

BIRCHAM PARISH COUNCIL

Chairman: Gloria Daniels Vice- Chairman: Malcolm Sargent

MINUTES OF THE ANNUAL COUNCIL MEETING ON WEDNESDAY 8 MAY 2019

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent, C Morley, B Mele, S Langfield, M Carter, D French, C Wright-Thompson, D Howell and R Laing

IN ATTENDANCE: P Sewell (Clerk) and 1 Parishioner

Cllr Mele was presented with a certificate in recognition of 30 years' service on the Council. The Declaration of Acceptance were signed by all Councillors present prior to start of the meeting.

19.028 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

i. Appoint Chairman and Signing the Declaration of Acceptance

- **Cllr Mele proposed: Cllr Gloria Daniels be appointed as Chairman - *Resolved***

ii. Appoint Vice-Chairman

- **Cllr Daniels proposed: Cllr Malcolm Sargent be appointed as Vice-Chairman - *Resolved***

19.029 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllr Hutchinson

19.030 CASUAL VACANCY – CO-OPTION

The Chairman referred Council to Mr Laing's letter expressing his interest in being co-opted as a parish councillor.

- **Cllr Mele proposed: Council to co-opt Mr Ron Laing - *Resolved***

The Chairman welcomed Cllr Laing to the Council and thanked him for his interest.

19.031 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Howell declared an interest in items pertaining to Bircham Cricket Club and the Playing Field.

19.032 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- **Cllr Morley proposal: Council to approve the minutes of the previous meeting on 13 March 2019 - *Resolved***

19.033 MATTERS ARISING FROM PREVIOUS MEETINGS

Gateway Signs: The Council had been successful in securing a grant under the Highway's public partnership scheme. Highways would organise the ordering and installation of the signs.

Mobile Post Office: The Council noted that the service was now running, the Clerk had been sent posters for the noticeboards and the service would be promoted through the Newsletter.

Litter Bin: The Cricket Club had emptied and removed the old litter bin. The bin could not be reused as the post had had to be cut off.

19.034 PUBLIC PARTICIPATION RELATING TO THE AGENDA

None

19.035 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR WARD REPORTS

C.Cllr Chenery was not present.

B.Cllr Morley thanked everyone for their support and his election, he planned to attend a meeting of the Independent group the following week.

19.036 PLANNING MATTERS

There were no planning matters to discuss.

19.037 FINANCE

i. Authorisation of Payments due

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

Payments				
Name	Budget Heading		Gross	VAT
Mrs Sewell	Clerk Salary	March/April	315.85	0.00
HMRC	Clerk Salary	PAYE*	53.20	0.00
DM Payroll Services	HMRC	Payroll	81.00	0.00
Came and Co.	Insurance		862.76	0.00
Norfolk ALC	Membership		130.70	0.00
Norfolk County Council	Parish Partnership	Gateway Signs Ground	1762.35	0.00
Bircham Cricket Club	Playing Field	Maintenance	1340.00	0.00
EON	Streetlighting	April	75.97	3.62
Total			4621.83	
Income				
Name	Budget Heading			
KL&WN BC	Precept		10939.10	
Book Payment	WW1		40.00	
Total			10979.10	

*Includes payment to replace lost cheque 100895

ii. To receive End of Year Financial Report

The Council noted the financial statement and the bank reconciliation provided by the Clerk. The bank statements were inspected and signed. The allocation of Reserves would be discussed at the June Meeting.

- Cllr Morley proposed: Council to accept the 2018-2019 end of year financial report - **Resolved**

iii. To approve External Audit Exemption 2018-2019

The Council noted that as payments and receipts were under £25,000.00 it was permitted to issue itself an exemption certificate from an external audit. The Internal Audit would still need to be conducted.

- Cllr Sargent proposed: Council to authorise Exemption from the 2019/2020 External Audit - **Resolved**

19.038 HIGHWAYS

i. To report on Highway related complaints

The Council received the following reports:

Church Lane - Potholes and low hanging tree near Appletree Cottage

Stanhoe Road near Coe's Farm - Pothole

Docking Road by Fishing Lake – Road surface breaking up

Streetlight by Trimingham House – intermittent supply

Cllr Wright-Thompson also asked that a letter be sent to Mr Coates about Norfolk County Council's position on maintaining the Green Lane off Docking Road.

19.039 PLAYING FIELD

Cllr Howell declared an interest in the lease as Chairman of Bircham Cricket Club, he remained in the room, but did not vote.

i. To consider installation of lockable post at entrance

The Council noted that Bircham Cricket had again requested that a lockable post be installed to prevent unsupervised vehicular access onto the field as a further incident with vehicles joyriding across the pitch had occurred in April.

The Council considered that it would not be possible to close off the whole of the field to cars without having a system in place where it could be opened up during the day. A workable system to lock and unlock was not practical, therefore the Council considered that a car park to the left of the access thus keeping cars, players and children separate was the best alternative.

- **Cllr Carter proposed: Council to investigate the potential costs for a car park - Resolved**

ii. To authorise under-lease with Bircham Cricket Club for Pavilion

Cllr Howell declared an interest in the lease as Chairman of Bircham Cricket Club and left the room.

Cllr French declared an interest as he had drawn up the plans for the new pavilion, he remained in the room but did not vote.

- ***Cllr Daniels proposed: Council to temporarily exclude members of the Public and Press from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 s2 so that the proposal and legal advice for an underlease with Bircham Cricket Club may be discussed confidentially - Resolved***

The Council noted that Sport England, who would provide the large grant to the Cricket Club, required that an under lease was in place to demonstrate security of tenure, therefore the Club had asked if one could be arranged. Sandringham Estate had no objection in principle to an underlease running alongside the Parish Council's lease. Kenneth Bush Solicitors had advised that the Council would need a variation to its current lease to allow the under-lease. Kenneth Bush charge would be £600.00 plus VAT to organise the underlease. The Estate's solicitors would also likely charge to vary the lease. The Chairman said that a meeting with the Estate had been arranged for 6 June to discuss the under-lease in more detail. On the matter of cost, the Council would discuss this with the Cricket Club once the Estate's costs were known.

- **Cllr Morley proposed: Council to support the request for an under-lease, instruct Kenneth Bush to act on the Council's behalf and to explore with Sandringham Estate the best option going forward – Resolved**

19.040 COMMUNITY PROJECTS

i. Bircham In Bloom

The Chairman reported that the Bircham In Bloom meeting with residents had been very positive. The group at the meeting felt that entering the competition in 2019 would be a good idea to get a base line. Areas identified as workable for the first scheme: Village Sign (Permanent/Bedding plant scheme), Bus Shelter (Wall baskets) and War Memorial (Permanent/Bedding plant scheme). The costs of In Bloom registration was £55.00, plus

plants. The Chairman asked Cllr Howell if there would be planting under the hedging around the bowling green as usual this year. Cllr Howell said that the person who normally did the planting was no longer available, but he would arrange something if the Bowls Club could not.

- **Cllr Wright -Thompson proposed: Council allocate funds of £300 for expenditure on Bircham In Bloom - Resolved**

ii. Defibrillator

The Clerk reported that an application could be submitted to the Norfolk Foundation within the next few days to catch the current round of funding. The Council reviewed the costs to provide the cupboard and unit. There would also be a cost for the electrical installation of the cabinet as well as a small yearly grant to cover the cost of power to heat the cabinet. Cllr Mele offered to carry out the installation for no charge, except the cost of materials. Cllr Howell would confirm permission for the project with the Social Club Committee.

