

**Marham Parish Council**

**Minutes of the Council meeting held Wednesday, 8<sup>th</sup> February 2017 at 7.15pm in the Village Hall, Marham**

Present:	Chairman	Cllr T Hawkins
	Councillors	Cllr I Barrett
		Cllr G Bucke
		Cllr T Harrison
		Cllr D Hawkins
		Cllr C Heather
		Cllr J Hipperson
	Parish Clerk	Mrs S Porter
	Member(s) of Public	2

**18. Apologies for absence**

Apologies for absence had been received from the Vice Chairman, Cllr P Walsingham (RAF duties – sabbatical), Cllr J Dowsing (RAF duties – sabbatical), Cllr D Paisley (family commitment) and Borough Cllr M Howland (holiday).

The apologies were accepted.

Cllr J Clarke did not attend the meeting.

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

There were no requests for dispensation. The Chairman, Cllr T Hawkins, declared a personal interest in Item 25.1.4, planning application 17/00085/F due to her running her own childminding business.

**20. Approval of the minutes of the Council meeting**

**Proposed – Cllr C Heather**

**Seconded – Cllr T Harrison**

**That the minutes of the Council meeting held on Wednesday, 4<sup>th</sup> January 2017 (items 1-17) 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.

**21. 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 7.18pm.

**Reports**

**Borough Councillors**

Borough Cllrs Howland and Hipperson were not present at the meeting and no prior written reports had been received.

**County Councillor**

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

**RAF Marham**

Flt Lt Walker apologised for not attending the previous meeting of the Council.

The RAF Marham Friends Christmas Lunch held in December 2016 had been a success and representation from the parish had been high.

The Station Commander's theme for 2017 was 'Make a Difference' to help improve the working environment and atmosphere on and around the Base. Works at the Station were well underway with the resurfacing of runways and demolition of hangers. The traffic lights on the B1122 were due to be removed soon and that entrance would become the main entry point for commercial vehicles. Warrant Officer Mo Howard had been hosting visits for various organisations to tour the Station and the Parish Council was duly invited to do the same this year.

Contact had been made with the Highways Engineer, Mr A Wallace, regarding the deep pot holes on all approach roads into Marham and the faded white lining on the village roads. Mr Wallace confirmed that the 2016/2017 budget had been spent but a new fund had been allocated for 2017/2018.

The Chairman, Cllr T Hawkins, asked Flt Lt Walker if the RAF wished to have a stall at the Funday event on Sunday, 11<sup>th</sup> June 2017. Flt Lt Walker would contact the RAFA, SSAFA and Benevolent Fund to enquire.

### Public Participation

A member of public asked why there was no RAF Marham directional signage at the B1122/Marham Road junction. Cllr Harrison advised that this matter had been raised with Highways previously but they had confirmed signage would not be placed there because it was a by-road.

The same member of public asked for an update regarding the possibility of converting the vacant land at Hillside as a parking area for the school. The Chairman, Cllr T Hawkins, confirmed that she, Borough Cllr Howland and the Academy Principal had met on site in January 2017 to consider various options. It had been felt that a mesh surface over the grass would be an ideal solution and Cllr Howland had pursued this with the BCKL&WN and Norfolk County Council. Regrettably this idea had been rejected by those authorities and because the costs to provide proper parking in that area would be in the region of £100,000 the proposed scheme had been brought to a close.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.38pm.

Flt Lt Walker left the Council Chamber at 7.39pm.

## 22. Finance

### 22.1. Approval of finances and payments to be made

The Clerk reported that at a BCKL&WN meeting held on Thursday, 19<sup>th</sup> January 2017 it had been agreed that discounts relating to empty, unfurnished and uninhabitable properties would be reduced to encourage owners of empty properties to bring them back into use. The Clerk had circulated details of the new taxbase to Councillors prior to the meeting as follows:

#### 2017/2018 Precept

<i>2016/2017 Tax base 768.5 - For a precept of £40,500 this was £52.70 per band D property</i>
<b>2017/2018 Tax base 774.2 - For a precept of £41,788 this equates to (precept divided by tax base):</b>
<b>Band D = £53.98</b> (2.39% increase on 2016/2017 = £1.28 increase per annum / 11p increase per month / 2p increase per week)
<b>Band A = £35.98</b> (2/3 of Band D)
<b>Band H = £107.95</b> (twice Band D)
Section 137 payments limit for 2016/17 is £7.42 per elector (1887) = maximum £14,001.54

The new details were noted.

