

**Marham Parish Council**

**Minutes of the Council Meeting held Wednesday, 24<sup>th</sup> October 2018 at 7.15pm in the Village Hall, Marham**

Present:	Chairman	Cllr T Hawkins
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr I Barrett
		Cllr T Harrison
		Cllr C Heather
		Cllr J Hipperson
		Cllr D Paisley
	Borough Councillor	Cllr M Howland
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	11

**135. Apologies for absence**

Apologies for absence had been received from Cllr G Bucke (holiday), Cllr C Child (family commitment) and County Cllr Middleton (prior Parish Council meeting).

The apologies were accepted.

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

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

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

**Proposed – Cllr Harrison**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the minutes of the Council meeting held on Wednesday, 12<sup>th</sup> September 2018 (items 119-134) 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.

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

There was nothing to report to this meeting.

**139. Applications for Casual Vacancy for the position of Councillor**

The Clerk reported that two people had submitted an application for the position of Councillor; Mrs S Canham and Mrs E Rix-Clark.

Cllr D Hawkins arrived at the meeting at 7.20pm.

Both candidates were invited to give a few words in support of their applications and they respectfully introduced themselves and provided a short resume.

The Chairman, Cllr T Hawkins, informed them that a vote would take place at the end of the meeting.

**PUBLIC OPEN FORUM**

The Chairman, Cllr T Hawkins, adjourned the meeting at 7.22pm.

## 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's report had been circulated to all Councillors prior to the meeting. Cllr Howland begged to move the report, 'That this Council has considered the report prior to the meeting.'

Cllr Howland then addressed the members of public regarding comments on the Campaigners Against Two Silica Sites (CATSS) Facebook page which he felt had been hostile towards him and the Parish Council. He went on to say that the Parish Council worked extremely hard for the village and held various events to help raise essential funds for the Village Hall. He also advised that as a former Estate Agent of many years he didn't feel residents were helping matters by placing posters up around the village, although this was their choice and not his. It was noted that the administrators of the CATSS Facebook page had since removed malicious comments made by various residents and the site was now being monitored more strictly.

### RAF Marham

WO Spark reported that the new aircraft was being brought into service and further jets would be coming at the end of the year. A squadron from the USA was arriving soon with a further one due in the new year.

A fortnightly 5K Community Run carried out through the village footpaths, had now been extended to villagers on the second Thursday of every month, with the starting point being at the main gate.

The following annual events were being held:

Fireworks Night Thursday, 1<sup>st</sup> November 2018 – tickets £3.00 or £4.00 on the night.

Christmas Fayre Saturday, 1<sup>st</sup> December 2018.

Annual Christmas Lunch Wednesday, 5<sup>th</sup> December 2018.

The bench at the end of Villebois Road, in memorial to Mr Savage who was Chairman of the Parish Council for 40 years, had been donated by the RAF many years ago. The rotten bench had been removed and would be replaced shortly, together with a brand new commemorative plaque.

### Public Participation

One member of public confirmed that the CATSS group did not require the Council to form a Committee for the purposes of the Silica Sand consultation.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.33pm.

## 140. Norfolk Minerals and Waste Local Plan Review

### 140.1. Public meeting with Sibelco Wednesday, 3<sup>rd</sup> October 2018

Notes from the meeting had been published on the Parish Council website and Facebook page (Appendix 1).

Cllr Harrison reported that Mr M Hurley, Sibelco, had informed him that it was not their intention to submit a planning application to Norfolk County Council for another 8 years, which would be around the time when Leziate Quarry had estimated its silica sand minerals to be low. It was felt that this may influence planning decisions at that time if the Quarry was in urgent need of these minerals. This was noted.

The Chairman would obtain a schedule of forthcoming dates for the current and forthcoming Norfolk County Council consultation process from County Cllr Middleton.

## **140.2. Elizabeth Truss MP Public meeting Friday, 12<sup>th</sup> October 2018**

Notes from the meeting had been published on the Parish Council website and Facebook page (Appendix 2).

The Clerk reported that the Norfolk County Council Committee considering the Norfolk Minerals and Waste Local Plan Review objections was not meeting until mid December 2018 and it was unlikely that Elizabeth Truss MP would be available to attend a further village public meeting until after the Committee's recommendations had been made. This was noted.

The Chairman, Cllr T Hawkins, adjourned the meeting at 7.38pm in order to allow public participation during the next agenda item.

