

Marham Parish Council

Minutes of the Council Meeting held Wednesday, 13th February 2019 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 (arrived during Public Participation)
		Cllr C Heather
		Cllr J Hipperson
		Cllr D Paisley
		Cllr E Rix-Clark
	Borough Councillors	Cllr M Howland (arrived during Item 6.3)
	Parish Clerk	Mrs S Porter
	Member(s) of Public	4

19. Apologies for absence

Apologies for absence had been received from Borough Cllr G Hipperson (Deputy Mayoral duties) and RAF WO G Spark (work commitment).

The apologies were accepted.

Cllr D Hawkins and Borough Cllr Howland would be late to the meeting.

20. Declarations of interest and requests for dispensation

There were no declarations of interest declared at this item and no requests for dispensation.

21. 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, 9th January 2019 (items 1-18) 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.

22. 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 Councillor

Borough Cllr Howland had not yet arrived and would report later in the meeting.

RAF Marham

WO Spark had submitted a written report. This was read to the meeting by the Chairman, Cllr T Hawkins, as follows:

Unfortunately I am away this week on a course at RAF Brize Norton.

The RAF is still working on the replacement bench at Villebois Road but due to an issue with end of year funding there will be a slight delay.

I have been contacted by the Principle of Cherry Tree Academy, who wanted clarification on the Permissive Pathway between the Village and the Quarters; this is the path that is used by lots of children to reach the school. Last week after school while many children were on the path, a vehicle was driven along it, resulting in the children having to get out of the way. The vehicle was occupied by two females who identified themselves as the landowners and advised that they had every right to be using the path. The concern from the school is obviously one of a safety and safeguarding issue, and they need guidance on the matter.

Cllr Harrison confirmed that the path was privately owned and that the landowners were permitted to drive vehicles on it. An agreement to this effect was drawn up many years ago stating that pedestrians and children could use their path but had not been given any exclusive rights over it. As the landowners would be within their rights to withdraw this agreement at any time it was felt that it would be in the best interests of the school not to protest this matter.

Some Councillors raised concern about the huge amount of litter being discarded by pedestrians along the footpath, which was unfair to the landowners who were then ultimately responsible for clearing it.

The Clerk would inform WO Spark of the legalities regarding the footpath.

Public Participation

One member of public raised concern about the safety of dogs in regards to the current mole traps on the Coronation Playing Field and wondered if a notice could be erected at the Coronation Field entrance advising dog walkers that the traps were in place.

The Vice Chairman, Cllr Walsingham, would place a sign on the new Sports Pavilion notice board.

A further member of public enquired about the broadband progress.

The Chairman, Cllr T Hawkins, reported that the cabinet had been installed but further work to move telephone lines to it were ongoing. Openreach expected the works to be completed during March 2019.

Cllr D Hawkins arrived at the meeting at 7.30pm.

Another member of public wished to thank the Council for supporting the Hope for Heather campaign by providing free use of the Village Hall and proposing to support the campaign from proceeds made at the next Parish Council bingo event. Heather Bellamy of Downham Market had been diagnosed with acute myeloid leukaemia and an appeal had been launched to raise £250,000 to allow her to travel to America where advanced medicine was available.

The member of public left the Council Chamber at 7.35pm.

Cllr Rix-Clark reported that she had been given the opportunity to write a monthly column in the Lynn News in the near future. The articles would be based on her individual opinions and bear no affiliation to the Parish Council.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.37pm.

23. Norfolk Minerals and Waste Local Plan Review

23.1. Report from the Campaigners Against Two Silica Sites (CATSS) group

Prior to the meeting, Cllr Child had circulated notes of a discussion he had had with a member of the CATSS group on 3rd February 2019. There was nothing further to report to the meeting.

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

There had been no requests for expenditure received from the CATSS group prior to the meeting.

Councillors enquired whether any clothing had been sold by the CATSS group and whether any fundraising had taken place. Cllr Child would investigate their financial position.

Cllr Rix-Clark reported that the CATSS group had recently placed an article in the Swaffham Advertiser. This was noted.

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

There were no actions for consideration.

