

Marham Parish Council

Minutes of the Council meeting held Wednesday, 6th September 2017 at 7.15pm in the Village Hall, Marham

Present:	Chairman	Cllr T Hawkins
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr I Barrett
		Cllr T Harrison
		Cllr D Hawkins (arrived during Public Participation)
		Cllr C Heather
		Cllr D Paisley
	Borough Councillor	Cllr M Howland
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	2

116. Apologies for absence

Apologies for absence had been received from Cllr G Bucke (work commitment), Cllr J Clarke (work commitment), Cllr J Dowsing (work commitment), Cllr J Hipperson (holiday) and County Cllr G Middleton (other Parish meeting).

The apologies were accepted.

117. Approval of the minutes of the Parish Council meeting

Proposed – Cllr Heather

Seconded – Vice Chairman, Cllr Walsingham

That the minutes of the meeting held on Wednesday, 19th July 2017 (items 101-115) 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.

118. Declarations of interest and requests for dispensation

There were no declarations of interest and no requests for dispensation.

119. 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 notification had been received from the Local Government Boundary Commission that the number of Borough Councillors representing the Airfield Ward would not be affected. Instead, four parishes had been added to the portfolio of the two Borough Councillors, which would take effect at the next election in 2019.

There had been a number of events hosted by the Borough Council over the summer months and further community activities would be held during the remainder of the year.

County Councillor

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

RAF Marham

WO Spark reported that a formal inspection had recently been carried out on the Base and consequently RAF Marham had been awarded 'Military Unit of the Year'.

A joint venture with the Church would see a Battle of Britain event being hosted on Thursday, 14th September 2017 and RAFA would be holding a 40th Street Party event in the Sandringham Centre on Saturday, 16th September 2017 (tickets £3.00 each).

Cllr D Hawkins arrived at the meeting at 7.24pm.

Cllr Heather enquired whether a video projector had been sourced for donation to the Council. WO Spark would investigate this.

Mr Alister Chadwick of A J Restoration – Church Wall Restoration

Mr Chadwick had not attended the meeting and no prior written report had been received.

Public Participation

One member of public raised concern that the two defibrillators did not appear to be registered with the ambulance service; the one at Donato's had recently been activated but the code given by the ambulance service had not worked and the unit could therefore not be used which could have been life-threatening if the person had not recovered on their own.

It was suggested that every household in Marham be given the codes for each unit but this was rejected as the insurance for the units would be void if they were to be subsequently stolen or vandalised.

Cllr Paisley reported that the Donato's defibrillator was registered and that it was likely the wrong code had been given to the caller. The Chairman, Cllr T Hawkins, confirmed that she had made several attempts to get the Village Hall defibrillator registered but no responses were being received. The Chairman, Cllr T Hawkins, agreed to pursue the registration of the Village Hall defibrillator and investigate the listing for the Donato's unit.

WO Spark would liaise with the Station Commander, Group Captain Ian Townsend, to see whether the codes for both defibrillators could be held securely in the Guard Room as this was manned 24 hours a day.

The member of public would email Borough Cllr Howland the details of the incident which took place in order that he could pursue this matter with the relevant authorities. He would also investigate with other parishes to see whether they had also experienced registration problems and how they had been dealt with.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.31pm.

120. Finance

120.1. Approval of finances and payments to be made

The Clerk had circulated a renewal notice from E-On prior to the meeting and reported that the Village Hall electricity contract would end on 30th October 2017. A new fixed price contract would estimate the annual cost to be £1,339.15 and a variable plan around £1,609.69. It was agreed for the Clerk to investigate alternative providers and start a contract based on the best available deal on the market.