## **140.3. Written report from the CATSS group**

**140.3.1. To receive requests for expenditure and approve the disbursement(s)**

**140.3.2. To receive, consider and agree actions to be taken forward**

The CATSS group had held a meeting in the Village Hall on Saturday, 20<sup>th</sup> October 2018. Notes from the meeting had been circulated to all Councillors but no formal written requests had been received. It was agreed to discuss the above agenda items en-bloc.

Questions raised were as follows:

Q: CATSS has already incurred some expense on leafleting and laminating. Would the Parish Council be willing to meet this expense from the allocation already agreed?

A: The money allocated for this project of £1,000 is held in earmarked reserves and controlled by the Council. Spending cannot be approved retrospectively.

Q: Would it be possible for the Parish Council to release funds to meet urgent expenses?

A: Marham Parish Council is governed by the Governance and Accountability for Smaller Authorities in England 2018 Sections 1-5 and regulated by Standing Orders and Financial Regulations. All expenditure must be approved by Full Council before it is spent.

Q: Could spending from this fund be made without prior consent from the Parish Council subject to retrospective scrutiny e.g. invoices and receipts?

A: The Council must be given receipts and written notice prior to any formal resolutions being made for expenditure.

Q: What types of services or activities will the Parish Council fund?

A: All expenditure will have to be considered on its own merits. Stationery materials will most certainly be approved, subject to receipts being provided. Receipts for refreshments can be presented, but may be rejected. Things like fuel expenses cannot be funded as travel expenses can only be paid for Council related duties and this would not be classed as such.

Q: Could the Parish Council consider setting up a Neighbourhood Plan?

A: The Council has held meetings with the BCKL&WN about this and advertised it in the P&S for volunteers to come forward. 5 names are on file but the project requires a minimum of 21.

The Vice Chairman, Cllr Walsingham, would send details of Neighbourhood Plans to the CATSS group.
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Q: Can the CATSS group place an article in the P&S magazine?

A: Yes, free of charge.

Q: Can the CATSS group hold further meetings in the Village Hall?

A: Yes, free of charge.

Q: How can points of contact be developed between the Parish Council and CATSS group?

A: 2 Council representatives were appointed at the September 2018 meeting for this purpose.

Q: Will the Parish Council be sending a formal complaint letter to Norfolk County Council for the way in which this matter was dealt with?

A: A formal letter of complaint will not be sent, but feedback will be given. County Cllr Middleton has already raised this matter with them and steps will be taken by Norfolk County Council to ensure communication is better in the future.

Q: Some objectors have received a letter from Norfolk County Council advising them of the next stage in the process. Will all objectors receive one?

A: It is expected that all objectors will receive a letter, although some objections were anonymous, some were under age, etc. Any individuals which do not receive a letter and feel that they ought to, should contact Norfolk County Council directly or County Cllr Middleton who can liaise on their behalf.

#### **140.4. Forming a Committee for the Norfolk Minerals and Waste Local Plan Review**

The member of public, who had spoken on behalf of the CATSS group during public participation, had expressed that the group did not require the Council to form a Committee. This item was therefore not considered and would be removed from the agenda.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.58pm.

### **141. Finance**

#### **141.1. Bank Reconciliation**

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

September 2018

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	2,938.61	82,424.83
<b>Total Opening Bank Balances</b>		<b>85,363.44</b>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
<b>Council Opening Balances</b>	<b>2,938.61</b>	<b>82,424.83</b>
<b>Council Total Opening Balances</b>		<b>85,363.44</b>
Receipts	7,295.05	43.78
Payments	- 5,889.46	- 7,000.00
Bank Statement Close Balances	4,344.20	75,468.61
<b>Total Closing Bank Balances</b>		<b>79,812.81</b>
Unpresented Cheques	-	-
Unpresented Receipts	-	-
<b>Council Closing Balances</b>	<b>4,344.20</b>	<b>75,468.61</b>
<b>Council Total Closing Balances</b>		<b>79,812.81</b>

Reconciliation Community Account (£)	
Bank Statement <b>01.09.2018</b>	2,938.61
Receipts	7,295.05
Payments Cleared	- 5,889.46
Bank Statement <b>30.09.2018</b>	4,344.20
Unpresented Cheques	-
Unpresented Receipts	-
<b>Council Closing Balance</b>	<b>4,344.20</b>