24. Finance

24.1. Bank Reconciliation

The Clerk had circulated the bank reconciliation, period ending January 2019, with the agenda. The bank balances were as follows:

January 2019

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	7,386.58	67,103.87
Total Opening Bank Balances		74,490.45
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	7,386.58	67,103.87
Council Total Opening Balances		74,490.45
Receipts	314.00	-
Payments	- 2,555.65	-
Bank Statement Close Balances	5,144.93	67,103.87
Total Closing Bank Balances		72,248.80
Unpresented Cheques	- 126.10	-
Unpresented Receipts	-	-
Council Closing Balances	5,018.83	67,103.87
Council Total Closing Balances		72,122.70

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	2,864.76
Events Goods and Equipment	627.63
Norfolk Waste & Minerals Review (CATSS)	712.65
CIL Payments	84.60
Total Earmarked Reserves	61,755.64

Reconciliation Community Account (£)	
Bank Statement 01.01.2019	7,386.58
Receipts	314.00
Payments Cleared	- 2,555.65
Bank Statement 31.01.2019	5,144.93
Unpresented Cheques	
103499	- 126.10
	- 126.10
Unpresented Receipts	
	-
Council Closing Balance	5,018.83

Reconciliation Business Account (£)	
Bank Statement 01.01.2019	67,103.87
Receipts	-
Payments Cleared	-
Bank Statement 31.01.2019	67,103.87
Unpresented Cheques	
	-
	-
Unpresented Receipts	
	-
Council Closing Balance	67,103.87
Council Total Closing Balances	72,122.70

Council Total Closing Balances	72,122.70		
Council Total Earmarked Reserves	61,755.64	Council Remaining Available Precept	10,367.06

Chairman Signed Dated

24.2. 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 £
10.01.2019	Village Hall	Lettings Nov-Jan 19	200070	0.00	0.00	0.00	254.00
10.01.2019	Notice Me (Ebay)	Sports Pavilion Notice Board	BACS	73.29	14.66	87.95	0.00
10.01.2019	Chopshoptools (Ebay)	Sports Pavilion Board Glue	BACS	4.84	0.97	5.81	0.00
10.01.2019	Bargain Busting	Sports Pavilion Board Pins	BACS	1.21	0.24	1.45	0.00
11.01.2019	E-On	Street Lighting Dec 2018	DD	59.34	2.97	62.31	0.00
15.01.2019	Anglian Chemicals	Materials Village Hall	Debit Card	65.89	13.18	79.07	0.00
15.01.2019	OVO Energy	Electric Village Hall Dec 2018	DD	217.14	10.86	228.00	0.00
19.01.2019	Sainsburys	Postage Stamps	Debit Card	6.96	0.00	6.96	0.00
26.01.2019	DWL Promotions Ltd (Ebay)	Event Race Night Tickets	Debit Card	32.99	0.00	32.99	0.00
28.01.2019	Cllr E Rix-Clark	Cllr Training (self paid)	200071	-60.00	0.00	-60.00	0.00
30.01.2019	Norfolk ALC	Cllr E Rix-Clark training	BACS	60.00	12.00	72.00	0.00
30.01.2019	Veolia	Waste Collect Cemetery Dec 18	BACS	31.40	6.28	37.68	0.00
30.01.2019	J T Caley Forestry	Grass cutting Village Hall	BACS	50.00	0.00	50.00	0.00
30.01.2019	SkyBlu Solutions Limited	Initial PRoW Survey	BACS	495.00	0.00	495.00	0.00
30.01.2019	Cllr T Hawkins (Platinum Supp)	Marker Spray Village Hall	BACS	5.67	1.13	6.80	0.00
30.01.2019	Norfolk ALC	Clerk Elections Training (1/3)	BACS	10.00	2.00	12.00	0.00
30.01.2019	Cllr T Hawkins	Chair's Allowance Jan 2019	BACS	15.30	0.00	15.30	0.00
30.01.2019	Bookings & Caretaking Officer	Contract January 2019	BACS	243.45	0.00	243.45	0.00
30.01.2019	Clerk	Salary January 2019	BACS	670.86	0.00	670.86	0.00
30.01.2019	Clerk	Expenses January 2019	BACS	18.10	0.00	18.10	0.00
30.01.2019	HMRC	Employer PAYE/NI Jan 2019	BACS	180.19	0.00	180.19	0.00
02.02.2019	Argos	Events Lead	Debit Card	5.83	1.16	6.99	0.00
07.02.2019	E-On	Electric Sports Pavilion	DD	21.74	1.09	22.83	0.00
07.02.2019	A J Coggles	Pam Weal Donations	200072	0.00	0.00	0.00	139.85
07.02.2019	M B Howell	Cemetery Fees	200073	0.00	0.00	0.00	160.00
Late Bills / Receipts (Received after Agenda advertised)							
11.02.2019	E-On	Street Lighting Jan 2019	DD	64.28	3.21	67.49	0.00
12.02.2019	Post Office	Postage stamps	Debit Card	58.00	0.00	58.00	0.00
13.02.2019	Veolia	Waste Collect Cemetery Jan 19	BACS	39.25	7.85	47.10	0.00
13.02.2019	GeoXphere Ltd (Parish Online)	Annual mapping software	BACS	45.00	9.00	54.00	0.00
Totals				2,415.73	86.60	2,502.33	553.85

