

## MARSHLAND ST JAMES PARISH COUNCIL

### Minutes of an Ordinary Parish Council Meeting

### Held on 10<sup>th</sup> October 2022

Minute No 22/091, 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	Yes
Cllr Redhead		Yes		
Cllr Thorpe			Yes	Yes
Cllr Wilkinson		Yes		

**Also present:**

Neil Watson – Clerk to the Council

2 members of the public

Minute No	Agenda Item	Discussion	Motion/Action
22/092	2. Approve the minutes of 26 <sup>th</sup> September 2022	Accepted by acclaim	
	3. Receive declarations of interest on Agenda Items	None	
22/093	4. Adjourn the meeting to allow for public comments on Agenda items		Prop Cllr Gathercole, Sec. Cllr Wilkinson all in favour
	5. Planning Matters		
	a. To consider applications received since the last meeting	None	
	b. Planning decisions from the Borough Council	None	
	6. Receive matters arising from the minutes	None	
	7. Receive correspondence	Email received from a Parishioner concerning the dyke behind Hickathrift Field Letter from County Farms advising that a rent review for the allotment land will be issued shortly Questionnaire from NorfolkALC on Emergency Planning	

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

		<p>Circulated prior to meeting:  Cllr Dawson – Avian Flu  Visit West Norfolk – Newsletter  Cllr Dawson – Trees Memorial  Norfolk ALC – Wellbeing Newsletter x 2  Cllr Dawson – Queen Elizabeth Hospital Update  NPLaw - Parish Council Legal Subscription Service  Norfolk &amp; Waveney ICS – Stakeholder Update  Norfolk ALC - Invitation to Walking &amp; Cycling  Norfolk ALC – Getting On With Numbers  Norfolk County Council – Minerals &amp; Waste Local Plan Update  Email received from a Parishioner concerning the dyke behind Hickathrift Field  Letter from County Farms advising that a rent review for the allotment land will be issued shortly  Questionnaire from NorfolkALC on Emergency Planning</p>	
	8. Receive any issues from the PFMP meeting	<p>Bin collections to be amended to 2-weekly  Local adverts to be placed for someone to do the litter-picking and empty the bins  Thanks were expressed by acclaim to Cllr &amp; Mrs Morgan for their offer to carry out these tasks on a voluntary basis until someone can be recruited.</p>	
	9. To receive a report from the Neighbourhood Plan Steering Group	<p>The Steering Group expects to move forward with a Call for Sites and will be holding a meeting shortly to progress this.</p>	
22/094	10. Update on obtaining a '.gov.uk' domain	<p>It was agreed that the Clerk should procure an appropriate domain and new email address and point the Parish website to the new domain. 2022/23 spend of approx. £500 to be taken from reserves with an appropriate budget set for 2023/24.</p>	<p>Prop Cllr Askew,  Sec Cllr Redhead. 5 in favour, 1 against</p>
	11. Highways issues	<p>No new issues. It was noted that the response from Highways to issues that have been reported in the past is not as fast as we would like. It was also noted that there was a road accident on School Road when a vehicle left the road at a place where the road surface is particularly poor.</p>	
	12. Discuss an application to the NCC Parish Partnership Scheme for 2023/24	<p>Deferred to the next meeting for Councillors to bring suggestions forward.</p>	
	13. Finance		

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

22/095	a. Accept accounts to 30 <sup>th</sup> September 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
22/096	b. Agree to sign cheques as per the schedule below		Prop Cllr Wilkinson, Sec. Cllr Gathercole, all in favour
22/097	c. Receive the half-year accounts to 30 <sup>th</sup> September (attached below) and agree budget virements		Prop: Cllr Wilkinson, Sec. Cllr Didwell. All in favour
	d. Consider an extended service plan for the Clerk's laptop	It was agreed by acclaim that this plan would not be purchased and in the event of problems local repairers would be used.	
22/098	14. Adjourn the meeting to allow for public comments on Agenda items		Prop: Cllr Askew, Sec. Cllr Redhead, all in favour
	15. Receive items of concern and matters to be included in the next Agenda	None	
	16. Date of next Parish Council meeting	Monday 14 <sup>th</sup> November 2022 at 7.30pm, Marshland Hall	
	Meeting Closed	8.25 pm	

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

12 October 2022 (2022-2023)

**Marshland St James Parish Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
91 Clerks expenses	12/09/2022		A_Current account	101289	Clerks expenses	Watson N L (Clerk RFO)	X	300.50		300.50
92 Clerks salary	12/09/2022		A_Current account		Clerks Salary	Watson N L (Clerk RFO)	X	698.88		698.88
93 Playing Field	01/09/2022		A_Current account		Litter Picking & Bin Emptying	Anthony Morgan	X	60.02		60.02
94 Admin	09/09/2022		A_Current account		Admin	Tesco	S	3.33	0.67	4.00
95 Admin	09/09/2022		A_Current account		Admin	Amazon	S	7.50	1.50	9.00
96 CL (expenditure)	12/09/2022		A_Current account		play area repairs	Fenland Leisure Products Ltd	S	415.00	83.00	498.00
103 Street lighting	17/09/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	15.19	0.76	15.95
104 Street lighting	17/09/2022		A_Current account		Street lighting electric	Drax (formerly Haven Power)	L	54.71	2.74	57.45
105 Admin	27/09/2022		A_Current account		Postage	Post Office	X	2.35		2.35
106 Playing field	30/09/2022		A_Current account		emptying of wheeldie bin	Barco-Compak Ltd	S	76.51	15.30	91.81
<b>Total</b>								<b>1,633.99</b>	<b>103.97</b>	<b>1,737.96</b>

