

**Marham Parish Council**

**Minutes of the Annual Meeting held Wednesday, 16<sup>th</sup> May 2018 at 7.15pm in the Village Hall, Marham**

Present:	Chairman	Cllr T Hawkins (re-elected)
	Vice Chairman	Cllr P Walsingham (re-elected)
	Councillors	Cllr C Child (from Item 71)
		Cllr T Harrison
		Cllr D Hawkins
		Cllr C Heather
		Cllr J Hipperson
		Cllr D Paisley
	Borough Councillor	Cllr G Hipperson (from Item 72)
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	3

**65. Election of Chairman of the Council**

The outgoing Chairman asked for nominations for Chairman of the Council.

Cllr D Hawkins declared a personal interest.

**Proposed – Cllr Heather**

**Seconded – Cllr Paisley**

**That Cllr T Hawkins is elected Chairman of Marham Parish Council for the ensuing year.**

**For – 6**

**Against – 0**

**Abstentions – 1 (Declared Interest)**

There being no other nominations, Cllr T Hawkins was duly elected. Cllr T Hawkins read, signed and dated her Declaration of Acceptance of Office. The Clerk duly countersigned it.

**66. Election of Vice Chairman of the Council**

The Chairman asked for nominations for Vice Chairman of the Council.

**Proposed – Cllr Hipperson**

**Seconded – Cllr Harrison**

**That Cllr Walsingham is elected Vice Chairman of Marham Parish Council for the ensuing year.**

**All in favour**

There being no other nominations, Cllr Walsingham was duly elected. Cllr Walsingham read, signed and dated his Declaration of Acceptance of Office. The Clerk duly countersigned it.

**67. Apologies for absence**

Apologies for absence had been received from Cllr I Barrett (family commitment), Cllr G Bucke (work commitment), Cllr J Clarke (work commitment) and Borough Cllr M Howland (prior meeting).

The apologies were accepted.

**68. Declarations of interest and requests for dispensation**

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

**69. Approval of the minutes of the Parish Council meeting**

**Proposed – Vice Chairman, Cllr Walsingham**

**Seconded – Cllr Harrison**

**That the minutes of the meeting held on Wednesday, 11<sup>th</sup> April 2018 (items 50-64) 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.

**70. Applications for Casual Vacancy and Co-option for the position of Councillor**

The Clerk reported that one person had submitted an application for the position of Councillor; Mr C Child. Mr Child was invited to give a few words in support of his application and asked to remain in the Council Chamber.

Prior to the meeting the Clerk had circulated to all Councillors the rules of voting and asked if Councillors wished the co-option to be confirmed by an absolute majority or by a simple majority decision. Councillors agreed that, as there was only one applicant, to co-opt by a majority decision.

At the meeting each Councillor was provided with a set of voting papers.

Vote for Election of Councillor

Councillors were asked to nominate by recording their vote on the voting paper provided. The Clerk collected the voting papers and counted the votes.

**Proposed – Cllr Hipperson**

**Seconded – Cllr Harrison**

**That Mr Chris Child is co-opted as Parish Councillor to Marham Parish Council.**

**For – 4**

**Against – 3**

**Abstentions – 0**

In the presence of the Council and in accordance with legislation of the Local Government Act 1972, Section 83, Cllr Child duly signed his Declaration of Acceptance of Office.

In order to participate and vote on matters at this meeting and under the provisions of the Localism Act 2011, Sections 31-33, Cllr Child duly signed his Dispensation Request and this was put to the Council.

**Proposed – Cllr Hipperson**

**Seconded – Cllr Harrison**

**That Cllr Child is granted a dispensation until the end of his term in May 2019, or resignation, whichever is the sooner, to enable him to take part in Council business where this would otherwise be prohibited because he has a Disclosable Pecuniary Interest.**

**All in favour**

The Clerk advised Cllr Child that his Declarations of Interests did not have to be completed at this meeting but should be returned to the Clerk within 28 days from appointment to office in order that they could then be sent to the Democratic Officer at BCKL&WN for signature and retention. The register is maintained under section 81(1) of the Local Government Act 2000.

**71. Review of Councillors' Areas of Responsibilities, Outside Body Representation and Working Parties (circulated with agenda)**

**71.1 Internal Responsibilities**

**71.1.1. Allotments – Currently Cllr Barrett, Cllr J Hipperson (inspections)**

Cllr Barrett was duly reappointed as the internal coordinator for the Allotments. Cllr Hipperson was duly reappointed as the inspections official for the Allotments.

**71.1.2. Cemetery – Currently Cllr D Hawkins, Cllr T Hawkins, Cllr Paisley**

Cllrs D Hawkins, T Hawkins and Paisley were duly reappointed as the internal coordinators for the Cemetery.

