

**Marham Parish Council**

**Minutes of the Council meeting held Wednesday, 15<sup>th</sup> March 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
		Cllr D Paisley
	Borough Councillor	Cllr M Howland
	Parish Clerk	Mrs S Porter
	Member(s) of Public	3

**33. Apologies for absence**

Apologies for absence had been received from the Vice Chairman, Cllr P Walsingham (RAF duties – sabbatical) and Cllr J Dowsing (injury).

The apologies were accepted.

Cllr J Clarke did not attend the meeting.

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

There were no requests for dispensation. The Chairman, Cllr T Hawkins, declared a pecuniary interest in Item 50.1 as the Booking Officer is her mother.

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

**Proposed – Cllr D Hawkins**

**Seconded – Cllr Bucke**

**That the minutes of the Council meeting held on Wednesday, 8<sup>th</sup> February 2017 (items 18-32) 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.

**36. 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 Cllr Howland reported that the Mayor Elect had taken place at a recent meeting of the Council. The Mayor Making would take place in May 2017.

In February 2017 the Council purchased approximately 21 acres of land at a cost of £850,000 in the Nar Ouse Regeneration Area, South Lynn. The site had outline planning permission for housing, retail and commercial development opportunities.

If the Parish Council wished for Elizabeth Truss, MP, to attend any of its future events, the Clerk should write formally to Cllr Howland asking for her attendance and he would organise this. This was noted.

**County Councillor**

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

**RAF Marham**

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

**Public Participation**

A member of public advised that there was a large dip adjacent to the baby swing on the Playing Field and had been like that for 12 months. It was agreed for Cllr Harrison to inspect this and for Cllr D Hawkins to investigate whether the repair kit held in stock would be sufficient to fix this.

A further member of public, the Marham Academy Principal, confirmed that the children would not be able to attend the Easter event but would like to have a stall at the Funday event. The Chairman, Cllr T Hawkins, would email the Principal a booking form.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.21pm.

**37. Finance**

**37.1. Approval of finances and payments to be made**

The Clerk had circulated the bank reconciliation period ending February 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 £
09.02.2017	Village Hall	Lettings (January)	Stub 100427	0.00	0.00	0.00	212.50
11.02.2017	E-On	Street Lighting	DD	47.74	2.39	50.13	0.00
13.02.2017	Cllr T Hawkins (Sainsbury's)	Refreshments	BACS	2.35	0.47	2.82	0.00
13.02.2017	Cllr T Hawkins	Refreshments	BACS	1.00	0.00	1.00	0.00
13.02.2017	Cllr T Hawkins	Post Stamps Summer Event	BACS	6.60	0.00	6.60	0.00
13.02.2017	Parish Online (Get Mapping)	Annual Renewal 2017-2018	BACS	42.00	8.40	50.40	0.00
13.02.2017	Cllr T Hawkins (Kinnerton Choc)	Easter Eggs Easter Event	BACS	40.96	8.19	49.15	0.00
15.02.2017	Carter Accommodation Limited	Toilets x 4 Funday Event	BACS	230.00	46.00	276.00	0.00
28.02.2017	E-On	Electric Sports Pavilion	DD	50.48	2.52	53.00	0.00
28.02.2017	E-On	Electric Village Hall	DD	164.76	8.24	173.00	0.00
01.03.2017	Cllr T Hawkins	Chairman's Allowance	BACS	15.30	0.00	15.30	0.00
01.03.2017	Clerk	Expenses & Travel	BACS	18.10	0.00	18.10	0.00
01.03.2017	Sara Porter (TG Workwear UK)	Stationery A4 Dividers x 10	BACS	6.21	1.24	7.45	0.00
01.03.2017	Sara Porter (Poundland)	Speedwatch Notebooks x 4	BACS	0.83	0.17	1.00	0.00
01.03.2017	Sara Porter (SLCC)	Annual Member 50% Split	BACS	78.50	0.00	78.50	0.00
01.03.2017	Caretaker	Salary	BACS	143.14	0.00	143.14	0.00
01.03.2017	Lettings Officer	Salary	BACS	84.28	0.00	84.28	0.00
01.03.2017	Clerk	Salary	BACS	573.78	0.00	573.78	0.00
07.03.2017	HMRC	Employer PAYE/NI	BACS	173.32	0.00	173.32	0.00
07.03.2017	Glazewing	Waste Cemetery Feb 2017	BACS	19.08	3.82	22.90	0.00
08.03.2017	Paul Whitmore	Pavilion Repairs	BACS	171.41	0.00	171.41	0.00
11.03.2017	E-On	Street Lighting	DD	43.12	2.16	45.28	0.00
14.03.2017	Memory Giving (A J Coggles)	Defibrillator donation (Weal)	Stub 100428	0.00	0.00	0.00	88.97
15.03.2017	Cllr Harrison (Superpaint)	Pavilion Paint	103486	11.63	2.32	13.95	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
	Norse Eastern Ltd	Football Pitch One Off Cut	BACS	34.80	6.96	41.76	0.00
	BCKL&WN	Annual Dog Waste Collection	BACS	1,352.00	270.40	1,622.40	0.00
	Cllr T Hawkins (Sainsbury's)	Refreshments	BACS	1.46	0.29	1.75	0.00
	Cllr T Hawkins	Refreshments	BACS	1.50	0.00	1.50	0.00
<b>Totals</b>				<b>3,314.35</b>	<b>363.56</b>	<b>3,677.91</b>	<b>301.47</b>