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

January 2017

Bank Reconciliation	Community Account (£)	Tracker Account (£)
Bank Statement Start Balances	<u>5,074.88</u>	<u>76,064.31</u>
<b>Total Opening Bank Balances</b>		<b><u>81,139.19</u></b>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
<b>Council Opening Balances</b>	<b><u>5,074.88</u></b>	<b><u>76,064.31</u></b>
<b>Council Total Opening Balances</b>		<b><u>81,139.19</u></b>
Receipts	2,263.81	-
Payments	- 5,377.40	- 1,000.00
Bank Statement Close Balances	<u>1,961.29</u>	<u>75,064.31</u>
<b>Total Closing Bank Balances</b>		<b><u>77,025.60</u></b>
Unpresented Cheques	-	-
Unpresented Receipts	-	-
<b>Council Closing Balances</b>	<b><u>1,961.29</u></b>	<b><u>75,064.31</u></b>
<b>Council Total Closing Balances</b>		<b><u>77,025.60</u></b>
<b>Earmarked Funds</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
Parish Partnership Scheme		-
Churchyard Wall Maintenance & Restoration		30,000.00
Allotment Deposits Held		320.00
Village Sign Appeal		500.00
Street Lighting		1,000.00
Village Hall Fencing		2,000.00
Defibrillator Fundraising / Donations		- 113.58
<b>Total Earmarked Reserves</b>		<b><u>69,206.42</u></b>

Reconciliation Community Account (£)	
Bank Statement <b>01.01.2017</b>	<u>5,074.88</u>
Receipts	2,263.81
Payments Cleared	- 5,377.40
Bank Statement <b>31..01.2017</b>	<u>1,961.29</u>
Unpresented Cheques	
	-
Unpresented Receipts	
	-
<b>Council Closing Balance</b>	<b><u>1,961.29</u></b>

Reconciliation Tracker Account (£)	
Bank Statement <b>01.01.2017</b>	<u>76,064.31</u>
Receipts	-
Payments Cleared	- 1,000.00
Bank Statement <b>31..01.2017</b>	<u>75,064.31</u>
Unpresented Cheques	
	-
Unpresented Receipts	
	-
<b>Council Closing Balance</b>	<b><u>75,064.31</u></b>
<b>Council Total Closing Balances</b>	<b><u>77,025.60</u></b>

<b>Council Total Closing Balances</b>	<b><u>77,025.60</u></b>		
<b>Council Total Earmarked Reserves</b>	<b><u>69,206.42</u></b>	<b>Council Remaining Available Precept</b>	<b><u>7,819.18</u></b>

