

**Marham Parish Council**

**Minutes of the Council meeting held Wednesday, 14<sup>th</sup> March 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 J Clarke
		Cllr T Harrison
		Cllr D Hawkins
		Cllr C Heather
		Cllr J Hipperson
	Borough Councillors	Cllr G Hipperson
		Cllr M Howland
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	1

**34. Apologies for absence**

Apologies for absence had been received from Cllr B McCall (resignation) and Cllr D Paisley (personal commitment).

The apologies were accepted.

The Clerk reported that Cllr McCall had regrettably had to resign from the Council today due to an unexpected imminent relocation to RAF Brize Norton. The Clerk advised that the BCKL&WN Electoral Services would be informed and a Notice for Casual Vacancy would be subsequently displayed giving 14 days notice for a written request from ten electors to fill the vacancy by election. If no requests were received within that period the vacancy would then be advertised to be filled by co-option.

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

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

**36. 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, 7<sup>th</sup> February 2018 (items 19-33) 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.

**37. 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 7.18pm.

**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 BCKL&WN Planning Committee Members would be undertaking training regarding the new planning sifting process.

In regards to the Parish Council’s recently rejected Village Hall Outline planning application, Cllr Hipperson confirmed that he would be seeking help and advice from Mr John Stephenson, an Architect/Structural Engineer based in Downham Market, who was very experienced in planning matters. Cllr Hipperson would report back to Cllr Clarke.

**RAF Marham**

WO Spark reported that families from the USA had been arriving at Marham within the past few weeks; the Station was full to capacity and extremely busy and some personnel staff were due to be relocated to Swanton Morley. RAF Marham’s 100th birthday on 1st April 2018 would see national, regional and local events being held until September 2018. The F-35 Lightning aircraft was due for arrival in June/July 2018.

A bid had been made to an RAF Charity for the playground repairs but this had unfortunately been rejected. The estimated costs for repair were £54,000.00. Other funding sources were currently being investigated. The Chairman, Cllr T Hawkins, offered to help with future funding applications, if required, and this was gratefully acknowledged.

The Hive’s electronic screen had been installed and would be on display from 6.30am until 11.00pm each day.

**Public Participation**

The member of public (current hirer of the Sports Pavilion) advised that the urinal area in the Pavilion leaked periodically. The Vice Chairman, Cllr Walsingham, would look into this.

The member of public requested that a dog bin be placed in the vicinity between The Mandalay Care Home and the bus stop in The Street. Cllr Harrison would investigate a suitable location and report back to the Council.

The member of public further enquired about missing kerbing on parts of the trod. Cllr Harrison reported that different asphalt had been used adjacent to the residential driveways and this was the reason it appeared that kerbing was missing.

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

**38. Finance**

**38.1. Approval of finances and payments to be made**

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

February 2018

Bank Reconciliation	Community Account (£)	Tracker Account (£)
Bank Statement Start Balances	2,056.47	83,579.70
<b>Total Opening Bank Balances</b>		<b>85,636.17</b>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
<b>Council Opening Balances</b>	<b>2,056.47</b>	<b>83,579.70</b>
<b>Council Total Opening Balances</b>		<b>85,636.17</b>
Receipts	1,754.17	-
Payments	- 1,612.61	- 1,000.00
Bank Statement Close Balances	2,198.03	82,579.70
<b>Total Closing Bank Balances</b>		<b>84,777.73</b>
Unpresented Cheques	- 141.55	-
Unpresented Receipts	-	-
<b>Council Closing Balances</b>	<b>2,056.48</b>	<b>82,579.70</b>
<b>Council Total Closing Balances</b>		<b>84,636.18</b>

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	2,000.63
Future Events	250.00
<b>Total Earmarked Reserves</b>	<b>68,427.63</b>

Reconciliation Community Account (£)	
Bank Statement 01.02.2018	2,056.47
Receipts	1,754.17
Payments Cleared	- 1,612.61
Bank Statement 28.02.2018	2,198.03
Unpresented Cheques	
103493	-
Unpresented Receipts	
Council Closing Balance	2,198.03

