

Marham Parish Council

Minutes of the Council Meeting held Wednesday, 21st November 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 C Child
		Cllr T Harrison
		Cllr D Hawkins
		Cllr C Heather
		Cllr J Hipperson
		Cllr D Paisley
		Cllr E Rix-Clark
	Borough Councillors	Cllr G Hipperson
		Cllr M Howland
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Stn Cdr RAF Marham	Group Captain (O-6) I J Townsend ADC MA RAF
	Member(s) of Public	9

153. Apologies for absence

There were no apologies for absence.

The Chairman, Cllr T Hawkins, welcomed Group Captain, Ian Townsend, Station Commander RAF Marham, to the meeting and thanked him for attending.

154. Dispensation for Cllr Rix-Clark

Proposed – Chairman, Cllr T Hawkins

Seconded – Vice Chairman, Cllr Walsingham

That Cllr Rix-Clark is granted a dispensation until the end of her term in May 2019, or resignation, whichever is the sooner, to enable her to take part in Council business where this would otherwise be prohibited because she has a Disclosable Pecuniary Interest.

All in favour

155. Declarations of interest and requests for dispensation

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

156. Approval of the minutes of the Parish Council meeting

Proposed – Cllr D Hawkins

Seconded – Cllr Harrison

That the minutes of the Council meeting held on Wednesday, 24th October 2018 (items 135-152) 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.

157. 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 7.17pm.

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 a Consultative Plan had been received to consider potential growth of land covering approximately 192 hectares between the A10 and A47, to be known as the West Winch Relief Road. It is proposed to build between 3,500 and 4,000 new dwellings including 20% affordable housing together with local commercial centres, primary schools, playing fields, open green spaces and other amenities. The anticipated completion would be around 18 years. The plan would include drainage, water, gas and lighting systems, means of access including an access road, new road junctions, roundabouts, alterations to existing junctions, public transport, cycle and pedestrian routes and other related infrastructure. Discussions with landowners and service industries and a public consultation will take place prior to this proposal coming to fruition.

The Corn Exchange will be making plans to provide two 60-seater screens to show films that do not conflict with the Majestic Cinema. The Majestic Cinema is very supportive of this and has welcomed the idea. The King's Lynn Cinema Club has also shown an interest in using the new screen facilities.

Marham has been deemed to be one of the many anticipated growth areas for jobs and housing. As a result, it is likely planning applications will increase. The benefits to Marham may include an improved bus service, more shops, better broadband, upgraded sewage systems and possibly a new and bigger school. Discussions for growth are only at the consultative stage at this time.

Borough Cllr Hipperson reported that Marham had been allocated 50 houses to be constructed in the Five-Year plan.

RAF Marham

WO Spark reported that the first fortnightly 5K Community Run would be held on Thursday, 22nd November 2018 at 11.00am.

The Christmas Lights Switch On event would be taking place on Saturday, 1st December 2018 from 11.00am until 4.00pm. The Station Commander would be turning on the lights.

The Street Map had been completed and erected outside the Cemetery. The bench at the junction of Villebois Road and The Street was still being worked on but would be finished and in situ by Christmas.

The Council gave a vote of thanks to RAF Marham for these essential village assets.

Group Captain (O-6) I J Townsend ADC MA RAF, Stn Cdr RAF Marham

Group Captain Townsend reported that it had been an incredible year which had started with a visit from Her Majesty The Queen, in her capacity as Honorary Air Commodore of the Station, in February 2018 where she had opened the F35 Lightning Operations Centre.

On Tuesday, 10th July 2018, it was a great honour to see 100 planes flew over London to commemorate the RAF's 100th anniversary.

The focus this year had been looking after the personnel leaving the Station. Thankfully, most of them had received their first choice placements. The welfare of the American Lightning Force personnel and their families, who encountered major redeployments to RAF Marham, had also been given considerable attention, to ensure their moves were smooth and welcoming.

The Tornado fleet, which originally arrived at RAF Marham in 1982, would be leaving the Station in March 2019. Plans were underway to give the jets a tribute send-off.

