

Marham Parish Council

Minutes of the Council meeting held Wednesday, 19th July 2017 at 7.15pm in the Village Hall, Marham

Present:	Chairman	Cllr T Hawkins
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr I Barrett
		Cllr G Bucke
		Cllr J Clarke
		Cllr T Harrison
		Cllr D Hawkins
		Cllr J Hipperson
		Cllr C Heather
		Cllr D Paisley
	Borough Councillor	Cllr M Howland
	Parish Clerk	Mrs S Porter
	Member(s) of Public	6

101. Apologies for absence

Apologies for absence had been received from Cllr J Dowsing (work commitment) and County Cllr G Middleton (holiday).

The apologies were accepted.

102. Approval of the minutes of the Parish Council meeting

Proposed – Cllr Bucke

Seconded – Cllr Harrison

That the minutes of the meeting held on Wednesday, 28th June 2017 (items 87-100) are approved and signed as a true and accurate record.

All in favour

The Chairman, Cllr T Hawkins, duly signed and dated the minutes of the meeting.

103. Declarations of interest and requests for dispensation

Cllr Barrett declared a pecuniary interest in Item 107.1.1 as she has an allotment. Cllr Paisley declared a pecuniary interest in Item 107.1.1 as his wife has an allotment.

104. Update on previous minutes (not listed elsewhere on the agenda and for information only)

There was nothing to report to this meeting.

PUBLIC OPEN FORUM

The Chairman, Cllr T Hawkins, adjourned the meeting at 7.17pm.

Reports

Borough Councillors

Borough Cllr Howland reported that the BCKL&WN had recently increased their annual allotment rents to £35.00.

Notification had been received of a recommendation from the Local Government Boundary Commission to reduce the number of Borough Councillors representing the Airfield Ward from two to one. At this stage it was unknown whether he or Cllr Hipperson would remain in that seat.

The BCKL&WN would be reducing the number of Councillors by eight in total across the borough. The final decision would be made in September 2017, although it was anticipated the changes would not take place until the 2019 election.

Merchant Navy Day on 3rd September had been commemorated since 2000 and Councils wishing to commemorate this could do by flying the Red Ensign flag on a civic building or prominent flagpole.

It was noted that the Parish Council did not currently have a flag pole on the Village Hall and would therefore not be able to participate.

County Councillor

County Cllr G Middleton was not present at the meeting and no prior written report had been received.

RAF Marham

Flt Lt G Walker was not present at the meeting and no prior written report had been received.

Public Participation

The members of public did not wish to address the Council.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.25pm.

105. Finance

105.1. Approval of finances and payments to be made

The Clerk had circulated the bank reconciliation period ending June 2017 with the agenda. The bank balances were as follows:

The Clerk had circulated the payments and receipts made since the last meeting:

