

Marham Parish Council

Minutes of the Council meeting held Wednesday, 25th October 2017 at 7.15pm in the Village Hall, Marham

Present:	Chairman	Cllr T Hawkins
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr I Barrett
		Cllr G Bucke
		Cllr J Clarke
		Cllr T Harrison
		Cllr D Hawkins
		Cllr C Heather
		Cllr J Hipperson
		Cllr D Paisley
	County Councillor	Cllr G Middleton (following item 135.4)
	Borough Councillor	Cllr M Howland
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	2

130. Apologies for absence

Apologies for absence had been received from Borough Cllr G Hipperson (illness).

131. Approval of the minutes of the Parish Council meeting

Proposed – Cllr Barrett

Seconded – Vice Chairman, Cllr Walsingham

That the minutes of the meeting held on Wednesday, 6th September 2017 (items 116-129) 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.

132. Resignation of Cllr J Dowsing

The Chairman, Cllr T Hawkins, reported that Cllr Jez Dowsing had resigned from the Council on Tuesday, 17th October 2017. The Clerk advised that the Notice for Casual Vacancy had been displayed on Friday, 20th October 2017 giving 14 days notice for a written request from ten electors to fill the vacancy by election. The BCKL&WN Electoral Services had confirmed that if no requests were received by Wednesday, 9th November 2017 the vacancy could be advertised to be filled by co-option.

Donations from Councillors and the Clerk for a small gift had been collected. The Chairman, Cllr T Hawkins, would purchase a commemorative glass gift for Cllr Dowsing.

133. Declarations of interest and requests for dispensation

The Vice Chairman, Cllr Walsingham, declared a pecuniary interest in item 135.2 Local Policing meeting attendance. Cllr Paisley declared a pecuniary interest in item 135.3 Community Speed Watch meeting attendance. Cllr Barrett declared a personal interest in item 136.1 Allotments. There were no requests for dispensation.

134. 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

Chairman Signed Dated

The Chairman, Cllr T Hawkins, adjourned the meeting at 7.17pm.

Reports

Borough Councillors

Borough Cllr Howland reported that Norfolk Constabulary had announced plans to discharge its 150 Police Community Support Officers (PCSO's) and with the money saved, fund 81 new Police Officers and 16 support staff. Cllr Howland would be attending a closed meeting with the Deputy Chief Constable, Mr N Dean, for more information.

In the run up to Halloween, residents who felt anxious and unsettled could contact the BCKL&WN for support and advice.

The BCKL&WN had recently secured purchases of land in King's Lynn but details had not yet been made available to the public. Further information would follow.

County Councillor

County Cllr Middleton had not yet arrived at the meeting.

RAF Marham

WO Spark reported that the annual fireworks display would be held on Thursday, 2nd November 2017. Tickets could be purchased from The Hive at £3.00 for adults, £1.00 for children.

The Friends of Marham Christmas Lunch, catering for up to 120, was being held on Wednesday, 6th December 2017. Cllr Harrison would submit nominations to WO Spark.

The Holy Trinity Church would be holding a Carol Concert on Tuesday, 10th December 2017 at 7.15pm. Tickets could be purchased from The Hive or from Mr P Faye for £5.00. The Military Wives would be performing at this event.

Cllr Heather enquired whether a projector had yet been sourced. WO Spark confirmed that the Council could have one on loan but would need to make it available for the Church once a month for their film showings. WO Spark would arrange to have the projector delivered.

Public Participation

One member of public enquired whether she would be permitted to hire the Village Hall for weekly dog training sessions.

A short discussion took place and Councillors felt that for public health and safety reasons this would not be possible. It was suggested that the Sports Pavilion on the Coronation Playing Field may be a better option as this building had recently been vacated by the Football Club. The Chairman, Cllr T Hawkins, agreed to meet the lady on site to consider this and report back at the next meeting as to the decision of the hirer and terms of the contract, if applicable.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.35pm.

