

Marham Parish Council

Minutes of the Council Meeting held Wednesday, 12th September 2018 at 7.15pm in the Village Hall, Marham

Present:	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr I Barrett
		Cllr G Bucke
		Cllr C Child
		Cllr T Harrison
		Cllr C Heather
		Cllr J Hipperson
		Cllr D Paisley
	County Councillor	Cllr G Middleton
	Borough Councillors	Cllr G Hipperson
		Cllr M Howland
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	24

119. Apologies for absence

Apologies for absence had been received from the Chairman, Cllr T Hawkins (holiday) and Cllr D Hawkins (holiday).

The apologies were accepted.

In view of the absence of the Chairman, Cllr T Hawkins, the Vice Chairman, Cllr Walsingham, would be chairing the meeting and referred to as the Chairman thereafter.

120. Declarations of interest and requests for dispensation

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

121. Approval of the minutes of the Parish Council meeting

Proposed – Cllr Heather

Seconded – Cllr Harrison

That the minutes of the Council meeting held on Wednesday, 25th July 2018 (items 101-118) are approved and signed as a true and accurate record.

All in favour

The Chairman, Cllr Walsingham, duly signed and dated the minutes of the meeting.

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

Cllr Child reported that the Poors Trust had provided him with historical information regarding Marham.

The Chairman, Cllr Walsingham, reported that the Village Sign was currently being repaired by Fiona Davies and would be completed week commencing Monday, 17th September 2018.

122.1. Casual Vacancy

The Clerk reported that there was currently one Councillor vacancy. The Notice for the Casual Vacancy had been displayed giving 14 days notice for a written request from ten electors to fill the vacancy by election and the BCKL&WN Electoral Services had confirmed that no requests for an election had been received by Friday, 24th August 2018.

The Councillor vacancy had now been advertised to be filled by co-option with a closing date of Wednesday, 17th October 2018.

PUBLIC OPEN FORUM

The Chairman, Cllr Walsingham, adjourned the meeting at 7.20pm.

Reports

County Councillor

County Cllr Middleton reported that the focus of his work had been based on dealing with matters appertaining to the Norfolk Minerals and Waste Local Plan Review and that he would answer questions on this during the Public Participation forum.

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.' There was nothing further to report.

Borough Cllr Hipperson had nothing to report to the meeting.

RAF Marham

WO Spark reported that the Annual Forum Inspection had taken place today with positive results. Works on the Base were continuing, with further new builds being constructed in October. Works were anticipated to last a further two years.

A voluntary team had cleared the remaining ivy and debris from the Churchyard Wall and headstone cleaning would be taking place week commencing Monday, 17th September 2018.

The Battle of Britain Week began on Monday, 10th September 2018; this was the main fundraising week for the Royal Air Forces Association.

Comments regarding the new village trod had been very positive and the Council were thanked for implementing this scheme.

Public Participation

Questions from the floor were raised regarding the Norfolk Minerals and Waste Local Plan Review, with responses as follows:

Q: Why were questions raised by the Shouldham & Marham Silica Sand Site Action Group not answered?

A: A questions and answers sheet has been prepared and is available for the public to take away.

Q: Will the Norfolk Minerals and Waste Local Plan Review be an ongoing agenda item?

A: Yes.

Q: Will the Council form a Sub Committee rather than a Liaison Group?

A: This will be considered at the next meeting of the Council.

Q: When did Norfolk County Council send the consultation email to the Parish Council?

A: 28th June 2018.

Q: Which Councillor noticed that Marham had a large preferred site in the document?

A: Cllr Barrett.

Q: Why did two Councillors meet with Sibelco prior to informing the public of the Consultation document?

A: Mr Hurley at Silbelco contacted the Clerk Tuesday, 26th June 2018 to ask if they could come along and meet with the Parish Council to discuss the extraction of silica sand in the area. At this point, the Parish Council had no knowledge of the consultation. Two of the Parish Councillors agreed to meet with Mr Hurley to find out what information he held.

Q: Why did the Parish Council ask what the village could get if the application was approved?

A: The meeting was a fact-finding operation and nothing was negotiated.

County Cllr Middleton wished to address the members of public as follows:

The Leziate plant had been there for 130 years and most of its villagers were not even aware it was there.

Sibelco was an experienced company and held regular quarterly meetings with various partner authorities to ensure engagement was consistent.

