

Marham Parish Council

Minutes of the Council meeting held Wednesday, 28th June 2017 at 7.15pm in the Village Hall, Marham

Present:	Chairman	Cllr T Hawkins
	Councillors	Cllr G Bucke
		Cllr J Dowsing
		Cllr T Harrison
		Cllr D Hawkins
		Cllr C Heather
		Cllr D Paisley
	Borough Councillor	Cllr G Hipperson (arrived during Item 91.2)
	Parish Clerk	Mrs S Porter
	Member(s) of Public	2

87. Apologies for absence

Apologies for absence had been received from the Vice Chairman, Cllr P Walsingham, (work commitment), Cllr I Barrett (holiday), Cllr J Clarke (work commitment) and Cllr J Hipperson (holiday).

The apologies were accepted.

88. Approval of the minutes of the Parish Council meeting

Proposed – Cllr Harrison

Seconded – Cllr D Hawkins

That the minutes of the Annual meeting held on Wednesday, 17th May 2017 (items 67-86) 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.

89. Declarations of interest and requests for dispensation

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

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

90.1. Record of late attendance of Cllr J Clarke at the meeting held Wednesday, 17th February 2017

The Chairman, Cllr T Hawkins, reported that the minutes of the meeting held on Wednesday, 17th February 2017, Item 18, should have recorded the late attendance of Cllr J Clarke.

Proposed – Chairman, Cllr T Hawkins

Seconded – Cllr D Hawkins

That the minutes of the meeting held on Wednesday, 17th February 2017 (Item 18) are amended to include the late arrival of Cllr J Clarke.

All in favour

The Clerk manually recorded the amendment in the minutes and the Chairman, Cllr T Hawkins, duly initialled the amendment.

PUBLIC OPEN FORUM

The Chairman, Cllr T Hawkins, adjourned the meeting at 7.18pm.

Reports

Borough Councillors

Borough Cllr Hipperson was not yet present at the meeting.

County Councillor

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

RAF Marham

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

Public Participation

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

The Chairman, Cllr T Hawkins, resumed the meeting at 7.19pm.

91. Finance

91.1. Approval of finances and payments to be made

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

May 2017

Bank Reconciliation	Community Account (£)	Tracker Account (£)
Bank Statement Start Balances	4,522.64	104,064.31
Total Opening Bank Balances		108,586.95
Unpresented Cheques B/F	- 136.92	-
Unpresented Receipts B/F	-	-
Council Opening Balances	4,385.72	104,064.31
Council Total Opening Balances		108,450.03
Receipts	2,587.60	-
Payments	- 4,596.91	- 2,000.00
Bank Statement Close Balances	2,513.33	102,064.31
Total Closing Bank Balances		104,577.64
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	2,513.33	102,064.31
Council Total Closing Balances		104,577.64
Earmarked Funds		
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		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		-
Village Hall Disabled Ramp Fundraising		172.89
Total Earmarked Reserves		69,492.89

Reconciliation Community Account (£)	
Bank Statement 01.05.2017	4,522.64
Receipts	2,587.60
Payments Cleared	- 4,596.91
Bank Statement 31.05.2017	2,513.33
Unpresented Cheques	
Unpresented Receipts	
Council Closing Balance	2,513.33

Reconciliation Tracker Account (£)	
Bank Statement 01.05.2017	104,064.31
Receipts	-
Payments Cleared	- 2,000.00
Bank Statement 31.05.2017	102,064.31
Unpresented Cheques	
Unpresented Receipts	
Council Closing Balance	102,064.31
Council Total Closing Balances	104,577.64

Council Total Closing Balances	104,577.64	Council Remaining Available Precept	35,084.75
Council Total Earmarked Reserves	69,492.89		

