

## MARSHLAND ST JAMES PARISH COUNCIL

### Minutes of an Ordinary Parish Council Meeting

### Held on 26<sup>th</sup> September 2022

Minute No 22/078, 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	Yes
Cllr Didwell		Yes		
Cllr Morgan		Yes		
Cllr Partridge		Yes		
Cllr Redhead			Yes	Yes
Cllr Thorpe			Yes	Yes
Cllr Wilkinson		Yes		

**Also present:**

Neil Watson – Clerk to the Council

Cllr Brian Long – BCKLWN

2 members of the public

Prior to the meeting a minute's silence was observed in memory of the late Queen Elizabeth II. The proclamation of King Charles III was noted (and circulated to attendees) and His Majesty acclaimed by a rousing 'God Save The King'. The chair noted that members of the Council, the Clerk and members of the public observed the national Moment of Reflection on the playing field at 8pm on 18<sup>th</sup> September; and that a Book of Condolence was placed in Marshland Hall until 20<sup>th</sup> September.

Minute No	Agenda Item	Discussion	Motion/Action
22/079	2. Approve the minutes of 11 <sup>th</sup> July 2022	Accepted by acclaim	
	3. Receive declarations of interest on Agenda Items	None	
22/080	4. Adjourn the meeting to allow for public comments on Agenda items	A member of the public suggested that a village shop would be an asset. Cllr Long advised that the change of use for the premises at St John's Fen End had recently been approved to convert the hairdressers into a shop (Planning ref 21/02417/F)	Prop Cllr Gathercole, Sec. Cllr Wilkinson all in favour
	5. Planning Matters		

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

	a. To consider applications received since the last meeting	22/00708/F Proposed barn conversion at Westfields, School Road (amendment) – <b>SUPPORT</b> the application 22/00819/F Garage and change of use at 28 Smeeth Road (amendment) - Reiterate the Council's request that no access be allowed from Hunters Drove, otherwise <b>SUPPORT</b> the application 22/01345/F Extension to bungalow, 21 Walton Road – <b>NO OBJECTION</b> to the application	
	b. Planning decisions from the Borough Council	22/00839/F, 186 Smeeth Road – porch and extension – <b>application permitted</b> 13/7/2022 22/00245/F, Longacre Farm – horse walker – <b>application permitted</b> 3/8/2022 22/00707/F, Westfields School Road – extension – <b>application permitted</b> 9/8/2022 22/00234/F, 142 Smeeth Road – extension – <b>application permitted</b> 4/9/2022	
	6. Receive matters arising from the minutes	None	
22/081	7. Receive correspondence	A quotation from Nick's Tree and Garden Services for works to trees and hedges to the south of the playing field in the sum of £1600. The quotation is accepted subject to confirmation that the hedges will be reduced to no more than 5' tall to allow light penetration; and production of satisfactory insurance and risk assessment documents.	Prop Cllr Askew, Sec. Cllr Wilkinson, all in favour
22/082		Correspondence received from the builders at 150 Smeeth Road requesting that a tree overhanging the rear be reduced.	Clerk to obtain a professional opinion on the condition of the tree and whether any action is required
22/083		The revised public transport provision of a dial-a-taxi service to replace the No 63 service bus was discussed.	Clerk to advise Norfolk County Council that the change of destination from Kings Lynn to Wisbech is not popular, nor is the charge as ENCTS pass holders travelled free on the bus.
22/084		Norfolk ALC requested a nomination of Parish Council representative to their board, a position traditionally held by the Parish Council Chair.	Cllr Askew is happy to continue the role, and was appointed by acclaim
		The Clerk wrote on behalf of the Parish Council to HM King Charles III offering condolences from the Parish. The Clerk wrote on behalf of the Parish Council to the Rt Hon Elizabeth Truss MP (our constituency MP) offering congratulations on her appointment as Prime Minister	

