

Marham Parish Council

Minutes of the Council Meeting held Wednesday, 19th June 2019 at 7.15pm in the Village Hall, Marham

Present:	Chairman	Cllr I Barrett
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr G Bucke
		Cllr S Canham
		Cllr C Child
		Cllr D Flatt
		Cllr T Harrison
		Cllr J Hipperson
		Cllr D Paisley
		Cllr E Rix-Clark
	Parish Clerk	Mrs S Porter
	Shouldham Parish Council	Chairman, Cllr N Walsh
	Member(s) of Public	27

Prior to the meeting, the Vice Chairman, Cllr Walsingham, presented Mr D Hawkins, Mrs T Hawkins and Mr C Heather, former Members of the Parish Council, with gifts of appreciation for their time on the Council. The Council and members of public showed their gratitude by a round of applause.

91. Apologies for absence

Apologies for absence had been received from Borough Cllr G Hipperson (BCKL&WN Mayoral duties) and Borough Cllr M Howland (prior meeting).

The Chairman, Cllr Barrett, welcomed the Shouldham Parish Council Chairman, Cllr N Walsh, to the meeting. Cllr Walsh thanked the Council for inviting him and expressed his enthusiasm of working closely with this Council. He apologised that he would be leaving at 8.00pm due to a prior commitment.

92. Declarations of interest and requests for dispensation

Cllr Harrison declared a Pecuniary Interest in Village Hall emergency repairs, Item 95.2, and Bills for Payment, Item 95.7, as these related to direct financial imbursements to him.

The Chairman, Cllr Barrett, declared a Personal Interest in Allotments, Item 98.2, as she was a current tenant on the allotment site.

Cllr Bucke declared a Personal Interest in Climate emergency and becoming carbon neutral by 2030, Item 98.17.5, as he was a paying member of Greenpeace and a campaigner for Extinction Rebellion.

Cllr Flatt declared a Personal/Pecuniary Interest in the Booking's Officer's contract, Item 109.3, as she was the wife of the contractor.

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

93. Approval of the minutes of the Parish Council meeting

Proposed – Cllr Canham

Seconded – Vice Chairman, Cllr Walsingham

That the minutes of the Annual Meeting held on Wednesday, 17th May 2019 (items 70-90) are approved and signed as a true and accurate record.

All in favour

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

94. Update on previous minutes (not listed elsewhere on the agenda)

The Clerk reported that Norfolk ALC had appointed Cllr Rix-Clark onto the Norfolk ALC Executive Committee for the upcoming four-year term. The first meeting would be held at County Hall, Norwich, on Monday, 15th July 2019. The Council congratulated Cllr Rix-Clark for her achievement.

PUBLIC OPEN FORUM

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

Reports

County Councillor

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

Borough Councillors

Borough Cllr Hipperson and Borough Cllr Howland were not present at the meeting and no prior written reports had been received.

RAF Marham

WO Spark was not present at the meeting and no prior written report had been received.

Public Participation

One member of public enquired about the Parish Council's Earmarked Reserves of £712.65 held for the Norfolk Waste & Minerals Review [Campaigners Against Two Silica Sites] (CATSS) and raised concern that the CATSS appeared to be unorganised, did not identify themselves individually, and were withholding information regarding their fundraising and accounting status.

The Chairman, Cllr Barrett, reported that when the Parish Council had originally allocated £1,000.00 to the CATSS, the Clerk had contacted Norfolk ALC to ensure this was legitimate and the County Officer, Mr R Reeve, had confirmed it was because the campaign was beneficial and commensurate to the village as a whole.

A campaigner of the CATSS replied to confirm that the group had been set up to help, guide and provide ongoing information to the community in opposing the proposed quarry sites in Marham and Shouldham. The group was made up of general members of public in the two parishes and interested persons further afield. Since its launch, campaigners had come and gone, but the aim had always remained the same.

Cllr Paisley raised concern that a campaigner of the CATSS had called the Parish Council corrupt at a public meeting held in 2018 and offensive allegations had taken place ever since, both verbally and on the Marham Village Information Facebook page. In view of this, a non-binding survey had recently been carried out by a member of public to establish whether this had affected the way in which people had voted at the recent elections and the results indicated that they may have. It was unknown which individual had made the allegation that the Council was corrupt, but it had not been retracted and Cllr Paisley felt that it should be.