Reconciliation Business Account (£)	
Bank Statement <b>01.09.2018</b>	82,424.83
Receipts	43.78
Payments Cleared	- 7,000.00
Bank Statement <b>30.09.2018</b>	75,468.61
Unpresented Cheques	-
Unpresented Receipts	-
<b>Council Closing Balance</b>	<b>75,468.61</b>
<b>Council Total Closing Balances</b>	<b>79,812.81</b>

Earmarked Funds	
Operating Costs (6 Months)	20,000.00
Pensions Contribution	1,000.00
Village Hall Alterations	14,000.00
Elections (5 Year to £1000) Year 4	1,000.00
Parish Plan Review	1,000.00
Emergency Plan (5 Year to £2000) Year 4	2,000.00
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	7,916.00
Allotment Deposits Held	390.00
Allotment Fencing (5 Year to £1000) Year 1	400.00
Street Lighting	1,500.00
Village Hall Fencing	2,000.00
Village Hall Disabled Toilet Fundraising	1,769.96
Events Goods and Equipment	743.68
Norfolk Waste & Minerals Review	1,000.00
CIL Payments	84.60
<b>Total Earmarked Reserves</b>	<b>61,004.24</b>

Council Total Closing Balances	<b>79,812.81</b>		
Council Total Earmarked Reserves	<b>61,004.24</b>	Council Remaining Available Precept	<b>18,808.57</b>

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

## 141.2. Pre-authorised payments, receipts and pending disbursements

The Clerk had circulated the payments and receipts made since the last meeting and presented the late bills to the meeting:

Date	Payee	Description	Transaction	Net Payment £	VAT Amount £	Gross Payment £	Receipt £
13.09.2018	Village Hall	Lettings Aug-Sep 18	200060	0.00	0.00	0.00	221.00
17.09.2018	OVO Energy	Electric Village Hall Sep 2018	DD	217.14	10.86	228.00	0.00
21.09.2018	A J Restoration	Churchyard Wall Repairs	BACS	1,925.00	0.00	1,925.00	0.00
27.09.2018	Post Office	Postage Grounds Maint Tender	Debit Card	1.26	0.00	1.26	0.00
28.09.2018	Cllr T Hawkins (Shaolan - Ebay)	Projector ceiling mount bracket	BACS	5.41	1.08	6.49	0.00
28.09.2018	Cllr T Hawkins (Sainsburys)	Refreshments	BACS	3.08	0.62	3.70	0.00
28.09.2018	Cllr T Hawkins (Sainsburys)	Refreshments	BACS	2.00	0.00	2.00	0.00
28.09.2018	BCKL&WN	P&S Magazine Printing	BACS	126.78	0.00	126.78	0.00
28.09.2018	A J Restoration	Churchyard Wall Repairs	BACS	1,164.00	0.00	1,164.00	0.00
28.09.2018	Cllr T Hawkins	Chair's Allowance Sep 2018	BACS	15.30	0.00	15.30	0.00
28.09.2018	Bookings & Caretaking Officer	Contract September 2018	BACS	243.45	0.00	243.45	0.00
28.09.2018	Clerk	Salary September 2018	BACS	670.86	0.00	670.86	0.00
28.09.2018	Clerk	Expenses September 2018	BACS	26.20	0.00	26.20	0.00
01.10.2018	Zurich Town & Parish	Annual Council Insurance	BACS	1,378.65	0.00	1,378.65	0.00
01.10.2018	Shield Total Insurance	Annual Allotments Insurance	BACS	62.63	0.00	62.63	0.00
04.10.2018	Sports Pavilion	Lettings Aug-Sep 18	200061	0.00	0.00	0.00	30.00
04.10.2018	Allotment Deposit & Rent	Plot 7	200062	0.00	0.00	0.00	71.67
08.10.2018	E-On	Electric Sports Pavilion	DD	5.03	0.25	5.28	0.00
10.10.2018	HMRC	Employer PAYE/NI Sep 2018	BACS	180.19	0.00	180.19	0.00
10.10.2019	Norse Eastern Ltd	Grounds Maint Sep 2018	BACS	488.48	97.70	586.18	0.00
10.10.2020	Veolia	Waste Cemetery Sep 2018	BACS	20.24	4.05	24.29	0.00
10.10.2018	Cllr T Hawkins (SPN - Amazon)	Events HDMI Cable	BACS	9.88	1.98	11.86	0.00
12.10.2018	E-On	Street Lighting Sep 2018	DD	57.43	2.87	60.30	0.00
15.10.2018	OVO Energy	Electric Village Hall Oct 2018	DD	217.14	10.86	228.00	0.00
19.10.2018	Cllr C Heather (Hixon - Ebay)	Events Speaker Cable	BACS	5.42	1.08	6.50	0.00
19.10.2018	Cllr C Heather (Gear4 - Ebay)	Events Mono Jack Plug	BACS	1.61	0.00	1.61	0.00
19.10.2018	Cllr C Heather (Squires - Ebay)	Events Speaker Cable	BACS	1.66	0.33	1.99	0.00
19.10.2018	Cllr T Hawkins (Sainsburys)	Refreshments Comm Payback	BACS	2.75	0.55	3.30	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
19.10.2018	Cllr T Hawkins (Sainsburys)	Refreshments Comm Payback	BACS	0.67	0.13	0.80	0.00
19.10.2018	Cllr T Hawkins (Sainsburys)	Refreshments Council	BACS	1.75	0.35	2.10	0.00
19.10.2018	Cllr T Hawkins (Sainsburys)	Refreshments Council	BACS	1.00	0.00	1.00	0.00
20.10.2019	Race Night Event	Proceeds	Misc	0.00	0.00	0.00	227.30
<b>Totals</b>				<b>6,835.01</b>	<b>132.71</b>	<b>6,967.72</b>	<b>549.97</b>

