

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting Held on 14th February 2022

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	Yes
Cllr Norman		Yes		
Cllr Partridge		Yes		
Cllr Redhead		Yes		
Cllr Thorpe		Yes		
Cllr Wilkinson		Yes		

Apologies from Cllr B Long

Also present:

County Cllr C Dawson (for items 1 to 4 and 11, see note below)

Neil Watson – Clerk to the Council

2 members of the public

ITEM 11 WAS TAKEN AFTER ITEM 4 TO ALLOW CLLR DAWSON TO ADDRESS THE MEETING

Agenda Item	Discussion	Motion
2. Approve the minutes of 10 th January 2022	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 Wilkinson, Sec. Cllr Norman, all in favour
5. Planning Matters		
a. 22/00128/F Erection of a first-floor extension at 131 Smeeth Road	Councillors SUPPORT this application	
21/02133/CU Change of use from agricultural to garden at 28 Smeeth Road	Councillors SUPPORT this application	
22/00140/F Erection of signs at Middle Drove Enterprise Park	Councillors SUPPORT this application	
20/02044/F (was 19/01247/F) Variation of planning condition at Middle Drove Enterprise Park	Our OBJECTION previously submitted remains unchanged after consideration of the amendment details circulated on 19th January 2022 (Submitted by the Clerk on 3/2/22)	

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

20/02106/O Notice of appeal against refusal of OPP at 314 Smeeth Road	Councillors reiterate their previous OBJECTION to the application as the site was outside the development boundary for the parish, therefore not sustainable development and the application referred to a single storey property which would not pass the sequential test for the parish flood zone.	
b. Planning decisions from the Borough Council	21/01949/F – Detached annexe and new gated entrance, 81 Smeeth Road – Approved 7/1/22	
6. Receive matters arising from the minutes	The Clerk confirmed that the new contract for bin collections reducing the frequency during winter has been incepted. The new signature arrangements and change of address for the NS&I account have been completed.	
7. Receive correspondence	A parishioner has brought a proposed glamping site to the Council's attention, located on Black Drove. The Clerk has referred the development to the Planning Enforcement Officer to see if planning permission (not yet applied for) is required. Previously circulated: Norfolk County Council - TRACKS newsletter Norfolk Police – January Update Cllr Dawson – Jubilee Briefing NALC - Newsletter	
8. To discuss any issues from the Playing Field Management Partnership meeting	PFMP requested that a replacement waste bin be purchased to replace one that is rusty and unfit for purpose. It was PROPOSED that a replacement bin be purchased to match the one purchased in October 2020 from Glasdon	Prop Cllr Gathercole, Sec Cllr Wilkinson, All in favour
9. To discuss the Neighbourhood Plan	Various meetings both face-to-face and remote, of both the full steering group and with individual members have been held and the process is moving forward rapidly.	

<p>10. To review and adopt the following Parish Council Policies:</p> <ul style="list-style-type: none"> a) Child Protection b) Communication & Social Media c) Equal Opportunities d) Freedom of Information e) Members' Code of Conduct f) Operation London Bridge g) Risk Management of Play Areas and Open Spaces 	<p>The seven policies were accepted by acclaim as presented – next review February 2023 or prior if a major change occurs that requires a policy to be amended.</p>	<p>Prop Cllr Askew, Seconded Cllr Wilkinson, all in favour</p>
<p>11. Highways Issues</p>	<p>Following Anglian Water's recent cleaning of the drains through the village, many of the manhole covers are rattling badly. The Clerk is to contact Anglian Water and ask them to rectify.</p> <p>The poor condition of Bonnetts Lane and Hope Lane was mentioned.</p> <p>On School Road near Church Farm Cottage there is a culvert that needs attention, and the road would benefit from resurfacing.</p> <p>Out of parish: Trinity Road from Walpole Gate to Hall Road; Chapel Road in St John's Fen End are both highways issues that affect our parish – the Clerk will investigate.</p> <p>It was mentioned that conifers were encroaching on the highway on Walton Road at the bridge, Clerk to note and action as required.</p>	
<p>a. To discuss the Parish Council representative for Highways review meetings</p>	<p>Councillor Dawson has requested that each Parish Council nominate a single point of contact for highways matters and the highways management team. It was agreed that for this Council the Clerk would undertake that role.</p>	

<p>b. To receive an update on speed reduction measures</p>	<p>Cllr Dawson explained the scope of and funding for the speed reduction scheme through Marshland St James.</p> <p>Councillors noted that the general speed reduction scheme can progress with ring-fenced funds from the Road Safety Community Funds. The four 20mph wig-wag signs which are a natural fit with the scheme cannot be funded by Norfolk County Council, but Cllr Dawson generously offered to allocate £1500 from his LMF funds for both 2021/22 and 2022/3 towards the cost of the signs.</p> <p>The Parish Council resolved unanimously to seek funding from the Borough CIL monies in the July 2022 application round towards the works, and also resolved that the CIL monies the Council currently hold in reserve may be utilised as required towards the scheme.</p> <p>A vote of thanks to Cllr Dawson was given for his commitment to the scheme, his hard work and his generous funding offer; the Council look forward to providing this scheme to the parishioners in due course.</p> <p>It was agreed that once the scheme is closer to starting Cllr Didwell would be asked to publicise it on social media.</p>	
12. Finance		
<p>a. Accept accounts to 31st January 2022</p>	<p>Following checking by Cllrs Norman and Thorpe it was proposed that the accounts be accepted.</p>	<p>Proposed Cllr Norman, seconded Cllr Thorpe, all in favour</p>
<p>b. Agree to sign cheques and approve payments</p>	<p>(See schedule below)</p>	<p>Proposed Cllr Norman, seconded Cllr Thorpe, all in favour</p>

13. To discuss the Training Agreement for the Clerk's CiLCA training	The Clerk introduced a tri-partite agreement between the Council, the Norfolk ALC trainer and the Clerk which lays down the expectations and responsibilities of each party while the Clerk progresses through his CiLCA training. It was agreed that the Chair should sign on behalf of the Council The Chair explained that the Clerk's probationary period had come to an end, and that after an appraisal interview she was content that the Clerk's appointment should be confirmed as permanent. Agreed by acclaim.	
14. Adjourn the meeting to allow for public comments on Agenda items		Prop: Cllr Askew, Sec. Cllr Gathercole, all in favour
15. Receive items of concern and matters to be included in the next Agenda	None	
17. Date of next Parish Council meeting	Monday 14 th March 2022 at 7.30pm, Marshland Hall	
Meeting Closed	8.15pm	

Details for Item 12b

N L Watson (reimburse card payment)	Zoom 12 month subscription	£143.88
Viking Direct	Printer toner	£68.39
Starboard Systems	Scribe 12 month subscription	259.20
Collective Community Planning	Invoice for services	£1740.00
A Morgan	December & January invoices	£120.04
Marshland Hall	Room hire	£100
Westcotec Ltd	Street light maintenance	£270.00
N L Watson	Expenses £251.40, postage £25.67 and reimburse card payment for training £144.00	£421.07

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