

**MARSHLAND ST JAMES PARISH COUNCIL**  
**Minutes of an Ordinary Parish Council Meeting**  
**Held on 6<sup>th</sup> December 2021**

Attendance, and to receive consider and accept apologies for absence (Agenda Item 1)

Elected Members		Present	Absent	Apologies
Cllr Askew	Chair	Yes		
Cllr Gathercole	Vice Chair	Yes		
Cllr Coleman		Yes		
Cllr Didwell		Yes		
Cllr Norman		Yes		
Cllr Partridge		Yes		
Cllr Redhead			Yes	Yes
Cllr Thorpe		Yes		
Cllr Wilkinson		Yes		

Also present:

Neil Watson – Clerk to the Council

3 members of the public

Agenda Item	Discussion	Motion
2. Approve the minutes of 8 <sup>th</sup> November 2021	Accepted by acclaim	
3. Receive declarations of interest on Agenda Items	None	
4. Adjourn the meeting to allow for public comments on Agenda items		Prop: Cllr Gathercole, Sec. Cllr Norman, all in favour
5. Planning Matters		
a. 21/02133/CU - change of use from agricultural to residential garden at 28 Smeeth Road.	After circulation to Councillors to meet the response date of 3rd December it was agreed that: <b>The Parish Council have no objection to this application, but request that a condition be applied to prevent any rear access to and from Hunter's Drove - now or in the future.</b>	
b. Planning decisions from the Borough Council	21/01854/F, 120 Smeeth Road, conversion of existing garage into bed-sitting room. <b>APPROVED on 24/11/21</b> 21/01434/F, Land west of Marshland Airfield, Middle Drove, erection of six polytunnels. <b>APPROVED on 10/11/21</b>	

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

6. Receive matters arising from the minutes	None	
7. Receive correspondence	<p>Previously circulated:</p> <p><b>Cllr Dawson:</b> NCC Budget Consultation Briefing Medworth Incinerator Proposal County Deals Winter Help for residents</p> <p><b>Norfolk ALC:</b> Invitation to four important webinars Reminder for NCC Budget Proposal webinar December 2021 Training Newsletter</p>	
8. To discuss any issues from the Playing Field Management Partnership meeting	<p>a. Mr White has obtained a quote for installation of three additional floodlights to light the junior training pitches. He is paying for these lights and installation himself and donating the lights to the Parish Council. The matter was passed to the Parish Council from the PFMP meeting with a recommendation for approval. The proposal was accepted by acclaim. The Chair offered sincere thanks to Mr White for his generosity with a donation that will support the young people of the village in sport and exercise.</p> <p>b. The condition of the gateway to the playing field is poor. Work needs doing to improve the entrance and should be done before the 2022 nesting season. Quotes are to be obtained for appropriate works.</p>	Prop: Cllr Gathercole, Sec. Cllr Norman, all in favour

9. To discuss the Neighbourhood Plan	<p>Cllr Thorpe, Chair of the Neighbourhood Plan Steering Group explained the situation to the room. Following the last steering group meeting, six invitations to tender were issued. Four were declined, one company did not reply. A detailed proposal was received from Collective Community Planning. This company has recently worked with both Upwell and Tilney All Saints Parish Councils, both of whom recommend them highly.</p> <p>It would be unusual to accept a tender of this value without a competitor benchmark, but it seems that most consultants have a heavy demand on their services and don't wish to take on additional Councils.</p> <p>Given the recommendations received the Group recommends to full Council that CCP be appointed.</p> <p>The expectation is that £10,000 grant aid will be available, and Parish Council will be asked to provide £3,000 from reserves to cover the balance.</p> <p>A successful Neighbourhood Plan unlocks extra CIL monies for the Parish so the project should be self-supporting in the longer term, as well as being an asset to the Council and the village.</p> <p>The proposal was accepted by acclaim.</p>	Prop Cllr Thorpe, Sec Cllr Partridge. All in favour
10. To receive a short report on the Memorial Plaque presentation	<p>Cllr Wilkinson had earlier given a short review of an enjoyable event, DL James Bagge was most impressed with the facilities available to the village. The Memorial Plaque is to be erected at a suitable site (to be decided) in the village. The village sign at the centre of the village was suggested.</p>	
11. To discuss any matters relating to the allotments	<p>An inspection has been carried out of the allotment causing concern. There has been significant works done and the condition is much improved. Clerk to write to the allotment holder requesting that he sprays the grass area, and refrains from burning imported rubbish on the allotment.</p>	