**Proposed – Cllr Heather**

**Seconded – Cllr Harrison**

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

**All in favour**

## 141.3. Annual Insurance Renewal

**Proposed – Vice Chairman, Cllr Walsingham**

**Seconded – Cllr Heather**

**That the Council formally approves the annual insurance renewal with Zurich Municipal at a cost of £1,378.65 on a 3-year Long Term Agreement (LTA) with effect from 1<sup>st</sup> October 2018.**

**All in favour**

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

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

**142.1. Allotments**

Cllr Barrett declared a pecuniary interest in this item. Cllr Barrett reported that there were still two vacant plots.

**142.2. Churchyard**

The Chairman, Cllr T Hawkins, reported that the restoration of the Churchyard Wall had been completed.

**142.3. Cemetery**

**142.3.1. Street map**

Cllr Hipperson reported that the Street Map would be erected outside the Cemetery in the coming week.

The Chairman, Cllr T Hawkins, reported that the Community Payback Team had cleared the spoils from the cemetery, trimmed the hedge and cut down a dead tree.

**142.4. Village Hall**

**142.4.1. Planning application 18/01721/F**

The planning application was currently being considered by the BCKL&WN. The Chairman, Cllr T Hawkins, reported that the occupiers of the adjacent property had submitted an objection based on part of their greenhouse being on the Council's land. This had been erected 27 years and as the Council had never objected to this, it was felt that the Council would be wrong to do so now. The landowners had suggested they may be able to make a contribution towards the costs of a new fence if the greenhouse could remain in its current location.

A short discussion took place and it was agreed that providing the occupiers contributed to a new fence, the Council would agree for the greenhouse to remain in its current location. The Chairman, Cllr T Hawkins, would inform the proprietors of this.

**142.4.2. Emergency plumbing work and electrical work**

The Chairman, Cllr T Hawkins, reported that the water heater had been leaking and had been repaired as an emergency this week by Porter Construction. Councillors approved this.

**Proposed – Chairman, Cllr T Hawkins**

**Seconded – Cllr Heather**

**That the Council approves the emergency repairs carried out to the Village Hall water heater by Porter Construction at a cost of £45.00.**

**All in favour**

Cllr D Hawkins reported that the toilets were also leaking water and would need servicing in the future. This was noted.

The Chairman, Cllr T Hawkins, reported that electrical work was required to be carried out on faulty sockets and a new HDMI socket and cabling was required to be put in. It was noted that the cabling would need to be carried out and certificated by a qualified electrician for insurance purposes.

The Vice Chairman, Cllr Walsingham, and Cllr Heather confirmed that they would be able to fix the damaged sockets and install a new HDMI socket.

**142.4.3. Designated disabled parking space**

Cllr Barrett reported that as the Council had recently had a ramp installed it would be a good idea to have a space for disabled parking and/or a drop off area for disabled users.

It was agreed that a space adjacent to the ramp would be ideal. Councillors would measure the area and if space allowed, two would be designated. An update would be provided at the next meeting.

WO Spark agreed to provide the paint for this project.

