

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting Held on 13th March 2023

Minute No 22/140, 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	Yes
Cllr Coleman		Yes		
Cllr Didwell		Yes		
Cllr Morgan		Yes		
Cllr Partridge		Yes		
Cllr Redhead		Yes		
Cllr Thorpe			Yes	Yes
Cllr Wilkinson			Yes	Yes

Also present:

Neil Watson – Clerk to the Council

3 members of the Public

Minute No	Agenda Item	Discussion	Motion/Action
	2. Approve the minutes of meetings on 13 th February 2023	The minutes were accepted by acclaim and duly signed.	
	3. Receive declarations of interest on Agenda Items	None	
21/141	4. Adjourn the meeting to allow for public comments on Agenda items		Prop Cllr Morgan, Sec Cllr Didwell, all in favour
	5. Reports from County & Borough Councillors	No reports received, Apologies received from Cllr Dawson, NCC	
	6. Planning Matters		
	a. To consider applications received since the last meeting	None	
	b. Planning decisions from the Borough Council	22/02269/F – Retrospective extensions of gym and games room, 81 Smeeth Road – Refused 24/2/23	
	7. Receive matters arising from the minutes	None other than Agenda items	

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

	8. Receive correspondence	<p>Circulated prior:</p> <p>Cllr Dawson: NCC Update</p> <p>Cllr Dawson : County Deal Oversight Group</p> <p>County Farms: FIP Research Scheme</p> <p>Norfolk ALC: Newsletter</p> <p>Norfolk ALC: 'Life in the Slow Lane'</p> <p>Queen Elizabeth Hospital: Newsletter</p> <p>BCKLWN: Medworth Energy Update</p> <p>BCKLWN: County Deal Engagement Dates</p>	
22/142	9. Review and adopt Council Procedures	<p>Child Safeguarding</p> <p>Code Of Conduct</p> <p>Communication and Social Media</p> <p>Equal Opportunities</p> <p>Information under Freedom of Information</p> <p>Operation London Bridge</p> <p>Playground Risk Assessment</p> <p>Contact Privacy Notice</p> <p>Financial Regulations</p> <p>Risk Management Table</p> <p>Retention of Documents</p> <p>Website Accessibility Statement</p> <p>Standing Orders</p> <p>Dignity at Work</p>	The fourteen procedures mentioned were adopted by acclaim.
	10. Receive any issues from the PFMP meeting	None, the prior meeting was not quorate	
	11. To discuss the purchase and location of a Memorial Bench to commemorate the Coronation of King Charles III	The consensus was for a recycled product, further discussion deferred pending result of Grant application	
22/1432	12. To confirm and sign the Civility and Respect Pledge adopted on 26 th September 2022		The Pledge was confirmed by acclaim and signed by the Chair on behalf of the Council
	13. To receive an update on the Neighbourhood Plan 'Call for Sites'	A number of applicants have been invited to make a more detailed presentation of the proposals at a meeting in early April	

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

	14. Highways Issues	Pothole on corner of Trinity Road Overgrown conifers on Walton Road Fly tipping (asbestos?) on Dades Lane Councillors remain concerned with the condition of School Road. Cllr Dawson's email was noted and the pressure on budgets acknowledged.	Councillors will continue to work closely with Cllr Dawson and Norfolk County Council Highways Dept to find a satisfactory solution as soon as possible.
	15. Finance		
22/144	a. Accept accounts to 28 th February 2023	Following checking by Cllrs it was proposed that the accounts be accepted.	Prop Cllr Morgan, Sec Cllr Partridge, all in favour
22/145	b. Agree to sign cheques & approve payments	Cheques agreed as per attached schedule	Prop Cllr Askew, Sec Cllr Coleman, all in favour
22/146	c. Ratify the list of standing orders and direct debits authorised on the bank account		Prop Cllr Partridge, Sec Cllr Redhead, all in favour
22/147	16. Adjourn the meeting to allow for public comments on Agenda items		Prop Cllr Askew, Sec Cllr Didwell, all in favour
	17. Receive items of concern and matters to be included in the next Agenda	None	
	18. Date of next Parish Council meeting	Monday 17 th April 2023 at 7.30pm, Marshland Hall	
	Meeting Closed	8.10 pm	