Construction on the Base was ongoing and despite the 1,200 external contractors and 200 heavy plant vehicles on site, jets were still landing and taking off amidst the disorder. In September 2018, three of the four F35-Lightning jets based at RAF Marham, flew over London.

RAF Marham is set to continue for the next three or four decades; a small decrease in serving personnel is anticipated over that time, together with the arrival of further F35-Lightning jets. New simulators, received in October 2018, will be used for pilot training and this will create a 50% reduction in live flying.

Group Captain Townsend wished to thank everyone that supported the Base and said the community spirit was humbling.

Public Participation

One member of public enquired about the progress of the broadband. Cllr D Hawkins confirmed that he had been working on this matter for the past five years and had been advised that the village would be receiving faster broadband by the end of the year, subject to BT carrying out the final cable connections. Two new cabinets on the green at Hillside were ready to receive fibre connections and once connected, would provide villagers with a minimum speed of 24 mbps (as a guide, some villagers are currently only receiving 2 mbps). Residents whose connections had not improved by the new year were invited to contact their Internet Service Provider and/or Parish Council in order that problems could be investigated.

A further member of public wished to advise that a large expensive banner had been removed from someone's private fence. The Chairman, Cllr T Hawkins, confirmed that this was theft and should be reported to the police. The Chairman, Cllr T Hawkins, advised that the editing of the P&S magazine had been completed but that she would attempt to get a small article added to it regarding the continued unacceptable disappearance of posters and banners in the village.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.53pm.

158. Norfolk Minerals and Waste Local Plan Review

158.1. Written report from the Campaigners Against Two Silica Sites (CATSS) group

Cllr Barrett and Cllr Child reported that they had not yet been invited to a meeting of the CATSS group and could therefore not provide a written report.

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

The Chairman, Cllr T Hawkins, reported that she had received an emailed request for the following items:

Legal Assistance

- Join CPRE (Campaign to Protect Rural England) for guidance, support and information £36.00 per year
- Future funding for legal consultation Cost TBC

Communications - Raising Awareness of the CATSS Campaign Strategy

- Banners 8' x 3' outdoor x 6 (HFE buy 2 get one free – free artwork and free postage) £45.00
- 'Beauty or the Beast' Campaign Printing:
 - 50 x A3 Awaiting price
 - 2000 A4 posters / leaflets double sided Awaiting price
 - 2000 Postcards Awaiting price
 - 50 OS Maps 25 x A3 and 25 x A4 Awaiting price
- Round stickers 'Sorry No Quarry' and logo Awaiting price
- Retrospective Website hosting & domain £57.00 for 2 years
- T-shirts & hoodies x 32 items various sizes (clothing will be sold – monies to be reimbursed) *See 3 quotes*
 - 1. Clothes2order.com (discount for bulk order) £268.99 inc VAT
 - 2. Spreadshirt.co.uk (discount for bulk order) £299.51 inc VAT
 - 3. Gocustomclothing.com (discount for bulk order) £306.61 inc VAT
- Pack of 100 x 2 laminating sheets A4 £40.00
- Retrospective 'Sorry No Quarry' posters 50 x A4 £49.00

Stationery order

- | | |
|---|--------------|
| – Retrospective HP Office A4 paper 80gsm box of 2500 sheets | See 3 quotes |
| 1. Amazon.co.uk (<u>already purchased</u>) | £20.95 |
| 2. Staples.co.uk | £23.03 |
| 3. Gocustomclothing.com (discount for bulk order) | £25.09 |
| – Retrospective Ink Cartridge 302XL black | See 3 quotes |
| 1. Amazon.co.uk (Inkwood) yield 600 (<u>already purchased</u>) | £22.99 |
| 2. Staples.co.uk F6U66AE yield 480 | £26.99 |
| 3. Cartridgediscount.co.uk yield 480 | £26.28 |
| – Ink Cartridge x 4 302XL black (from Amazon.co.uk Inkwood as detailed above) | £91.96 |
| – Envelopes A4 x 500 | See 3 quotes |
| 1. Amazon.co.uk (Q-connect) 90gsm self seal manilla | £21.60 |
| 2. Staples.co.uk 100gsm manilla | £27.10 + del |
| 3. Vikingdirect.co.uk Office Depot 80gsm brown gummed | £43.18 |

