

# Bircham Parish Council Meeting

Chairman: Gloria Daniels Vice Chair Malcolm Sargent

Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825

*Councillors attending G Daniels M Sargent M Carter D French*

*R Hutchinson S Langfield B Mele C Morley C Wright*

*Minutes of the Annual Parish Council meeting 4th May 2016 Parish Council Meeting*

*Residents attending R Daniels, C Caseley, M French,*

160501 **i To Elect the Chair**

**Cllr B Mele proposed Cllr G Daniels for Chair, seconded by Cllr M Sargent. There were no further nominations**

*Cllr G Daniels was voted in unanimously and the declaration of acceptance of office was duly signed.*

**ii**

**Barry , Malcolm ope Unanimous  
Resolution Parking**

160502 **To Elect the Vice Chair of the Bircham Parish Council**

**Cllr M Sargent was proposed by Cll G Daniels, Seconded by Cllr B Mele**

*Cllr M Sargent was voted as Vice Chair unanimously*

160503 **i To receive declarations of Interest from members.**

*None were received.*

**ii To receive apologies and reasons for absence.**

*Cllr D French and Cllr M Carter gave their apologies land their reasons were accepted.*

160504 **A Resolution was proposed by Cllr B Hutchinson to allow further discussion of the Parking situation on the playing field. *This was agreed to.***

160505 **To agree the minutes of the meeting of the 23rd March 2016**

*The minutes were unanimously agreed. There were no matters arising from the minutes.*

160506 **Public Participation**

There was no County Councillor or Borough Councillor present, or report presented.

Mrs M French asked whether the Parish Council could investigate the possibility of a mobile Post Office. the Clerk explained what had already been investigated.

160507 **The Clerk's Report**

160508 **Financial Report**

To receive the Annual Bank Reconciliation/ Bank Statements.

The Annual Accounts were presented for consideration.

*The above financial Annual Accounts and Bank Reconciliation documents were agreed.*

160508 **Payments**

The Insurance Quote / Risk Assessment was presented and approved for payment.

Came & Company insurance quote and payment £765.53

Social Club Hire £20.00

Donation to the Social Club for the Pool Table cover. £80.00

D Malley £58

Clerk's Salary

Came & Company insurance quote and payment £765.53

Recreation Area Maintenance quote and payment £900.00

M Page Payment for Grounds maintenance 2015 £340.00

S Jackman Website Development Training £160.00

**Parking on the Playing Field**

Following discussion and an agreement it was agreed to bring an outline of the proposal for the next meeting.

160509 **To review the Standing Orders.**

**Cllr B Hutchinson proposed and Cllr C Morley seconded the proposal to retain the Standing orders with no further amendment. All Agreed.**

160510 **Planning Applications**

**To receive any planning applications received after the agenda.**

i 16/00619/O Cherry Ridge Docking Road Great Bircham King's Lynn Norfolk PE31 6QP

This planning was proposed for approval by Cllr B Hutchinson seconded by Cllr C Morley with some reservations re the exit and possible restriction on part of the land. Vote in favour 8/1

ii 16/00608/F 8 Lynn Road Great Bircham King's Lynn Norfolk PE31 6RJ

This planning application was approved with reservations re visibility displays and access

The Clerk would query whether this required change of use from Dog Kennels.. Change of use.

**LDF Comments**

The Clerk will write to S Ashworth pointing out the change in wording of G42 to "at least 10 houses" from 10 houses.

160511 **To Confirm the Equality Policy.**

A requisite of the the grant application was that Bircham Parish Council should have an Equality policy in place. Cllr J Cuthell proposed that this should be agreed seconded by Cllr C Wright.

*This was agreed unanimously.*

160512 **Process for reinstating a post office**

Several suggestions were put forward and the Clerk will pursue all suggestions.

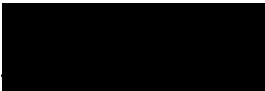
160513 **Update on Broadband provision.**

Councillors were not clear as to the proposals made by Norfolk County Council.

One new connection box would be located behind Trimingham House. It was not clear who would be connected to this or the Syderstone box. It was still likely to be 6 months - 12 months before this was installed.

The Chair asked that items for the next meeting be forwarded to the Clerk.

The meeting closed at 8.50pm.

Signed .  Chair Cllr G Daniels 15th June 2016

# Bircham Parish Council Meeting

Chairman: Gloria Daniels Vice Chair Malcolm Sargent

Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825

*Councillors attending* G Daniels, M Carter, J Cuthell, D French  
R Hutchinson, S Langfield, B Mele, C Morley.