Reconciliation Tracker Account (£)	
Bank Statement 01.02.2018	83,579.70
Receipts	-
Payments Cleared	- 1,000.00
Bank Statement 28.02.2018	82,579.70
Unpresented Cheques	
Unpresented Receipts	
Council Closing Balance	82,579.70
Council Total Closing Balances	84,777.73

Council Total Closing Balances	<b>84,777.73</b>		
Council Total Earmarked Reserves	<b>68,427.63</b>	Council Remaining Available Precept	<b>16,350.10</b>

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 £
08.02.2018	Village Hall	Lettings Jan	Stub 100456	0.00	0.00	0.00	117.50
11.02.2018	E-On	Street Lighting January 2018	DD	52.22	2.61	54.83	0.00
15.02.2018	OVO Energy	Electric Village Hall	DD	93.33	4.67	98.00	0.00
20.02.2018	Cllr T Hawkins (Kinnerton Choc)	Easter Event Goods	BACS	41.50	8.30	49.80	0.00
21.02.2018	E-On	Electric Sports Pavilion	BACS	0.00	-0.32	0.00	6.67
25.02.2018	Poundworld	Easter Event Goods	Debit Card	9.17	1.83	11.00	0.00
26.02.2018	A J Coggles	Cemetery Fees	Stub 100455	0.00	0.00	0.00	200.00
28.02.2018	Cllr D Hawkins	Travel Expenses	BACS	15.30	0.00	15.30	0.00
28.02.2018	Cllr T Hawkins	Chairman's Allowance Feb 18	BACS	15.30	0.00	15.30	0.00
28.02.2018	Bookings & Caretaking Officer	Contract February 2018	BACS	243.45	0.00	243.45	0.00
28.02.2018	Clerk	Salary February 2018	BACS	631.61	0.00	631.61	0.00
28.02.2018	Clerk	Expenses February 2018	BACS	26.20	0.00	26.20	0.00
05.03.2018	Barclays Bank Plc	Bank Interest	BACS	0.00	0.00	0.00	41.66
05.03.2018	Fish & Chip Bingo Event	Proceeds	Stub Misc	0.00	0.00	0.00	456.75
05.03.2018	BCKL&WN	Dog Waste Feb 17-Feb 18	Debit Card	1372.80	274.56	1647.36	0.00
06.03.2018	BCKL&WN	Village Hall Planning Fee 50%	Debit Card	462.00	0.00	462.00	0.00
07.03.2018	HMRC	Employer PAYE/NI Feb 2018	BACS	174.10	0.00	174.10	0.00
07.03.2018	Norse Eastern Ltd	Grounds Maintenance Jan 18	BACS	218.48	43.70	262.18	0.00
07.03.2018	Cllr T Hawkins (Trade Supplies)	CPT Play Area Paint	BACS	100.87	20.18	121.05	0.00
07.03.2018	Decorating Warehouse	CPT Village Hall Paint	Debit Card	59.92	11.98	71.90	0.00
07.03.2018	Wood Finishes Direct	CPT Play Area Wood Treat	Debit Card	67.37	13.48	80.85	0.00
08.03.2018	Anglian Water	Village Hall Water Nov-Feb18	DD	16.01	0.00	16.01	0.00
08.03.2018	Anglian Water	Cemetery Water Nov-Feb 18	DD	13.32	0.00	13.32	0.00
08.02.2018	Village Hall	Lettings Jan	Stub 100456	0.00	0.00	0.00	117.50
11.02.2018	E-On	Street Lighting January 2018	DD	52.22	2.61	54.83	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
10.03.2018	Poundland	CPT Materials & Hand Wash	Debit Card	12.50	2.50	15.00	0.00
10.03.2018	Poundworld	CPT Refreshments	Debit Card	4.17	0.83	5.00	0.00
10.03.2018	Wilko	CPT Brushes & Tape	Debit Card	9.17	1.83	11.00	0.00
11.03.2018	E-On	Street Lighting Feb 2018	DD	47.16	2.36	49.52	0.00
12.03.2018	Cllr C Heather (Maplin)	PA System & Speakers	BACS	124.99	25.00	149.99	0.00
12.03.2018	Cllr C Heather	Fish & Chip Event Goods	BACS	5.82	0.00	5.82	0.00
12.03.2018	Cllr C Heather (Kenable Ltd Ebay)	PA System Leads	BACS	1.43	0.29	17.51	0.00
12.03.2018	Cllr C Heather (Rabbit Inside Ebay)	PA System Speaker Stands	BACS	13.31	2.66	17.51	0.00
Totals				<b>3,834.45</b>	<b>413.52</b>	<b>4,248.29</b>	<b>822.58</b>

