

## MARSHLAND ST JAMES PARISH COUNCIL

### Minutes of an Ordinary Parish Council Meeting Held on 13<sup>th</sup> May 2024

Minute No 24/048, Agenda Item 3:

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	Yes
Cllr Thorpe		Yes	Yes
Cllr Wilkinson	Yes		

Apologies were received from Cllr Chris Dawson, Norfolk County Council

**Also present:**

Neil Watson – Clerk to the Council

2 members of the public

Minute No	Agenda Item	Discussion	Motion/Action
24/046	1. Election of Chair and signing of Declaration of Office		Proposed Cllr Jones, seconded Cllr Morgan, all in favour.
24/047	2. Election of Vice Chair		Proposed Cllr Askew, seconded Cllr Wilkinson, all in favour.
	4. Approve the minutes of meeting on 8 <sup>th</sup> April 2024	The minutes were accepted by acclaim	Proposed: Cllr Morgan, seconded Cllr Wilkinson. All in favour
	5. Receive declarations of interest on Agenda Items	None	
Cllr Sue Askew was proposed as Chair. She accepted the nomination and after the vote in her favour took the chair.	6. Adjourn the meeting to allow for public comments on Agenda items		Proposed: Cllr Morgan, seconded Cllr Askew. All in favour

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In Cllr Gathercole's continued absence through illness it was agreed to elect an interim Vice Chair. Cllr Tim Jones was proposed and accepted the nomination.	7. Brief report of Annual Meeting	The Chair gave a brief resume of the Annual Parish Meeting held on 9 <sup>th</sup> May.	
	8. Reports from County & Borough Councillors	No Councillors were present	
	9. Police Matters	No matters have been received.	
	10. Planning Matters		
	a. To consider applications received since the last meeting	No applications required consideration.	
	b. Planning decisions from the Borough Council	<b>23/01578/F</b> – Station House, Middle Drove, demolition and replacement. Application approved 12 <sup>th</sup> April 2024 <b>23/02250/F</b> – 65 Smeeth Road, retention of boundary treatment. Application approved 11 <sup>th</sup> April 2024 <b>23/01341/O</b> – Land between 135 & 143a Smeeth Road, outline application for four plots. Application refused 9 <sup>th</sup> May 2024.	
	11. Receive matters arising from the minutes	No items not already on the Agenda	
	12. To receive correspondence	A payment from BCKLWN in respect of CIL monies has been received in the sum of £851.60. Circulated prior: <b>Cllr Chris Dawson</b> – Divisional Report <b>Cllr Chris Dawson</b> – Wisbech Incinerator <b>Cllr Chris Dawson</b> – West Norfolk Events <b>Norfolk ALC</b> – Newsletter <b>Liz Truss MP</b> – Newsletter <b>BCKLWN</b> – Gypsy & Traveller consultation <b>County Farms</b> – NWT activities <b>County Farms</b> – Farm Walk <b>County Farms</b> – Tenant drop-in sessions	

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24/050	13. Review Parish Council Policies & Procedures	<p>It was agreed to adopt en-bloc the annual review of the following Parish Council procedures:</p> <p>Child Safeguarding Policy Statement Code of Conduct Data Protection Policy Equal Opportunities Policy Information available under Freedom of Information Operation London Bridge Risk Management Assessment Standing Orders Website Accessibility Statement Playground Risk Assessment Contact Privacy Notice Retention of Documents Dignity at Work Use of Playing Field Policy</p>	Proposed: Cllr Wilkinson, seconded Cllr Askew. All in favour
24/051	14. Discuss any issues from the PFMP meeting	<p>PFMP asked the full Council to approve expenditure for additional white-lining at the car-park – to emphasise the existence of the speed bump and to mark the exit as ‘no entry’ from the road and the entrance as ‘no exit’ from the car park. The Clerk is to investigate the legalities of posting ‘No Overnight Parking’ notices</p>	Proposed: Cllr Wilkinson, seconded Cllr Askew. – spend up to £300. All in favour
24/052	15. Consider the installation of a bicycle maintenance station	<p>It was proposed that the Clerk accept the grant offer of 75% of the cost of a unit.</p>	Proposed: Cllr Wilkinson, seconded Cllr Jones. All in favour
	16. Discuss the appointment of a grant writer for the Inclusive Playground project	<p>It was agreed that grant writing should be retained in-house, and Councillors will pool their expertise on the outstanding applications.</p>	
	17. Highways Issues	<p>The recent repair outside 150 Smeeth Road – the Clerk will contact Highways (copy to Cllr Dawson) to confirm that the works done are satisfactory and have fully resolved the issues. The Clerk reported that he has followed up on the footway repairs at Hickathrift Field and verge cutting through the Parish.</p>	
	18. FINANCE		
24/053	a. Receive and accept the Internal Auditors Report for 2023/24		Proposed: Cllr Wilkinson, seconded Cllr Jones. All in favour

