

Marham Parish Council

Minutes of the Full Council meeting held Wednesday, 12th April 2017 at 7.25pm in the Village Hall, Marham

Present:	Chairman	Cllr T Hawkins
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr I Barrett
		Cllr G Bucke
		Cllr J Dowsing
		Cllr T Harrison
		Cllr D Hawkins (after Item 70)
		Cllr C Heather
		Cllr J Hipperson
		Cllr D Paisley
	RAF Representative	Flt Lt G Walker
	Parish Clerk	Mrs S Porter
	Member(s) of Public	1

51. Apologies for absence

Apologies for absence had been received from Cllr J Clarke (holiday) and Borough Cllr M Howland (prior meeting).

The apologies were accepted.

Cllr D Hawkins would be late to the meeting due to work commitments.

52. Declarations of interest and requests for dispensation

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

53. Approval of the minutes of the Parish Council meeting

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Heather

That the minutes of the meeting held on Wednesday, 15th March 2017 (items 33-50) 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.

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

There was nothing to report to this meeting.

Cllr D Hawkins arrived at the meeting at 7.27pm.

PUBLIC OPEN FORUM

The Chairman, Cllr T Hawkins, adjourned the meeting at 7.27pm.

Reports

Borough Councillors

Borough Cllr Howland had submitted a written report as follows:

The last few weeks had been taken up with voting for the next Mayor, interviews for County Councillors and discussions regarding the proposed Ely Junction. Coincidentally I attended a presentation on Thursday regarding the much anticipated funding for the Ely Junction. A brief synopsis is that when finished, the trains will run at almost double the number per hour. There will be new rolling stock with the carriages having more space and facilities for wheelchairs. The number of carriages will be increased from between four and six to eight. Railway platforms will be extended to support the extra train length. More car parking space will need to be sourced as with an increase in passenger numbers, car parking is a priority. Both manned and un-manned level crossings will be upgraded. A New southern by-pass will be created to take the traffic off the Soham/Newmarket road to divert vehicles away from the low Ely bridge.

County Councillor

County Cllr Coke had resigned from his position and a new County Cllr would be taking his place following the elections in May 2017.

RAF Marham

Flt Lt Walker reported that the Station was busy with the ongoing construction works and deployments were frequent which would include increased night flying in the coming week. Internal works would be commencing shortly and the new entrance on the B1122 for commercial and heavy vehicles would be open in early May which would reduce the volume of traffic at the other entrances.

Discussions with the Highways Engineer, Mr A Wallace, were ongoing and it was anticipated that re-grading and underground cabling works on the approach roads would be taking place this year.

Invitations had been sent to all parishes regarding a Lightning information event being held on Tuesday, 25th April 2017 at the Sandringham Centre from 2.00pm–6.00pm.

The 2017 campaign, 'Make a Difference', to help improve the working environment and atmosphere on and around the Base had commenced and included one regiment sweeping the debris from Squires Hill. If the Council had suggestions for other works to be undertaken details could be provided to Flt Lt Walker.

Some groups had confirmed their interest in attending the Fun Day in June 2017; confirmation would be provided to the Chairman, Cllr T Hawkins, in due course.

The Chairman, Cllr T Hawkins, thanked Flt Lt Walker for the donated whiteboard, which had now been delivered to the Village Hall. Flt Lt Walker advised that he would investigate whether a disused projector was available at the Station for donation to the Council.

Flt Lt Walker left the Council Chamber at 7.35pm.

Public Participation

No members of public wished to address the Council.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.36pm.

