

Marham Parish Council

Minutes of the Annual Council meeting held Wednesday, 17th May 2017 at 7.15pm in the Village Hall, Marham

Present:	Chairman	Cllr T Hawkins (re-elected)
	Councillors	Cllr I Barrett
		Cllr G Bucke
		Cllr J Dowsing
		Cllr T Harrison
		Cllr D Hawkins
		Cllr C Heather
		Cllr J Hipperson
		Cllr D Paisley
	County Councillor	Cllr G Middleton
	Borough Councillor	Cllr G Hipperson
	RAF Representative	Flt Lt G Walker
	Parish Clerk	Mrs S Porter
	Member(s) of Public	3

67. 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 Barrett

Seconded – Cllr Heather

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

For – 8

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.

68. Election of Vice Chairman of the Council

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

Proposed – Cllr Heather

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. The Clerk would ask Cllr Walsingham to read, sign and date his Declaration of Acceptance of Office following the meeting. The Clerk would duly countersign it.

69. Apologies for absence

Apologies for absence had been received from the Vice Chairman (re-elected), Cllr P Walsingham, (work commitment).

The apologies were accepted.

Cllr J Clarke did not attend the meeting.

The Chairman welcomed County Cllr Middleton to the meeting.

70. Approval of the minutes of the Parish Council meeting

Proposed – Cllr D Hawkins

Seconded – Cllr Heather

That the minutes of the meeting held on Wednesday, 12th April 2017 (items 51-66) 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.

71. Declarations of interest and requests for dispensation

Cllr Barrett declared a pecuniary interest in Item 77.1.3 as she has an allotment. Cllr Paisley declared a pecuniary interest in Item 77.1.3 as his wife has an allotment.

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

72.1 Internal Responsibilities

72.1.1. 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.

72.1.2. Cemetery – Currently Cllr Paisley, Cllr D Hawkins, Cllr T Hawkins

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

72.1.3. Churchyard & Church Wall – Currently Cllr Clarke, Cllr Harrison

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

72.1.4. Emergency Planning – Currently Cllr Walsingham

Cllr Walsingham was not present at the meeting but had confirmed his approval to be the internal coordinator for Emergency Planning.

72.1.5. Grounds Maintenance – Currently Cllr Harrison

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

72.1.6. Highways, Street Lighting & Traffic – Currently Cllr Harrison

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

72.1.7. Finance Control – Currently Cllr Heather

Cllr Heather was duly reappointed as the internal Finance Control.

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

Cllrs T Hawkins was duly reappointed as the internal coordinator for the Pavilion, Play Park and Playing Field. Cllr Walsingham was not present at the meeting but had confirmed his approval to be the internal coordinator for the Pavilion, Play Park and Playing Field.

72.1.9. 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 and Media following the meeting.

72.1.10. SAM2 – Currently Cllr Walsingham

Cllr Walsingham was not present at the meeting but had confirmed his approval to be the internal coordinator for SAM2.

72.1.11. Speedwatch – Currently Cllr Harrison, Cllr Paisley (Coordinator)

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

72.1.12. 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.

72.1.13. Website & Broadband – Currently Cllr D Hawkins

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

72.1.14. 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.

72.1.15. To consider allocation of any other responsibilities

There were no other internal responsibilities for consideration.

72.2. Outside Bodies' Representation

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

Cllr Bucke was duly reappointed as the liaison representative for the Internal Drainage Board.

72.2.2. Marham Junior School Governor Liaison (outside body) – vacant

As the Marham Junior School was now an Academy it was agreed to remove this from the Outside Bodies, unless invited by the Head Teacher to reinstate.

72.2.3. Poores Trust Liaison (outside body) – Currently Cllr Harrison

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

72.3. Working Parties

72.3.1. Finance Panel – 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.

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

Cllrs Barrett, T Hawkins, Hipperson and Mrs Weal (non-voting rights) were duly reappointed onto the Village Events Panel. Cllr Walsingham was not present at the meeting but had confirmed his approval for reappointment onto the Village Events Working Party.