135. Finance

135.1. Approval of finances and payments to be made

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

September 2017

Bank Reconciliation	Community Account (£)	Tracker Account (£)
Bank Statement Start Balances	<u>2,868.54</u>	<u>94,564.31</u>
Total Opening Bank Balances		<u>97,432.85</u>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	<u>2,868.54</u>	<u>94,564.31</u>
Council Total Opening Balances		<u>97,432.85</u>
Receipts	2,909.50	-
Payments	- 2,761.25	- 2,500.00
Bank Statement Close Balances	<u>3,016.79</u>	<u>92,064.31</u>
Total Closing Bank Balances		<u>95,081.10</u>
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	<u>3,016.79</u>	<u>92,064.31</u>
Council Total Closing Balances		<u>95,081.10</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		26,857.00
Allotment Deposits Held		320.00
Village Sign Appeal		500.00
Street Lighting		1,000.00
Village Hall Fencing		2,000.00
Village Hall Disabled Ramp Fundraising		1,179.88
Future Events		250.00
Total Earmarked Reserves		<u>67,606.88</u>

Reconciliation Community Account (£)	
Bank Statement 01.09.2017	<u>2,868.54</u>
Receipts	2,909.50
Payments Cleared	- 2,761.25
Bank Statement 30.09.2017	<u>3,016.79</u>
Unpresented Cheques	
Unpresented Receipts	
Council Closing Balance	<u>3,016.79</u>

Reconciliation Tracker Account (£)	
Bank Statement 01.09.2017	<u>94,564.31</u>
Receipts	-
Payments Cleared	- 2,500.00
Bank Statement 30.09.2017	<u>92,064.31</u>
Unpresented Cheques	
Unpresented Receipts	
Council Closing Balance	<u>92,064.31</u>
Council Total Closing Balances	<u>95,081.10</u>

Council Total Closing Balances	<u>95,081.10</u>		
Council Total Earmarked Reserves	<u>67,606.88</u>	Council Remaining Available Precept	<u>27,474.22</u>

Chairman Signed Dated

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 £
07.09.2017	A F Holman & Son	Cemetery Fees	Stub 100446	0.00	0.00	0.00	40.00
07.09.2017	Village Hall/Cheese Wine Event	Lettings Jul & Aug/ Tickets	Stub 100447	0.00	0.00	0.00	329.50
11.09.2017	E-On	Street Lighting	DD	52.22	2.61	54.83	0.00
11.09.2017	Hampshire Flag Company	Flag Pole	Debit Card	44.99	9.00	53.99	0.00
11.09.2017	Flag & Bunting Store	Two flags	Debit Card	9.93	0.00	9.93	0.00
18.09.2017	A F Holman & Son	Cemetery Fees	Stub 100448	0.00	0.00	0.00	40.00
29.09.2017	E-On	Electric Sports Pavilion	DD	68.57	3.43	72.00	0.00
29.09.2017	E-On	Electric Village Hall	DD	95.24	4.76	100.00	0.00
02.10.2017	Lettings Officer	Salary September 2017	BACS	87.97	0.00	87.97	0.00
02.10.2017	Clerk	Salary September 2017	BACS	631.61	0.00	631.61	0.00
02.10.2017	Caretaker	Salary September 2017	BACS	149.25	0.00	149.25	0.00
02.10.2017	Clerk	Expenses September 2017	BACS	18.10	0.00	18.10	0.00
02.10.2017	Cllr T Hawkins	Chairman's Allowance Sep 17	BACS	15.30	0.00	15.30	0.00
03.10.2017	Anglian Chemicals	Village Hall Floor Materials	Debit Card	63.23	12.64	75.87	0.00
09.10.2017	Anglian Chemicals	Village Hall Floor Materials	Debit Card	24.47	4.89	29.36	0.00
10.10.2017	Shield Total Insurance	Allotments Annual Insurance	Debit Card	62.63	0.00	62.63	0.00
10.10.2017	HMRC	Employer PAYE/NI Sep 2017	BACS	214.30	0.00	214.30	0.00
10.10.2017	Mazars LLP	External Audit	BACS	300.00	60.00	360.00	0.00
10.10.2017	A J Coggles	Cemetery Fees	Stub 100449	0.00	0.00	0.00	100.00
12.10.2017	E-On	Street Lighting	DD	50.53	2.53	53.06	0.00
13.10.2017	Norse Eastern Ltd	Grounds Maint August	BACS	847.09	169.42	1,016.51	0.00
16.10.2017	W M Morrisons	Christmas Event Goods	Debit Card	9.58	1.92	11.50	0.00
16.10.2017	Poundland	Christmas Event Goods	Debit Card	15.83	3.17	19.00	0.00
16.10.2017	Cllr T Hawkins (Kinnerton Choc)	Christmas Event Goods	BACS	38.50	7.70	46.20	0.00
Totals				2,799.34	282.06	3,081.40	509.50

