

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting Held on 11th December 2023

Minute No 23/084, Agenda Item 1:

Attendance, and to receive consider and accept apologies for absence.

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

Also present:

Neil Watson – Clerk to the Council

1 member of the public (from Item 5)

Cllr Chris Dawson, Norfolk County Council, Cllr B Long, BCKLWN

Minute No	Agenda Item	Discussion	Motion/Action
23/085	2. Approve the minutes of meeting on 13 th November 2023	The minutes were accepted by acclaim	Proposed: Cllr Morgan, seconded Cllr Thorpe. All in favour
	3. Receive declarations of interest on Agenda Items	None	
	4. Adjourn the meeting to allow for public comments on Agenda items	No members of the public present	
	5. Reports from County & Borough Councillors	Cllr Dawson reported that the school parking initiative is ongoing, and advised Councillors that the vote on devolution is to be taken by the County Council tomorrow (12 th December). Cllr Long told Councillors that the new Borough administration is finding their feet and has produced a new corporate plan, which includes a proposal for a Town Council in Kings Lynn.	
23/086	6. To consider a request from NCC Highways to contribute to design costs for potential footway improvements.	After discussion, Councillors resolved to “commit £8,000 in funding towards the design costs of a NCC footway improvement scheme in the Parish” – a reduction from the £10,000 ‘50-50’ funding initially requested as Cllr Chris Dawson from NCC has allocated £2,000 of his ward budget to the project.	Proposed: Cllr Thorpe, seconded Cllr Rimell. All in favour

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

	7. Police Matters	No police representative was present, no matters have been brought to the Council's attention.	
	8. Planning Matters		
	a. To consider applications received since the last meeting	23/02005/F – Erect a porch at Willow Farm, Black Drove	After consulting Councillors, the Clerk had responded that Councillors have no objections to this application.
	b. Planning decisions from the Borough Council	No decisions since last meeting	
	9. Receive matters arising from the minutes	None	
	10. To receive correspondence	Circulated prior: Cllr C Dawson – 6-month update Cllr C Dawson – New Gritters Cllr C Dawson – Stow Causeway Bridge Cllr C Dawson – Wisbech Incinerator Cllr C Dawson – Newsletter x 2 QEH – Newsletter CAN – Newsletter County Farms –Newsletter County Farms – Carbon Clarity County Farms – YIELD food and farming event Liz Truss MP – Newsletter	
	11. To discuss the BCKLWN Cycle Storage proposal	Councillors agreed by acclaim that the Clerk should submit an expression of interest to the Borough Council in the scheme.	
	12. To discuss the HedgehogsRUs initiative	It was agreed by Councillors that this is an informal scheme that requires no action by the Council; however, the Clerk will place details of the scheme on the Parish website.	
	13. Consider for adoption to Model Biodiversity Policy	Councillors noted the model policy and will bring the matter before the next meeting for further consideration.	
	14. Agree meeting dates for 2024	Meeting dates in 2024 were agreed as follows: Monday 8th January Monday 12th February Monday 11th March Monday 8th April Monday 13th May Monday 10th June Monday 8th July (no meeting in August) Monday 9th September Monday 14th October Monday 11th November Monday 9th December (all 2 nd Monday monthly)	
	15. Discuss any issues from the PFMP meeting	The PFMP meeting was inquorate – no matters for consideration	

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

	16. Highways Issues	Middle Drove (north end) is in poor condition. The cable installers have left a mess on Smeeth Road (north end) The Clerk had done a full drive-round the Parish with the vice-Chair and is processing the results as appropriate.	To be monitored until the contractor finishes the works and leave the site
	17. FINANCE		
23/087	a. Accept the accounts to 30 th November 2023	Following checking by Cllrs it was proposed that the accounts be accepted.	Proposed: Cllr Morgan, seconded Cllr Thorpe. All in favour
23/088	b. Agree to sign cheques and approve payments		Proposed: Cllr Askew, seconded Cllr Jones. All in favour
23/089	18. Adjourn the meeting to allow for public comments on Agenda items		Proposed: Cllr Rimell, seconded Cllr Askew. All in favour
	19. Receive items of concern and matters to be included in the next Agenda	Budget Process 2024/25	
	20. Date of next Parish Council meeting	Monday 8 th January 2024 at 7.30pm, Marshland Hall	
	Meeting Closed	8.20pm	

