

**Marham Parish Council**

**Minutes of the Council meeting held Wednesday, 29<sup>th</sup> November 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 B McCall (from Item 149.2)
		Cllr D Paisley
	Borough Councillor	Cllr M Howland
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	5

**146. Apologies for absence**

Apologies for absence had been received from the Vice Chairman, Cllr P Walsingham (work commitment), Cllr J Clarke (work Commitment), County Cllr G Middleton (work commitment) and Borough Cllr G Hipperson (illness).

**147. Approval of the minutes of the Parish Council meeting**

It was noted that there was an error in the RAF Marham report from WO G Spark and should read that the Holy Trinity Church Carol Concert was being held on Tuesday, 12<sup>th</sup> December 2017 and not 10<sup>th</sup> December 2017.

**Proposed – Cllr D Hawkins**

**Seconded – Cllr Heather**

**That the minutes of the meeting held on Wednesday, 25<sup>th</sup> October 2017 (items 130-145) are approved and signed as a true and accurate record with the above amendment made.**

**All in favour**

The Chairman, Cllr T Hawkins, duly signed and dated the minutes of the meeting.

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

Cllr Barrett declared a personal interest in item 151.1 Allotments. There were no requests for dispensation.

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

There was nothing to report to this meeting.

**149.1. Update on Casual Vacancy**

The Clerk reported that the BCKL&WN Electoral Services had confirmed that no requests for an election had been received and the Councillor vacancy had been advertised to be filled by co-option. The Clerk reported that there was currently one Councillor vacancy.

**149.2. Applications for Casual Vacancy and Co-option for the position of Councillor**

The Clerk reported that three people had submitted an application for the position of Councillor; Mr C Child, Mrs D Flatt and Mr B McCall. Each were invited to give a few words in support of their applications and then asked to leave the Council Chamber at 7.21pm in order for a secret ballot to be held.

Prior to the meeting the Clerk had circulated to all Councillors the rules of voting.

At the meeting each Councillor was provided with a set of voting papers and summary of the rules for the Co-optation of Councillor as follows:

- A successful candidate must receive an absolute majority vote of those present and voting; as 8 Councillors were present and voting at this meeting, the absolute majority would be 5.
- If no candidate receives a majority of the votes cast, the candidate with the least number of votes should be taken off the list of candidates and the vote taken again.
- This procedure should be repeated until an absolute majority is obtained for a particular candidate.
- If several candidates have obtained the same number of least votes and the aggregate of the others is less than a normal quorum (e.g.3:2:2:2:2) it may be thought wise not to strike off all those with the least votes together but, if negotiations for withdrawals fail, to strike them off one by one, in an order determined by vote.

#### Vote 1 for Election of Councillor

Councillors were asked to nominate one candidate by recording their vote on the first voting paper provided. The Clerk collected the voting papers and counted the votes. The results were as follows: 2, 4, 2.

#### Vote to strike off one candidate with the least number of votes

As no candidate had received a majority vote Councillors were advised that one of the candidates with the least number of votes needed to be struck off. A short discussion took place and it was agreed to strike off one of the candidates with the least number of votes by secret ballot. Councillors were asked to record the name of the candidate they wished to strike off. The Clerk collected the voting papers and counted the votes. The results were as follows: 6, 2.

The candidate with the highest number of strikes was removed from the election process.

#### Vote 2 for Election of Councillor

Councillors were asked to nominate one candidate of the remaining two, by recording their vote on the second voting paper provided. The Clerk collected the voting papers and counted the votes. The results were as follows: 3, 4 (1 abstention from voting).

Although a majority decision had not been obtained, it was agreed that in view of the abstention from voting by one Councillor, a third vote would not alter the results and it was agreed unanimously to accept the majority decision of voting in this case.

**Proposed – Cllr Heather**

**Seconded – Cllr D Hawkins**

**That Mr Ben McCall is co-opted as Parish Councillor to Marham Parish Council.**

**For – 4**

**Against – 3**

**Abstentions – 1**

All three applicants were invited back into the Council Chamber at 7.41pm and Mr McCall was duly co-opted as Councillor.