Cllr Barrett would seek three quotations for a disabled user sign and report back at the next meeting. The Clerk would add this to the agenda for approval.

#### **142.5. Playground and Playing Field**

Cllr Harrison reported that moles and rabbits had returned to the Coronation Playing Field. This would be monitored.

#### **142.6. Community Speed Watch**

Cllr Paisley reported that 110 vehicles had been monitored travelling at 35mph and above.

#### **142.7. SAM2**

The Vice Chairman, Cllr Walsingham had circulated the SAM2 graphs for September 2018 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 13,987 vehicles had registered on the camera of which 21% had been travelling at 35mph and above.

#### **142.8. General Grounds Maintenance**

##### **142.8.1. Inspection of trees for insurance purposes**

The Clerk had circulated information with the agenda from Zurich regarding the inspection of trees. Cllr Harrison reported that the Council did not own any large trees but were responsible for those in the Churchyard, and these would be included in the next survey. Cllr Harrison agreed to take on the responsibility of inspecting the smaller trees and maintaining them where possible.

#### **142.9. Street Lights**

There was nothing to report to this meeting.

#### **142.10. Proposed and Seconded**

The Chairman, Cllr T Hawkins, reported that the next P&S magazine would be delivered to residents at the beginning of August 2018. The deadline for articles was Thursday, 15<sup>th</sup> November 2018.

#### **142.11. Village Events**

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

##### **142.11.1. Family Race Night (Saturday, 13<sup>th</sup> October 2018) – Debrief**

Numbers attending had been limited but the event had been thoroughly enjoyed by those present. £227.30 had been raised to go towards the Village Hall disabled toilet fund.

##### **142.11.2. Bingo Night (23<sup>rd</sup> November 2018)**

20 tickets had so far been sold.

Cllr Hipperson raised concern that all the posters she had placed around the village for this event had been removed within 24 hours of them being displayed. This was a huge waste of money and very disheartening for the time spent putting them up. Councillors and other residents were currently checking their CCTV footage to see if the culprit(s) could be identified.

It was agreed to investigate the possibility of erecting two large notice boards in the village to place large event posters on in an attempt to alleviate them being tampered with.

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

There was nothing to report to this meeting.

The next meeting of the Village Events Panel was being held on Monday, 12<sup>th</sup> November 2018.

## **142.12. Community Payback**

### **142.12.1. Removal of the bench at Villebois Road/The Street junction**

The Chairman, Cllr T Hawkins, reported that the Community Payback Team had attempted to paint the bench at the Villebois Road/The Street junction but discovered it to be rotten and unsafe. The RAF was now dealing with this matter, as confirmed in WO Spark's report during the Public Open Forum.

The Chairman, Cllr T Hawkins, reported that the Community Payback Team (CPT) had carried out various work in the village including painting the benches, clearing the footpath adjacent to the Village Hall, cleaning the bus shelters and strimming the weeds in the Village Hall garden. Their last confirmed day this year was Saturday, 27<sup>th</sup> October 2018.

## **143. Planning**

### **143.1. Planning applications**

#### **143.1.1. 18/01721/F – Marham Village Hall, School Lane – Extension to Village Hall and construction of new dwelling**

Declared interest – no comments.

#### **143.1.2. 18/01736/F – Oaksmead, 33A Hillside – Variation of condition 2 of planning permission 17/01593/F: Detached 3 bedroom house - to amend previously approved drawings**

Neutral – no comments.

#### **143.1.3. 18/01707/F – Barn North of Cresswell Cottage, The Street – Demolition of redundant farm building and replacement with a single storey dwelling within footprint of demolished building**

The Council objected for the following reason:

Inadequate visibility splays are provided at the junction of the access. The development would be detrimental to highway safety and the vehicular movements associated with the use of the access would lead to conflict and interference with the passage of through vehicles on the adjoining public highway.

### **143.2. Planning decisions**

#### **143.2.1. 18/01454/AG – Eastgate Farm House, Collins Lane - Agricultural Prior Notification: Farm machinery store**

Consent not required (delegated decision)

### **143.3. Late planning applications and decisions**

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

## **144. General correspondence**

### **144.1. For action/information**

#### SkyBlu Solutions

Prior to the agenda the Clerk had circulated an email from Skyblu Solutions which was enquiring whether the Council wished to consider their services of carrying out consultation work (£250-£500) regarding Public Rights of Way (PRoW) and/or to progress to submitting Definitive Map Modification Orders for those found (costs based on case by case basis).