Cllr Heather declared a pecuniary interest in this item.

**Proposed – Cllr Bucke**

**Seconded – Cllr D Hawkins**

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

**For – 8**

**Against – 0**

**Abstentions – 1 (Declared Interest)**

**38.2. Events PA system, speakers, speaker stands and lead**

Cllr Heather declared a pecuniary interest in this item.

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

Proposed – Cllr Bucke

Seconded – Cllr D Hawkins

**That the Council approves the purchase of the PA system, speakers, speaker stands and lead for the use of future Parish Council community events.**

For – 8

Against – 0

Abstentions – 1 (Declared Interest)

**38.3. Citizens in Policing meeting Thursday, 8<sup>th</sup> March 2018 and Speed Watch AGM Wednesday, 28<sup>th</sup> March 2018**

Cllr Harrison declared a pecuniary interest in this item.

Proposed – Cllr Hipperson

Seconded – Vice Chairman, Cllr Walsingham

**That the Council approves the attendance of Cllr Harrison at the Citizens in Policing talk in King's Lynn on Thursday, 8<sup>th</sup> March 2018 and the forthcoming Speed Watch AGM in Dereham on Wednesday, 28<sup>th</sup> March 2018 and that the Council agrees to pay the travel expenses incurred.**

For – 8

Against – 0

Abstentions – 1 (Declared Interest)

**39. Neighbourhood Plan**

A short discussion took place and it was agreed for an article to be placed in the P&S magazine asking for volunteers to help prepare a Neighbourhood Plan. Councillors agreed that if the take-up were negligible the Neighbourhood Plan project would be abolished. The Clerk would prepare an article and forward it to the Vice Chairman, Cllr Walsingham for submission.

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

**40.1. Allotments**

Cllr Hipperson had carried out a site inspection of all allotment plots and found them to be in good order, including Plot 10. The Clerk would contact the allotment tenant of Plot 10 to confirm their request to terminate their plot on 31<sup>st</sup> March 2018.

**40.2 Churchyard**

The Chairman, Cllr T Hawkins, reported that the RAF team would be removing the ivy from the Church wall within the next few weeks. Cllr Bucke reported that works on the wall would recommence in April/May 2018.

Borough Cllr Hipperson and Borough Cllr Howland left the meeting at 8.00pm.

Cllr Barrett reported that brick dust from the Church wall works was spreading onto residential properties. Cllr Bucke would inform A J Restoration and ask them to be cautious of this.

**40.3 Cemetery**

**40.3.1 Street map**

There was nothing to report to this meeting.

**40.4 Village Hall**

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

The Chairman, Cllr T Hawkins, reported that she and Cllr Clarke had completed and submitted the planning application to the BCKL&WN but it had been rejected for various reasons. Borough Cllr Hipperson would be helping to rectify the issues for subsequent resubmission.

**40.5 Playground and Playing Field**

Cllr Barrett reported that the tree belonging to Abbey House had still not been removed from the Playing Field. The Clerk would write to the proprietor asking for it to be cleared.

#### **40.6 Community Speed Watch**

Cllr Harrison reported that 43 vehicles had been monitored.