Proposed – Cllr Harrison

Seconded – Vice Chairman, Cllr Walsingham

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

All in favour

24.3. Purchase of a used laptop for events

The Chairman, Cllr T Hawkins, declared a pecuniary interest in this item as the laptop being offered for sale was her own.

Cllr Heather reported that a laptop was required for screen showings at events and the laptop being used for this purpose was privately owned by the Chairman, Cllr T Hawkins. The Chairman, Cllr Hawkins, had recently purchased a new laptop and had expressed an interest in offering the Parish Council first refusal to purchase her old one. Sold privately, the laptop was estimated to be worth approximately £140.00. However, if the Council wished to buy it, the cost would be £100.00.

It was felt that comparable quotations should be obtained in the first instance. Cllr Heather would obtain these and report back at the next meeting.

Borough Cllr Howland arrived at the meeting at 7.50pm.

The Chairman, Cllr T Hawkins, adjourned the meeting at 7.51pm in order to allow Cllr Howland to give his report.

Cllr Howland reported that he attended five Parish Council meetings in the Airfield Ward each month and although each Council operated in different ways, Marham Parish Council was run particularly well and was a Council for others to follow. Some parishes lacked knowledge and would benefit from getting together with others to learn from each other.

It was likely that the average person living in a village had no idea who their Councillors were and what they did. Parish Councils would therefore benefit from having open days or surgeries to discuss with residents how their village operated and was administered. Runcton Holme Parish Council held a coffee morning every month to answer issues and concerns that villagers had and Cllr Howland was always present. It was pleasing to see how well people reacted when they saw their Borough Councillor there, as some would never normally get the opportunity to do so unless they attended the Parish Council meetings.

Last year Cllr Howland helped Wormegay Parish Council acquire a flag pole and flag in time for them to commemorate 100 years of the end of the First World War. Tottenham Parish Council had a plaque put on their Village Hall in recognition of a First World War Aerodrome which was located close by; an Officer from RAF Marham unveiled the plaque.

As a co-opted member of the Events Working Group, Cllr Howland helped sustain the village of Marham, together with fundraising, and supported the Race Nights and Fish and Chip Bingo nights, all of which helped raise funds for the Village Hall.

Cllr Howland fully supported the Campaign Against The Silica Sand and recently took part in the walk with Elizabeth Truss MP to the proposed site, as well as visit the Sibilco Quarry at Leziate to see their operation.

The elected Parish Councillors of Marham do not get paid and willingly give up their time to administer the day to day running of the village. If they didn't, the village would be administered from King's Lynn and the Parish would have no say in how it was run. The Councillors turn up in all weathers and at times put up with unwelcome comments from people who do not understand the way things work. Historically, this Council has a good reputation and an excellent team working together for the good of the village.

The Chairman, Cllr T Hawkins, resumed the meeting at 8.05pm.

A member of public left the Council Chamber at 8.06pm.

25. Elections 2nd May 2019 timetable and procedures

The Clerk reported that she had prepared guidance notes and a crib sheet for all Councillors and these had been circulated prior to the meeting. She reported points in brief:

- The Elections Announcement would be made by the BCKL&WN on Monday, 18th March 2019.
- The closing date for delivery of papers to the BCKL&WN Returning Officer was 4.00pm, Wednesday, 3rd April 2019.
- Candidate nominations would be advertised on the BCKL&WN website on 4th April 2019 and confirmed to the Clerk by email following the advertisement.
- A notice would be sent to successful candidates with an election expenses form that had to be completed and returned to the Returning Officer. Expenses will not be repaid.
- As of 2nd May 2019 all current Councillors would no longer be Members.
- The current Chairman and Vice Chairman, although no longer Councillors, would remain as Chairman and Vice Chairman until the Annual meeting.
- Voting would be taking place by the public between 7.00am and 10.00pm on Thursday, 2nd May 2019.

