

MARSHLAND ST JAMES PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting

Held on 14th October 2024

Minute No 24/095, 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	Yes
Cllr Wilkinson	Yes		

Apologies from Cllr C Dawson, NCC, Cllr B Long, BCKLWN

Also present:

Neil Watson – Clerk to the Council

9 members of the public

Minute No	Agenda Item	Discussion	Motion/Action
24/096	2. Approve the minutes of meeting on 9 th September 2024	The minutes were accepted by acclaim	Proposed Cllr Jones, seconded Cllr Morgan, all in favour.
	3. Receive declarations of interest on Agenda Items	None	
24/097	4. Adjourn the meeting to allow for public comments on Agenda items		Proposed Cllr Wilkinson, seconded Cllr Morgan, all in favour.
	5. Receive a presentation from the Middle Level Commissioners about the Main Drain desilting works	Nicola Oldfield and Mark Pickering gave an informative presentation on the plans and procedures for the desilting works.	
	6. Reports from County & Borough Councillors	None present	
	7. Police Matters	None	
24/098	8. Consider the provision of dog waste bins in the Parish	Councillors discussed the provision of dog waste bins, given the clear wishes of the public for this project to go ahead.	It was proposed that 'The Parish Council agree to install six dog waste bins (locations to be confirmed) early in the 2025/26 financial year. Prop Cllr Askew, Sec Cllr Rimell, on a show of hands, 4 votes in favour, 2 against.

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

	9. Planning Matters		
	a. To consider applications received since the last meeting	24/01744/CU – retrospective change of use, land E of Meadow View. 24/01807/F - 95 Smeeth Road - new garage 24/01333/F – Rustons Cottages – habitat provisions	Councillors support this application. Decision deferred pending further information. No decision needed; Councillors continue to support this application
	b. Planning decisions from the Borough Council	24/01378/F – 26 Walton Road	Application permitted 18 th September
	10. Receive matters arising from the minutes	None	
	11. To receive correspondence	Circulated prior: Cllr Dawson – A47 speed reduction proposals Cllr Dawson – NCC Budget Update Cllr Dawson – NCC newsletter Cllr Dawson – NCC Budget press release Cllr Dawson – Broader economic news Cllr Dawson – Norfolk Business Board Cllr Dawson – NSIPs Cllr Dawson – NPPF reforms Cllr Dawson – County Deal Cllr Dawson – Battle of Britain celebrations SLCC-newsletter Norfolk ALC – newsletter x 4 Community Action Norfolk – newsletter x2 BCKLWN – Dog control order Healthwatch Norfolk – newsletter QEH Hospital – newsletter County Farms – Farm for the Future CPRE – NPPF consultation BCKLWN – Economic vision & strategy	
	12. Discuss any issues from the PFMP meeting	None	
	13. Update on the Neighbourhood Plan process	The next stage consultation will be by way of a Parish door drop, the consultation period is 1/11/24 to 13/12/24. The Clerk will write to all the statutory consultees	

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

	14. Highways Issues	Two road name signs have been knocked over at Rustons Road & Long Lots. Cllrs Askew and Gathercole conducted another full parish drive-through last week – the Clerk will write to parishioners as necessary about unruly hedges and verges.	
	15. FINANCE		
24/099	a. Accept the accounts to 30 th September 2024	Following checking by Cllrs Askew & Wilkinson it was proposed that the accounts be accepted.	Proposed Cllr Wilkinson, seconded Cllr Askew, all in favour.
24/100	b. Agree to approve payments (and to sign cheques where appropriate	Payments as per list attached were approved	Proposed Cllr Wilkinson, seconded Cllr Askew, all in favour.
24/101	c. Resolve that ‘the Clerk in his capacity of Proper Officer may sign the formal agreement with FCC Communities Foundation relating to the Inclusive Playground Project’		Proposed Cllr Rimell, seconded Cllr Jones, all in favour.
24/102	16. Adjourn the meeting to allow for public comments on Agenda items		Proposed Cllr Morgan, seconded Cllr Jones, all in favour.
	17. Receive items of concern and matters to be included in the next Agenda	None	
	18. Date of next Parish Council meeting	Monday 11 th November 2024 at 7.30pm, Marshland Hall	
	19. CONFIDENTIAL ITEMS (Public & Press to be excluded)		
24/103	a. To discuss confidential staff matters		
	Meeting Closed	9.00pm	