Cllr Harrison reported that at the Citizens in Policing ceremony held on Thursday, 8<sup>th</sup> March 2018, the Marham Speed Watch team had received an award from the King's Lynn Police for the most voluntary hours worked on Community Speed Watch. Mrs A Harrison had accepted the award on behalf of the team and articles had been featured in the EDP newspaper and KLFM news feed.

Cllr Harrison would prepare an article for the P&S magazine.
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#### **40.7 SAM2**

The Vice Chairman, Cllr Walsingham had circulated the SAM2 graphs for February 2018 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 17,236 vehicles had registered on the camera at Trinity Church of which 3,396 had been travelling in excess of 35mph which equated to 19%. The highest recorded speed was 60mph.

#### **40.8 General Grounds Maintenance**

There was nothing to report to this meeting.

#### **40.9 Street Lights**

There was nothing to report to this meeting.

#### **40.10 Proposed and Seconded**

The Chairman, Cllr T Hawkins, reported that the article deadline for the next P&S magazine had been extended to Saturday, 31<sup>st</sup> March 2018.

#### **40.11 Village Events**

The Chairman, Cllr T Hawkins reported on the 2018 events as follows:

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

All 80 tickets had been sold prior to the event and the evening had been a huge success. Those attending had asked for more bingo nights to be held and the Events Working Panel would be considering dates for August and November. The profit for the evening had been £443.75.

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

All stalls had been booked. Volunteers would be required to help set up the Village Hall on Saturday, 17<sup>th</sup> March 2018 from 10.00am.

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

7 households had already signed up without the event being advertised. When the event had been publicised in the P&S magazine it was anticipated that many more houses would be signing up.

##### **40.11.4 2018 Fun Day (Sunday, 10<sup>th</sup> June 2018)**

A group was currently being sought to sing during the day. In the evening, following the Fun Day, an event was also now being planned to take place in the Bowls Club.

Volunteers would be required to help at this event and set up the day before. WO Spark would investigate whether the Cadets would be able to help on the afternoon of Saturday, 9 <sup>th</sup> June 2018 and at the actual event.
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Cllr Hipperson confirmed that residential door-to-door collections for tombola prizes and raffle gifts would be carried out on Monday, 21<sup>st</sup> May 2018 and Tuesday, 22<sup>nd</sup> May 2018. As many volunteers as possible were required to help with this. The Chairman, Cllr T Hawkins, would place an article in the P&S magazine advising residents of the collection dates.

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

There was nothing to report to this meeting.

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

There was nothing to report to this meeting.

**40.12. Community Payback**

**40.12.1 Scheduled visits**

The Chairman, Cllr T Hawkins, reported that the Community Payback Team (CPT) working dates had been confirmed for Thursday, 15<sup>th</sup> March, Wednesday, 21<sup>st</sup> March, Thursday, 22<sup>nd</sup> March, Thursday, 19<sup>th</sup> April and Sunday, 22<sup>nd</sup> April 2018.

The majority of materials had now been purchased for the jobs required and hedgehog anti-bird gutter brush for the top of the play area swings would be bought shortly. The Clerk and the Chairman, Cllr T Hawkins, would look into this.

The Chairman, Cllr T Hawkins, confirmed that she would be available to meet the CPT at the Village Hall on all the required dates.

**41. Meeting dates for the electoral year 2018/2019**

The proposed meeting dates had been circulated with the agenda:

May	16	<b>Annual Meeting</b>
May	16	Ordinary Council Meeting
June	20	
July	25	
August	-	
September	12	
October	24	
November	21	
December	-	<i>(Budget meeting to be held)</i>
January	09	
February	13	
March	13	
April	17	<b>Annual Parish Meeting</b>
April	17	Ordinary Council Meeting

The meeting dates were approved as detailed.

**42. Planning**

**42.1. Planning applications**

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

**42.2. Planning decisions**

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

**42.3. Late planning applications and decisions**

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

**43. General correspondence**

**43.1. For action/information**

The Clerk had circulated information prior to the meeting to confirm that the Marham War Memorial, The Churchyard, Church of Holy Trinity, The Street, had been awarded Listed Building Status by Historic England, List Entry Number 1453795.