*Minutes of the Parish Councillor il meeting on 16th June 2016*

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 160601 | Cllr G Daniels welcomed Cllrs and all residents to the meeting including Mr & Mrs M Orton.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 160602 | <b>There were no declarations of Pecuniary interest.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 160603 | <b>To receive apologies and reasons for absence.</b><br><i>Cllr M Sargent and Cllr D Howell, gave their apologies and their reasons were accepted. Cllr C Wright did not attend. Cllr A Morrison sent his apologies.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 160604 | <b>To agree the minutes of the meeting of the 4th May 2016</b><br><i>The minutes were unanimously agreed. There were no matters arising from the minutes.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 160605 | <b>Public Participation</b><br>There were twenty nine residents who attended the Parish Council meeting. They were concerned about the position of the local shop.; they expressed their wish to seek to support the Parish Council in attempting to gain the return of Mr & Mrs Orton to run the Country Stores.<br><b>County Councillor</b><br>Cllr M Chenery sought information re the use of the Recycling Centre at Docking. There was discussion regarding the poor the entrance to the Recycling Centre. The County Councillor also raised the issue of the possible Devolution question and asked that people should respond to the consultation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 160606 | <b>The Clerk's Report</b><br><b>The War Memorial</b> -we have now received another £250 in respect of the insurance claim<br><b>Highways</b><br>Flooding on Bagthorpe Rd has been reported. The highway engineer will meet with Cllr M Carter to discuss the issue.<br>The residents of Back Lane have thanked the Clerk for making sure the potholes were repaired.<br>The Clerk asked Highways to cut back the hedge on the way to Stocks Close; the highways en giner was not sure which hedge. Highway Rangers will be in Bircham towards the end of August. <i>Items please.</i><br>Signs - Slow Horses I have asked Highways if they are able to provide signs.<br><b>Long Meadow</b> The Developer stated that he wished to start as soon as possible, building 12 houses. This was followed later that day with a letter from the Planning Dept stating that the current plans have been withdrawn.<br><b>The Field adjacent to CITB.</b> The Clerk has sought an update which is still outstanding.<br><b>The Field off Church Lane Bircham Tofts</b> I have left messages with T Brun on two occasions and have yet to receive a response.<br><b>Fring Finger Post</b> The finger post has been replaced by highways but was removed and now replaced for a second time. Highways will not replace it again.<br><b>Devolution Survey</b> There is a survey you can complete from NALC. P contact the Clerk.<br><b>Bircham Audit</b> The internal audit has been completed. |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 160606 | <p><b>Local Development Framework</b> the Clerk queried the change of wording to “ at least 10 houses ” and was informed that this was a deliberate change to comply with the Inspector’s report on a lack of housing provision.</p> <p><b>Website</b> The Clerk will further develop the website during July, and investigate equipment specified in the grant.</p> <p><b>Post Office</b> The Clerk has now got a contact to explore this further.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 160607 | <p><b>Planning</b></p> <p><b>16/00892/F 10 Bagthorpe Rd Bircham</b><br/>The Parish Council approve this application</p> <p><b>16/00888 G42.1 Sandringham Development.</b><br/><b>This development was approved by 7/1 with a number of caveats relating to the access to Lynn Rd</b></p> <ul style="list-style-type: none"> <li>* The additional traffic exiting at this point.</li> <li>* The need to move the speed restriction signs.</li> <li>* Lynn rd is very dangerous and almost impossible to walk into the village.</li> <li>* There is no pavement into the village from the development.</li> <li>* little consultation had gone on with nearby residents.</li> <li>• There was also concern that there had been no prior discussion with the village.<br/>The motion to approve was proposed by Cllr C Morley, Seconded by Cllr B Mele. Votes in favour 6, 1 abstention.</li> </ul> <p><b>16/01014/O   Outline Application Whitegates</b><br/><b>This application was recommended for refusal</b><br/><b>Proposed by Cllr Morley Majority in favour of refusal, 1 abstention.</b></p> <ul style="list-style-type: none"> <li>* the application was considered non linear</li> <li>* this would be described as back garden development.</li> <li>* the plans were insufficiently detailed.</li> <li>* the development was outside the village boundary.</li> </ul> |
| 160608 | <p><b>Financial Report</b>To receive the Annual Bank Reconciliation and bank statements.<br/><i>After some deliberations the Bank statement was agreed</i><br/>The Governance Statement was examined by the Parish Council and each item was responded to and agreed.<br/>A proposal was made by Cllr B Hutchinson that the Governance Statement be accepted and seconded by Cllr J Cuthell. <i>All Agreed</i><br/><i>The Chair signed off the Governance statement.</i></p> <p><b>Payments</b></p> <p>100774 Gt Massingham Car Scheme £150.00 Donation.<br/>100775 Norfolk Association of Local Councils £124.54<br/>100776 West NorfolkCommunity Transport Project — contribution £500.00<br/>100777 Internal Audit £75.00<br/>100778 HMRC £96.00<br/>100779 Cancelled<br/>100780 M Page Ground maintenance 2016 £340.00<br/>100781 Bircham Social Club £20.00<br/>100782 Clerk Salary /printing and postage £427.89<br/><i>The payments were agreed unanimously.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                     |

160609

**Assets**

**The Parish Councillors had been round the village to review the current village assets and presented their revised asset register to the Parish Council.**

**It was proposed by Cllr C Morley and Seconded by Cllr J Cuthell that these be approved.**

***All Agreed***

The Clerk will forward the Asset register to the insurance company for their comments.

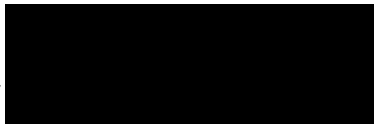
***It was agreed*** to request the Cricket Club to apply for a green bin and an additional black bin.

**Correspondence**

The correspondence was read out and noted

**The Meeting closed at 9.43pm**

Signed..

A black rectangular box redacting the signature of the Chair of the Parish Council.

.... Chair of the Parish Council 3rd August 2016

# Bircham Parish Council Meeting

Chairman: Gloria Daniels Vice Chair Malcolm Sargent

Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825

*Councillors attending G Daniels, J Cuthell, R Hutchinson, C Morley, C Wright.*

*Minutes of the Parish Council meeting on 3rd August 2016*

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 160801 | Cllr G Daniels welcomed Cllrs and all residents to the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 160802 | <b>There were no declarations of pecuniary interest.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 160803 | <b>To receive apologies and reasons for absence.</b><br><i>Cllr M Sargent, Cllr D Howell, Cllr B Mele, Cllr S Langfield, Cllr D French gave their apologies and their reasons were accepted. Cllr M Carter did not attend.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 160804 | <b>To agree the minutes of the meeting of the 23rd June 2016</b><br>Cllr C Wright had given the Chair her apologies which were not recorded. The Parish Council sought greater explanation of the residents concerns regarding the lease of the Country Stores. Residents fully supported the efforts the Parish Council were making to reinstate Mr M Orton<br><i>The minutes were amended.</i><br><i>The minutes were then agreed. There were no matters arising from the minutes.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 160805 | <b>Public Participation</b><br>None<br><b>Borough Councillor</b><br>Cllr A Morrison attended the meeting and requested the Councillors to read the minutes of the 30th June. He stated that Devolution would mean an extra £25 million per year for 30 years for the combined counties of Suffolk and Norfolk. The Borough Council have voted in favour of Devolution. Cllr A Morrison does not feel that a Mayor is necessary. Cllr Morrison felt that it would mean more money for the Drainage Board. The final decision will be made on the 28th October. Regarding the planning forecast, it has now been agreed that the Borough Council has 5 years of housing stock. Cllr Morrison also briefly mentioned the Poultry Farm Planning application; their will be a Sit meeting on the 4th August before a decision is made.                                                                                                                                                              |
| 160806 | <b>Clerk's Report</b><br><b>i Post Office</b><br>The Clerk reported that the Post Office had responded to the Parish Council enquiry and have promised to be in touch in the near future.<br><b>ii The BT Kiosks</b><br>It has been agreed to remove the kiosk near the King's Head. The power supply will need to be dismantled by the National Power subcontractors. Once the kiosk has had the power removed the kiosk will be taken away.<br>The Kiosk at Bircham Tofts cannot be removed until there is evidence that the residents do not require an emergency telephone. The Kiosk is due to be assessed and will either be subject to removal or repair. This will require notification to the Local Authority and a consultation period before any further action could be take.<br><b>iii Field adjacent to CITB</b><br>The owners of the field have been served with an enforcement notice.<br>E Brun has acknowledged that the lessee of the field off Church Lane needs attention |

160806 **iv Audit**  
The annual accounts and the governance statement has been sent off to the external auditors.  
**v Play Equipment Grant**  
Cllr D French is negotiating the best deal for the play equipment.  
**vi Country Stores**  
It is wonderful news to hear that Mr M Orton and Lynne are now the leaseholders of the Country Stores.