Other requests

- Two lightweight folding tables and display board for free hire for events
- Stall at the Marham Christmas Event

The Clerk reported that expenditure must be commensurate for the benefit of the whole community. The Clerk raised concern that part of the funding would be benefiting the parish of Shouldham, and that Marham Parish Council had no statutory powers to fund the activities, services or other expenditure of any other parish. In regards to the Shouldham portion of expenditure, as the two sites were linked to the same Minerals Plan, it would be difficult to differentiate between the expenditure for both parishes and therefore the residents of Marham should be given priority in any decision making of the campaign when deciding on the expenditure of items.

It was further noted that the CATSS group had been advised at the last Council meeting that no retrospective payments would be made and this had been ignored. It was agreed that three quotes must be received for all items of expenditure and that any further retrospective requests would not be paid. Cllr Paisley agreed to give up his stall at the Christmas event for the use of the CATSS group.

A short discussion took place and it was agreed for the Clerk to seek advice from Norfolk ALC regarding funding for the CATSS group and repayment of clothing items.

The Chairman, Cllr T Hawkins, would speak to the BCKL&WN Print Team to enquire about printing costs for posters and flyers as this could save money on paper and ink charges.

Proposed – Cllr Bucke

Seconded – Cllr Heather

That the Council agrees, in principle, to reimburse the website hosting and domain at a cost of £57.00 for two years and, subject to satisfactory advice from Norfolk ALC, agrees to reimburse one ink cartridge at a cost of £22.99 and pay for campaign clothing at a cost of £224.16 + VAT for the Campaigners Against Two Silica Sites (CATSS) group.

All in favour

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

The next meeting of the CATSS group was being held in the Village Hall on Sunday, 25th November 2018. Cllr Barrett and Cllr Child had been invited to attend and would report back at the next meeting. It was noted that the revised timescale for the Norfolk Minerals and Waste Local Plan Review had been published on the Norfolk County Council website.

159. Finance

159.1. Bank Reconciliation

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

Chairman Signed Dated

October 2018

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	4,344.20	75,468.61
Total Opening Bank Balances		79,812.81
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	4,344.20	75,468.61
Council Total Opening Balances		79,812.81
Receipts	2,053.47	-
Payments	- 3,674.78	- 1,000.00
Bank Statement Close Balances	2,722.89	74,468.61
Total Closing Bank Balances		77,191.50
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	2,722.89	74,468.61
Council Total Closing Balances		77,191.50

Reconciliation Community Account (£)	
Bank Statement 01.10.2018	4,344.20
Receipts	2,053.47
Payments Cleared	- 3,674.78
Bank Statement 31.10.2018	2,722.89
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	2,722.89

Reconciliation Business Account (£)	
Bank Statement 01.10.2018	75,468.61
Receipts	-
Payments Cleared	- 1,000.00
Bank Statement 31.10.2018	74,468.61
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	74,468.61
Council Total Closing Balances	77,191.50

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	450.00
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	1,997.26
Events Goods and Equipment	733.58
Norfolk Waste & Minerals Review (CATSS)	1,000.00
CIL Payments	84.60
Total Earmarked Reserves	61,281.44

Council Total Closing Balances	77,191.50		
Council Total Earmarked Reserves	61,281.44	Council Remaining Available Precept	15,910.06