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Heather

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

All in favour

135.2. Local Policing meeting Friday, 27th October 2017

The Vice Chairman, Cllr Walsingham, had declared a pecuniary interest in this item.

It was agreed for the Vice Chairman, Cllr Walsingham, to attend the Local Policing meeting being held by Inspector Cant in Downham Market on Friday, 27th October 2017 at 7.30pm.

Proposed – Cllr Heather

Seconded – Cllr Bucke

That the Vice Chairman, Cllr Walsingham, attends the Local Policing meeting in Downham Market on Friday, 27th October 2017 and that the Council agrees to pay the travel expenses incurred.

For – 9

Against – 0

Abstentions – 1 (declared interest)

135.3. Community Speed Watch meeting Saturday, 11th November 2017

Cllr Paisley had declared a pecuniary interest in this item.

It was agreed for Cllr Paisley to attend the Chief Constables Summit for Community Speed Watch Coordinators in Wymondham on Saturday, 11th November 2017 from 10.00am-2.00pm.

Chairman Signed Dated

Proposed – Cllr D Hawkins

Seconded – Cllr Barrett

That Cllr Paisley attends the Community Speed Watch Coordinators meeting on Saturday, 11th November 2017 in Wymondham and that the Council agrees to pay the travel expenses incurred.

For – 9

Against – 0

Abstentions – 1 (declared interest)

135.4. Non Settlement of Marham Wanderers Football Club Account

The Vice Chairman, Cllr Walsingham, reported that he had visited Mr Lee Roberts, Treasurer of the Football Club, and had presented him with the outstanding invoice for non settlement of the 2016/2017 football season. Mr Roberts confirmed that the Football Club had dissolved and that no monies remained and the account could not be paid. Mr Roberts did confirm that any equipment held in the Sports Pavilion did not belong to the Football Club and was the property of the Parish Council.

Councillors agreed that the outstanding account would have to be written off and that no further action would be taken regarding this matter.

Mr Roberts advised that he would return the key to the Sports Pavilion. The Vice Chairman, Cllr Walsingham, would pursue this.

County Cllr Middleton arrived at the meeting at 7.39pm.

Proposed – Chairman, Cllr T Hawkins

Seconded – Vice Chairman, Cllr Walsingham

To invoke Standing Order 10a (vi), in order to vary the order of business and allow the County Councillor to provide his report at this time.

All in favour

The Chairman, Cllr T Hawkins, adjourned the meeting at 7.40pm.

County Councillor

County Cllr Middleton reported that he covered fourteen Parish Councils and could only attend Marham Parish Council meetings on an intermittent basis. In addition he had recently been elected to the Children’s Services and Adoption Panel and this was also taking up a great deal of his time.

The 2018/2019 budget discussions were currently underway and cuts of approximately £40M needed to be achieved to meet the long-term saving targets. This would mean a reduction in services and possible staff cuts. The increase in Council Tax was anticipated to be 3%.

