prop: Cllr Coleman*

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

*Agreed.*

**14. Highways issues**

Rands Drove – pot holes in several places.

*Action: Clerk to report new issues to Highways.*

**15. Finance**

Copies of all of the documents for item 15a-e and i-k had been given to all Councillors prior to the meeting.

**a. Supporting Statement for Annual Governance & Accountability Return (AGAR)**

A brief discussion took place and Cllr Coleman asked for the full name of the SRAMIF account to be shown on the bank reconciliation, this to be amended.

*To accept the Supporting Statement.*

*Prop: Cllr Askew*

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

*Agreed.*

**b. Internal Auditors Report for 2019/20.**

The report 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 Redhead*

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

*Agreed.*

**c. Statement on Internal Control for 2019/20.**

*To approve the Statement on Internal Control.*

*Prop: Cllr Thorpe*

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

*Agreed.*

**d. Completion of Annual Governance Statement for 2019/20 from the AGAR**

*To agree to answer "yes" to statements 1-8 on page 4 of the Annual Return.*

*Prop: Cllr Coleman*

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

*Agreed.*

**e. Acceptance of Accounting Statements for 2019/20 from the AGAR**

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

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

The exercise of electors' rights would run from 27<sup>th</sup> July to 7<sup>th</sup> September 2020. 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. 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 2<sup>nd</sup>: Cllr Thorpe Agreed by a majority.

- g. New system for account checking during virtual meetings – members were asked to consider if they were happy to replace the previous system of two councillors checking the accounts before each meeting, with the documents being emailed to all members prior to the meeting, while the PC continued to hold virtual meeting; two signatories to the bank account would still continue to sign and initial all paperwork.

That emailing the documents to all members was acceptable.

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

- h. Contribution to 12-month subscription to Zoom Pro – it seemed likely that the PC would need to hold virtual meetings for several months at least. The clerk had advised that a subscription to Zoom seemed to be the best option for holding virtual meetings.

That the PC would contribute 1/5 of the cost of the subscription at a cost of £23.98 plus VAT.

Prop: Cllr Didwell 2<sup>nd</sup>: Cllr Coleman Agreed.

- i. Accept accounts to 30<sup>th</sup> June 2020.

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

- j. The list of payments due from 1<sup>st</sup> April to 31<sup>st</sup> July:

A list had been provided to members before the meeting, payments totalling as follows:	
Westcotec – street lighting maintenance	£135.00
Norfolk ALC – annual subscription	£277.37
Norfolk Playing Field Assoc. – annual subscription	£25.00
CAN – membership subscription for 2019/20	£50.00
Norfolk County Council – allotment rent	£370.00
Haven Power – street lighting electric for April to July	£288.12
Miss S J Thorpe – Clerks salary April to July	£2244.80
CGM Group Ltd – grounds maintenance for April to July	£1634.40
E & DE Gathercole – grounds maintenance	£98.10
MDCSC – donation to Marshland Hall	£2000.00
Mr D Plume – grounds maintenance	£100.00
King's Lynn IDB – drainage rates	£76.47
Anglian Water – water rates	£11.75
Mrs C M Hurley – Internal Audit fee	£50.00
Marshland St James Bowls Club – maintenance of bowls green	£130.10

Agree to sign cheques and approve payments.

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

- k. To approve the Parish CIL Annual Report

Prop: Cllr Askew 2<sup>nd</sup>: Cllr Coleman Agreed.

## 16. Planning Matters

- a. Applications received since last meeting:

- i. **20/00369/F Proposed agricultural tied dwelling and agricultural building at Walstan Farm, Moyses Bank.** The application had been received during lockdown. Members had been consulted via email and had agreed to SUPPORT the application.

- b. Planning decisions from the BC.

- i. **20/00235/F New dwelling at Land W of Bramble Cottage, Dades Lane.** Application had been withdrawn.

- ii. **20/00657/PACU3 Change of use of agricultural barn to dwelling at Meadow View Farm, Rustons Rd.** Approved.

- iii. **20/00305/F Proposed replacement dwelling at 8 Trinity Rd.** Application permitted.

- iv. **20/00192/F Extension and alterations to existing dwelling at Poppy Tree Farm, Poppylots Drove.** Application refused.
- v. **20/00027/F Proposed rear extension to dwelling, detached car port/workshop, replacement porch etc at Fairview, 15 Walton Rd.** Application permitted.
- vi. **20/00369/F Proposed agricultural tied dwelling and agricultural building at Walstan Farm, Moyses Bank.** Application permitted.
- vii. **19/01906/O Outline application for proposed residential development at Land W of 47 School Road.** Application refused.

**17. Public Speaking**

*Resolved that meeting be adjourned for public speaking.*

*Prop: Cllr Coleman*

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

*Agreed.*

*Meeting re-started.*

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

No matters were raised.

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

Monday 14<sup>th</sup> September 2020 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 8.38pm.

DRAFT