The Clerk had circulated the bank reconciliation periods ending July 2017 and August 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 £
07.08.2017	St John Ambulance	First Aid Fun Day Event	BACS	96.60	19.32	115.92	0.00
08.08.2017	Anglian Water	Village Hall Water May-Jul 17	DD	12.85	0.00	12.85	0.00
08.08.2017	Anglian Water	Sports Pav Water May-Jul 17	DD	129.70	0.00	129.70	0.00
11.08.2017	E-On	Street Lighting	DD	52.22	2.61	54.83	0.00
14.08.2017	A J Coggles	Cemetery Fees	Stub 100445	0.00	0.00	0.00	300.00
21.08.2017	Bowls Club	Water Charges Jan-Jul 2017	Stub 100469	0.00	0.00	0.00	118.87
21.08.2017	Cheese & Wine	Event Tickets	Stub 100469	0.00	0.00	0.00	50.00
29.08.2017	E-On	Electric Sports Pavilion	DD	68.57	3.43	72.00	0.00
29.08.2017	E-On	Electric Village Hall	DD	95.24	4.76	100.00	0.00
29.08.2017	HMRC	VAT Repayment 1/3 17-18	BACS	0.00	0.00	0.00	844.24
30.08.2017	Anglian Chemicals	Village Hall Floor Materials	Debit Card	45.94	9.19	55.13	0.00
31.08.2017	Norse Eastern Ltd	Grounds Maintenance July	BACS	842.43	168.49	1,010.92	0.00
31.08.2017	Lettings Officer	Salary August 2017	BACS	87.97	0.00	87.97	0.00
31.08.2017	Clerk	Salary August 2017	BACS	631.61	0.00	631.61	0.00
31.08.2017	Caretaker	Salary August 2017	BACS	155.96	0.00	155.96	0.00
31.08.2017	Clerk	Expenses August 2017	BACS	10.00	0.00	10.00	0.00
31.08.2017	Cllr T Hawkins	Chairman's Allow Aug/P&S	BACS	30.60	0.00	30.60	0.00
02.09.2017	Tesco	Refreshments	Debit Card	1.50	0.00	1.50	0.00
02.09.2017	Tesco	Refreshments	Debit Card	3.28	0.66	3.94	0.00
07.09.2017	HMRC	Employer PAYE/NI Aug 2017	BACS	209.90	0.00	209.90	0.00
07.09.2017	BCKL&WN	P&S Printing	Debit Card	101.20	0.00	101.20	0.00
07.09.2017	East of Ouse, Polver, & Nar IDB	Drainage Rates Playing Field	BACS	29.15	0.00	29.15	0.00
07.09.2017	National Allotment Society	Allotments Membership	BACS	55.00	11.00	66.00	0.00
07.09.2017	Came & Company	Annual Council Insurance	BACS	2,045.36	0.00	2,045.36	0.00
08.09.2017	Anglian Water	Cemetery Water May-Aug 17	DD	13.45	0.00	13.45	0.00
Totals				4,718.53	219.45	4,937.98	1,313.11

Proposed – Cllr D Hawkins

Seconded – Cllr Heather

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

All in favour

120.2. Approval of annual insurance renewal

Details of the 2017/2018 renewal of the 3 Year Long Term Agreement (LTA) annual insurance with Came & Company for £2,046.36 due 1st October 2017 had been circulated with the agenda. The Clerk noted that the LTA would expire 30th September 2018 and the 2016/2017 premium had been £1,969.45.

Councillors approved the renewal.

120.3. Non Settlement of Marham Wanderers Football Club Account

The Chairman, Cllr T Hawkins, reported that despite various emails and attempts to contact Mr Lee Roberts, Treasurer, by telephone, no responses had been received. Marham Wanderers Football Club had not settled its account of £75.00 for the 2016/2017 football season and reports were that the Club were not taking part in the football league this year.

The Vice Chairman, Cllr Walsingham, noted that Mr Roberts also had the keys to the Sports Pavilion and that he would attempt to get these and the outstanding monies by visiting him personally at his residence. The Clerk would send the Vice Chairman, Cllr Walsingham, a copy of the outstanding invoice.

The Chairman, Cllr T Hawkins, reported that Mr Mike Inder had offered to help clear the Sports Pavilion with her in October 2017. Mr Inder would establish any items worthy of value and the remaining items left would determine whether a skip was required for hire or not.

120.4. Requests for local Grants and Donations

No requests for grants or donations had been received.

121. Updates and actions regarding ongoing matters

121.1. Allotments

There was nothing to report to this meeting.

121.2. Churchyard

Cllr Barrett reported that the particulars of a house for sale in Squires Hill mentioned that Japanese knotweed was present in the vicinity and that a close eye should be kept on the grounds of the churchyard for this harmful weed. This was noted.