**71.1.3. Churchyard & Church Wall – Currently Cllr Clarke, Cllr Harrison, Cllr Bucke (wall restoration)**

Cllr Harrison was duly reappointed as the internal coordinator for the Churchyard. Cllr Bucke was not present at the meeting and would be invited to be the internal coordinator for the Church Wall following the meeting.

**71.1.4. Emergency Planning – Currently Cllr Walsingham**

Cllr Walsingham was duly reappointed as the internal coordinator for Emergency Planning.

**71.1.5. Grounds Maintenance – Currently Cllr Harrison**

Cllr Harrison was duly reappointed as the internal coordinator for Grounds Maintenance.

**71.1.6. Highways, Street Lighting & Traffic – Currently Cllr Harrison**

Cllr Harrison was duly reappointed as the internal coordinator for Highways, Street Lighting and Traffic.

**71.1.7. Finance Control – Currently Cllr Heather**

Cllr Heather was duly reappointed as the internal Finance Control.

**71.1.8. Pavilion, Play Park & Playing Field – Currently Cllr T Hawkins, Cllr Walsingham**

Cllrs T Hawkins and Walsingham were duly reappointed as the internal coordinators for the Pavilion, Play Park and Playing Field.

**71.1.9. Proposed & Seconded and Media – Currently Cllr Clarke**

Cllr Clarke was not present at the meeting and would be invited to be the internal coordinator for the Proposed & Seconded magazine and Media communications following the meeting.

**71.1.10. SAM2 – Currently Cllr Walsingham**

Cllr Walsingham was duly reappointed as the internal coordinator for SAM2.

**71.1.11. Speedwatch – Currently Cllr Harrison, Cllr Paisley (Lead Coordinator)**

Cllrs Harrison and Paisley were duly reappointed as the internal coordinators for Speedwatch.

**71.1.12. Village Hall – Currently Cllr D Hawkins, Cllr T Hawkins**

Cllrs D Hawkins and T Hawkins were duly reappointed as the internal coordinators for the Village Hall.

**71.1.13. Website & Broadband – Currently Cllr D Hawkins**

Cllr D Hawkins was duly reappointed as the internal coordinator for the Website and Broadband.

**71.1.14. Bank Signatories – Currently Cllr Barrett, Cllr T Hawkins, Cllr Heather, Cllr Walsingham, Clerk (RFO)**

Cllrs Barrett, T Hawkins, Heather, Walsingham and the Clerk (RFO) would remain as the bank signatories.

**71.1.15. To consider allocation of any other responsibilities**

There were no other internal responsibilities for consideration.

**71.2. Outside Bodies' Representation**

**71.2.1. Internal Drainage Board Liaison (outside body) – Currently Cllr Bucke**

Cllr Bucke was not present at the meeting and would be invited to be the liaison representative for the Internal Drainage Board following the meeting.

**71.2.2. Pools Trust Liaison (outside body) – Currently Cllr Harrison**

Cllr Harrison was duly reappointed as the liaison representative for the Pools Trust.

**71.3. Working Parties**

**71.3.1. Finance Panel – Currently Chairman, Vice Chairman, Cllr Bucke, Cllr Heather, Clerk (RFO)**

The Chairman, Cllr T Hawkins, the Vice Chairman, Cllr Walsingham, Cllrs Bucke and Heather and the Clerk (RFO) were duly reappointed onto the Finance Panel.

**71.3.2. Village Events – Currently Cllr Barrett, Cllr T Hawkins, Cllr Hipperson, Cllr Walsingham, Mrs P Weal (non-voting)**

Cllrs D Hawkins, T Hawkins, Heather, Hipperson and Mrs Weal (non-voting rights) were duly appointed onto the Village Events Panel.

Borough Cllr Hipperson arrived at the meeting at 7.25pm.

**72. Review of Council policies and procedures (available to view on the website unless otherwise stated)**

**72.1. Standing Orders**

The Standing Orders were approved with no amendments required.

**72.2. Financial Regulations**

The Financial Regulations were approved with no amendments required.

**72.3. Asset Register**

The Asset Register was approved with no amendments required.

**72.4. Complaints Procedure**

The Complaints Procedure Policy was approved with no amendments required.

**72.5. Unreasonably Persistent And/Or Vexatious Complainants**

The Unreasonably Persistent And/Or Vexatious Complainants Policy was approved with no amendments required.

**72.6. Powers & Duties**

The Department for Communities and Local Government (DCLG) agrees the appropriate sum for the purpose of Section 137(4)(a) of the Local Government Act 1972. The Clerk had amended the annual statutory limit for 2018/2019 to £7.86. The Powers and Duties were approved with no further amendments required.

**72.7. Child Protection**

The Child Protection Policy was approved with no amendments required.

**72.8. Vulnerable Persons**

The Vulnerable Persons Policy was approved with no amendments required.

**72.9. Expenses and Allowances (Cllr Folder)**

The Expenses and Allowances Policy was approved with no amendments required.