- **Cllr Sargent proposed: Council to apply for funding based on the Gold Package set out by East Anglian Ambulance to include several public awareness sessions - Resolved**

iii. Community Litter Pick

The Council noted that the event was set for Sunday 2 June meeting at 10.30am at the Social Club. Posters had gone up on the notice board. The Clerk would bring the equipment and Cllr Howell agreed that the rubbish bags could be left at the Social Club, both would be collected by the Borough Council on the Monday. There was a discussion about the key areas to be covered.

iv. Dog Bin Review Bagthorpe Road

The Council noted that the dog bin installed as a temporary measure in Bagthorpe Road was being well used.

- **Cllr Carter proposed: Council to retain the dog bin in Bagthorpe Road- Resolved**

The Clerk would add the bin to the inspection list to be checked during the annual property inspection.

19.041 FUTURE OF CITB

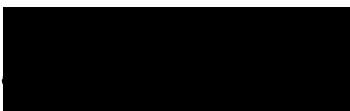
Cllr Morley raised the issue of CITB as he felt that the Council should monitor the future of the site. The Clerk had written to the Chief Executive for an update on the move. The Chairman agreed that knowing what was likely to happen would be very useful and suggested that Cllr Morley in his new role as Borough Councillor would be in a better position along with his colleague for the Docking Ward to monitor changes and report back.

19.042 CORRESPONDENCE

No items for discussion.

Both the Chairman and the Vice- Chairman would not be available on 12 June; therefore, the meeting would be rescheduled to **Wednesday 26 June at 7.30pm.**

Chairman



Date.....26/6/2018.....

BIRCHAM PARISH COUNCIL

Chairman: Gloria Daniels Vice- Chairman: Malcolm Sargent

MINUTES OF THE COUNCIL MEETING ON WEDNESDAY 26 JUNE 2019

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent, C Morley, B Mele, S Langfield, M Carter, D French, R Hutchinson and R Laing

IN ATTENDANCE: P Sewell (Clerk), C.Cllr M Chenery and 2 Parishioners

19.043 CHAIRMAN'S WELCOME

The Chairman opened the June Meeting, and reminded Councillors to complete the Register of Interest forms sent out last month.

19.044 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllr Howell had sent his apologies.

The Chairman announced with regret that Cllr Wright – Thompson had resigned.

19.045 TO RECEIVE DECLARATIONS OF INTEREST

Cllr French declared a personal interest at item 19.053i as he had prepared the revised plans for the pavilion for the Cricket Club

19.046 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- **Cllr Carter proposed: Council to approve the minutes of the previous meeting – Resolved**

19.047 MATTERS ARISING FROM PREVIOUS MEETINGS (Information Only)

CITB: The Clerk read out a letter from CITB in response to the Council's concern about the future of the facility. CITB were still looking for buyer, other land not associated with the training facility would be sold off.

Lane off Docking Road: The Council noted that a letter had been sent to the resident confirming Highways' policy regarding the road surface as Cllr Wright – Thompson had requested.

19.048 PUBLIC PARTICIPATION RELATING TO THE AGENDA

None

19.049 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR WARD REPORTS

C.Cllr Chenery reported that he was pleased to see the grant had been approved for the Gateway signs. The 2020 Parish Partnership Scheme had opened up and he would like to offer up to £500 from his budget towards the cost of a worthy project. C.Cllr Chenery also said that he had no further information about the school but that he would speak to the head of the division responsible. The Clerk said that she had complained about the untidy state of the main entrance, but there had been no action nor response to her complaint.

B.Cllr Morley reported that he had also made enquiries about CITB. In brief the HQ with other staff had all but moved to Peterborough, other work had been contracted out with the responsibility for training standards being moved to National Open College Network. B. Councillor Morley understood that land was being sold off in parcels.

- **Cllr Mele proposed : The Council write to Sir Henry Bellingham MP to ask for his position - Resolved**

19.050 PLANNING MATTERS

19/01108/F: Land Adj Toft Lodge Stanhoe Road Bircham Tofts. Change of Use of land to be included within the curtilage of Toft Lodge and Retention of Shed.

- **Cllr French proposed: Council to raise no objection to the retention of the shed for the purposes of domestic use, but object to the change of use from Countryside to private garden - Resolved**

19.051 FINANCE**i. Authorisation of Payments due**

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

Payments					
Name	Budget Heading		Gross		VAT
Mrs Sewell	Clerk Salary	May/June	321.10		0.00
HMRC	Clerk Salary	PAYE	29.00		0.00
Mrs Sewell	Reimbursements		196.73		
	Plants	125.75			20.96
	BIB Registration	55			2.66
	Printing	15.98			0.00
PlaySafety Ltd	Playing Field	Inspection	90.6		15.10
ECS Computers	Office Expenses		253.44		42.24
EON	Streetlighting	May	73.51		3.50
EON	Streetlighting	June	78.97		3.62
Total			1043.35		
Income					
Name	Budget Heading				
Nil			0.00		
Total			0.00		

ii. To complete Annual Governance Statement – AGAR Section 1

- **Cllr Sargent proposed: Council to authorise the Chairman to sign as confirmation that Section 1 had been reviewed and completed - Resolved**

iii. To Approve Accounting Statement – AGAR Section 2

The Council noted the amended assets register. Cllr Morley asked about the Financial Risk Assessment.

- **Cllr Sargent proposed: Council to approve AGAR Section 1 - Resolved**

iv. To review Reserve Policy and set Reserves for financial year 2019-2020

The current Reserves policy was reviewed and would remain unchanged. The Council considered the Reserves for 2019-2020 based on the closing balance.

2019-2020

General Reserves			16 228 (01.04.2019)
General	8168		75% of Precept
Earmarked Reserves			
Highways Projects	4000		
Elections	1500		
Recreation Ground Car Park	1000		
Recreation Ground Access	1000		
Contingency 2019-20	560		
Total	16228		

19.052 HIGHWAYS - HIGHWAY RELATED COMPLAINTS

Cllr French reported an issue with the footpath outside 7/8 Fring Road, it was not clear if this was a Highway matter.

Cllr Hutchinson reported an issue about the condition of the wooden banking provided along Docking Road by the Borough Council many years ago to protect the footpath and retain the banks.

19.053 PLAYING FIELD

Cllr French declared a personal interest at item 19.053i as he had prepared the revised plans for the pavilion for the Cricket Club.

i. Under lease with Bircham Cricket Club for Pavilion – update

The Chairman reported on the meeting with the Estate Land Agent on 6 June; the options for the under-lease were discussed and the Estate's preference had been to see the current lease out. No estimate of costs had been received from the Estate, so this had not been discussed further with the Club. Sport England had provided the legal requirements which would be passed to the Estate and Kenneth Bush.

- **Cllr Mele proposed: Council to seek confirmation in writing from Bircham Cricket Club that the Club would meet the legal costs of the underlease – *Resolved***
- **Cllr Daniels proposed: Council to cover the legal costs if necessary until the grant was released - *Resolved***
- **Cllr Hutchinson proposed: Council to incur no further costs until confirmation that legal costs for the underlease and variation would be met – *Resolved***

ii. To consider plan for car park

The Chairman reported that Sandringham Estate had no objection in principle to the setting out of a car park, its preference was for grass and posts. The space to the left of the entrance was wide enough to take accommodate 27 cars according to parking guidelines. Cllr French agreed to draw up plans with options for posts/post and rail.

