

**Marham Parish Council**

**Minutes of the Council meeting held Wednesday, 7<sup>th</sup> February 2018 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 T Harrison
		Cllr D Hawkins
		Cllr J Hipperson
		Cllr B McCall
		Cllr D Paisley
	Borough Councillor	Cllr G Hipperson
	BCKL&WN Planning Policy	Mr F Beck
	NCC Highways Engineer	Mr A Wallace
	Parish Clerk	Mrs S Porter
	Member(s) of Public	1

**19. Apologies for absence**

Apologies for absence had been received from Cllr J Clarke (illness), Cllr C Heather (illness), Borough Cllr M Howland (prior meeting) and RAF WO G Spark.

The apologies were accepted.

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

**Proposed – Vice Chairman, Cllr Walsingham**

**Seconded – Cllr Harrison**

**That the minutes of the meeting held on Friday, 5<sup>th</sup> January 2018 (items 1-18) 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.

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

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

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

**22.1 Resignation of Caretaker**

The Chairman, Cllr T Hawkins, reported that due to his wife's ill health and that of his own, the Caretaker had resigned from the Council on Wednesday, 31<sup>st</sup> January 2018. Due to the urgency of this and the fact that the Bookings Officer and Caretaker posts had originally formed one job in the past, the Chairman, Cllr T Hawkins, had asked Mr Alan Flatt if he would be prepared to take on the duties of Caretaker and he had agreed. The hourly rate of pay would be exactly the same as his current role.

**Proposed – Cllr Harrison**

**Seconded – Cllr Hipperson**

**That Mr Alan Flatt is contracted to take on the duties of the Caretaker in addition to the Village Hall Bookings with effect from 1<sup>st</sup> February 2018 at his current hourly rate of pay.**

**All in favour**

**PUBLIC OPEN FORUM**

The Chairman, Cllr T Hawkins, adjourned the meeting at 7.20pm.

**Reports**

**County Councillor**

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

**Borough Councillors**

Borough Cllr Hipperson reported that the sifting of planning applications by the BCKL&WN Planning Committee was a process undertaken to weed out applications which were not required to go before the Committee. All Councillors on the Planning Panel were in favour of this process. Parish and Town Councils were entitled to ask their Borough Councillors to make representations on their behalf at Committee meetings, providing the approval/rejection comments were material planning reasons. It was further noted that when planning applications went to appeal this was extremely costly and very time-consuming for the BCKL&WN.

**RAF Marham**

WO Spark had submitted a written report as follows:

Her Majesty The Queen visited RAF Marham on Friday, 2<sup>nd</sup> February 2018 and upon her arrival, was met by children and parents from Marham. She then proceeded to a private visit with the Station personnel where she received an update on the preparations for the new aircraft due to arrive later this year.

This month will see the first of 70 families arriving at Marham from the USA. This is part of the build up of support for the arrival of the F35 aircraft and will continue into next year when a second Squadron will be formed.

The Hive will take delivery this month of an electronic screen which will be placed outside the office. This will enable events to be advertised and updated speedily. Other village events will also be advertised on the screen when it has been installed.

**Mr Felix Beck, BCKL&WN Planning Policy – Presentation regarding Neighbourhood Plans**

Mr Beck presented apologies for Mr Alex Fradley who had not been able to attend due to illness.

Mr Beck explained the process of Neighbourhood Plans and provided handouts (the Clerk had also circulated detailed documents with the agenda). In summary, The Localism Act had introduced rights and powers to allow local communities to shape new development by coming together to prepare neighbourhood plans. The costs and implementation time of neighbourhood plan approvals varied a great deal, and was primarily dependent on community support and Council administration time given to the project.

The Council thanked Mr Beck for attending and he left the meeting at 7.52pm.

**Mr Andrew Wallace, NCC Highways Engineer – Update on Highways Matters**

Mr Wallace asked Councillors to raise the concerns they had in order that he could report on those matters or investigate further.

Cllr Paisley reported that three accidents plus a serious fourth accident had taken place recently on one of the bends on Marham Road by Eastgate Farm, all of which had happened during fine weather conditions. The high volume of traffic using this road was creating a very poor surface condition on the road and in particular, that bend.