12. To agree the Parish Council meeting dates for 2022	<p>The proposed dates of:</p> <p>Monday 10th January  Monday 14th February  Monday 14th March  Monday 11th April  Monday 9th May  Monday 13th June  Monday 11th July  (no meeting in August)  Monday 12th September  Monday 10th October  Monday 14th November  Monday 12th December</p> <p>Were agreed by acclaim</p>	
13. Highways Issues	<p>Pothole at Walton Road/Smeeth Road junction  Potholes at Walsoken Road/Smeeth Road junction  Hope Lane in very poor condition throughout  Owners are walking dogs off the lead, and dog mess is being left in multiple places  The Trod is in poor condition, CGM to be contacted for an update. Clerk to check details of the contract we have with CGM. A site visit is to be requested with a senior manager from CGM.  The Trod has not been reinstated as required at various development sites in the village  Posts have not been installed opposite Eastern Country Foods, Andy Wallace to be contacted for an update.  Highways to be contacted to request the Highways Ranger visit the village to attend to small issues.</p>	
a. To receive the Parish Partnership Scheme application	<p>An application has been submitted to the Parish Partnership Scheme for 50% match funding for the estimated £6,000 cost of repairing the car-park entrance. The contractor (Harris) quotation is valid until 31<sup>st</sup> December, Clerk to advise them of the grant application and our wish to get the work done early in 2022 once the weather improves.</p>	

b. To receive an update on Rungays Bridge and fence	The fence has been moved as required, the trees have not yet been moved – this needs to be followed up with Cllr Dawson. The bridge has been recently inspected and NCC intend to monitor the situation with 6-monthly inspections. Clerk to request copies of the inspection report to be sent on each occasion for monitoring.	
14. Finance		
a. Accept accounts to 30 <sup>th</sup> November 2021	Following checking by Cllrs Didwell and Gathercole it was proposed that the accounts be accepted.	Proposed Cllr Gathercole, seconded Cllr Didwell, all in favour
b. Agree to sign cheques and approve payments	<b>See schedule below</b>	

<p>c. To consider the budget and precept proposals for 2022/23</p>	<p>The RFO presented the budget proposal for 2022/23. Taking the 2021/22 budget as a base small adjustments were made to various categories. The appointment of a new Clerk on increased hours required a commensurate increase in salary provision.</p> <p>The carpark entrance repair (see 13a above) requires a budget provision of £6,000.</p> <p>Three options were presented:</p> <p><b>Proposed budget for 2022/23 Option 1 £37,500 (£7,075 increase)</b></p> <p>2022/23 tax base for Marshland St James is 448.3</p> <p>Band D charge = 37500/448.3 £83.65 per household</p> <p>2021/22 figure £68.96 per household</p> <p>Proposed increase £14.69 per household (21% increase) – 28p/week</p> <p><b>Alternate budget for 2022/23 Option a £31,500 (£1,075 increase)</b></p> <p>2022/23 tax base for Marshland St James is 448.3</p> <p>Band D charge = 31500/448.3 £70.27 per household</p> <p>2021/22 figure £68.96 per household</p> <p>Proposed increase £ 1.31 per household (2% increase) – 3p/week</p> <p><b>Alternate budget for 2022/23 Option b £34,500 (£4,075 increase)</b></p> <p>2022/23 tax base for Marshland St James is 448.3</p> <p>Band D charge = 34500/448.3 £76.96 per household</p> <p>2021/22 figure £68.96 per household</p> <p>Proposed increase £ 8.00 per household (12% increase) – 15p/week</p> <p>Option 1 includes £6,000 for car-park repair</p> <p>Option a excludes £6,000 for car-park repair</p>	
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	<p>Option b includes £3,000 for car-park repair (assumes our Parish Partnership application succeeds and that work will be postponed if PP bid fails)</p> <p>Discussion ensued about the % increase of Option 1, it was agreed that while it's a substantial % increase it's negligible in cash terms.</p> <p>Option 1 – a 2022/23 budget precept of £37,500 was passed on the casting vote of the Chair.</p>	<p>Prop Cllr Askew, Sec Cllr Norman 4 votes in favour, 4 votes against, the Chair used her casting vote in support of the motion</p>
15. Adjourn the meeting to allow for public comments on Agenda items		<p>Prop: Cllr Gathercole, Sec. Cllr Norman, all in favour</p>
16. Receive items of concern and matters to be included in the next Agenda	<p><b>Agenda items:</b> Bin Collections NS&amp;I bank account</p>	
17. Date of next Parish Council meeting	<p>Monday 10<sup>th</sup> January 2022 at 7.30pm, Marshland Hall</p>	
Meeting Closed		

#### Details for Item 14b

SLCC	Annual Membership	£144.00
N L Watson	Clerk Expenses Sept – Nov 2021	£254.38
Norfolk ALC	Replace lost cheque	£96.00
A Morgan	November invoice	£60.02
E&DE Gathercole	Supply two disclaimer signs and install said signs and two Sports England signs	£74.40

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