19.054 COMMUNITY PROJECTS

i. Bircham In Bloom 2019

The Chairman reported that a number of areas had been planted up including the entrance to the Church with plants donated by a resident. The Chairman thanked Mr Page who had dug out the beds and the residents who had volunteered to keep the plants watered. The judging would take place on Monday 22 July.

ii. Defibrillator Project

The Chairman reported that the grant application had been successful with an award of £2300 to fund the defibrillator project. for Cllr Mele to meet with the Social Club to sort out the cabling for the installation of the cabinet.

iii. Projects and Funding

Cllr Carter provided information on the types of projects being funded by the two local windfarm grant panels in other parishes and suggested the Council think about projects that would be appropriate. The Chairman said the Council could promote the funding panel and encourage groups to apply, but it could not make applications of their behalf.

19.055 UK/NATIONAL CYCLING RACE ORGANISATION OF ROAD CLOSURES

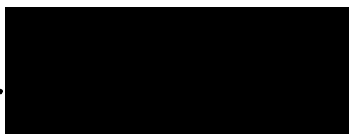
The Chairman said that the lack of local consultation had been very disappointing and on enquiry different organisations appeared to blame each other for not getting the message out. The Clerk was asked to relay the concerns to the Borough Council and County Council.

19.056 CORRESPONDENCE

- The Council noted the complaints about the Bowling Green verge which had been responded to by the Bowling Club Committee, the verge would be cut in due course. The Clerk was asked by Cllr Hutchinson to forward the Club's response to the residents.
- The Chairman read out an email about the condition of the pond banks and mole hills. The Clerk confirmed that Sandringham had been asked to deal with the moles. A meeting would be organised with Mr Foster to review the extent of the work required and the Council could consider future management.

The next meeting would take place on Wednesday 17 July at 7.30pm.

Chairman...



Date.....17/7/13.....

BIRCHAM PARISH COUNCIL

Chairman: Gloria Daniels Vice- Chairman: Malcolm Sargent

MINUTES OF THE COUNCIL MEETING ON WEDNESDAY 17 JULY 2019

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent, C Morley, B Mele, S Langfield, M Carter, Cllr Howell, R Hutchinson and R Laing

IN ATTENDANCE: P Sewell (Clerk) and 2 Parishioners

19.057 CHAIRMAN'S WELCOME

The Chairman welcomed councillors to the July meeting.

19.058 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllr D French

19.059 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Howell declared an interest in items pertaining to Bircham Cricket Club and the Playing Field, he remained in the room but did not vote.

19.060 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- **Cllr Sargent proposed: Council to approve the minutes of the previous meeting – Resolved**

19.061 MATTERS ARISING FROM PREVIOUS MEETINGS (Information Only)

Toft Lodge: The Council noted a letter had been received from the owner of Toft Lodge in connection with their planning application; the Council's decision made prior to the receipt of the letter was already on the Borough website.

Funding and Projects: The Council noted that following Cllr Carter's recommendations last month, a sheet for councillors to fill in with ideas for projects was circulated. The sheets should be returned to the Clerk to compile a list which could be considered when next year's budget was planned.

Councillor Vacancy: The Clerk had informed the Borough Council, subject to there being no election called, the Council would be obliged to co-opt another councillor.

19.062 PUBLIC PARTICIPATION RELATING TO THE AGENDA – 15 MINUTES

None

19.063 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR WARD REPORTS

C.Cllr Chenery was not present.

B.Cllr Morley reported that he had attended his first full council meeting where the key topic was the Corn Exchange and the cinema proposal. The proposal was approved, but that in addition to the screens, vital work on the fabric of the building would also be carried out. The Council also discussed the creation of a Heritage Action Zone and the expansion of the pontoons on the river both in King's Lynn. Cllr Morley said he had had an additional discussion with officers about CITB which had been more positive. Cllr Morley also stated that it might be time to raise the issue of the vacant school again as in other areas the trend off closing rural schools was being reversed.

19.064 PLANNING MATTERS (PLANS RECEIVED PRIOR TO THE MEETING)

Cllrs Daniels and Langfield would attend the Borough Council annual planning briefing on 25th September if available.

19.065 FINANCE

i. Authorisation of Payments due.

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

Payments					
Name	Budget Heading		Gross	VAT	Cheque No.
Mrs Sewell	Clerk Salary	July	160.45	0.00	100933
HMRC	Clerk Salary	PAYE	14.60	0.00	100934
KL&WN B C	Election Expenses		52.24	0.00	100935
EON	Streetlighting	June	73.51	3.50	DD
		Total	300.80	3.50	
Income					
Name	Budget Heading				Pay In
Norfolk Foundation	Defibrillator		2300.00		BACs
Barclays	Interest		4.11		BACS
		Total	2304.11		

ii. Financial Report – April- June 2019

- **Cllr Morley proposed: Council to receive and accept the Financial report April-June 2019 – Resolved**

iii. Financial Risk Assessment

The Council noted that the Financial Risk Assessment had been adapted from the standard NALC model.

- **Cllr Morley proposed: Council to approve the updated Financial Risk Assessment– Resolved**

19.065 HIGHWAYS

i To report on Highway related complaints

The Council noted that items raised at the June meeting had been reported and NCC had confirmed action would be taken.

19.066 PLAYING FIELD

i. Play Equipment Annual Inspection Report

The Council received the Annual Inspection Report. There was no significant difference in the findings of last year's report.

- **Cllr Mele proposed: Council to consider replacing the cradle seat on the swing - Resolved**

ii. Under lease with Bircham Cricket Club for Pavilion

The Council noted that a written assurance to underwrite the legal costs had been received from the Cricket Club. The initial costs would be paid by the Parish Council and reimbursed by the Cricket Club within a year.

- **Cllr Hutchinson proposed: Council instruct the Solicitors to issue a draft underlease to all parties - Resolved**

iii. To review options for a car park

The Chairman thanked Cllr French who had prepared plans for the car park area. Cllr French had suggested that Cllrs meet onsite to view the plans in situ. There was a general preference for a wood post and rail boundary, but it was accepted that Sandringham would have the final say. There was further discussion on the need for a car park and it was agreed that no work should commence until after the pavilion had been extended. Cllr Howell said that Sport England required them to create 2 hard standing disabled access spaces by the pavilion.

- **Cllr Morley proposed: Council move forward with developing the plan - Resolved**

19.066 COMMUNITY PROJECTS

i. Bircham In Bloom 2019

The Chairman reported that the Judges' visit would take place on Monday 22 July from 2.30pm onwards. The route would include Lynn Road to the Church via the war memorial, the pond, the recreation ground and then back to the King's Head. The Chairman thanked all the volunteers who has been watering the plants. It was also noted that Malcolm Page had been worked in the Spinney that week, he had also sprayed the weeds at the school entrance and would paint the railings.

ii. Defibrillator Project

Council noted that the grant money had been received from Jack's Lane Fund.

- **Cllr Howell proposed : Council authorise the Clerk to order equipment - *Resolved***

The installation instructions for the cabinet had been passed to Cllr Mele. Councillors checked the wall to confirm where the cabinet could go, although this would be subject to power availability. Cllr Mele to liaise with the Social Club over access.

iii. Bircham Tofts Pond Renovations

The Chairman stated that before approaching Sandringham, the Council needed to understand what work was required and an idea of the costs. The Chairman, Vice- Chairman and Clerk would meet with Mr Foster on Friday 2 August at the pond.