**Proposed – Cllr Heather**

**Seconded – Cllr Paisley**

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

**All in favour**

**37.2. Subscription to Institute of Cemetery and Crematorium Management (ICCM) 1<sup>st</sup> April 2017–31<sup>st</sup> March 2018**

**Proposed – Cllr Heather**

**Seconded – Cllr D Hawkins**

**That the Council subscribes to the Institute of Cemetery and Crematorium Management (ICCM) annual Corporate Membership from 1<sup>st</sup> April 2017–31<sup>st</sup> March 2018 at a cost of £90.00.**

**All in favour**

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

No requests for grants or donations had been received.

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

**38. Adoption of the General Power of Competence following the Clerk's qualification**

The Clerk had circulated a report with the agenda. The Chairman, Cllr T Hawkins, reported that the Clerk had passed her General Power of Competence module on 10<sup>th</sup> February 2017 and congratulated the Clerk on her achievement.

**Proposed – Chairman, Cllr T Hawkins**

**Seconded – Cllr D Hawkins**

**That the Council resolves until the next relevant Annual Meeting of the Council in May 2019, that having met the conditions of eligibility as defined in the Localism Act 2011 S8 Secretary of State Statutory Instrument 965 Parish Councils (General Power of Competence (Prescribed Conditions) Order 2012), to adopt the General Power of Competence.**

**All in favour**

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

**39.1. Allotments**

**39.1.1. Damage to car park fencing in Fen Lane**

Cllr Barrett reported that during the recent Doris storm, a tree had fallen in Fen Lane causing damage to the barbed wire fencing and posts in the car park. Residents living there had since cleared the tree and fixed the fencing and posts.

Cllr Barrett further reported that the Clerk had written to two RAF personnel advising that under the Poores Trusts' Terms and Conditions, they would not be entitled to stay on the waiting list. Both had been very accommodating to the news and had since taken up plots on the Base.

**39.2. Churchyard**

**39.2.1. Boundary Wall – update**

Cllr Bucke reported that works on a small section of the wall would commence in May 2017.

**39.3. Cemetery**

**39.3.1. Renovation of a War Graves Commission plot**

Information had been circulated to all Councillors regarding the Commonwealth War Graves Commission's recent responsibility of maintaining all MOD graves in the UK in addition to the war graves. Permission had been sought and authorised by the Clerk to renovate the small plot of MOD headstones by 31<sup>st</sup> March 2017.

Cllr D Hawkins reported that volunteers had come forward to enquire whether they could clean the headstones in the Closed Churchyard. The Clerk would contact the Commonwealth War Graves Commission for advice and authority to undertake this and contact the insurance company to investigate the insurance implications.