Recently, a new group in the village, Marham Friends, had been established with the aim of hosting village events and donating some of the funds to charities. Leaflets were delivered to houses which then resulted in people, many of whom were CATSS, posting messages on the Marham Village Information Facebook page asking for transparency of names and further details regarding the new group.

The Chairman, Cllr Barrett, reported that the Council had no control over the Marham Village Information Facebook page; its administrators were responsible for controlling the content. In regards to the comment made in 2018 and undue influence of voting matters, this would need to be reported to the BCKL&WN and/or police. However, as it was unknown who made the allegation, and the time that has elapsed since, there was probably nothing that could be done now.

Cllr Paisley advised that the CATSS and Marham Friends both needed to publish their accounts in some form to ensure transparency.

Cllr Child advised that both groups could publish these details in the P&S magazine if they desired. This was acknowledged by both groups.

The initial member of public which had raised concerns regarding the transparency of CATSS advised that the whole community needed to pull together and the two groups should cease criticising each other. The member of public felt that when emails were responded to by the CATSS, the writer(s) should not remain anonymous.

The Chairman, Cllr Barrett, reported that the Parish Council was not an intermediary for the two groups and this was not the forum to raise these types of matters.

Cllr Paisley felt that Cllr Canham and Cllr Flatt should be declaring a Personal Interest in the CATSS item but the Clerk confirmed that because they were supporters of the campaign and not Members in control of the management of the group and/or its finances, they were not obligated to declare any interests.

The initial public member of the CATSS group which had addressed the concerned member of public confirmed that the two groups were both doing great work for the village.

A further member of public enquired whether the Parish Council would continue to hold village events in addition to those being hosted by Marham Friends.

The Chairman, Cllr Barrett, confirmed that Marham Friends had a knowledgeable group of people that were experienced in holding village events and their familiar events would continue. The Council's events were likely to decrease but new ones would be established.

It was noted that BT had connected faster broadband to the new cabinet at Hillside and although some households were still having problems, Better Broadband for Norfolk had confirmed that the majority of issues would be completed by the end of July 2019.

The Chairman, Cllr Barrett, resumed the meeting at 7.46pm.

95. Finance

95.1. Bank Reconciliation

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

May 2019

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	10,453.73	99,137.33
Total Opening Bank Balances		109,591.06
Unpresented Cheques B/F	3,916.93	-
Unpresented Receipts B/F	-	-
Council Opening Balances	6,536.80	99,137.33
Council Total Opening Balances		105,674.13
Receipts	223.44	-
Payments	- 5,796.74	-
Bank Statement Close Balances	4,880.43	99,137.33
Total Closing Bank Balances		104,017.76
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	4,880.43	99,137.33
Council Total Closing Balances		104,017.76

Earmarked Funds	
Operating Costs (6 Months)	20,000.00
Pensions Contribution	1,000.00
Village Hall Alterations	17,000.00
Elections (5 Year to £1000) Year 4	4,000.00
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	7,643.41
Allotment Deposits Held	420.00
Allotment Fencing (5 Year to £1000) Year 1	600.00
Street Lighting	1,500.00
Village Hall Fencing	2,000.00
Village Hall Disabled Toilet Fundraising	3,765.29
Events Goods and Equipment	288.70
Village Signs	1,000.00
Norfolk Waste & Minerals Review (CATSS)	712.65
CIL Payments	84.60
Total Earmarked Reserves	69,214.65

Reconciliation Community Account (£)	
Bank Statement 01.05.2019	10,453.73
Receipts	223.44
Payments Cleared	- 5,796.74
Bank Statement 31.05.2019	4,880.43
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	4,880.43

Reconciliation Business Account (£)	
Bank Statement 01.05.2019	99,137.33
Receipts	-
Payments Cleared	-
Bank Statement 31.05.2019	99,137.33
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	99,137.33
Council Total Closing Balances	104,017.76

Council Total Closing Balances	104,017.76		
Council Total Earmarked Reserves	69,214.65	Council Remaining Available Precept	34,803.11

Chairman Signed Dated

95.2. Village Hall emergency repairs

Cllr Harrison had declared a Pecuniary Interest in this item.