Cllr Barrett had investigated this subject and discovered that pre-1949 PRoW would become extinct and unprotected if nothing was done to protect them.

Cllr Harrison reported that when a farmer had applied for planning permission to put an enclosure on his land, Cllr Harrison had checked the current ordnance survey map and the listed paths were shown on the application.

Cllr Heather agreed to contact SkyBlu to find out the probable costs of taking this on and report back at the next meeting.

**144.2. Late correspondence**

No late correspondence had been received.

**145. BCKL&WN issues**

There was nothing to report to this meeting.

**146. Highway matters**

**146.1. Commissioning a survey of Parish footpaths**

Cllr Barrett had requested this item be placed on the agenda but there was nothing to report as this matter had been considered under Item 144.1.

**147. Norfolk County Council issues**

**147.1. Partnership Scheme 2018/2019 Trod 5**

**147.1.1. Quotations for skip to remove hardcore**

Cllr Harrison reported that Trod 6 was nearing completion. Complaints received from adjacent residential landowners had all been resolved. Norfolk County Council had acted immediately upon receipt of the Clerk's correspondence and shingle had been laid where appropriate. Another property had also exchanged ownership since the last Council meeting and they had upgraded their wall, put in additional fencing and taken the chimney breast away.

**147.2. Partnership Scheme 2019/2020 – Bids to be submitted by Friday, 7<sup>th</sup> December 2018**

Cllr Harrison reported that a quotation had been received from Highways to place asphalt at the base of the Churchyard Wall for £3,930. A further quotation to upgrade the existing Trod 2 to a hot roll surface, located from The Chapel to Chapel Farm, The Street, would be £3,725.00.

Councillors agreed that the 50% costs were acceptable.

Cllr Harrison would draw up bids for these schemes and present them at the next meeting for final approval.

**148. Matters to report to the Clerk**

There were no matters to report to the Clerk.

**149. Items for the next agenda**

There were no items for the next agenda.

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

The next meeting of the Parish Council would be held on Wednesday, 21<sup>st</sup> November 2018 at 7.15pm in the Village Hall.

**151. 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**

All members of public, Borough Cllr Howland and WO Spark left the Council Chamber at 9.05pm.

The Chairman, Cllr T Hawkins, adjourned the meeting at 9.05pm for an interim break and resumed the meeting at 9.25pm.

**151.1. Cemetery matters**

See Confidential Report.

**151.2. Village Hall signage**

See Confidential Report.

**Proposed – Cllr Heather**

**Seconded – Cllr D Hawkins**

**That the Council purchases a sign to replace the existing damaged sign on the Village Hall depicting, 'Licensed in pursuance of Act of Parliament for dancing, singing, music or other public entertainment of the like kind' from A1 Engraving & Signs at a cost of no more than £20.00 + VAT.**

**All in favour**

**151.3. Replacement litter bin liner**

See Confidential Report.

**Proposed – Cllr Heather**

**Seconded – Cllr D Hawkins**

**That the Council purchases a metal liner for the litter bin located outside the Cemetery from Melba Swintex at a cost of £46.45.**

**All in favour**

The Chairman, Cllr T Hawkins, closed confidentiality and resumed the meeting at 9.55pm.

**152. Co-option for the position of Councillor**

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-option of Councillor. The Clerk advised that the ballot could be carried out by a show of hands if they wished to vote that way. Councillors agreed and a vote took place by a show of hands. There being a majority decision on the first vote, no further voting was required to take place.

**Proposed – Chairman, Cllr T Hawkins**

**Seconded – Vice Chairman, Cllr Walsingham**

**That Mrs Elaine Rix-Clark is co-opted as Parish Councillor to Marham Parish Council.**

**All in favour**

Mrs Rix-Clark was invited back to the Council Chamber at 10.00pm and 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, Mrs Rix-Clark duly signed her Declaration of Acceptance of Office.

Cllr Rix-Clark completed her Declarations of Interests in order that they could 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.

In order to participate and vote on matters at future meetings and under the provisions of the Localism Act 2011, Sections 31-33, Cllr Rix-Clark duly signed her Dispensation Request. This would be put to the Council at the next meeting.

The Chairman, Cllr T Hawkins, would inform Mrs S Canham, that her application had been unsuccessful.

The Chairman thanked everyone for attending and closed the meeting at 10.12pm.