

## MARSHLAND ST JAMES PARISH COUNCIL

### Minutes of an Annual Parish Council Meeting Held on 22<sup>nd</sup> May 2023

#### Attendance

Elected Members	Present	Absent	Apologies
Cllr Askew	Yes		
Cllr Coleman	Yes		
Cllr Gathercole	Yes		
Cllr Morgan	Yes		
Cllr Rimell	Yes		
Cllr Thorpe	Yes		
Cllr Wilkinson	Yes		

#### **Also present:**

Neil Watson – Clerk to the Council

2 members of the Public

Minute No	Agenda Item	Discussion	Motion/Action
23/012	1. Election of Chair and signing of Declaration of Office	Cllr Sue Askew was proposed as Chair and elected by acclaim; and the declaration of office duly signed and witnessed by the Proper Officer	Prop. Cllr Gathercole, Sec Wilkinson, all in favour
	2. Welcome to new Councillors and signing of Declarations of Office (all Councillors)	All declarations of office duly signed and witnessed by the Proper Officer	
23/013	3. Election of Vice-Chair and signing of Declaration of Office	Cllr David Gathercole was proposed as Vice-Chair and elected by acclaim; and the declaration of office duly signed and witnessed by the Proper Officer	Prop. Cllr Askew, Sec Morgan, all in favour
	4. If necessary, resolve that any absent Councillor may sign their Declaration of Office at or before a later meeting.	Not required, all Councillors present	
23/014	5. Consider the Co-option of Councillors to fill two vacancies	An application had been received from Mr Mark Partridge. Mr Partridge was proposed as Councillor and elected by acclaim; and the declaration of office duly signed and witnessed by the Proper Officer	Prop. Cllr Thorpe, Sec Gathercole, all in favour
	6. To receive, consider and accept apologies for absence	None	
	7. Approve the minutes of meetings on 17 <sup>th</sup> April 2023	The minutes were accepted by acclaim and duly signed.	
	8. Receive declarations of interest on Agenda Items	Cllr Askew declared a pecuniary interest in Items 22 and 11g	

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	9. Adjourn the meeting to allow for public comments on Agenda items		Prop Cllr Wilkinson, Sec Cllr Gathercole, all in favour
	10. Reports from County & Borough Councillors	None present, apologies were received from Cllr Dawson, NCC	
	11. FINANCE		
23/016	a. Receive and accept the Internal Auditor's Report for 2022/23 (AGAR p3)	Accepted by acclaim	Prop Cllr Askew, Sec Cllr Rimell, all in favour
23/017	b. Review and accept the Statement on Internal Control for 2022/23	Accepted by acclaim	Prop Cllr Wilkinson, Sec Cllr Gathercole, all in favour
23/018	c. Completion of the Annual Governance Statement for 2022/23 (AGAR p4)	Completed and accepted by acclaim	Prop Cllr Partridge, Sec Cllr Morgan, all in favour
23/019	d. Acceptance of Accounting Statements for 2022/23 (AGAR p5)	Accepted by acclaim	Prop Cllr Partridge, Sec Cllr Gathercole, all in favour
23/020	e. Approve the Notice of Public Rights for inspection of the 2022/23 accounts	Approved by acclaim	Prop Cllr Wilkinson, Sec Cllr Thorpe, all in favour
23/021	f. Accept the accounts to 30 <sup>th</sup> April 2023	Following checking by Cllrs it was proposed that the accounts be accepted.	Prop Cllr Wilkinson, Sec Cllr Askew, all in favour
23/022	g. Agree to sign cheques and approve payments	Agreed by acclaim	Prop Cllr Wilkinson, Sec Cllr Gathercole, all in favour
	12. Police Matters, including a report of the Norfolk Police Priority Setting Meeting on 18 <sup>th</sup> April	The Clerk and Cllr Partridge attended the meeting. It was made clear that the lack of Police resource meant that Officers were unlikely to offer a speedy response other than to emergencies. Enforcement of the new speed limit was agreed as one of the main priorities for the Police for the next quarter. An email from the Police showing the statistics from the first enforcement session has been circulated to Councillors. <del>Cllr Dawson advised that enforcement on poor parking around the School was also now a Police priority.</del> *	
	13. Discuss the Neighbourhood Watch and Community Speedwatch initiatives	Further to item 12 it was agreed that the Clerk would publicise both Groups and encourage volunteers	
	14. Consider and appoint members as follows:		

\* Cllr Dawson circulated an email about improving the parking situation around local schools, which resulted in police parking enforcement activity at Emneth School.