The Clerk reported that Cllr Harrison had carried out emergency repairs on the Village Hall toilets and water leak in the Caretaker’s store room. Items for the repairs had been purchased from JTM Plumbing Ltd at a cost of £27.27 + £5.45 VAT (total £32.72). The Council gave a vote of thanks to Cllr Harrison for dealing with this.

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Paisley

That Cllr Harrison is reimbursed £32.72 for items purchased from JTM Plumbing Ltd to carry out emergency repairs to the Village Hall toilets and water leak in the store room.

For – 9

Against – 0

Abstentions – 1 (Declared Interest)

95.3. Memorial for Constance Baker, ‘Mother of the Wounded’ (deferred from previous Council Meeting)

The Chairman, Cllr Barrett, reported that she had written to the Cherry Tree Academy Head Teacher regarding Mrs Constance Baker asking whether they could trace any information of her attending the school in the 1800’s. Not only had they acquired her records from old log books, the Year 6 children had then been tasked with a project to research Mrs Baker. From this, the children had made a blue paper plaque, information folder and a display which was currently being proudly exhibited at the school. The folder and plaque was presented to the Councillors at this meeting. The Head Teacher advised that the display would subsequently be transferred to the Village Hall for public viewing.

The Council was delighted with what the school children had achieved and it was agreed that the ideal location for the plaque would be the Village Hall, which was the former school premises.

The Chairman, Cllr Barrett, suggested that a small event involving the children be held for the unveiling of the plaque at the Village Hall, with a VIP invitation to her great grandson, Mr Timothy Warner. The Council agreed this would be an excellent idea.

The Chairman, Cllr Barrett, would make arrangements with the school and Mr Warner for this to take place in September 2019, when the schools would be back from their summer holidays.

The Clerk had circulated quotations from Signcast for a cast iron round blue plaque with the agenda. They were as follows:

- 8” £229.00 + £45.80 VAT (total £274.80)
- 10” £249.00 + £49.80 VAT (total £298.80)
- 12” £299.00 + £59.80 VAT (total £358.80)
- 14” £349.00 + £69.80 VAT (total £418.80)
- 16” £399.00 + £79.80 VAT (total £478.80)
- 18” £499.00 + £99.80 VAT (total £598.80)

Proposed – Cllr Paisley

Seconded – Vice Chairman, Cllr Walsingham

That the Council agrees to purchase a 12” round blue cast iron plaque from Signcast at a cost of £299.00 + £59.80 VAT (total £358.80), subject to the wording being finalised, in memorial to Constance Baker, ‘Mother of the Wounded’.

All in favour

The wording for the plaque would be considered and finalised at the next Council meeting.

95.4. Councillor badge

The Clerk had circulated details of an engraved name badge for the Chairman with the agenda. The cheapest was from Ebay (SJS Engraving) at £0.99 + £1.06 postage or £0.53 postage if split equally with Watlington Parish Council, which was also in the process of purchasing new name badges.

Proposed – Cllr Rix-Clark

Seconded – Vice Chairman, Cllr Walsingham

That the Council purchases a Councillor name badge for the newly elected Chairman at a cost of £0.99 + £0.53 postage (total £1.52) (postage split equally with Watlington Parish Council) from SJS Engraving on Ebay.

All in favour

The Clerk would purchase this and reclaim the expenses at the next meeting.

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

The Clerk had circulated details of the Campaign to Protect Rural England (CPRE) membership with the agenda. The Chairman, Cllr Barrett, reported that the Council had declined to become a member of CPRE in September 2018.

Cllr Canham felt that membership would be beneficial for the forthcoming Norfolk Waste & Minerals Review consultation. Cllr Rix-Clark also reported that CPRE membership would be valuable for the Public Rights of Way (PROW) project that she was currently undertaking.

In view of this, Councillors agreed to join CPRE for one year at a cost of £36.00.

Proposed – Cllr Paisley

Seconded – Vice Chairman, Cllr Walsingham

That the Council becomes a member of CPRE for one year at a cost of £36.00.