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

		<p>Previously circulated:</p> <p>Cllr Dawson            NCC Budget savings  NHS Norfolk            ICS Stakeholder     Update x3</p> <p>Healthwatch            August Newsletter  Norfolk</p> <p>Cllr Dawson            Bus Services  Queen Elizabeth        Modernising our  Hospital                    Services x3</p> <p>County Farms            Cover Crop Offer  County Farms            Support with     agricultural policy</p> <p>Cllr Dawson            DEFRA levelling-up     funding</p> <p>Cllr Dawson            Asylum Seeker     Impact</p> <p>Active Places            Summer Newsletter  Cllr Dawson            Anglian Water     reaction to drought</p> <p>Cllr Dawson            Medworth CHaP     update</p> <p>Norfolk ALC            Heatwave Advice  Community Action      Cost Of Living Crisis  Norfolk                    Support</p> <p>Cllr Dawson            NCC Petitions  Cllr Dawson            Norfolk Assistance     Scheme</p> <p>Community Action      Empowering  Norfolk                    Communities  Vattenfall                Community     Workshops</p> <p>BCKLWN                Planning Suffixes  County Farms            Agri-Tech     Newsletter</p> <p>Norfolk Police            SNAP meeting  Cllr Dawson            Road Closures and     Diversions</p> <p>Cllr Dawson            Infrastructure and     Development     Committee</p> <p>BCKLWN                updated Borough     Council of King's     Lynn and West     Norfolk Local Plan     Review     Sustainability     Appraisal</p>	
	<p>8. Receive any issues from the PFMP meeting</p>	<p>None (except as noted at 7 above, items 1&amp;2)</p>	

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

22/085	9. To consider adopting the NALC model 'Civility & Respect' pledge	The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	Prop Cllr Askew, Sec. Cllr Partridge all in favour.  <b>It was noted that the pledge applies to all Parish Councillors, committee members, working group members and employees.</b>  The Clerk to sign up to the Pledge on behalf of the Council and present further details of the pledge to a future meeting
22/086	10. Highways Issues	The multiple road closures by Anglian Water were discussed, including the length of the Traffic Notices awarded and the tardiness of removing road signage once works are complete.  It was noted that the closure of Rungays Bridge is scheduled for the next financial year, and Highways Dept have undertaken to make the private concrete roadway fit for purpose as an access road during any closure of the bridge.  Vigorous shrubs in the garden of 131 Smeeth Road are making visibility poor at an already difficult junction.  Part-collapsed culvert on School Road at the Church Bank/Middle Drove junction	Cllr Long will look into ways to improve the process.        Clerk to contact the owner and request reduction of the shrubs Clerk to report again to Highways
	11. Update on the application to BCKLWN for central CIL monies to support the speed reduction project	The Clerk advised that a formal offer of £10,000 of central CIL monies has been received from BCKLWN – the project is now fully funded and ready to proceed once all the traffic orders are in place.	
	12. Finance		
22/087	a. Accept accounts to 31 <sup>st</sup> July and 31 <sup>st</sup> August 2022 including the lists of all payments and receipts for the month as shown below	Following checking by Cllrs Askew and Wilkinson it was proposed that the accounts be accepted.	Prop Cllr Askew, Sec. Cllr Wilkinson, all in favour
	b. Agree to sign cheques as per the schedule below	No cheques to sign at this meeting	

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

	c. Discuss arrangements for the External Auditor for 2022/23	The Parish Council has the option to withdraw from the national External Auditor provision and appoint our own accountant and auditor to carry out the process. It was noted that for a small Council such as ours the cost and complexity of such a change would be prohibitive and unnecessary. The RFO wishes for the status quo to remain.	Prop: Cllr Gathercole, Sec. Cllr Partridge that we continue with the national provision. All in favour
22/088	13. Adjourn the meeting to allow for public comments on Agenda items		Prop: Cllr Askew, Sec. Cllr Gathercole, all in favour
	14. Receive items of concern and matters to be included in the next Agenda	None	
	15. Date of next Parish Council meeting	Monday 10 <sup>th</sup> October 2022 at 7.30pm, Marshland Hall	
<b>The Council moved into confidential session and all members of the public withdrew</b>			
22/089	16. To receive from the Chair the Clerk's Annual Appraisal	The Clerk withdrew while his Annual Appraisal was discussed. On his return it was noted that his first year in office had been successful. A salary review to SCP21 effective 1 <sup>st</sup> September 2022 was awarded.	
22/090	To discuss the contract for grass cutting	It was agreed that the Clerk should seek quotations for the elements of the grass cutting contract that covers works at the playing field.	
	To review litter and bins arrangements	Item deferred to a later meeting.	
	Meeting Closed	9.15pm	