**72.9.1. To review the Chairman's annual allowance (currently £15.30 per month)**

The Chairman's annual allowance is a small sum that can be allocated to the Chairman to help pay for activities undertaken in the role of Chairman.

**Proposed – Cllr Heather**

**Seconded – Vice Chairman, Cllr Walsingham**

**That this Council approves a 2018/2019 Chairman's allowance of £15.30 per month and that this is payable on a monthly basis.**

**All in favour**

**72.10. Training (Cllr Folder)**

The Training Policy was approved with no amendments required.

**72.11. Sickness & Absence (Cllr Folder)**

The Sickness and Absence Policy was approved with no amendments required.

**72.12. Operational Risk Assessment (Cllr Folder)**

The Operational Risk Assessment was approved with no amendments required.

**72.13. Health & Safety (Cllr Folder)**

The Health and Safety Policy was approved with no amendments required.

**72.14. Freedom of Information Model Publication Scheme (Cllr Folder)**

The Freedom of Information Model Publication Scheme was approved with no amendments required.

**72.15. Disciplinary & Grievance (Cllr Folder)**

The Disciplinary and Grievance Policy was approved with no amendments required.

**72.16. Business Continuity Plan (Cllr Folder)**

The Business Continuity Plan was approved with no amendments required.

**72.17. Bullying & Harassment (Cllr Folder)**

The Bullying and Harassment Policy was approved with no amendments required.

**72.18. Equal Opportunities (Cllr Folder)**

The Equal Opportunities Policy was approved with no amendments required.

**72.19. Communications Protocol (Cllr Folder)**

The Communications Protocol was approved with no amendments required.

**72.20. Member/Officer Relations Protocol (Cllr Folder)**

The Member/Officer Relations Protocol was approved with no amendments required.

**72.21. Dignity at Work (Website)**

The Dignity at Work Policy was approved with no amendments required.

**72.22. Complaints Procedure for use Against the Council (Website)**

The Complaints Procedure for Use Against the Council Policy was approved with no amendments required.

**72.23. Press/Media (Website)**

The Press/Media Policy was approved with no amendments required.

**72.24. Code of Conduct (Website)**

The Code of Conduct had been signed by all Councillors following the election in May 2015. This would be reviewed at the next ordinary election in 2019.

**72.25. Councillors' Registered Declarations of Interests – to be updated if necessary**

The Clerk reminded Councillors to review their Registers of Declared Interests and update them if necessary as it was a statutory requirement to do so. New forms were available from the Clerk who would forward the information to the BCKL&WN Monitoring Officer accordingly.

The policies listed under Items 72.9 – 72.20 were currently only available in paper form. When time allowed the Clerk would produce documents for retention on the Council laptop.

**73. 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 7.29pm.

**Reports**

**Borough Councillor**

Borough Cllr Hipperson reported that Cllr Nick Daubney was the newly elected Mayor and himself, the Deputy Mayor. Cllr Hipperson advised that planning permission had recently been given for a development of 240 houses in Wimbotsham. Although Downham Market Town Council and Wimbotsham Parish Council had objected to this development, the planning gains from it would be beneficial to both; a new wildlife area, allotments, new paths and a high contribution to the library facilities in Downham Market.

**County Councillor**

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

**RAF Marham**

WO Spark reported that the F-35 Lightning aircraft was due to arrive in the first week of June 2018. Road closures around the base could be taking place in the coming weeks; details would follow from Norfolk County Council.

The Friends and Families Day was being held on Thursday, 26<sup>th</sup> July 2018 and tickets would be available at the end of this week.

Night flying would be taking place this week due to the good evening weather.

WO Spark enquired how often verges on junctions were cut back by Highways as many of them had not yet been done. Cllr Harrison confirmed that Highways had to cover the whole county of Norfolk and that verges were cut back on a tight budget and strict schedule.

**Public Participation**

One member of public raised concern about vehicles parking on The Street, close to the junction of Plumtree Park, which were obstructing visibility for those pulling out onto oncoming traffic.

Cllr Heather reported that providing vehicles parked a distance of 10m (32ft) or more away from a junction, they were not breaking the law. However, in spite of this, one of the residents, a Councillor, had confirmed that he would make every effort to ensure that visitors and workers did not park outside his house when possible.

It was suggested that Highways might consider placing a mirror at the junction. The Clerk would investigate this.

Another member of public raised concern about the high electricity E-on charges at the Sports Pavilion. The Vice Chairman, Cllr Walsingham, confirmed that the Football Club had accidentally left the heaters on following their Boxing Day match. This had been discovered a week later and they had been informed accordingly. The Clerk confirmed that the Council had paid two high bills recently but was now in credit for the payment of over-estimated bills as actual readings had been submitted.