All in favour

The Clerk would purchase one year’s membership from CPRE with the Council Debit Card and complete the relevant application form.

95.6. Disclosure and Barring Service (DBS) checks for Councillors and staff dealing with money

The Clerk had circulated information and costs for DBS checks with the agenda. Cllr Bucke felt that despite Councillors declaring on their application forms that they had not been the subject of a bankruptcy restrictions order or interim order, been sentenced to prison for three months or more (including suspended sentences) during the 5 years before election day or been convicted of a corrupt or illegal practice by an election court and Clerks declaring similar on their application forms, that it was necessary for Councillors and staff dealing with Council money to have financial DBS checks, as people could not always be trusted.

Cllr Bucke agreed to investigate the costs of Financial DBS checks and report back at the next meeting.

95.7. Pre-authorised payments, receipts and pending disbursements

Cllr Harrison had declared a Pecuniary Interest in this item.

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 £
20.05.2019	Allotment Rent	Plot 14	BACS	0.00	0.00	0.00	25.44
21.05.2019	Village Hall / Sports Pavilion	Lettings Apr-May 19	100517	0.00	0.00	0.00	198.00
31.05.2019	Bookings & Caretaking Officer	Contract May 2019	BACS	270.00	0.00	270.00	0.00
31.05.2019	Clerk	Salary May 2019	BACS	690.98	0.00	690.98	0.00
31.05.2019	HMRC	Employer PAYE/NI May 2019	BACS	221.71	0.00	221.71	0.00
03.06.2019	Barclays Bank Plc	Bank Interest	BACS	0.00	0.00	0.00	41.44
03.06.2019	BCKL&WN	Elections Room Hire	BACS	0.00	0.00	0.00	160.00
03.06.2019	Cllr P Walsingham (Wickes)	Light Cable Sports Pavilion	BACS	0.21	0.04	0.25	0.00
04.06.2019	Allotment Rent	Plot 7, 12/13	100518	0.00	0.00	0.00	76.32
10.06.2019	Wave (Anglian Water)	Village Hall	DD	24.08	0.00	24.08	0.00
10.06.2019	Wave (Anglian Water)	Cemetery	DD	13.06	0.00	13.06	0.00
11.06.2019	BCKL&WN	European Elections Room Hire	100519	0.00	0.00	0.00	160.00
11.06.2019	E-On	Street Lighting May 2019	DD	73.27	3.66	76.93	0.00
To be paid	Cllr T Harrison (JTM Plumbing)	Village Hall Water Leak	103507	27.27	5.45	32.72	0.00
To be paid	R J Marriott	Iron Stakes Fun Day Event	BACS	85.86	17.17	103.03	0.00
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance May 19	BACS	763.00	152.60	915.60	0.00
To be paid	Cllr I Barrett	Chair's Allowance May 2019	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Expenses May 2019	BACS	26.20	0.00	26.20	0.00
To be paid	Global Fire Services	Fire Alarm Service Village Hall	BACS	120.84	24.17	145.01	0.00
20.05.2019	Allotment Rent	Plot 14	BACS	0.00	0.00	0.00	25.44
21.05.2019	Village Hall / Sports Pavilion	Lettings Apr-May 19	100517	0.00	0.00	0.00	198.00
31.05.2019	Bookings & Caretaking Officer	Contract May 2019	BACS	270.00	0.00	270.00	0.00
31.05.2019	Clerk	Salary May 2019	BACS	690.98	0.00	690.98	0.00
31.05.2019	HMRC	Employer PAYE/NI May 2019	BACS	221.71	0.00	221.71	0.00
03.06.2019	Barclays Bank Plc	Bank Interest	BACS	0.00	0.00	0.00	41.44
Late Bills / Receipts (Received after Agenda advertised)							
15.06.2019	Yard Sale Event	Proceeds	Misc	0.00	0.00	0.00	276.73
15.06.2019	Fun Day Event	Proceeds	Misc	0.00	0.00	0.00	1,588.54
17.06.2019	OVO Energy	Electric Village Hall May 2019	DD	292.38	14.62	307.00	0.00
18.06.2019	A J Coggles	Cemetery Fees	100520	0.00	0.00	0.00	100.00
To be paid	Veolia	Waste Collect Cemetery May	BACS	31.40	6.28	37.68	0.00
To be paid	King's Lynn Sea Cadets	Fun Day Event Donation	BACS	100.00	0.00	100.00	0.00
To be paid	Swaffham Air Cadets	Fun Day Event Donation	BACS	100.00	0.00	100.00	0.00
Totals				2,855.56	224.00	3,079.56	2,626.47

