

Marham Parish Council

Minutes of the Council meeting held Wednesday, 4th January 2017 at 7.15pm in the Village Hall, Marham

Present:	Chairman	Cllr T Hawkins
	Councillors	Cllr I Barratt
		Cllr G Bucke
		Cllr T Harrison
		Cllr D Hawkins
		Cllr C Heather
		Cllr D Paisley
	Borough Councillor	Cllr M Howland
	Parish Clerk	Mrs S Porter
	Member(s) of Public	1

1. Apologies for absence

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

The apologies were accepted.

Cllr J Clarke did not attend the meeting.

2. Declarations of interest and requests for dispensation

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

3. Approval of the minutes of the Council meeting

Proposed – Cllr D Hawkins

Seconded – Cllr Paisley

That the minutes of the Council meeting held on Wednesday, 16th November 2016 (items 140-154) 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.

4. 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 7.25pm.

Reports

Borough Councillors

Borough Cllr Howland reported that the predominant reason Councillors had voted against the devolution proposals in November 2016 was due to the unrest of a Mayor being elected in Ipswich who would then be responsible for making decisions on behalf of West Norfolk.

Borough Cllr Hipperson had delegated the issue regarding the vacant land at Hillside to Cllr Howland. Cllr Howland would be liaising with Mr Chris Bamfield, BCKL&WN Executive Director, for advice on potentially converting the land as a parking area for the school. Cllr Howland would be meeting the Chairman, Cllr T Hawkins, on site to discuss this matter.

The Norfolk County Council elections would be taking place on Thursday, 4th May 2017; the 84 Councillors would stand for a four-year term. It was noted that County Cllr Coke had only attended two Marham Parish Council meetings in the past four years.

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.

Police

There were no police representatives present at the meeting and no prior written report had been received.

Public Participation

Mrs P Weal wished to thank the Council for the bereavement flowers she had received when her husband, Barry, had sadly passed away in December 2016. Donations for Mr Weal had been designated for the Defibrillator fund and the Council extended a vote of thanks to Mrs Weal for doing this.

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

5. Finance

5.1. Approval of finances and payments to be made

The Clerk had circulated the bank reconciliations period ending November 2016 and December 2016 with the agenda.

Cllr Harrison noted that all existing Parish Partnership Schemes had been paid in full and the £12,000 Earmarked Reserves should be unallocated from this item. The Clerk would allocate these reserved funds to the Churchyard Wall Maintenance & Restoration in the January 2017 reconciliations.

The bank balances were as follows:

November 2016

Bank Reconciliation	Community Account (£)	Tracker Account (£)
Bank Statement Start Balances	<u>7,557.19</u>	<u>81,054.00</u>
Total Opening Bank Balances		<u>88,611.19</u>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	<u>7,557.19</u>	<u>81,054.00</u>
Council Total Opening Balances		<u>88,611.19</u>
Receipts	847.99	-
Payments	- 3,026.11	-
Bank Statement Close Balances	<u>5,379.07</u>	<u>81,054.00</u>
Total Closing Bank Balances		<u>86,433.07</u>
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	<u>5,379.07</u>	<u>81,054.00</u>
Council Total Closing Balances		<u>86,433.07</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
Parish Partnership Scheme		12,000.00
Churchyard Wall Maintenance & Restoration		18,000.00
Allotment Deposits Held		320.00
Village Sign Appeal		500.00
Street Lighting		1,000.00
Village Hall Fencing		2,000.00
Defibrillator Fundraising / Donations		605.32
Total Earmarked Reserves		<u>69,925.32</u>

Reconciliation Community Account (£)	
Bank Statement 01.11.2016	<u>7,557.19</u>
Receipts	847.99
Payments Cleared	- 3,026.11
Bank Statement 30.11.2016	<u>5,379.07</u>
Unpresented Cheques	
	-
Unpresented Receipts	
	-
Council Closing Balance	<u>5,379.07</u>

Reconciliation Tracker Account (£)	
Bank Statement 01.11.2016	<u>81,054.00</u>
Receipts	-
Payments Cleared	-
Bank Statement 30.11.2016	<u>81,054.00</u>
Unpresented Cheques	
Unpresented Receipts	
	-
Council Closing Balance	<u>81,054.00</u>
Council Total Closing Balances	<u>86,433.07</u>

Council Total Closing Balances	<u>86,433.07</u>		
Council Total Earmarked Reserves	<u>69,925.32</u>	Council Remaining Available Precept	<u>16,507.75</u>