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 £
18.05.2017	Village Hall	Lettings Apr/May	100435	0.00	0.00	0.00	35.00
18.05.2017	Allotment Tenant (Plot 14)	Allotment Rent	100435	0.00	0.00	0.00	15.00
18.05.2017	Village Hall	Lettings Apr/May	100436	0.00	0.00	0.00	86.00
22.05.2017	Allotment Tenant (Plot 15)	Rent & Water Charges	100437	0.00	0.00	0.00	20.80
30.05.2017	E-On	Electric Sports Pavilion	DD	50.48	2.52	53.00	0.00
30.05.2017	E-On	Electric Village Hall	DD	164.76	8.24	173.00	0.00
30.05.2017	Amazon	Marker Spray Fun Day Event	Debit Card	9.56	1.92	11.48	0.00
31.05.2017	Lettings Officer	Salary May	BACS	87.97	0.00	87.97	0.00
31.05.2017	Clerk	Salary May	BACS	631.61	0.00	631.61	0.00
31.05.2017	Caretaker	Salary May	BACS	142.93	0.00	142.93	0.00
31.05.2017	HMRC	Employer PAYE/NI	BACS	209.70	0.00	209.70	0.00
31.05.2017	Clerk	Expenses & Travel	BACS	18.10	0.00	18.10	0.00
31.05.2017	Cllr T Hawkins	Chairman's Allowance	BACS	15.30	0.00	15.30	0.00
08.06.2017	Anglian Water	Village Hall Water Jan-May	DD	16.76	0.00	16.76	0.00
08.06.2017	Anglian Water	Cemetery Water Jan-May	DD	16.60	0.00	16.60	0.00
08.06.2017	Anglian Water	Sports Pav Water Jan-May	DD	215.11	0.00	215.11	0.00
08.06.2017	Calver Co (Amazon)	Cups Fun Day Event	Debit Card	10.95	0.00	10.95	0.00
09.06.2017	Amec Foster Wheeler Environ	Village Hall Letting	BACS	0.00	0.00	0.00	50.00
12.06.2017	E-On	Street Lighting	DD	52.22	2.61	54.83	0.00
13.06.2017	E-On	Electric Village Hall Refund	BACS	0.00	0.00	0.00	1,078.65
13.05.2017	Easter Event	Proceeds	Stub Misc	0.00	0.00	0.00	100.00
13.05.2017	Fun Day Events	Proceeds	Stub Misc	0.00	0.00	0.00	1,722.15
14.06.2017	LAS Partnership	Internal Audit	BACS	200.00	40.00	240.00	0.00
16.06.2017	R J Marriott (Engineering) Ltd	Security post Playing Field	BACS	175.00	35.00	210.00	0.00
19.06.2017	A F Holman & Son	Cemetery Fees	Stub 100438	0.00	0.00	0.00	240.00
20.06.2017	A J Coggles	Cemetery Fees	Stub 100439	0.00	0.00	0.00	120.00
21.06.2017	Norse Eastern Ltd	Grounds Maintenance Mar	BACS	462.61	92.52	555.13	0.00
21.06.2017	Norse Eastern Ltd	Grounds Maintenance Apr	BACS	674.07	134.81	808.88	0.00
21.06.2017	Norse Eastern Ltd	Grounds Maintenance May	BACS	709.74	141.95	851.69	0.00
21.06.2017	Glazewing	Waste Collect Cemetery Jun	BACS	19.64	3.93	23.57	0.00
21.06.2017	J T Caley Forestry	Tree removal Churchyard	BACS	350.00	0.00	350.00	0.00
21.06.2017	J T Caley Forestry	Shrubs & stump removal VH	BACS	1,100.00	0.00	1,100.00	0.00
For approval	Ashill Fire Protection Ltd	Annual Service Village Hall	BACS	57.00	11.40	68.40	0.00
Late Bills / Receipts (Received after Agenda advertised)							
	Norfolk ALC	Conference Clerk (50% Wat)	BACS	27.50	0.00	27.50	0.00
	Global Fire Services	Fire Alarm Service Village H	BACS	81.00	16.20	97.20	0.00
Totals				5,498.61	491.10	5,989.71	3,467.60

Proposed – Cllr Heather

Seconded – Cllr Harrison

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

All in favour

91.2. Security Post repair on the Coronation Playing Field entrance

The Chairman, Cllr T Hawkins, reported that, following various minor repairs over the past year, the security post at the entrance to the Coronation Playing Field had needed to be repaired properly because it had not been functioning properly. In view of the Fun Day event and health and safety issue, the Clerk had agreed for the post to be repaired as an emergency under 11.1(a) of the Financial Regulations.