- Mr Wallace advised that the Road Safety Partnership would only investigate hotspots where five or more serious accidents had taken place over a period of five years. Highways had already considered placing chevrons on this bend; Mr Wallace would report back to Norfolk County Council to see if this could be considered again. Mr Wallace would also consider patching the bend (a 40-50 metre stretch).

Cllr D Hawkins advised that the road surface at the junction of Burnthouse Drove and Squires Hill was appalling.

- Mr Wallace would consider patching the junction in the new financial year.

Cllr Harrison enquired about the dense overhanging hedge at The Manor, The Street, whose proprietor claimed that it was cut back every year by Highways.

- Mr Wallace confirmed that the proprietor was responsible for the trimming of their hedge and Highways had never carried this out. He advised that Mr Martin, Highways Engineer, had visited the resident several months ago to discuss this. As the hedge had not yet been trimmed, Mr Wallace would pursue this matter again with Mr Edmunds to seek immediate action.

Cllr Harrison advised that the back drains and gullies of Burnthouse Drove were blocked with silt.

- Mr Wallace confirmed that the drains were cleared every year by Highways but because inspections took place by vehicle, back drains were not always visible. Mr Wallace confirmed that he would ask the Rangers to clear these on their next scheduled visit.

Cllr Harrison asked whether anything could be done regarding the parking issues surrounding the Mandalay Care Home. Yellow lines could be placed in that area or the strip of grass opposite the Church could be utilised as a parking area.

- Mr Wallace advised that if yellow lines were placed in the immediate vicinity, the problem would simply move elsewhere and upset other residents and this would not resolve the problem. The Care Home could apply for planning permission to use the grassed strip for parking; due to this being near the historical Abbey, an archaeological dig would most likely be required.

Cllr Harrison confirmed that resident feedback regarding Trod 4 had been very positive. This was noted.

Cllr Harrison advised that Hoggs Drove was flooding during heavy rainfall. This was noted.

### **Public Participation**

The member of public wished to address Mr Wallace regarding two large piles of soil which had been placed in the lay-by in Spring Lane.

Mr Wallace advised that the soil had been placed there by Highways during construction of the current Trod works. He was unsure if the soil could be moved as he would need to find somewhere to put it but this would be investigated.

The Council thanked Mr Wallace for attending and he left the meeting at 8.34pm.

Borough Cllr Hipperson left the meeting at 8.34pm.

The Chairman, Cllr T Hawkins, resumed the meeting at 8.35pm.

## **23. Finance**

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

The Clerk had circulated the bank reconciliations period ending January 2018 with the agenda. The bank balances were as follows:



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

Date	Payee	Description	Transaction	Net Payment £	VAT Amount £	Gross Payment £	Receipt £
08.01.2018	Viking	Stationery, Refresh, Bingo	Debit Card	77.23	15.44	92.67	0.00
08.01.2018	Viking	Stationery, Refresh, Bingo	Debit Card	7.00	1.40	8.40	0.00
09.01.2018	Village Hall	Lettings Nov & Dec	Stub 100452	0.00	0.00	0.00	112.50
09.01.2018	Bowls Club	Water Charges / Turf Renov	Stub 100453	0.00	0.00	0.00	1,468.76
09.01.2018	A J Restoration	Churchyard Wall Repairs	BACS	1,209.00	0.00	1,209.00	0.00
12.01.2018	E-On	Street Lighting	DD	52.22	2.61	54.83	0.00
15.01.2018	OVO Energy	Electric Village Hall	DD	93.33	4.67	98.00	0.00
30.01.2018	Clerk	Salary January 2018	BACS	631.61	0.00	631.61	0.00
30.01.2018	Caretaker	Salary January 2018	BACS	142.93	0.00	142.93	0.00
30.01.2018	Clerk	Expenses January 2018	BACS	18.10	0.00	18.10	0.00
30.01.2018	Cllr T Hawkins	Chairman's Allowance Jan 18	BACS	15.30	0.00	15.30	0.00
30.01.2018	Bookings Officer	Contract January 2018	BACS	70.33	0.00	70.33	0.00
07.02.2018	Norse Eastern Ltd	Grounds Maint Dec 2017	BACS	56.67	11.33	68.00	0.00
07.02.2018	HMRC	Employer PAYE/NI Jan 2018	BACS	209.70	0.00	209.70	0.00
07.02.2018	Glazewing	Waste Collect Cemetery Feb	BACS	19.64	3.93	23.57	0.00
07.02.2018	Glazewing	Annual Duty of Waste Care	BACS	60.00	12.00	72.00	0.00
To be paid	Parish Online (Getmapping)	Membership Feb 18-Feb 19	BACS	45.00	9.00	54.00	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
02.02.2018	A J Coggles	Cemetery Fees	Stub 100454	0.00	0.00	0.00	400.00
03.02.2018	Sainsburys	Refreshments	Debit Card	5.67	1.13	6.80	0.00
03.02.2018	Sainsburys	Refreshments	Debit Card	1.50	0.00	1.50	0.00
03.02.2018	Sainsburys	Postage Stamps	Debit Card	6.72	0.00	6.72	0.00
03.02.2018	B&M Retail	Village Hall Materials	Debit Card	12.13	2.42	14.55	0.00
03.02.2018	Booker Limited	Village Hall Materials	Debit Card	8.57	1.71	10.28	0.00
05.02.2018	Sports Pavilion	Lettings Jan	Stub 100455	0.00	0.00	0.00	30.00
Totals				<b>2,742.65</b>	<b>65.65</b>	<b>2,808.30</b>	<b>2,011.26</b>