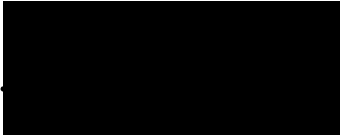
160807 **Highways**  
**i Highway Rangers.** The Clerk requested further items for the next Rangers visit. It is not clear when the next visit will be as the schedule has slipped.  
**ii Bagthorpe Rd Flooding**  
The Highways Engineer has replied to inform us that they will replace the soakaways on Bagthorpe Rd but as the road will need to be closed, this will be completed in about two months.  
**iii Signs re Slow Horses.**  
Sally Bettinson has replied letting us know that Highways cannot agree to the installation of horse warning signs. These are only erected in locations such as stables or well known horse crossing points, not as general signage to cover a parish, even if they are privately financed.

160808 **Finance Report**  
The Clerk presented the Payments and Receipts and outgoings against the Budget.  
Total Income in the year 2016/17 is £15961 including the play equipment grant.  
The Current Bank Balance at the end of July is £14866  
The Premium Account Balance at the end of July is £8213  
New Financial Regulations were presented for discussion at the next meeting.

The Chair closed the meeting at 8.30pm  
The meeting was re-opened briefly to agree and sign the payments.  
100783 St Mary's PCC Donation £350 Maintenance and newsletter.  
100784 Playsafety Ltd £79.80  
100785 HMRC £71.40  
100786 Clerk/printing/ expenses £415.30  
100787 Social club deferred.  
100788 DWF LLP VAT £137.82 ( queried)  
100789 Mole Pest Control £63.00

At the end of the meeting the Clerk handed in her resignation.

The meeting closed at 8.45 pm

Signed.  ..... Chair of the Parish Council 7th September 2016

# Bircham Parish Council Meeting

Chairman: Gloria Daniels Vice Chair Malcolm Sargent

Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825

*Councillors attending* G Daniels, J Cuthell, D French, D Howell, R Hutchinson,  
S Langfield, B Mele, C Morley, C Wright.

*Residents attending the meeting* Mr A Halliwell, MS J Beeson -Clark, Mr & Mrs P Sutherland.

## ***Minutes of the Parish Council meeting on 7th Sept 2016***

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 160901 | <p>Cllr G Daniels welcomed Cllrs and Neighbouring residents to the Recreation Ground to discuss the location of the new play equipment. Residents Mr A Halliwell, Mr &amp; Mrs P Sutherland, Ms J Beeson-Clark were in attendance. Cllr D French outlined the possible location of the climbing frame and the two smaller pieces of equipment. Following discussions particularly with Mr A Halliwell, the locations were agreed. Cllr D French would provide a drawing of the position. Cllr B Mele reporting back on the Safety Inspection explained that the links on the swings needed to be raised and that he would re do the bar across the top with spikes to deter the pigeons.</p> <p><b>Extension of the Cricket Pavilion</b><br/>Councillors were shown the extent of the extension to the Pavilion and were happy in principle with the extension.</p> |
| 160902 | <p><b>Councillors returned to the Social club for the remainder of the meeting.</b><br/>Cllr G Daniels began the meeting in the Social Club by referring to the conduct during the previous meeting and made a firm statement that this should not occur again.<br/><b>Apologies were received and accepted</b> from Cllr M Carter who was attending a funeral and Cllr M Sargent, still recovering from his illness.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 160903 | <p><b>Cricket Pavilion</b><br/>There was discussion re the ownership of the Cricket Pavilion. The Cricket Club hoped to obtain a grant and the club would finance and provide tradesmen for the build. The Parish Council will contact Sandringham Estate ( M O'Lone) and following that discussion, will take legal advice. In principle the Parish Council is in agreement subject to Sandringham agreement and legal advice This course of action was proposed by Cllr R Hutchinson and seconded by Cllr C Wright.<br/><i>All agreed except for one abstention.</i></p>                                                                                                                                                                                                                                                                                          |
| 160904 | <p>To agree the minutes of the meeting held on the 3rd August 2016.<br/><i>The previous minutes were agreed.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 160905 | <p><b>There were no declarations of pecuniary interest.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 160906 | <p><b>Public Participation</b><br/>There were no public comments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 160907 | <p>Borough Councillor / County Councillor reports.<br/>None was made available.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 160908 | <p><b>Clerk's Report</b></p> <p>The Clerk informed the Parish Council that following the review of the asset register, Came and Company the insurance agents confirmed that although there were some significant increases in replacement value the current insurance cover was in order. This would need to be revisited once the Play equipment was installed.</p> <p><b>The external audit.</b> Mazars the auditors had been in touch to gain reassurance on one or two questions and we are now awaiting their report.</p> <p><b>The Website</b> the Clerk was continuing to build the website when time permitted.</p> <p><b>Post Office</b></p> <p>Wendy in the Eastern Region is the contact for Bircham. I have sought an update but not received a response.</p>                                                                                                                                                                                                                                                                          |
| 160909 | <p><b>Highway Rangers</b></p> <p>The Clerk had no new items for the Highway Rangers. All previous items had been reported. Cllr S Langfield and Cllr C Wright gave a detailed explanation of footpaths which were impassable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 160910 | <p><b>Planning</b></p> <p>There had been no new items received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 160911 | <p><b>Financial Report</b></p> <p>a) The payments and receipts were presented to the Parish Council</p> <p>b) The Budget and remaining current balances were explained.</p> <p><b>c Payments</b></p> <p>i Invoice 50% of Play equipment in confirmation of order. £2958.70</p> <p>ii HMRC £72.00</p> <p>iii Bircham Social Club (June &amp; August ) £40.00</p> <p>iv Clerk/postage/printing £437.41</p> <p>v The Clerk reported that a cheque had been sent in payment of VAT for Insurance Claim £137.82. Cllr Barry Mele proposed that the above finance items were approved.</p> <p><b>All Agreed</b></p> <p>The Asset Register and insurance premium was drawn to the Council's attention as reported earlier.</p> <p>d) <b>The new Financial Regulations 2016</b></p> <p>The financial regulations were gone through in detail and areas of discretion were agreed. Cllr R Hutchinson proposed that the new financial regulations be approved, seconded by Cllr B Mele.</p> <p><i>The financial regulations were agreed unanimously.</i></p> |
| 160912 | <p>To receive any further Highway information</p> <p>The information re the hedge along Stanhoe Rd was discussed; the Clerk will write to T Brun re the hedge which is overgrown.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 160913 | <p><b>Correspondence</b></p> <p>Items discussed</p> <p>An invitation to the Health Care at Swaffham on the 28th Sept. No-one will be able to attend. Autumn Conference at Old Hunstanton on 10th November.</p> <p>Cllr G Daniels and the Clerk will attend; Cllr C Morley stated that he would like to attend. The Clerk will add Cllr C Morley to the booking.</p> <p>Inspector's report on the Site Allocations and Development Managements Policies Plan. Cllr C Morley requested a copy of Bircham PC's response to the Devolution proposals.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|        | <p>The meeting closed at 8.50pm</p> <p>Signed ...  .....Chair G Daniels 19 October 2016</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