Prior to the Consultation, County Cllr Middleton had approached Sibelco to get in touch with Marham Parish Council to have an informal meeting; the Parish Council was totally unaware that the Consultation was imminent.

County Cllr Middleton advised Marham Parish Council that leaflets did not need to be sent to all villagers because Norfolk County Council had informed him that they would be writing to residents. It then transpired that Norfolk County Council had only sent nine letters to the adjacent properties but the Parish Council had had no idea that so few letters had been sent. Norfolk County Council was addressing and reviewing this for future communications of major consultations.

Questions from the floor resumed, with responses as follows:

Q: The Parish Council made a mistake by not notifying the public of the Consultation document. Why was this not done?

A: Norfolk County Council assured the Parish Council that it was sending letters to residents and that the Parish Council did not need to.

Q: The Parish Council does a good job but makes mistakes when dealing with major village matters. Why have lessons not been learned from past mistakes made in similar circumstances?

A: Norfolk County Council and the BCKL&WN are the responsible authorities for major planning matters and the Parish Council is a consultee. Communication in the form of residential letters, website advertising and press releases are dealt with by them.

Q: Why was the Parish Council so slow to inform the public of the Consultation?

A: The Parish Council acted as quickly as it could by adding this matter to the Council meeting agenda, posting information on the website, arranging public meetings and setting up a distribution list with regular updates.

Q: Why did the Parish Council not object to the Pre Submission consultation document in 2016?

A: At that stage, there was only a small area proposed in Marham in the 2016 Pre Submission document. The majority of the site was in the parish of Shouldham and Marham Parish Council was informed that it would have little impact on the village of Marham.

Q: Residents have little confidence in the Parish Council. Will a public apology be made for making a mistake in this matter?

A: As soon as the Consultation document was received the Parish Council spent a great deal of time communicating with various authorities and did not act erroneously.

Q: Why did Borough Councillor Hipperson advise residents of Shouldham that there was nothing to worry about?

A: Borough Councillor Hipperson replied that it could be conceived he had given this answer but he had purely suggested that if the plan did proceed, the village should consider mitigation.

Q: Will the Council be sending an apology to the whole village?

A: The Parish Council did not act improperly. The Council is impartial and must represent the feelings of the whole village. At that time, the Parish Council did not have the views of the majority of the residents. Under agenda Item 123.4, the Parish Council will be considering the appointment of two liaison representatives on the Shouldham & Marham Silica Sand Site Action Group. If appointed, these Council representatives will then enquire with the Action Group whether a house-to-house survey should be undertaken to determine the views of the whole village in preparation for the next consultation.

Q: The areas of scope in the December 2017 document were huge. Why have they changed?

A: Norfolk County Council has an obligation to provide a certain amount of minerals for the plant in Leziate and when the silica sand in Marham and Shouldham was discovered the original site allocations predominantly changed.

Q: Why did Marham Parish Council not object to the 2018 Consultation?

A: The Parish Council's comments were submitted as an objection.

Unrelated to the Norfolk Minerals and Waste Local Plan Review, a further member of public from Northwold wished to enquire about ownership of land. The Chairman, Cllr Walsingham, obtained the details from her and the Clerk would deal with her enquiry following the meeting.

The member of public from Northwold left the Council Chamber at 8.14pm.

The Chairman, Cllr Walsingham, resumed the meeting at 8.15pm.

123. Norfolk Minerals and Waste Local Plan Review: Initial Consultation & Statement of Community Involvement consultation 29.06.2018–13.08.2018 Update

123.1. Public meeting Wednesday, 3rd October 2018 at 7.30pm

The Chairman, Cllr Walsingham, reported that a Public meeting would be held in the Village Hall on Wednesday, 3rd October 2018 at 7.30pm. County Cllr Middleton and Mr M Hurley, Sibelco, would be present to answer questions.

123.2. Elizabeth Truss MP Public meeting Friday, 12th October 2018 at 6.30pm - 7.30pm

The Chairman, Cllr Walsingham, reported that Elizabeth Truss MP would be attending a meeting in the Village Hall on Friday, 12th October 2018 at 6.30pm - 7.30pm to address questions from the public.

123.3. Protocol for dealing with this matter

Cllr Child reported that he would be posting information/bulletins on current Council matters on a regular basis via an email distribution list, the website and Facebook page. Anyone was welcome to add their names to the distribution list in order to receive updates via email.