The member of public asked whether the Council had looked into placing a dog bin between The Mandalay Care Home and bus stop in The Street. Cllr Harrison would investigate this.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.42pm.

**74. Finance**

**74.1. Bank Reconciliation**

The Clerk had circulated the bank reconciliation period ending April 2018 with the agenda. The year-end bank balances were as follows:

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Chairman Signed ..... Dated .....

## 74.2. Orange mesh fencing and steel pins

Proposed – Cllr Heather

Seconded – Cllr Harrison

That the purchase of orange mesh safety fencing and steel pins from Amazon at a cost of £73.14 + £14.64 VAT for use at future events is approved.

All in favour

## 74.3. Weed control fabric

Proposed – Cllr Heather

Seconded – Cllr Harrison

That the purchase of weed control fabric from Pro-Tec Garden Products Ltd (EBay) at a cost of £61.65 + £12.33 VAT for use on the allotments is approved.

All in favour

## 74.4. Pre-authorised payments, receipts and pending disbursements

The Clerk had circulated the payments and receipts made since the last meeting and presented the late bills to the meeting:

Date	Payee	Description	Transaction	Net Payment £	VAT Amount £	Gross Payment £	Receipt £
11.04.2018	Cllr T Harrison	Travel Expenses	103495	32.95	0.00	32.95	0.00
12.04.2017	E-On	Street Lighting March 2018	DD	52.22	2.61	54.83	0.00
12.04.2017	Bowls Club	Water Charges Nov - Feb 18	100460	0.00	0.00	0.00	65.54
12.04.2018	Allotment Rent	Plot 9	200046	0.00	0.00	0.00	25.72
12.04.2018	Sports Pavilion	Lettings March 2018	200047	0.00	0.00	0.00	35.00
12.04.2017	BCKL&WN	Precept & Support Grant	BACS	0.00	0.00	0.00	43,756.00
12.04.2018	Amazon EU	50m Mesh Safety Fencing	Debit Card	15.82	3.17	18.99	0.00
12.04.2018	Amazon EU	50m Mesh Safety Fencing	Debit Card	15.82	3.17	18.99	0.00
12.04.2018	Amazon (True Traders Ltd)	40 x Steel Fencing Pins	Debit Card	41.50	8.30	49.80	0.00
13.04.2018	Village Hall	Lettings March & April 2018	200048	0.00	0.00	0.00	112.50
14.04.2018	Sainsburys	Refreshments CPT	Debit Card	1.60	0.32	1.92	0.00
14.04.2018	Sainsburys	Refreshments CPT	Debit Card	1.78	0.00	1.78	0.00
16.04.2018	OVO Energy	Electric Village Hall	DD	93.33	4.67	98.00	0.00
16.04.2018	RAF	Dog Waste Collection	BACS	0.00	0.00	0.00	686.40
17.04.2018	Allotment Deposit Refund	Plot 15	103496	24.28	0.00	24.28	0.00
18.04.2018	Allotment Rent	Plot 1	BACS	0.00	0.00	0.00	25.72
18.04.2018	Bentley Fielden Ltd	Doorline disabled ramp	Debit Card	165.00	33.00	198.00	0.00
19.04.2018	Allotment Rents	Plot 5, 6	200049	0.00	0.00	0.00	51.44
19.04.2018	Post Office	Postage Stamps	Debit Card	13.92	0.00	13.92	0.00
20.04.2018	BCKL&WN	Habitat Levy Payment	103497	50.00	0.00	50.00	0.00
26.04.2018	BCKL&WN	CIL Payment	BACS	0.00	0.00	0.00	84.60
30.04.2018	Cllr D Hawkins	Travel Expenses P&S	BACS	15.30	0.00	15.30	0.00
30.04.2018	Cllr T Hawkins	Chairman's Allowance Apr 18	BACS	15.30	0.00	15.30	0.00
30.04.2018	Bookings & Caretaking Officer	Contract April 2018	BACS	243.45	0.00	243.45	0.00
30.04.2018	Clerk	Salary April 2018	BACS	671.06	0.00	671.06	0.00
30.04.2018	Clerk	Expenses April 2018	BACS	18.10	0.00	18.10	0.00
01.05.2018	BCKL&WN	P&S Magazine Printing	BACS	126.78	0.00	126.78	0.00
02.05.2018	HMRC	VAT Repayment 3/3 17-18	BACS	0.00	0.00	0.00	728.46

Chairman Signed ..... Dated .....

