

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting

Held on 17th April 2023

Minute No 23/001, 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 Morgan		Yes		
Cllr Partridge			Yes	No
Cllr Redhead			Yes	Yes
Cllr Thorpe		Yes		
Cllr Wilkinson		Yes		

Also present:

Neil Watson – Clerk to the Council

2 members of the Public

Cllr Brian Long, BCKLWN

Minute No	Agenda Item	Discussion	Motion/Action
	2. Approve the minutes of meetings on 13 th March 2023	The minutes were accepted by acclaim and duly signed.	
	3. Receive declarations of interest on Agenda Items	None	
23/002	4. Adjourn the meeting to allow for public comments on Agenda items		Prop Cllr Wilkinson, Sec Cllr Morgan, all in favour
	5. Reports from County & Borough Councillors	Cllr Long noted that we were in the pre-election period. He commented on the poor condition of the trod, and the on-going implementation of the 30mph speed limits. Apologies were received from Cllr Dawson, NCC	
	6. Planning Matters		
23/003	a. To consider applications received since the last meeting	23/00294/F – Demolition of bungalow and replacement with two-storey dwelling at 1 The Bungalow, Dades Lane 23/00131/F – Two-storey extension at Mays Farm Cottage, Moyses Bank	Councillors SUPPORT the application. Councillors SUPPORT the application

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

	b. Planning decisions from the Borough Council	22/01071/F 57 Smeeth Road, conversion of garage APPROVED 15 th March 2023 23/00128/F 274 Smeeth Road, extension and alterations APPROVED 15 th March 2023 23/00111/PACU3 Buildings North of Harston, Black Drove, change of use to dwelling APPROVED 31 st March 2023	
	7. Receive matters arising from the minutes	None other than Agenda items	
	8. Receive correspondence	Circulated prior: Cllr Dawson: Annual Report Cllr Dawson: NCC News Update County Farms: Farm Fire Safety Norfolk ALC: Spring Health Checks Norfolk ALC: Spring Is in The Air' Queen Elizabeth Hospital: Newsletter BCKLWN: Medworth Energy Update BCKLWN: Master Composter Training BCKLWN: Planning Committee Notification BCKLWN: Kings Lynn Town Guides Downing Renewable Developments – Solar Community Benefits	
23/004	9. Review and adopt Council Procedures	Data Protection Policy	Approved by acclaim
23/005	10. Receive any issues from the PFMP meeting	Council to approve the 'Use of Playing Field and Bowls Green' policy previously agreed by PFMP	Approved by acclaim
23/006	11. To discuss the purchase and location of a Memorial Bench to commemorate the Coronation of King Charles III	It was agreed to purchase a Phoenix Recycled seat from Glasdon at a cost of £585 + VAT, with an engraved brass plaque (cost to be quoted). Seat to be situated between the play area and the zip wire.	Prop Cllr Gathercole, Sec Cllr Askew, all in favour
	12. To receive an update on the Neighbourhood Plan 'Call for Sites'	Work continues with the assistance of our consultants, the next meeting on 19 th April will continue the sift of sites.	
	13. Highways Issues	The 30mph speed limit installation has started but continues to be work in progress. Resurfacing of the Smeeth/Walton/School Roads crossroads is now scheduled for the current financial year. Dips in the road following service installations were noted on Smeeth Road close to No 90. The road camber causes concern at Crown Farm, Trinity Road Edge Bank leaving the village is a hazard, this isn't in our Parish – Clerk to refer to his colleague in Outwell. The ongoing issues at School Road were noted once again and close contact will be kept with Highways and Cllr Dawson to seek a solution.	
	14. Finance		
23/007	a. Accept accounts to 31 st March 2023	Following checking by Cllrs it was proposed that the accounts be accepted.	Prop Cllr Thorpe, Sec Cllr Coleman, all in favour