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

73.1. Standing Orders

The Standing Orders were approved with no amendments required.

73.2. Financial Regulations

The Financial Regulations were approved with no amendments required.

73.3. Asset Register

The Asset Register was approved with no amendments required.

73.4. Complaints Procedure

The Complaints Procedure Policy was approved with no amendments required.

73.5. Unreasonably Persistent And/Or Vexatious Complainants

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

73.6. Powers & Duties

The Powers and Duties were approved with no amendments required. 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 annual statutory limit for 2017/2018 is £7.57 and will be amended on an annual basis.

73.7. Child Protection

The Child Protection Policy was approved with no amendments required.

73.8. Vulnerable Persons

The Vulnerable Persons Policy was approved with no amendments required.

73.9. Expenses and Allowances (Cllr Folder)

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

73.9.1. 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 – Cllr Bucke

That this Council awards a 2017/2018 Chairman's allowance of £15.30 per month and that this is payable on a monthly basis.

All in favour

73.10. Training (Cllr Folder)

The Training Policy was approved with no amendments required.

73.11. Sickness & Absence (Cllr Folder)

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

73.12. Operational Risk Assessment (Cllr Folder)

The Operational Risk Assessment was approved with no amendments required.

73.13. Health & Safety (Cllr Folder)

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

73.14. Freedom of Information Model Publication Scheme (Cllr Folder)

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

73.15. Disciplinary & Grievance (Cllr Folder)

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

73.16. Business Continuity Plan (Cllr Folder)

The Business Continuity Plan was approved with no amendments required.

73.17. Bullying & Harassment (Cllr Folder)

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

73.18. Equal Opportunities (Cllr Folder)

The Equal Opportunities Policy was approved with no amendments required.

73.19. Communications Protocol (Cllr Folder)

The Communications Protocol was approved with no amendments required.

73.20. Member/Officer Relations Protocol (Cllr Folder)

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

73.21. Dignity at Work (Website)

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

73.22. Complaints Procedure for use Against the Council (Website)

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

73.23. Press/Media

There currently was no Press/Media Policy. The Clerk would produce one in the future for the consideration and adoption of the Council.

73.24. 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.

73.25. 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 73.9 – 73.22 were currently only available in paper form. When time allowed the Clerk would produce documents for retention on the Council laptop.

74. 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 7.30pm.

Reports

Borough Councillors

Borough Cllr Hipperson reported that Cllr Carol Bower was the new elected Mayor and Cllr Jim Moriarty, the Deputy Mayor.

County Councillor

County Cllr Middleton reported that since his election he had been attending extensive training courses. His aim in the future would be to attend the Council meetings of his 11 parishes on an equivalent rota-style basis. The Clerk would send him the meeting dates of this Council.

RAF Marham

Flt Lt Walker reported that a new Air Commodore had been appointed and a new Station Commander would be commencing duties soon. The Station was busy with the ongoing construction works and was on schedule for the arrival of the UK F-35B Lightning II aircraft coming to RAF Marham in 2018.

The Station would be providing the use of a tent for the Council Fun Day event on Sunday, 11th June 2017.

The Annual Reception of the Commanding Officer was being held on Thursday, 15th June 2017. The Chairman, Cllr T Hawkins, confirmed the invitation had been received and respectfully accepted.

The RAF Marham Families Day was being held on Thursday, 20th July 2017 and tickets were available at the Community Hub.

Flt Lt Walker confirmed that he would be retiring in September 2017, with the intention of leaving earlier by taking accrued annual leave. His successor would be WO Graham Spark with the handover anticipated to be in July 2017.

Cllr Heather enquired whether a disused projector had been sourced for donation to the Council. Flt Lt Walker would continue to investigate this.

Flt Lt Walker left the Council Chamber at 7.35pm.