- The count would be commencing at 12.00pm at the Corn Exchange, King's Lynn, on Friday, 3rd May 2019 and continue on Saturday, 4th May 2019 (if necessary).

The Clerk reiterated the rules regarding Purdah as follows:

Purdah (18th March 2019 to 2nd May 2019) is the pre-election period, specifically the time between the announcement of an election and the final election results. The time period prevents Councillors and the Clerk from making announcements about initiatives which could be seen to be advantageous to the Council and/or any candidates in the forthcoming election. Any breach of this could be reported to the BCKL&WN and deemed to be a criminal matter, at which point the police will then become involved. The minutes of meetings, website, Facebook, Twitter, posters and any other announcement methods must therefore remain neutral (or completely avoided to be safe) to prevent any controversy.

The Clerk advised that candidate papers needed to be hand delivered to the Returning Officer, who would check the papers for accuracy. Amendments would need to be initialled by the candidate, if necessary. The Clerk advised that she would take no responsibility for the delivery of candidate papers. However, Councillors felt that their nomination packs should be delivered by the Clerk in bulk. The Clerk agreed to do this and would take photographs of those being handed in but reaffirmed that she could not be held responsible for any papers being potentially lost at the BCKL&WN.

It was agreed for those wishing to participate, to attend the next Council meeting at 6.30pm and complete the forms with the Clerk's guidance in a group session.

26. Updates and actions regarding ongoing matters

26.1. Allotments

Cllr Barrett declared a pecuniary interest in this item as she was a current tenant on the allotment site.

Cllr Barrett reported that the water would be switched back on at the end of March 2019.

26.2. Churchyard

Cllr Harrison raised concern that the Churchyard wall adjoining Dobbins Lane required some maintenance work to ensure it didn't deteriorate. Councillors agreed that because A J Restoration had restored the Churchyard boundary wall and a satisfactory Faculty had been obtained from the Diocese for this company to carry out the initial work, further quotations should not be obtained for the continued maintenance and upkeep of any sections of the Churchyard wall. The Clerk agreed.

It was noted however that A J Restoration would not be able to attend to any work for approximately twelve months due to other work commitments. Cllr Bucke would contact A J Restoration to investigate the cost to maintain this section of the wall.

Cllr Barrett reported that a section of the wall on the boundary of Belmont House had become unstable at both ends. It had been like this for some time but it was now noted that children were climbing on the wall and through the gaps.

It was agreed for a few Councillors to meet on site to reposition the bricks and consider options to stabilise the wall. The Chairman, Cllr T Hawkins, would coordinate the meeting.

26.3. Cemetery

There was nothing to report to this meeting.

26.4. Village Hall

There was nothing to report to this meeting.

26.5. Sports Pavilion, Playground and Playing Field

26.5.1. Maintenance gate broken post

The Clerk reported that Fenland Leisure had submitted a quotation for £1,007.00 + £201.40 VAT (total £1,208.40) to repair the damaged maintenance gate post by the MUGA. In view of this cost, Cllr Harrison had attended the site and obtained quotations to potentially restore the gate himself. The quotations obtained for items were from various companies. The difference in costs were for an aluminium post and parts for £66.79 (VAT inclusive) and a galvanised steel post and parts for £78.98 (VAT inclusive).

It was noted that the Council generator would be required to carry out this job.

Proposed – Cllr Child

Seconded – Cllr Barrett

That Cllr Harrison repairs the damaged maintenance gate post by the MUGA on the Coronation Playing Field and purchases a galvanised steel box post, hammerite paint, lockable bolts and keyed alike locks at a total cost of £78.98 VAT inclusive from various companies.

All in favour

26.6. Community Speed Watch

Cllr Paisley reported that 47 vehicles had been monitored travelling at 35mph and above.

26.7. SAM2

The Vice Chairman, Cllr Walsingham had circulated the SAM2 graphs for January 2019 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 27,307 vehicles had registered on the camera of which 7,886 (28.9%) had been travelling at 35mph and above.