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

11 October 2024 (2024-2025)

Marshland St James Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
87 Clerks salary	19/09/2024		Unity Trust CA		Clerks Salary	Watson N L (Clerk RFO)	X	866.84		866.84
88 Playground Ranger	19/09/2024		Unity Trust CA		Litter Picking & Bin Emptying	Watson N L (Clerk RFO)	X	150.80		150.80
90 Audit	09/09/2024	24/091	Unity Trust CA		External Audit	PKF Littlejohn LLP	S	315.00	63.00	378.00
91 Training	09/09/2024	24/091	Unity Trust CA		Training	SLCC Enterprises Ltd	S	10.00	2.00	12.00
92 Training	09/09/2024	24/091	Unity Trust CA		Training	SLCC Enterprises Ltd	S	10.00	2.00	12.00
93 Maintenance of Trod	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	102.13	20.43	122.56
93 Village Gateways	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	20.42	4.08	24.50
93 Village Gateways	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	53.75	10.75	64.50
93 Grass Cutting & Ground Work	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	18.00	3.60	21.60
93 Grass Cutting & Ground Work	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	62.00	12.40	74.40
93 Play Area Maintenance	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	25.80	5.16	30.96
93 Play Area Maintenance	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	20.78	4.16	24.94
93 Spray MUGA	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	163.75	32.75	196.50
94 Street lighting	01/09/2024		Unity Trust CA		Street lighting electric	SSE Electricity	S	-53.44	-10.69	-64.13
95 Street lighting	01/09/2024		Unity Trust CA		Street lighting electric	SSE Electricity	S	50.83	10.17	61.00
95 Street lighting	01/09/2024		Unity Trust CA		Street lighting electric	SSE Electricity	L	143.77	7.19	150.96
96 Maintenance of Trod	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	102.13	20.43	122.56
96 Village Gateways	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	10.21	2.04	12.25
96 Grass Cutting & Ground Work	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	58.77	11.75	70.52
96 Play Area Maintenance	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	12.90	2.58	15.48
97 Maintenance of Trod	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	182.76	36.55	219.31
97 Grass Cutting & Ground Work	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	82.78	16.56	99.34
97 Play Area Maintenance	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	25.80	5.16	30.96
97 Village Gateways	09/09/2024	24/091	Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	20.42	4.08	24.50
99 Stationery	01/09/2024		Lloyds Bank Mastercard		Admin	Amazon	S	19.16	3.83	22.99
100 Admin	01/09/2024		Lloyds Bank Mastercard		Admin	MDCSC	X	13.85		13.85
101 Street lighting	02/09/2024		Unity Trust CA		street lighting maintenance	K & M Lighting	S	99.00	19.80	118.80
102 Domain Name Management	03/09/2024		Unity Trust CA		Domain Name Management	Cloudy IT	S	81.70	16.34	98.04
103 Bin Collection	04/09/2024		Unity Trust CA		Emptying of Wheelie Bin	Baco-Compak Ltd	S	65.80	13.16	78.96
104 Bank Service Charges	30/09/2024		Unity Trust CA		Bank Service Charge	Unity Trust Bank	X	18.00		18.00
105 Clerks expenses	09/09/2024		Unity Trust CA		Clerks expenses	Watson N L (Clerk RFO)	X	183.20		183.20
107 Stationery	10/09/2024	24/091	Lloyds Bank Mastercard		Admin	Amazon	S	19.86	3.99	23.85
109 Cycle Maintenance Stand	16/09/2024		Unity Trust CA		Cycle maintenance stand	Start Traffic Ltd	S	1,282.00	256.40	1,538.40
110 Inclusive Playground	16/09/2024		Unity Trust CA		Third-party funding re FCC	FCC Recycling (UK) Ltd	X	2,150.00		2,150.00
111 Maintenance & Repair	15/09/2024		Lloyds Bank Mastercard		play area repairs	Amazon	S	52.14	10.44	62.58