Public Participation

A member of public raised concern regarding the poor condition of the roads in Marham; the road at the S-bend travelling out of the village towards the Base was particularly bad. County Cllr Middleton advised that he would report this to Highways and see what he could do to get the roads repaired. It was noted that Highways had a budget and would be dealing with the highest priority pot holes and surfaces in this financial year.

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

75. Finance

75.1. Approval of finances and payments to be made

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

April 2017

Bank Reconciliation	Community Account (£)	Tracker Account (£)
Bank Statement Start Balances	<u>1,779.63</u>	<u>70,064.31</u>
Total Opening Bank Balances		<u>71,843.94</u>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	<u>1,779.63</u>	<u>70,064.31</u>
Council Total Opening Balances		<u>71,843.94</u>
Receipts	52,629.09	41,000.00
Payments	- 49,886.08	- 7,000.00
Bank Statement Close Balances	<u>4,522.64</u>	<u>104,064.31</u>
Total Closing Bank Balances		<u>108,586.95</u>
Unpresented Cheques	-136.92	-
Unpresented Receipts	-	-
Council Closing Balances	<u>4,385.72</u>	<u>104,064.31</u>
Council Total Closing Balances		<u>108,450.03</u>
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		<u>69,492.89</u>

Reconciliation Community Account (£)	
Bank Statement 01.04.2017	<u>1,779.63</u>
Receipts	52,629.09
Payments Cleared	- 49,886.08
Bank Statement 30.04.2017	<u>4,522.64</u>
Unpresented Cheques	
103489	-136.92
Unpresented Receipts	
	-
Council Closing Balance	<u>4,385.72</u>

Reconciliation Tracker Account (£)	
Bank Statement 01.04.2017	<u>70,064.31</u>
Receipts	41,000.00
Payments Cleared	- 7,000.00
Bank Statement 30.04.2017	<u>104,064.31</u>
Unpresented Cheques	
Unpresented Receipts	
	-
Council Closing Balance	<u>104,064.31</u>
Council Total Closing Balances	<u>108,450.03</u>

Council Total Closing Balances	<u>108,450.03</u>		
Council Total Earmarked Reserves	<u>69,492.89</u>	Council Remaining Available Precept	<u>38,957.14</u>

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 £
13.04.2017	Village Hall	Lettings Feb & Mar 2017	Stub 100431	0.00	0.00	0.00	165.00
13.04.2017	Allot (5,6,7&8, 9,12,13, 14 Dep)	Rent & Water Charges	Stub 100432	0.00	0.00	0.00	175.60
18.04.2017	Allotment Tenant (Plot 16)	Rent & Water Charges	BACS	0.00	0.00	0.00	20.80
19.04.2017	Cllr T Hawkins (Church Buying)	Village Hall Chairs	BACS	462.50	92.50	555.00	0.00
20.04.2017	Allotment Tenant (Plot 10)	Rent & Water Charges	Stub 100433	0.00	0.00	0.00	20.80
24.04.2017	HMRC	VAT Repay 3/3 2016-2017	BACS	0.00	0.00	0.00	1611.79
28.04.2017	E-On	Electric Sports Pavilion	DD	50.48	2.52	53.00	0.00
28.04.2017	E-On	Electric Village Hall	DD	164.76	8.24	173.00	0.00
28.04.2017	Cllr T Hawkins	Chairman's Allowance	BACS	15.30	0.00	15.30	0.00
28.04.2017	Cllr T Hawkins (Ningbo)	Village Hall Tables	BACS	399.50	79.90	479.40	0.00
02.05.2017	Lettings Officer	Salary	BACS	87.97	0.00	87.97	0.00
02.05.2017	Clerk	Salary	BACS	631.61	0.00	631.61	0.00
02.05.2017	Caretaker	Salary	BACS	136.42	0.00	136.42	0.00
02.05.2017	HMRC	Employer PAYE/NI	BACS	208.10	0.00	208.10	0.00
02.05.2017	Clerk	Expenses & Travel & Postage	BACS	31.54	0.00	31.54	0.00
05.05.2017	Viking	Supplies Sports Pavilion	Debit Card	48.47	9.69	58.16	0.00
08.05.2017	Bowls Club / Allotment (Plot 1)	16/17 Rent / Rent Water	Stub Misc	0.00	0.00	0.00	250.00
10.05.2017	H Brett & Son	Cemetery Fees	Stub 100434	0.00	0.00	0.00	20.80
12.05.2017	E-On	Street Lighting	DD	50.53	2.53	53.06	160.00
15.05.2017	Sainsburys	Refreshments	Debit Card	3.06	0.61	3.67	0.00
15.05.2017	BPI Recycled Products	Fun Day Event 40 x Bin Bags	Debit Card	12.67	2.53	15.20	0.00
Late Bills / Receipts (Received after Agenda advertised)							
	BCKL&WN	P&S Printing	Debit Card	101.20	0.00	101.20	0.00
	Norfolk ALC	Annual Subscription	BACS	374.52	0.00	374.52	0.00
	Glazewing	Waste Collect Cemetery May	BACS	24.55	4.91	29.46	0.00
	A J Restoration	Churchyard Wall Repairs	BACS	1386.00	0.00	1386.00	0.00
Totals				4,189.18	203.44	4,392.62	2,424.79