19.067 CORRESPONDENCE

Norfolk Local Council's Conference – The Clerk had attended. The meeting covered Operation London Bridge – civic arrangements for the death of the monarch. Most County and Borough Councils have protocols in place, but Town and Parish Councils are being advised to consider whether their community would expect their Council to have prepared for the occasion.

Property Inspection

The Council discussed potential dates to carry out the annual property inspection. A provisional date was suggested, but this would have to be confirmed.

The next meeting would be held on 11 September at 7.30pm

Cllr Sargent gave his apologies for that meeting

Chairman.....

Date.....

BIRCHAM PARISH COUNCIL

Chairman: Gloria Daniels Vice- Chairman: Malcolm Sargent

MINUTES OF THE COUNCIL MEETING ON WEDNESDAY 11 SEPTEMBER 2019

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), C Morley, B Mele, D French, S Langfield, M Carter, Cllr Howell, R Hutchinson and R Laing

IN ATTENDANCE: P Sewell (Clerk) and 4 Parishioners

19.068 CHAIRMAN'S WELCOME

The Chairman welcomed everyone back from the summer break and thanked everyone for attending the site visit on the recreation ground

19.069 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllr Sargent

19.070 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Howell declared an interest in items pertaining to Bircham Cricket Club and the Playing Field, he remained in the room but did not vote.

Cllr Morley declared an interest in the planning application 19/01485/F, he supported the application in his capacity as Borough Councillor he remained in the room and voted.

19.071 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- Cllr Carter proposed approval of the minutes of the previous meeting on 19 July 2019 - *Resolved*

19.072 MATTERS ARISING FROM PREVIOUS MEETINGS (Information Only)

WW1: Cllr Laing reported the War Graves Commission confirmed that new headstone for WW1 casualty Robert England had been installed in Quarry Cemetery, Montauban.

Vacancy: The Council noted that there had been no call for an election to fill the vacancy, therefore the Council would be able to co-opt from the October meeting onwards.

Property Inspection: The Inspection did not take place due to other commitments a further date would be proposed.

19.073 PUBLIC PARTICIPATION RELATING TO THE AGENDA

A resident spoke about his planning application, he had noted the Council's previous comments and had submitted a revised plan which he hoped the Council would support.

19.074 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR WARD REPORTS

County Councillor Chenery – The Chairman thanked Cllr Chenery for his support with the Gateway Signs, Cllr Chenery responded that he would be happy to support other local Highways initiatives, £400 was set aside in his budget for Bircham. Cllr Chenery reported on The training and appointment of Dementia Champions to support those in need. There was also a controversial application to farm seaweed from the Wash.

Councillor Morley reported that it had been quiet over the summer . the KLIC enquiry would consist of 7 panel members appointed by members/parties. The Council had appointed Lorraine Gore as the new Chief Executive. The Council was also looking at the renewal of the waste management contract.

19.075 PLANNING MATTERS (INCLUDING PLANS RECEIVED PRIOR TO THE MEETING)

i. Planning Applications:

19/01485/F: Retention of shed on adjacent land at Toft Lodge, Stanhoe Road

- **Cllr Hutchinson proposed: Council to support the application on the condition that it be permitted for personal and non-business use only tied to the applicants- *Resolved***

19/01555/F: Variation of condition 2 and discharge of condition 3 of planning permission 18/01984/F - Cherry Ridge, Docking Road

- **Cllr Carter proposed: Council support the variation of condition 2 as set out in 19/01555/F: and the changes to the approved design – *Resolved***
- **Cllr Carter proposed: Council to report it had grave concerns about the approval of Condition 3. It sought reassurances that the plan met previously agreed Highway conditions regarding the visibility splay considering the current level and speed of vehicles as well as clarification of responsibility for maintenance of the splay once development was complete- *Resolved***

19.076 FINANCE

i. Authorisation of Payments due

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

Payments				
Name	Budget Heading		Gross	VAT
Mrs Sewell	Clerk Salary	August	160.45	0.00
HMRC	Clerk Salary	PAYE	14.60	0.00
Mrs Sewell	Expenses	In Bloom	38.98	6.50
		Home Office	30.00	0.00
Bircham Social Club	Room Hire	x4	80.00	0.00
EON	Streetlighting	August	73.51	3.50
EON	Streetlighting	September	75.79	3.62
		Total	473.33	13.62
Income				
Name	Budget Heading			
Nil			0.00	
		Total	0.00	

19.077 HIGHWAYS

i. To report Highway related complaints

The Council noted that the reported potholes in Church Lane had been filled in.

The Clerk had also reported an urgent problem with the directional signs around the war memorial. Cllr French said that the signs had been sorted.

A streetlight in Fring Road was not working and had been reported.

The Council discussed hedges overgrowing footpaths and roads.

ii. Gateway Signs Project

The Council noted that the Gateway Signs had been installed: Lynn, Docking, Snettisham and Stanhoe Roads. Council considered if the scheme should be extended to other access roads.

Cllr Carter asked if one could be used as a repeater sign on the Stanhoe Road through CITB

The Clerk reported a number of comments by residents:

-Request for the 30mph signs on Docking Road to be made more prominent - Clerk to talk to Highways to see if the white posts could be used.

- Concern raised about delivery drivers not being able to find properties in Stanhoe Road (Bircham Tofts). Resident mentioned the Council had at one point considered finger posts. Clerk to check street name plates were in place, however Council considered that with sat nav and postcodes the problem was not the same as it once was.

19.078 PLAYING FIELD

i. To review amended Cricket Pavilion Plans

The Council inspected the revised plans for the pavilion.

- **Cllr Morley proposed: Council to support plans and commend to Sandringham - *Resolved***

ii. Under lease with Bircham Cricket Club for Pavilion

The Clerk said that no draft lease was available due to a delay by the Solicitor, a draft lease would be sent out within the next few weeks. Cllr Howell said, on behalf of the Cricket Club, he was disappointed on the lack of progress.

iii. Play Equipment - Replacement of the Cradle Swing Seat

The Council noted the cost for a replacement cradle seat as proposed by Cllr Mele at the last meeting was £135.63 plus VAT (delivery included). There was no decision as Cllr Carter suggested the Council consider replacement of the swings as a whole, it was mentioned the slide was a higher priority. Cllr French agreed to draw up proposals.

iv. Car Park plans

The Council examined the plans onsite prior to the meeting, option B was favoured with an extra couple of metres to the width. It was noted that the hedge would need to be cut back to accommodate all the cars.

- **Cllr Carter proposed: Council to support a wider option B with post and rail - *Resolved***

19.079 COMMUNITY PROJECTS

i. Bircham Tofts Pond Renovations

The Chairman announced that Mr R Foyster was unable to continue to cut the grass at the pond and thanked him for all his volunteer work on the pond over many many years. The Chairman referred Council to the outline and costs of the renovation work.

- **Cllr Morley proposed: Council to reimburse Mr Hambly for the repair of his mower - *Resolved***
- **Cllr Hutchinson proposed: Council to allow the Chairman to take the proposals for the pond renovations to Sandringham - *Resolved***

ii. BIRCHAM IN BLOOM 2019 UPDATE

The Chairman announced that Bircham in Bloom had been awarded a Silver in the 2019 Anglia In Bloom Awards which was an excellent start upon which to build. There would be an open meeting on Thursday 3 October at the King's Head Hotel to discuss the continuation of the project. Cllrs Laing and Morley both commended the group's work and asked that the Council's thanks be relayed in the Parish Newsletter.

iii. DEFIBRILLATOR PROJECT

The Council noted that the unit had been ordered and once the installation date was known the Clerk would organise daytime sessions at the Club to demonstrate how it operated.