Chairman Signed Dated

The Chairman, Cllr T Hawkins, had sought various quotations for the repair works of the post and found R J Marriott Ltd to be the most competitive and who could carry out the work immediately.

Borough Cllr Hipperson arrived at the meeting at 7.30pm.

Proposed – Cllr D Hawkins

Seconded – Cllr Heather

That the Council approves the emergency repair work of the security post at the Coronation Playing Field entrance carried out by R J Marriott Ltd at a cost of £175.00 + £35.00 VAT.

All in favour

91.3. Councillor and staff name badges

The Clerk had circulated details of engraved name badges with the agenda and showed Councillors what the badge looked like. The cheapest was from Ebay (SJS Engraving) at £0.99 per person + £0.95 postage.

A short discussion took place and it was not felt necessary for all Councillors to have a name badge. It was therefore agreed for the Chairman, Vice Chairman and Clerk to have name badges and in addition to this have three spare badges stating Marham Parish Council only.

Proposed – Cllr D Hawkins

Seconded – Cllr Heather

That the Council purchases a name badge for the Chairman, Vice Chairman and Clerk and three additional Marham Parish Council badges at a cost of £0.99 per badge + £0.95 postage from SJS Engraving on Ebay.

All in favour

91.4. Requests for local Grants and Donations

No requests for grants or donations had been received.

92. Updates and actions regarding ongoing matters

92.1. Allotments

92.1.1. Review of annual rental charges

The Clerk reported that due to her absence from the meeting Cllr Barrett had requested that this item be deferred until the next meeting.

92.1.2. Request from Fincham Parish Council to advertise their vacant plots

Prior to the meeting the Clerk had circulated a request from the Clerk at Fincham Parish Council to advertise their vacant allotment plots on the Marham Parish Council website.

Councillors unanimously approved this request. The Clerk would obtain the necessary details from the Clerk and forward them to Cllr D Hawkins for submission on the website.
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92.2. Churchyard

The Clerk had received A J Restoration's Public Liability Insurance document and a copy of the Risk Assessment and Method Statement for the boundary wall works. The documents submitted were valid and satisfactory.

The Clerk had also contacted Mr A Page, Architect for the Planning Application of Church Hall, 4 Mill Lane, regarding the possibility of receiving donated or reduced cost materials from the demolition works. Mr Page had responded by saying that the applicant would be happy to supply materials, providing the Council contracted the demolition works.

A short discussion took place and Councillors agreed that it was likely to be far more costly to pay for demolition fees of the Church Hall rather than purchase recycled materials. The Clerk would inform the Architect accordingly and thank them for their consideration of this.

92.3. Cemetery

92.3.1. Street map

The Clerk reported that due to her absence from the meeting Cllr Hipperson had confirmed in writing that this matter was progressing. Further details would be provided at the next meeting.

92.4. Village Hall

92.4.1. Upgrading the land adjacent to the Village Hall

The Chairman, Cllr T Hawkins, reported that the land adjacent to the Village Hall had recently been sprayed with weed killer and suggested that the boundary fence be moved to incorporate the land within the boundary of the Village Hall car park to avoid any further weed spraying costs. The land could then have weed membrane placed over it with gravel on top to kill the vegetation beneath it.

A long discussion took place and various suggestions were made but it was felt that in view of the plans for the proposed development of the Village Hall and grounds being imminent, it would be more cost effective to continue to have the land sprayed and wait until the drawings had been completed by Cllr Clarke for submission to the BCKL&WN Planning Department. It was noted that a Full/Reserved and/or Change of Use application may be required by the BCKL&WN although the Clerk confirmed Parish and Town Councils did receive a 50% reduction in submission fees.