55. Finance

55.1. Approval of finances and payments to be made

The Clerk had circulated the bank reconciliation period ending March 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 £
20.03.2017	C S Vincent	Village Hall Fence Repairs	BACS	82.00	0.00	82.00	0.00
28.03.2017	E-On	Electric Sports Pavilion	DD	50.48	2.52	53.00	0.00
28.03.2017	E-On	Electric Village Hall	DD	164.76	8.24	173.00	0.00
31.03.2017	David Harrison Electrical	Defibrillator installation	BACS	150.00	30.00	180.00	0.00
31.03.2017	Caretaker	Salary	BACS	130.78	0.00	130.78	0.00
31.03.2017	Lettings Officer	Salary	BACS	84.28	0.00	84.28	0.00
31.03.2017	Clerk	Salary	BACS	573.78	0.00	573.78	0.00
31.03.2017	Clerk	Expenses & Travel	BACS	18.10	0.00	18.10	0.00
31.03.2017	HMRC	Employer PAYE/NI	BACS	170.12	0.00	170.12	0.00
31.03.2017	Cllr T Hawkins	Chairman's Allowance	BACS	15.30	0.00	15.30	0.00
01.04.2017	Norfolk County Council	Parish Partnership 17/18	103487	6,750.00	0.00	6,750.00	0.00
01.04.2017	Allotment Leaver (Plot 14)	Deposit Refund Minus Water	103488	24.20	0.00	24.20	0.00
04.04.2017	RAF	Dog Waste Collection	BACS	0.00	0.00	0.00	676.00
06.04.2017	Sara Porter (BCKL&WN)	Annual Rates Cemetery	BACS	88.12	0.00	88.12	0.00
06.04.2017	Glazewing	Waste Collect Cemetery April	BACS	19.08	3.82	22.90	0.00
06.04.2017	Marham Poor Lands	Annual Allot Rent & Water	103489	136.92	0.00	136.92	0.00
07.04.2017	ICCM	Annual Membership 17/18	BACS	90.00	0.00	90.00	0.00
07.04.2017	Sara Porter (BCKL&WN)	Annual VH Waste Collection	BACS	515.75	0.00	515.75	0.00
07.04.2017	Easter Event	Event Proceeds	BACS	0.00	0.00	0.00	296.50
07.04.2017	Village Hall Lettings	Lettings (February / March)	BACS	0.00	0.00	0.00	186.00
07.04.2017	Defibrillator	Donations	BACS	0.00	0.00	0.00	74.00
11.04.2017	E-On	Street Lighting	DD	47.74	2.39	50.13	0.00
	Cllr T Hawkins (Viking)	Sacks/floor polish Village Hall	BACS	44.98	9.00	53.98	0.00
	Cllr D Hawkins	Travel Expenses P&S Collect	BACS	15.30	0.00	15.30	0.00
Late Bills / Receipts (Received after Agenda advertised)							
10.04.2016	BCKL&WN	Precept	BACS	0.00	0.00	0.00	41,788.00
10.04.2016	BCKL&WN	Council Support Grant	BACS	0.00	0.00	0.00	373.00
11.04.2017	A J Coggles	Cemetery Fees	Stub 100430	0.00	0.00	0.00	200.00
12.04.2017	Allotment Tenant (Plots 3&4)	Allotment Rent & Water	BACS	0.00	0.00	0.00	41.60
Totals				91,71.69	55.96	9,227.65	43,635.10

Proposed – Cllr Bucke

Seconded – Cllr Paisley

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

All in favour

The Clerk reported that she had investigated a business debit card for the Council. A business debit card would release the Chairman and Clerk making large Council purchases from their own accounts and having to claim back the expenses. Those in possession of the card would be the Clerk, Chairman and the Vice Chairman. There would be a £750.00 daily spend limit on the combined cards.

Proposed – Cllr D Hawkins

Seconded – Cllr Barrett

That the Council approves a business debit card for the use of purchasing Council items.

All in favour

The Clerk would send the relevant signed documentation to Barclays.

55.2. Norfolk Association of Local Councils (Norfolk ALC) Spring Conference

Details of the Norfolk ALC Spring Conference had been circulated with the agenda. The event would be taking place in Swaffham on Wednesday, 24th May 2017 at a cost of £55.00 + £11.00 VAT + £10.80 travel, which split equally with Watlington Parish Council would be a total cost of £27.50 + £5.50 VAT + £5.40 travel.