02.05.2018	Allotment Rent	Plot 14	BACS	0.00	0.00	0.00	25.72
02.05.2018	Cllr I Barrett (Pro-Tec Garden)	Allotments Weed Fabric	BACS	61.65	12.33	73.98	0.00
03.05.2018	E-On	Electric Sports Pavilion	DD	177.64	8.88	186.52	0.00
03.05.2018	Porter Construction	VH Disabled Access Ramp	BACS	2,776.00	0.00	2,776.00	0.00
05.05.2018	Bowls Club	Annual Rent	BACS	0.00	0.00	0.00	250.00
05.05.2018	Allotment Rents	Plots 11, 15	BACS	0.00	0.00	0.00	75.72
05.05.2018	Wilko	CPT Play Area Pots	Debit Card	5.00	1.00	6.00	0.00
05.05.2018	Poundland	Yard Event Plates & Cutlery	Debit Card	5.83	1.17	7.00	0.00
05.05.2018	Poundworld	Community Payback Coffee	Debit Card	5.00	1.00	6.00	0.00
09.05.2018	Fanatical About Paint Ltd	Village Hall Paint	Debit Card	51.93	0.00	51.93	0.00
10.05.2018	HMRC	Employer PAYE/NI April 2018	BACS	179.99	0.00	179.99	0.00
10.05.2018	Glazewing	Waste Cemetery Apr 2018	BACS	20.24	4.05	24.29	0.00
10.05.2018	LAS Partnership	Internal Audit	BACS	200.00	40.00	240.00	0.00
10.05.2018	Cllr T Hawkins (Tesco)	Whiskey Events Sign Painter	BACS	13.33	2.67	16.00	0.00
11.05.2018	Cllr C Heather	Gazebo for Events	BACS	30.00	0.00	30.00	0.00
11.05.2018	Allotment Deposit Refund	Plot 12	BACS	24.28	0.00	24.28	0.00
11.05.2018	Allotment Deposit Refund	Plot 10	103498	24.28	0.00	24.28	0.00
12.05.2018	E-On	Street Lighting April 2018	DD	55.59	2.78	58.37	0.00
14.05.2018	Play Inspection Company Ltd	Play Equip Annual Inspection	BACS	65.00	13.00	78.00	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
14.05.2018	A J Restoration	Churchyard Wall Repairs	BACS	3,370.00	0.00	3,370.00	0.00
14.05.2018	Amazon (EU Sarl)	Sports Pavilion Door Hasp	Debit Card	3.99	0.80	4.79	0.00
14.05.2018	Amazon (XMSSC)	Village Hall Extending Duster	Debit Card	14.37	2.87	17.24	0.00
14.05.2018	Amazon (Tooltime UK Ltd)	VH Extend Window Cleaner	Debit Card	12.87	2.58	15.45	0.00
15.05.2018	Nextdaycoffee	Fun Day Event Cups & Lids	Debit Card	51.98	10.40	62.38	0.00
15.05.2018	OVO Energy	Electric Village Hall	DD	93.33	4.67	98.00	0.00
<b>Totals</b>				<b>8,840.51</b>	<b>163.42</b>	<b>9,003.93</b>	<b>45,922.82</b>

**Proposed – Cllr D Hawkins**

**Seconded – Cllr Harrison**

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

**All in favour**

**75. Annual Governance for the Accounts 2017/2018**

The Clerk had circulated a copy of the bank statements, budget account, cashbook and bank reconciliation for the financial year 2017/2018 with the agenda. The year-end accounts, period ending 31<sup>st</sup> March 2018, were as follows:

Chairman Signed ..... Dated .....

<b>Balances at 31.03.2018</b>		<b>Community A/C</b>	<b>Business A/C</b>	<b>Reconciliation Community A/C</b>		<b>Reconciliation Business A/C</b>	
<b>Closing Bank Statement Balances</b>		<b><u>1,380.98</u></b>	<b><u>79,621.36</u></b>	Bank Statement 31.03.2018	1,380.98	Bank Statement 31.03.2018	79,621.36
Unpresented Cheques	-	-	-	<i>Unpresented Cheques:</i>		<i>Unpresented Cheques:</i>	
Unbanked Receipts	-	-	-				
<b>Closing Council Balances</b>		<b><u>1,380.98</u></b>	<b><u>79,621.36</u></b>				
			<b><u>81,002.34</u></b>				
<b>Cash Book</b>		<b>Community A/C</b>	<b>Business A/C</b>				
<b>Opening Bank Statement Balances 01.04.2017</b>		<b><u>1,779.63</u></b>	<b><u>70,064.31</u></b>		-		-
Receipts 01.04.2017-31.03.2018	89,083.84		41,057.05	<i>Unbanked Receipts (Banked Mar uncleared):</i>		<i>Unbanked Receipts (Banked Mar uncleared):</i>	
Payments 01.04.2017-31.03.2018	-89,482.49		-31,500.00				
<b>Closing Bank Statement Balances</b>		<b><u>1,380.98</u></b>	<b><u>79,621.36</u></b>		-		-
			<b><u>81,002.34</u></b>				
<b>Total Closing Bank Balances</b>			<b><u>81,002.34</u></b>				
<b>Total Closing Council Balances</b>			<b><u>81,002.34</u></b>	<b>Council Closing Balance</b>	<b><u>1,380.98</u></b>	<b>Council Closing Balance</b>	<b><u>79,621.36</u></b>