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Flatt

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

For – 9

Against – 0

Abstentions – 1 (Declared Interest)

96. Annual Governance for the Accounts 2018/2019

The Clerk had circulated a copy of the bank statements, budget account, cashbook and bank reconciliation for the financial year 2018/2019 with the agenda. The year-end accounts, period ending 31st March 2019, were as follows:

Chairman Signed Dated

Balances at 31.03.2019	Community A/C	Saver A/C	Reconciliation Community A/C		Reconciliation Saver A/C	
Closing Bank Statement Balances	<u>1,547.79</u>	<u>65,137.33</u>	Bank Statement 31.03.2019	1,547.79	Bank Statement 31.03.2019	65,137.33
Unpresented Cheques	-	-	<i>Unpresented Cheques:</i>		<i>Unpresented Cheques:</i>	
Unbanked Receipts	-	-				
Closing Council Balances	<u>1,547.79</u>	<u>65,137.33</u>				
		<u>66,685.12</u>				
Cash Book	Community A/C	Saver A/C				
Opening Bank Statement Balances 01.04.2018	<u>1,380.98</u>	<u>79,621.36</u>		-		-
Receipts 01.04.2018-31.03.2019	156,550.04	59,915.97	<i>Unbanked Receipts (Banked Mar uncleared):</i>		<i>Unbanked Receipts (Banked Mar uncleared):</i>	
Payments 01.04.2018-31.03.2019	- 156,383.23	- 74,400.00				
Closing Bank Statement Balances	<u>1,547.79</u>	<u>65,137.33</u>		-		-
		<u>66,685.12</u>				
Total Closing Bank Balances		<u>66,685.12</u>				
Total Closing Council Balances		<u>66,685.12</u>	Council Closing Balance	<u>1,547.79</u>	Council Closing Balance	<u>65,137.33</u>

Bank Statement Balances C/F at 01.04.2019		<u>66,685.12</u>
Council Balances C/F at 01.04.2019		<u>66,685.12</u>
Earmarked Reserves:		
Operating Costs (6 Months)	21,000.00	
Pensions Contribution	1,000.00	
Village Hall Access 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	7,818.41	
Allotment Deposits Held	450.00	
Allotment Fencing (5 Year to £1000) Year 2	400.00	
Street Lighting	1,500.00	
Village Hall Fencing	2,000.00	
Village Hall Disabled Toilet Fundraising	3,765.29	
Event Goods and Equipment	336.54	
Norfolk Waste & Minerals Review (CATSS)	712.65	
Community Infrastructure Levy (CIL) Payments	84.60	
Total	<u>63,267.49</u>	
Council Balances C/F at 01.04.2018		<u>66,685.12</u>
Total Debtors		<u>- 63,267.49</u>
Total Creditors		-
Council Balances C/F 01.04.2018		<u>3,417.63</u>

Chairman Signed Dated

96.1. Internal Audit Report 2018/2019

The Clerk had circulated the Annual Internal Audit Report 2018/2019, prepared by LAS Partnership, with the agenda (due to General Data Protection Regulations this report was not available for public inspection). The Internal Audit had been sent to the Internal Auditor on Wednesday, 15th May 2019 but had not been carried out until Friday, 14th June 2019. All queries addressed by the Internal Auditor had been responded to and/or amended by the Clerk. The accounts, records, supporting documents and safeguards were found to be efficiently maintained and in place.

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Child

That this Council approves the Internal Audit for the financial year 2018/2019.