Chairman Signed Dated

159.2. 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 £
25.10.2018	Chapmans & Branson	Cemetery Fees	200063	0.00	0.00	0.00	380.00
25.10.2018	Village Hall	Lettings Sep-Oct 18	200064	0.00	0.00	0.00	244.50
29.10.2018	Branson	Cemetery Fees Overpayment	BACS	0.00	0.00	0.00	-10.00
29.10.2018	P Stanley	P&S Magazine Advertising	BACS	0.00	0.00	0.00	100.00
30.10.2018	Screwfix	Ladder for Village Hall	Debit Card	116.66	23.33	139.99	0.00
31.10.2018	Cllr T Hawkins (Fincham St)	Fuel for Community Payback	BACS	5.00	1.00	6.00	0.00
31.10.2018	Cllr T Hawkins	Chair's Allowance Oct 2018	BACS	15.30	0.00	15.30	0.00
31.10.2018	Bookings & Caretaking Officer	Contract October 2018	BACS	243.45	0.00	243.45	0.00
31.10.2018	Clerk	Salary October 2018	BACS	671.06	0.00	671.06	0.00
31.10.2018	Clerk	Expenses October 2018	BACS	34.30	0.00	34.30	0.00
01.11.2018	E-On	Electric Sports Pavilion	DD	30.87	1.54	32.41	0.00
02.11.2018	Cllr J Hipperson (B&Q)	Cement for Cemetery Map	BACS	10.05	2.01	12.06	0.00
02.11.2018	HP Store	Printer Cartridges x 3	Debit Card	53.43	10.69	64.12	0.00
06.11.2018	AKS Fencing Limited	Trod completion	BACS	17,000.00	3,400.00	20,400.00	0.00
09.11.2018	HMRC	Employer PAYE/NI Oct 2018	BACS	179.99	0.00	179.99	0.00
12.11.2018	E-On	Street Lighting Oct 2018	DD	59.34	2.97	62.31	0.00
10.11.2018	Poundland	Presents Christmas Event	Debit Card	8.33	1.67	10.00	0.00
15.11.2018	OVO Energy	Electric Village Hall Nov 2018	DD	217.14	10.86	228.00	0.00
16.11.2018	Veolia	Waste Cemetery Oct 2018	BACS	25.30	5.06	30.36	0.00
16.11.2018	Global Fire Services	Fire Alarm Service Village Hall	BACS	81.00	16.20	97.20	0.00
16.11.2018	Porter Construction	Water Heater Village Hall	BACS	45.00	0.00	45.00	0.00
Late Bills / Receipts (Received after Agenda advertised)							
17.11.2018	B&M	Presents Christmas Event	Debit Card	4.15	0.83	4.98	0.00
17.11.2018	Poundland	Presents Christmas Event	Debit Card	19.17	3.83	23.00	0.00
Totals				18,819.54	3,479.99	22,299.53	714.50

Proposed – Cllr Bucke

Seconded – Cllr D Hawkins

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

All in favour

159.3. Local Policing meeting Monday, 26th November 2018

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

It was agreed for the Vice Chairman, Cllr Walsingham, to attend the Local Policing meeting being held by Inspector Cant in Downham Market on Monday, 26th November 2018 at 2.00pm.

Proposed – Cllr Heather

Seconded – Cllr Bucke

That the Vice Chairman, Cllr Walsingham, attends the Local Policing meeting in Downham Market on Monday, 26th November 2018 and that the Council agrees to pay the travel expenses incurred.

For – 9

Against – 0

Abstentions – 1 (declared interest)

The Vice Chairman, Cllr Walsingham, waived his rights to claiming travel expenses and was thanked for doing this.

Chairman Signed Dated

159.4. SkyBlu Solutions' consultation work of PRoW's

Cllr Heather had investigated the cost for consultation work on Marham Public Rights of Way (PRoW) from SkyBlu Solutions and it was anticipated to be £500.00 + VAT for the initial work.

Proposed – Cllr Barrett

Seconded – Cllr Paisley

That the Council contracts SkuBlu Solutions to carry out initial consultation work of the Marham PRoW's at a cost of £500.00 + VAT.

All in favour

160. Finance Panel meeting to discuss the Draft Budget 2019/2020

The Finance Panel and the Clerk would arrange a meeting in December 2018 to consider the draft budget 2019/2020.

Two members of public left the Council Chamber at 8.10pm.

161. Standing Orders

The Clerk reported that the Standing Orders had been amended in accordance with the new NALC Model Standing Orders 2018 England. Pages 5, 6, 7, 8, 10, 11, 15 and 20 which required information to be inserted by the Council were reviewed and amended as necessary.