19.080 CORRESPONDENCE

Council noted the following correspondence:

Dementia Cycle Race - A non-competitive cycling race on Saturday 2nd November 2019 out of Fakenham Racecourse, part of the route included Bircham

RAF Benevolent Fund – Call out to those eligible for support.

RAF Sculthorpe Heritage Centre - Launch of their Facebook page

The next Meeting would take place on Wednesday 9 October 2019 at 7.30pm.

Chairman



Date...9/10/2019.

BIRCHAM PARISH COUNCIL

Chairman: Gloria Daniels Vice- Chairman: Malcolm Sargent

MINUTES OF THE COUNCIL MEETING ON WEDNESDAY 9 OCTOBER 2019

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent, C Morley, B Mele, D French, S Langfield, M Carter and R Laing

IN ATTENDANCE: P Sewell (Clerk) and 1 Parishioner

19.081 CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the October Meeting.

19.082 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllrs Howell and Hutchinson. Cllr Morley would attend later.

19.083 TO RECEIVE DECLARATIONS OF INTEREST

None

19.084 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- Cllr Mele proposed: Council to approve the minutes of the previous meeting – *Resolved*

19.085 MATTERS ARISING FROM PREVIOUS MEETINGS (Information Only)

King George VI School: The Council noted that Sandringham Estate had declined to lift the covenants on the School land and were in the process of negotiating the transfer from Norfolk County Council. There was no further information about the plans for the land, although in the short term it was likely to be grazing. A discussion about community facilities would be tabled in the Spring when the matters between the Estate and Norfolk County Council had concluded.

Property Inspection: The inspection would take place on 4 November at 10.00am.

19.086 PUBLIC PARTICIPATION RELATING TO THE AGENDA

None.

19.087 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR WARD REPORTS

C.Cllr Chenery was not present.

B.Cllr Morley reported that there would be a meeting regarding CITB in November. The work on the Corn Exchange would start in the New Year and last for several months. The Borough Council was currently working on its Homeless strategy.

19.088 PARISH COUNCIL VACANCY – CO-OPTION

There remained one vacancy.

19.089 PLANNING MATTERS (INCLUDING PLANS RECEIVED PRIOR TO THE MEETING)

i. Planning Applications:

- Cllr Langfield proposed: Council to approve application 19/01643/F Stanhoe Road - *Resolved*
- Cllr Mele proposed: Council to approve application 19/01650/F, extension to the Cricket Pavilion – *Resolved*

ii. Planning Briefing Update

Cllr Langfield had attended the meeting and reported that much of the information relayed at this briefing was the same as the previous year.

19.090 FINANCE

i. Authorisation of Payments due

- **Cllr Sargent Proposed: Council to approve payments as listed – *Resolved***

Payments				
Name	Budget Heading		Gross	VAT
Mrs Sewell	Clerk Salary	September	160.65	0.00
HMRC	Clerk Salary	PAYE	14.40	0.00
Sandringham Estate	Playing Field	Rent	600.00	0.00
Cardiac Science	Defibrillator		2466.00	411.00
EON	Streetlighting	October	73.51	3.50
		Total	3314.56	414.50
Income				
Name	Budget Heading			
Vat Reclaim	VAT		196.65	
KL&WN Borough Council	Playing Field	Litter Rebate	9.69	
		Total	206.34	

ii. Community Infrastructure Levy – Long Meadows Development

The Council noted that it would shortly receive a payment of £2225.25 under CIL for the development at Long Meadow. The Clerk confirmed that the Council already had a CIL policy in place. The Clerk was required to attend a short briefing session at the Borough Council on spending restrictions and reporting requirements.

iii. To approve grant payments:

- **Cllr Sargent proposed: Council to grant £100 to St Mary's Church in support of the Parish Newsletter - *Resolved***
- **Cllr Laing proposed: Council to grant £400 to St Mary's Church towards the costs of Churchyard maintenance - *Resolved***
- **Cllr Morley proposed: Council to grant £200.00 to the Community Car Scheme – *Resolved***

19.091 HIGHWAYS

i. To report Highway related complaints

Tree debris left at the entrance to the school had been reported to Bentons.

Streetlight on Fring Road was still not working. The Clerk had sent a photograph of the light's position to ensure the engineer attended the correct post.

ii. Gateway Signs/Speed Reduction

The Clerk had relayed the Council's discussion from the last meeting to Highways. The counting down 30mph signs mentioned by Cllr Hutchinson were not approved for use in Norfolk.

Cllr Carter had asked about a gateway sign at CITB section of Bircham. It was noted that Highways would not permit the gateway signs to be used as repeater signs only at points where the speed limit is reduced. Cllr Carter said that even if houses did not come within the parish boundary, the residents around RAF Bircham Newton considered themselves to be part of the Birchams and would like a sign to reflect that.

Highways would permit white posts to be used in Docking Road to mark the change from 40mph to 30mph to make the change more visible. The cost would be £250.00 for two posts.

- **Cllr French proposed: Council to enquire about the cost of a Gateway Sign and asking for Cllr Chenery's support to fund - Resolved**

iii. Highways Parish Partnership Scheme 2020

The Council noted that the 2019/20 scheme was now open for bids. Council would consider what Highways related scheme it could apply for under this scheme. The Council would have to pay 50% of any project. The Council briefly discussed the Speed reactive/ SAM2 signs, Cllr Sargent said that although they could collect data, the Police would not respond like they did to the Community Speed Watch data.

The Chairman reminded Council that the Clerk had asked Cllrs to provide suggestions for new projects and improvements over the next 3 years. The list of projects would be discussed at the November meeting.

19.092 PLAYING FIELD

i. Under lease with Bircham Cricket Club for Pavilion

The Council noted that the draft lease had been sent to the Cricket Club and to Sport England for comment. Sport England had asked for the timescale to be adjusted to run alongside the Council's lease agreement.

The Council noted the clause on rent, whilst there was a rent rebate and a successful maintenance agreement the Council would set aside the rent requirement, however if the Council's rent was increased and or the rebate was no longer awarded, the clause would give the Council the opportunity to mitigate any rise in costs to Bircham residents. It was also noted that Sport England had requested some variations with the Council's lease with Sandringham.

- **Cllr Morley proposed: Council to relay Sport England's proposals to Sandringham for comment - Resolved**

ii. Play Equipment Replacement

Council noted that at the previous meeting it was suggested that the Council look to replace the slide. The budget had an allocation for replacement equipment, but it would require additional funding for a slide.

- **Cllr French proposed: Council to investigate a replacement slide - Resolved**

19.093 COMMUNITY PROJECTS

i. Bircham Tofts Pond Renovations

Council noted that there had been no response from Sandringham, it was unlikely now that the work would move forward this side of Christmas.

ii. Bircham In Bloom Project

Council noted that there had been a successful meeting with 2 additional residents joining the meeting. The group was now at 13 participants not including the Clerk. The group still looked to the Council to lead the project, although that might change in the future, therefore the group would remain part of the Parish Council with co-opted residents. Plans for 2020 included: working with Bircham Windmill and King's Head Hotel, wildflowers for the spinney, crocus and daffodil planting and the development of Jubilee Gardens.

iii Defibrillator Project

Cllr Mele reported that the equipment had been delivered.