**39.4. Village Hall**

The Chairman, Cllr T Hawkins, reported that during the recent Doris storm, part of the fencing and a concrete post at the back of the Village Hall had been damaged beyond repair. As the fence bordered a residential property this had been classed as an emergency and a builder had been sought immediately. An inspection would be taking place on Thursday, 16<sup>th</sup> March 2017 with a view to having the works done week commencing Monday, 20<sup>th</sup> March 2017. The builder had established that the costs would not exceed £100.00.

**Proposed – Cllr Heather**

**Seconded – Cllr Bucke**

**That the Council agrees for a builder to replace the fencing panels and concrete post at a cost of up to £100.00 as an emergency repair.**

**All in favour**

**39.5. Playground and Playing Field**

There was nothing to report to this meeting.

**39.6. Community Speed Watch**

Cllr Paisley reported that 37 vehicles out of 115 had been travelling in excess of 35mph which equated to 32.2%, this being a huge increase on previous figures.

**39.7. SAM2**

Cllr Heather had circulated the SAM2 graphs for February 2017 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 15,090 vehicles had registered on the camera of which 3,080 (approximately 20%) had been travelling in excess of 35mph. The maximum speed recorded was 60mph (1 vehicle).

**39.8. General Grounds Maintenance**

There was nothing to report to this meeting.

**39.9. Street Lights**

There was nothing to report to this meeting.

**39.10. Proposed and Seconded**

The Chairman, Cllr T Hawkins, reported that the P&S magazine would be finished this week and sent to print on Monday, 20<sup>th</sup> March 2017. As the magazine had information regarding the Easter event, Councillors were reminded that it would need to be delivered before April 2017.

**39.11. Village Signs**

The Chairman, Cllr T Hawkins, reported that the restored Millennium Village Sign was now in situ. Councillors expressed how nice it looked.

One member of public left the Council Chamber at 7.45pm.

**39.12. Village Events**

**39.12.1. Easter Event (Sunday, 2<sup>nd</sup> April 2017)**

The Working Group confirmed that the schedule of events for the day and items purchased were complete.

**39.12.2. 2017 Annual Event (Sunday, 11<sup>th</sup> June 2017)**

The Working Group had held a recent meeting at which it was felt a PA system would be required for the day. The Chairman, Cllr T Hawkins, confirmed that she had since sourced someone that would do it free of charge. It was noted that Flt Lt Walker may be able to provide Cadets on the day to help.

Cllr Hipperson advised that a residential door-to-door collection would be taking place week commencing Monday, 22<sup>nd</sup> May 2017 for tombola prizes.

Cllr Harrison confirmed that he was still liaising with private landowners regarding visitor parking.

The Chairman, Clr T Hawkins, adjourned the meeting at 7.46pm to allow Borough Cllr Howland to speak.

Cllr Howland suggested that the Swaffham Royal Navy Association's Sea Cadets may be able to help steward the event on the day. Cllr Howland would provide their contact details to the Chairman, Cllr T Hawkins.

The Chairman, Clr T Hawkins, resumed the meeting at 7.47pm.

### 39.13. Village Defibrillators

#### 39.13.1. Electrical installation

The Chairman, Cllr T Hawkins, had contacted several qualified electricians to quote for the installation of the Village Hall defibrillator and three had attended on site. A comparison report and copy quotations had been circulated prior to the meeting.

Each electrician was given the same specification of works as follows:

- Fix cabinet to exterior wall
- Take cable through wall to a fused spare with a fish eye key and wire this to the mains
- Make the outside cable as vandal proof as possible
- Supply and fit an LCD PIR light

The quotations received were as follows:

- David Harrison Electrical                      £150.00 + £30.00 VAT = £180.00
- J C Electrical                                      £290.00 + £58.00 VAT = £348.00
- West Norfolk Electrical                      No response after several attempts

A short discussion took place and it was felt that the light should be halogen and not LED.