It was noted that approval would need to be given by the Council prior to any publishing or circulation.

Proposed – Cllr Barrett

Seconded – Cllr Harrison

That Cllr Child prepares regular news updates and that the Chairman of the Council (or Vice Chairman in their absence) or a minimum of two other Councillors approve all articles prior to publishing and circulation.

All in favour

Cllr Child would forward the website and Facebook information to Cllr D Hawkins for publishing.

123.4. Appointment of Two Council Liaison Representatives on the Shouldham & Marham Silica Sand Site Action Group

Members of the public advised that they would want Council representatives to provide knowledge and support to the Shouldham & Marham Silica Sand Site Action Group. Cllr Barrett and Cllr Child volunteered to act as the Council representatives and they were duly appointed.

123.5. Membership of Campaign to Protect Rural England (CPRE)

The Clerk advised that the cost to become a member of Campaign to Protect Rural England (CPRE) was £36.00 per annum. A short discussion took place and it was felt that membership of this organisation would not be beneficial in regards to Minerals Waste planning. It was therefore agreed not to proceed.

123.6. Allocation of funds for the administration costs of the Liaison Action Group

The Clerk advised that as no budget had been set for administration costs of an action group, in accordance with the Financial Regulations, Section 4, a maximum of £1,000 could be allocated but would need to be vired from another budget item in earmarked reserves. It was noted that the funds could not be used for staffing costs.

A discussion took place and it was agreed that as the Churchyard Wall restoration would be finished under budget, £1,000 could be vired from those earmarked reserves.

Proposed – Cllr Paisley

Seconded – Cllr Harrison

In accordance with Financial Regulations Section 4, that £1,000 is vired from the Churchyard Wall Maintenance & Restoration earmarked reserves into a new item, Norfolk Minerals and Waste Local Plan Review.

All in favour

The Chairman, Cllr Walsingham, adjourned the meeting at 8.40pm for an interim break.

WO Spark left the meeting and 19 members of public left the Council Chamber at 8.41pm.

The Chairman, resumed the meeting at 8.58pm.

124. Finance

124.1. Bank Reconciliation

The Clerk had circulated the bank reconciliation periods ending July 2018 and August 2018 with the agenda. The bank balances were as follows:

July 2018

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	1,330.84	93,424.83
Total Opening Bank Balances		94,755.67
Unpresented Cheques B/F	- 2.77	-
Unpresented Receipts B/F	-	-
Council Opening Balances	1,328.07	93,424.83
Council Total Opening Balances		94,752.90
Receipts	9,595.39	-
Payments	- 6,423.12	- 9,000.00
Bank Statement Close Balances	4,503.11	84,424.83
Total Closing Bank Balances		88,927.94
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	4,503.11	84,424.83
Council Total Closing Balances		88,927.94
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		15,058.00
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		1,420.96
Future Events		749.09
CIL Payments		84.60
Total Earmarked Reserves		66,332.65

Reconciliation Community Account (£)	
Bank Statement 01.07.2018	1,330.84
Receipts	9,595.39
Payments Cleared	- 6,423.12
Bank Statement 31.07.2018	4,503.11
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	4,503.11

Reconciliation Business Account (£)	
Bank Statement 01.07.2018	93,424.83
Receipts	-
Payments Cleared	- 9,000.00
Bank Statement 31.07.2018	84,424.83
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	84,424.83
Council Total Closing Balances	88,927.94

Council Total Closing Balances	88,927.94	Council Remaining Available Precept	22,595.29
Council Total Earmarked Reserves	66,332.65		

Chairman Signed Dated

August 2018

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	4,503.11	84,424.83
Total Opening Bank Balances		88,927.94
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	4,503.11	84,424.83
Council Total Opening Balances		88,927.94
Receipts	4,358.51	-
Payments	- 5,923.01	- 2,000.00
Bank Statement Close Balances	2,938.61	82,424.83
Total Closing Bank Balances		85,363.44
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	2,938.61	82,424.83
Council Total Closing Balances		85,363.44
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		12,005.00
Allotment Deposits Held		390.00
Village Sign Appeal		500.00
Street Lighting		1,000.00
Village Hall Fencing		2,000.00
Village Hall Disabled Ramp Fundraising		1,420.96
Future Events		749.09
CIL Payments		84.60
Total Earmarked Reserves		63,349.65