Norfolk County Council had recently submitted a bid of £17M to the Government’s Local Full Fibre Networks (LFFN), which was seeking to encourage faster deployment of full fibre broadband networks across the UK. If the bid was successful, this would mean 95% coverage in Norfolk within the next two years. Properties which were not within 1km of a box were those falling within the 5%. The cost of a box was £28,000 and it would therefore not be feasible to place a box in an area where properties were remote.

Cllr D Hawkins raised concern that the Better Broadband for Norfolk campaign had not been achieving its promised goals and many homes in Marham were still not benefiting from faster broadband. Cllr Middleton would investigate this matter.

The Business Rates Retention system was being reformed and consultations were ongoing.

A new scheme, The Local Member Highways Budget, had been introduced whereby each County Councillor would have control of an annual £6,000.00 budget to be used on small highways works in their division. The total budget of £504,000.00 per year would enable works to be carried out including advisory speed signs outside schools, small pavement extensions and modifications and additional maintenance to footpaths or verges. The scheme would run alongside the Parish Partnership Scheme and tiered Councils were encouraged to submit bids to both.

The Chairman, Cllr T Hawkins, resumed the meeting at 8.02pm and recommenced the order of the business.

135.5. Event assistants' identification badges

The Chairman, Cllr T Hawkins, reported that helpers of the Council events had expressed an interest in having identification badges to wear at events.

A short discussion took place and it was agreed to purchase eight badges from Ebay (SJS Engraving) at a cost of £0.99 per badge + £0.95 postage stating 'Marham Village Event Assistant' on each one.

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Chairman, Cllr T Hawkins

That the Council purchases eight badges for the event assistants at a cost of £0.99 per badge + £0.95 postage from SJS Engraving on Ebay.

For – 7

Against – 2

Abstentions – 1

The Clerk would order the badges from Ebay.

135.6. Requests for local Grants and Donations

135.6.1. Norfolk Accident Rescue Service (NARS) - Countywide

Councillors felt that because this charity was not directly within the village, the request should be declined.

136. Completion of Annual Return

The completed Annual Return from Mazars LLP had been circulated with the agenda. The external auditor's report was clean. The report was noted.

137. Updates and actions regarding ongoing matters

137.1. Allotments

Cllr Barrett had declared a personal interest in this item.

Cllr Barrett reported that some current allotment holders had expressed an interest in terminating their contracts at the end of the financial year. It was agreed for Cllr Barrett to prepare a short article for the P&S magazine advertising forthcoming vacancies. Cllr Barrett would forward this to Cllr Clarke for inclusion in the next edition.

137.2. Churchyard

The Chairman, Cllr T Hawkins, reported that the ivy from the Church wall would be removed in April/May 2018 by the RAF Community Team.

137.3. Cemetery

137.3.1. Street map

Cllr Hipperson reported that she and WO Spark were currently investigating where the street map could be placed in the village.

137.4. Village Hall

137.4.1. Disabled ramp for entrance to the Village Hall

Cllr D Hawkins reported that two quotations for a concrete ramp would be available at the next meeting and would be compared to the two received for a steel ramp.

136.4.2. Drawings for Village Hall refurbishment

Cllr Clarke had circulated revised drawings for the proposed Village Hall development prior to the meeting. Cllr Clarke noted that the original idea of placing the disabled toilet in the cupboard space would not be possible due to the size of that area.

It was agreed for the Clerk to investigate disabled Changing Places and possible funding avenues.

WO Spark left the meeting at 8.23pm.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.23pm for an interim break and resumed the meeting at 8.45pm.

136.4.3. Proposed Outline planning application for the Village Hall land

Cllr Clarke reported that he had prepared a draft planning application for submission to the BCKL&WN. It was agreed for all Councillors to contact Cllr Clarke by Friday, 27th October 2017, with any comments. If none were received Cllr Clarke would submit the paperwork.