Chairman Signed Dated

December 2016

Bank Reconciliation	Community Account (£)	Tracker Account (£)
Bank Statement Start Balances	<u>5,379.07</u>	<u>81,054.00</u>
Total Opening Bank Balances		<u>86,433.07</u>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	<u>5,379.07</u>	<u>81,054.00</u>
Council Total Opening Balances		<u>86,433.07</u>
Receipts	5,655.05	10.31
Payments	- 5,959.24	- 5,000.00
Bank Statement Close Balances	<u>5,074.88</u>	<u>76,064.31</u>
Total Closing Bank Balances		<u>81,139.19</u>
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	<u>5,074.88</u>	<u>76,064.31</u>
Council Total Closing Balances		<u>81,139.19</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
Parish Partnership Scheme		12,000.00
Churchyard Wall Maintenance & Restoration		18,000.00
Allotment Deposits Held		320.00
Village Sign Appeal		500.00
Street Lighting		1,000.00
Village Hall Fencing		2,000.00
Defibrillator Fundraising / Donations		605.32
Total Earmarked Reserves		<u>69,925.32</u>

Reconciliation Community Account (£)	
Bank Statement 01.12.2016	<u>5,379.07</u>
Receipts	5,655.05
Payments Cleared	- 5,959.24
Bank Statement 31.12.2016	<u>5,074.88</u>
Unpresented Cheques	
Unpresented Receipts	
Council Closing Balance	<u>5,074.88</u>

Reconciliation Tracker Account (£)	
Bank Statement 01.12.2016	<u>81,054.00</u>
Receipts	10.31
Payments Cleared	- 5,000.00
Bank Statement 31.12.2016	<u>76,064.31</u>
Unpresented Cheques	
Unpresented Receipts	
Council Closing Balance	<u>76,064.31</u>
Council Total Closing Balances	<u>81,139.19</u>