19.094 CORRESPONDENCE

Boundary Commission: County Wards review: The Council noted that there were no plans to make any changes to this County Ward

- **Cllr Morley proposed: Council to make a positive comment for the status quo - *Resolved***

The next meeting would take place on 13 November at 7.30pm

The Clerk would be away from 16-28 October.

Chairman.

Date 13/11/2019

BIRCHAM PARISH COUNCIL

Chairman: Gloria Daniels Vice Chairman: Malcolm Sargent

MINUTES OF THE COUNCIL MEETING ON WEDNESDAY 13 NOVEMBER 2019

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent, C Morley, B Mele, S Langfield, M Carter, D French, D Howell and R Laing

IN ATTENDANCE: P Sewell (Clerk) and 1 Parishioner

19.095 CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the last meeting of 2019.

19.096 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllr Hutchinson

19.097 TO RECEIVE DECLARATIONS OF INTEREST

Cllrs Howell, Cllr French both declared an interest in agenda items pertaining to Bircham Cricket Club and the Playing Field lease and took no part in the vote or discussion.

19.098 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- **Cllr Sargent proposed: Council to approve the minutes of the October meeting - *Resolved***

19.099 MATTERS ARISING FROM PREVIOUS MEETINGS (Information Only)

CIL Payment: The Council noted the first CIL payment had been received for Long Meadows, this was the inaugural payment and there should be two more payments over the next two financial years. Council to note that the money would be ring fenced for infrastructure projects.

Pond: There has been no further communication from Sandringham so any plans would have to roll over until the Spring.

WW1: Cllr Laing reported that he had met with a relative of Robert and George England and had taken photographs of newspaper obituaries and medals held by the family.

19.100 PUBLIC PARTICIPATION RELATING TO THE AGENDA

NONE

19.101 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR WARD REPORTS

Cllr Chenery asked if Bircham had any old milestones as there was a concerted effort throughout the county to restore the milestones and also reported that Toft Lodge planning application had been approved, Cllr French confirmed that approval included the Parish Council's requested condition. The Cllr also confirmed that Council was aware of the plans to hand back the school land.

Cllr Morley reported on the plans to retain the swimming pool at CITB under Alive Leisure, it was well used including 10 schools, 110 private memberships plus other groups such as the Stroke Club.

19.102 PARISH COUNCIL VACANCY – CO-OPTION

The Chairman stated that there had been an expression of interest however the person had been unable to attend.

19. 103 PLANNING MATTERS (INCLUDING PLANS RECEIVED PRIOR TO THE MEETING)

i. **Planning Applications:** The Council noted that a further application to amend the agreed Cherry Ridge design had been submitted, the previous plan had been withdrawn. The applicant had sent his apologies to the Council for the confusion. The condition on the Highways scheme could not be discharged until the work had been completed. The planning officer and Highways were mindful of the Council's concerns and the original S.106 agreement, the officer undertook to address those concerns in her final report.

19.104 FINANCE

i. Authorisation of Payments due

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

Payments				
Name	Budget Heading	Gross	VAT	Cheque No.
Mrs Sewell	Clerk Salary	160.65	0.00	100944
HMRC	Clerk Salary	14.40	0.00	100945
RBL Poppy appeal	Donation	30.00	0.00	100946
St Marys' Church	Newsletter	100.00	0.00	100947
St Mary's Church	Churchyard	400.00	0.00	"
G. Mass. Com. Car Scheme	Car Scheme	200.00	0.00	100948
P Hambly	Pond	227.00	0.00	100949
Social Club	Room Hire	40.00	0.00	100950
Pearce and Kemp Ltd	Street Lighting	62.40	10.40	100951
EON	Streetlighting	75.97	3.62	DD
		1310.42	14.02	
Income				
Name	Budget Heading			Pay In
KL&WN BC	CIL	2225.25		BACs
Barclays	Interest	4.22		BACs
		2229.47		

ii. Future Projects

The Council considered the list of suggestions proposed by councillors. Projects selected to be carried forward over the next 18 months subject to funding.

1	Installation of Defib/ Training	£2500	Funds in Place
2	Replace Slide and Base	£6K!	Windfarm/Precept
3	Tofts Pond/ Renovations	£5K	Precept/CIL
4	Trod	£3K!	PP Scheme/CIL
5	Rec.Ground Pedestrian Entrance	N/K	Windfarm/Precept

The project to invest in the portable SAM2 signs was not supported, due in part to the need for volunteers to move the units from site to site. Other projects such as outdoor gym equipment, LED streetlights, other Trods were supported but would be considered for 2021/2022.

19.105 HIGHWAYS

i. To report Highway related complaints -

The Council noted that all streetlights were now working. The Council noted a complaint from a resident regarding walkers trespassing on private property as the Green Lane opposite Tofts pond was not being maintained properly. The matter had been referred to Highways.

ii. Norfolk Pathways Project Report

Cllr Carter had attended the Norfolk Footpaths Project Seminar and spoke of the benefits of Parishes' monitoring and promoting their local rights of way. Cllr Carter provided details of the Highways Fault Reporting Scheme which everyone could use to report problems with rights of ways and roads. Cllr Langfield said that she would be prepared to coordinate a Footpath group of volunteers to improve and promote access of local footpaths and Green Lanes.

iii. Gateway Sign- Docking Road

The Clerk reported that the cost of one gateway sign in Docking Road where the 40mph changed to 30mph had increased and would now cost £773.00 plus installation. White posts were £152.00 each plus £250.00 installation for two.

- **Cllr Morley proposed: Council to request two white posts to mark speed limit change, if Cllr Chenery would also lend support from his budget – Resolved.**

Cllr Carter referred to his comments at the previous meeting regarding a gateway sign for the RAF Bircham Newton area, the Clerk confirmed that Highways would not permit the gateway signs to be used as repeater signs. Cllr Carter said that he would like to see a welcome the Birchams sign in the RAF Bircham area.

iv. Highways Parish Partnership Scheme 2020

The Chairman stated that the deadline to apply was only a few weeks away, however based on the discussion on the earlier Agenda item the Council had already chosen a suitable project: A trod for Stanhoe Road. The Clerk would liaise with Highways to cost out the project.

19.106. PLAYING FIELD

i. Under lease with Bircham Cricket Club for Pavilion –

The Chairman reported that although the Council had agreed to put additional requests from Sport England to the Estate. Sport England had changed their position and had agreed that if the Council agreed to consider and raise its recommendations when negotiating the next lease in 8 years, they would consider that sufficient to meet their due diligence requirements. The Clerk confirmed that this only obliged the Council to discuss it in the context of a new lease at the end of the current lease. The Clerk had no issue with giving such an undertaking without prejudice.

- **Cllr Morley proposed: Council to consider and raise Sport England's recommendations when negotiating the next lease in 8 years' time - Resolved**

The Council noted that the Clerk would instruct the Solicitor to provide a final draft once the letter had been accepted, the Estate should then provide the variation of the lease.

ii. Play Equipment Replacement

Cllr French referred to the details he had circulated for a replacement slide and new safety surface. The proposed slide was larger so could cater for a wider age range. The cost would be £6500.00 plus the removal costs of the old slide. The Clerk stated that Council would need to take £500 plus from its reserves to cover the shortfall in budget provision.