<b>Bank Statement Balances C/F at 01.04.2018</b>							<b><u>81,002.34</u></b>
<b>Council Balances C/F at 01.04.2018</b>							<b><u>81,002.34</u></b>
<b>Earmarked Reserves:</b>							
Operating Costs (6 Months)			20,000.00				
Pensions Contribution			1,000.00				
Village Hall Access Alterations			5,000.00				
Elections (5 Year to £1000) Year 4			800.00				
Parish Plan Review			1,000.00				
Emergency Plan (5 Year to £2000) Year 4			1,500.00				
Electrical Check Village Hall (3 Year to £450)			450.00				
Electrical Check Pavilion (3 Year to £750)			750.00				
Tree Safety Maintenance			5,000.00				
Churchyard Wall Maintenance & Restoration			26,857.00				
Allotment Deposits Held			320.00				
Village Sign Appeal			500.00				
Street Lighting			1,000.00				
Village Hall Fencing			2,000.00				
Village Hall Disabled Ramp			2,272.96				
Future Events			250.00				
<b>Total</b>			<b><u>78,699.96</u></b>				
<b>Council Balances C/F at 01.04.2018</b>							<b><u>81,002.34</u></b>
<b>Total Debtors</b>							<b><u>-78,699.96</u></b>
<b>Total Creditors</b>							<b><u>=</u></b>

Chairman Signed ..... Dated .....

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Chairman Signed ..... Dated .....

**75.1. Internal Audit Report 2017/2018**

The Annual Internal Audit Report 2017/2018 had been carried out by LAS Partnership on 26<sup>th</sup> April 2018. All accounts, records, supporting documents and safeguards were found to be efficiently maintained and in place.

**Proposed – Chairman, Cllr T Hawkins**

**Seconded – Vice Chairman, Cllr Walsingham**

**That this Council approves the Internal Audit for the financial year 2017/2018.**

**All in favour**

**75.2. Annual Governance Statement 2017/2018 (Section 1 Annual Return)**

The Clerk reported that the Annual Governance Statement was a means to inform ratepayers how the public accountability framework operated and to ensure there was a sound system of internal control taking place. The Clerk confirmed that the Council was expected to make representations and assertions, to the best of their knowledge and belief, in nine statements of assurance detailed in Section 1 of the Annual Return. The Clerk read the statements in Section 1 and requested that Councillors answer yes or no to the following questions:

Declaration	Yes	No	Yes means that the Council:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Yes		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

**Proposed – Cllr Heather**

**Seconded – Cllr Harrison**

**That this Council approves the Annual Governance Statement (Section 1 Annual Return) for the financial year 2017/2018 as detailed.**

Chairman Signed ..... Dated .....

**All in favour**

The Clerk and the Chairman, Cllr T Hawkins, duly signed Section 1 of the Annual Return 2017/2018. The Clerk would record the Minute References upon completion of the minutes of this meeting.

**75.3. Accounting Statements 2017/2018 (Section 2 Annual Return)**

The Clerk had circulated a copy of the Accounting Statements for the financial year 2017/2018 with the agenda. The Clerk reported that the Accounting Statements were a means of presenting the financial position of this Council and properly presenting its receipts and payments. The accounting statements were as follows:

Section 2	2016/2017 £	2017/2018 £	Variance (+/1) £	Detailed explanation of variance (for each reason noted monetary values to nearest £10 are included)
1 Balances Brought Forward	65,013	71,844	6,831 (10.50%)	Community village fundraising events held in reserves for future improvements to the Village Hall
2 (+) Precept or Rates and Levies	40,500	41,788	1,288 (3.18%)	Increase in precept keep to standard rate
3 (+) Total Other Receipts	14,822	15,790	968 (6.53%)	Community village fundraising event profits
4 (-) Staff Costs	10,802	12,359	1,557 (14.41%)	Clerk salary hourly rate increased / extra Clerk travel expenses for projects
5 (-) Loan Interest/Capital Repayments	NIL	NIL	N/A	N/A
6 (-) All Other Payments	37,689	36,061	(1,628) (-4.31%)	Community Payment (free labour) taken on for maintenance jobs
7 (=) Balances Carried Forward	71,844	81,002	9,158 (12.74%)	Various community fundraising events were held during the whole year for future improvements to the Village Hall
8 Total Value of Cash & Short Term Investments	71,844	81,002	9,158 (12.74%)	Reserves in 'Churchyard Wall Maintenance & Restoration' are high. Restoration has now commenced and completion is anticipated in 2018/2019
9 Total Fixed Assets Plus Long Terms Investments & Assets	149,535	149,535	0	No changes to asset register
10 Total Borrowings	NIL	NIL	N/A	N/A
11 (For Local Councils Only) Disclosure note re Trust Funds (including charitable)			Yes	The Council acts as sole Trustee for and is responsible for managing Trust funds or assets.