In the presence of the Council and in accordance with legislation of the Local Government Act 1972, Section 83, Cllr McCall duly signed his Declaration of Acceptance of Office.

In order to participate and vote on matters at this meeting and under the provisions of the Localism Act 2011, Sections 31-33, Cllr McCall duly signed his Dispensation Request and this was put to the Council.

**Proposed – Cllr Heather**

**Seconded – Cllr Barrett**

**That Cllr McCall is granted a dispensation until the end of his term in May 2019, or resignation, whichever is the sooner, to enable him to take part in Council business where this would otherwise be prohibited because he has a Disclosable Pecuniary Interest.**

**All in favour**

The Clerk advised Cllr McCall that his Declarations of Interests did not have to be completed at this meeting but should be returned to the Clerk within 28 days from appointment to office in order that they could then be sent to the Democratic Officer at BCKL&WN for signature and retention. The register is maintained under section 81(1) of the Local Government Act 2000.

The Council thanked the other two applicants for applying and advised that if casual vacancies arose in the future and they wished to apply again, their applications would be considered favourably as they had all been excellent candidates.

#### **149.3. Resignation of Bookings Officer**

The Chairman, Cllr T Hawkins, reported that due to ill health the Bookings Officer had resigned from the Council on Tuesday, 31<sup>st</sup> October 2017. The Clerk and Chairman, Cllr T Hawkins, had prepared an advertisement, application form and job description and the vacancy had been advertised immediately with a closing date of Thursday, 30<sup>th</sup> November 2017.

One application had been received with a view to being contracted rather than a staff member on the payroll. The Clerk had investigated the insurance implications of this with the Council's insurance company and confirmed that the person would be fully insured for their contractual tasks under the Council's insurance but would not be if they were in breach of their specified duties.

It was agreed for the Clerk and Chairman, Cllr T Hawkins, to consider the application and take on the applicant if no other applications were received.

#### **PUBLIC OPEN FORUM**

The Chairman, Cllr T Hawkins, adjourned the meeting at 7.45pm.

#### **Reports**

##### **County Councillor**

County Cllr Middleton was not present at the meeting. The Clerk had received a verbal report regarding the formal Agreement and site map for the ownership of Trod 2, whereby Cllr Middleton recommended that as the document would not be legally bound, there was little point in having it signed by the parties.

##### **Borough Councillors**

Borough Cllr Howland circulated information and reported that the Parish Council may wish to consider preparing a Neighbourhood Plan. If the Council was interested, a BCKL&WN officer would be happy to provide a presentation.

The damaged Squires Hill street name had still not been repaired or replaced but investigations had shown that this was probably a Highways matter and not the BCKL&WN. Borough Cllr Howland would report this to County Cllr Middleton for further interaction.

## **RAF Marham**

WO Spark reported that the annual Christmas Fayre was being held on Saturday, 2<sup>nd</sup> December 2017 and 85 people had been booked for the Friends of Marham Christmas Lunch on Wednesday, 6<sup>th</sup> December 2017.

An information event and tour for Parish Councils was being held on Thursday, 7<sup>th</sup> December 2017 from 2.00pm-4.00pm. Cllr Barrett, Cllr Harrison, Cllr D Hawkins and Cllr Heather had expressed an interest in attending and it was hoped all could attend in spite of places from each Council being limited to 2-3.

Volunteers were currently being sought to work in the community library. The Chairman, Cllr T Hawkins, would place an article in the next P&S magazine.

The new play park installed in April 2017 had regrettably been closed due to surface damage with repairs estimated to be £31,000. Fundraising would be taking place to finance this.

## **Public Participation**

One member of public raised concern that the Parish Council hosted three major events each year (Easter, Fun Day and Christmas) and RAF events were being booked on the same days.

WO Spark and the Chairman, Cllr T Hawkins, confirmed that they had already had discussions regarding this and would be syncing the Council and RAF event diaries in anticipation of avoiding main dates. It was noted that every effort was made by the RAF to ensure events didn't clash with the Council's but was sometimes unavoidable.

Another member of public was concerned that one of the playgrounds owned by the RAF had signage on it advising that the play area was for use of RAF children only and this was very demoralising for residents of the village.