Date	Payee	Description	Transaction	Net Payment £	VAT Amount £	Gross Payment £	Receipt £
28.06.2017	E-On	Electric Sports Pavilion	DD	68.57	3.43	72.00	0.00
28.06.2017	E-On	Electric Village Hall	DD	95.24	4.76	100.00	0.00
29.06.2017	Fun Day / Village Hall	Donation / Lettings May-Jun	Stub 100440	0.00	0.00	0.00	253.00
29.06.2017	BCKL&WN / Allot / Cemetery	Lettings / Rents / Purchase	Stub 100441	0.00	0.00	0.00	350.80
30.06.2017	Lettings Officer	Salary June	BACS	87.97	0.00	87.97	0.00
30.06.2017	Clerk	Salary June	BACS	631.61	0.00	631.61	0.00
30.06.2017	Caretaker	Salary June	BACS	142.73	0.00	142.73	0.00
30.06.2017	HMRC	Employer PAYE/NI	BACS	209.90	0.00	209.90	0.00
30.06.2017	Clerk	Expenses & Travel	BACS	23.50	0.00	23.50	0.00
30.06.2017	Cllr T Hawkins	Chairman's Allowance	BACS	15.30	0.00	15.30	0.00
03.07.2017	Marham Holy Trinity PCC	Fun Day Event Donation	103490	150.00	0.00	150.00	0.00
03.07.2017	Marham Methodist Church	Fun Day Event Donation	103491	100.00	0.00	100.00	0.00
03.07.2017	King's Lynn Sea Cadets	Fun Day Event Donation	103492	100.00	0.00	100.00	0.00
05.07.2017	Play Inspection Company	Annual Inspection Play Field	BACS	65.00	13.00	78.00	0.00
07.07.2017	Waitrose	Token donations defibrillator	Stub 100468	0.00	0.00	0.00	140.00
10.07.2017	Wilko	Postage Stamps	Debit Card	6.72	0.00	6.72	0.00
11.07.2017	E-On	Street Lighting	DD	50.53	2.53	53.06	0.00
14.07.2017	Norse Eastern Ltd	Grounds Maintenance June	BACS	709.74	141.95	851.69	0.00
14.07.2017	Amazon	Sealant Play Area	Debit Card	8.10	1.61	9.71	0.00
Late Bills / Receipts (Received after Agenda advertised)							
14.07.2017	A F Holman & Son	Cemetery Fees	Stub 100442	0.00	0.00	0.00	160.00
For approval	Glazewing	Waste Collect Cemetery Jan	BACS	33.99	6.80	40.79	0.00
For approval	Glazewing	Waste Collect Cemetery Mar	BACS	19.60	3.92	23.52	0.00
Totals				2,518.50	177.99	2,696.49	903.80

Proposed – Cllr D Hawkins

Seconded – Cllr Heather

That the payment of bills are approved in accordance with the schedule.

All in favour

105.2. Clerk's working hours (resolved at the meeting of Wednesday, 8th February 2017)

The Chairman, Cllr T Hawkins, reported that at the meeting held in February 2017, Councillors had resolved to increase the Clerk's working hours from 10 to 15, with a view to reviewing this decision in July 2017. The Chairman, Cllr T Hawkins, and the Clerk confirmed that 15 hours were being worked by the Clerk each week.

Proposed – Cllr Heather

Seconded – Cllr Barrett

That the Clerk's weekly working hours are resolute at 15 hours and that the contract is amended in accordance with this.

All in favour

105.3. Requests for local Grants and Donations

No requests for grants or donations had been received.

106. Council Policy for approval

106.1. Press/Social Media

The Clerk had circulated a draft Press/Social Media policy to Councillors with the agenda.

Chairman Signed Dated

That the Council adopts the Press/Social Media Policy with immediate effect.

All in favour

107. Updates and actions regarding ongoing matters

107.1. Allotments

107.1.1. Review of annual rental charges

Cllr Barrett and Cllr Paisley had declared a pecuniary interest in this item. Cllr Barrett was granted a dispensation to report on this item.

Cllr Barrett reported that annual allotment rents were currently £15.00 per tenant equating to an income of £240.00 for the sixteen plots. Water rates were charged in addition to rents, this typically being in the region of £5.00-£10.00 per plot holder. The net annual expenditure for insurance was £61.62, membership of the National Allotment Society £55.00, Poors Trust rent £50.00 and administration costs (approximately 30 hours in the past two previous financial years [approximately £360.00] but estimated to be 20 hours in the coming years due to the new established tenants [approximately £240.00]).

A short discussion took place and it was agreed that an increase in annual allotment rents from £15.00 to £20.00 would provide an extra income of £80.00 per year and balance the figures more appropriately.

Proposed – Cllr Heather

Seconded – Cllr Bucke

That the Council increases the annual allotment rents in 2018/2019 to £20.00 per tenant plus additional equally split water charges.

For – 8

Against – 0

Abstentions – 2 (Declared interests)

Cllr Barrett would place a notice at the allotment site informing tenants of the impending increase. The Clerk would write to the Poors Trust giving them advance notice as well.

107.2. Churchyard

Cllr Bucke reported that A J Restoration had completed a further 4-metre section of the wall; an invoice would follow.