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

10 March 2023 (2022-2023)

**Marshland St James Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
168 PWLB Loans	06/02/2023		A_Current account		Loan	PWLB	X	2,877.90		2,877.90
169 Playing field	13/02/2023	22/138	A_Current account	101307	Grounds maintenance	Todhunter NJ	X	400.00		400.00
170 Play equipment	13/02/2023	22/138	A_Current account	101305	Play area inspection	The Play Inspection Co Ltd	S	95.00	19.00	114.00
171 Clerks salary	13/02/2023	22/138	A_Current account	101304	PAYE	HMRC	X	45.13		45.13
172 Neighbourhood Plan Consult:	13/02/2023	22/138	A_Current account	101306	NP Expenses	CCP	S	1,950.00	390.00	2,340.00
173 Playing field	28/02/2023		A_Current account		emptying of wheelle bin	Baco-Compak Ltd	S	30.40	6.08	36.48
174 Playing field	28/02/2023		A_Current account		emptying of wheelle bin	Baco-Compak Ltd	S	70.00	14.00	84.00
175 Playing field	20/02/2023		A_Current account		Liter Picking & Bin Emptying	Erica Lane	X	110.20		110.20
176 Clerks salary	20/02/2023		A_Current account		Clerks Salary	Watson N L (Clerk RFO)	X	885.04		885.04
177 Domain Name Management	09/02/2023		A_Current account		Domain Name Management	Cloudy IT	S	14.92	2.98	17.90
178 Domain Name Management	09/02/2023		A_Current account		Domain Name Management	Cloudy IT	S	29.83	5.97	35.80
179 Domain Name Management	09/02/2023		A_Current account		Domain Name Management	Cloudy IT	S	29.83	5.97	35.80
180 Domain Name Management	09/02/2023		A_Current account		Domain Name Management	Cloudy IT	S	29.83	5.97	35.80
182 Admin	16/02/2023		A_Current account		Admin	Amazon	S	14.66	2.93	17.59
183 Clerks salary	20/02/2023		A_Current account		Pay adjustment	MST Pay adjustment	X	0.20		0.20
185 Admin	22/02/2023		A_Current account		Admin	Post Office	X	4.70		4.70
189 Admin	26/02/2023		A_Current account		Admin	Amazon	S	4.47	0.90	5.37
190 Admin	27/02/2023		A_Current account		Admin	Amazon	S	11.64	2.32	13.96
191 Admin	27/02/2023		A_Current account		Admin	Amazon	S	29.16	5.83	34.99
192 Admin	27/02/2023		A_Current account		Admin	Post Office	X	9.05		9.05
Total								6,641.96	461.95	7,103.91

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

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Marshland St James Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
18 Recycling credits	03/02/2023		A_Current account		Recycling credits	Norfolk County Council	X	46.17		46.17
19 Playing field	01/02/2023		A_Current account		Litter Picking & Bin Emptying	Erica Lane	X			46.17
Total										46.17

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10 March 2023 (2022-2023)

Marshland St James Parish Council**CHEQUE LIST 101308 to 101316**

Voucher	Number	Name	Description	Amount
181	101308	Starboard Systems Ltd	Software license	311.04
184	101309	Westcotec Ltd	street lighting maintenance	270.00
186	101310	Watson N L (Clerk RFO)	Admin	177.20
188	101311	Button Engineering	Car park improvements/repairs	2,750.64
193	101312	MDCSC	Refund of electric costs	204.88
194	101313	CCP	NP Expenses	3,480.00
197	101314	Viking Direct	Admin	78.66
196	101315	HMRC	Clerks Salary	45.13
203	101316	BHIB Ltd	Insurance premium	965.90
TOTAL				8,283.45

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