

## MARSHLAND ST JAMES PARISH COUNCIL

### Minutes of an Annual Parish Council Meeting Held on 9<sup>th</sup> May 2022

Minute No 22/022, Agenda Item 3:

Attendance, and to receive consider and accept apologies for absence

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

**Also present:**

Neil Watson – Clerk to the Council

4 members of the public

Apologies were received from County Cllr Dawson and Borough Cllr Long

Minute No	Agenda Item	Discussion	Motion
22/020	1.Election of Chair	Cllr Askew was proposed by acclaim and agreed to accept the post.	Prop Cllr Gathercole, Sec Cllr Partridge, all in favour
22/021	2.Election of Vice-Chair	Cllr Gathercole was proposed by acclaim and agreed to accept the post.	Prop Cllr Wilkinson, Sec Cllr Partridge, all in favour
22/023	4. Approve the minutes of 11 <sup>th</sup> April 2022	Accepted by acclaim	
	5. Receive declarations of interest on Agenda Items	None	
22/024	6. Adjourn the meeting to allow for public comments on Agenda items		Prop: Cllr Gathercole, Sec. Cllr Coleman, all in favour
	7. Planning Matters		
	a. To consider applications received since the last meeting	None	

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22/025	b. Planning decisions from the Borough Council	21/00877/CU Rose Cottage Rands Drove - Retrospective change of use to garden land - <b>Application Permitted</b> 28 April 2022 21/01058/CU Rose Cottage Rands Drove - Retrospective change of use of land to access and yard area to serve existing agricultural contractor's business - <b>Application Permitted</b> 28 April 2022 21/02091/F Fenberry Farm Ltd 84B Smeeth Road - Construction of 2 pairs of 3-bedroom semi-detached starter homes - <b>Application Permitted</b> 28 April 2022	
22/026	8. Receive matters arising from the minutes	Item 13 (22/013) from 11 <sup>th</sup> April: The Police have accepted that enforcement is their responsibility and will be monitoring the situation when they are in the village.	
22/027	9. Receive correspondence	Previously circulated: <b>Cllr Dawson:</b> Re Medworth CfW CHP Facility (2 emails) <b>County Farms:</b> Annual Conference, Funding for Farms <b>Norfolk Police:</b> Launch of engagement survey <b>Vattenfall:</b> Norfolk Zone update <b>Norfolk ALC:</b> Newsletter (x2), 'Have Your Say' details, meeting date correction.	
22/028	10. Adopt the updated Standing Orders	Adoption was approved	Prop: Cllr Thorpe, Sec. Cllr Wilkinson, all in favour
22/029	11. Adopt the Financial Regulations 2019	Adoption was approved	Prop: Cllr Didwell, Sec. Cllr Gathercole, all in favour
	12. Appointment of Committee members and representatives		
22/030	a. Playing Field Management Partnership	Cllrs Wilkinson & Gathercole were proposed by acclaim and agreed to accept the post.	Prop: Cllr Askew, Sec. Cllr Partridge, all in favour
22/031	b. Parish Council Representatives for Police Engagement	Cllrs Coleman (lead) and Redhead were proposed by acclaim and agreed to accept the post.	Prop: Cllr Wilkinson, Sec. Cllr Askew, all in favour
	13. Receive any issues from the PFMP meeting	CGM have imposed a 7.5% increase to their charges across the board from 1 <sup>st</sup> April 2022. This increase is in accordance with the contract terms.	
22/032	14. To receive a report on the Neighbourhood Plan	The draft Design Code has been received and is being considered by the steering group members. The grant application and consultation results will be considered at the next steering group meeting.	

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22/033	15. Highways Issues	Potholes were again reported between Engine Bridge 1 and Engine Bridge 2 Potholes were reported between the Black Drove/School Road junction along the whole length of Black Drove to the old railway crossing.	
	16. Finance		
22/034	a. Accept the Statement of Accounts for 2021/22	The document (which had been circulated to Cllrs prior to the meeting) was approved by acclaim	Proposed Cllr Gathercole, seconded Cllr Partridge, all in favour
22/035	b. Accept the Internal Auditor's report for 2021/22	The document (which had been circulated to Cllrs prior to the meeting) was approved by acclaim	Proposed Cllr Gathercole, seconded Cllr Partridge, all in favour
22/036	c. Accept the Statement on Internal Control for 2021/22	The document (which had been circulated to Cllrs prior to the meeting) was approved by acclaim	Proposed Cllr Gathercole, seconded Cllr Partridge, all in favour
22/037	d. Completion of the Annual Governance Statement for 2021/22	The document (which had been circulated to Cllrs prior to the meeting) was approved by acclaim	Proposed Cllr Gathercole, seconded Cllr Partridge, all in favour
22/038	e. Accept the Accounting Statements for 2021/22	The document (which had been circulated to Cllrs prior to the meeting) was approved by acclaim	Proposed Cllr Gathercole, seconded Cllr Partridge, all in favour
22/039	f. Approve the Notice of Public Rights for inspection of the 2021/22 accounts	The document (which had been circulated to Cllrs prior to the meeting) was approved by acclaim	Proposed Cllr Gathercole, seconded Cllr Partridge, all in favour
22/040	g. Accept accounts to 30 <sup>th</sup> April 2022 including the lists of all payments and receipts for the month as shown below	Following checking by Cllrs Partridge and Wilkinson it was proposed that the accounts be accepted.	Prop: Cllr Wilkinson, Sec. Cllr Partridge, all in favour
22/041	h. Agree to sign cheques as per the schedule below		Prop: Cllr Gathercole, Sec. Cllr Redhead, all in favour
22/042	i. Approve the Parish CIL report	Adoption was approved	Prop: Cllr Redhead, Sec. Cllr Didwell, all in favour