Proposed – Cllr Harrison

Seconded – Vice Chairman, Cllr Walsingham

That the amended Standing Orders are adopted in accordance with the NALC Model Standing Orders 2018 England.

All in favour

The Clerk would update the Standing Orders and post them on the website.

162. Updates and actions regarding ongoing matters

162.1. Allotments

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

Cllr Barrett would turn off the water connection for the winter.

162.2. Churchyard

There was nothing to report to this meeting.

162.3. Cemetery

162.3.1. Street map

Cllr Hipperson reported that the Street Map had been erected outside the Cemetery and thanked the RAF for all their hard work on this.

162.4. Village Hall

162.4.1. Planning application 18/01721/F

There was nothing to report to this meeting.

162.4.2. Boiler Servicing

The Chairman, Cllr T Hawkins, reported that the three boilers (one in the kitchen and one in each toilet) required an urgent service.

She had contacted nine plumbers; four advised that they no longer serviced vented systems, three advised they would not be able to carry the work out for months, one quoted the cost as £100.00 per boiler and one quoted £100.00 for all three boilers plus parts (Crofts Plumbing and Heating).

Proposed – Cllr Heather

Seconded – Cllr Bucke

That the Council contracts Crofts Plumbing and Heating to service the three Village Hall boilers at a cost of £100.00 plus extra for parts.

All in favour

The Chairman, Cllr T Hawkins, would arrange for the plumber to attend.

162.5. Playground and Playing Field

Cllr Harrison reported that the moles and rabbits on the Coronation Playing Field were being monitored and action would need to be taken if the mounds and/or burrows became a health and safety issue to pedestrians.

The Vice Chairman, Cllr Walsingham, agreed to turn on the frost heaters at the Pavillion.

162.6. Community Speed Watch

Cllr Paisley reported that 32 vehicles had been monitored travelling at 35mph and above.

162.7. SAM2

The Vice Chairman, Cllr Walsingham had circulated the SAM2 graphs for October 2018 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 22,664 vehicles had registered on the camera of which 5,911 (26%) had been travelling at 35mph and above. The camera had not been operative for one week.

162.8. General Grounds Maintenance

There was nothing to report to this meeting.

162.9. Street Lights

There was nothing to report to this meeting.

162.10. Proposed and Seconded

The Chairman, Cllr T Hawkins, reported that the next P&S magazine would be delivered to residents at the beginning of December 2018.

162.11. Village Events

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

162.11.1. Bingo Night (23rd November 2018)

45 tickets had been sold for this event.

162.11.2. Christmas (Sunday, 9th December 2018)

The Chairman, Cllr T Hawkins, reported that presents had been purchased and would be wrapped on Saturday, 1st December 2018 by volunteers.

At the recent meeting held, the Village Events Panel had confirmed the following events:

- Charity Race Night – Saturday, 9th February 2019
- Bingo Night – Friday, 22nd March 2019
- Easter Eggtravaganza – Sunday, 7th April 2019
- Fun Day – Sunday, 9th June 2019

Four members of public left the Council Chamber at 8.24pm.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.25pm for an interim break and resumed the meeting at 8.48pm.

Group Captain Townsend and WO Spark left the meeting at 8.48pm.

162.12. Community Payback

The Chairman, Cllr T Hawkins, reported that the Community Payback Team (CPT) had no further dates booked for 2018. Councillors were asked to consider jobs that the CPT could carry out in 2019 and if there were enough tasks, the Chairman, Cllr T Hawkins, would arrange this. New jobs would need to be risk assessed by Mr Bryan Foster.

163. Planning

163.1. Planning applications

163.1.1. 18/1936/FM – Anglian Water Services Ltd, Hoggs Drove – Installation of ground mounted solar PV array, underground cabling, fencing, gates and switchgear housing

No objections, subject to the following condition:

- The proposal would result in the loss of ten mature ash trees, which have a value in terms of visual amenity and character of the area and would be contrary to advice contained within the National Planning Policy Framework for Planning and the Historic Environment. If the trees are to be removed, provision must be made to replace these with new ones on the parallel boundary of the field.

