

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting

Held on 9th September 2024

Minute No 24/080, 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	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

8 members of the public

Cllr C Dawson, Norfolk County Council

Minute No	Agenda Item	Discussion	Motion/Action
24/081	2. Approve the minutes of meeting on 8 th July 2024	The minutes were accepted by acclaim	Proposed Cllr Askew, seconded Cllr Morgan, all in favour.
	3. Receive declarations of interest on Agenda Items	None	
24/082	4. Adjourn the meeting to allow for public comments on Agenda items		Proposed Cllr Morgan, seconded Cllr Thorpe, all in favour.
	5. Receive a short presentation from West Norfolk Youth Advisory Board about their project 'Everyone Has the Right to Play – Making Play Parks Accessible for All' and how that could influence our project.	Four young ladies from the group gave an inspiring and informative presentation.	
	6. Discuss the email from Cllr Terry Parish BCKLWN concerning the proposed modifications to the Local Plan	In Cllr Long's absence, this matter was deferred	

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

	7. Reports from County & Borough Councillors	Cllr Dawson advised that Norfolk County Council's budget next year is likely to include significant reductions, in order to support statutory services provision. The new government is assessing whether the expected HS2 monies might be reassigned back to rail projects.	
	8. Police Matters	The Clerk attended the July Priority Setting meeting in Downham Market	
	9. Planning Matters		
24/083	a. To consider applications received since the last meeting	24/01243/F – Buildings south of Rhosaf House, retrospective application.	Councillors OBJECT to this application. The accommodation mentioned in the application is a single-storey mobile home situated in Flood Zone 3, which appears to contravene planning policy.
24/084		24/01333/F – Ruston Cottages, demolition and rebuilding	Councillors SUPPORT this application.
24/085		24/01378/F - 26 Walton Road – proposed garage and games road	The proposed garage/games room is substantial in scale, similar in size to the footprint of the existing dwelling. While there is no objection to the current application, Councillors would not want to see a future application for conversion into a self-contained dwelling and request that a condition be added to any approval to ensure that the garage remains within the curtilage of the main dwelling at all times and is not permitted to become an independent dwelling.
	b. Planning decisions from the Borough Council	24/00931/F – 41 Walton Road – proposed cart shed 24/00898/F – 17 Walton Road – modification of front wall	Application permitted 18 th July Application refused 9 th July
	10. Receive matters arising from the minutes	None not on the Agenda	

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

	11. To receive correspondence	Circulated prior: Cllr Dawson – Road Closures & diversions Cllr Dawson – Councillor Briefing Cllr Dawson – Housing & Transport Cllr Dawson – Minimum Income Guarantee (social care) Cllr Dawson – Welney Summer Gala Norfolk ALC – newsletter x 4 BCKLWN – Grimsby to Walpole Project BCKLWN – Parent Champions Healthwatch Norfolk – Newsletter x 2 Middle Level Commissioners – Bank Raising Community Action Norfolk - Newsletter	
24/086	12. Discuss options for the cycle maintenance stand	The Clerk presented four costed options for the stand, with a clear recommendation for the stand where a turn-key installation package was available.	Proposed Cllr Askew, Seconded Cllr Rimmel, all in favour that the quotation from Start Safety be accepted.
	13. Development of a Parish Council logo	This item will form part of a wider review by the Clerk of all signage across the playing field	To be an Agenda item at a future meeting for possible implementation after April 2025
24/087	14. Discuss any issues from the PFMP meeting	PFMP requested the Council to appoint two alternate members to their committee.	Proposed Cllr Askew, Seconded Cllr Thorpe that Cllrs Rimell & Thorpe be appointed as alternate members, to stand in at short notice if needed.
24/088		The Council is requested to approve two quotations for urgent repairs to the MUGA.	Proposed Cllr Morgan, Seconded Cllr Thorpe, all in favour that the quotations from A1 Fencing and Welham Surfacing be accepted.
24/089		The small goalposts are not used by the football club.	Cllr Rimell to find a good home for the posts.
		Agree the football club signage	Proposed Cllr Rimell, Seconded Cllr Morgan, all in favour - The design of the sign was agreed, the final location to be decided after a site meeting.
	15. Highways Issues	Verges and hedges are untidy and unkempt throughout the village. Clerk to do a drive-round with Cllr Gathercole and produce a list for referral to Highways.	
	16. FINANCE		