Proposed – Cllr D Hawkins

Seconded – Cllr Bucke

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

All in favour

75.2. Annual Membership to the Norfolk Association of Local Councils (Norfolk ALC)

Proposed – Cllr D Hawkins

Seconded – Cllr Heather

That the Council renews its annual membership with Norfolk ALC at a cost of £374.52.

All in favour

75.3. Requests for local Grants and Donations

No requests for grants or donations had been received.

76. Annual Governance for the Accounts 2016/2017

The Clerk had circulated a copy of the bank statements, budget account, cashbook and bank reconciliation for the financial year 2016/2017 with the agenda. The year-end accounts, period ending 31st March 2017, were as follows:

Chairman Signed Dated

Balances at 31.03.2017	Community A/C	Tracker A/C	Reconciliation Community A/C		Reconciliation Tracker A/C	
Closing Bank Statement Balances	<u>1,779.63</u>	<u>70,064.31</u>	Bank Statement 31.03.2017	1,779.63	Bank Statement 31.03.2017	70,064.31
Unpresented Cheques	-	-	<i>Unpresented Cheques:</i>		<i>Unpresented Cheques:</i>	
Unbanked Receipts	-	-				
Closing Council Balances	<u>1,779.63</u>	<u>70,064.31</u>				
Cash Book	Comm A/C	Tracker A/C				
Opening Bank Statement Balances 01.04.2016	<u>7,967.68</u>	<u>57,032.99</u>		-		-
Receipts 01.04.2016-31.03.2017	131,683.93	89,031.32	<i>Unbanked Receipts (Banked Mar uncleared):</i>		<i>Unbanked Receipts (Banked Mar uncleared):</i>	
Payments 01.04.2016-31.03.2017	-137,871.98	-76,000.00				
Closing Bank Statement Balances	<u>1,779.63</u>	<u>70,064.31</u>		-		-
Total Closing Bank Balances		<u>71,843.94</u>				
Total Closing Council Balances		<u>71,843.94</u>	Council Closing Balance	<u>1,779.63</u>	Council Closing Balance	<u>70,064.31</u>

Bank Statement Balances C/F at 01.04.2016	<u>71,843.94</u>
Council Balances C/F at 01.04.2016	<u>71,843.94</u>
Earmarked Reserves:	
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	-174.61
Total	<u>69,145.39</u>
Council Balances C/F at 01.04.2017	<u>71,843.94</u>
Total Debtors	<u>-69,145.39</u>
Total Creditors	-
Council Balances C/F 01.04.2017	<u>2,698.55</u>

Chairman Signed Dated

76.1. Internal Audit Report 2016/2017

The Clerk had circulated the Annual Internal Audit Report 2016/2017 prepared by LAS Partnership with the agenda. The Internal Audit had been carried out on 16th May 2017. All accounts, records, supporting documents and safeguards were found to be efficiently maintained and in place.