All in favour

96.2. Annual Governance Statement 2018/2019 (Section 1 Annual Return)

The Clerk reported that the Annual Governance Statement was a means to inform ratepayers how the public accountability framework operated and to ensure there was a sound system of internal control taking place. The Clerk confirmed that the Council was expected to make representations and assertions, to the best of their knowledge and belief, in nine statements of assurance detailed in Section 1 of the Annual Return. The Chairman, Cllr Barrett, read the statements in Section 1 and requested that Councillors answer yes or no to the following questions:

Declaration	Yes	No	Yes means that the Council:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Yes		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

Chairman Signed Dated

That this Council approves the Annual Governance Statement (Section 1 Annual Return) for the financial year 2018/2019 as detailed.

All in favour

The Clerk and the Chairman, Cllr Barrett, duly signed Section 1 of the Annual Return 2018/2019. The Clerk would record the Minute References upon completion of the minutes of this meeting.

96.3. Accounting Statements 2018/2019 (Section 2 Annual Return)

The Clerk had circulated a copy of the Accounting Statements for the financial year 2018/2019 with the agenda. The Clerk reported that the Accounting Statements were a means of presenting the financial position of this Council and properly presenting its receipts and payments. The accounting statements were as follows:

Section 2	2017/2018 £	2018/2019 £	Variance (+/1) £	Detailed explanation of variance (for each reason noted monetary values to nearest £10 are included)
1 Balances Brought Forward	71,844	81,002	9,158 (+ 12.75%)	78,700 Earmarked Reserves and 2,302 precept balance carried forward
2 (+) Precept or Rates and Levies	41,788	43,500	1,712 (+ 4.10%)	Increase in precept keep low
3 (+) Total Other Receipts	15,790	38,554	22,764 (+ 144.17%)	17,000 received from Norfolk County Council for large Parish Partnership Scheme and 5,000 raised from community Events
4 (-) Staff Costs	12,359	10,920	1,439 (- 11.64%)	Clerk's travel, training and expenses reduced this year.
5 (-) Loan Interest/Capital Repayments	NIL	NIL	N/A	N/A
6 (-) All Other Payments	36,061	85,451	49,390 (+ 136.96%)	2 large projects - Parish Partnership Scheme 32,000 and Church Wall repairs 17,000
7 (=) Balances Carried Forward	81,002	66,685	14,317 (- 17.67%)	Earmarked Reserves held 63,267 with small remaining precept balance
8 Total Value of Cash & Short Term Investments	81,002	66,685	14,317 (- 17.67%)	Earmarked Reserves 63,267 and 3,418 precept balance carried forward
9 Total Fixed Assets Plus Long Terms Investments & Assets	149,535	154,628	5,093 (+ 3.40%)	New disabled access ramp to Village Hall and new Events equipment added to Asset Register
10 Total Borrowings	NIL	NIL	N/A	N/A
11 (For Local Councils Only) Disclosure note re Trust Funds (including charitable)			No	The Council, as a body corporate, acts as sole Trustee for and is responsible for managing Trust funds or assets.

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Child

That this Council approves the Accounting Statements (Section 2 Annual Return) for the financial year 2018/2019 as detailed.

All in favour

The Clerk and the Chairman, Cllr Barrett, duly signed Section 2 of the Annual Return 2018/2019. The Clerk would record the Minute References upon completion of the minutes of this meeting.

96.4. Notice of Appointment of Date for the Exercise of Electors' Rights

The Clerk had circulated a copy of the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2018/2019 with the agenda.

The Clerk reported that the Council had a duty to inform the electorate of a 30 working day period during which electors' rights may be exercised. The inspection period must include the first 10 working days of July 2019. The dates would be as follows:

The dates set for the period for the exercise of public rights are as follows:

Commencing on **Thursday, 20th June 2019**

And ending on **Wednesday, 31st July 2019**

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Child

That this Council approves the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2018/2019 as detailed.

All in favour

The Clerk would advertise the Annual Return 2018/2019 and supporting accounting documents on the website.

97. Norfolk Minerals and Waste Local Plan Review

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

The Chairman, Cllr Barrett, adjourned the meeting in order to allow a member of public to provide an update as follows:

'The next stage of the Norfolk Minerals and Waste Local Plan Review would be considered by the Norfolk County Council Cabinet at a meeting being held on Monday, 5th August 2019. At this meeting, the revised proposals will be considered and the consultation start date is to be agreed. The CATSS group had been liaising with Ms C Jeffery, Principal Planner (Minerals and Waste Policy), regarding the next stage and had sent a request asking that the six-week consultation period be extended to twelve weeks. The Parish Council was encouraged to do the same.'