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

23/008	b. Accept the Year End accounts for 1 st April 2022 to 31 st March 2023		Prop Cllr Askew, Sec Cllr Wilkinson, all in favour
23/009	c. Agree to sign cheques & approve payments	Cheques agreed as per attached schedule	Prop Cllr Wilkinson, Sec Cllr Morgan, all in favour
23/010	d. Appoint the Internal Auditor		Prop Cllr Thorpe, Sec Cllr Didwell, all in favour
23/011	15. Adjourn the meeting to allow for public comments on Agenda items		Prop Cllr Gathercole, Sec Cllr Wilkinson, all in favour
	16. Receive items of concern and matters to be included in the next Agenda	Condition of footways (raised in Item 15) A police Report (in person or written) Clerk to invite the Police. Production of a Forward Plan of Council priorities	
	17. Date of next Parish Council meeting	The Annual Parish Council Meeting on Monday 22 nd May 2023 at 7.30pm, Marshland Hall	
	Meeting Closed	8.35 pm	

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

1 April 2023 (2022-2023)

**Marshland St James Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
181 Admin	13/03/2023	22/145	A_Current account	101308	Software license	Scarboard Systems Ltd	S	259.20	51.84	311.04
184 Street lighting	13/03/2023	22/145	A_Current account	101309	street lighting maintenance	Westotec Ltd	S	225.00	45.00	270.00
186 Admin	13/03/2023	22/145	A_Current account	101310	Admin	Watson N L (Clerk RFO)	X	177.20		177.20
187 Playing field	01/03/2023	22/144	A_Current account		water supply	Wave	Z	48.71		48.71
188 Car Park Repair	13/03/2023	22/145	A_Current account	101311	Car park improvements/repair	Buton Engineering	S	2,292.20	458.44	2,750.64
193 Playing field	13/03/2023	22/145	A_Current account	101312	Refund of electric costs	MDCSC	X	204.88		204.88
194 Neighbourhood Plan Consult	01/03/2023	22/145	A_Current account	101313	NP Expenses	CCP	S	2,900.00	580.00	3,480.00
195 Domain Name Management	01/03/2023		A_Current account		Domain Name Management	Cloudy IT	S	29.83	5.97	35.80
196 Clerks salary	02/03/2023	22/145	A_Current account	101315	Clerks Salary	HMRC	X	45.13		45.13
197 Admin	13/03/2023	22/145	A_Current account	101314	Admin	Viking Direct	S	65.55	13.11	78.66
198 Clerks salary	20/03/2023		A_Current account		Clerks Salary	Watson N L (Clerk RFO)	X	885.04		885.04
199 Clerks salary	20/03/2023		A_Current account		Clerks Salary	Erica Lane	X	110.20		110.20
200 Clerks salary	20/03/2023		A_Current account		Clerks Salary	M&J Pay adjustment	X	0.20		0.20
201 Playing field	28/03/2023		A_Current account		emptying of wheelle bin	Barco-Compak Ltd	S	32.95	6.59	39.54
202 Admin	03/03/2023		A_Current account		Admin	Amazon	S	10.99	2.20	13.19
203 Insurance	13/03/2023	22/145	A_Current account	101316	Insurance premium	BHIB Ltd	X	965.90		965.90
204 Admin	14/03/2023		A_Current account		Admin	Post Office	X	10.50		10.50
205 Admin	16/03/2023		A_Current account		Data protection fee	ICO	X	35.00		35.00
206 Playing field	30/03/2023		A_Current account		Grounds maintenance	CGM Group Ltd	S	64.50	12.90	77.40
Total								8,362.98	1,176.05	9,539.03

17 April 2023 (2023-2024)

Marshland St James Parish Council
CHEQUE LIST

Voucher	Number	Name	Description	Amount
3	101321	Groundworks/Locality	NP Grant	3,000.00
4	101322	St James Methodist Church	Donations	350.00
5	101323	MDCSC	Donations	2,000.00
6	101324	Norfolk County Council	Allotment Rent	370.00
9	101325	HMRC	PAYE	3.18
15	101326	Watson N L (Clerk RFO)	Clerks expenses	146.20
16	101327	E & DE Gathercole	Grounds maintenance	44.04
TOTAL				5,913.42

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