

**Marham Parish Council**

**Minutes of the Council meeting held Wednesday, 11<sup>th</sup> April 2018 at 7.25pm 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 C Heather
		Cllr J Hipperson
		Cllr D Paisley
	Borough Councillor	Cllr M Howland
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	BCKL&WN CIL Officer	Mrs A Driver
	Member(s) of Public	0

**50. Apologies for absence**

Apologies for absence had been received from Cllr J Clarke (work commitment) and Borough Cllr G Hipperson (70<sup>th</sup> birthday).

The apologies were accepted.

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

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

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

**Proposed – Cllr D Hawkins**

**Seconded – Cllr Bucke**

**That the minutes of the meeting held on Wednesday, 14<sup>th</sup> March 2018 (items 34-49) 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.

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

**53.1 Casual Vacancy**

The Clerk reported that the BCKL&WN Electoral Services had confirmed that if no requests for an election had been received by Thursday, 12<sup>th</sup> April 2018, the Councillor vacancy could be advertised to be filled by co-option. The Clerk reported that there was currently one Councillor vacancy and that one application had been received prior to the notice being advertised.

Cllr D Hawkins reported that the Programme Director for Better Broadband for Norfolk, Ms K O’Kane, had confirmed that a new cabinet had been installed on the green in front of Hillside and lines from the current secondary cabinet were being transferred to it. Services were expected to be available in May 2018. Ms O’Kane confirmed that although the new box was 800m away from the current box, speeds of 24mbps would still be achievable.

**PUBLIC OPEN FORUM**

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

## Reports

### County Councillor

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

### Borough Councillors

Borough Cllr Howland reported that notification had been received from the Local Government Boundary Commission that the number of Borough Councillors would be reduced from 62 to 57 in May 2019.

The Whalebone pub (J D Wetherspoon), in Downham Market had opened in March 2018 and many fights and banned customers had already been reported. It was hoped this would die down with time.

In regards to the property Belmont, The Street, the BCKL&WN had confirmed that it would not release details of the owners' Council Tax liabilities due to data protection regulations. Cllr Bucke had been liaising with the BCKL&WN about this and would chase the matter up.

It was noted that the St George flag should be erected on the Village Hall by Monday, 23<sup>rd</sup> April 2018.

### RAF Marham

WO Spark reported that a team of ten and other volunteering villagers had helped to clear the Church wall of ivy. On the sections of wall which were in a very poor state, the ivy had been left intact.

54 families from the USA had arrived at Marham since January 2018 and a further 20 were due before June 2018.

There were now only 60 days left until the F-35 Lightning aircraft arrived and would be available for viewing at the Friends and Families Day in July 2018.

### Mrs Amanda Driver, BCKL&WN CIL Officer – Community Infrastructure Levy

Mrs A Driver, BCKL&WN CIL officer, had provided the Clerk with basic training regarding the Community Infrastructure Levy (CIL) prior to the meeting. Mrs Driver gave a brief talk to Councillors about CIL and would forward her presentation to the Clerk following the meeting.

#### *In summary*

- CIL is a tax on the uplift in land values as a result of planning permission intended to help fund the impact of development on local communities and provide a source of income to Parish and Town Councils.
- CIL came into effect on all relevant schemes approved after 15 February 2017.
- CIL will largely replace S106 financial contributions although a S106 will still be used on larger sites and for affordable housing.
- CIL does not replace S106 obligations; S106 agreements are based on site-specific infrastructure required to make a new development acceptable in planning terms, whilst CIL addresses the broader impacts of the development.
- Although some developments will attract both CIL liability and S106 obligations, there should be no circumstances in which CIL and S106 are paid for the same infrastructure in relation to the same development.
- The BCKL&WN will charge on residential developments, all new dwellings and annexes.
- CIL applies to development with increased internal floor space and is based on £ per square metre dependant on its location and type. The rates have been subject to detailed assessment and public enquiry.
- There is a charging schedule that outlines the location and type of developments that will be liable in the Borough.
  - Marham is rated £60 per square metre.
- Retail developments will be charged at £100 per square metre anywhere in the Borough and all other development will not be liable for CIL.