**Proposed – Cllr Hipperson**

**Seconded – Cllr Paisley**

**That the Council contracts David Harrison Electrical to install the Village Hall defibrillator at a cost of £150.00 + £30.00 VAT but places a halogen light above the defibrillator unit instead of an LED light.**

**All in favour**

### 40. Meeting dates for the electoral year 2016/2017

The proposed meeting dates had been circulated with the agenda:

May	17	<b>Annual Meeting</b>
May	17	Ordinary Council Meeting
June	28	
July	19	
August	-	
September	06	
October	25	
November	22	
December	-	<i>(Budget meeting to be held)</i>
January	10	
February	07	
March	14	
April	11	<b>Annual Parish Meeting</b>
April	11	Ordinary Council Meeting

The meeting dates were approved as detailed.

### 41. Highway matters

Cllr Harrison reported that roads along The Shrubberies were overgrown and the drains were grubby and full of debris. The Clerk would report this to the Rangers on their next visit.

Cllr Harrison also reported that the drainage problems by Cllr Clarke's home had still not been resolved. The Clerk advised that Cllr Clarke had said he would forward the historic details of this matter in order that a letter could be sent to Highways. The Chairman, Cllr T Hawkins, confirmed that she would speak to Cllr Clarke about this matter.





The Clerk would forward the Agreement to Mr Andrew Wallace, Highways Engineer, for approval of the document and then arrange a subsequent meeting.

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

There was nothing to report to this meeting.

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

**45.3.1. Bid submitted**

A response for the bid was due shortly.

**46. Matters to report to the Clerk**

There were no matters to report to the Clerk.

**47. Items for the next agenda**

There were no items for the next agenda.

**48. Clerk's County Court Jury Summons**

The Clerk reported that she had received a County Court Jury Summons which would be commencing on Tuesday, 19<sup>th</sup> April 2017. The length of service was unknown but cases tended to be no more than 2 weeks. The Clerk confirmed this would be unpaid leave. It was agreed to reschedule the next Council meeting to Wednesday, 12<sup>th</sup> April 2017 from Wednesday, 19<sup>th</sup> April 2017 to allow the Clerk time to prepare for the meeting. It was noted that the minutes may be delayed following that meeting, particularly as it would also be the new financial year.

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

The next meeting of the Parish Council would be held on Wednesday, 12<sup>th</sup> April 2017 following the Annual Parish Meeting at 7.15pm in the Village Hall.

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

**Proposed – Chairman, Cllr T Hawkins**

**Seconded – Cllr Harrison**

**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**

Borough Cllr Howland left the meeting at 8.43pm.

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

There was nothing to report to this meeting.

**50.2. Booking Officer's Annual Salary Review**

The Chairman, Cllr T Hawkins, declared a pecuniary interest in this item. The Chairman, Cllr T Hawkins, was invited to remain in the Council Chambers during the discussion but not take part in any discussion or vote.

See Confidential Report.

**Proposed – Cllr Heather**

**Seconded – Cllr Hipperson**

**That the Booking Officer's hourly rate is increased from SPC 9 to SPC 10 in accordance with the current National Joint Council (NJC) Pay Scales 2016-2018 with effect from 1<sup>st</sup> April 2017.**

**For – 7**

**Against – 0**

**Abstentions – 1 (declared interests)**

**50.3. Caretaker's Annual Salary Review**

See Confidential Report.

**Proposed – Cllr Heather**

**Seconded – Cllr Hipperson**

**That the Caretaker's hourly rate is increased from SPC 9 to SPC 10 in accordance with the current National Joint Council (NJC) Pay Scales 2016-2018 with effect from 1<sup>st</sup> April 2017.**

**All in favour**

**50.4. Clerk's Annual Salary Review**

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

See Confidential Report.

**Proposed – Cllr Paisley**

**Seconded – Cllr Hipperson**

**That the Clerk's hourly rate is increased from SPC 23 to SPC 26 in accordance with the current National Joint Council (NJC) Pay Scales 2016-2018 with effect from 1<sup>st</sup> April 2017.**

**All in favour**

The Chairman, Cllr T Hawkins, closed confidentiality and resumed the meeting at 8.55pm.

The Chairman thanked everyone for attending and closed the meeting at 8.56pm.