**Proposed – Cllr Barrett**

**Seconded – Cllr McCall**

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

**All in favour**

**23.2. Annual Subscription to Parish Online Get Mapping 6<sup>th</sup> February 2018 – 5<sup>th</sup> February 2019**

**Proposed – Cllr D Hawkins**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the Council renews its annual membership with Parish Online Get Mapping at a cost of £45.00 + £9.00 VAT.**

**All in favour**

**23.3. Broadband meeting Friday, 23<sup>rd</sup> February 2018**

Cllr D Hawkins declared a pecuniary interest in this item.

It was agreed that it would be beneficial for Cllr D Hawkins and Cllr Heather to attend the Broadband meeting.

That Cllr D Hawkins and Cllr Heather attend the Broadband meeting being held by Elizabeth Truss MP in Weeting, Brandon, on Friday, 23<sup>rd</sup> February 2018 and that the Council agrees to pay the travel expenses incurred.

For – 7

Against – 0

Abstentions – 1 (declared interest)

**23.4. BCKL&WN Planning Update session Monday, 5<sup>th</sup> March 2018**

Cllr Bucke declared a pecuniary interest in this item.

It was agreed that it would be beneficial for Cllr Bucke to attend the Planning session.

That Cllr Bucke attends the BCKL&WN Planning Update session in King’s Lynn on Monday, 5<sup>th</sup> March 2018 and that the Council agrees to pay the travel expenses incurred.

For – 7

Against – 0

Abstentions – 1 (declared interest)

**24. Neighbourhood Plan**

Councillors agreed to defer this item to the next meeting.

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

**25.1. Allotments**

Cllr Hipperson would be carrying out a site inspection of Plot 10 within the next few weeks.

**25.2 Churchyard**

There was nothing to report to this meeting.

**25.3 Cemetery**

**25.3.1 Street map**

Cllr Hipperson reported that the RAF was nearing completion of the wooden posts for the street map. A cover was being made in the workshop and a solar light would be placed above the map for viewing in the dark.

Concern was raised that dogs were being allowed to roam freely within the grounds of the Cemetery. The Chairman, Cllr T Hawkins, and the Clerk would prepare a short article for the P&S magazine asking owners to refrain from doing this.

**25.4 Village Hall**

**25.4.1 Outline planning application for the Village Hall land**

The Chairman, Cllr T Hawkins, reported that Cllr Clarke had been unwell and the submission of the planning application to the BCKL&WN had been delayed. This would be done shortly.

**25.5 Playground and Playing Field**

Cllr Barrett reported that a tree belonging to Abbey House had fallen into the Playing Field during the high winds. The Clerk would write to the proprietor asking for it to be cleared.

The Chairman, Cllr T Hawkins, reported that she had met with the hirer of the dog training sessions to discuss whether the sessions would continue in the Sports Pavilion. The hirer confirmed they were going well and that she would like to continue hiring the Pavilion on a regular basis. The current rent being charged was £5.00 per session.