This was noted.

**43.2. Late correspondence**

No late correspondence had been received.

**44. BCKL&WN issues**

**44.1. Proposed land transfer of the Hillside Green Open Space from the BCKL&WN**

Cllr Bucke reported that he had attended a meeting with BCKL&WN officials to discuss their consideration of transferring the Hillside green open space to the Parish Council.

**44.1.1. Potential restrictive covenants (grounds maintenance, future sale of land, sliding scale settlement)**

Cllr Bucke reported that part of their agreement would include the Parish Council's approval to the transfer and future maintenance of all the BCKL&WN owned Marham open spaces, all legal costs to be paid by the Parish Council and a 50% fee of future sales of the acquired land. The Heads of Terms were currently being prepared by their legal team and when finalised, negotiations could then take place.

**44.1.2. Acting Solicitor**

The Clerk reported that Hayes & Storr, King's Lynn, were very competent and competitive in handling Council land transfers and recommended that the Council use their services instead of Ward Gethin, Swaffham. Councillors approved this.

**44.1.3. Legal fees**

Councillors agreed to endorse, in principal, the associated legal fees if and when the land transfer(s) took place.

**45. Highway matters**

**45.1. Additional grit bins**

The Chairman, Cllr T Hawkins, reported that Cllr Paisley had enquired whether further grit bins could be placed in The Street at the other end of the village. Donato's Pizza and Kebab House had suggested that one be placed outside their shop with the intention of placing a collection box in the shop to help raise funds to purchase and fill it. Mobile bins and spreading tools for clearing the paths by volunteers was also suggested.

The Clerk had investigated this matter and found that Norfolk County Council most commonly only approved licences where a bin was to be located close to tight bends in the road, known problem areas, junctions and where there was a gradient in excess of 10% on a road. The rock salt stored in local authority grit bins was strictly for use on public roads and pavements and would not be permitted to be used on private property, including paths and driveways. The bin would need to be placed on a public highway (pavement) or Council owned land in order to be filled with grit free of charge by them. If a bin was placed on private property it would be the responsibility of the landowner to fill it.

A short discussion took place and it was felt that Highways would not agree to a licence being given at that end of the village as this had been pursued with them previously and rejected. Manual spreaders were then considered by Councillors but concern was raised that the storage of large tools and bags of grit would not be possible with the limited storage space available in the Village Hall. It was also noted that grit usually had an expiry date and might be costly to replace if it wasn't utilised in time. It was further questioned as to whether there would be a sufficient number of volunteers to come forward and that if the numbers were low, complaints may be received if only parts of the village were gritted. It was also pointed out that salt was only effective on ice and not deep snow, which needed to be shovelled rather than gritted.

Councillors were sympathetic but agreed that additional grit bins could not be pursued due to the points raised.



**46. Norfolk County Council issues**

**46.1. Partnership Scheme 2017/2018**

**46.1.1. Update on Trod 4**

Cllr Harrison reported that phases 1 and 3 were ongoing but trod 4 had been completed. It was agreed for the Clerk to remove this item from the agenda.

**46.2. Parish Partnership 2018/2019**

**46.2.1. Trod 5 bid**

There was nothing to report to this meeting.

**47. Matters to report to the Clerk**

There were no matters to report to the Clerk.

**48. Items for the next agenda**

The Clerk would provide an update at the next meeting regarding the casual vacancy. Due to statutory timescales it was likely that the voting process would not take place until the Annual Meeting in May.

Cllr Bucke advised that the church boundary wall of the property adjacent to the Holy Trinity Church, Belmont House, was crumbling on their side and needed to be reinstated. It was suggested that the owners may not have lived in the property for approximately 17 years but should be on the electoral register paying an uplift of 50% Council Tax for their unoccupied property. The Clerk would investigate this.

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

The next meeting of the Parish Council would be held on Wednesday, 11<sup>th</sup> April 2018, following the Annual Parish Meeting at 7.15pm in the Village Hall.

The Chairman thanked everyone for attending and closed the meeting at 9.10pm.