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

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

Date	Payee	Description	Transaction	Net Payment £	VAT Amount £	Gross Payment £	Receipt £
06.01.2017	Village Hall	Lettings (Nov/Dec)	Stub 100425	100.00	0.00	0.00	100.00
06.01.2017	Event	Income Raised	Stub 100425	20.00	0.00	0.00	20.00
06.01.2017	Misc Donations	Defibrillator Donations	Stub 100425	100.00	0.00	0.00	100.00
09.01.2017	Memory Giving	Defibrillator fund (Mr Weal)	BACS	0.00	0.00	0.00	18.80
09.01.2017	Sara Porter (BCKL&WN)	P&S Printing	BACS	97.90	0.00	97.90	0.00
09.01.2017	Sara Porter (Bluestar)	Cemetery Topple Test Kit	BACS	67.91	13.58	81.49	0.00
09.01.2017	Sara Porter (Simply Foam)	Cemetery Topple Test Sheet	BACS	15.83	3.16	18.99	0.00
09.01.2017	Sara Porter (AMB Group)	Village Hall Flip Chart Bundle	BACS	38.54	7.71	46.25	0.00
09.01.2017	Sara Porter (Office Depot UK)	Village Hall Flip Chart 5 Pads	BACS	9.99	2.00	11.99	0.00
09.01.2017	Norse Eastern Ltd	Grounds Maint Jul 2016	BACS	798.26	159.65	957.91	0.00
09.01.2017	Norse Eastern Ltd	Grounds Maint Aug 2016	BACS	818.56	163.71	982.27	0.00
09.01.2017	A J Coggles	Cemetery Fees	Stub 100426	0.00	0.00	0.00	300.00
11.01.2017	E-On	Street Lighting	DD	47.74	2.39	50.13	0.00
13.01.2017	HMRC	VAT Repayment (2/3)	BACS	0.00	0.00	0.00	725.01
16.01.2017	Mr P West	BCKL&WN Small Soc Licence	BACS	20.00	0.00	20.00	0.00
16.01.2017	Cllr D Paisley (Timber Services)	Cemetery Topple Test Posts	BACS	19.50	3.90	23.40	0.00
30.01.2017	E-On	Electric Sports Pavilion	DD	50.48	2.52	53.00	0.00
30.01.2017	E-On	Electric Village Hall	DD	164.76	8.24	173.00	0.00
30.01.2017	Cllr T Hawkins	Chairman's Allowance	BACS	15.30	0.00	15.30	0.00
30.01.2017	Clerk	Expenses & Travel	BACS	18.10	0.00	18.10	0.00
30.01.2017	Glazewing	Annual Duty of Care Charge	BACS	60.00	12.00	72.00	0.00
30.01.2017	J T Caley Forestry	Playing Field soil / re-seeding	BACS	450.00	0.00	450.00	0.00
30.01.2017	Caretaker	Salary	BACS	143.14	0.00	143.14	0.00
30.01.2017	Lettings Officer	Salary	BACS	84.28	0.00	84.28	0.00
30.01.2017	Clerk	Salary	BACS	388.80	0.00	388.80	0.00
30.01.2017	HMRC	Employer PAYE/NI	BACS	121.20	0.00	121.20	0.00
30.01.2017	Sara Porter (AED Cabinets)	Defibrillator & cabinet	BACS	1,275.00	293.25	1,568.25	0.00
06.02.2017	Norse Eastern Ltd	Grounds Maint Oct Nov 2016	BACS	167.04	33.41	200.45	0.00
08.02.2017	Anglian Water	Cemetery Water Rates	DD	12.09	0.00	12.09	0.00
08.02.2017	Anglian Water	Bowling Green Water Rates	DD	171.50	0.00	171.50	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
11.02.2017	E-On	Street Lighting	DD	47.74	2.39	50.13	0.00
	Cllr T Hawkins (Sainsbury's)	Refreshments	BACS	2.35	0.47	2.82	0.00
	Cllr T Hawkins	Refreshments	BACS	1.00	0.00	1.00	0.00
	Cllr T Hawkins	Post Stamps Summer Event	BACS	6.60	0.00	6.60	0.00
	Parish Online (Get Mapping)	Annual Subscription 2017-18	BACS	42.00	8.40	50.40	0.00
	Cllr T Hawkins (Kinnerton Choc)	Easter Eggs Easter Event	BACS	40.96	8.19	49.15	0.00
<b>Totals</b>				<b>5,196.57</b>	<b>724.97</b>	<b>5,921.54</b>	<b>1,263.81</b>

**Proposed – Cllr Heather**

**Seconded – Cllr Bucke**

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

**All in favour**

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

**22.2. Annual Subscription to Parish Online Get Mapping 6<sup>th</sup> February 2017–5<sup>th</sup> February 2018**

**Proposed – Cllr D Hawkins**

**Seconded – Cllr Heather**

**That the Council renews its annual membership with Parish Online Get Mapping at a cost of £42.00 + £8.40 VAT.**

**All in favour**

**22.3. Annual Subscription to the Society of Local Clerks and Councils (SLCC) 1<sup>st</sup> March 2017–28<sup>th</sup> February 2018**

**Proposed – Cllr D Hawkins**

**Seconded – Cllr Heather**

**That the Council renews its annual membership with SLCC at a cost of £78.50, this being 50% of the total annual premium split equally with Watlington Parish Council.**

**All in favour**

**22.4. Requests for local Grants and Donations**

No requests for grants or donations had been received.

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

**23.1. Allotments**

Cllr Barrett reported that the recent vacant plot had been leased to someone stationed on the RAF base but the Poors Trust had since advised that this was not allowed under the Terms and Conditions (T&C) of the Agreement which stated that allotment tenants must reside in the Parish of Marham. Their reason for the restriction was because the Base had its own allotments and being stationed at RAF Marham did not constitute being a resident. However, the Poors Trust had agreed that the wording was ambiguous in regards to this and would be amending it accordingly.

Councillors agreed that the new tenant would be entitled to stay but that future leasing of the allotments would have to be restricted to residents only.

It was agreed for Cllr Harrison to raise this matter at the next meeting of the Poors Trust.

**23.2. Website**

There was nothing to report to this meeting.

It was agreed for the Clerk to remove this item from the agenda.

**23.3. Churchyard**

**23.3.1. Boundary Wall – update**

There was nothing to report to this meeting.