- **Cllr Langfield proposed: Cllr French to confirm removal costs and prepare grant application if full cost not too prohibitive - Resolved**

19.107. COMMUNITY PROJECTS

i. Bircham In Bloom Project: The Chairman confirmed that Crocus bulbs had been planted on the verges at the Village Sign, War Memorial and Jubilee Gardens.

ii. Defibrillator Project: The Council noted that Cllr Mele was not able to connect the unit as planned. Clerk would contact an electrician to provide a quote.

19.108 CORRESPONDENCE

Website accessibility regulations: Clerk to look into what was required to ensure the website was compatible.

Dog Fouling: The Council noted the complaint from a resident about repeat dog fouling on the Lane near Town Farm Barns. Clerk would report the concern in the Newsletter.

The next meeting would take place on 8 January (*Rescheduled to 29 January*) 2020 at 7.30pm.

Chairman..



Date.....29/1/2020

BIRCHAM PARISH COUNCIL

Chairman: Gloria Daniels Vice Chairman: Malcolm Sargent

MINUTES OF THE COUNCIL MEETING ON WEDNESDAY 29 JANUARY 2020

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent, C Morley, B Mele, S Langfield, D French,
D Howell, R Hutchinson and R Laing

IN ATTENDANCE: P Sewell (Clerk) and 1 Parishioner

20.001 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman welcomed everyone to the first meeting of the New Year with apologies for the postponement due to sad circumstances.

20.002 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllr Carter and C. Cllr Chenery

20.003 TO RECEIVE DECLARATIONS OF INTEREST

20.008 *Cllr French declared a pecuniary interest in Planning Application 20/00045/F as he was the architect, he did not take part in the meeting for this item.*

20.011 *Cllrs Howell declared personal interest in the new pavilion as he was Chairman of the Cricket Club, he took no part in the discussion other than to answer questions – there was no vote*

20.011 *Cllr French declared personal interest in the new pavilion as he was advising on the build, he took no part in the discussion other than to answer questions – there was no vote*

20.004 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- **Cllr Sargent proposed: Council to approve the minutes of the November 2019 meeting - Resolved**

20.005 MATTERS ARISING FROM PREVIOUS MEETINGS (FOR INFORMATION ONLY)

Website: The Clerk reported that Steve Jackman who provided technical advice for the Council website confirmed that he would charge £45.00 to carry out amendments to the site to comply with Disability Regulations.

20.006 PUBLIC PARTICIPATION RELATING TO THE AGENDA

NONE

20.007 WARD REPORTS FROM COUNTY COUNCILLOR AND BOROUGH COUNCILLOR

C.Cllr Chenery reported via the Clerk that he would support the installation of the white posts in Docking Road with £400 from his budget and had instructed Highways to place the order. The C.Cllr also had asked for an update on the transfer of School, but there appeared to be no movement thus far. A number of Parish Councils had raised concern over the potential loss of the swimming pool at CITB

B.Cllr Morley reported that it had been a useful meeting about CITB with the Chief Executive. There was a potential buyer for part of the site to allow training under a joint venture to continue but future of the swimming pool was not assured. At the Borough Council it was expected that the draft local transport strategy would be revised. Cllrs would also discuss the budget, council tax and a new grant based on the CIL funds.

20.008 PLANNING MATTERS

i. To consider Planning Applications:

20/00045/F: Extensions & Alterations to Existing Dwelling - 44 Church Lane.

- **Cllr Hutchinson proposed: Council to recommend approval of 20/00045/F - Resolved**

ii. Other relevant Planning matters

Council noted that concerns had been raised about the retaining wall slabs installed around the Bentons' development. The Chairman had discussed the matter with Mr Benton, and he confirmed that this was the specification required by Highways. Any development was bound to have some impact given the size of the development, but in the long term the footpath would be of benefit. The look should improve once the hedge and grass had grown.

20.009 FINANCE

i. Authorisation of Payments due as listed

- **Cllr Langfield proposed: Council to authorise payments as due – Resolved**

Payments				
Name	Budget Heading		Gross	VAT
Mrs Sewell	Clerk Salary	Nov/Dec/Jan	481.55	0.00
HMRC	Clerk Salary	PAYE	43.60	0.00
Mrs Sewell	Clerk Salary	2019 Mileage	345.54	0.00
Creake Pest Control	Pond	Pest Control	95.00	0.00
EON	Streetlighting	December	73.51	3.50
EON	Streetlighting	Jan	75.97	3.62
		Total	1115.17	7.12
Income				
Name	Budget Heading			
Barclays	Interest		4.11	
		Total	4.11	

ii. Quarter 3 (October – December 2019) Report

- **Cllr Morley proposed: Council to receive and accept Quarter 3 2019/2020 Report - Resolved**

iii. To discuss and Approve Budget 2020-2021

The Council reviewed the draft budget submitted by the Clerk. The budget took into account the agreed projects which required expenditure bolstered by grant funding, in addition to the project which would use the CIL money.

- **Cllr Morley proposed: Council to approve 2020/2021 Budget as drafted - Resolved**

iv. To set precept 2020-2021

The Council noted the Clerk's recommendation that the Band D rate should remain the same as last year. In real terms due to the increase in the tax base overall income will increase. The Council would have a healthy closing balance; therefore, it would be the intention to supplement planned expenditure with the reserves.

- **Cllr Hutchinson proposed: Council set the precept for 2020/2021 as £47.41 (Total 11169.80) for a Band D property - Resolved**

20.010 HIGHWAYS

i. Highways 50/50 partnership scheme update

The Council had previously agreed to apply for a Trod along Stanhoe Road. The project would cost approx. £3160.00 for which the Parish would have to pay 50% (£1600), this would come from the CIL money.

ii. To receive reports or updates on Highway related issues

The Council noted that the road sweeper had been through the parish on the 28th. Details of the road closure at Cuckoo Hill on 17th February had been circulated.

Cllr Mele reported a proud manhole cover outside 3 Fring Road

Cllr Sargent suggested that Council ask Highways to resurface the Lynn Road footpath.

20.011 PLAYING FIELD MANAGEMENT

i. Cricket Club Lease

The Chairman confirmed that the underlease had been agreed by all parties and signed copies returned to the solicitor. The Estate had yet to provide the Council with the main lease variation, but it had been kept up to date with progress. The Clerk had put up some notices to inform residents what is going on. Cllr Howell stated that it was hoped that completion would be before the start of the cricket season. Cllr Howell had also noted some concerns raised about the construction site, these had been taken on board and discussed with the Builder.

ii. New Slide Project

Cllr French confirmed the cost of the slide in an email before Christmas, the cost £6,385.00 also included the removal of the old equipment, however a resident had offered to remove the slide which could save on the cost of disposal (£150.00) and make a donation of £50.00. the resident had been advised that the disposal of the slide was subject to grant funding.

- **Cllr Mele proposed: Council to submit a grant application to support the purchase of the new slide - Resolved**

iii. Lynn Road Pedestrian Access

The Council had agreed at the November meeting that improvements should be made to the pedestrian access on Lynn Road which at this time of year was just a steep muddy slope. Edward Parsons, Sandringham Estate had agreed in principle to the work, subject to plan approval.