WO Spark left the meeting at 8.05pm.

121.3. Cemetery

121.3.1. Topple Testing August 2017

Cllr Paisley had carried out the Cemetery topple testing in August 2017 and reported that two minor potential hazards had been identified, although both were deemed to be low risk at this time. Three other memorials had been flagged for further inspections in 12 months time and the rest would be re-examined in five years time. One sunken grave had been recorded and would be monitored accordingly.

The Council thanked Cllr Paisley for carrying this out.

121.3.2. Street map

In her absence, Cllr Hipperson had submitted a written report regarding the street map project. The Chairman read it as follows:

“It is coming along nicely and just needs the last few bits tweaking. The only trouble is that Joe, the man compiling it, has had a stroke and is off sick until the middle of September. He is doing some work from home and I have left it with him for if and when he feels up to doing it. I’ve put out the feelers for the cabinet being made to house it in. It sounds like we can hopefully get it made here but it will need to go through as a community project so I will have a word with WO Spark to see if this is something he can help with.”

121.4. Village Hall

121.4.1. Disabled ramp for entrance to the Village Hall

Cllr D Hawkins reported that he had sought two quotations for a steel ramp, the costs of which were in the region of £3,500.00 + VAT. The Vice Chairman, Cllr Walsingham, confirmed that Mr Lee Jackson had estimated the cost for a concrete ramp to be approximately £1,100.00 + VAT; a definitive quotation would be available at the next meeting and a further quotation for a concrete ramp would be obtained elsewhere.

121.4.2. Drawings for Village Hall refurbishment

Cllr Clarke had circulated the drawings for the proposed Village Hall development prior to the meeting. Comments had been made by Councillors via email and a small meeting had been held on site to discuss various amendments at which it was agreed to submit an Outline Planning application. In view of this, it was agreed for the amendments and other finer details and designs to be considered at a later date.

121.4.3. Proposed planning application for the Village Hall land

The Clerk reported that she had made enquires with the BCKL&WN Planning Department regarding the planning fees and whether the car park extension, in which the fencing will be moved to incorporate the small green area currently on the other side of the fence on Church View, could be submitted on one application together with the proposal for a new dwelling on the land of the Village Hall. The Planning Administrator had confirmed that the Parish Council was entitled to a 50% reduction on the applicable fees and Borough Cllr Howland had subsequently found out the application fees as follows:

If the application for the dwelling is going to be an application for Full Planning Permission, then both proposals can be submitted on one application. The cost is the same, whether one application or two separate applications are submitted. The construction of the new dwelling would be £385 on a Full Application (plus £50 Habitat Mitigation Fee). The cost of the Change of Use of the land to create an extension to the car park is also £385.

The Clerk questioned what the Habitat Mitigation Fee was; Borough Cllr Howland would investigate this.

A short discussion took place and it was agreed for Cllr Clarke to prepare an Outline Application rather than a Full Application. The Clerk would ask Cllr Clarke to prepare this for submission.

121.4.4. Wall mounted flag pole

The Clerk had circulated quotations with the agenda for a wall mounted flag pole as follows:

The Flag Shop	£24.98 + VAT + Shipping
Flag and Flagpoles	£40.00 + VAT + Shipping
Budget Flagpoles	£58.72 + VAT + Shipping

Borough Cllr Howland circulated further options as follows:

Hampshire Flag Company	£44.99 + VAT + Free Shipping
Coopers of Stortford (tall upright pole)	£49.99 + VAT + Two Free Flags + Shipping

Councillors agreed that the best quality flag pole was that from the Hampshire Flag Company which came in lengths as small as 1.5m. It was agreed the pole should be as short as possible for the Village Hall.

Borough Cllr Howland then presented the Council with a new Red Ensign flag which he had purchased from the Flag & Bunting Store. The Council thanked him for the donation. It was agreed for the Clerk to purchase a Union Jack flag and St George’s flag from the Flag & Bunting Store as their costs were very competitive.