**23.4. Cemetery**

There was nothing to report to this meeting.

**23.5. Village Hall**

**23.5.1. Architect plans for the Village Hall and associated land**

The Chairman, Cllr T Hawkins, reported that an article had been published in the winter P&S magazine, a copy of which was also placed on the website, seeking public opinion on the future plans of the Village Hall. The article read as follows:

*During our last Parish Council meeting it was agreed that the village hall is long overdue an upgrade. Works to be included would be to; remove existing storage cupboard and replace (due to the cupboard leaking and flooding the hall every time it rains), build a disabled toilet and refurbish the existing toilets, add a disabled ramp to the front of the building, refurbish the kitchen. All of these improvements will make the hall more appealing to hire. The Council doesn't have the funds available so we looked at a number of options including special one off payments to the Council Tax and releasing Council owned land. The latter was the preferred option and a piece of land within the Village Hall grounds could be offered for sale with building consent for a bungalow in keeping with adjacent neighbours.*

*Much of the above work is essential and long overdue, and without raising funds by selling the land will only be covered by a raise in the precept which would be seen in a rise in your council tax bill. Any surplus funds from the sale would be transferred to the Church wall fund. There are additional benefits to releasing this land as what was the Pre-school garden will not need to be maintained, If we do not sell the land this will need to be added to the grounds maintenance contract which is our largest outgoing.*

*We, the Council welcome your opinions on this matter and are willing to receive your recommendations for improvements to the hall.*

No responses had been received and it was therefore considered that the Council should proceed with its proposed plans for the Village Hall.

**Proposed – Chairman, Cllr T Hawkins**

**Seconded – Cllr Heather**

**That the Council appoints Cllr John Clarke, in his capacity as a professional architect, to draw up plans for the Village Hall and that approval is sought from this Council prior to submitting an application to the BCKL&WN Planning Department.**

**All in favour**

A short discussion took place and it was noted that planning permission would be required if the fence was going to be over 1 metre high because it would be next to a highway used by vehicles. It would also be required if it formed a boundary with a neighbouring listed building or its curtilage. It was further noted that Change of Use planning permission may be required for converting part of the car park. The Chairman, Cllr T Hawkins, would liaise with Cllr Clarke regarding these matters.

#### **23.5.2. Future maintenance of the strip of land adjacent to the Village Hall**

It was agreed for the strip of land to be treated with herbicide up to four times a year. Cllr Harrison would contact Norse to ensure this was carried out.

#### **23.5.3. White board, projector and display sign for commercial hirers**

The Clerk reported that Flt Lt Walker had this evening confirmed that the white board donated by RAF Marham would be delivered shortly. The Chairman, Cllr T Hawkins, would be liaising with Flt Lt Walker to coordinate this.

It was agreed to postpone the purchase of a projector and display sign and for the Clerk to remove this item from the agenda.

#### **23.6. Playground and Playing Field**

Cllr Harrison reported that a door on the Sports Pavilion was broken and required urgent attention. It was agreed for him to contact the locksmith and have this repaired under emergency expenses.

#### **23.7. Community Speed Watch**

Cllr Paisley had submitted a written report prior to the meeting. The Clerk reported that 7 vehicles out of 54 had been travelling in excess of 35mph which equated to 11.3%. Cllr Paisley was currently training two new team members.

### 23.8. SAM2

Cllr Heather had circulated the SAM2 graphs for January 2017 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 15,941 vehicles had registered on the camera of which 2,604 (15%) had been travelling in excess of 35mph. The maximum speed recorded was 65mph (2 vehicles).

### 23.9. Broadband in Marham

There was nothing to report to this meeting.

### 23.10. General Grounds Maintenance

Cllr Harrison reported that Norse had recently cut the football pitch on behalf of the Football Club. The invoice submitted for this work had been incorrect and would be amended accordingly.

### 23.11. Street Lights

Cllr Harrison reported that two street lights on The Street had not been working for a couple of months and had been reported to Westotec for fixing.

It was noted that two lights in Church View and one in Lime Close were not working. The Chairman, Cllr T Hawkins, would report these to Norfolk County Council.

### 23.12. Proposed and Seconded

Cllr Harrison reported that the Marham Pools Trust wished to place an article in the forthcoming magazine and a notice on the Council website that the age criteria for fuel allowance was being raised to 65 from 60 in September 2017. It was asked if those under the age of 65 currently receiving the allowance would be affected by this change. Cllr Harrison would seek confirmation of this from the Pools Trust and submit the article to Cllr Clarke for the P&S magazine and Cllr D Hawkins for the website.