Proposed – Chairman, Cllr T Hawkins

Seconded – Vice Chairman, Cllr Walsingham

That the Clerk attends the Norfolk ALC Spring Conference in Swaffham on Wednesday, 24th May 2017 at a cost of £55.00 + £11.00 VAT + £10.80 travel, which split equally with Watlington Parish Council will be a total cost of £27.50 + £5.50 VAT + £5.40 travel.

All in favour

55.3. Requests for local Grants and Donations

No requests for grants or donations had been received.

56. Updates and actions regarding ongoing matters

56.1. Allotments

56.1.1. Half yearly inspections

Cllr Barrett reported that inspections were due to be carried out by Cllr Hipperson and Borough Cllr Hipperson. It was agreed for the Clerk to write to all tenants advising them that the inspections were due and to send them a copy of the Terms & Conditions reminding them of their contractual obligations. Once the letters had been sent, Cllr Hipperson would coordinate an inspection date with Borough Cllr Hipperson.

Cllr Barrett raised concern that no work had been completed on Plot 2 since the new tenant took it on in February 2017. Cllr Barrett had sent a friendly email to them but no response had been received. It was also noted that the tenant had not returned their signed contract to the Clerk. The Clerk would chase this up advising that they had 14 days to return it.

56.2. Churchyard

56.2.1. Boundary Wall – update

Cllr Bucke reported that works on a small section of the wall would commence on Tuesday, 2nd May 2017. Following completion of this, an inspection would be carried out by the Diocese and if the work was found to be satisfactory the entire works on the wall would proceed.

It was noted that as part of the RAF ‘Make a Difference’ campaign, volunteers from the Base had today cleaned the war graves in the closed churchyard. The Commonwealth War Graves Commission had given their prior approval to this.

56.3. Cemetery

Cllr D Hawkins reported that a distressed parent of a child’s grave had recently reported damage to the cherub headstone on the plot. Cllr D Hawkins had inspected the headstone and taken photographs and it appeared the damage had been caused by a flying stone. Cllr Harrison would be liaising with Norse regarding this matter. In the meantime, the Commonwealth War Graves Commission team, which were currently on site restoring the war graves, had found the broken piece in the cemetery, fixed the headstone and this had helped to alleviate the parent’s anguish.

56.3.1. Street map at the entrance

Cllr Hipperson reported that the entrance to the Cemetery would be an ideal location to display a large street map for the purpose of delivery drivers, who found it very difficult to find certain properties in the village.

A discussion took place and Councillors agreed that a map was a good idea but felt that the Cemetery may not be the most suitable location as the grassed area might get ruined from large vehicles driving on it. It was agreed for Cllr Hipperson to explore possible locations in the village for a 5ft x 2ft map to be placed and to investigate whether the 'Make a Difference' campaign would be able to fund this. Cllr Hipperson would report back at the next meeting.

56.4. Village Hall

The Chairman, Cllr T Hawkins, advised that with the increase in community events the Council were now holding, additional tables and chairs were required. The Clerk had circulated quotations and a comparison report with the agenda as follows:

Village Hall Tables (5 Heavy Duty Tables in White)

Company	Type	Per Item Net £	Total Net £	Delivery	VAT £	Total £
Oypla	6ft Folding Trestle Garden Table	£32.99	£164.95	£0.00	£34.28	£199.23
Ningbo Furniture	6ft One Piece Commercial Trestle Table	£34.95	£174.75	£40.00	£34.95	£249.70
Strictly Tables & Chairs	6ft Folding Commercial Trestle Table	£44.95	£224.75	£40.00	£44.95	£309.70

Village Hall Chairs (25 Advanced Plastic Stacker Chairs in Green)

Company	Per Item Net £	Total Net £	Discount	Delivery	VAT £	Total £
Gopak	£12.85	£321.25	£0.00	£0.00	£64.25	£385.50
Church Buying Group	£10.00	£250.00	-£18.75	£25.00	£51.25	£307.50
Kirkhouse (must purchase 30 chairs)	£12.99	£389.70	£0.00	£0.00	£77.94	£467.64

A long discussion took place and it was agreed that extra tables would secure more stall bookings and additional chairs were essential as there were currently not enough to serve events and functions. It was felt that 10 solid top tables should be purchased and in succession 50 chairs would be required. The Clerk noted that the delivery cost for 10 tables from Ningbo Furniture would be £50.00.