WO Spark agreed to look into the signage and also explained that a decision to stop non-service personnel from using the soft play area had not been taken lightly but had been necessary to stop regular coach loads of children coming in from hinterland villages and taking over the whole soft play area. It had become the case that RAF children were not being able to use it at all. Residents of Marham were welcome and encouraged to use the facilities and passes could be obtained from the Community Hive to gain access to both the soft play area and the outdoor play areas.

A further member of public raised concerns about the on street parking in Squires Hill for the Mandalay Home staff and visitors.

The Chairman, Cllr T Hawkins, reported that these concerns had been raised with various authorities but nothing could be done about it.

The same member of public asked if the Council was aware of bread being placed in various streets.

Councillors confirmed they had seen this but felt that someone was probably just feeding the birds.

It was noted that Japanese knotweed had been reported in the vicinity of Squires Hill but no news had been relayed to the Council regarding this.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.55pm.

## **150. Finance**

### **150.1. Approval of finances and payments to be made**

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

October 2017

Bank Reconciliation	Community Account (£)	Tracker Account (£)
Bank Statement Start Balances	3,016.79	92,064.31
<b>Total Opening Bank Balances</b>		<b>95,081.10</b>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
<b>Council Opening Balances</b>	<b>3,016.79</b>	<b>92,064.31</b>
<b>Council Total Opening Balances</b>		<b>95,081.10</b>
Receipts	2,844.50	-
Payments	- 3,899.35	- 2,500.00
Bank Statement Close Balances	1,961.94	89,564.31
<b>Total Closing Bank Balances</b>		<b>91,526.25</b>
Unpresented Cheques	-	-
Unpresented Receipts	-	-
<b>Council Closing Balances</b>	<b>1,961.94</b>	<b>89,564.31</b>
<b>Council Total Closing Balances</b>		<b>91,526.25</b>
<b>Earmarked Funds</b>		
Operating Costs (6 Months)		20,000.00
Pensions Contribution		1,000.00
Village Hall Access Alterations		5,000.00
Elections (5 Year to £1000) Year 4		800.00
Parish Plan Review		1,000.00
Emergency Plan (5 Year to £2000) Year 4		1,500.00
Electrical Check Village Hall (3 Year to £450)		450.00
Electrical Check Pavilion (3 Year to £750)		750.00
Tree Safety Maintenance		5,000.00
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		1,236.88
Future Events		250.00
<b>Total Earmarked Reserves</b>		<b>67,663.88</b>

Reconciliation Community Account (£)	
Bank Statement <b>01.10.2017</b>	3,016.79
Receipts	2,844.50
Payments Cleared	- 3,899.35
Bank Statement <b>31.10.2017</b>	1,961.94
Unpresented Cheques	
Unpresented Receipts	
Council Closing Balance	1,961.94

Reconciliation Tracker Account (£)	
Bank Statement <b>01.10.2017</b>	92,064.31
Receipts	-
Payments Cleared	- 2,500.00
Bank Statement <b>31.10.2017</b>	89,564.31
Unpresented Cheques	
Unpresented Receipts	
Council Closing Balance	89,564.31
Council Total Closing Balances	91,526.25

Council Total Closing Balances	<b>91,526.25</b>	Council Remaining Available Precept	
Council Total Earmarked Reserves	<b>67,663.88</b>		<b>23,862.37</b>