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23/023	a. Playing Field Management Partnership	It was agreed to appoint Cllrs Gathercole, Morgan, Partridge and Wilkinson to the PFMP, the Clerk to invite Mrs Gowler and Messrs Gowler and Hodgson to continue to represent their user groups.	Prop Cllr Askew, Sec Cllr Rimell, all in favour
23/024	b. Neighbourhood Plan Steering Group	It was agreed to appoint Cllrs Askew, Partridge, Rimell and Thorpe to the NPSG, the Clerk to invite Mrs Didwell and Mr Redhead to continue on the group.	Prop Cllr Wilkinson, Sec Cllr Morgan, all in favour
23/025	c. Police Liaison representatives	It was agreed that Cllrs Gathercole and Partridge would represent the Council where appropriate	Prop Cllr Wilkinson, Sec Cllr Morgan, all in favour
23/026	d. Norfolk ALC representative	It was agreed that Cllr Askew would continue in this role	Prop Cllr Gathercole, Sec Cllr Partridge, all in favour
	15. Planning Matters		
	a. To consider applications received since the last meeting	<b>23/00527/F</b> – Erection of single-storey 2-bedroom Annex and double garage at Virginia Lake Caravan Park, Smeeth Road	Following circulation by the Clerk, Councillors have no objections to this application
	b. Planning decisions from the Borough Council	23/001312/F Mays Farm Cottage – 2-storey extension <b>APPROVED</b> 3 <sup>rd</sup> May 2023 23/00029/F Demolition of barn and 2-no proposed dwellings, east of Crown Farmhouse, Middle Drove. <b>REFUSED</b> 21 <sup>st</sup> April 2023	
	16. Receive matters arising from the minutes	The speed limit installation has been started; the Smeeth/Walton/School Roads crossroads is scheduled for resurfacing over half-term in early June.	

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	17. Receive correspondence	<p>An email has been received from Marshland Hall, requesting to use the playing field in Sunday 20<sup>th</sup> August for an event. Agreed by acclaim.</p> <p>A Tree Preservation Order 2/TPO/00668 has been placed on the orchard south of School Road, Marshland St James. Cllr Coleman stated that she had been asked to share her knowledge of this process with others and requested that the Council permit her to do this in her capacity of Councillor. This was agreed by acclaim.</p> <p>Circulated prior:</p> <p><b>Cllr Chris Dawson</b> – Norfolk County Council Press Releases x2</p> <p><b>Cllr Chris Dawson</b> – Council Tax Matters</p> <p><b>Cllr Chris Dawson</b> – NCC Members’ Briefing</p> <p><b>Cllr Chris Dawson</b> – School Parking</p> <p><b>Cllr Chris Dawson</b> – County Demographics</p> <p><b>Cllr Chris Dawson</b> – Road Surface Dressing</p> <p><b>Healthwatch Norfolk</b> – Newsletter x4</p> <p><b>Norfolk County Council</b> - Norfolk Community Biodiversity Awards</p> <p><b>Norfolk County Farms</b> – Member Update</p> <p><b>Norfolk County Farms</b> – Tenant Drop-In sessions</p> <p><b>Norfolk County Farms</b> – ‘Alexanders’ plants</p> <p><b>Norfolk Police</b> – Speed Enforcement, Smeeth Road</p> <p><b>Queen Elizabeth Hospital</b> – Newsletter</p>	
	18. Update on the purchase of a Memorial Bench to commemorate the Coronation of King Charles III	The bench has arrived, we are awaiting quotations for installation. Clerk to order the commemorative plaque.	
	19. Update on the Neighbourhood Plan	A full update will be given to all Councillors at the next meeting (12 <sup>th</sup> June 2023).	
	20. Consider the production of a Forward Plan for Council priorities	<p>Cllr Morgan introduced his paper (circulated to Councillors). Priorities for the village among Councillors include:</p> <ul style="list-style-type: none"> <li>Wildlife and the Environment</li> <li>Community Engagement</li> <li>Affordable/Social Housing</li> <li>Pub/Shop</li> </ul> <p>Further discussions to follow</p>	
23/027	21. Consider the provision of dog waste bins	Cllr Rimell presented his paper (previously circulated). After discussion a vote was taken on a proposal to install three dog waste bins on a trial basis.	Prop Cllr Rimell, Sec Cllr Morgan. On a show of hands: 2 votes in favour, 4 votes against, 1 abstention.
23/028	22. Discuss the works to the access point to the playing field and a quotation to remove the spoil	It was agreed to pay the invoice for the emergency works, but seek alternative local options for the spoil removal	