Proposed – Chairman, Cllr T Hawkins

Seconded – Cllr Heather

That the Council purchases 10 white 6ft folding trestle tables from Ningbo Furniture at a cost of £399.50 + £79.90 VAT (total £479.40) and 50 green advanced plastic stacker chairs from The Church Buying Group at a cost of £462.50 + £92.50 VAT (total £555.00).

All in favour

56.5. Playground and Playing Field

There was nothing to report to this meeting.

56.6. Community Speed Watch

Cllr Paisley reported that 58 vehicles out of 203 had been travelling in excess of 35mph which equated to 28.6%.

56.7. SAM2

Cllr Heather had circulated the SAM2 graphs for March 2017 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 19,837 vehicles had registered on the camera of which 6,746 (approximately 29.4%) had been travelling in excess of 35mph.

56.8. General Grounds Maintenance

56.8.1. Millennium hedge cutting

The Chairman, Cllr T Hawkins, reported that Mr M Barrett had been voluntarily cutting the Millennium hedge twice-yearly on behalf of the Parish Council but due to ill health would no longer be carrying this out. Cllr Harrison reported that the cutting of the hedge had been included in the Norse contract for the last couple of years but they would only cut it once a year in the autumn to avoid the bird nesting season.

56.9. Street Lights

Cllr Harrison reported that the two street lights adjacent to the Manor House, The Street, had been investigated by Westotec and both had found to be shot several times by firearms. They had been removed and replacements ordered. The Clerk had reported this matter to the police and sent photographs.

Cllr Harrison confirmed that temporary lamps had been installed under the warranty. He would chase up the costs for replacement lamps from Westotec and report back at the next meeting.

56.10. Proposed and Seconded

The Chairman, Cllr T Hawkins, reported that the P&S magazine had been successfully delivered to all households prior to the Easter event which took place on Sunday, 2nd April 2017.

56.11. Village Signs

It was noted that the Village Sign by Eastgate Farm was looking slightly run down and might be in need of restoration in the future. This was noted.

56.12. Village Events

56.12.1. Easter Event (Sunday, 2nd April 2017)

The Chairman, Cllr T Hawkins, reported that the Easter event had been a huge success and thanked everyone for their help and involvement. £347.50 was raised on the day, £174.61 of which would fund the remainder of the defibrillator costs and £172.89 would be held in reserves for the start of the fundraising for a Village Hall disabled ramp.

56.12.2. 2017 Annual Event (Sunday, 11th June 2017)

The Chairman, Cllr T Hawkins, reported that 40 trader and car boot stalls had been secured, classic cars had been booked, two Martial arts displays, Morris dancing and a dog show would take place in the arena and a maypole had been booked for children to dance around. Promotional advertising on A2 signs had been sold to five companies and further companies were being pursued. Borough Cllr Howland had confirmed that the Royal Navy Association's Sea Cadets would be marshalling on the day. It was noted that volunteers would be required to help from 7.00am that day.

Cllr Harrison confirmed that Mr & Mrs Steeles had given their approval for visitor parking on their private land. Cllr Hipperson agreed to produce directional parking signs for the day.

The Chairman, Cllr T Hawkins, agreed to contact the Bowls Club and ask if the cess pit could be emptied prior to the event.

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

The Chairman, Cllr T Hawkins, reported that the date for the Christmas event had been confirmed by the Working Group as Sunday, 10th December 2017. Five stalls had already been reserved. Detailed discussions regarding this event would take place after the Fun Day.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.30pm in order to allow a member of public to speak.