Proposed – Chairman, Cllr T Hawkins

Seconded – Cllr Heather

That this Council approves the Internal Audit for the financial year 2016/2017.

All in favour

76.2. Annual Governance Statement 2016/2017 (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.

That this Council approves the Annual Governance Statement (Section 1 Annual Return) for the financial year 2016/2017 as detailed.

All in favour

The Clerk and the Chairman, Cllr T Hawkins, duly signed Section 1 of the Annual Return 2016/2017. The Clerk would record the Minute References upon completion of the minutes of this meeting.

76.3. Accounting Statements 2016/2017 (Section 2 Annual Return)

The Clerk had circulated a copy of the Accounting Statements for the financial year 2016/2017 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:

	2015/ 2016 £	2016/ 2017 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted monetary values to nearest £10 are included)
Box 1 Balances Brought Forward	54,745	65,013	10,268 (+18.76%)	
Box 2 Precept	39,000	40,500	1,500 (+3.85%)	Closed Churchyard Grade II Listed wall in need of restoration (1,500 to increase reserves)
Box 3 Other Income & Receipts	16,576	14,822	(1,754) (-10.58%)	Main long-term hirer of Village Hall departed Jul 16 (1,350). Council Tax Grant reduced (60). Grants and donations lower (344)
Box 4 Staff Costs	9,448	10,802	1,354 (+14.33%)	Staff salaries increased Apr 16 & Clerk's working hours increased Feb 17 (1,354).
Box 5 Loan Interest/Capital	NIL	NIL	N/A	N/A
Box 6 Other Payments	35,860	37,689	1,829 (5.10%)	Grounds maintenance works / tree removals (1,829)
Box 7 Balances Carried Forward	65,013	71,844	6,831 (+18.73%)	
Box 8 Total Value of Cash & Short Term Investments Assets & Long Terms Assets	65,013	71,844	10,255 (+10.51%)	Earmarked Reserves increased for Closed Churchyard Grade II Listed wall in need of restoration (10,255)
Box 9 Fixed Assets & Long Terms Assets	148,259	149,535	1,276 (+0.86%)	Defibrillator purchased & added to register (1,276)
Box 10 Total Borrowing	NIL	NIL	N/A	N/A

Proposed – Cllr Heather

Seconded – Cllr Bucke

That this Council approves the Accounting Statements (Section 2 Annual Return) for the financial year 2016/2017 as detailed.

All in favour

The Clerk and the Chairman, Cllr T Hawkins, duly signed Section 2 of the Annual Return 2016/2017. The Clerk would record the Minute References upon completion of the minutes of this meeting.

76.4. 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 2016/2017 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 2017. The dates would be as follows:

The elected period commences on **Friday, 2nd June 2017**

And ends on **Thursday, 14th July 2017**

The date appointed by the Council for the exercise of electors' rights has been set as:

Monday, 17th July 2017 (any date at least one working day after the end of the inspection period above).

Proposed – Cllr D Hawkins

Seconded – Chairman, Cllr T Hawkins

That this Council approves the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2016/2017 as detailed.

All in favour

77. Updates and actions regarding ongoing matters

77.1. Allotments

77.1.1. Half yearly inspections

Cllr Hipperson reported that inspections had been carried out by her and Borough Cllr Hipperson and only one plot had failed the terms and conditions. It was evident that no work had been carried out on it since February 2017 when it was taken on. Following the inspection, the Clerk sent the lady a letter on 5th May 2017 advising that as their rent demand had not been settled, their signed Tenancy Agreement had not been received and no communication had been forthcoming from them despite various emails and letters being sent, the eviction of their allotment had been imposed with immediate effect and that any personal possessions and equipment held on the plot should be removed immediately. There had been no response to this and the plot was subsequently let to the next person on the list on Friday, 12th May 2017.

