

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting Held on 11th March 2024

Minute No 24/019, Agenda Item 1:

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

Elected Members	Present	Absent	Apologies
Cllr Askew	Yes		
Cllr Coleman		Yes	Yes
Cllr Gathercole	Yes		
Cllr Jones	Yes		
Cllr Morgan	Yes		
Cllr Partridge		Yes	No
Cllr Rimell	Yes		
Cllr Thorpe	Yes		
Cllr Wilkinson	Yes		

Apologies from Cllr C Dawson, NCC

Also present:

Neil Watson – Clerk to the Council

2 members of the public

Minute No	Agenda Item	Discussion	Motion/Action
24/020	2. Approve the minutes of meeting on 12 th February 2024	The minutes were accepted by acclaim	Proposed: Cllr Thorpe, seconded Cllr Rimell. All in favour
	3. Receive declarations of interest on Agenda Items	None	
24/021	4. Adjourn the meeting to allow for public comments on Agenda items		Proposed: Cllr Wilkinson, seconded Cllr Gathercole. All in favour
	5. Reports from County & Borough Councillors	No reports	
	6. Police Matters	No report	
	7. Planning Matters		

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

24/022	a. To consider applications received since the last meeting	23/02250/F – 65 Smeeth Road – Retrospective retention of boundary treatment	Councillors continue to OBJECT to this application. Under the original application 18/01324/F, the works shown on drawing PL04-B and referenced in the Officer’s report of 19th August 2018 have not been complied with, and the fence erected exceeds the agreed height of 1.2m. Councillors wish to see the boundary treatment brought into compliance with the approved plans. The current application merely seeks to mask the non-compliance rather than address it.
24/023		23/01578/F – Station House, Middle Drove – demolition and replacement	Following a vote, Prop Cllr Gathercole, Sec Cllr Wilkinson, all in favour - Councillors SUPPORT this application. There are no heritage features of note remaining on site and the current property is unfit for human habitation.
24/024		24/00341/O – land between 135 and 143A Smeeth Road – outline planning for four dwellings	Following a vote, Prop Cllr Askew, Sec Cllr Rimell, all in favour - Councillors OBJECT to this application which should not be permitted without consideration of the following material planning considerations: <ul style="list-style-type: none"> ♦ Adverse impact on nature conservation interests and biodiversity opportunities ♦ Loss or effect on trees Councillors note that the application will result in the loss of historic orchard land, which may well be providing habitat for voles, bats and owls, and request that the appropriate wildlife surveys be completed.
24/025		24/00370/F – 17 Walton Road – Retrospective modification of front wall	Following a vote, Prop Cllr Jones, Sec Cllr Wilkinson, all in favour - Councillors continue to OBJECT to this application as the revised plans do nothing to mitigate the overwhelming scale and mass of the proposed boundary treatment. The current application merely seeks to mask the non-compliance rather than address it.
	b. Planning decisions from the Borough Council	23/02271/O – 62 Smeeth Road – outline planning for one dwelling and a new entrance 23/01646/PACU3 – Farm building on Middle Drove	Application permitted 20/2/24. Application permitted 16/2/24
	8. Receive matters arising from the minutes	Highways Dept have declined to carry out works on Hickathrift Field footpaths	Clerk to resubmit with more photographs and ask for a reconsideration.

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

	9. To receive correspondence	<p>Circulated prior:</p> <p>Cllr Chris Dawson – NCC updates</p> <p>Cllr Chris Dawson – Watercourse guidance leaflet</p> <p>Cllr Chris Dawson – Highways and Parish Partnership</p> <p>Cllr Chris Dawson – Medworth Energy Update x 2</p> <p>Cllr Chris Dawson – NCC budget and consultation</p> <p>Cllr Chris Dawson – NCC press release.</p> <p>Cllr Chris Dawson – Norfolk savings proposal</p> <p>Cllr Chris Dawson – Local Plan Review</p> <p>Cllr Chris Dawson – Norfolk Families support project.</p> <p>Cllr Chris Dawson – Highways Contracts</p> <p>Healthwatch Norfolk – Newsletter x3</p> <p>Norfolk ALC – updates x 3</p> <p>BCKLWN – Loss of sanitary facilities due to flooding</p> <p>BCKLWN – Stay Updated Newsletter</p> <p>Liz Truss MP – Newsletter</p> <p>College of West Anglia – Repair Cafe</p>	
	10. Discuss any issues from the PFMP meeting	PFMP committee referred the matter of removal of the damaged playground equipment to full Council	The Clerk is to check with the contractor that they confirm that the remaining part of the equipment will be safe and suitable for use; and how the contractor would proceed should other issues be found once work starts. Return to next meeting
	11. Highways Issues	Little progress has been seen on reported works	Clerk to follow up on uncompleted works, also with parishioners with overgrown hedges.
24/026	12. The consider and approve the re-glazing of the Parish Noticeboard	It was agreed to go ahead with reglazing both noticeboards. Clerk to check the likely lifespan of the material to be used for information.	Proposed: Cllr Rimell, seconded Cllr Gathercole. All in favour
	13. To discuss the Council’s communications with parishioners	A wide-ranging discussion was had.	The Clerk is to continue to investigate Nextdoor, to make regular social media posts reminding parishioners how the Council may be contacted, and investigate the publishing of Parish Council news in a local newspaper.