136.4.4. Defibrillator registration

The Chairman, Cllr T Hawkins, reported that she had worked tirelessly to ensure the Village Hall defibrillator was registered correctly and had received assurance that it was. The authorities also confirmed that the privately owned defibrillator at Donato's Pizza & Kebab House had been registered months before and it was unknown why there had been problems activating it. It was hoped that if the situation ever arose again, both would be activated correctly and information provided by the ambulance service would be correct.

136.5. Playground and Playing Field

The Chairman, Cllr T Hawkins, reported that Fenland Leisure had not yet responded to the request for costs to repair the loose step on the climbing frame and loose rail on the trim trail. The Clerk would chase this up.

It was noted that the wet pour repairs would be carried out when possible.

Cllr Barrett noted that the goal posts had not yet been removed from the ditches on the Coronation Field. Councillors that were able to attend would meet on site on Saturday, 28th October 2017 at 12.00pm to remove them. The Chairman, Cllr T Hawkins, Cllr D Hawkins and Cllr Heather also agreed to clear the Sports Pavilion of the football equipment and other disused items.

136.6. Community Speed Watch

Cllr Paisley reported that 60 vehicles had been monitored speeding over the past month.

136.7. SAM2

The Vice Chairman, Cllr Walsingham had circulated the SAM2 graphs for September 2017 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 17,240

vehicles had registered on the camera of which 8,933 had been travelling in excess of 35mph which equated to 51%. The highest recorded speed was 70mph.

136.8. General Grounds Maintenance

There was nothing to report to this meeting.

Borough Cllr Howland and County Cllr Middleton left the meeting at 9.00pm.

136.9. Street Lights

136.9.1. BT phone kiosk connection to the bus shelter, The Street

Cllr Harrison reported that Mr R Payne, Westcotec, had confirmed the costs for connecting a light to the BT phone kiosk would be £750.00 + VAT and an additional £800.00 for UK Power Network to connect it. A solar panel light would be £1,700.00 + VAT. In view of this it was agreed that lighting for the kiosk would not be financially viable. Cllr Heather agreed to investigate other possible inexpensive lighting solutions.

It was agreed for the Clerk to investigate whether the Parish Council could adopt the kiosk for a £1.00.

136.10. Proposed and Seconded

The Chairman, Cllr T Hawkins, reported that the next edition of the P&S magazine would be delivered end November/early December 2017. Articles would therefore need to be submitted to Cllr Clarke by mid-November 2017.

136.11. Village Signs

There was nothing to report to this meeting. It was agreed for the Clerk to remove this item from the agenda.

136.12. Village Events

136.12.1. Cheese and Wine (Tuesday, 10th October 2017) Debrief

The Chairman, Cllr T Hawkins, reported that the event had been a huge success and £257.00 had been raised towards the Village Hall alterations.

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

The Chairman, Cllr T Hawkins, reported that the maximum amount of stalls had been booked and there was a waiting list for cancellations. Volunteers were required to help wrap presents in the Village Hall on Monday, 13th November 2017 at 7.00pm.

136.12.3. Fish & Chip Supper Bingo Evening (Friday, 23rd February 2018)

There was nothing to report to this meeting.

136.12.4. 2018 Fun Day (Sunday, 11th June 2018)

There was nothing to report to this meeting.

137. Highway matters

137.1. Roadside hedge at The Manor, The Street

The Clerk reported that the proprietor at The Manor, The Street, had contacted her to advise that Highways had inspected the hedge and confirmed that it was their responsibility to cut this back each year. The Clerk had emailed Mr A Wallace, Highways Engineer, twice for confirmation that this information was factual but had not received a response. Cllr Harrison suggested contacting Mr M Edmunds instead.

Cllr Harrison confirmed that R & S Engineering Motor Services had confirmed to him that their boundary hedging would be cut back soon.

Cllr Barrett reported that the Squires Hill street name had been damaged; she had reported this online to the BCKL&WN Street Name Plates three times but the sign had still not been repaired or replaced. It was agreed for the Clerk to chase this matter up with Borough Cllr Howland.