12 October 2022 (2022-2023)

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

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
9 Admin	09/09/2022		A_Current account		Admin	Amazon	S	7.50	1.50	9.00
10 Allotments	01/09/2022		A_Current account		Allotment Rent	Mr L Mason	X	55.64		55.64
11 Allotments	12/09/2022		A_Current account		Allotment Rent	Mr A Askew	X	948.53		948.53
<b>Total</b>								<b>1,011.67</b>	<b>1.50</b>	<b>1,013.17</b>

12 October 2022 (2022-2023)

**Marshland St James Parish Council**

**CHEQUE LIST 101290 to 101293**

Voucher	Number	Code	Name	Description	Amount
112	101290	20 - Village Hall donation	MDCSC	Donations	2,000.00
113	101291	39 - Neighbourhood Plan Consul	CCP	NP Expenses	540.00
120	101292	15 - Playing field	King's Lynn Internal Drainage Board	Grounds maintenance	270.00
121	101293	26 - Maintenance of Bowls Green	Marshland St James Bowls Club	Bowls Green Maintenance	314.21
<b>TOTAL</b>					<b>3,124.21</b>

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

MARSHLAND ST JAMES PARISH COUNCIL

Expenditure	2022/2023 Budget	2022/2023 spent to date	Estimate spend to year end	Estimate spend for 2022/2023	Variance	Virements
Admin	£ 500.00	£ 518.39	£ 300.00	£ 818.39	(£318.39)	£300.00
Web domain and support	£ -	£ -	£ 500.00	£ 500.00	(£500.00)	
Allotments	£ 900.00	£ 452.37	£ 370.00	£ 822.37	£77.63	
Audit	£ 350.00	£ 450.00		£ 450.00	(£100.00)	
Clerks Expenses	£ 1,000.00	£ 879.45	£ 800.00	£ 1,679.45	(£679.45)	£700.00
Clerks Salary	£ 8,555.00	£ 4,193.28	£ 4,374.24	£ 8,567.52	(£12.52)	£500.00
Donations/S137	£ 25.00		£ 25.00	£ 25.00	£0.00	
Election	£ 1,000.00			£ -	£1,000.00	
Glass collection	£ 50.00		£ 20.00	£ 20.00	£30.00	
Insurance	£ 1,200.00		£ 1,000.00	£ 1,000.00	£200.00	
Loans	£ 5,755.80	£ 2,877.90	£ 2,877.90	£ 5,755.80	£0.00	
Membership Fees	£ 500.00	£ 359.64		£ 359.64	£140.36	
Training	£ 1,000.00	£ 328.50	£ 300.00	£ 628.50	£371.50	
Playing Field/play equipment	£ 3,700.00	£ 2,347.59	£ 1,500.00	£ 3,847.59	(£147.59)	
Open Spaces	£ 500.00		£ 1,500.00	£ 1,500.00	(£1,000.00)	£1,500.00
Church Hall Donation	£ 350.00	£ 350.00		£ 350.00	£0.00	
Street Lighting	£ 1,000.00	£ 602.39	£ 350.00	£ 952.39	£47.61	
Village Hall Donation	£ 4,000.00	£ 2,000.00	£ 2,000.00	£ 4,000.00	£0.00	
CIL (Expenditure)		£ 1,429.66	£ 3,000.00	£ 4,429.66		
20mph Project				£ -		£3,000.00
Parish Partnership						
Misc	£ 644.20			£ -	£644.20	
Car park entrance repairs	£ 6,000.00			£ -	£6,000.00	(£6,000.00)
Maintenance of trod	£ 1,200.00	£ 197.13	£ 1,000.00	£ 1,197.13	£2.87	
Maintenance of Bowls green	£ 600.00	£ 389.33	£ 250.00	£ 639.33	(£39.33)	
Neighbourhood Plan	£ 10,000.00	£ 700.00	£ 9,300.00	£ 10,000.00	£0.00	
Village Gateway	£ 250.00	£ 163.59	£ 150.00	£ 313.59	(£63.59)	
VAT	£ 200.00		£ -	£ -	£200.00	
<b>Total</b>	<b>£ 49,280.00</b>	<b>£ 18,239.22</b>	<b>£ 29,617.14</b>	<b>£ 47,856.36</b>		

Half-year accounts 1st April 2022 to 30th September 2022

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