

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting

Held on 13th June 2022

Minute No 22/048, Agenda Item 1:

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	No
Cllr Redhead		Yes		
Cllr Thorpe		Yes		
Cllr Wilkinson		Yes		

Also present:

Neil Watson – Clerk to the Council

4 members of the public (*3 members of the public left the meeting following item 5*)

Apologies were received from County Cllr Dawson

Minute No	Agenda Item	Discussion	Motion
22/049	2. Approve the minutes of 9 th May 2022	Accepted by acclaim	
	3. Receive declarations of interest on Agenda Items	None	
22/050	4. Adjourn the meeting to allow for public comments on Agenda items		Prop: Cllr Gathercole, Sec. Cllr Wilkinson, all in favour
22/051	5. Propose a vote of thanks to Mr J Norman following his resignation from the Council	The Chair offered the thanks of the Parish Council for Mr Norman's many years of service, the Clerk is to confirm those thanks in a letter.	
	6. Planning Matters		
22/052	a. To consider applications received since the last meeting	<p>22/00707/F – proposed extensions and alterations, Westfields, School Road – SUPPORT the application</p> <p>22/00708/F – proposed barn conversion to two dwellings, Westfields, School Road SUPPORT the application</p> <p>22/00839/F – proposed porch and extension, 186 Smeeth Road SUPPORT the application</p> <p>22/00819/f – 28 Smeeth Road, erection of garage and change of use from agricultural to paddock The Parish Council have no objection to this application, but request that a condition be applied to prevent any rear access (be that vehicle, pedestrian or equestrian) to and from Hunter's Drove - now and in the future.</p>	

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

22/053	b. Planning decisions from the Borough Council	22/00154/F New Road Farm, Middle Drove – proposed two-storey extension - Application Permitted 25 th May 2022 21/02386/F Land N of 292 Smeeth Rd and S of St James Court- variation of plans and design for previously approved dwelling - Application Permitted 19 th May 2022	
	7. Receive matters arising from the minutes	None	
22/054	8. Receive correspondence	Previously circulated: Cllr Dawson: Jubilee Tree for Norfolk County Farms: Drop-in sessions, Invitation to Royal Norfolk Show Norfolk Police: SNAP meeting details Norfolk ALC: Newsletter	
22/055	9. Receive any issues from the PFMP meeting	PFMP propose that Mrs Sonya Gowler be appointed to the committee to represent the football club	Prop Cllr Wilkinson, Sec Cllr Gathercole. 7 in favour, 1 against
22/056	10. To receive a report on the Neighbourhood Plan	The 2022/23 grant application has been approved and the funds received. The steering group are to meet on 15 th June to discuss the consultation outcomes.	
22/057	11. To discuss the Parish Council allotments	One allotment is in an unsatisfactory, untidy condition. The Clerk to write to the allotment holder to remind him of his obligations.	
22/058	12. To consider an application to BCKLWN for central CIL monies to support the speed reduction project	Applications to this fund open on 1 st July. We appear to meet all the criteria for a successful award, the Clerk is to submit an application	
22/059	13. Consider the process for co-opting to fill the Councillor vacancy	The Clerk is to advertise the vacancy and invite written applications to be considered at the next meeting	
22/060	14. To consider obtaining a “.gov.uk” domain for the Parish Council to comply with NALC recommendations	Use of a ‘gov.uk domain and email addresses is considered good practice for reasons of professionalism and data security. The Clerk to provide a costed proposal to the next meeting	
22/061	15. Highways Issues	Potholes were once again reported between Engine Bridge 1 and Engine Bridge 2 Potholes were once again reported between the Black Drove/School Road junction along the whole length of Black Drove to the old railway crossing. The verges on Smeeth Road need cutting Potholes on Bonnetts Lane to be reported The dressing of the road has resulted in potholes simply being masked by chippings making them dangerous	

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

	16. Finance		
22/062	a. Accept accounts to 31 st May 2022 including the lists of all payments and receipts for the month as shown below	Following checking by Cllrs Redhead and Thorpe it was proposed that the accounts be accepted.	Prop: Cllr Thorpe, Sec. Cllr Redhead, all in favour
22/063	b. Agree to sign cheques as per the schedule below		Prop: Cllr Askew, Sec. Cllr Gathercole, all in favour
22/064	c. Consider the issue of a debit card to the Clerk	The Financial Regulations provide for such a card to be issued to the Clerk for purchases that cannot be undertaken by cheque – its issue and use is recommended by the Internal Auditor to avoid the Clerk using personal funds and reclaiming. It was agreed that such a card with a limit of £500 per transaction be ordered	Prop: Cllr Gathercole, Sec. Cllr Thorpe, 7 in favour, 1 against
22/065	17. Adjourn the meeting to allow for public comments on Agenda items		Proposed Cllr Askew, seconded Cllr Gathercole, all in favour
22/066	18. Receive items of concern and matters to be included in the next Agenda	To discuss the effect of vermin control by poisoning on other wildlife	
22/067	19. Date of next Parish Council meeting	Monday 11 th July 2022 at 7.30pm, Marshland Hall	
	Meeting Closed	9.00pm	