NOTE, We subsequently agreed that the Website would be available by the end of 2016

# Bircham Parish Council Meeting

Chairman: Gloria Daniels Vice Chair Malcolm Sargent

Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825

*Councillors attending*

**G Daniels J Cuthell D French**

**D Howell S Langfield C Morley C Wright**

*Minutes of the 19th October 2016 Parish Council Meeting*

**Public attendance R Daniels**

16101 The Chair welcomed everyone to the meeting and thanked Darren French, Claire Wright and Chris Morley for all their hard work in successfully preparing the grant for the Play Equipment which had been installed the previous week. The Chair added that it looks fantastic.

16102 Apologies were received and accepted for B Mele, R Hutchinson, M Carter, M Sargent.

16103 To receive declarations of pecuniary interest  
None

## **To agree the minutes of the 7th September 2016**

16104 The minutes were agreed including an amendment. C Morley asked when the website would be available.

*It was agreed that the website would be available by the end of the year.*

## **Public Participation**

16105 There were no comments from the public.

County Councillor M Chenery did not attend, Borough Councillor A Morrison sent his apologies.

## **Clerk Report.**

16106 Post Office. The Clerk has contacted BT on three different occasions to request an account of progress. so far there has been no response.

## **Planning**

To receive any planning applications following receipt of this agenda.

The Cricket Club has submitted a planning application and D Howell has discussed with the Sandringham Estate the potential improvements. The Estate has no objections to the extension, however they have stipulated that the tiles should be a clay pantile and the structure should be

16107 robust.

The Cricket Club are seeking grants to provide a proportion of the cost but they need the reassurance of at least a 7 yr lease. The Estate are happy to agree to this provided the lessees (Bircham Parish Council) have no objections and a letter will be written to confirm this.

Cllr J Cuthell proposed that the Parish Council approve this planning application, this was seconded by Cllr C Wright. *The Parish Council approved this application unanimously.*

## **Highways / Footpaths**

a) Cllr S Langfield prepared some maps of the footpaths in the village which it was agreed would be very helpful in identifying the particular footpath being discussed. The maps can be found on the Norfolk County Council website under the heading " Out and About in Norfolk, then click on Public Rights of Way. The Clerk will add a link to the site on the website.

16108 b) Items for the next Rangers visit

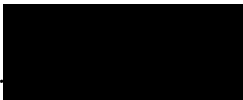
The following items were reported.

\* a tree had fallen over the footpath on footpath 4. This was possibly the landowners responsibility to remove.

\* The junction between the Docking Rd and Stanhoe Rd at the Old Rectory needs to be cleared of mud and leaves on both sides of the road and clear slippery leaves.

\* Bagthorpe Rd and Stanhoe Rd has a lot of surface mud which will need to be cleared or it

- 16108** Signs at Queen Crescent, shows the wrong mileage. The Clerk will report again the incorrect mileage on the sign.
- \* The 40mph sign north of Moore Farm is obscured by vegetation and a reflector post is broken.
  - \* The frontage of the property next door to Brechan Lodge is encroaching on the footpath. Please investigate to restore the footpath.
  - \* The footpath (18) from Stocks Close towards Back Lane (2F220/10) is impassable.
  - \* There have been a number of concerns about the pot holes on Back Lane which will be reported; it is considered a green lane.
- 16109 The Financial Report**
- The current expenditure against the budget and the bank reconciliation was presented and discussed with some helpful amendments.
- Payments** (A payments and receipt statement was provided for the Chair)
- |                            |                                              |
|----------------------------|----------------------------------------------|
| 794 Fakenham Skips         | £180.00                                      |
| 795 Sandringham Rent       | £600.00                                      |
| 796 Mazars                 | £120.00                                      |
| 797 HMRC                   | Cancelled                                    |
| 798 Bircham Social Club    | £20.00 Deferred as no invoice was available. |
| 799 Clerk Printing Postage | £357.39                                      |
| 800 Playdale Playgrounds   | £3550.44                                     |
| 801 Autumn Conference      | £125.00                                      |
| 802 HMRC                   | £60.00                                       |
- Cllr C Wright proposed and Cllr C Morley seconded the proposal to agree the above payments and bank reconciliation. All agreed*
- 161010 War Memorial**
- It was suggested that the memorial should be listed as a historical monument.
- Following discussion Cllr D French volunteered to obtain more information from Brian Briston, from Dersingham who had some details on the war memorial. There were huge gaps in our local knowledge.
- It was agreed to seek more information from residents through the Bircham Newsletter and Brian Briston.*
- 161011 Broadband update**
- £7 million additional funding was being provided by Norfolk District Councils to be added to the £5.3 million additional funding provided by BT. 95% of households will have the opportunity to receive high speed broadband by March 2018.
- Residents can check their ability to upgrade their broadband speed by checking on the Better Broadband for Norfolk. <http://www.betterbroadbandnorfolk.co.uk> and [www.homeandwork.openreach.co.uk/expression-gen.aspx](http://www.homeandwork.openreach.co.uk/expression-gen.aspx)
- As previously explained the ability of residents to receive this improved service depends upon which cabinet the property is connected to and whether the cabinet has been upgraded.
- Some Cllrs explained that they have succeeded in increasing their broadband speed.
- 161012 Correspondence**
- Emails** Broadband update.  
Norfolk Community Foundation re Grant  
Post Office Customer Care X 3 responses.
- Response to Devolution Consultation**
- Mazars Satisfaction Survey.**
- Mazars Audit Fee.**
- Letter** Borough Council BT removal Consultation.