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

Date	Payee	Description	Transaction	Net Payment £	VAT Amount £	Gross Payment £	Receipt £
21.10.2017	Sainsburys	Refreshments	Debit Card	0.62	0.13	0.75	0.00
21.10.2017	Sainsburys	Christmas Event Goods	Debit Card	4.25	0.00	4.25	0.00
27.10.2017	Village Hall	Lettings Sep & Oct	Stub 100450	0.00	0.00	0.00	187.50
27.10.2017	Cheese & Wine Event	Event Raffle	Stub 100450	0.00	0.00	0.00	57.00
30.10.2017	E-On	Electric Sports Pavilion	DD	68.57	3.43	72.00	0.00
30.10.2017	E-On	Electric Village Hall	DD	95.24	4.76	100.00	0.00
31.10.2017	Glazewing	Waste Collect Cemetery Oct	BACS	24.55	4.91	29.46	0.00
31.10.2017	Lettings Officer	Salary October 2017	BACS	87.97	0.00	87.97	0.00
31.10.2017	Clerk	Salary October 2017	BACS	631.61	0.00	631.61	0.00
31.10.2017	Caretaker	Salary October 2017	BACS	149.25	0.00	149.25	0.00
31.10.2017	Clerk	Expenses October 2017	BACS	18.10	0.00	18.10	0.00
31.10.2017	Cllr T Hawkins	Chairman's Allowance Oct	BACS	15.30	0.00	15.30	0.00
07.11.2017	Magnet Expert Ltd	Memo board magnets	Debit Card	20.45	4.09	24.54	0.00
13.11.2017	E-On	Street Lighting	DD	52.22	2.61	54.83	0.00
14.11.2017	HMRC	Employer PAYE/NI Oct 2017	BACS	211.50	0.00	211.50	0.00
14.11.2017	Norse Eastern Ltd	Grounds Maintenance Sep	BACS	390.39	78.08	468.47	0.00
14.11.2017	Westcotec Limited	SAM2 Sign Battery	BACS	80.00	16.00	96.00	0.00
14.11.2017	Cllr D Paisley	Speed Watch Travel Expense	BACS	35.10	0.00	35.10	0.00
14.11.2017	Cllr P Walsingham	Police Meet Travel Expense	BACS	8.55	0.00	8.55	0.00
18.11.2017	B&M Retail	Event Refreshments	Debit Card	6.07	1.21	7.28	0.00
25.11.2017	Sainsburys	Postage Stamps	Debit Card	6.72	0.00	6.72	0.00
28.11.2017	E-On	Electric Sports Pavilion	DD	68.57	3.43	72.00	0.00
28.11.2017	E-On	Electric Village Hall	DD	95.24	4.76	100.00	0.00
To be paid	Glazewing	Waste Collect Cemetery Nov	BACS	19.64	3.93	23.57	0.00
To be paid	Global Fire Services	Fire Alarm Service VH	BACS	81.00	16.20	97.20	0.00
To be paid	Norfolk ALC	Clerk DPA Course (50% Wat)	BACS	12.50	2.50	15.00	0.00
To be paid	Turfcare Leisure Services Ltd	Bowling Green Renovation	BACS	1,389.00	277.80	1,666.80	0.00
To be paid	Cllr D Hawkins	Cllr Travel Expenses P&S	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Salary November 2017	BACS	631.61	0.00	631.61	0.00
To be paid	Caretaker	Salary November 2017	BACS	162.48	0.00	162.48	0.00
To be paid	Clerk	Expenses Travel Badges Nov	BACS	33.09	0.00	33.09	0.00
To be paid	Cllr T Hawkins	Chairman's Allowance Nov	BACS	15.30	0.00	15.30	0.00
To be paid	HMRC	Employer PAYE/NI Nov 2017	BACS	214.50	0.00	214.50	0.00
Totals				4,644.69	423.84	5,068.53	244.50

**Proposed – Cllr D Hawkins**

**Seconded – Cllr Heather**

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

**All in favour**

### **150.2. Dog Training Sessions in the Sports Pavilion**

The Chairman, Cllr T Hawkins, reported that she had met the hirer on site and agreed to let the Sports Pavilion on a weekly basis at a cost of £5.00 per week. The dog training sessions had commenced on Tuesday, 14<sup>th</sup> November 2017 and an article had been placed in the winter edition of the P&S magazine advertising the sessions.

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

### 150.3. Requests for local Grants and Donations

No requests for grants or donations had been received.

### 150.4. Finance Panel meeting to discuss the Draft Budget 2018/2019

The Finance Panel and the Clerk would arrange a meeting in December 2017 to consider the draft budget 2018/2019.

## 151. Updates and actions regarding ongoing matters

### 151.1. Allotments

Cllr Barrett had declared a personal interest in this item.

Cllr Barrett reported that an article had been placed in the P&S magazine advertising forthcoming vacancies. Cllr Barrett would also be turning off the water supply for the winter months.