Council Total Closing Balances	<u>81,139.19</u>		
Council Total Earmarked Reserves	<u>69,925.32</u>	Council Remaining Available Precept	<u>11,213.87</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 £
11.11.2016	A J Coggles	Cemetery Fees	Stub 100421	0.00	0.00	0.00	200.00
17.11.2016	BCKL&WN	P&S Advert 12/16 - 09/17	BACS	0.00	0.00	0.00	200.00
19.11.2016	Village Hall	Lettings (Oct/Nov)	Stub 100412	0.00	0.00	0.00	147.00
19.11.2016	Bowls Club	Water Rates	100423	0.00	0.00	0.00	54.19
19.11.2016	Defibrillator	Donations	100424	0.00	0.00	0.00	86.80
28.11.2016	E-On	Electric Sports Pavilion	DD	67.62	3.38	71.00	0.00
28.11.2016	E-On	Electric Village Hall	DD	214.29	10.71	225.00	0.00
30.11.2016	Cllr I Barrett (Tesco)	Presents Christmas Event	BACS	41.98	0.00	41.98	0.00
30.11.2016	Cllr I Barrett (Tesco)	Hospitality Christmas Event	BACS	1.73	0.35	2.08	0.00
30.11.2016	Cllr T Hawkins	Postage Stamps	BACS	6.60	0.00	6.60	0.00
30.11.2016	Cllr T Hawkins (Ping Feng)	Cable Ties Cemetery	BACS	4.16	0.83	4.99	0.00
30.11.2016	Cllr T Hawkins (Amazon EU)	Ink Cartridge	BACS	17.49	3.50	20.99	0.00
30.11.2016	Cllr T Hawkins	Chairman's Allowance	BACS	15.30	0.00	15.30	0.00
30.11.2016	Cllr T Hawkins	Cllr Travel Expenses P&S	BACS	15.30	0.00	15.30	0.00
30.11.2016	Caretaker	Salary	BACS	155.70	0.00	155.70	0.00
30.11.2016	Lettings Officer	Salary	BACS	107.62	0.00	107.62	0.00
30.11.2016	Clerk	Salary	BACS	388.80	0.00	388.80	0.00
02.12.2016	Glazewing	Annual Waste Cemetery	BACS	248.04	49.61	297.65	0.00
02.12.2016	Global Fire Services Ltd	Fire Alarm Service V Hall	BACS	81.00	16.20	97.20	0.00
02.12.2016	J T Caley Forestry	Tree Cemetery / Hedge V H	BACS	175.00	0.00	175.00	0.00
02.12.2016	Clerk	Expenses & Travel	BACS	25.30	0.00	25.30	0.00
02.12.2016	HMRC	Employer PAYE/NI	BACS	124.20	0.00	124.20	0.00
05.12.2016	Barclays Bank Plc	Business Account Interest	BACS	0.00	0.00	0.00	10.31
07.12.2016	Cllr I Barrett (Tesco)	Presents Christmas Event	BACS	24.00	0.00	24.00	0.00
07.12.2016	Cllr I Barrett (Tesco)	Presents Christmas Event	BACS	2.08	0.42	2.50	0.00
12.12.2016	E-On	Street Lighting	DD	46.20	2.31	48.51	0.00
12.12.2016	Christmas Event	Event Proceeds	Stub Misc	0.00	0.00	0.00	545.05
15.12.2016	Cllr I Barrett	Travel Expenses Event	BACS	15.30	0.00	15.30	0.00
15.12.2016	Cllr C Heather (No Limits Ltd)	Santa outfit Christmas Event	BACS	21.23	4.25	25.48	0.00
15.12.2016	Cllr T Hawkins	Chairman's Allowance	BACS	15.30	0.00	15.30	0.00
15.12.2016	Cllr T Hawkins	Bereavement Flowers	BACS	25.00	0.00	25.00	0.00
15.12.2016	Cllr T Hawkins (Sainsburys)	Milk, raffle tickets Event	BACS	8.51	1.70	10.21	0.00
15.12.2016	Cllr T Hawkins	Chocolate presents Event	BACS	10.00	0.00	10.00	0.00
15.12.2016	Cllr T Hawkins (Poundland)	Raffle tickets, Cups Event	BACS	3.33	0.67	4.00	0.00
15.12.2016	Caretaker	Salary	BACS	149.32	0.00	149.32	0.00
15.12.2016	Lettings Officer	Salary	BACS	84.28	0.00	84.28	0.00
15.12.2016	Clerk	Salary	BACS	432.20	0.00	432.20	0.00
15.12.2016	HMRC	Employer PAYE/NI	BACS	133.60	0.00	133.60	0.00
15.12.2016	Fiona Davis	Village Sign Restoration	BACS	1,460.00	0.00	1,460.00	0.00
15.12.2016	Norse Eastern Ltd	Grounds Maintenance Sep	BACS	903.04	180.61	1,083.65	0.00
15.12.2016	Norse Eastern Ltd	Grounds Maintenance Oct	BACS	624.55	124.91	749.46	0.00
15.12.2016	Norse Eastern Ltd	Grounds Maintenance Nov	BACS	519.00	103.80	622.80	0.00
15.12.2016	Dawn Flatt Yoga Class	Defibrillator donation	Stub Misc	0.00	0.00	0.00	110.00
21.12.2016	Clerk	Expenses & Travel	BACS	28.00	0.00	28.00	0.00
21.12.2016	Clerk (Viking)	Stationery Paper	BACS	16.90	3.38	20.28	0.00
28.12.2016	E-On	Electric Sports Pavilion	DD	67.62	3.38	71.00	0.00
28.12.2016	E-On	Electric Village Hall	DD	214.29	10.71	225.00	0.00
For Approval	BCKL&WN	P&S Printing		97.90	0.00	97.90	0.00
Totals				6,591.78	520.71	7,112.49	1,353.35

Chairman Signed Dated

Proposed – Cllr Heather

Seconded – Cllr Bucke

That the invoices for payment are approved as detailed on the schedule.

All in favour

5.2. Payment of bills Financial Regulation 5

The Clerk reported that invoices for payment should be formally approved by Council prior to them being paid, with the exception of salaries, expenses and HMRC PAYE payments. This had recently been highlighted by NorfolkALC.

A discussion took place and Councillors felt that contract invoices, pre-approved minuted costs made by formal resolution and emergency repair expenses should also be paid without prior formal approval.

Proposed – Cllr Heather

Seconded – Chairman, Cllr T Hawkins

That the payment of bills including late bills are formally approved at a meeting of the Council prior to any payments being made, with the exception of HMRC payments and salaries for the Council staff, whose monthly wages and expenses should not be delayed, and in addition contract invoices, pre-approved minuted costs made by formal resolution and emergency repair expenses.

All in favour

5.3 Requests for local Grants and Donations

No requests for grants or donations had been received.

6. Approval of the 2017/2018 Budget

A copy of the 2017/2018 draft budget had been circulated with the agenda. The Chairman, Cllr T Hawkins, outlined the budget and highlighted the variances. A discussion took place and two modifications were made.