- CIL distribution will be 5% for administration costs and payment will be made to the Parish/Town Councils where the development is located.
  - Marham will receive 15% of CIL payments, as there is no adopted neighbourhood plan.
- Parishes will be paid 28<sup>th</sup> October and 28<sup>th</sup> April.
- Regulation 122 and 123 of the Community Infrastructure Levy Regulations 2010 (as amended) places limitations on the Council’s ability to use planning obligations to fund the provision of infrastructure across the district.
- As a charging authority, the BCKL&WN is required by Regulation 123(2) to publish a list of infrastructure projects or types of infrastructure that it intends will be, or may be, wholly or partly funded by CIL.

*Reporting Process*

- The Parish Council must record all carried over CIL, CIL receipts and CIL expenditure for each year and prepare an annual CIL report for each financial year.
- The Parish Council must publish the report on the website each year. A copy of the report must also be sent to the CIL Officer by 30<sup>th</sup> June following the reported year.
- If the Parish Council does not spend the CIL within five years of receipt it may have to be repaid. Exceptions may be made if the Parish Council can show that the CIL income has been earmarked to a particular project for which they are accumulating funds before spending.

The Council thanked Mrs Driver for attending and she left the meeting at 8.00pm.

**Public Participation**

There were no members of public present at the meeting.

The Chairman, Cllr T Hawkins, resumed the meeting at 8.01pm.

**54. Finance**

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

The Clerk had circulated the bank reconciliation period ending March 2018 with the agenda. The year-end bank balances were as follows:

March 2018

Bank Reconciliation	Community Account (£)	Tracker Account (£)
Bank Statement Start Balances	2,198.03	82,579.70
<b>Total Opening Bank Balances</b>		<b>84,777.73</b>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
<b>Council Opening Balances</b>	<b>2,198.03</b>	<b>82,579.70</b>
<b>Council Total Opening Balances</b>		<b>84,777.73</b>
Receipts	3,959.25	41.66
Payments	- 4,776.30	- 3,000.00
Bank Statement Close Balances	1,380.98	79,621.36
<b>Total Closing Bank Balances</b>		<b>81,002.34</b>
Unpresented Cheques	-	-
Unpresented Receipts	-	-
<b>Council Closing Balances</b>	<b>1,380.98</b>	<b>79,621.36</b>
<b>Council Total Closing Balances</b>		<b>81,002.34</b>

Earmarked Funds	
Operating Costs (6 Months)	20,000.00
Pensions Contribution	1,000.00
Village Hall Alterations	15,000.00
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	2,272.96
Future Events	250.00
<b>Total Earmarked Reserves</b>	<b>78,699.96</b>

Reconciliation Community Account (£)	
Bank Statement <b>01.03.2018</b>	2,198.03
Receipts	3,959.25
Payments Cleared	- 4,776.30
Bank Statement <b>31.03.2018</b>	1,380.98
Unpresented Cheques	
103493	-
Unpresented Receipts	
Council Closing Balance	1,380.98

Reconciliation Tracker Account (£)	
Bank Statement <b>01.03.2018</b>	82,579.70
Receipts	41.66
Payments Cleared	- 3,000.00
Bank Statement <b>31.03.2018</b>	79,621.36
Unpresented Cheques	
Unpresented Receipts	
Council Closing Balance	79,621.36
<b>Council Total Closing Balances</b>	<b>81,002.34</b>