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	23. Consider updating the Council’s Social Media presence with a Facebook page (for announcements only)	Agreed by acclaim. Clerk to investigate the use of Next Door as another method of community engagement.	
	24. Highways Issues	Black Drove approaching Rungays Bridge – pothole. Smeeth Road outside No 90 - dip in road following service works Smeeth Road outside No 150 - dip in road following service works School Road approaching Smeeth Road – pothole. Concerns were expressed about the condition of Hope Lane, especially in view of the forthcoming diversion; the condition of School Road and signage of the new speed limit (including visibility of the signage due to greenery). Clerk to contact Highways and Cllr Dawson.	
	a. Discuss the Speed Indicator Signs	The signs are programmed to display a warning when approach speed exceeds 40mph (the old speed limit). The manufacturers state that the signs cannot be ‘reprogrammed’ and replacements at £2500 each. Before a decision is made about their future, the Clerk is to investigate whether the signs can legally remain displaying 40mph within the new 30mph limit.	
23/029	25. Adjourn the meeting to allow for public comments on Agenda items	Prop Cllr Wilkinson, Sec Cllr Gathercole, all in favour	
	26. Receive items of concern and matters to be included in the next Agenda	None	
	27. Date of next Parish Council meeting	Monday 12 <sup>th</sup> June 2023 at 7.30pm, Marshland Hall	
	Meeting Closed	9.20 pm	

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20 May 2023 (2023-2024)

Marshland St James Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2. Domain Name Management	01/04/2023		A_Current account		Domain Name Management	Cloudy IT	S	29.83	5.97	35.80
3. Neighbourhood Plan Expense	17/04/2023		A_Current account	101321	NP Grant	Groundworks/Locality	X	3,000.00		3,000.00
4. Donations	17/04/2023		A_Current account	101322	Donations	St James Methodist Church	X	350.00		350.00
5. Donations	17/04/2023		A_Current account	101323	Donations	MDSC	X	2,000.00		2,000.00
6. Allotments	17/04/2023		A_Current account	101324	Allotment Rent	Norfolk County Council	X	370.00		370.00
8. Postage	05/04/2023		A_Current account		Admin	Post Office	X	2.60		2.60
9. HMRC	07/04/2023		A_Current account	101325	PAYE	HMRC	X	3.18		3.18
10. Clerk	20/04/2023		A_Current account		Clerks Salary	Watson N L (Clerk RFO)	X	781.04		781.04
11. Playground Ranger	20/04/2023		A_Current account		Litter Picking & Bin Emptying	Erica Lane	X	137.80		137.80
12. Bin Collection	28/04/2023		A_Current account		emptying of whealle bin	Beco-Compak Ltd	S	53.42	10.69	64.11
13. Stationery	12/04/2023		A_Current account		Admin	Wiking Direct	S	116.58	23.32	139.90
14. Stationery	14/04/2023		A_Current account		Admin	Amazon	S	6.66	1.33	7.99
15. Clerks expenses	17/04/2023		A_Current account	101326	Clerks expenses	Watson N L (Clerk RFO)	X	146.20		146.20
16. Playing field	17/04/2023		A_Current account	101327	Grounds maintenance	E & DE Gathercole	S	36.70	7.34	44.04
<b>Total</b>								<b>7,094.01</b>	<b>46.65</b>	<b>7,062.66</b>

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**Marshland St James Parish Council**

**RECEIPTS LIST**

Voucher Code	Date	Minutes	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 VAT	01/04/2023		A_Current account		VAT refund	HMRC	R		1,882.80	1,882.80
2 Precept	05/04/2023		A_Current account		Precept	BCKLWN	X	44,100.00		44,100.00
3 CIL Income	24/04/2023		A_Current account		CIL Income	BCKLWN	X	4,169.16		4,169.16
<b>Total</b>								<b>48,269.16</b>	<b>1,882.80</b>	<b>50,151.96</b>

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**Marshland St James Parish Council**

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**CHEQUE LIST 101328 to 101334**

Voucher	Number	Name	Description	Amount
17	101328	CAN	Subscriptions	50.00
18	101329	Norfolk ALC	Subscriptions	369.57
20	101330	Glasdon Uk Ltd	CIL payment	702.00
23	101331	HMRC	PAYE	3.36
26	101332	Alan Askew & Co	Grounds maintenance	688.00
27	101333	Mrs CM Hurley	Internal Audit	75.00
28	101334	Walson N L (Clerk RFO)	Admin	280.40
<b>TOTAL</b>				<b>2,068.33</b>

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