The Chairman, Cllr T Hawkins, reported that she had previously spoken to WO Graham Spark to see if the RAF 'Make a Difference' team would be able to remove the ivy from the wall and he had confirmed they would. The Chairman, Cllr T Hawkins would advise WO Spark when this would be required once A J Restoration had informed the Council of their works schedule on the wall.

107.3. Cemetery

107.3.1. Street map

Cllr Hipperson reported that the street map project was underway.

107.4. Village Hall

107.4.1. Disabled ramp for entrance to the Village Hall

Cllr D Hawkins reported that he was currently seeking quotations for a steel ramp and concrete slope. The Vice Chairman, Cllr Walsingham, and Cllr Heather would both seek quotations for a concrete access from builders they knew. This item would be deferred until the next meeting.

107.4.2. Plastic Mesh Barrier fencing

The Chairman, Cllr T Hawkins, reported that all the plastic mesh barrier fencing currently owned by the Council was being used at the rear of the Village Hall and that more was required for emergencies, i.e. trip holes and hazards, damage to property including the Church wall, play area repairs, etc.

The Clerk had sought three quotations for 50m fencing with 10 pins from Ebay suppliers as the prices had been cheaper than on Amazon and other reputable sites.

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Harrison

That the Council purchases 1 x 50m orange plastic safety barrier mesh fence netting and 10 pins from Truetraders on Ebay at a cost of £25.79 + £5.16 VAT.

All in favour

107.4.3. Kitchen Microwave, Airpot, Tea Urn

The Chairman, Cllr T Hawkins, reported that various enquiries had recently been received from potential hirers regarding the kitchen facilities. The Clerk had sought three quotations for a basic microwave, 5L airpot and 10L and 20L tea urns as follows:

5L Airpot

<i>Company</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
Nextday Catering Equipment Supplies UK	20.78	4.16	24.94
Domu UK	26.65	5.33	31.98
Andrew James UK Ltd	28.31	5.66	33.97

10L Tea Urn

<i>Company</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
Oypla	33.33	6.66	39.99
Expert Shopper	47.49	9.50	56.99
Argos	49.99	10.00	59.99

20L Tea Urn

<i>Company</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
Oypla	39.16	7.83	46.99
Domu UK	48.32	9.66	57.98
Amazon Prime	54.99	11.00	65.99

Microwave

<i>Company</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
George (ASDA) – delivery £2.95	29.17	5.83	35.00
George (ASDA) – delivery £2.95	33.33	6.67	40.00
Argos	35.83	7.16	42.99

A short discussion took place regarding the items. It was agreed not to purchase an airpot.

Proposed – Cllr Hipperson

Seconded – Chairman, Cllr T Hawkins

That the Council purchases a 20L tea urn from Oypla at a cost of £39.16 + £7.83 VAT and a basic microwave from George at a cost of £29.17 + £5.83 VAT + £2.95 delivery.

All in favour

107.5. Playground and Playing Field

107.5.1. Relocation of dog bin

Cllr Harrison reported that the Clerk had sought approval from the BCKL&WN to relocate one of the dog bins on the Playing Field and following this, Cllr Harrison had sited it at the top of the field next to the storage unit.

107.6. Community Speed Watch

Cllr Paisley reported that 69 vehicles out of 384 had been travelling in excess of 35mph which equated to 18%. The fastest recorded vehicle had been doing in excess of 50mph.

107.7. SAM2

The Vice Chairman, Cllr Walsingham had circulated the SAM2 graphs for June 2017 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. During this period the battery had not operated properly and only ½ month of data had been recorded. 7,811 vehicles had registered on the camera of which 4,271 (approximately 54%) had been travelling in excess of 35mph.

The Vice Chairman, Cllr Walsingham, would seek costs for a new battery. The Clerk would add this item to the next agenda for consideration.

107.8. General Grounds Maintenance

Cllr Harrison reported that the green area adjacent to the Village Hall had still not been weed sprayed by J T Caley Forestry. Cllr Harrison would chase this up.