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

18 June 2022 (2022-2023)

Marshland St James Parish Council

CHEQUE LIST 101276 to 101282

Voucher	Number	Code	Name	Description	Amount
44	101276	26 - Maintenance of Bowls Green	Eden Pest Control	Bowls Green Maintenance	200.00
43	101277	14 - Training	Norfolk ALC	Training	25.00
42	101278	14 - Training	Norfolk ALC	Training	25.00
49	101279	13 - Membership fees	NPFA	Subscriptions	25.00
50	101280	26 - Maintenance of Bowls Green	Eden Pest Control	Bowls Green Maintenance	85.00
51	101281	15 - Playing field	E & DE Gathercole	Grounds maintenance	46.27
52	101282	26 - Maintenance of Bowls Green	Marshland St James Bowls Club	Bowls Green Maintenance	225.00
TOTAL					631.27

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

18 June 2022 (2022-2023)

**Marshall St James Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
21 Admin	09/05/2022		A_Current account	101270	Admin	Viking Direct	S	139.00	27.80	166.80
22 Playing field	09/05/2022		A_Current account		Grounds maintenance	CGM Group Ltd	S	78.00	15.60	93.60
23 Playing field	09/05/2022		A_Current account		Grounds maintenance	CGM Group Ltd	S	25.00	5.00	30.00
24 Village Gateways	09/05/2022		A_Current account		Maintain village signs	CGM Group Ltd	S	19.00	3.80	22.80
25 Village Gateways	09/05/2022		A_Current account		Maintain village signs	CGM Group Ltd	S	50.00	10.00	60.00
26 Playing field	09/05/2022		A_Current account		Grounds maintenance	CGM Group Ltd	S	24.00	4.80	28.80
27 Playing field	09/05/2022		A_Current account		Grounds maintenance	CGM Group Ltd	S	15.00	3.00	18.00
28 Maintenance of Trod	09/05/2022		A_Current account		Maintain Trod	CGM Group Ltd	S	75.00	15.00	90.00
31 Admin	09/05/2022		A_Current account	101272	Admin	Viking Direct	S	56.64	11.33	67.97
19 Admin	09/05/2022		A_Current account	101268	Admin	Watson N L (Clerk RFO)	X	95.82		95.82
20 Clerks expenses	09/05/2022		A_Current account	101269	Clerks expenses	Watson N L (Clerk RFO)	X	396.35		396.35
29 Playing field	09/05/2022		A_Current account	101271	MUGA Floodlight electricity	MDSCS	X	275.48		275.48
32 Audit	09/05/2022		A_Current account	101273	Internal Audit	Mrs CM Hurley	X	50.00		50.00
33 Donations	09/05/2022		A_Current account	101275	Donations	St James Methodist Church	X	350.00		350.00
34 Village Hall donation	09/05/2022		A_Current account	101274	Donations	MDSCS	X	2,000.00		2,000.00
41 Maintenance of Bowls Green	20/05/2022		A_Current account		water supply	Wave	Z	74.85		74.85
30 Clerks salary	20/05/2022		A_Current account		Clerks Salary	Watson N L (Clerk RFO)	X	698.88		698.88
36 Playing field	20/05/2022		A_Current account		Grounds maintenance	CGM Group Ltd	S	83.85	16.77	100.62
37 Playing field	20/05/2022		A_Current account		Grounds maintenance	CGM Group Ltd	S	48.38	9.68	58.06
38 Playing field	20/05/2022		A_Current account		Grounds maintenance	CGM Group Ltd	S	25.80	5.16	30.96
39 Playing field	20/05/2022		A_Current account		Maintain Trod	CGM Group Ltd	S	102.13	20.43	122.56
40 Playing field	20/05/2022		A_Current account		Maintain village signs	CGM Group Ltd	S	20.43	4.09	24.52
45 Maintenance of Trod	20/05/2022		A_Current account		Maintain Trod	CGM Group Ltd	S	-75.00	-15.00	-90.00
35 Playing field	30/05/2022		A_Current account		emptying of wheelie bin	Baco-Compak Ltd	S	30.40	6.08	36.48
Total								4,659.01	143.54	4,802.55

18 June 2022 (2022-2023)

Marshland St James Parish Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
6 Recycling credits	30/05/2022		A_Current account		Recycling credits	Norfolk County Council	X	57.64		57.64
					Total			57.64		57.64

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