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

18 August 2022 (2022-2023)

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
61 Street lighting	05/07/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	15.19	0.76	15.95
62 Street lighting	05/07/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	54.71	2.74	57.45
63 Admin	11/07/2022	22/076	A_Current account	101283	Admin	Watson N L (Clerk RFO)	X	59.76		59.76
64 Clerks expenses	11/07/2022	22/076	A_Current account	101284	Clerks expenses	Watson N L (Clerk RFO)	X	182.60		182.60
65 Playing field	01/07/2022		A_Current account		Litter Picking & Bin Emptying	Anthony Morgan	X	60.02		60.02
66 Clerks salary	20/07/2022		A_Current account		Clerks Salary	Watson N L (Clerk RFO)	X	698.88		698.88
67 Neighbourhood Plan Consult	11/07/2022	22/076	A_Current account	101285	NP Expenses	CCP	S	700.00	140.00	840.00
68 Playing field	29/07/2022		A_Current account		Grounds maintenance	CGM Group Ltd	S	83.85	16.77	100.62
69 Playing field	29/07/2022		A_Current account		Grounds maintenance	CGM Group Ltd	S	25.80	5.16	30.96
70 Village Gateways	29/07/2022		A_Current account		Maintain village signs	CGM Group Ltd	S	20.42	4.08	24.50
71 Admin	04/07/2022		A_Current account		Admin	Amazon	S	11.00	2.24	13.24
72 Admin	11/07/2022	22/076	A_Current account	101286	Admin	Viking Direct	S	76.31	15.26	91.57
73 Playing field	28/07/2022		A_Current account		Litter Picking & Bin Emptying	Bacc-Compak Ltd	S	60.80	12.16	72.96
75 Street lighting	26/07/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	14.70	0.74	15.44
76 Street lighting	26/07/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	52.95	2.65	55.60
77 Admin	22/07/2022		A_Current account		Admin	Post Office	X	2.05		2.05
79 Play equipment	25/07/2022		A_Current account		play area repairs	Fenland Leisure Products Ltd	S	608.80	121.76	730.56
80 Playing field	25/07/2022		A_Current account		Litter bin	Glasdon Uk Ltd	S	269.26	53.85	323.11
<b>Total</b>								<b>2,997.10</b>	<b>378.17</b>	<b>3,375.27</b>

1 September 2022 (2022-2023)

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
74 PWLB Loans	04/08/2022		A_Current account		PWB Loan repayment	PWLB	X	2,877.90		2,877.90
78 Training	05/08/2022		A_Current account	101287	Councillor Training	Norfolk ALC	X	3.50		3.50
81 Audit	05/08/2022		A_Current account	101288	External Audit	PKF Littlejohn LLP	S	400.00	80.00	480.00
82 Clerks salary	22/08/2022		A_Current account		Clerks Salary	Watson N L (Clerk RFO)	X	698.88		698.88
83 Playing field	01/08/2022		A_Current account		Litter Picking & Bin Emptying	Anthony Morgan	X	60.02		60.02
84 Playing field	26/08/2022		A_Current account		emptying of wheelle bin	Baco-Compak Ltd	S	60.80	12.16	72.96
85 Play equipment	18/08/2022		A_Current account		play area repairs	Fenland Leisure Products Ltd	S	136.60	27.32	163.92
86 Admin	16/08/2022		A_Current account		Postage	Post Office	X	22.80		22.80
87 Street lighting	31/08/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	15.19	0.76	15.95
88 Street lighting	31/08/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	54.71	2.74	57.45
89 Admin	19/08/2022		A_Current account		Admin	Amazon	S	9.12	1.82	10.94
90 Maintenance of Bowls Green	20/08/2022		A_Current account		water supply	Wave	Z	89.48		89.48
<b>Total</b>								<b>4,429.00</b>	<b>124.80</b>	<b>4,553.80</b>

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

1 September 2022 (2022-2023)

**Marshland St James Parish Council**

**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
8 VAT	24/08/2022		A_Current account		VAT refund	HMRC	R		408.84	408.84
					<b>Total</b>				<b>408.84</b>	<b>408.84</b>

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