26.8. General Grounds Maintenance

26.8.1. Grounds work not completed by Norse

Cllr Harrison reported that Norse Commercial Services had not fulfilled their contract on the Coronation Playing Field and several emails between Cllr Harrison, the Clerk and Norse had been exchanged. Norse had now agreed to credit £218.48 + VAT for the uncompleted work and Ultimate Land & Gardens had submitted their cost to carry this out for £330.00 + £66.00 VAT. Cllr Harrison had subsequently raised the point with Norse that the Council would be out of pocket for their breach of contract, but Norse advised that any additional costs incurred by Marham Parish Council would be of no liability to them.

Cllr Heather felt that the Council should not be out of pocket for Norse's breach of contract and agreed to pursue this matter on behalf of the Council. The Chairman, Cllr T Hawkins, would forward the emails to him and the Clerk would forward the invoices for Cllr Heather to take further action.

It was agreed not to settle Norse's final invoice until Cllr Heather had pursued this.

In the meantime, it was agreed that the hedge needed cutting prior to the bird nesting season and for Ultimate Land & Gardens to be contracted to carry this out.

Proposed – Cllr Heather

Seconded – Cllr Bucke

That the Council contracts Ultimate Land & Gardens to cut the perimeter hedge on the Coronation Playing Field at a cost of £330.00 + £66.00 VAT (total £396.00) and that this be carried out prior to the bird nesting season.

All in favour

26.9. Street Lights

There was nothing to report to this meeting.

26.10. Proposed and Seconded

Cllr Child was currently preparing the next edition of the P&S magazine. Details of the Norfolk Minerals and Waste Local Plan Consultation dates would be included.

26.11. Village Events

26.11.1. Report and recommendations from the Events Working Group

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

26.11.1.1. Charity Race Night (Saturday, 9th February 2019) - Debrief

73 people had attended this event and a staggering £1,240.00 had been raised. Mrs Pam Weal’s chosen charities, The Norfolk Hospice, Swaffham and Litcham Home Hospice, Cancer Care and Treatment Fund and Marham Village Hall would each receive £310.00. The Events Working Group would be producing large cheques and presenting them in person to the charities in March 2019.

The Lynn News would also be taking photographs. The Clerk noted that this would need to be advertised in the Lynn News prior to Purdah; the Chairman, Cllr T Hawkins, would inform them accordingly.

26.11.1.2. Bingo Night (Friday, 22nd March 2019)

26.11.1.2.1. Charity fundraising proceeds

As reported in the Public Open Forum, the Events Working Group had recommended that the Council consider splitting the proceeds of this event 50/50 for the Hope for Heather campaign.

Proposed – Chairman, Cllr Hawkins

Seconded – Cllr Heather

That the Council agrees to split the proceeds of the Bingo Night event 50/50 in support of the Hope for Heather campaign.

All in favour

Cllr Heather felt that expenses for events, including items purchased, room hire, heating and lighting costs should be taken off any proceeds made. It was agreed to take off items purchased at actual cost and £30.00 per event for the Village Hall facilities.

26.11.1.3. Easter Eggstravaganza – Sunday, 7th April 2019

Raffle prizes were required for this and Councillors were asked to make enquiries with friends and/or neighbours to provide any unwanted gifts.

26.11.1.4. Yard Sale & Charity Book Sale – Sunday, 19th May 2019

As Hilgay village was holding their Bi-Annual Charity Book Sale and Yard Sale on the same day as Marham, the Events Committee had felt it would be a good idea to hold a Charity Book Sale on the same day as the Yard Sale. Both villages could then promote each other’s event by way of leaflets being handed to visitors.

The books would be, in the main, those donated by Mrs Pam Weal and proceeds from this part of the event would be split four ways between her chosen charities. Proceeds raised from the Yard Sale would be secured for the Village Hall alterations fund.

The Council agreed this was a good idea and approved the addition of the Book Sale.

26.11.1.5. Fun Day – Sunday, 9th June 2019

35 stalls had already been booked for this event which included three food outlets, a donut van and a Gin & Pimms stand.

26.11.2. Ad hoc items required for events

The Chairman, Cllr T Hawkins, confirmed that items needed to be purchased from time to time for events between Council meetings. This was approved.