### 23.13. Village Signs

There was nothing to report to this meeting.

### 23.14. Village Events

#### 23.14.1. Easter Event (Sunday, 2<sup>nd</sup> April 2017)

The Working Group had held meetings on Monday, 9<sup>th</sup> January 2017 and Monday, 6<sup>th</sup> February and confirmed that an Easter egg hunt would take place, 10 stalls had been booked, refreshments would be available and a raffle would be held. All funds raised would be in aid of the Village Hall. A poster for the 'Easter Eggstravaganza' event had been produced and displayed on the website and advertised on social media.

#### 23.14.2. 2017 Annual Event (Sunday, 11<sup>th</sup> June 2017)

The Working Group had also discussed the 'Funday' event and confirmed that 24 stalls had been booked including food vans, a boot fair would take place, classic cars would be in attendance, a dog show would be held, a martial arts display and possibly a dance class would take place and aquazorbs (large bubbles filled with water) would be attending the day.

One concern surrounding the day was visitor parking. Cllr Harrison would contact neighbouring landowners to investigate whether they would be prepared to allow parking on their land that day. Cllr Harrison would also contact Norse to advise of the date to ensure the grass on the Playing Fields was cut just before the event day.

#### 23.14.2.1. Hiring of Portable Toilets

The Chairman, Cllr T Hawkins, had sought three quotations for the hiring of four portable toilets for the Funday event. The Clerk had circulated these with the agenda. They were as follows:

Carter Accommodation Limited	£230.00 + VAT
Localtoilethire.co.uk (Zuleika Mildiner)	£325.00 + VAT
Localtoilethire.co.uk (Nick Rodgers)	£345.00 + VAT

**That the Council approves the contract for Carter Accommodation Ltd to supply, deliver and collect 4 portaloos for the Funday event on Sunday, 11<sup>th</sup> June 2017 at a cost of £230.00 + £46.00 VAT and that payment is made in full immediately in accordance with their agreement.**

**All in favour**

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.20pm for an interim break and resumed the meeting at 8.35pm.

**23.15. Village Defibrillators**

The Clerk reported that £1,161.42 had been raised for the defibrillator fund and the unit had been purchased in accordance with the resolution made at the Council meeting held on 7<sup>th</sup> September 2016.

At the request of the Council, Cllr Paisley had investigated the AED which was purchased by Donato's and quotations were subsequently sought for this device. With the help Cllr Barrett, further investigations were made as to the suitability of this device compared with current products on the market as technology changes, units are constantly improving and reviews/feedback/recommendations are now more widely available. With this in mind and through professional advice sought it was felt the iPAD SP1 semi-automatic would be a better option and fact sheets had been circulated to Councillors prior to the meeting.

This AED was one of only two which the Department of Health offered via the British Heart Foundation scheme last year. The advantage over the others was that the pre-installed pads were suitable for both adult and paediatric use (by simply flipping a switch on the unit to change to paediatric). The unit came with a 7 year warranty, 5 year battery life and 3 year electrode (pad) life.

The drawback of all AEDs is that they are not designed to operate below 0° which means they must be housed in a heated cabinet when located outside. The Council's insurance broker, Came & Company, confirmed that Council policies had been upgraded to include £5,000 cover for defibrillators (with an excess of £250.00) and no premium increase for this additional cover would be applied.

After a considerable amount of research AEDCabinets.co.uk was found, by far, to be the best priced company providing an AED and purpose built external cabinet for the price of £1,275.00 + £293.25 VAT. The link to this device on their website is:

[http://www.aedcabinets.co.uk/index.php?main\\_page=product\\_info&cPath=&products\\_id=58&zenid=nb1l97h31d5aiteeku2l24go74](http://www.aedcabinets.co.uk/index.php?main_page=product_info&cPath=&products_id=58&zenid=nb1l97h31d5aiteeku2l24go74)

A qualified electrician would now be required to install the device and it would then take approximately six months for the unit to be registered with the ambulance service. The Chairman, Cllr T Hawkins, would seek suitable electricians to carry out the work and the Clerk would add the defibrillator to the asset register and insurance policy.

**24. Highway matters**

There was nothing to report to this meeting.

**25. Planning**

**25.1. Planning applications**

**25.1.1. 16/02209/F – Heimat, Squires Hill, Upper Marham – Garage extension to dwelling**

No objections.