Proposed – Cllr Heather

Seconded – Vice Chairman, Cllr Walsingham

That the Council purchases a 1.5m white flag pole from the Hampshire Flag Company at a cost of £44.99 + £9.00 VAT and a Union Jack and St George’s flag from the Flag & Bunting Store at a cost of £3.99 each plus £1.95 delivery.

All in favour

121.4.5. Commercial air conditioning units

The Clerk had circulated quotations with the agenda for commercial air conditioning units with prices ranging from £289.00 + VAT for a small unit to £795.00 + VAT for a large unit. Councillors agreed that the unit would only be used for a few days a year and that the cost outweighed the need; the item was duly rejected.

121.5. Playground and Playing Field

Concern was raised that the goal posts had been placed in the ditches of the Coronation Field and should be removed and either stored or erected back on the pitch. Although it was unknown whether the Football Club still existed, the large goal posts would still have general use for those playing football on the field. The Vice Chairman, Cllr Walsingham, agreed to deal with this matter.

The Chairman, Cllr T Hawkins, reported that there was a loose step on the climbing frame, a loose rail on the trim trail and wet pour repairs had to be carried out. These matters were in hand.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.40pm for an interim break and resumed the meeting at 8.55pm.

121.6. Community Speed Watch

Cllr Paisley reported that 24 vehicles had been monitored speeding over the past three weeks.

121.7. SAM2

The Vice Chairman, Cllr Walsingham had circulated the SAM2 graphs for July and August 2017 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. July; 19,549 vehicles had registered on the camera of which 4,470 had been travelling in excess of 35mph. The highest recorded speed was 65mph. August; 7,811 vehicles had registered on the camera of which 4,271 had been travelling in excess of 35mph. The highest recorded speed was 65mph.

121.7.1. New Battery

The Vice Chairman, Cllr Walsingham, had sought costs for a new battery as follows:

Westcotec	£80.00 + VAT with cables
Ebay	£61.00 + £6.99 delivery
Hardware Express	£129.99 + VAT + delivery

Proposed – Cllr Heather

Seconded – Cllr Harrison

That the Council purchases a new SAM2 battery from Westcotec at a cost of £80.00 + VAT.

All in favour

121.8. General Grounds Maintenance

There was nothing to report to this meeting.

121.9. Street Lights

121.9.1. BT phone kiosk connection to the bus shelter, The Street

Cllr Harrison reported that the Clerk had removed the two street lights adjacent to the Manor House, The Street, from the Westcotec street lighting maintenance inventory. Cllr Harrison had met Mr Roy Payne, Westcotec, on Tuesday, 5th September 2017 on site to discuss the possibility of having the BT phone box power connected to the bus shelter. Mr Payne would be considering options and report back when known.

121.10. Proposed and Seconded

The Chairman, Cllr T Hawkins, reported that the P&S magazine had been delivered in August 2017.

121.11. Village Signs

121.11.1. Paint deterioration of the recently refurbished village sign

The Vice Chairman, Cllr Walsingham, reported that Fiona Davis had repainted the village sign under the warranty of the terms of the agreement.

121.12. Village Events

121.12.1. Cheese and Wine (Tuesday, 10th October 2017)

The Chairman, Cllr T Hawkins, reported that the forty tickets for this event had sold within three days and there was currently a waiting list for cancellations. The tickets were £5.00 and the event would be commencing at 7.30pm in the Village Hall. Waitrose staff would be hosting the event all evening and profits would be going to the Parish Council.

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

The Chairman, Cllr T Hawkins, reported that eleven stalls had now been booked for this event which would be taking place in the Village Hall from 11.00am-3.00pm.

121.12.3. 2018 Fun Day (Sunday, 11th June 2018)

The Chairman, Cllr T Hawkins, reported that bookings were steadily rising.

The Chairman reported that a new 'Fish and Chip Supper Bingo Evening' event was planned for Friday, 23rd February 2018, 6.30pm for 7.30pm heads down bingo calling. The price of tickets would be confirmed once the cost for the food had been established with the Fish & Chip shop. Those attending would be allowed to bring their own alcohol but could not be sold on site due to licensing regulations.