24/090	a. Accept the accounts to 31 st July & 31 st August 2024	Following checking by Cllrs Rimell & Thorpe it was proposed that the accounts be accepted.	Proposed Cllr Thorpe, seconded Cllr Rimell, all in favour.
24/091	b. Agree to approve payments (and to sign cheques where appropriate	Payments as per list attached were approved	Proposed Cllr Askew, seconded Cllr Thorpe, all in favour.
	c. Note the External Auditor's report for 2023/24	The External Auditor's report was clean, with no recommendations or adverse comments.	The Chair thanked the Clerk for his hard work in achieving this outcome.
24/092	17. Adjourn the meeting to allow for public comments on Agenda items		Proposed Cllr Thorpe, Seconded Cllr Askew, all in favour
	18. Receive items of concern and matters to be included in the next Agenda	Dog Waste Bins The 'Right to Play' pledge	
	19. Date of next Parish Council meeting	Monday 14 th October 2024 at 7.30pm, Marshland Hall	
	Meeting Closed	9.40pm	
	20. CONFIDENTIAL ITEMS (Public & Press to be excluded)		
24/093	a. To receive from the Chair the Clerk's Annual Appraisal		The Clerk withdrew while his Annual Appraisal was discussed. On his return it was noted that his third year in office had been successful. A salary review to SCP23 effective 1 st September 2024 was awarded.
	b. To receive the Playground Ranger's Annual Appraisal		The Clerk conducted the review and concluded that the Playground Ranger had met all their objectives
24/094	c. To note the Clerk's entry into a Pension Scheme and agree the terms		Entry of the Clerk to a Nest Pension scheme was agreed and contribution rates agreed.

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

4 September 2024 (2024-2025)

Marshland St James Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
43 HMRC	22/07/2024		Unity Trust CA		PAYE	HMRC	X	37.08		37.08
56 Street lighting	01/07/2024		Unity Trust CA		Street lighting electric	SSE Electricity	S	50.83	10.17	61.00
56 Street lighting	01/07/2024		Unity Trust CA		Street lighting electric	SSE Electricity	L	143.77	7.19	150.96
57 Stationery	08/07/2024	24/078	Unity Trust CA		Admin	Sue Askew	S	12.50	2.50	15.00
58 Playground Ranger	19/07/2024		Unity Trust CA		Litter Picking & Bin Emptying	Erica Lane	X	150.80		150.80
59 Clerks salary	19/07/2024		Unity Trust CA		Clerks Salary	Watson N L (Clerk RFO)	X	847.60		847.60
61 Clerks expenses	08/07/2024	24/078	Unity Trust CA		Clerks expenses	Watson N L (Clerk RFO)	X	191.80		191.80
63 Admin	01/07/2024		Lloyds Bank Masterc		Admin	Homeshed	S	54.16	10.83	64.99
64 Training	08/07/2024	24/078	Unity Trust CA		Training	SLCC Enterprises Ltd	X	450.00		450.00
65 Stationery	08/07/2024		Lloyds Bank Masterc		Admin	Amazon	S	52.60	10.52	63.12
66 Bin Collection	01/07/2024		Unity Trust CA		Admin	Baco-Compak Ltd	S	88.76	17.75	106.51
67 Domain Name Management	03/07/2024		Unity Trust CA		Litter Picking & Bin Emptying	Cloudy IT	S	81.70	16.34	98.04
68 Grass Cutting & Ground Work	05/07/2024		Unity Trust CA		Domain Name Management	Nurture Landscapes (prev i	S	62.00	12.40	74.40
68 Grass Cutting & Ground Work	08/07/2024	24/078	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	20.78	4.16	24.94
68 Grass Cutting & Ground Work	08/07/2024	24/078	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	26.80	5.36	32.16
68 Grass Cutting & Ground Work	08/07/2024	24/078	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	16.13	3.23	19.36
68 Play Area Maintenance	08/07/2024	24/078	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	25.80	5.16	30.96
68 Village Area Maintenance	08/07/2024	24/078	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	53.75	10.75	64.50
68 Village Gateways	08/07/2024	24/078	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	20.42	4.08	24.50
68 Village Gateways	08/07/2024	24/078	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	70.00	14.00	84.00
70 Stationery	10/07/2024		Lloyds Bank Masterc		Admin	Amazon	S	2.10		2.10
71 Postage	09/07/2024		Lloyds Bank Masterc		Admin	Post Office	X	9.98	2.00	11.98
72 Stationery	15/07/2024		Lloyds Bank Masterc		Admin	Amazon	S	3.73	0.75	4.48
75 Stationery	16/07/2024		Lloyds Bank Masterc		Admin	Amazon	S	5.41	1.08	6.49
76 Stationery	28/07/2024		Lloyds Bank Masterc		Admin	Amazon	S	3.00		3.00
77 Bank Service Charges	26/07/2024		Lloyds Bank Masterc		Bank Service Charge	Lloyds Bank Corporate Can	X	49.21	9.84	59.05
78 Street lighting	28/07/2024		Unity Trust CA		Street lighting electric	SSE Electricity	S	139.13	6.96	146.09
78 Street lighting	28/07/2024		Unity Trust CA		Street lighting electric	SSE Electricity	L			
Total								2,669.84	155.07	2,824.91