Signed.....  Chair G Daniels. 30th November 2016

# Bircham Parish Council Meeting

Chairman: Gloria Daniels Vice Chair Malcolm Sargent

Buttermere, Lynn Rd., Hillington, King's Lynn PE31 6BJ

Clerk Kate Sayer Email: birchamclerk@hotmail.co.uk 01485 600825

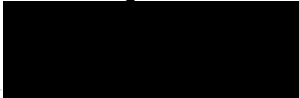
Members attending G Daniels, M Carter, J Cuthell, D French, D Howell, R Hutchinson

S Langfield, B Mele, C Morley, M Sargent, C M Wright - Thompson.

Public attendance R Daniels.

## Minutes of the Parish Council meeting on 30th November 2016

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16111 | The Chair welcomed everyone to the Parish Council meeting and was pleased to see that all members were present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 16112 | <b>To receive declarations of pecuniary interest</b><br>D French declared a pecuniary interest in the Country Stores & Church Farm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 16113 | <i>It was resolved to agree the minutes of the 19th October 2016</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 16114 | <b>Public Participation</b><br>There were no comments from the public<br>There were no Reports from County Cllr M Chenery or Borough Cllr A Morrison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 16115 | <b>Clerk's Report</b><br>The Clerk clarified the position regarding Planning meetings and explained that she had contacted both the Norfolk ALC and the Society of Local Council Clerks who had confirmed that all planning meetings need to advertised and allow public participation.<br>Stocks Close. The Clerk sought information re who had originally reported a problem as the Borough Council needed to speak to a local person. Cllr Mele was able to help.                                                                                                                                                                                                                                                                                     |
| 16116 | <b>Planning</b><br>a ) 16/01872/O Cherry Ridge<br><i>It was resolved to approve unanimously with reservations regarding the access.</i><br>It was agreed to question the safety of the access.<br>b) 16/01959/F Church Farm Construction of new dwelling<br><i>It was resolved to agree this planning application. Agreement 9, 1 Abstention, 1 Objection.</i><br>c) 16/01922/F Pond View Demolition of Cons/ Extension<br><i>It was resolved to approve the above application unanimously.</i><br>d) 16_01522/CU Country stores.<br><i>The above application was unanimously approved.</i><br><b>LDF Site &amp; Policy Suggestions Consultation</b><br><i>It was resolved to agree to resubmit the original proposal</i><br>All agreed, one abstention. |
| 16117 | <b>Motion Cllr C Morley</b><br>To agree policy on important documents which the parish council have agreed.<br>"This Council agrees that all documents relating to policy and official statements, including major planning decisions shall be copied to Councillors."<br>(For the avoidance of doubt, this requirement does not include correspondence relating to business as usual matters such as individual planning cases and highway issues.)<br>I suggest that the brackets goes into the minutes but is not part of the motion.<br><i>It was resolved to agree this motion unanimously.</i>                                                                                                                                                     |
| 16118 | <b>Financial Report</b><br>a) To present the current financial documents and Bank Reconciliation.<br><i>The above documents were agreed as an accurate representation of the current financial position.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16118  | <p><b>Financial Report</b></p> <p>b) To review the budget for the year 2017/18</p> <p>There was significant discussion. No conclusions were reached re the final budget for 2017/8</p> <p>There was a request that the Clerk brings to the next meeting an approximate cost to the residents if the budget was raised.</p> <p><b>Payments</b></p> <p>Bircham Social Club - no invoice was received and was therefore deferred.</p> <p>HMRC £119.80</p> <p>Clerk Salary /postage/printing £515.99</p> <p>Royal British Legion. £ 25 not yet paid.</p> <p>Payments of the above were proposed by Cllr M Sargent, seconded by Cllr C Morley.</p> <p><i>It was resolved to agree the above payments</i></p> |
| 16119  | <p><b>War Memorial update</b> Cllr D French</p> <p>Cllr D French has spoken with B Briston.</p> <p>Cllr J Cuthell would provide the names on the memorial to be placed in the Newsletter to seek further information. It was proposed that the War Memorial should be registered as an historical monument. Cllr B Mele stated that he had records which went back to 1919.</p> <p>A potential grant could be pursued.</p>                                                                                                                                                                                                                                                                              |
| 161110 | <p><b>Reporting items for Highways / Footpaths</b></p> <p>Cllr C Wright Thompson reported that a field owned by I Mason was overgrown and needs to be cut back and brambles were encroaching onto land at 12 Stocks Close and on to the path between Stocks Close and Pond Farm. The Clerk will contact the land owner.</p>                                                                                                                                                                                                                                                                                                                                                                             |
| 161111 | <p><b>Correspondence</b> (including Emails previously forwarded ) The correspondence was available for comment.</p> <p>The Clerk presented potential dates for 2017/18. <i>These were agreed.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|        | <p>Signed..  ...Chair G Daniels</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

# **Bircham Parish Council Meeting**

Chairman: Gloria Daniels, Vice Chair Malcolm Sargent

Members attending G Daniels, M Carter, D French, D Howell, R Hutchinson,  
S Langfield, B Mele, C Morley, M Sargent.

Apologies received from C M Wright – Thompson and, J Cuthell

Also in attendance local Clerk Mr. John Ward

Public attendance R Daniels.

## **Minutes of the Parish Council Meeting on 5th January 2017**

17001 The Chair welcomed everyone to the Parish Council Meeting.

17002 **Clerks Resignation.** The chair read to the meeting the clerks resignation letter. She informed the meeting that she had already taken steps to get an advert placed to find a replacement. She thanked Mr. Ward for stepping in tonight and offering advice earlier in the day. There was some concerns amongst councillors as to why the clerk had resigned. This was not clear in her letter and the chair had not been able to speak on the telephone and the clerk had not replied to emails on the matter of her resignation. It was proposed by Mrs. Daniels and seconded Mr. Sargent that the clerk's resignation be accepted and that a replacement be sought. This was carried. The chair informed the meeting that the clerk was happy to continue to carry out duties until a replacement was found. After some discussion it was agreed that councilors would take on some of the activities themselves in the transition period.