A member of public left the Council Chamber at 8.49pm.

The Chairman, Cllr T Hawkins, adjourned the meeting at 8.50pm for an interim break and resumed the meeting at 9.05pm.

26.12. Community Payback

The Clerk reported that dates were limited and only Sundays remained available in 2019.

Councillors suggested painting the goal posts on the Coronation Playing Field, litter picking in Hoggs Drove and clearing Dobbins Lane. The Chairman, Cllr T Hawkins, would contact Mr Bryan Foster to have these jobs risk assessed.

26.13. SkyBlu Solutions consultation work of PRow's

Cllr Heather reported that SkyBlu Solutions had carried out the initial quick scan of Marham for lost rights of way. Prior to the meeting, Cllr Heather had circulated to all Councillors the costs involved with the next phase of the survey, the total of which would be £3,100.00. Cllr Heather was thanked for the work he had carried out on this.

Cllr Rix-Clark reported that she had investigated the findings from SkyBlu Solutions and had been in contact with various authorities, including the Ramblers Society, to establish whether the Council could carry out its own investigations. The relevant authorities advised that this was certainly achievable and the cost would be minimal. It was noted that two other Councils had successfully carried out similar projects on their Public Rights of Ways (PRow's). The Ramblers Society had confirmed that it could find out information on the Council's behalf to help aid the progression of the survey. The process would also involve obtaining statements from people using the PRow's and other footpaths in the village. Cllr Rix-Clark advised that she had carried out a great of work over the past three weeks, made various enquiries with several skilled people, studied the footpath network in Marham in great depth and would be willing to undertake this project on behalf of the Council.

A long discussion took place and a vote by a show a hands took place. The majority of Councillors were in favour of Cllr Rix-Clark taking this project on and thanked her for doing so. Cllr Rix-Clark would report back at each meeting to advise of the survey progression.

26.14. Outdoor Enchanted Cinema and Village Hall Cinema screenings

Cllr Child reported that the Clerk had circulated information regarding Village Screening and he had investigated the costs for cinematic screenings. These had been circulated to all Councillors prior to the meeting as follows:

The Enchanted Cinema offers a screen, projector, PA system or headphones, 100 deckchairs, coloured lighting, full staffing, a projectionist and engineer, event management, set up and delivery. The two packages they can offer are:

Small cinema experience suitable for up to 250 people	£1,720.00
Premium Cinema Experience suitable for up to 600 people	£2,850.00

The Rural Community Cinema runs a scheme designed to show films in the Village Hall. The annual joining fee would be £48.00 with various ways to hire the equipment needed to show films:

Annual Fee	£180.00
Two levels of equipment hire	£50.00 + VAT
	£30.00 + VAT
Standard Film Licence Booking	£60.00 + VAT + 35% box office + £20.00 + VAT admin fee
Full Distributor Costs	£20.00 + VAT

A short discussion took place and it was felt that both cinemas would not be cost effective and were unlikely to make a profit. It was noted that the Majestic Cinema in King's Lynn only charged £4.00 per ticket and the RAF cinema was only £1.00, so ticket prices could not in reality be any higher than this. It was therefore agreed to disband this project.

Cllr Child was thanked for dealing with this matter.

26.15. Defibrillator light

The Chairman, Cllr T Hawkins, reported that Cllr D Hawkins had investigated various options of lighting for the defibrillator cabinet but none would be worthwhile due to the position of the cabinet. It was hoped that people using the AED would have a torch.

27. Meeting dates for the electoral year 2019/2020

The proposed meeting dates had been circulated with the agenda:

May	15	Annual Meeting
June	19	
July	24	
August	-	
September	04	
October	09	
November	20	
December	-	<i>(Budget meeting to be held)</i>
January	08	
February	12	
March	18	
April	15	Annual Parish Meeting
April	17	Ordinary Council Meeting
May	20	Annual Meeting

The meeting dates were approved as detailed.

The Clerk had circulated an email to all Councillors advising that the Annual Parish Meeting must be held between the dates of 1st March–1st June but could not be held on the same day as the Annual Meeting. The date currently scheduled was 17th April 2019 but this would need to be changed because of Purdah. The dates the Council could therefore hold the Annual Parish Meeting would be 13th March 2019 prior to the ordinary Council meeting, 22nd May 2019 or 29th May 2019.