Council Total Closing Balances	<b>81,002.34</b>		
Council Total Earmarked Reserves	<b>78,699.96</b>	Council Remaining Available Precept	<b>2,302.38</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 £
15.03.2018	OVO Energy	Electric Village Hall	DD	93.33	4.67	98.00	0.00
17.03.2018	Tesco	CPT V Hall Refreshments	Debit Card	9.79	1.96	11.75	0.00
19.03.2018	Village Hall	Lettings Feb & Mar	Stub 100458	0.00	0.00	0.00	149.50
19.03.2018	Sports Pavilion	Lettings Feb	Stub 100459	0.00	0.00	0.00	30.00
19.03.2018	Cllr P Walsingham (Tesco)	Toilet Seat Sports Pavilion	BACS	12.50	2.50	15.00	0.00
19.03.2018	Ashill Fire Protection Ltd	Extinguisher Service V Hall	BACS	57.00	11.40	68.40	0.00
23.03.2018	E-On	Electric Sports Pavilion	DD	193.59	38.72	232.31	0.00
23.03.2018	Cllr T Hawkins (Alysiakaden Ebay)	Play Swings Hedgehog Brush	BACS	10.95	0.00	10.95	0.00
23.03.2018	Cllr T Hawkins (Fred Williamson)	CPT V Hall Hammerite	BACS	10.82	2.17	12.99	0.00
24.03.2018	Easter Event	Proceeds	Stub Misc	0.00	0.00	0.00	323.00
29.03.2018	Cllr T Hawkins	Chairman's Allowance Mar	BACS	15.30	0.00	15.30	0.00
29.03.2018	Bookings & Caretaking Officer	Contract March 2018	BACS	243.45	0.00	243.45	0.00
29.03.2018	Clerk	Salary March 2018	BACS	631.61	0.00	631.61	0.00
29.03.2018	Clerk	Expenses March 2018	BACS	18.10	0.00	18.10	0.00
29.03.2018	HMRC	Employer PAYE/NI Feb 2018	BACS	174.10	0.00	174.10	0.00
06.04.2018	Norse Eastern Ltd	Grounds Maint March 2018	BACS	354.72	0.00	354.72	0.00
06.04.2018	Norfolk ALC	Annual Subscription	BACS	394.46	0.00	394.46	0.00
06.04.2018	BCKL&WN	Business Rates Cemetery	Debit Card	97.57	0.00	97.57	0.00
09.04.2018	Anglian Water	Bowls/Pav Water Nov-Feb 18	DD	190.36	0.00	190.36	0.00
11.04.2018	Norfolk County Council	Parish Partnership 2018/19	103494	15,500.00	0.00	15,500.00	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
11.04.2017	Glazewing	Waste Collect Cemetery Mar	BACS	20.68	4.14	24.82	0.00
11.04.2018	BCKL&WN	V Hall Waste / Duty Care	Debit Card	529.25	0.00	529.25	0.00
12.04.2017	E-On	Street Lighting March 2018	DD	52.22	2.61	54.83	0.00
12.04.2017	Bowls Club	Water Nov 2017 - Feb 2018	100460	0.00	0.00	0.00	65.54
12.04.2018	Allotment Rent	Plot 9	200046	0.00	0.00	0.00	25.72
12.04.2018	Sports Pavilion	Lettings March 2018	200047	0.00	0.00	0.00	35.00
Totals				<b>18,609.80</b>	<b>68.16</b>	<b>18,677.96</b>	<b>628.76</b>

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

Concern was raised that the E-On invoice dated 23.03.2018 was high in comparison to previous months. The Vice Chairman, Cllr Walsingham, advised that he had discovered heaters had been left on in the Sports Pavilion for about a week during the winter and was a probable explanation. This was noted.

**Proposed – Cllr Heather**

**Seconded – Cllr D Hawkins**

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

**For – 8**

**Against – 0**

**Abstentions – 1 (Declared Interest)**

#### **54.2. Earmarked Reserves**

The Clerk recommended that the earmarked reserves of £5,000.00 in the 'Village Hall Access Alterations' be increased to £15,000.00 and the heading amended to 'Village Hall Alterations' for year-end 2017/2018.