163.1.2. 18/01896/F – Land E of Cottage Farm Mews NE of Hillside And S of The Street, The Street – Residential development for 7 new dwellings

Objection for the following reasons:

- No timescale for the affordable housing provision on this site has been indicated on the application.
- The proposed application, although inclusive of an access road for future development, has been made purposefully as piecemeal development, as the proposed allocation appears not to allow for its original proposed planning and development, resulting in the potential loss of future affordable housing provision.
- The proposed application, if permitted, would create a precedent for similar proposals.
- This proposal is considered to be contrary to the advice contained within the National Planning Policy Framework for Delivering Sustainable Development.
- There has been a failure to recognise that there is no mains drainage in Marham.

163.2. Planning decisions

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

163.3. Late planning applications and decisions

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

164. General correspondence

164.1. For action/information

No correspondence for action/information had been received.

164.2. Late correspondence

No late correspondence had been received.

165. BCKL&WN issues

There was nothing to report to this meeting.

166. Highway matters

There was nothing to report to this meeting.

167. Norfolk County Council issues

167.1. Partnership Scheme 2018/2019 Trod 5

Cllr Harrison reported that Trod 5 had been completed. The Clerk would remove this item from the agenda.

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

Cllr Harrison and the Clerk had prepared the bids to be submitted to Norfolk County Council. Cllr Harrison was thanked for obtaining the quotations and dealing with this project.

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr D Hawkins

That this Council agrees to submit a bid for asphalt to be laid at the base of the Churchyard Wall at a total scheme cost of £3,930 split 50/50 (£1,965) and a bid to upgrade the existing Trod 2 to a hot roll surface, located from The Chapel to Chapel Farm, The Street, at a total scheme cost of £3,725 split 50/50 (£1,862.50) for the 2019/2020 Parish Partnership Scheme and that the bid is sent to Norfolk County Council by the Clerk by 7th December 2018.

All in favour

The Clerk would submit the bids to Norfolk County Council.

168. Matters to report to the Clerk

There were no matters to report to the Clerk.

169. Items for the next agenda

The Chairman, Cllr T Hawkins, reported that an ideal place for a notice board would be on the exterior wall of the Sports Pavilion. It was agreed for the Chairman, Cllr T Hawkins, to obtain quotations for a budget notice board. The Clerk would add this item to the next agenda for approval.

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

The next meeting of the Parish Council would be held on Wednesday, 9th January 2019 at 7.15pm in the Village Hall.

171. 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 remaining members of public, Borough Cllr Hipperson and Borough Cllr Howland left the Council Chamber at 9.15pm.

171.1. Disabled Parking Sign for the Village Hall car park

See Confidential Report.

Proposed – Cllr Heather

Seconded – Cllr Paisley

That the Council purchases an A3 size disabled sign for the Village Hall car park from Ebay (Vinyl Vault) at a cost of £19.70 No VAT.

All in favour

171.2. Grounds Maintenance Contract 2019/2021

See Confidential Report.

Proposed – Cllr Heather

Seconded – Cllr Paisley

That the Grounds Maintenance Contract is awarded to Ultimate Land & Gardens for a three year term commencing 1st January 2019 until 31st December 2021 at a cost of £7,074.50 + VAT year 1, £7,215.99 + VAT year 2 and £7,360.31 + VAT year 3 (total cost £21,650.80), with any additional works charged accordingly at price per application as detailed in their schedule.

All in favour

171.3. Clerk Overtime Payment and/or Time Off in Lieu

See Confidential Report.

Proposed – Cllr D Hawkins

Seconded – Vice Chairman, Cllr Walsingham

That the Clerk is paid forty-one hours overtime for additional hours worked relating to the Norfolk Minerals and Waste Local Plan Review Consultation process and that fifteen hours are taken as time off in lieu when the work situation permits.

All in favour

The Chairman, Cllr T Hawkins, closed confidentiality and resumed the meeting at 9.25pm.

The Chairman thanked everyone for attending and closed the meeting at 9.25pm.