107.9. Street Lights

Cllr Harrison reported that the two street lights adjacent to the Manor House, The Street, had been removed but not disconnected. The Clerk would investigate with Westotec whether the Council were still being charged by E-On for the connection.

107.10. Proposed and Seconded

The Chairman, Cllr T Hawkins, reported that Cllr Clarke was currently editing the forthcoming edition of the P&S magazine. Councillors would need to deliver this in the first week of August 2017.

107.11. Village Signs

107.11.1. Paint deterioration of the recently refurbished village sign

The Vice Chairman, Cllr Walsingham, reported that Fiona Davis had inspected the flaking paint on the village sign. Fiona would be repairing it shortly but if the problem reoccurred she would repaint the entire sign under the warranty of the terms of the agreement.

107.12. Village Events

107.12.1. Cheese and Wine (November date TBC)

The Chairman, Cllr T Hawkins, reported that discussions regarding this event were ongoing with Waitrose. Cllr Barrett confirmed that she had spoken to a member of staff there and would continue to chase the matter.

It was noted that a cheque had been received from Waitrose for £140.00 from their Community Token Scheme towards the defibrillator. The Clerk would send a letter of thanks to the Store Manager.

107.12.2. Christmas Event (Sunday, 10th December 2017)

The Chairman, Cllr T Hawkins, reported that ten stalls had now been reserved for the Christmas event. Mrs Pam Weal had approached the school and asked them to hold a small exhibition in the Committee Room of their students’ art work. This would be exciting for the children to see their work on display and encourage parents to come and view the exhibition.

107.12.3. 2018 Fun Day (Sunday, 11th June 2017)

The Chairman, Cllr T Hawkins, reported that six confirmed bookings had been received for the 2018 Fun Day event.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.05pm for an interim break and resumed the meeting at 8.30pm.

108. Highway matters

There was nothing to report to this meeting.

109. Planning

109.1. Planning applications

109.1.1. 17/01280/F – Cooper's Lodge, Ables Row, The Street – Demolition of outbuildings and construction of new single storey side extension
No objections.

109.2. Planning decisions

No planning decisions had been received.

110. General correspondence

110.1. For Action

No correspondence for action had been received.

110.2. Late correspondence

No late correspondence had been received.

111. BCKL&WN issues

Concern was raised regarding the Boundary Commission's proposal to reduce the Borough Councillors on the Airfield Ward to one. With the current inflated jobs of 1,200 during construction works on the Base, it was felt essential that two Councillors shared the workload. It was agreed for the Clerk to submit the Council's objection on the Boundary Commission's consultation paper.

112. Norfolk County Council issues

112.1. Trod 1 Parish Partnership Scheme 2015/2016

112.1.1. Formal Ownership Agreement of Trod 2

The Clerk reported that Mr A Wallace, Highways Engineer, had still not responded regarding the approval of the Trod Agreement. The Clerk had subsequently forwarded the details to County Cllr Middleton who had confirmed receipt and would report back when the matter had been investigated.

It was noted that a letter of appreciation had been received regarding the continued trod development.

112.2. Trod 4 Parish Partnership Scheme 2017/2018

A short discussion took place and it was felt that the trod should be continued from the bottom of Burnthouse Drove to the bottom of The Brambles. Cllr Harrison would collate the information and obtain costings from Highways for submission to Norfolk County Council later this year.

113. Matters to report to the Clerk

There were no matters to report to the Clerk.

114. Items for the next agenda

It was agreed for the Clerk to investigate costs for a Village Hall flag pole and report back at the next meeting. Borough Cllr Howland would investigate whether planning permission would be required.

It was felt that an air conditioning unit was required for the Village Hall. The Clerk would investigate costs and report back at the next meeting.

115. To record the date and time of the next Full Council meeting

The next meeting of the Parish Council would be held on Wednesday, 6th September 2017 at 7.15pm in the Village Hall.

The Chairman thanked everyone for attending and closed the meeting at 8.45pm.