122. Highway matters

122.1. Roadside hedge at The Manor, The Street

Cllr Harrison reported that no action had been taken by the proprietor since receiving a letter from the Clerk in April 2017 to cut her hedge back. Further complaints had been received and it was therefore agreed for the Clerk to write to the owner again giving 21 days notice to trim the hedge back and if no action was taken to refer this Norfolk County Council for their advanced involvement.

Concern was raised that the boundary hedging of R & S Engineering Motor Services was also impeding highway access. The Clerk would send a letter to them asking them to take action and if the hedge was not trimmed within 21 days would refer this to Norfolk County Council.

123. Planning

123.1. Planning applications

123.1.1. 17/01471/F – Crown Cottage, The Street – Extension of existing dormer roof and construction of garage to dwelling

No objections.

123.1.2. 17/01593/F – Plot Adjacent To 33 Hillside – Detached 3 bedroom house

The Council reiterated its original objection as follows:

- The applicant is claiming property rights of the adjoining footpath which has been regularly used as a public footpath for at least 47 years +. The proposed development is therefore premature until such time as adequate access can be provided to the site.
- An alternative access at the rear of the development must be considered as use of the proposed access would not be sustainable and would cause a disamenity to pedestrians, most importantly to school children who use it on a regular basis to walk to their swimming lessons and disabled persons.
- Rights of way are minor public highways that exist for the benefit of the community at large, in much the same way as the public road network does. There is important Government advice on this subject in section 7 of DEFRA's Rights of Way circular (1/09) which states that the effect a proposed development will have on a right of way must be considered by planning authorities when deciding whether or not to approve an application for planning permission. This means that, while the existence of a right of way across the site of a proposed development won't automatically mean an application is rejected, the fact that it is there must be taken into account by the officer or Committee which decides the application.

Members noted that if the footpath is legally guaranteed to remain as a public right of way, the Council would have no objections to the proposed access design.

123.2. Planning decisions

123.2.1. 17/00899/F – Karmor, School Lane – Erection of front porch

Application permitted (delegated decision)

123.2.2. 17/01089/F – Bilbersan, The Street – Variation of condition 2 of planning permission 16/00264/F

Application permitted (delegated decision)

123.2.3. 17/01280/F – Cooper's Lodge, Ables Row, The Street – Demolition of outbuildings and construction of new single storey side extension

Application permitted (delegated decision)

124. General correspondence

124.1. For Action

Elizabeth Truss MP invitation to meet Parish Council – a short discussion took place and it was agreed to invite Elizabeth Truss MP to a meeting of the Council. It was noted that any issues the Councillors wished to raise would need to be put to her beforehand. The Clerk would contact her Personal Adviser, Mrs Fiona Walker, to arrange a meeting.

A short discussion took place regarding the parking problems at the Mandalay Care Home. Following a public complaint, the Clerk had written to the owners and a response had been received. However, despite their assurance, parking problems were not being addressed in that area. It was noted that the small 'no parking' sign on the Parish Council Millennium Green had been destroyed and vehicles were again parking on the green. It was suggested that a small raised mound of earth on the edge of the green may prevent vehicles parking on there. The Clerk would contact WO Spark to investigate whether the RAF could transport some of the disused soil from the current trod development and place it on the Millennium Green of which could then be grass seeded in the future. The Clerk would also contact the Highways Engineer, Mr A Wallace, for approval.

Cllr Barrett and Borough Cllr Howland left the meeting at 9.28pm.

124.2. Late correspondence

No late correspondence had been received.

125. BCKL&WN issues

There was nothing to report to this meeting.

126. Norfolk County Council issues

126.1. Trod 1 Parish Partnership Scheme 2015/2016

126.1.1. Formal Ownership Agreement of Trod 2

There was nothing to report to this meeting.

126.2. Trod 4 Parish Partnership Scheme 2017/2018

Cllr Harrison reported that he had requested site plans from Highways and when received would then consult with the residents from the bottom of Burnthouse Drove to the bottom of The Brambles regarding the proposed continuation of the trod.

127. Matters to report to the Clerk

There were no matters to report to the Clerk.

128. Items for the next agenda

There were no items for the next agenda.

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

The next meeting of the Parish Council would be held on Wednesday, 25th October 2017 at 7.15pm in the Village Hall.

The Chairman thanked everyone for attending and closed the meeting at 9.30pm.