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

12 December 2023 (2023-2024)

**Marshland St James Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minutes	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
111	13/11/2023	23/082	Unity Trust CA	300009	play area repairs	Fenland Leisure Products Ltd	S	1,479.00	295.80	1,774.80
112	13/11/2023	23/082	Unity Trust CA	300010	Election Recharge	BCKLWN	S	45.50	9.10	54.60
113	01/11/2023		Unity Trust CA		Domain Name Management	Cloudy IT	S	254.80	50.96	305.76
115	13/11/2023	23/082	Unity Trust CA	300011	Admin	Viking Direct	S	112.44	22.49	134.93
116	13/11/2023	23/082	Unity Trust CA	300012	20 mph scheme	Norfolk County Council	X	1,792.00		1,792.00
117	20/11/2023		Unity Trust CA		Litter Picking & Bin Emptying	Erica Lane	X	157.80		157.80
118	20/11/2023		Unity Trust CA		Clerks Salary	Watson N L (Clerk RFO)	X	878.80		878.80
119	01/11/2023		Unity Trust CA		Domain Name Management	Cloudy IT	S	73.93	5.97	79.90
120	13/11/2023	23/082	Unity Trust CA	300013	Clerks expenses	Watson N L (Clerk RFO)	X	335.40		335.40
121	01/11/2023		Unity Trust CA		emptying of wheelle bin	Baco-Compak Ltd	S	96.10	19.62	117.72
122	17/11/2023		Unity Trust CA		Street lighting electric	SSE Electricity	L	1,954.46	97.61	2,052.07
123	27/11/2023		Unity Trust CA		Grounds maintenance	CGM Group Ltd	S	62.00	12.40	74.40
123	27/11/2023		Unity Trust CA		Grounds maintenance	CGM Group Ltd	S	12.90	2.58	15.48
125	13/11/2023	23/082	Unity Trust CA	300014	Admin	RBL Poppy Appeal	X	25.00		25.00
126	20/11/2023		Unity Trust CA		Street lighting electric	SSE Electricity	L	167.28	8.36	175.64
127	20/11/2023		Unity Trust CA		Street lighting electric	SSE Electricity	L	57.46	2.87	60.33
128	13/11/2023	23/082	Unity Trust CA	300015	Subscriptions	SLCC Enterprises Ltd	X	148.00		148.00
129	13/11/2023	23/082	Unity Trust CA	300016	play area repairs	Fenland Leisure Products Ltd	S	359.00	71.80	430.80
130	13/11/2023	23/082	Unity Trust CA	300017	Bowls Green Maintenance	M & B	S	153.77	30.75	184.52
131	14/11/2023		Unity Trust CA		Grounds maintenance	Moore's Waste Management	X	435.00		435.00
132	27/11/2023		Unity Trust CA		water supply	Wave	Z	144.79		144.79
135	23/11/2023		Unity Trust CA	300018	NP Expenses	Grafenia Operations	X	438.75		438.75
136	23/11/2023		Unity Trust CA	300018	NP Expenses	Chris' Local Leaflet Distributi	S	351.00	70.20	421.20
Total								9,537.18	700.51	10,237.69

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12 December 2023 (2023-2024)

**Marshland St James Parish Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
14 20 mph Speed Reduction Prc	01/11/2023		Unity Trust CA		20 mph scheme	BCKLWN	X	1,792.00		1,792.00
15 VAT	08/11/2023		Unity Trust CA		VAT refund	HMRC	R		3,836.90	3,836.90
16 Admin	23/11/2023		Unity Trust CA		County Councillor Budget	Norfolk County Council	X	200.00		200.00
Total								1,992.00	3,836.90	5,828.90

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12 December 2023 (2023-2024)

Marshland St James Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
140 Training	11/12/2023		Unity Trust CA	BT4	Councillor Training	Norfolk ALC	S	30.00	6.00	36.00
141 Play equipment	11/12/2023		Unity Trust CA	BT3	Play area inspection	The Play Inspection Co Ltd	S	255.00	51.00	306.00
Total									57.00	342.00

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Marshland St James Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
145 Neighbourhood Plan Consult	09/12/2023		Unity Trust CA	BT2	NP Expenses	CCP	S	500.00	100.00	600.00
Total									100.00	600.00

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
147 Clerks expenses	09/12/2023		Unity Trust CA	BT1	Clerks expenses	Watson N L (Clerk RFD)	X	328.02		328.02
Total										328.02