A short discussion took place and Councillors agreed that providing the Pavilion was cleaned after each session, the heating supply was not used to excess and the place was always left fully secured, the rent per session should be £5.00.

**Proposed – Vice Chairman, Cllr Walsingham**

**Seconded – Cllr D Hawkins**

**That the dog training sessions held in the Sports Pavilion are charged at £5.00 per session.**

**All in favour**

The Chairman, Cllr T Hawkins, and the Clerk would draw up a formal agreement for the hirer.

It was noted that one of the toilet seats in the Pavilion needed replacing and in its current state was not fit for purpose. The Vice Chairman, Cllr Walsingham, agreed to deal with this as an emergency repair/replacement.

### **25.6 Community Speed Watch**

Cllr Paisley reported that 26 vehicles had been travelling in excess of 35mph. Speeding appeared to have declined recently which was positive news.

### **25.7 SAM2**

The Vice Chairman, Cllr Walsingham had circulated the SAM2 graphs for January 2018 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 28,392 vehicles had registered on the camera at Burnthouse Drove of which 8,328 had been travelling in excess of 35mph which equated to 29%. The highest recorded speed was 60mph.

Cllr Paisley noted that the SAM2 signs in Fincham, Shouldham and Swaffham were all picking up speeds before vehicles were entering the 30mph zones. Cllr Harrison would raise this at the Speed Watch AGM on Wednesday, 28<sup>th</sup> March 2018.

### **25.8 General Grounds Maintenance**

Cllr Harrison confirmed that the aeration and scarifying of the football pitch had been removed from the contract with Norse Grounds Maintenance.

### **25.9 Street Lights**

There was nothing to report to this meeting.

### **25.10 Proposed and Seconded**

The Chairman, Cllr T Hawkins, reported that the article deadline for the next P&S magazine was Wednesday, 14<sup>th</sup> March 2018.

Cllr Harrison noted that the Mobile Community Library van had been given permission by Donato's Pizza & Kebab House to park in their car park. Cllr Harrison would email Cllr Clarke the details.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.55pm for an interim break and resumed the meeting at 9.05pm.

### **25.11 Village Events**

The Chairman, Cllr T Hawkins, reported that the Events Working Panel had held a meeting on Monday, 8<sup>th</sup> January 2018 and had introduced additional events for the coming year. The Chairman, Cllr T Hawkins reported on the 2018 events as follows:

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

63 of the 80 tickets had been sold and all preparations for the event had been finalised.

### **25.11.2 Easter (Sunday, 18<sup>th</sup> March 2018)**

All stalls had been booked. Volunteers would be required to help set up the Village Hall the day before.

### **25.11.3 Village Garage & Yard Sale (Sunday, 13<sup>th</sup> May 2018)**

Householders would be able to hold a yard sale from their own drives, collectively as a village. A few stall pitches would also be available for reservation **inside** the Village Hall on the day. Feedback from other villages that held these community yard sales was very positive. Charges would be around £5.00 per household, the proceeds of which would go towards Village Hall refurbishments.

### **25.11.4 2018 Fun Day (Sunday, 10<sup>th</sup> June 2018)**

12 stalls had secured a booking and an owl sanctuary had confirmed its attendance. Volunteers would be required to help at this event and set up the day before.

### **25.11.5 Family Race Night (Saturday, 13<sup>th</sup> October 2018)**

There was nothing to report to this meeting.

### **25.11.6 Christmas (Sunday, 9<sup>th</sup> December 2018)**

There was nothing to report to this meeting.

## **25.12. Community Payback**

The Chairman, Cllr T Hawkins, reported that she and the Clerk had met the Community Payback Team (CPT) Manager, Mr B Foster, on Sunday, 4<sup>th</sup> February 2018, and driven round the village with him detailing the projects required. The priority tasks were established as follows:

### Coronation Playing Field Play area

- Clean gates and bow top fencing
- Trim trail, climbing frame, boat, bench, bin frame, 2 x play frames and picnic set all need wood preserve
- Clean and paint:
  - double swing, slide & see-saw (all light blue but can be a darker blue as may not show dirt as much)
  - small swing (red)
- Replace hedge hog for the top of the swing
- Sports Pavilion new internal door in the Pavilion
- *Paint interior walls and ceiling of Pavilion at a later date*