Created by  Scribe

Marshland St James Parish Council
PAYMENTS LIST

11 October 2024 (2024-2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
112 Stationery	25/09/2024		Lloyds Bank Mastersc		Admin	Amazon	S	15.24	3.05	18.29
117 Bank Service Charges	26/09/2024		Lloyds Bank Mastersc		Bank Service Charge	Unity Trust Bank	X	3.00		3.00
Total								6,459.15	593.16	7,052.31

Created by  Scribe

Marshland St James Parish Council
RECEIPTS LIST

11 October 2024 (2024-2025)

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
9 Allotments	01/09/2024		Unity Trust CA		Allotment Rent	Mrs A Christensen	X	120.94		120.94
10 Allotments	01/09/2024		Unity Trust CA		Allotment Rent	Mr T Denham	X	665.08		665.08
11 Allotments	02/09/2024		Unity Trust CA		Allotment Rent	Mr L Mason	X	60.47		60.47
12 Allotments	02/09/2024		Unity Trust CA		Allotment Rent	Mr A Askew	X	1,030.85		1,030.85
14 Bank Interest	30/09/2024		Unity Trust Savings ;		Interest Received	Unity Trust Bank	X	442.86		442.86
15 Bank Interest	30/09/2024		Unity Trust Savings ;		Interest Received	Unity Trust Bank	X	27.14		27.14
16 Bank Interest	30/09/2024		Unity Trust Savings ;		Interest Received	Unity Trust Bank	X	13.39		13.39
17 Bank Interest	30/09/2024		Unity Trust Savings ;		Interest Received	Unity Trust Bank	X	29.03		29.03
Total								2,389.76		2,389.76

14 October 2024 (2024-2025)

Marshland St James Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
106 Grass Cutting & Ground Work	14/10/2024		Unity Trust CA		Grounds maintenance	Nurture Landscapes (prev i	S	57.50	11.50	69.00
108 Replacement costs	14/10/2024		Unity Trust CA		Replace grit bin	Glasdon UK Ltd	S	192.22	38.44	230.66
118 Maintenance & Repair	14/10/2024		Unity Trust CA		MUGA Refurbishment	A.I. Fencing	S	470.00	94.00	564.00
119 Maintenance of Bowls Green	14/10/2024		Unity Trust CA		Bowls Green Maintenance	Marshland St James Bowls	X	148.97		148.97
120 Maintenance of Bowls Green	14/10/2024		Unity Trust CA		Bowls Green Maintenance	Marshland St James Bowls	X	103.99		103.99
121 Maintenance of Bowls Green	14/10/2024		Unity Trust CA		Bowls Green Maintenance	Marshland St James Bowls	X	184.87		184.87
123 Defibrillator maintenance	14/10/2024		Unity Trust CA		Defibrillator maintenance	FirstAid4Less	S	225.40	45.08	270.48
124 Donations	14/10/2024		Unity Trust CA		Donations	MDCSC	X	2,500.00		2,500.00
128 Clerks expenses	14/10/2024		Unity Trust CA		Clerks expenses	Watson N.L. (Clerk RFO)	X	222.30		222.30
129 Training	14/10/2024		Unity Trust CA		Training	Norfolk PTS	X	70.00		70.00
130 Allotments	14/10/2024		Unity Trust CA		Allotment Rent	Norfolk County Council	X	405.00		405.00
Total								4,580.25	189.02	4,769.27