The Chairman, Cllr T Hawkins, would liaise with Cllr Clarke regarding an update on the progression of the plans.

92.4.2. Disabled ramp for entrance to the Village Hall

The Chairman, Cllr T Hawkins, reported that the Council had raised sufficient funds to purchase a disabled access for the Village Hall entrance and consideration should be made to the type required.

A short discussion took place and Councillors agreed that a portable galvanised steel ramp and handrails would be ideal. Cllr D Hawkins would obtain quotations and report back at the next meeting.

92.5. Playground and Playing Field

92.5.1. Litter and dog bins

Cllr Harrison raised concern that the dog bins on the Playing Field were not being used adequately; people had a tendency to throw dog waste in the general litter bins because the dog bins were not in the correct locations. It was agreed that the current three litter bins and two dog bins on the field were sufficient but that one of the dog bins should be relocated nearer to the litter bin at the top of the field.

The Clerk would contact the BCKL&WN to ensure the dog waste collection would continue if the dog bin was to be relocated to the proposed location, and report back at the next meeting. The Chairman, Cllr T Hawkins, would take photographs of the current and proposed locations.

92.6. Community Speed Watch

Cllr Paisley reported that 116 vehicles out of 364 had been travelling in excess of 35mph which equated to 31.8%. It was noted that derogatory messages had been placed on the Marham Community Facebook page regarding the Speed Watch team but this had been dealt with accordingly.

92.7. SAM2

Cllr Walsingham had circulated the SAM2 graphs for May 2017 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 19,048 vehicles had registered on the camera of which 1,804 (approximately 9.47%) had been travelling in excess of 35mph.

92.8. General Grounds Maintenance

92.8.1. Annual inspections and maintenance of street furniture and properties

Cllr Harrison reported that following a complaint from a resident, he had cleaned the Council owned street benches near to the Cemetery. The Chairman, Cllr T Hawkins, confirmed that the Caretaker was not able to carry out these types of duties at present due to personal family circumstances.

Cllr Bucke agreed to carry out a visual inspection of the Council properties and report any findings.

It was noted that the guttering at the Village Hall was full with debris; Cllr Heather would arrange for the gutters to be cleared.

92.9. Street Lights

Cllr Harrison reported that the police were still investigating the matter of the two street lights adjacent to the Manor House, The Street, which had been shot by firearms.

92.10. Proposed and Seconded

The Chairman, Cllr T Hawkins, would add an article to the Chairman’s report in the next edition of the P&S magazine regarding the vandalised street lamps and provide an explanation to residents as to why the street lamps would no longer be in use.

92.11. Village Signs

92.11.1. Paint deterioration of the recently refurbished village sign

Cllr Harrison reported that the paint was peeling off the newly refurbished village sign. The Chairman, Cllr T Hawkins, would ask the Vice Chairman, Cllr Walsingham, to liaise with Fiona Davis regarding this matter.

92.12. Village Events

92.12.1. 2017 Fun Day (Sunday, 11th June 2017) – Debrief

The Clerk had circulated with the agenda a summary budget of the Fun Day event as follows:

Item	Payments	Receipts
Marker Spray	9.56	-
Portable Toilets	230.00	-
St John Ambulance	96.60	-
Sea Cadets	100.00	-
Event Proceeds (Easter Event Float)	-	100.00
Event Proceeds (Day)	-	1,723.15
Totals	<u>436.16</u>	<u>1,823.15</u>
	Profit/Loss	<u>1,386.99</u>

The Chairman, Cllr T Hawkins, reported that the Fun Day event had been a huge success and thanked everyone for their help and involvement. On the day, seven stalls had failed to turn up, one of which included a piazza stand, and the motorbikes didn’t come. Four feedback forms had been received, one of which was slightly negative, and three thank you cards.