**Proposed – Cllr D Hawkins**

**Seconded – Cllr Heather**

**That the Council increases the earmarked reserves in the Village Hall Alterations to £15,000.00.**

**All in favour**

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

**54.3. Inspector Cant, Norfolk Constabulary meeting Thursday, 12<sup>th</sup> April 2018**

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

**Proposed – Cllr Bucke**

**Seconded – Cllr Heather**

**That the Council approves the attendance of Cllr Walsingham at the Norfolk Constabulary meeting in Downham Market on Thursday, 12<sup>th</sup> April 2018 and agrees to pay the travel expenses incurred.**

**For – 8**

**Against – 0**

**Abstentions – 1 (Declared Interest)**

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

**55.1. Allotments**

Cllr Barrett reported that four plots had been vacated at year-end, two of which were not in a condition to be taken on until they had been cleared. These two plots had been left with fixed steel structures on them, a lot of debris left in the sheds and a large amount of plastic bottles, metal and litter remaining on them. Cllr Barrett and another plot holder had spent over twelve hours between them clearing the plots of the smaller items, but attempts to dismantle the structures had not been successful.

The Council felt that as the structures were heavy, bulky and secured underground, the Council would need to pay someone to have these removed and it was therefore agreed that the removal of these items should be carried out by the tenant within two weeks and that failure to do so would result in the deposit refunds not being paid. The Clerk would write to the tenant accordingly.

Cllr Barrett confirmed that two of the four vacant plots had been reserved and advised that it may be necessary to put weed control fabric or plastic on the two untidy plots before they could be re-let. It was anticipated that once these had been completely cleared, they would then be taken up by the remaining two on the waiting list.

The Council agreed that if the weed control fabric was necessary, this could be purchased as an emergency expense and then formally approved at a future meeting of the Council. Cllr Heather would investigate the costs and liaise with Cllr Barrett accordingly.

**55.2 Churchyard**

**55.2.1 Restoration of the Church wall**

Cllr Bucke reported that 15 new capping stones needed to be purchased at a cost of £585.00 + VAT, the expense of which would be drawn from the earmarked reserves for this project. This was noted.

Concern was raised that a recent double interment of ashes had taken place within the closed churchyard. It was unknown whether this was legally permissible or not. The Clerk would investigate this matter and if it was found to be illegitimate, would write to the Ely Diocese accordingly.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.30pm for an interim break and resumed the meeting at 8.45pm.

**55.3 Cemetery**

**55.3.1 Street map**

Cllr Hipperson reported that the street map was near completion.

**55.4 Village Hall**

**55.4.1 Planning application for the Village Hall land**

The Chairman, Cllr T Hawkins, reported that the rejected planning application was being dealt with. It was agreed for the Clerk to contact the architect, Mr John Stephenson, to meet her and the Chairman, Cllr T Hawkins, on site, to discuss the current plans and consider the resubmission of the planning application.

#### **55.5 Playground and Playing Field**

There was nothing to report to this meeting.

#### **55.6 Community Speed Watch**

Cllr Paisley reported that 26 vehicles had been monitored.

#### **55.7 SAM2**

The Vice Chairman, Cllr Walsingham had circulated the SAM2 graphs for March 2018 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 47,795 vehicles had registered on the camera at Burnthouse Drove of which 14,032 had been travelling in excess of 35mph which equated to 29%. The highest recorded speed was 70mph.

Cllr Harrison reported that the issues relating to the Fincham and Swaffham SAM2 signs were raised at the Speed Watch AGM in Dereham on Wednesday, 28<sup>th</sup> March 2018 and the team would be looking into these.

#### **55.8 General Grounds Maintenance**

There was nothing to report to this meeting.

#### **55.9 Street Lights**

There was nothing to report to this meeting.

#### **55.10 Proposed and Seconded**

The Chairman, Cllr T Hawkins, reported that the Proposed and Seconded magazine had been printed and collected and would be delivered by Councillors within the next few days.