Mrs. Langfield agreed to take on the web master role and the chair will get any passwords required to do this development work.

The chair agreed to take charge of the finances and would speak to the clerk to get the account books etc. passed on.

Mr. Sargent agreed to deal with planning applications but would need the clerks email so he could set it up on his system to receive the emails from the Borough Council.

Mr. Ward was asked if he would liaise with the clerk to set up a meeting with the chair and arrange for the transfer of information to allow the above work to continue. He agreed he would do this once the chair had written to her.

The chair agreed to draft a letter with Mr. Sargent to the clerk thanking her for her work in the Parish and that Mr. Ward would be in touch to arrange a meeting.

17003 **Planning Blue Bag.** The chair raised her concerns about the system and that meetings were not held to discuss plans. She read a statement that said it was deemed good practice to consider planning applications at a meeting where the public could be present. Mr. Hutchinson said he had consulted with Louise Canterra of Norfolk Parishes Training and she had advised that it was up to the Council how it operates with planning. In her experience some councils have meetings, others don't. It was agreed after a short discussion that the chair would contact Louise Canterra to obtain written confirmation of her recommendation. If a member of the public or councilor wished for a meeting then one would be scheduled and held. The matter would be left to the judgement of the councilors and the nature of the application.

17004 **To receive declarations of pecuniary interest**  
No interests declared on agenda items

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |              |           |              |                     |            |           |              |                     |            |           |              |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------|-----------|--------------|---------------------|------------|-----------|--------------|---------------------|------------|-----------|--------------|
| 17005                | It was resolved to agree the minutes of the 30 <sup>th</sup> November 2016 Proposed Mr. Morley , seconded Mr. Sargent and carried                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |              |           |              |                     |            |           |              |                     |            |           |              |
| 17006                | <b>Public Participation</b><br>There were no comments from the public<br>There were no reports from County Cllr M Chenery or Borough Cllr A Morrison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |              |           |              |                     |            |           |              |                     |            |           |              |
| 17007                | <b>Planning</b><br>a) <b>16/02073/F</b> The plans had been circulated and there were no objections to these plans.<br>The clerk for the meeting will inform the Borough Council of the Councils decision.<br>b) <b>Whitegates Planning Appeal.</b> The appeal was dismissed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |              |           |              |                     |            |           |              |                     |            |           |              |
| 17008                | <b>Financial Report</b><br>a) <b>To present the current financial documents and Bank Reconciliation.</b><br>The clerk had circulated the financial documents via the chair. Concern was expressed that it was very hard to match spending to the budget headings as the wording across the two was not consistent. There was some concern that figures did not agree. Mr. Sargent said that there were items that were not included that did change the figures. The Council will seek greater clarity when a new clerk is appointed.<br><b>Cheques presented for payment.</b> <table><tr><td>Royal British Legion</td><td>£25.00 net</td><td>VAT £0.00</td><td>Gross £25.00</td></tr><tr><td>Bircham Social Club</td><td>£20.00 net</td><td>VAT £0.00</td><td>Gross £20.00</td></tr><tr><td>Bircham Social Club</td><td>£20.00 net</td><td>VAT £0.00</td><td>Gross £20.00</td></tr></table><br>The cheques were proposed Mr. Sargent, seconded Mr. Morley and carried. | Royal British Legion | £25.00 net   | VAT £0.00 | Gross £25.00 | Bircham Social Club | £20.00 net | VAT £0.00 | Gross £20.00 | Bircham Social Club | £20.00 net | VAT £0.00 | Gross £20.00 |
| Royal British Legion | £25.00 net                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | VAT £0.00            | Gross £25.00 |           |              |                     |            |           |              |                     |            |           |              |
| Bircham Social Club  | £20.00 net                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | VAT £0.00            | Gross £20.00 |           |              |                     |            |           |              |                     |            |           |              |
| Bircham Social Club  | £20.00 net                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | VAT £0.00            | Gross £20.00 |           |              |                     |            |           |              |                     |            |           |              |
| 17009                | <b>To Agree the Budget and set The Precept for 2017/18</b><br>The clerk had presented the budget to the Parish Council for the coming year. The chair confirmed that the precept grant was reduced to £217.00 this year. The chair told the meeting she considered that the precept should remain at the same level as last year. Councilors agreed with this, some feeling that residents already have enough tax to pay. Mr. Morley expressed his concerns about how the budget had been constructed but felt that the precept should remain the same and hopefully councilors could get greater clarity of the accounts with the new clerk.<br>It was proposed by Mr. Morley and seconded by Mr. Sargent that the budget be passed with the proviso that adjustments to headings could be made at a later date. This was carried.<br>It was proposed by Mrs. Daniels and seconded Mr. Mele that the precept remains the same as 2016/17. This was carried            |                      |              |           |              |                     |            |           |              |                     |            |           |              |
| 17010                | <b>Response to Video Conferencing.</b><br>There was no discussion on this matter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |              |           |              |                     |            |           |              |                     |            |           |              |
| 17011                | <b>Correspondence.</b> <ul style="list-style-type: none"><li>Norfolk NALC Newsletter</li><li>Video Conferencing</li><li>Website information sent to councillors via email earlier in the day by the clerk. It was agreed councillors should respond to the Clerk but cc Mrs. Langfield.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |              |           |              |                     |            |           |              |                     |            |           |              |
| 17012                | <b>The meeting closed at 8.45pm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |              |           |              |                     |            |           |              |                     |            |           |              |



1/2/2017.

# BIRCHAM PARISH COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING ON WEDNESDAY 1 FEBRUARY 2017

Bircham Social Club at 7.30pm

**PRESENT:** G Daniels (Chairman), M Sargent (Vice-Chairman) J Cuthell, C Morley,  
D French, D Howell, M Carter, B Mele, S Langfield

**IN ATTENDANCE:** P Sewell (Clerk) and 2 Parishioners

### **17.013 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN**

The Chairman welcomed members, parishioners and the new Clerk to the meeting.

### **17.014 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

The Council received apologies from Cllr Hutchings and Cllr Morrison (Borough Councillor).

### **17.015 INTRODUCTION TO THE NEW CLERK - MRS PHILIPPA SEWELL**

The Clerk talked about previous work. The Clerk said that she had been on a tour of the village and had been impressed with the playing field facilities and general upkeep of the village.