### 151.2. Churchyard

Cllr Bucke reported that work on the Church wall would recommence in April/May 2018.

### 151.3. Cemetery

#### 151.3.1. Street map

Cllr Hipperson reported that the street map had been made and was waiting to be erected onto a wooden frame.

### 151.4. Village Hall

#### 151.4.1. Disabled ramp for entrance to the Village Hall (Clerk to be excluded from the Council Chamber)

The Clerk left the Council Chamber at 8.10pm.

Cllr D Hawkins reported that four quotations had been received for a disabled access and handrails; two were quotations for a steel ramp and two for a concrete ramp. They were as follows:

#### Steel Ramp

RJ Marriott (Engineering) Ltd £2,100.00 + £420.00 VAT (supply only, no fitting)

Preferred Access Ramp Systems Ltd £3,603.00 + £720.60 VAT (supply and fit)

#### Concrete Ramp

Porter Construction £2,776.00 No VAT (supply and fit)

Lee Roberts (verbal quotation) £2,600.00 No VAT (supply and fit)

Each of the quotations was considered in detail.

**Proposed – Chairman, Cllr T Hawkins**

**Seconded – Cllr Heather**

**That the Council contracts Porter Construction to supply and install a concrete access ramp and handrails to the Village Hall at a cost of £2,776.00 in accordance with the quotation received.**

**All in favour**

The Clerk returned to the Council Chamber at 8.16pm.

#### 151.4.2. Drawings for Village Hall refurbishment

The drawings for the Village Hall had previously been circulated and agreed by Councillors. This item would be removed from the agenda and amalgamated with the next agenda item.

#### 151.4.3. Outline planning application for the Village Hall land

Cllr Clarke was not present at the meeting and it was unknown whether the outline planning application had been submitted to the BCKL&WN. The Clerk reported that she had not sent any fees to the BCKL&WN. The Chairman, Cllr T Hawkins, would investigate the current position on this matter.

#### **151.5. Playground and Playing Field**

##### **151.5.1. Climbing Frame and Walking Bridge Repairs**

A quotation from Fenland Leisure Products Ltd had been received for parts and labour of the climbing frame and walking bridge in the children's play area at a total cost of £97.27 + £19.45 VAT.

**Proposed – Cllr Heather**

**Seconded – Cllr Bucke**

**That the Council approves the parts and labour of the climbing frame and walking bridge from Fenland Leisure Products Ltd at a cost of £97.27 + £19.45 VAT.**

**All in favour**

#### **151.6. Community Speed Watch**

Cllr Paisley reported that 74 vehicles had been monitored speeding over 35mph in the past month. The highest recorded speed had been 53mph.

Cllr Harrison reported that he had been approached asking whether the Council would be interested in having road fatality signs in the village. As the signs were free, Cllr Harrison had said yes, although they did not need to be erected if the Council rejected this idea.

WO Spark and one member of public left the Council Chamber at 8.28pm.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.28pm for an interim break and resumed the meeting at 8.50pm.

#### **151.7. SAM2**

The Vice Chairman, Cllr Walsingham had circulated the SAM2 graphs for October 2017 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 14,245 vehicles had registered on the camera of which 5,608 had been travelling in excess of 35mph which equated to 39%. The highest recorded speed was 65mph.

#### **151.8. General Grounds Maintenance**

Cllr Harrison would contact Norse Grounds Maintenance to remove the aeration and scarifying of the football pitch from the contract as it was no longer being used by the Football Club.

#### **151.9. Street Lights**

##### **151.9.1. BT phone kiosk connection to the bus shelter, The Street**

The Chairman, Cllr T Hawkins, reported that the Clerk had investigated the possible adoption of the BT phone kiosk, The Street, with BT Payphones. BT Payphones confirmed that applications of all borough kiosks had been circulated by the BCKL&WN in September 2016 and Council requests for adoption had had to be made to the Secretary of State no later than February 2017. As this date had now passed BT tended only to consider late adoptions if the kiosk was to be used to house a defibrillator.

In addition to this the Clerk had investigated the costs with Remember When UK, King's Lynn, to restore the kiosk and this had been estimated to be a minimum of £3,335.00 + VAT with possible additional costs thereafter. The Chairman, Cllr T Hawkins, also confirmed that the bus timetable had recently changed and buses were far less frequent.