- **Cllr Hutchinson proposed: Council to put together plans and costs - Resolved**

20.012 COMMUNITY PROJECTS

i. Bircham In Bloom Project

The Chairman reported that project had been given lots of Spring bulbs by a local resident, which had been planted in the new bank around the Benton footpath, around the war memorial and in the pots and baskets. A total of 5000 bulbs had been planted over the past few months. Members of the group had planned out two rose beds on the Jubilee Gardens. The yew tree had been cut back and the area around the tree would be turfed. A number of residents had already pledged to purchase rose bushes.

- **Cllr Lang: Council to provide a grant of £100 towards the purchase of roses for the new beds - Resolved**

The Chairman said the next meeting of the group would be held in 4 March, details of which would be reported in the Newsletter.

ii. Defibrillator Project:

The Chairman reported that the Defibrillator had now been installed at the Social Club, and thanked Cllr French. The unit had been registered with the Ambulance Service, so residents would be directed to the Social Club or the Shop if appropriate. The Clerk would organise training sessions in the next few months.

iii. Footpath Group

Cllr Langfield reported that there had been a few responses to the Newsletter article, once the weather improved the volunteers would be out checking on the footpaths.

20.013 CORRESPONDENCE

Pre- Diabetes programme: The Clerk had been informed that there would be a pre-diabetes programme run in Hunstanton to help identify those at risk of diabetes, further information had been requested.

Great British Spring Clean: The Clerk reported that the national litter pick campaign would run between 20 March – 14 April. General preference appeared to be for a later date.

The next meeting would take place on Wednesday 11 March, this was also the date of the Annual Parish Meeting of Electors which would take place beforehand.

Chairman

Date.....11/3/2020.....

BIRCHAM PARISH COUNCIL

Chairman: Gloria Daniels Vice Chairman: Malcolm Sargent

MINUTES OF THE COUNCIL MEETING ON WEDNESDAY 11 MARCH 2020

Bircham Social Club at 7.30pm

PRESENT: G Daniels (Chairman), M Sargent, C Morley and S Langfield

IN ATTENDANCE: P Sewell (Clerk) and 3 Parishioners

20.014 WELCOME AND ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman opened the meeting and welcomed those who attended.

20.015 TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

Cllrs Carter, Mele, Laing, Hutchinson, Howell and French.

20.016 TO RECEIVE DECLARATIONS OF INTEREST

None.

20.017 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

- **Cllr Sargent proposed: Council to approve the minutes of the previous meeting - Resolved**

20.018 MATTERS ARISING FROM PREVIOUS MEETINGS (FOR INFORMATION ONLY)

Streetlight: The Clerk referred to Cllr Morley's question about a new light in Fring Road at the last meeting, she had checked it and reported that the Contractors had replaced the existing light with an LED, hence the brightness, at no charge to the Council.

Pond: The Chairman stated that despite further request, there had been no meeting with Sandringham, so any project would not now happen until after the summer. The Clerk reported that a parked vehicle had got stuck on the verge on the Cuckoo Hill side of the pond resulting in damage to the grass. It had been suggested that the Council consider boulders/bollards to prevent parking or to create a parking place. Council was asked to consider this for discussion at the next meeting.

Website Accessibility: The Clerk confirmed that the necessary amendments had been made to the website. The website was now compliant, some changes had been made to the website and an accessibility statement had also been added.

20.019 PUBLIC PARTICIPATION RELATING TO THE AGENDA

None.

20.020 WARD REPORTS:

County Councillor: C.Cllr Chenery was not present

Borough Councillor: B.Cllr Morley reported that Syderstone Parish Council had asked if Bircham Parish Council had considered asking for the Swimming Pool at CITB to be designated as a community asset. The benefits of such a status, if approved, would allow the community 6 months to consider purchase of the asset itself. Councillors felt that in two years as no one appeared to be keen to run the pool, it would not be beneficial. Councillors did not want to add more complications to the current feasibility work being undertaken by West Suffolk College. B. Cllr Morley also suggested that the Council write to Norfolk County Council for an update on the future of the School land.

20.021 Parish Council Vacancy – Co-option

The Chairman reminded members that a vacancy remained on the Council.

20.022 PLANNING MATTERS

i. To consider Planning Applications

The Clerk reported that there were no applications for discussion. The application to remove condition 19 from the outline planning permission for Birch1 had been left to the Planning Officer to determine as no objection had been raised.

ii. Other relevant Planning matters

The Council noted the work to extend the footpath outside Cherry Ridge had been completed.

20.023 FINANCE

i. Authorisation of Payments due

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

Payments			
Name	Budget Heading	Gross	VAT
M. Page	Gen. Maintenance	425.00	0.00
David Austin	In Bloom	352.25	0.00
Mrs Sewell	Clerk Salary	160.65	0.00
HMRC	Clerk Salary	14.40	0.00
Mrs Sewell	Post/ Office All/SLCC	89.67	0.00
Grimston PC	Printing	384.45	0.00
KL&WN BC	Dog Bins	277.06	46.18
Steve Jackman	Website	45.00	0.00
N County Council	PPartnership	154.12	0.00
K. Rawlings	Defibrillator	90.00	15.00
Bircham Social Club	Room Hire	40.00	0.00
<i>Info. Commissioner</i>	<i>GDPR (DD)</i>	<i>35.00</i>	<i>0.00</i>
<i>EON</i>	<i>Streetlighting (DD)</i>	<i>75.97</i>	<i>3.62</i>
<i>EON</i>	<i>Streetlighting (DD)</i>	<i>71.06</i>	<i>3.38</i>
Total		2214.63	68.18
Income			
Name	Budget Heading		
Donations	In Bloom	110.00	
Total		110.00	

February 2020 Bank Reconciliation circulated.

20.024 HIGHWAYS

i.To receive reports or updates on Highway related issues

Council noted that the trees opposite Cherry Ridge on the Docking Road had been cut back from the road. It was also noted that the white posts had been installed on Docking Road at the 30mph speed change with thanks to a grant from C.Cllr Chenery.

20.025 PLAYING FIELD MANAGEMENT

i. Cricket Club Pavilion

Cllr Howell had forwarded photos of the build as of the previous week. The build appeared to be progressing well and on schedule.

ii. Waste collection 2020/21

The Council noted that last year it had regularised the removal of trade waste. The Clerk recommended, after monitoring the levels of waste, the number of collections and the financial outlay could be reduced, saving about £100.00.

- **Cllr Sargent proposed: Council to reduce contract to limit the number of collections - Resolved**

20.026 COMMUNITY PROJECTS

i. Bircham In Bloom Project – 2020 Campaign Update

The Chairman reported that the volunteer group had met on 4 March and set out the work for this year's campaign. The Clerk would revise and circulate the list of tasks agreed for this year. The Clerk would also submit an entry application to Anglia in Bloom.

- **Cllr Morley proposed: Council to apply on behalf of Bircham to Anglia in Bloom 2020 - Resolved** (*Campaign cancelled due to Covid-19*)

ii. Defibrillator Project – Information Sessions

The Council was reminded that the information sessions would take place on 15 and 21 April; one in the morning and one in the afternoon at the Social Club. (*Sessions cancelled due to Covid-19*)

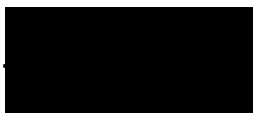
20.027 CORRESPONDENCE

Covid-19: The Council noted that the Norfolk Association would issue instructions on Council meetings in the likelihood of new distancing measures advice.

The next meeting would be held on 13 May at 7.30pm

(All physical meetings cancelled for the time being)

Chairman



Date...12/6/20.....