#### **55.11 Village Events**

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

##### **55.11.1 Easter (Sunday, 18<sup>th</sup> March 2018) - Debrief**

Despite the heavy snow that day, the event had been a success and the profit for the day had been £272.33.

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

11 households had now signed up and 2 had booked spaces on the Village Hall car park. When the P&S magazine was delivered it was anticipated that more houses would sign up.

##### **55.11.3 2018 Fun Day (Sunday, 10<sup>th</sup> June 2018)**

Stall spaces were still available. Three small steam engines had confirmed their attendance. Cllr Heather was looking into classic cars.

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

There was nothing to report to this meeting.

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

There was nothing to report to this meeting.

The next meeting of the Events Panel would be held on Monday, 30<sup>th</sup> April 2018.

#### **55.12. Community Payback**

The Chairman, Cllr T Hawkins, reported that the Community Payback Team (CPT) had commenced work on the Village Hall. The internal walls of the corridor and doors had been sanded down ready for painting. Work was ongoing.

- 56. Planning**
- 56.1. Planning applications**
- 56.1.1 18/00547/F – Rose & Crown Cottage, The Street – Proposed relocation of timber stable building**
- No objections.
- 56.2. Planning decisions**
- No planning decisions had been received from the BCKL&WN.
- 56.3. Late planning applications and decisions**
- 56.3.1 18/00563/F – Street Record, Burnthouse Crescent, Upper Marham – External wall insulation system to MOD service family accommodation**
- No objections.
- 57. General correspondence**
- 57.1. For action/information**
- 57.1.1 Complaints regarding off-road bikes driving through the village**
- Cllr Bucke reported that off-road bikes had been driving through the village and the culprits had now been identified. Cllr Bucke had dealt with this matter.
- 57.2. Late correspondence**
- No late correspondence had been received.
- 58. BCKL&WN issues**
- 58.1. Proposed land transfer of the Hillside Green Open Space from the BCKL&WN**
- There was nothing to report to this meeting.
- 59. Highway matters**
- There was nothing to report to this meeting.
- 60. Norfolk County Council issues**
- 60.1. Partnership Scheme 2018/2019 Trod 5**
- The Chairman, Cllr T Hawkins, reported that Norfolk County Council had approved the bid for the Partnership Scheme 2018/2019 Trod 5. This would be the final phase of the trod works.
- 61. Matters to report to the Clerk**
- There were no matters to report to the Clerk.
- 62. Items for the next agenda**
- The Chairman, Cllr T Hawkins, reported that 100m of orange mesh safety fencing and steel pins needed to be purchased for the 2018 Fun Day. It was also noted that a gazebo would be required; the Chairman, Cllr T Hawkins, would investigate costs and report back at the next meeting.
- The Clerk would add these items to the agenda for formal approval.
- 63. To record the date and time of the next Full Council meeting**
- The next meeting of the Parish Council would be the Annual Meeting held on Wednesday, 16<sup>th</sup> May 2018 at 7.15pm in the Village Hall.



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

**Proposed – Chairman, Cllr T Hawkins**

**Seconded – Vice Chairman, Cllr Walsingham**

**That under the Public Bodies (Admission to meetings) Act 1960 Section 1, the press and public be excluded from the meeting in order to allow confidential items to be discussed.**

**All in favour**

The Clerk left the Council chamber at 9.25pm.

**64.1 Clerk's Annual Salary Review**

See Confidential Report.

**Proposed – Cllr D Hawkins**

**Seconded – Cllr Bucke**

**That the Clerk's hourly rate is increased from SPC 26 to SPC 27 in accordance with the current National Joint Council (NJC) Pay Scales 2016-2018 with effect from 1<sup>st</sup> April 2018, subject to the National Joint Council's increase in accordance with the NJC Pay Scales 2018-2020.**

**All in favour**

The Clerk returned to the Council Chamber at 9.31pm.

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