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22/043	j. Consider a donation to St James Church	A donation of £350 in recognition of the community facilities the Church provides was agreed	Prop: Cllr Gathercole, Sec. Cllr Partridge, 7 Cllrs in favour, 1 against
22/044	k. Consider a donation to Citizens Advice Norfolk	The request for a donation was declined. It was agreed that we would be happy to host a remote outreach session on behalf of CAB if requested to do so	
22/045	l. Approve the payment of a contractor's invoices by standing order	Agreed by acclaim	Prop: Cllr Wilkinson, Sec. Cllr Thorpe, all in favour
22/046	17. Adjourn the meeting to allow for public comments on Agenda items		Proposed Cllr Askew, seconded Cllr Didwell, all in favour
	18. Receive items of concern and matters to be included in the next Agenda	None	
22/047	19. Date of next Parish Council meeting	Monday 13 <sup>th</sup> June 2022 at 7.30pm, Marshland Hall	
	Meeting Closed	8.00pm	

#### Details for Item 16h

Voucher No	Cheque No	Payee	Reason	Value
V19	101268	N L Watson (Clerk)	Reimburse postage etc	£95.82
V20	101269	N L Watson (Clerk)	Clerk's expenses	£396.35
V21	101270	Viking	Office equipment	£166.80
V29	101271	MDCSC	Floodlight electricity	£275.48
V31	101272	Viking	Stationery	£67.97
V32	101273	C M Hurley	Internal Audit Fee	£50.00
V33	101275	St James Church	Donation	£350.00
V34	101274	MDCSC	Donation	£2000.00

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

11 May 2022 (2022-2023)

**Marshland St James Parish Council**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	05/04/2022	Committed Sum (Street Light)	A_Current account		Committed Sum	Metcalf Copeman & Pettifair	X	4,107.33		4,107.33
3	07/04/2022	Precept	A_Current account		Precept	BCKLWN	X	37,500.00		37,500.00
2	11/04/2022	Committed Sum (Street Light)	NS&I		Committed Sum	MSJPC (Internal Tfr)	X			
4	20/04/2022	CIL Income	A_Current account		CIL Income	BCKLWN	X	1,639.64		1,639.64
5	26/04/2022	VAT	A_Current account		VAT refund	HMRC	R		1,338.06	1,338.06
<b>Total</b>								<b>43,246.97</b>	<b>1,338.06</b>	<b>44,585.03</b>

11 May 2022 (2022-2023)

**Marshland St James Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
11 Street lighting	05/04/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	13.73	0.69	14.42
12 Street lighting	05/04/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	49.41	2.47	51.88
10 Playing field	05/04/2022		A_Current account		emptying of wheellie bin	Baco-Compak Ltd	S	15.20	3.04	18.24
9 Commuted Sum (Street Light)	05/04/2022	22/015 & 016	A_Current account	101266	Commuted Sum	M5J PC (Internal Tf)	X			
14 Allotments	11/04/2022	22/016	A_Current account	101267	Allotment Rent	Norfolk County Council	X	370.00		370.00
3 Allotments	11/04/2022		A_Current account		Drainage rates	King's Lynn Internal Drainage	X	82.37		82.37
4 Membership fees	11/04/2022	22/016	A_Current account	101261	Subscriptions	Norfolk ALC	X	284.64		284.64
7 Membership fees	11/04/2022	22/016	A_Current account	101264	Subscriptions	CAN	X	50.00		50.00
1 Maintenance of Trod	11/04/2022		A_Current account		Maintain Trod	CGM Group Ltd	S	95.00	19.00	114.00
2 Playing field	11/04/2022		A_Current account		Grounds maintenance	CGM Group Ltd	S	58.00	11.60	69.60
5 Training	11/04/2022	22/016	A_Current account	101262	Subscriptions	Norfolk ALC	S	25.00	5.00	30.00
6 Training	11/04/2022	22/016	A_Current account	101263	Training	Norfolk ALC	S	250.00	50.00	300.00
8 Admin	11/04/2022	22/016	A_Current account	101265	Admin	Viking Direct	S	32.71	6.54	39.25
17 Playing field	19/04/2022		A_Current account	101243	Litter Picking & Bin Emptying	Anthony Morgan	X	-60.02		-60.02
13 Clerks salary	20/04/2022		A_Current account		Clerks Salary	Watson N L (Clerk RFO)	X	698.88		698.88
18 Playing field	26/04/2022		A_Current account		Litter Picking & Bin Emptying	Anthony Morgan	X	180.06		180.06
15 Street lighting	26/04/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	15.19	0.76	15.95
16 Street lighting	26/04/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	54.71	2.74	57.45
<b>Total</b>								<b>2,214.88</b>	<b>101.84</b>	<b>2,316.72</b>

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