Reconciliation Community Account (£)	
Bank Statement 01.08.2018	4,503.11
Receipts	4,358.51
Payments Cleared	- 5,923.01
Bank Statement 31.08.2018	2,938.61
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	2,938.61

Reconciliation Business Account (£)	
Bank Statement 01.08.2018	84,424.83
Receipts	-
Payments Cleared	- 2,000.00
Bank Statement 31.08.2018	82,424.83
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	82,424.83
Council Total Closing Balances	85,363.44

Council Total Closing Balances	85,363.44	Council Remaining Available Precept	22,013.79
Council Total Earmarked Reserves	63,349.65		

Chairman Signed Dated

124.2. 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 £
26.07.2018	E-On	Electric Sports Pavilion	DD	10.60	0.53	11.13	0.00
28.07.2018	Village Hall	Lettings Jun-Jul 18	200056	0.00	0.00	0.00	250.50
28.07.2018	Sports Pavilion	Lettings Jun 18	200056	0.00	0.00	0.00	15.00
28.07.2018	A J Coggles	Cemetery Fees	200057	0.00	0.00	0.00	160.00
28.07.2018	Village Hall	Lettings Jul 18	200057	0.00	0.00	0.00	25.00
31.07.2018	Cllr T Hawkins	Chairman's Allowance July 18	BACS	15.30	0.00	15.30	0.00
31.07.2018	Bookings & Caretaking Officer	Contract July 2018	BACS	243.45	0.00	243.45	0.00
31.07.2018	Clerk	Salary July 2018	BACS	671.06	0.00	671.06	0.00
31.07.2018	Clerk	Expenses July 2018	BACS	18.10	0.00	18.10	0.00
31.07.2018	East of Ouse, Polver,& Nar IDB	Drainage Rates Playing Field	BACS	29.15	0.00	29.15	0.00
06.08.2018	Norse Eastern Ltd	Grounds Maintenance June 18	BACS	864.63	172.93	1,037.56	0.00
06.08.2018	HMRC	Employer PAYE/NI July 2018	BACS	36.49	0.00	36.49	0.00
06.08.2018	A J Restoration	Churchyard Wall Repairs	BACS	1,227.00	0.00	1,227.00	0.00
07.08.2018	Bowls Club	Water Feb-May/Green Renovate	100477	0.00	0.00	0.00	1,082.25
07.08.2018	A F Holman & Sons	Cemetery Fees	200058	0.00	0.00	0.00	160.00
08.08.2018	Sports Pavilion	Lettings July 2018	200059	0.00	0.00	0.00	15.00
11.08.2018	E-On	Street Lighting Jul 2018	DD	59.34	2.97	62.31	0.00
15.08.2018	OVO Energy	Electric Village Hall Aug 2018	DD	105.71	5.29	111.00	0.00
15.08.2018	Mr J Stephenson	VH Planning App Drawings	BACS	250.00	0.00	250.00	0.00
20.08.2018	Bingo Event	Proceeds	Misc	0.00	0.00	0.00	349.00
21.08.2018	HMRC	VAT Repayment 1/3 2018-2019	BACS	0.00	0.00	0.00	752.26
21.08.2018	Post Office	Postage Stamps	Debit Card	6.96	0.00	6.96	0.00
31.08.2018	E-On	Electric Sports Pavilion	DD	11.54	0.58	12.12	0.00
31.08.2018	Veolia	Waste Collect Cemetery July 18	BACS	25.30	5.06	30.36	0.00
31.08.2018	A J Restoration	Churchyard Wall Repairs	BACS	1,826.00	0.00	1,826.00	0.00
31.08.2018	PKF Littlejohn LLP	External Audit	BACS	300.00	60.00	360.00	0.00
31.08.2018	Cllr D Hawkins	Travel Expenses P&S Magazine	BACS	15.30	0.00	15.30	0.00
31.08.2018	Cllr T Hawkins	Chair's Allowance Aug & Travel	BACS	23.40	0.00	23.40	0.00
31.08.2018	Bookings & Caretaking Officer	Contract August 2018	BACS	243.45	0.00	243.45	0.00
31.08.2018	Clerk	Salary August 2018	BACS	671.06	0.00	671.06	0.00
31.08.2018	Clerk	Expenses August 2018	BACS	10.00	0.00	10.00	0.00
03.09.2018	Bowls Club	Water May - Aug 2018	Misc	0.00	0.00	0.00	74.05
03.09.2018	Barclays Bank Plc	Bank Interest	BACS	0.00	0.00	0.00	43.78
06.09.2018	Norse Eastern Ltd	Grounds Maintenance July 18	BACS	390.39	78.08	468.47	0.00
06.09.2018	HMRC	Employer PAYE/NI August 2018	BACS	179.99	0.00	179.99	0.00
06.09.2018	Porter Construction	Sports Pavilion Step	BACS	200.00	0.00	200.00	0.00
06.09.2018	National Allotment Society	Annual Membership 29.09.18	BACS	55.00	11.00	66.00	0.00
07.09.2018	HP Store	Printer Cartridges x 5	Debit Card	86.65	17.33	103.98	0.00
Late Bills / Receipts (Received after Agenda advertised)							
09.09.2018	Sainsburys	Refreshments Council	Debit Card	2.96	0.59	3.55	0.00
09.09.2018	Sainsburys	Refreshments Council	Debit Card	3.30	0.00	3.30	0.00
10.09.2018	Wave (Anglian Water)	Bowls / Pav Water May-Aug	DD	216.70	0.00	216.70	0.00
10.09.2018	Wave (Anglian Water)	Village Hall	DD	38.78	0.00	38.78	0.00
10.09.2018	Wave (Anglian Water)	Cemetery	DD	13.05	0.00	13.05	0.00
11.09.2018	E-On	Street Lighting Aug 2018	DD	59.34	2.97	62.31	0.00
12.09.2018	Veolia	Waste Collect Cemetery July 18	BACS	20.24	4.05	24.29	0.00
12.09.2018	Westcotec	SAM2 replacement battery	BACS	80.00	16.00	96.00	0.00
Totals				8,010.24	377.36	8,387.60	2,926.84