**Proposed – Cllr Heather****Seconded – Vice Chairman, Cllr Walsingham**

**That this Council approves the Accounting Statements (Section 2 Annual Return) for the financial year 2017/2018 as detailed.**

**All in favour**

The Clerk and the Chairman, Cllr T Hawkins, duly signed Section 2 of the Annual Return 2017/2018. The Clerk would record the Minute References upon completion of the minutes of this meeting.

**75.4. Notice of Appointment of Date for the Exercise of Electors' Rights**

The Clerk had circulated a copy of the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2017/2018 with the agenda. The Clerk reported that the Council had a duty to

inform the electorate of a 30 working day period during which electors' rights may be exercised. The inspection period must include the first 10 working days of July 2018. The dates would be as follows:

The dates set for the period for the exercise of public rights are as follows:

Commencing on **Monday, 4<sup>th</sup> June 2018**

And ending on **Friday, 13<sup>th</sup> July 2018**

**Proposed – Cllr Heather**

**Seconded – Vice Chairman, Cllr Walsingham**

**That this Council approves the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2017/2018 as detailed.**

**All in favour**

**76. Updates and actions regarding ongoing matters**

**76.1. Allotments**

Cllr Barrett had submitted a written report; the Chairman, Cllr T Hawkins, read it on her behalf. There were currently three vacant plots. Weed suppressant had been placed on two of those plots and the third would be covered with this shortly. One of the current tenants, who had taken on a second plot recently, would be preparing an article for the next P&S magazine to publicise the vacancies.

**76.2. Churchyard**

**76.2.1. Restoration of the Church wall**

Cllr Bucke had submitted a written report; the Chairman, Cllr T Hawkins, read it on his behalf. A J Restoration had recommenced work on the Church wall and was planning to complete the job until its completion. Bricks and flint were still required and Councillors were reminded to keep an eye out for such materials. Communications with the BCKL&WN were ongoing regarding the proprietors of Belmont, The Street, whose ownership of the boundary wall was shared.

**76.3 Cemetery**

**76.3.1 Street map**

Cllr Hipperson reported that the street map was near completion.

Cllr D Hawkins reported that a resident had recently visited the Chairman, Cllr T Hawkins, on a Bank Holiday Monday to complain that grass clippings from the grounds maintenance strimming had blown onto her relative's plot and items sitting on the grave had been disturbed.

The Chairman, Cllr T Hawkins, reported that residents were regularly telephoning her and visiting during unsociable hours, weekends and Bank Holidays. In view of this, the Clerk had prepared a notice for residents regarding the prohibition of items on graves and asking people not to call the staff or Councillors outside of normal working hours except in emergencies. Cllr D Hawkins confirmed that a notice would be placed on the Cemetery gates and on the website.

**76.4 Village Hall**

**76.4.1 Planning application for the Village Hall land**

The Chairman, Cllr T Hawkins, reported that she, Cllr D Hawkins and the Clerk had met the architect, Mr John Stephenson, on site, to discuss the rejected planning application and options to submit revised plans. Following the meeting, Mr Stephenson kindly agreed to amend the plans at no charge to the Council and resubmit them. These had now been received by the BCKL&WN and the planning application was being processed.

**76.5 Playground and Playing Field**

There was nothing to report to this meeting.

## **76.6 Community Speed Watch**

Cllr Paisley reported that 33 vehicles had been monitored travelling at 35mph and above.

## **76.7 SAM2**

The Vice Chairman, Cllr Walsingham had circulated the SAM2 graphs for April 2018 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 16,956 vehicles had registered on the camera at the bus stop in The Street, southbound, of which 4,468 had been travelling at 35mph and above which equated to 26%. The highest recorded speed was 65mph.

## **76.8 General Grounds Maintenance**

Cllr Harrison reported that under the Norse Eastern Ltd contract, the charge per cut for the strip of land adjacent to the Village Hall would be £25.00 + VAT. In view of this, he had contacted Caley Forestry for a quotation and they had confirmed it would be £20.00 + VAT for the first cut and £10.00 + VAT thereafter.

**Proposed – Cllr D Hawkins**

**Seconded – Cllr Heather**

**That this Council approves the cutting of the strip of land adjacent to the Village Hall to be carried out by Caley Forestry at a cost of £25.00 + VAT for the first cut and £10.00 + VAT thereafter.**

**All in favour**

## **76.9 Street Lights**

There was nothing to report to this meeting.

## **76.10 Proposed and Seconded**

The Chairman, Cllr T Hawkins, reported that editorials for the next edition of the Proposed and Seconded magazine would need to be in by August 2018.