The Council thanked Cllr Hipperson and Borough Cllr Hipperson for carrying out the inspections and reminded them that the next one was due in late autumn.

77.1.2. Discounted rent for new tenant of plot 2

Cllr Barrett reported that plot 2 had not had much work carried out on it for at least twelve months. The previous tenant hadn't touched it since February 2017 and the tenant prior to that had barely worked on it for a year beforehand. The Clerk reported that following the eviction of the previous tenant, the Council should consider a discount for the new tenant as they had taken on a plot which required a considerable amount of work to be done on it.

County Cllr Middleton left the Council Chamber at 8.00pm.

A short discussion took place and it was agreed to give the new tenant free rent until 31st March 2018. The Clerk would advise the tenant accordingly.

77.1.3. Allotment procedures and annual rental charges

Cllr Barrett and Cllr Paisley had declared a pecuniary interest in this item.

The Clerk reported that annual rents were currently £15.00 per tenant equating to £240.00 for the sixteen plots.

Annual insurance costs, membership of the National Allotment Society, Poors Trust rent and administration costs (estimated to be about 30 hours per year) meant the Council was spending approximately £525.00 per annum which equated to a loss of approximately £285.00.

It was agreed for Cllr Barrett to examine the actual annual costs of the allotment services, charges and income received and report back at the next meeting, when a decision would then be taken to review the rents for 2018/2019. The Clerk would write to the Poors Trust and all allotment tenants giving them advance notice if it was agreed to increase the rents.

77.2. Churchyard

77.2.1. Boundary Wall – update

This item would be discussed under confidentiality at the end of the meeting.

77.3. Cemetery

77.3.1. Street map at the entrance

Cllr Hipperson reported that she was currently investigating the best location for a map to be sited and confirmed that woodwork for the sign had been sourced. Cllr Harrison suggested placing an information sign on the reverse of the board. It was agreed this was a good idea, providing the sign could be placed in a location where both sides were visible to the public.

77.4. Village Hall

The Chairman, Cllr T Hawkins, reported that the new chairs and tables had arrived and been stored securely in the main hall cupboard.

77.5. Playground and Playing Field

There was nothing to report to this meeting.

77.6. Community Speed Watch

Cllr Paisley reported that 104 vehicles out of 364 had been travelling in excess of 35mph which equated to 28.6%.

77.7. SAM2

Cllr Walsingham had circulated the SAM2 graphs for April 2017 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 26,831 vehicles had registered on the camera of which 2,382 (approximately 8.88%) had been travelling in excess of 35mph.

77.8. General Grounds Maintenance

There was nothing to report to this meeting.

77.9. Street Lights

Cllr Harrison reported that the two street lights adjacent to the Manor House, The Street, which had found to be shot by firearms had been replaced by Westotec with temporary lamps. When Westotec went to install the permanent lamps, they found that the lights had again been shot several times, damaging both bulbs and casings beyond repair.

A short discussion took place and it was agreed that in view of the excessive costs this was to the ratepayer, the lamps should not be replaced. It was also felt that the person responsible for this could be a danger to public safety. Cllr Harrison would report this to the police for a second time.

77.10. 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.

77.11. Village Signs

A brief discussion took place regarding the Village Sign by Eastgate Farm which was looking a little tired. It was agreed that its condition did not merit any restoration at this time. It was agreed to remove this item from the agenda.

It was noted that Marham had three village signs commemorating the Queen's Silver Jubilee (1977), Millennium (2000) and the Queen's Golden Jubilee (2012). Marham was the only village in the whole country that had two different village signs.