**25.1.2. 16/02210/F – The Honeystones, Squires Hill, Upper Marham – Extensions to dwelling**

No objections.



**25.1.3. 17/00020/F – The Sheiling, Squires Hill, Upper Marham – Creation of new driveway with access onto Squires Hill**

No objections.

**25.1.4. 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**

The Chairman, Cllr T Hawkins, had declared a personal interest in this item and abstained from any discussions and votes taking place.

The Council objected for the following reasons:

1. The proposed extension is to allow an extra 61 places for 3&4 year olds but the application and Design and Access Statement make no reference for parking facilities and the plans have been purposefully drawn up with a lack of car parking facilities. The existing car park has 13 parking spaces, which is already vastly insufficient for the current amount of staff working there, many of whom currently park off-site on neighbouring residential roads. An extra 61 places will require 20 extra staff (OFTED Regulations) and the lack of existing parking in this area, coupled with an increase in staff potentially requiring parking provisions, will create offsite parking problems which is contrary to the general principles of advice contained within the National Planning Policy Framework for Delivering Sustainable Development.
2. The proposal does not incorporate adequate on-site vehicular parking facilities and will therefore create an overbearing impact on neighbouring residential properties and have an adverse impact upon the street scene caused by the on-street parking. The development will be detrimental to highway safety and the vehicular movements associated with the use of the access will lead to conflict and interference with the passage of through vehicles on Elm Road. The proposal therefore fails to accord with advice contained within the National Planning Policy Framework for Delivering Sustainable Development.
3. Sessions at the Rainbow Centre are held 9.00am-12.00pm, 12.00pm-3.00pm, 3.00pm-5.00pm with allowance to drop off and collect between the hours of 7.15pm and 6.00pm. Due to its close proximity, increased use of the proposed access on Elm Road will cause a disamenity and undesirable form of development to the neighbouring residential properties by way of traffic noise and disturbance consistently throughout the day.

**25.2. Planning decisions**

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

**26. General correspondence**

Items for action:

<i>Correspondent</i>	<i>Description</i>
BCKL&WN	Statement of Community Involvement Consultation (Planning) 06.02.2017-20.03.2017

Items actioned and for information purposes:

<i>Correspondent</i>	<i>Description</i>
BCKL&WN	Tax Base Update for 2017/2018 Precept (no change to Marham Budget)
Various	Varying emails for information purposes (circulated to Councillors)

**27. BCKL&WN issues**

There was nothing to report to this meeting.

**28. Norfolk County Council issues**

**28.1. Trod 1 Parish Partnership Scheme 2015/2016**

**28.1.1. Ownership of Trod 2**

Cllr Harrison reported that an official agreement had not been drawn up regarding ownership of the Trod 2 scheme footpath (continuation of Trod 1 footpath off The Street from Grays Way to Chapel Farm).

Highways had verbally agreed to take over the ownership and all future maintenance of the hard and soft surfaced paths and edgings and the Parish Council would therefore not have any liability for it. The chain link fence at the boundary of Chapel Farm was the farmer's property and an agreement would need to be drawn up with all three parties' approval and signatures.

Cllr Heather and the Clerk would investigate the legalities of this and whether the agreement would need to be prepared officially by a solicitor.

**28.2. Trod 3 Parish Partnership Scheme 2016/2017**

There was nothing to report to this meeting.

**28.3. Trod 4 Parish Partnership Scheme 2017/2018**

**28.3.1. Bid submitted**

A response for the bid was due in March 2017.

**29. Matters to report to the Clerk**

There were no matters to report to the Clerk.

**30. Items for the next agenda**

There were no items for the next agenda.

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

The next meeting of the Parish Council would be held on Wednesday, 15<sup>th</sup> March 2017 at 7.15pm in the Village Hall.

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

**Proposed – Chairman, Cllr T Hawkins**

**Seconded – Cllr Hipperson**

**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**

The member of public left the Council Chamber at 9.03pm.

**32.1. Contract for the Churchyard boundary wall restoration**

There was nothing to report to this meeting.

**32.2. Review of the Clerk's working hours**

The Clerk was invited to remain in the Council Chambers during the discussion.

See Confidential Report.

**Proposed – Cllr D Hawkins**

**Seconded – Chairman, Cllr T Hawkins**

**That the Clerk's weekly working hours are increased from 10 hours to 15 hours with effect from 1st February 2017 and that this is reviewed in six months time at the July meeting.**

**All in favour**

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

The Chairman thanked everyone for attending and closed the meeting at 9.13pm.