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

24/027	14. Review and adopt the Council's Social Media Policy	The policy was adopted by acclaim.	Proposed: Cllr Rimell, seconded Cllr Wilkinson. All in favour
	15. Consider the provision of dog waste bins		It was agreed to consider a trial installation of bins, the Clerk will confirm the current cost of emptying and the recoding mechanism for usage. Return to next meeting
	16. Note the date of the Annual Parish Meeting of Thursday 9 th May 2024 at 7.30pm	Noted by Councillors	
	17. FINANCE		
24/028	a. Accept the accounts to 29 th February 2024	Following checking by Cllrs Askew and Wilkinson it was proposed that the accounts be accepted.	Proposed: Cllr Askew, seconded Cllr Wilkinson. All in favour
24/029	b. Agree to approve payments (and to sign cheques where appropriate)	Payments as per list attached were approved	Proposed: Cllr Askew, seconded Cllr Gathercole. All in favour
24/030	c. Approve the appointment of Christine Hurley as Internal Auditor for 2023/24	Agreed by acclaim	Proposed: Cllr Gathercole, seconded Cllr Thorpe. All in favour
24/031	d. Discuss and approve the insurance renewal for the year commencing 4 th April 2024	After consideration of competing quotations, it was agreed to remain with the current insurers – annual premium £1154.91	Clerk to confirm the discounted premium for a further three-year agreement and renew for that period. Proposed: Cllr Morgan, seconded Cllr Askew. All in favour
24/032	18. Adjourn the meeting to allow for public comments on Agenda items		Proposed: Cllr Gathercole, seconded Cllr Wilkinson. All in favour
	19. Receive items of concern and matters to be included in the next Agenda	Removal of damaged playground equipment. Installation of dog waste bins.	
	20. Date of next Parish Council meeting	Monday 8 th April 2024 at 7.30pm, Marshland Hall	
The Council moved into confidential session and all members of the public withdrew			
	21. To receive an update from the Neighbourhood Plan Steering Group		
	Meeting Closed	9.00 pm	

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

8 March 2024 (2023-2024)

**Marshland St James Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
161 Stationery	12/02/2024	24/014	Unity Trust CA		Admin	Viking Direct	S	84.30	16.86	101.16
164 PWLB Loans	05/02/2024		Unity Trust CA		PWB loan repayment	PWLB	X	2,877.90		2,877.90
167 Software	12/02/2024	24/014	Unity Trust CA		Software license	Starboard Systems Ltd	S	259.20	51.84	311.04
168 Playground Ranger	19/02/2024		Unity Trust CA		Liter Picking & Bin Emptying	Erica Lane	X	150.80		150.80
169 Clerks salary	19/02/2024		Unity Trust CA		Clerks Salary	Watson N L (Clerk RFO)	X	930.80		930.80
172 Clerks expenses	12/02/2024	24/014	Unity Trust CA		Clerks expenses	Watson N L (Clerk RFO)	X	205.00		205.00
173 Domain Name Management	01/02/2024		Unity Trust CA		Domain Name Management	Cloudy IT	S	81.70	16.34	98.04
174 Bin Collection	28/02/2024		Unity Trust CA		emptying of whealle bin	Baco-Compak Ltd	S	45.60	9.12	54.72
176 Neighbourhood Plan Consultant	12/02/2024	24/014	Unity Trust CA		NP Expenses	CCP	S	5,350.00	1,070.00	6,420.00
177 Stationery	03/02/2024		Lloyds Bank Masterc		Admin	Amazon	S	12.49	2.50	14.99
178 Stationery	03/02/2024		Lloyds Bank Masterc		Admin	Amazon	X	-8.99		-8.99
179 Postage	04/02/2024		Lloyds Bank Masterc		Admin	Post Office	X	20.00		20.00
180 Maintenance of Bowls Green	26/02/2024		Unity Trust CA		water supply	Wave	Z	23.68		23.68
183 20 mph Speed Reduction Proje	21/02/2024		Unity Trust CA		20 mph scheme	Norfolk County Council	X	7,734.25		7,734.25
184 Postage	21/02/2024		Lloyds Bank Masterc		Admin	Post Office	X	5.40		5.40
185 Bank Service Charges	26/02/2024		Lloyds Bank Masterc		Bank service charge	Lloyds Bank Corporate Can	X	3.00		3.00
Total								17,776.13	1,166.66	18,942.79

Created by  Scribe

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

8 March 2024 (2023-2024)

**Marshland St James Parish Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
22 Bank Interest	27/02/2024		NS&I		Interest Received	NS&I	X	6.47		6.47
Total										6.47


Created by  Scribe

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

Marshland St James Parish Council
CHEQUE LIST 999998 to 999999

8 March 2024 (2023-2024)

Voucher	Number	Name	Description	Amount
182	999998	Norfolk ALC	Training	72.00
196	999999	A F Holman & Son	Admin	144.00
TOTAL				216.00

Created by  Scribe

Page 1

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