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24/054	b. Receive and accept the Statement of Internal Control for 2023/24 (AGAR p3)		Proposed: Cllr Askew, seconded Cllr Wilkinson. All in favour
24/055	c. Completion of the Annual Governance Statement for 2023/24 (AGAR p4)		Proposed: Cllr Morgan, seconded Cllr Wilkinson. All in favour
24/056	d. Acceptance of Accounting Statements for 2023/24 (AGAR p5)		Proposed: Cllr Askew, seconded Cllr Jones. All in favour
24/057	e. Approve the Notice of Public Rights for inspection of the 2023/24 accounts		Proposed: Cllr Askew, seconded Cllr Wilkinson. All in favour
24/058	f. Accept the accounts to 30 <sup>th</sup> April 2024	Following checking by Cllrs Askew and Jones it was proposed that the accounts be accepted.	Proposed: Cllr Askew, seconded Cllr Jones. All in favour
25/059	g. Agree to approve payments (and to sign cheques where appropriate)	Payments as per list attached were approved	Proposed: Cllr Coleman, seconded Cllr Wilkinson. All in favour
25/060	h. Consider and adopt the revised Financial Regulations		Proposed: Cllr Wilkinson, seconded Cllr Askew. All in favour
25/061	19. Adjourn the meeting to allow for public comments on Agenda items		Proposed: Cllr Wilkinson, seconded Cllr Askew. All in favour
	20. Receive items of concern and matters to be included in the next Agenda	None	
	21. Date of next Parish Council meeting	Monday 10 <sup>th</sup> June 2024 at 7.30pm, Marshland Hall	
	Meeting Closed	8.25 pm	

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12 May 2024 (

**Marshland St James Parish Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT
1 Allotments	08/04/2024	24/043	Unity Trust CA		Allotment Rent	Norfolk County Council	X	405.00	
2 Street lighting	01/04/2024		Unity Trust CA		Street lighting electric	SSE Electricity	L	134.12	6.71
3 Street lighting	01/04/2024		Unity Trust CA		Street lighting electric	SSE Electricity	X	-175.81	
4 Clerks salary	19/04/2024		Unity Trust CA		Clerks Salary	Watson N L (Clerk RFO)	X	847.60	
5 Playground Ranger	19/04/2024		Unity Trust CA		Litter Picking & Bin Emptying	Erica Lane	X	251.08	
6 Clerks expenses	08/04/2024	24/043	Unity Trust CA		Clerks expenses	Watson N L (Clerk RFO)	X	182.60	
8 Membership fees	08/04/2024	24/043	Unity Trust CA		Subscriptions	Norfolk ALC	X	314.91	
9 Domain Name Management	08/04/2024	24/043	Unity Trust CA		Admin	Norfolk ALC	X	100.00	
10 Domain Name Management	03/04/2024		Unity Trust CA		Domain Name Management	Cloudy IT	S	81.70	16.34
11 Stationery	03/04/2024		Lloyds Bank Masterc		Admin	Amazon	S	2.86	0.57
12 Bin Collection	03/04/2024		Unity Trust CA		Emptying of Wheelie Bin	Baco-Compak Ltd	S	64.30	12.86
14 Donations	09/04/2024	24/043	Unity Trust CA		Donations	MDCSC	X	2,500.00	
15 Donations	09/04/2024	24/043	Unity Trust CA		Donations	St James Methodist Church	X	450.00	
16 Postage	09/04/2024		Lloyds Bank Masterc		Postage	Post Office	X	21.60	
18 Street lighting	09/04/2024		Unity Trust CA		Street lighting electric	SSE Electricity	S	47.43	9.49
19 Street lighting	09/04/2024		Unity Trust CA		Street lighting electric	SSE Electricity	S	47.43	9.49
22 HMRC	22/04/2024		Unity Trust CA		PAYE	HMRC	X	49.15	
26 Stationery	12/04/2024		Lloyds Bank Masterc		Admin	Amazon	S	22.91	4.58
28 Bank Service Charges	26/04/2024		Lloyds Bank Masterc		Bank Service Charge	Lloyds Bank Corporate Cam	X	3.00	
<b>Total</b>								<b>5,349.88</b>	<b>60.04</b>

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**Marshland St James Parish Council**  
**RECEIPTS LIST**

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Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT
1 VAT	01/04/2024		Unity Trust CA		VAT refund	HMRC	R		1,568.95
2 Precept	04/04/2024		Unity Trust CA		Precept	BCKLWN	X	55,250.00	
3 CIL Income	18/04/2024		Unity Trust CA		CIL payment	BCKLWN	X	851.60	
<b>Total</b>								<b>56,101.60</b>	<b>1,568.95</b>

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**Payments List – Agenda Item 18g**

Marshland Hall	£289.66
N L Watson	£222.80
Nurture Group	£298.21
Fenland Leisure	£952.80
West Norfolk Glass	£310.80
Mrs C Hurley	£ 75.00
Community Action Norfolk	£ 50.00
Nurture Group	£127.07
Nurture Group	£ 37.20
Mr Clever Clean	£195.00

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