Chairman Signed Dated

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

All in favour

124.3. Annual Insurance Renewal

The Clerk reported that the 3 Year Long Term Agreement (LTA) annual insurance with Came & Company was due to expire 30th September 2018. A quotation had been received from Zurich and circulated to all Councillors prior to the meeting, but Came & Company had not yet submitted their renewal, despite attempts to get this.

Zurich had quoted £1,397.66 for 1 year or £1,290.08 for a 3 Year LTA based on exactly the same cover levels and assets currently registered with Came & Company (the premium in 2017/2018 with Came & Company had been £2,045.36). The Clerk advised that Came & Company was a broker and always sent three company comparison quotations in their renewal paperwork.

Cllr Bucke confirmed that Zurich was an A-rated insurer and this quotation was very competitive. He advised that the Village Hall rebuild costs should be increased and following the total restoration of the Church Wall this year, cover for this should also be reviewed. It was agreed for Cllr Bucke to examine the policy schedule in detail and advise the Clerk of any potential amendments to be made in order for Zurich to re-quote.

It was noted that the insurance renewal date of 1st October 2018 was prior to the next meeting of the Council. In view of this, it was agreed for the Clerk to forward the renewal documents from Came & Company to Cllr Bucke for consideration and comparison against the Zurich quotation as soon as they were received.

Proposed – Chairman, Cllr Walsingham

Seconded – Cllr Heather

That the Council appoints Cllr Bucke to examine the annual insurance quotations received from Zurich and Came & Company and provide a recommendation to the Council for formal approval prior to the next meeting and that the Clerk renews the insurance without delay on 1st October 2018.

All in favour

County Cllr Middleton and Borough Cllr Howland left the meeting at 9.08pm.

125. Notice of Conclusion of Audit for the Annual Governance & Accountability Return

The completed Annual Return from PKF Littlejohn LLP had been circulated with the agenda. The Clerk reported that no comments had been made by the External Auditor and the Notice of Conclusion of Audit for the Annual Governance & Accountability Return had been displayed on the notice boards and website. The report was noted.

125. Updates and actions regarding ongoing matters

125.1. Allotments

Cllr Barrett reported that one plot had recently been leased leaving two vacant. Advertisements in the P&S magazine and website would continue until they were filled.

125.2. Churchyard

125.2.1. Restoration of the Church wall

Cllr Bucke reported that works on the Churchyard Wall were nearing completion and it was anticipated that the final expenditure would be below budget.

It was agreed for the Finance Panel to set a budget for A J Restoration to inspect and maintain the Wall once a year to ensure its preservation. The Clerk would add this to the budget discussions.