Mrs P Weal reported that she had recently attended a Cheese & Wine event which had been hosted by Waitrose. Organisers of these events needed to apply in writing to Waitrose who would then bring their

own cheese and wine to cater for fifty people and it wouldn't cost the organisers a penny. Instead, organisers needed to sell tickets at approximately £5.00 per head and all profits would go to the Village Hall improvement fund.

Councillors agreed that an event could be held in October 2017. Mrs Weal would investigate this in further detail.

The Chairman, Cllr T Hawkins, resumed the meeting at 8.34pm.

56.13. Village Defibrillators

Cllr Harrison reported that Waitrose in Swaffham had chosen the Marham defibrillator to be a contender for one of its token scheme charities, which had consequently received the most tokens and funding had been approved. It was felt that the money should still be received and the funds already raised from village events for the defibrillator could then be transferred to the disabled ramp fund.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.36pm for an interim break and resumed the meeting at 8.55pm.

57. Highway matters

There was nothing to report to this meeting.

58. Planning

58.1. Planning applications

No planning applications had been received.

58.2. Planning decisions

59.2.1. 17/00085/F – Rainbow Centre, Elm Road, Upper Marham – Single-storey extension to the nursery consisting of new hall space, toilet facilities for boys and girls, additional storage, separate access and secure access to the facility, increased pram storage, a covered area for play and dining and an improved bin collection point

Application permitted (Committee decision).

59. General correspondence

Items for action:

No correspondence for action had been received.

Items actioned and for information purposes:

<i>Correspondent</i>	<i>Description</i>
Various	Varying emails for information purposes (circulated to Councillors)

60. BCKL&WN issues

60.1. Dog Bin on the public right of way from Homeleigh to Burthouse Drove

A member of public, Ms P Clark, had contacted the Clerk enquiring about placing a dog bin on the public right of way from Homeleigh to Burthouse Drove, which runs through the fields to the east of the double bend towards Upper Marham. Details of the correspondence had been circulated to Councillors prior to the meeting.

The Clerk had advised Ms Clark that by law, Borough and District Councils were obliged to keep public areas like parks, playgrounds and pavements clear of dog mess and when complaints were received, the BCKL&WN would take action. The Clerk had also advised that if the location of the nearest dog bin was in close vicinity to the one requested, it would probably be rejected although A6-sized sticky signs could be placed in that area instead. It was further noted that the Chairman of the Council always reported in the P&S magazine that dog fouling was a problem and dog owners should clean up.

A short discussion took place and it was felt that it would not be financially viable to spend money on a dog bin when others were so close and because this one would have to be placed behind a hedge people would probably not use it anyway. It was therefore agreed to place 'No fouling' signs in that area.

61. Norfolk County Council issues

61.1. Trod 1 Parish Partnership Scheme 2015/2016

62.1.1. Formal Ownership Agreement of Trod 2

The Clerk reported that the Agreement had been forwarded to Mr A Wallace, Highways Engineer, for approval, and a subsequent chase up email had been sent, but no response had yet been received.

61.2. Trod 4 Parish Partnership Scheme 2017/2018

The Clerk reported that the bid had been successful for the Phase 4 trod scheme, 'Trod from Quilters Cottage to Birch View'. The total scheme cost of £13,500 would be split as follows:

Marham Parish Council	£6,750.00
Norfolk County Council Contribution	£6,750.00

63. Matters to report to the Clerk

Concern was raised that the hedge belonging to the Manor House, The Street, was overgrown and required trimming back. The Clerk would write to the landowner.

64. Items for the next agenda

There were no items for the next agenda.

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

The next meeting of the Parish Council would be the Annual Meeting held on Wednesday, 17th May 2017 at 7.15pm in the Village Hall.

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

66.1. Contract for the Churchyard boundary wall restoration

There was nothing to report to this meeting.

The Chairman thanked everyone for attending and closed the meeting at 9.02pm.