### **17.016 TO RECEIVE DECLARATIONS OF INTEREST**

No interests declared.

### **17.017 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

- **Cllr Sargent: Council to approve the minutes of 4 January 2017 – Resolved**

### **17.018 MATTERS ARISING**

The Chairman reported that the Clerk had introduced a Matters Arising item to the Agenda which would allow for a short progress report on previously discussed items. Councillors would also be able to use this part of the Agenda to raise queries about items that were ongoing, unresolved or to report on a completed action. Items that required a vote or more in depth discussion would be an Agenda item.

**Church Lane:** Cllr Sargent said that there had appeared to have been no progress with the broken-down car in the field or the hay dumped on the verge in Church Lane. The Clerk would check the files and write to Mr Brun, the landlord, and report the hay on the verge to Highways.

**Unauthorised Development:** Cllr Carter asked if there had been any follow up to check on the state of the field after the reports made last year. Clerk would check with the Borough Council.

**Mr Ward:** The Chairman said that she had written to Mr Ward to thank him for stepping into the breach at the last meeting.

**Former Clerk:** The Chairman reported that Mrs Sayer's formal leaving date was 20 January and she had handed over all the files to the Clerk.

### **17.019 PUBLIC PARTICIPATION RELATING TO THIS AGENDA**

**Future of the King George VI School site and ongoing maintenance:** The Chairman said that the Church had relinquished their interest in the school and responsibility to maintain the site had been transferred to Norfolk County Council (NCC). The possibility of a school for children with special needs had been mentioned. The Clerk would NCC ask for a progress report.

### **17.020 REPORTS FROM COUNTY COUNCILLOR AND BOROUGH COUNCILLOR**

There were no reports submitted.

### 17.021 PLANNING APPLICATION

**16/00888/0:** Construction of 11 dwellings at Land South of 16 Lynn Road. This application, also known as Birch 1, had been previously discussed, but the plans had been amended to reduce proposed number of dwellings from 11 to 10. The public access site showed that there was ongoing discussion about the type and length of the footpath. C Morley reminded members that the Parish Council had asked Highways to give a presentation concerning the access.

- **Cllr Mele proposed: The Council had no objection to the proposed development comprising of 10 houses. The Council does support Highway's view that the footpath should extend into the village on the basis that it is important for both community cohesion and pedestrian safety. The Council does insist that the speed limit within the village be extended and an additional (solar panel) speed sign installed - *Resolved***

### 17.022 FINANCE

#### Authorisation of Payments:

|             |                   |                 |        |        |
|-------------|-------------------|-----------------|--------|--------|
| Mrs K Sayer | Clerk Salary      | January/Website | 494.05 | 100807 |
| Mrs K Sayer | Printing and Post | Expenses        | 17.13  | " "    |
| Mrs Sewell  | Clerk Salary      | January         | 54.36  | 100808 |
| HMRC        | HMRC              | TAX/PAYE        | 131.40 | 100809 |
| EON         | Streetlighting    | December        | 49.50  | DD     |

- **Cllr Carter proposed: Council to authorise payments as listed – *Resolved***

**Monthly Budget Report:** The Clerk discussed suggestions of how the monthly budget report could be presented in the future.

**Budget 2017-2018:** The Chairman circulated a copy of the Budget, updated to reflect the Council's decision in January to maintain the precept income at current levels.

### 17.023 TRANSPARENCY CODE AND WEBSITE

The Council noted that the Clerk had attended a briefing on the Transparency Code run by NorfolkALC. The Clerk recommended that it should be a priority to ensure that the new website was compliant. The Council noted that when it applied for the grant it committed to buying a laptop and a scanner.

- **Cllr Carter proposed: Council to purchase equipment outlined by the grant - *Resolved***

The Clerk would also enquire if the Council could submit a further grant to meet the additional costs of maintaining the site. Mrs Langfield and the Clerk would work together to complete the work on the site.

### 17.024 CHANGE OF DATE OR CANCELLATION OF JUNE COUNCIL MEETING

The Chairman reported that both she and the Vice-Chairman were not available for the date set in June.

- **Cllr Langfield proposed: Council to cancel the meeting and leave business until the July meeting - *Resolved***

### 17.025 CORRESPONDENCE

The Clerk confirmed Councillors could open PDF documents sent by email.

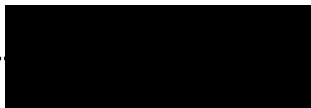
#### NALC Newsletter:

**-A Nation's Tribute:** The Clerk highlighted the national campaign to mark the 100<sup>th</sup> Anniversary of the ending of WW1 and said she would put on a future agenda for discussion. The Chairman said it was something that could be mentioned at the Annual Parish Meeting.

**-Civic Voice War Memorial workshop:** The Clerk reported that she had attended a workshop in Norwich about registering and raising the profile of the thousands of War Memorials around the country. Cllr French said that he would ask Mr Briston to contact the Clerk.

**The meeting closed at 9.05pm. The next meeting would be on Monday 15 March at 7.30pm after the Annual Parish Meeting.**

Signed..

A black rectangular box redacting the signature of the official.

.... Dated.....15 March 2017



# BIRCHAM PARISH COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING ON WEDNESDAY 15 MARCH 2017

Bircham Social Club at 7.30pm

**PRESENT:** G Daniels (Chairman), M Sargent (Vice-Chairman) J Cuthell, C Morley,  
D French, D Howell, M Carter, B Mele, S Langfield

**IN ATTENDANCE:** P Sewell (Clerk) and 4 Parishioners

### 17.026 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman welcomed councillors and parishioners to the meeting.

### 17.027 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

The Council received apologies from Cllr Hutchings.

Cllr Wright-Thompson was not present.

### 17.028 TO RECEIVE DECLARATIONS OF INTEREST

No interests were declared.

### 17.029 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- Cllr Howell proposed: Council to approve the minutes of 1 February 2017 – *Resolved*

### 17.030 MATTERS ARISING

**Church Lane:** The Clerk confirmed that a letter had been sent to Mr Brun, but there had been no reply, although the hay had been moved from the verge.

- Cllr Sargent proposed: Council to raise the matter with Sandringham Estate - *Resolved*

**Untilled Field:** The Clerk confirmed that she had raised the issue with the Council case officer and was awaiting a response once the officer has retrieved the files.