Councillors agreed to distribute the funds raised to the following village amenities:

Holy Trinity Church	150.00
Methodist Church	100.00
Sports Pavilion	150.00
Village Hall Disabled Ramp	736.99
Future Events (Earmarked Reserves)	250.00

The Chairman, Cllr T Hawkins, confirmed that next year’s event would be held on Sunday, 10th June 2018. Some stalls, trade stands and caterers and activity organisers had already booked their places.

It was noted that the Sports Pavilion needed to be tidied up and the storage areas cleared because they were extremely untidy and jammed pack with disused equipment and other items. The Chairman, Cllr T Hawkins, would be contacting the Football Club to advise that the Pavilion must be cleared within the next four-six weeks as anything remaining after that time would be removed and disposed of.

92.12.2. Cheese and Wine (November date TBC)

The Chairman, Cllr T Hawkins, reported that discussions regarding this event were underway with Waitrose and if they decided not to host this event, it would still take place regardless.

Cllr Harrison reported that Waitrose had confirmed that its token challenge had raised £140.00 towards the village defibrillator. A cheque had been issued and was ready for collection by Cllr Harrison.

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

The Chairman, Cllr T Hawkins, reported that nine stalls had now been reserved for the Christmas event. Discussions regarding this event were underway.

The Chairman adjourned the meeting in order to allow Borough Cllr to provide a report.

Borough Cllr Hipperson reported that an internal BCKL&WN consultation had commenced in regards to the way planning applications were currently considered by Parish and Town Councils. Comments made by these Councils tended not to be material planning reasons and many plans were being delayed because they were having to go before the Planning Committee unnecessarily. Further details of this consultation would follow when known.

Whilst the meeting was adjourned the Chairman, Cllr T Hawkins, called an interim break at 8.37pm and resumed the meeting at 9.05pm.

Borough Cllr Hipperson left the Council chamber at 9.05pm.

93. Highway matters

There was nothing to report to this meeting.

94. Planning

94.1. Planning applications

94.1.1. 17/00899/F – Karmor, School Lane – Erection of front porch

No objections.

94.1.2. 17/01089/F – Bilbersan, The Street – Variation of condition 2 of planning permission 16/00264/F

No objections.

94.2. Planning decisions

No planning decisions had been received.

95. General correspondence

95.1. Norfolk Constabulary – Text SMS service from Norfolk Police

The Clerk reported that Norfolk Police had introduced a new service whereby a nominated person would receive text messages with information about persons or vehicles of interest in the Downham Market area. When received, the information would then need to be passed onto parishioners.

A short discussion took place and it was agreed to sign up for this. The Chairman, Cllr T Hawkins, and Cllr Paisley agreed to be the contacts. The Clerk would forward their mobile numbers to Norfolk Constabulary.

95.2. Late correspondence

Cllr D Hawkins reported that Ms K O'Kane, Programme Director for Better Broadband for Norfolk, Norfolk County Council, had confirmed that the cabinet was planned for implementation during July-September 2017, assuming no engineering issues were encountered during that time. This was noted.

96. BCKL&WN issues

There was nothing to report to this meeting.

97. Norfolk County Council issues

97.1. Trod 1 Parish Partnership Scheme 2015/2016

97.1.1. Formal Ownership Agreement of Trod 2

The Clerk reported that Mr A Wallace, Highways Engineer, had still not responded regarding the approval of the Trod Agreement. The Clerk would continue to pursue this.

97.2. Trod 4 Parish Partnership Scheme 2017/2018

Cllr Harrison confirmed that the 2017/2018 trod works were underway.

98. Matters to report to the Clerk

Cllr Harrison wished to investigate whether the BT phone kiosk next to the bus shelter on The Street could be utilised to run lighting to the bus shelter. The Clerk would investigate this with BT.

99. Items for the next agenda

There were no items for the next agenda.

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

The next meeting of the Parish Council would be held on Wednesday, 19th July 2017 at 7.15pm in the Village Hall.

The Chairman thanked everyone for attending and closed the meeting at 9.25pm.