125.3. Cemetery

125.3.1. Street map

Cllr Hipperson reported that the Street Map had been completed and would be erected outside the Cemetery within the next few weeks. Cllr Hipperson was given a vote of thanks for managing this project.

125.3.2. Litter Bin

The Clerk reported that the BCKL&WN Waste Recycling Officer had emailed to advise that the liner of the litter bin outside the Cemetery was rotting and waste was falling out, but that it was not their responsibility to replace bin liners.

The Chairman, Cllr Walsingham, agreed to take a photograph of the bin in order that the Clerk could seek costs to replace the liner. It was agreed that the purchase should be made as soon as the bin size was established.

125.4. Village Hall

There was nothing to report to this meeting.

125.5. Playground and Playing Field

The Chairman, Cllr Walsingham, reported that the lighting fuse in the Sports Pavilion had blown several weeks ago and no energy had been consumed for some time. The Chairman, Cllr Walsingham, had now reset the circuit board.

125.6. Community Speed Watch

Cllr Paisley reported that 37 vehicles had been monitored travelling at 35mph and above. The police had attended on one occasion.

125.7. SAM2

The Chairman, Cllr Walsingham had circulated the SAM2 graphs for July 2018 and August 2018 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership.

In August 2018, 32,667 vehicles had registered on the camera of which 8,523 had been travelling at 35mph and above, which equated to 26%.

125.8. General Grounds Maintenance

There was nothing to report to this meeting.

125.9. Street Lights

There was nothing to report to this meeting.

125.10. Proposed and Seconded

The Chairman, Cllr Walsingham, reported that the P&S magazine had been delivered to residents at the end of August 2018. Concern was raised that an article regarding nominations for the RAF Friends of Marham Christmas Lunch had not been included.

Cllr Hipperson agreed to do door-to-door enquiries asking for nominations. Those received would then be considered for this year's event.

Cllr Child would also prepare an article for the website asking for nominations.

125.11. Village Events

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

125.11.1. Bingo Night (Friday, 17th August 2018) – Debrief

This event had been a huge success and a profit of £349.00 had been made.

125.11.2. Yard Sale (9th September 2018)

Regrettably, due to a lack of bookings, this event had been cancelled.

125.11.3. Family Race Night (Saturday, 13th October 2018)

Monty's Rolls would be preparing the food for this event and all other arrangements had now been finalised.

125.11.4. Bingo Night (23rd November 2018)

Ticket prices had been increased for this event due to the cost of fish prices rising substantially.

125.11.5. Christmas (Sunday, 9th December 2018)

All stall pitches had now been reserved.

The next meeting of the Village Events Panel was being held on Monday, 24th September 2018.

Cllr Child reported that his presentation at an RAF 100 event would be taking place 16th October 2018 at 2.30pm in the Village Hall. Tickets were £2.50 per person.

125.12. Community Payback

The Chairman, Cllr P Walsingham, reported that the Community Payback Team (CPT) would be returning in October 2018.

126. Planning

126.1. Planning applications

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

126.2. Planning decisions

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

126.3. Late planning applications and decisions

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

127. General correspondence

127.1. For action/information

All correspondence for action/information had been circulated by email to Councillors.

127.2. Late correspondence

No late correspondence had been received.

128. BCKL&WN issues

There was nothing to report to this meeting.

129. Highway matters

Cllr Harrison reported that the hedge at Narfield, The Street, was very overgrown. The Clerk would send a letter to the residents asking for the hedge to be cut back.

130. Norfolk County Council issues

130.1. Partnership Scheme 2018/2019 Trod 5

Cllr Harrison reported that Trod 5 was nearing completion. Complaints appertaining to adjacent residential properties had been received by the Clerk and these would be discussed under confidentiality at the end of the meeting.

Cllr Harrison reported that the bend near The Chapel, The Street, needed resurfacing. This footpath had been undertaken as part of the Trod 2 Scheme. Cllr Harrison would obtain quotations for the work and report back at the next meeting.

130.2. Partnership Scheme 2019/2020 – Bids to be submitted by Friday, 7th December 2018

Cllr Bucke reported that the base of the Churchyard Wall would need to be asphalted following completion of the restoration works. It was agreed for Cllr Harrison to draw up a bid for this scheme, obtain quotations, and present them at the next meeting.

131. Matters to report to the Clerk

There were no matters to report to the Clerk.