138. Planning

138.1. Planning applications

138.1.1. 17/00078/TPO – The Beeches, Squires Hill – 2/TPO/00006 & 2/TPO/00234: T318 Beech Reduce overextended side laterals by up to 3.5m-4m. T319 Beech Reduce overextended side laterals by no more than 2.5m-3m

Information only.

138.1.2. 17/01680/F – Rose & Crown Cottage, The Street – Proposed New Dwelling

The following comments were made:

- The proposal, by virtue of its location, would provide a backland form of development, which is contrary to advice contained within the National Planning Policy Framework for Delivering Sustainable Development. This could be detrimental to the character and appearance of the established pattern of residential development on The Street and must therefore be considered.
- Due to age of the property and the historical site this lies in, an archaeological exploratory excavation must be carried out and professionally monitored, with a detailed report submitted.
- In relation to the replacement of the outbuilding - these are substantial structures and if there is an intention to relocate them within the site or on the field this should be confirmed prior to planning consent being given.
- It was noted that the proposed design has been well-thought out, and, subject to the recommendations above would be a nice addition to the area.

138.2. Planning decisions

138.2.1. 17/01471/F – Crown Cottage, The Street – Extension of existing dormer roof and construction of garage to dwelling

Application permitted (delegated decision).

138.2.2. 17/00078/TPO – The Beeches, Squires Hill – 2/TPO/00006 & 2/TPO/00234: T318 Beech-Reduce overextended side laterals by up to 3.5m-4m. T319 Beech-Reduce overextended side laterals by no more than 2.5m-3m

TPO Work Approved (delegated decision).

138.2.3. 17/000071/TPO – 2 Lime Close – 2/TPO/00234: T1 Beech-Reduce in height and thin
TPO Partial (delegated decision).

139. General correspondence

139.1. For Action

Ms Victoria Cooper, a resident of Marham, had recently emailed to suggest holding a village garden competition in the summer to promote community spirit and encourage residents to tidy up their gardens.

Councillors felt this was an excellent suggestion and noted that an open gardens event had been held years ago which had been very successful. The Chairman, Cllr T Hawkins, would contact Ms Cooper and invite her to attend the Events Working Party meeting in January 2018.

139.2. Late correspondence

The Clerk had circulated information regarding the Government powers under the Localism Act 2011 to make an annual decision on whether to introduce automatic precept referendums where they deem increases in local council precepts to be excessive. This includes what threshold would apply for triggering referendums and to which Councils this trigger would be applied. The Government has threatened to apply them to local Councils but, to date, has not done so although this could change with the 2018/19 Local Government Finance Settlement: Technical Consultation Paper. This was noted.

140. BCKL&WN issues

There was nothing to report to this meeting.

141. Norfolk County Council issues

141.1. Trod 1 Parish Partnership Scheme 2015/2016

141.1.1. Formal Ownership Agreement of Trod 2

There was nothing to report to this meeting.

Cllr Harrison reported that works on the current 2017/2018 scheme, Trod 4, would recommence in December 2017.

141.2. Parish Partnership 2018/2019 – bids to be submitted by 11th December 2017

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

142. Matters to report to the Clerk

There were no matters to report to the Clerk.

143. Items for the next agenda

There were no items for the next agenda.

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

The next meeting of the Parish Council would be held on Wednesday, 22nd November 2017 at 7.15pm in the Village Hall.

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

145.1. Parish Partnership 2018/2019 – Trod Phase 5

Proposed – Chairman, Cllr T Hawkins

Seconded – Vice Chairman, Cllr Walsingham

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 two members of public left the Council Chamber at 9.15pm.

See Confidential Report.

The Chairman, Cllr T Hawkins, closed confidentiality and resumed the meeting at 9.20pm.

The Chairman thanked everyone for attending and closed the meeting at 9.20pm.