### 17.031 PUBLIC PARTICIPATION RELATING TO THIS AGENDA

**Street Light:** A street light in Windmill Hill was reported as faulty.

**Post Office:** The Council was asked about provision of post office services. The Clerk stated the village shop had declined to offer these services so would not be an option, but she had recently asked Royal Mail to investigate possible outreach or mobile services such as those offered at Syderstone.

**School:** The Council was asked if there was anything further to report about the School after the last meeting. The Clerk confirmed that as had been reported the Church had transferred responsibility for the building to the County Council. The response from the County Council was that it was still considering the options. Some concern was expressed that the village should be more involved in those considerations as a commitment had been given during the consultation period. The Chairman said it was important to be realistic as to how long a project may take to set up and how much the village could expect to be involved in that process.

- Cllr Carter proposed: Council to write to the County Councillor to ask if options put forward by the Village had been explored - *Resolved*

### 17.032 REPORTS FROM COUNTY COUNCILLOR AND BOROUGH COUNCILLOR

There were no reports submitted.

### 17.033 PLANNING APPLICATION

The Chairman reported that there were no applications, and no decision yet on Birch 1.

**Long Meadow:** The Chairman stated that planning permission ran out on 17 May, the Clerk had confirmed with the planning officer that the developers were aware of the deadline and to date no further application nor any submissions to comply with conditions had been received. Cllr Sargent mentioned that a large branch had broken off from the boundary hedge in the storm and was sticking out into the road. The Clerk would inform Highways.

### 17.034 FINANCE

#### Authorisation of Payments:

|                     |                  |                 |        |        |
|---------------------|------------------|-----------------|--------|--------|
| Mrs Sewell          | Clerk Salary     | February        | 175.00 | 100810 |
| Bircham Social Club | Room Hire        | Feb & March Mtg | 40.00  | 100811 |
| KL&WN BC            | Dog Bins         | Disposal Charge | 81.12  | 100812 |
| R Foster            | Pond Maintenance | 2016-17         | 75.00  | 100813 |
| EON                 | Streetlighting   | January         | 44.71  | DD     |
| EON                 | Streetlighting   | February        | 49.50  | DD     |

- **Cllr Sargent proposed: Council to Authorise payments as listed - *Resolved***

**Diane Malley (PAYE services):** The Council noted that Diane Malley had provided the Council with satisfactory PAYE calculation services for many years. The new contract amounted to £81.00 per annum, the cost would remain fixed for 5 years.

- **Cllr Morley proposed: Council approve contract with Diane Malley for PAYE services for £81.00 per annum - *Resolved***

**General Maintenance:** The Council noted Mr Page's quote for Parish Maintenance Services for 2017-18 remained at £340.00 per annum

- **Cllr Sargent proposed: Council approve Mr M Page's quote for Parish Maintenance Services for 2017-18 at £340.00 per annum - *Resolved***

**EON Street Lighting:** The Council noted that there would be an increase from 1 April 2017. The Clerk had enquired about a fixed rate contract, but the Council did not enough use power for a fixed contract to be offered. It was anticipated that the annual bill would increase by around £52.00 per annum.

### 17.035 BIRCHAM PARISH COUNCIL WEBSITE UPDATE

The Clerk reported that she had not been provided with the password to access the website. The Council still had 4 hours of support in hand from Mr Jackman. The Chairman suggested that the Clerk and Cllr Langfield should work together to move the project on.

- **Cllr Carter proposed: Council make a fresh start with a new website - *Resolved***

Cllr Morley stated that the Council should register the Council's concern with the former Clerk.

### 17.036 COMMUNITY INFRASTRUCTURE LEVY SCHEME (CIL): REPORT

The Clerk referred councillors to the emailed copy of KL&WNBC's Scheme. The CIL could be a source of income in the future for the Council as all new builds, residential and commercial bar certain exceptions would be charged. The Council would then be paid 15% of the fee to

use for infrastructure projects. The CIL would have to be accounted for separately and an annual report submitted to KL&WN BC.

#### **17.037 UK POWER NETWORKS – VULNERABLE PERSONS SCHEME**

The Chairman reported that Councils had been approached by UK Power Networks; responsible for the electricity infrastructure, to ask for help to identify vulnerable users in the case of a power cut. Councillors suggested ideas which included raising awareness through the Newsletter and/or visiting the coffee morning to hand out leaflets.

#### **17.038 DOG CONTROL ORDERS**

The Council noted the new public space order created by the Borough Council which made it an offence to let dogs foul in a public place. The Council discussed the dog management at the recreation ground, no changes were proposed to the “Dogs on Leads” policy, but the Clerk would review the current signage.

#### **17.039 A NATION’S TRIBUTE – 100<sup>TH</sup> ANNIVERSARY OF THE END OF WW1**

The Council discussed suggestions on how to mark the Anniversary in 2018. Ideas included: Memorial Photobook – If there were sufficient information and photographs available.

Poppy Afternoon Tea – A summer event on the recreation ground, making use of the new cricket pavilion, if built and to include a model aircraft flypast if possible.

Church Service and Beacon Lighting – A special WW1 service on 11.11.2018 and possible beacon lighting.

It was also suggested that something might be done at the French Fair, which led to Cllr Howell to express concerns about the volume of cars at the last French Fair had affected access to the recreation ground. Cllr Sargent said he would mention both points at the next French Fair meeting.

- **Cllr Morley proposed: The Council should investigate having the War Memorial listed - Resolved**

#### **17.040 CORRESPONDENCE**

The Council noted the following:

**Norfolk ALC Services:** The Chief Executive Helen Ollet-Nash had resigned. Suffolk ALC would cover the work until the new Officer had been appointed.

**Norfolk Community Foundation Newsletter:** Councillors confirmed that they would like to receive copies of the Newsletter.

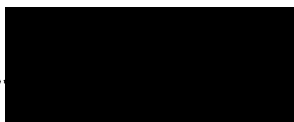
**Clerks and Councils Magazine:** Recent copies of the Magazine were available for Councillors.

**SNAP meeting on 21 March in Hunstanton:** There was no requirement to attend unless they wished to go, otherwise apologies would be sent.

**The meeting closed at 8.55pm. The next meeting would be the Annual Parish Council meeting on Wednesday 3 May at 7.30pm.**

Cllr Cuthell submitted her apologies for the May meeting.

Signed.



..... Dated 3/5/2017 .....