Councillors agreed to change this year's Annual Parish Meeting to 13th March 2019.

It was noted that the purpose of the Annual Parish Meeting was for the Council to advise what it had been doing over the past year, to enable electors to have their say on anything they considered to be important and allow local charities, groups and organisations to provide a short report of their activities during the past year. The Annual Parish Meeting was a meeting of the parish electors and not a meeting of the Parish Council. Anyone was entitled to attend but only registered electors would be able to speak and vote.

Cllr Child would invite the CATSS group to attend the Annual General Meeting and provide a report of their work over the past year.

28. Planning

28.1. Planning applications

28.1.1. 18/01896/F – Land E of Cottage Farm Mews NE of Hillside And S of The Street, The Street – Residential development for 8 new dwellings – Amendments received

Councillors reiterated the objections to this application as detailed in the minutes of the meeting held Wednesday, 21st November 2018.

28.2. Planning decisions

28.2.1. 18/02214/F – Janpari, The Street – Single storey extension forming kitchen dining area and the construction of a timber summer house

Application permitted (Delegated decision).

28.2.2. 18/02206/F - Janpari, The Street – Construction of stables for four horses

Application permitted (Delegated decision).

28.3. Late planning applications and decisions

Late Planning Application

19/00238/F – Janpari, The Street – Single storey extension forming kitchen dining area and the construction of a timber summer house

No objections.

Late Planning Decision

18/02070/LB – Grove House, Squires Hill – Retrospective listed building application for change of use to an existing garage so it can be used as a warehouse for a small business

Application permitted (Delegated decision).

29. General correspondence

29.1. For action/information

No correspondence for action/information had been received.

29.2. Late correspondence

No late correspondence had been received.

30. BCKL&WN issues

There was nothing to report to this meeting.

31. Highway matters

Cllr Harrison expressed his appreciation to Sir Jeremy Bagge for cutting back his hedge. The large tree at Abbey House had been examined by J T Caley Forestry & Arboriculture, who confirmed that it did not require trimming.

31.1. Highway matters

Cllr Paisley reported that he had looked into the possibility of the Council implementing 20mph speed limits and/or zones within the village. Norfolk Constabulary had sent information including details of the Speed Management Strategy policy which showed it was extremely unlikely 20mph limits would be endorsed in Marham. It was agreed not to pursue this matter.

32. Norfolk County Council issues

32.1. Parish Partnership Scheme 2019/2020

Details of the bids submitted to Norfolk County would be announced in March 2019.

33. Matters to report to the Clerk

There were no matters to report to the Clerk.

34. Items for the next agenda

There were no matters to report to the Clerk.

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

The next meeting of the Parish Council would be held on Wednesday, 13th March 2018, following the Annual Parish Meeting at 7.15pm in the Village Hall.

36. 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 remaining member of public and Borough Cllr Howland left the Council Chamber at 9.55pm.

36.1. Village Hall Planning Application 18/01721/F

36.1.1. Solicitor to act on behalf of the Council for the sale of land

See Confidential Report.

Proposed – Cllr Rix-Clark

Seconded – Vice Chairman, Cllr Walsingham

That the Council contracts Hayes & Storr at a cost of £730.00 to act on behalf of the Council and deal with the conveyance work for the sale of land adjacent to the Village Hall.

All in favour

36.2. Sports Pavilion floors (deferred from previous meeting)

See Confidential Report.

36.3. Tree surgery following surveys carried out

See Confidential Report.

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Chairman, Cllr T Hawkins

That the Council contracts J T Caley Forestry & Arboriculture to carry out the tree works at the Coronation Playing Field, Methodist Chapel and Cemetery at a cost of £275.00 and, upon receipt of a Faculty from the Diocese, carries out the Churchyard works at a cost of £395.00, as detailed in the quotation received.

All in favour

36.4. Cemetery hedge adjoining the Hillside properties

See Confidential Report.

Proposed – Cllr Rix-Clark

Seconded – Cllr Harrison

That the Council contracts J T Caley Forestry & Arboriculture to remove the boundary hedge at 18 Hillside adjoining the Cemetery at a cost of £150.00 and, as detailed in the quotation received, and that the proprietor pays 50% towards the cost.

All in favour

The Chairman, Cllr T Hawkins, closed confidentiality and resumed the meeting at 10.12pm.

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