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1 of 1

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

4 September 2024 (2024-2025)

Marshland St James Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
5 VAT	01/07/2024		Unity Trust CA		VAT refund	HMRC	R		859.99	859.99
Total									859.99	859.99

4 September 2024 (2024-2025)

Marshland St James Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
69 PWLB Loans	05/08/2024		Unity Trust CA		PWLB Loan repayment	PWLB	X	2,877.90		2,877.90
73 Clerks salary	19/08/2024		Unity Trust CA		Clerks Salary	Watson N L (Clerk RFO)	X	847.60		847.60
74 Playground Ranger	19/08/2024		Unity Trust CA		Clerks Salary	Watson N L (Clerk RFO)	X	150.80		150.80
79 Postage	01/08/2024		Lloyds Bank Masterc		Admin	Post Office	X	21.60		21.60
80 Maintenance & Repair	01/08/2024		Lloyds Bank Masterc		Grounds maintenance	Amazon	S	19.00	3.80	22.80
81 Domain Name Management	02/08/2024		Unity Trust CA		Domain Name Management	Cloudy IT	S	81.70	16.34	98.04
82 Bin Collection	02/08/2024		Unity Trust CA		Emptying of Wheelie Bin	Baco-Compak Ltd	S	87.71	17.54	105.25
83 Postage	10/08/2024		Lloyds Bank Masterc		Admin	Post Office	X	17.75		17.75
84 Training	16/08/2024		Unity Trust CA		Training	Norfolk PTS	X	350.00		350.00
85 Maintenance of Bowls Green	17/08/2024		Unity Trust CA		water supply	Anglian Water	Z	152.90		152.90
86 Clerks expenses	19/08/2024		Unity Trust CA		Clerks expenses	Watson N L (Clerk RFO)	X	152.80		152.80
89 Maintenance & Repair	16/08/2024		Lloyds Bank Masterc		Grounds maintenance	Amazon	S	-15.65	-3.13	-18.78
98 Bank Service Charges	27/08/2024		Lloyds Bank Masterc		Bank Service Charge	Lloyds Bank Corporate Can	X	3.00		3.00
Total								4,747.11	34.55	4,781.66

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1 of 1

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

Payments List – Agenda Item 16b

SLCC	£12.00
SLCC	£12.00
PKF Littlejohn	£378.00
N L Watson	£183.20
Nurture Landscapes	£559.96
Nurture Landscapes	£220.81
Nurture Landscapes	£374.11

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