A short discussion took place and it was agreed that due to the extensive street lighting connection costs of £3,250.00 + VAT, the restoration costs of £3,335.00 + VAT + extras and the decreased usage of the bus

shelter during dark hours due to limited bus services, the proposed adoption of the BT phone kiosk and/or street light connection from it to the bus shelter, should be dissolved. The Clerk would remove this item from the agenda.

**151.10. Proposed and Seconded**

The Chairman, Cllr T Hawkins, reported that the P&S magazine had been printed by the BCKL&WN and would be delivered by Councillors early December 2017.

**151.11. Village Events**

**151.11.1. Christmas Event (Sunday, 10<sup>th</sup> December 2017)**

The Chairman, Cllr T Hawkins, reported that everything was ready for the event and thanked all helpers for their kind time in making the event possible.

**151.11.1. Fish & Chip Supper Bingo Evening (Friday, 23<sup>rd</sup> February 2018)**

The tickets for the Fish & Chip Supper Bingo Evening had been printed and were now on sale.

**151.11.2. 2018 Fun Day (Sunday, 10<sup>th</sup> June 2018)**

The Chairman, Cllr T Hawkins, reported that a company providing Pimms and Gin from a horse box had booked for the event and would be a really good attraction for adults. Cllr McCall agreed to investigate whether the RAF could provide a PA system for the event.

**152. Highway matters**

There was nothing to report to this meeting.

**153. Planning**

**153.1. Planning applications**

**153.1.1. 17/02110/F – Burnthouse Crescent And Windmill Road, Upper Marham – External wall insulation**

No objections.

**153.2. Planning decisions**

**153.2.1. 17/01680/F – Rose & Crown Cottage, The Street – Proposed New Dwelling**  
Application permitted (delegated decision).

**154. General correspondence**

**154.1. For Action**

No correspondence for action had been received.

**154.2. Late correspondence**

No late correspondence had been received.

**155. BCKL&WN issues**

There was nothing to report to this meeting.

**156. Norfolk County Council issues**

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

**156.1.1. Formal Ownership Agreement of Trod 2**

In view of County Cllr Middleton's verbal report made to the Clerk regarding the Formal Agreement, it was agreed not to pursue this matter. The Clerk would remove this item from the agenda.

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

There was nothing to report to this meeting.

**156.3. Parish Partnership 2018/2019 – bids to be submitted by 11<sup>th</sup> December 2017**

Cllr Harrison had obtained quotations and prepared maps and documents for the submission of the Trod 5 bid. This would run from the bottom of Burnthouse Drove to the bottom of The Brambles and be the final link to the current trod footpath.

90m of hedge removal would be required and five water meters would be required to be removed by Anglian Water prior to the works commencing. Anglian Water had agreed to do this free of charge. Following various quotations received, Cllr Harrison confirmed that the total scheme cost would be £31,000.00 split 50/50 with a Parish Council contribution of £15,500.00.

Concern was raised that the cost of this scheme was very high and that following the Finance Panel Budget meeting, the Parish Council may not have the funds to secure it. It was agreed to submit the bid to Norfolk County Council prior to the deadline with the possibility of retracting it after the budget had been drafted.

**Proposed – Cllr Harrison**

**Seconded – Cllr Paisley**

**That this Council agrees, in principle, to submit a bid for the continuation of a trod footpath from the bottom of Burnthouse Drove to the bottom of The Brambles for the 2018/2019 Parish Partnership Scheme and that the bid is sent to Norfolk County Council by the Clerk by 11<sup>th</sup> December 2017, but that the bid is retracted if the draft budget 2018/2019 cannot allocate sufficient funds for the project to proceed.**

**All in favour**

**157. Matters to report to the Clerk**

There were no matters to report to the Clerk.

**158. Items for the next agenda**

There were no items for the next agenda.

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

The next meeting of the Parish Council would be held on Friday, 5<sup>th</sup> January 2018 at 7.15pm in the Village Hall following the informal meeting with Elizabeth Truss MP at 5.30pm (not open to the public or press).

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