77.12. Village Events

77.12.1. 2017 Fun Day (Sunday, 11th June 2017)

The Chairman, Cllr T Hawkins, reported that the event would include a small boot sale (5 stalls booked with space for 20), 37 craft, business and charity stalls selling and promoting a variety of goods and services, a raffle and tombola stall, a classic car show (over 30 cars booked with more expected), a small display of farm machinery, zorb balls, face painting, pony rides, a helter-skelter, roundabout, bouncy castle and an inflatable slide. Food and refreshments in the form of pizzas, burgers, hog roast and cakes would be available and the Bowls Club, would also be providing light refreshments. The arena would be hosting a programme of events including a dog show, two martial arts displays and maypole dancing.

A Council Information Point and First Aid tent would be supervised at all times with St John Ambulance providing two qualified first aid representatives throughout the whole event. This would be at cost but was a necessity.

The Clerk had produced an Event Management Plan which provided extensive details of the event and risk assessments.

77.12.2. Cheese and Wine (November date TBC)

The Chairman reported that discussions regarding this event would take place after the Fun Day.

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

The Chairman, Cllr T Hawkins, reported that six stalls had been reserved. Discussions regarding this event would take place after the Fun Day.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.25pm for an interim break and resumed the meeting at 8.40pm.

78. Highway matters

There was nothing to report to this meeting.

79. Planning

79.1. Planning applications

No planning applications had been received.

79.2. Planning decisions

73.2.1. 17/00078/F – Church Hall, 4 Mill Lane – Demolition of dilapidated church hall and erection of new dwelling and associated external works

Application permitted (Delegated decision).

80. General correspondence

Items for action:

<i>Correspondent</i>	<i>Description</i>
West Norfolk Community Sports	AGM 7.00pm Wednesday, 24 th May 2017, Alive Leisure
BCKL&WN	Local Government Boundary Commission review 6.00pm Thursday, 22 nd June 2017, KL Assembly Room

These items were noted.

Items actioned and for information purposes:

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

81. BCKL&WN issues

Cllr Hipperson raised concern regarding cars which were parking on the Hillside green. The Chairman, Cllr T Hawkins, confirmed that she had reported this matter to the BCKL&WN as they were the landowners. The majority of vehicles were not taxed, nor SORN, but the owners were refusing to move them from the green. Borough Cllr Howland had taken this forward with the BCKL&WN Business Development Manager, Mr Martin Chisholm, who was currently dealing with the matter.

82. Norfolk County Council issues

82.1. Trod 1 Parish Partnership Scheme 2015/2016

82.1.1. Formal Ownership Agreement of Trod 2

The Clerk reported that Mr A Wallace, Highways Engineer, had again been chased for approval of the Trod Agreement but no response had been received. The Clerk would continue to pursue this.

82.2. Trod 4 Parish Partnership Scheme 2017/2018

Cllr Harrison reported that minor work had commenced; the grass had been cut in preparation and stakes had been put in.

83. Matters to report to the Clerk

There were no matters to report to the Clerk.

84. Items for the next agenda

There were no items for the next agenda.

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

The next meeting of the Parish Council would be held on Wednesday, 28th June 2017 at 7.15pm in the Village Hall.

The members of public and Borough Cllr Hipperson left the Council Chamber at 8.50pm.

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

86.1. Contract for the Churchyard boundary wall restoration

See Confidential Report.

Proposed – Cllr D Hawkins

Seconded – Chairman, Cllr T Hawkins

That this Council contracts A J Restoration to carry out the full restoration of the Holy Trinity Church closed churchyard wall at a total anticipated cost of £24,960.00 plus costs for the completed two-metre section of £1,386.00 making a total of £26,346.00 leaving a contingency fund of approximately £3,654.00 for any unexpected costs that may arise during the project.

All in favour

The Chairman, Cllr T Hawkins, closed confidentiality and resumed the meeting at 9.13pm.

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