### Village Hall

- Internal painting of the skirting woodwork and doors (cream)
- Main hall floor to be cleaned and treated
- Open green space adjacent to Village Hall to be cleared
- Notice Board to be cleaned
- Footpath adjacent to Village Hall to be cleared
- *Fence to be moved at a later date*

### Cemetery

- Spoils to be moved at the cemetery (placed evenly in the hedge)
- Gates to be cleaned and painted (black)

### Street Furniture

- 2 x bus shelters to be cleaned (both on The Street; 1 adjacent to 'Partilyon' residential property and 2 near the Church)
- 4 x benches to be cleaned and painted (located at 1 Hillside, 2 outside cemetery, 3 junction of Villebois Road and 4 Millennium Garden near the church and bus shelter)

### Items required (Council to purchase when confirmed by the CPT):

- Cream gloss
- Hammerite paint red, blue, black
- Wood preserve
- Paint brushes

- Floor cleaner/polish
- Hedge hog for the top of the swing
- Strimmer Cord
- Petrol can + to be filled
- Scrubbing brushes for bus shelters
- Sundry as required

Councillors approved these jobs and agreed that expenditure for materials could be made as and when required. The Clerk would forward the necessary documentation and Council insurance details to Mr Foster.

It was noted that Councillors may be required to help coordinate the CPT visits, the hub of which would typically be the Village Hall.

## 26. Planning

### 26.1. Planning applications

No planning applications had been received from the BCKL&WN.

### 26.2. Planning decisions

#### 26.2.1. 17/02114/F – Mandalay, The Street – Single Storey rear extension including En-Suite, Laundry Room and Office

Application permitted (delegated decision).

## 27. General correspondence

### 27.1. For Action

No correspondence for action had been received.

### 27.2. Late correspondence

No late correspondence had been received.

## 28. BCKL&WN issues

### 28.1. New Premises Licence for The Manor, The Street

The Clerk reported that she had been in touch with the Enforcement Team of the BCKL&WN Planning Department regarding the current enforcement action and Premises Licence application for The Manor, The Street. The officer had confirmed that enforcement was being investigated but would not be determined for at least 2-3 weeks. He did advise that this was completely independent of the Premises Licence application, which was being applied for on an individual basis and not as a business and meant no rules were being breached. He confirmed that even if the Premises Licence was approved by the Licensing Department, this would in no way affect any future decisions made by the Planning department; the Licence wouldn't be considered and would have no bearing on their decision making.

### 28.2. Squires Hill nameplate

The Clerk reported that she had contacted the BCKL&WN Street Naming and Numbering team to enquire about the Squires Hill nameplate which had been reported damaged in October 2017. Mr Chris Copeland, Technical Assistant, advised that the replacement nameplate was in hand and probably in the depot awaiting installation. He also confirmed that a nameplate for the opposite side of the road had been reported to the team and was being dealt with accordingly.

## 29. Highway matters

### 29.1. Matters raised by Mr A Wallace, Highways Engineer

All matters had been discussed with Mr Wallace during Public Participation. There was nothing further to add to this meeting.

**30. Norfolk County Council issues**  
**30.1. Partnership Scheme 2017/2018**  
**30.1.1. Update on Trod 4**

There was nothing to report to this meeting.

**30.2. Parish Partnership 2018/2019**  
**30.2.1. Trod 5 bid**

There was nothing to report to this meeting.

**31. Matters to report to the Clerk**

Cllr Bucke reported that the ivy on the churchyard wall needed to be removed by April 2018 when works would be recommencing. The Chairman, Cllr T Hawkins, would ask RAF WO Spark to coordinate this with the RAF Community team.

Cllr Bucke asked whether any rubble at the Disused Barn at Lion Farm, The Street, could be taken from site for the use of rebuilding the churchyard wall. The Clerk would contact H C Moss Builders Ltd to enquire.

**32. Items for the next agenda**

Cllr Harrison would be attending two meetings in March 2018 on behalf of the Council. Cllr Harrison would forward details to the Clerk in order that they could be added to the agenda for formal approval of the travel expenses.

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

The next meeting of the Parish Council would be held on Wednesday, 14<sup>th</sup> March 2018 at 7.15pm in the Village Hall.

The Chairman thanked everyone for attending and closed the meeting at 9.32pm.