132. Items for the next agenda

Cllr Child advised that a report from the Shouldham & Marham Silica Sand Site Action Group would be given. The Clerk would add this item to the agenda.

Councillors raised the matter of a Sub Committee, which members of the public had asked the Council to consider during Public Participation. The Clerk reported that if a Committee were formed it would hold the same regulations and legislation as the Full Council and would need to be advertised, open to the public, chaired by a Member of the Council and minuted by the Clerk. The Council would need to resolve whether a Sub Committee of that Committee was advisory, whereby recommendations would have to be referred to the Full Council for approval, whether it could make decisions on behalf of the Council, excluding financial decisions and whether non-elected members would have voting rights.

It was agreed for the Clerk to add this to the agenda of the next Council meeting for consideration.

The Chairman, Cllr Walsingham, adjourned the meeting at 9.48pm in order to allow Borough Cllr Hipperson to speak.

Borough Cllr Hipperson suggested that the Council may wish to consider forming a Working Party instead as these were not subject to the strict rules which apply to formal Council meetings. This was noted.

The Chairman, Cllr Walsingham, resumed the meeting at 9.49pm.

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

The next meeting of the Parish Council would be held on Wednesday, 24th October 2018 at 7.15pm in the Village Hall.

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

Proposed – Chairman, Cllr Walsingham

Seconded – Cllr Bucke

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

4 members of public left the Council Chamber and Borough Cllr Hipperson left the meeting at 9.50pm.

134.1. Village Hall planning applications

See Confidential Report.

Proposed – Chairman, Cllr Walsingham

Seconded – Cllr Heather

That the Council approves the Village Hall outline planning applications for submission to the BCKL&WN.

All in favour

134.2. Grounds Maintenance Contract 1st January 2019

See Confidential Report.

The Chairman, Cllr Walsingham, closed confidentiality and resumed the meeting at 10.22pm.

The Chairman thanked everyone for attending and closed the meeting at 10.22pm.

Marham Parish Council

Minutes of the Council Meeting held Wednesday, 12th September 2018 at 7.15pm in the Village Hall, Marham

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

134.1. Village Hall planning application

Mr Stephenson, Architect and Agent, had presented new outline planning applications for the Village Hall for approval by the Council. Councillors viewed and discussed the drawings and documents and agreed that they should be submitted with no amendments to be made.

The Clerk would advise Mr Stephenson to submit the plans to the BCKL&WN.

134.2. Grounds Maintenance Contract 1st January 2019

Cllr Harrison had prepared a draft tender document for the renewal of the Grounds Maintenance contract due 1st January 2019. This had been circulated to all Councillors prior to the meeting.

Councillors approved the tender documents and agreed to submit them to Country Grounds Maintenance, Ferry Landscapes Ltd, Gary Lake Garden Maintenance, Norse Commercial Services, and Ultimate Land & Gardens for quotations.

The Clerk would send the documents with a closing date of Wednesday, 31st October 2018 in order that the tenders could be considered at the Council meeting In November 2018.

Partnership Scheme 2018/2019 Trod 5

The Clerk reported that a complaint had been received from a resident whose property was adjoining the Trod 1 scheme. The lady was concerned that she had been given assurances that when the trod was completed, the front of their property would be made good with shingle.

Cllr Harrison confirmed that he had informed the resident that their frontage would be laid with shingle once the scheme had been completed because they had agreed for the path to go onto their property to avoid a telegraph pole being located in the middle of the path. During the works, verbal reassurances had been given to Cllr Harrison by Highways that adjacent sites would be made good. However, for various reasons, it now transpired that this had not been upheld.

Cllr Harrison reported a separate issue whereby hardcore and a chimney breast had not been removed at another address. The Chairman, Cllr Walsingham, agreed that the Council should wait 28 days to see if Norfolk County Council would return and remove the rubble.

A discussion took place and Councillors felt that because the Scheme was the Parish Council's it should accept responsibility and assume the costs involved with ensuring the affected residential properties were made good. It was further agreed that if the hardcore and chimney breast had not been removed prior to the next Council meeting, the Council should pay for a skip and remove the rubble itself.

In the first instance, it was agreed to send a letter to Norfolk County Council explaining the problem of the shingle and asking why this had not been actioned. Cllr Harrison would prepare a letter for the Clerk to send.

Cllr Harrison would seek quotations for shingle and a skip and the Clerk would add this item to the next agenda for approval of the disbursements.