## **76.11 Village Events**

The Chairman, Cllr T Hawkins reported on the 2018 events as follows:

### **76.11.1 Village Garage & Yard Sale (Sunday, 13<sup>th</sup> May 2018)**

The weather had been beautiful and many households had signed up with a few stalls participating in the Village Hall. Refreshments had been available for sale including drinks and scones, and the overall profit for the day had been £170.17.

### **76.11.2 2018 Fun Day (Sunday, 10<sup>th</sup> June 2018)**

39 stalls had now booked. Static engines and classic cars would be attending. Cllr Child advised that he would speak to a local MG classic car organisation and investigate whether they would like to come.

### **76.11.3 Family Race Night (Saturday, 13<sup>th</sup> October 2018)**

There was nothing to report to this meeting.

### **76.11.4 Christmas (Sunday, 9<sup>th</sup> December 2018)**

There was nothing to report to this meeting.

## **76.12. Community Payback**

The Chairman, Cllr T Hawkins, reported that the Community Payback Team (CPT) had finished painting the interior corridor walls and internal doors of the Village Hall. Play equipment had been sanded down ready for painting and wood treating.

It was noted that the fallen tree in the Coronation Playing Field had been removed.

### **76.13. Land Registry of Assets**

Cllr Harrison reported that a recent court case involving a farmer and the Church of England had exposed discrepancies in historical land boundaries and ownership, which raised the question as to where the Parish Council records stood with Land Registry. Cllr Heather agreed to investigate this.

### **77. Planning**

#### **77.1. Planning applications**

##### **77.1.1 18/00744/F – The Satchel, The Street – Convert existing storage area into ground floor games room and first floor bedrooms**

No objections.

#### **77.2. Planning decisions**

No planning decisions had been received from the BCKL&WN.

#### **77.3. Late planning applications and decisions**

##### **77.3.1 18/00409/F – Marham Parish Council Village Hall, School Lane – Extension to Village Hall and construction of new dwelling**

No comment (pecuniary interest).

### **78. General correspondence**

#### **78.1. For action/information**

No correspondence for action had been received.

#### **78.2. Late correspondence**

No late correspondence had been received.

### **79. BCKL&WN issues**

#### **79.1. Proposed land transfer of the Hillside Green Open Space from the BCKL&WN**

Cllr Bucke had submitted a written report; the Chairman, Cllr T Hawkins, read it on his behalf. Following meetings and discussions, the offer from the BCKL&WN to sell land in their ownership to the Parish Council would not be feasible to continue pursuing. Their clause would be that 90% of any increase in the value of land would need to be paid to them and all areas of grounds maintenance would also be devolved to the Parish Council. Despite attempts, they had not been prepared to negotiate these terms. This effectively meant that the Council could not consider constructing a car park for the school and/or sell any parcels of land for development as this would not be financially beneficial.

The Chairman, Cllr T Hawkins, would inform the Headteacher of the school of this.

### **80. Highway matters**

Cllr Harrison reported that the hedge of The Manor, The Street, had still not been trimmed and was a danger to vehicles. The Clerk had already referred this to Norfolk County Council for their involvement and would chase them again.

### **81. Norfolk County Council issues**

#### **81.1. Partnership Scheme 2018/2019 Trod 5**

Cllr Harrison reported that the final phase of the trod works would commence on Monday, 23<sup>rd</sup> July 2018. The works would involve a six-week road closure, as two teams would be carrying out the work simultaneously, and this would be necessary for their safety.

### **82. Matters to report to the Clerk**

It was noted that Dial A Bus was now running a Wednesday service from Marham to Swaffham for a £5.00 return ticket. The pick up time from Marham was at 10.00am with return travel from Swaffham at

2.00pm. People needed to book the day before. Dial A Bus was also available to take people to and from the Queen Elizabeth hospital in King's Lynn.

**83. Items for the next agenda**

There were no items raised for the next agenda.

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

The next meeting of the Parish Council would be held on Wednesday, 20<sup>th</sup> June 2018 at 7.15pm in the Village Hall.

The members of public left the Council Chamber at 8.20pm.

**85. Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)**

**Proposed – Chairman, Cllr T Hawkins**

**Seconded – Vice Chairman, Cllr Walsingham**

**That under the Public Bodies (Admission to meetings) Act 1960 Section 1, the press and public be excluded from the meeting in order to allow confidential items to be discussed.**

**All in favour**

**85.1 Clerk's request for a period of unpaid leave**

See Confidential Report.

**Proposed – Chairman, Cllr T Hawkins**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the Clerk takes leave for personal commitments as necessary from Monday, 11<sup>th</sup> June 2018 until Friday, 29<sup>th</sup> June 2018 and recoups any time taken from her working hours accrued.**

**All in favour**

The Chairman, Cllr T Hawkins, closed confidentiality and resumed the meeting at 8.25pm.

The Chairman thanked everyone for attending and closed the meeting at 8.25pm.