Proposed – Cllr Bucke

Seconded – Cllr D Hawkins

That the budget for the financial year 2017/2018 is approved and adopted as recommended by the Budget Working Panel.

All in favour

A copy of the approved budget would be placed on the website.

7. Approval of the 2017/2018 Precept

<i>2016/2017 Tax base 768.5 - For a precept of £40,500 this was £52.70 per band D property</i>
2017/2018 Tax base 773.2 - For a precept of £41,788 this equates to (precept divided by tax base):
Band D = £54.05 (2.56% increase on 2016/2017 = £1.35 increase per annum / 11p increase per month / 3p increase per week)
Band A = £36.03 (2/3 of Band D)
Band H = £108.09 (twice Band D)
Section 137 payments limit for 2016/17 is £7.42 per elector (1887) = maximum £14,001.54

Proposed – Cllr D Hawkins

Seconded – Cllr Heather

That the Precept for the financial year 2017/2018 be increased by 3.18% to £41,788.

All in favour

8. Updates and actions regarding ongoing matters

8.1. Allotments

Cllr Barrett reported that the Clerk had sent a letter to the tenant of Plot 2 to advise that their lease would terminate on Friday, 7th January 2017. The Clerk confirmed that the tenant had not made any contact regarding the letter.

It was agreed for Cllr Barrett to contact the next person on the waiting list on or after Monday, 9th January 2017 to lease the plot.

8.2. Website

There was nothing to report to this meeting.

8.3. Churchyard

8.3.1. Boundary Wall – update

There was nothing to report to this meeting.

8.3.2. Boundary Wall – removal of vines and protective metal sheeting

It was agreed for the Clerk to remove this item from the agenda as the removal of vines and protective metal sheeting had originally been suggested by R J Hoggs. However, as A J Restoration had been granted the contract to carry out initial repair works on the boundary wall, this was no longer required.

8.4. Cemetery

Cllr Paisley reported that he had investigated various kits for topple testing. He had forwarded the Clerk costs for a topple-testing kit and foam sheets, both items from Ebay, and would source wooden stakes from a local company. The total cost would be no more than £120.00 + VAT. Three quotations had not been sought as the kit was specialist and the prices found had been very good value. They were as follows:

Heavy Duty Kit	Ebay (Bluestar Packaging Supplies Ltd)	£67.91 + £13.58 VAT (Total £81.49)
Foam Sheet	Ebay (Simply Foam Products Ltd)	£15.83 + £3.16 VAT (Total £18.99)
Six Stakes	Timber Services	£19.50 + £3.90 VAT (Total £23.40)

It was noted that topple testing should be carried out every five years.

Proposed – Cllr Heather

Seconded – Cllr D Hawkins

That a heavy duty kit, protective foam sheet and stakes are purchased for the purposes of topple testing the headstones in Marham Cemetery at a cost of £103.24 + £20.64 VAT.

All in favour

8.5. Village Hall

8.5.1. White board, projector and display sign for commercial hirers

The Chairman, Cllr T Hawkins, reported that the white board donated by RAF Marham had not yet been delivered by Flt Lt Walker but discussions had taken place and this would be forthcoming in the future.

Quotations for flip charts had been circulated with the agenda. It was agreed to purchase a flip chart easel bundle (flip chart, pens, eraser, paper) up to a maximum cost of £49.99 + £9.99 VAT.

Proposed – Cllr Heather

Seconded – Cllr Paisley

That a flip chart easel bundle package is purchased at a cost of up to £49.99 + £9.99 VAT.

All in favour

It was agreed to advertise the Village Hall to commercial users in as many locations and publications as possible.

8.6. Playground and Playing Field

Cllr Harrison reported that in the absence of the Vice Chairman, Cllr Walsingham, he had inspected the roof of the Sports Pavilion and found there to be three tiles which needed replacing. As the roof had been leaking Mr R Steeles had contacted a local roofer to carry out the repairs immediately. It was agreed that this had been an emergency repair and an invoice for the works was awaited.

8.7. Community Speed Watch

Cllr Paisley reported that 45 vehicles out of 172 had been travelling in excess of 35mph which equated to 26.2%. It was noted that a local Police Constable would be attending speed watch sessions in the future, when possible.

8.8. SAM2

Cllr Heather had circulated the SAM2 graphs for December 2016 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 18,014 vehicles had registered on the camera of which 2,702 (15%) had been travelling in excess of 35mph. The maximum speed recorded was 60mph (2 vehicles).

8.9. Broadband in Marham

There was nothing to report to this meeting. It was noted that broadband speeds varied immensely throughout the village and higher speeds appeared to be dependant on where the Openreach cabinets were located.

8.10. General Grounds Maintenance

There was nothing to report to this meeting.

8.11. Street Lights

There was nothing to report to this meeting.

8.12. Proposed and Seconded

Councillors were reminded that the closing date for articles for the next edition of the P&S magazine was Friday, 3rd March 2017.

8.13. Village Signs

The Chairman, Cllr T Hawkins, reported that the Millennium village sign had been restored but when Cllr Harrison had attempted to re-erect it, found that it didn't fit properly. Fiona Davies had therefore collected it and was now altering it to size.

Fiona Davis had confirmed that the cost of materials would be an additional £200.00 (no VAT).

Proposed – Cllr Heather

Seconded – Cllr D Hawkins

That the additional cost of £200.00 for materials for the restoration of the Millennium village sign paid to Fiona Davis is approved.

All in favour

8.14. Village Events

8.14.1. Christmas Fete (Sunday, 11th December 2016)

The Chairman, Cllr T Hawkins, reported that the Christmas event had been a huge success. Proceeds from the event had been paid into the bank and a budget would be prepared by the Clerk to establish how much had been raised for the Defibrillator fund.

Due to the success of the Christmas event the Working Group felt it would be a good idea to have an Easter event at the Village Hall to include an Easter egg hunt, hall of stalls, Easter bunny on each stall to ensure all stalls were visited, and various other activities. It was agreed to hold the event on Sunday, 2nd April 2017, two weeks before the Easter weekend.

8.14.2. 2017 Annual Event (Sunday, 11th June 2017)

The Working Group would be meeting on Monday, 9th January 2017 to make plans for the Annual event. Consideration and discussions of the Easter event would be incorporated into this meeting.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.29pm for an interim break and resumed the meeting at 8.48pm.

8.15. Village Defibrillators

The Clerk reported that the Council had made a resolution to purchase a defibrillator but no discussions had taken place regarding where to purchase it from. Various companies supplied them, including reputable organisations such as St John Ambulance.

A discussion took place and consideration was given as to whether the unit should be locked in a cabinet or not; if the unit was locked inside a cabinet a code would be required but if it wasn't secured it could be stolen as thefts of these units were becoming more common.

It was agreed for Cllr Paisley to investigate what type of unit and cabinet had been purchased by Donato's Pizza & Kebab House and where from. Cllr Paisley would report back at the next meeting.

9. Highway matters

There was nothing to report to this meeting.

10. Planning

10.1. Planning applications

10.1.1. 16/02120/LDP – Which Way House, The Street – Lawful Development Certificate: proposed conversion of garage into habitable room

No objections.

10.1.2. 16/02209/F – Heimat, Squires Hill, Upper Marham – Garage extension to dwelling

The plans had not yet been received from the BCKL&WN. This would be deferred to the next meeting.

10.2. Planning decisions

10.2.1. 16/01808/F – Costcutters, Squires Hill, Upper Marham – Single detached dwelling

Application permitted (delegated decision).

11. General correspondence

Items for action:

None received.

Items actioned and for information purposes:

<i>Correspondent</i>	<i>Description</i>
BCKL&WN	Grounds Maintenance 2017/2018
Various	Varying emails for information purposes (circulated to Councillors)

12. BCKL&WN issues

There was nothing to report to this meeting.

13. Norfolk County Council issues

13.1. Trod 1 Parish Partnership Scheme 2015/2016

13.2. Trod 3 Parish Partnership Scheme 2016/2017

It was agreed to discuss these items en-bloc. Cllr Harrison reported that works for both trods had commenced Tuesday, 3rd January 2017 but almost immediately stopped when it was found that the cables fitted by BT should be lower underground. Cllr Harrison would continue to receive updates from Norfolk County Council.

13.3. Trod 4 Parish Partnership Scheme 2017/2018

120.3.1. Bid submitted

A response for the bid was due in March 2017.

14. Matters to report to the Clerk

There were no matters to report to the Clerk.

15. Items for the next agenda

There were no items for the next agenda.

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

The next meeting of the Parish Council would be held on Wednesday, 8th February 2017 at 7.15pm in the Village Hall.

17. 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

The member of public left the Council Chamber at 9.11pm.

17.1. Contract for the Churchyard boundary wall restoration

There was nothing to report to this meeting.

17.2. Future plans for the Village Hall building and associated land

There was nothing to report to this meeting.

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

The Chairman thanked everyone for attending and closed the meeting at 9.12pm.