'A proposed rejection template would be published on the CATSS Facebook page to aid people wishing to respond. Paper copies would also be available for those unable to access a computer. Norfolk County Council had confirmed that if responders chose to use the template and did not adjust it in any way, each response would count individually.'

The Chairman, Cllr Barrett, resumed the meeting at 7.57pm.

97.1.1. 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.

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

There were no actions for consideration.

97.2. Extraordinary Council Meeting, August/September 2019

The Chairman, Cllr Barrett, felt that it would be beneficial for the Council and its villagers to hold an extraordinary Council meeting in August/September 2019 to discuss the revised Norfolk Minerals and Waste Local Plan Review proposals.

A short discussion took place and it was felt that the Council should hold an ordinary Council meeting on Wednesday, 21st August 2019 and an extraordinary meeting on Wednesday, 4th September 2019 at which CATSS, Shouldham Parish Council and members of the public from both villages could attend.

The Clerk would amend the Council calendar and update the website.

One member of public left the Council Chamber at 8.01pm.

97.3. Extension of Consultation period

Councillors agreed for the Clerk to write to Ms C Jeffery, Principal Planner (Minerals and Waste Policy) to ask that the consultation period be extended from six weeks to twelve.

98. Updates and actions regarding ongoing matters

98.1. Open Spaces

98.1.1. Overgrown footpath from the allotments to the river

Cllr Harrison reported that a resident had raised concern with him regarding the overgrown footpath leading from the allotments to the river. Cllr Harrison had brought this up at a recent Poors Trust meeting and although the footpath was not their responsibility, they had agreed to contact the farming landowner to get the boundary vegetation cut back. It was noted that Norfolk County Council was responsible for the surface of the path only.

98.2. Allotments

The Chairman, Cllr Barrett, had declared a Personal Interest in this item.

The Chairman, Cllr Barrett, reported that Cllr Hipperson and Borough Cllr Hipperson had carried out an inspection of the allotments and the majority were found to be in excellent condition, with only minor matters pertaining to others.

Mr N Walsh, Shouldham Parish Council Chairman, and two members of public left the Council Chamber at 8.03pm.

98.3. Churchyard

98.3.1. Boundary wall repair work

Cllr Harrison reported that vegetation was growing on the wall and needed to be treated soon before it got out of hand. Cllr Bucke would look into this.

98.4. Cemetery

98.4.1. Paperwork and Topple Testing Kit

The Vice Chairman, Cllr Walsingham, reported that he had carried out an inspection of the cemetery and compared it with the spreadsheets to ensure the records were correct. There were found to be some omissions and amendments to be made and these would be done shortly. Cllr Paisley reported that the topple testing kit was being stored in the Committee Room.

98.1.1. Topple Testing training

The Clerk had contacted Swaffham Town Council for the cost of their staff member, who was qualified to carry out topple testing training, to travel to and carry out training on site. The cost including travel would be £50.00 + £10.00 VAT, which was a far cheaper price than contracting a specialised company. Councillors agreed this was cost-effective.

Proposed – Cllr Child

Seconded – Cllr Harrison

That the Council contracts a staff member of Swaffham Town Council to carry out topple testing at Marham Cemetery at a cost of £50.00 + £10.00 VAT (total £60.00).

All in favour

Chairman Signed Dated

The Clerk would arrange a mutually convenient training date with the Swaffham Town Council staff member and Cllrs Canham, Child and Walsingham.

Cllr Paisley reported that he would carry out further inspections on the headstones which had been noted in August 2017 as requiring monitoring and further inspections.

The Clerk would forward the inspection sheets from August 2017 to Cllr Paisley.

98.5. Village Hall

98.5.1. Overall development schemes

Cllr Bucke felt that three architects should be contacted and asked to submit bids to design an overall restoration scheme for the Village Hall, in anticipation of the plot of land being sold, rather than carrying out piecemeal projects. The Vice Chairman, Cllr Walsingham, suggested that one architect could be contracted to produce three varying schemes.

It was agreed to defer this item until the next meeting for further discussion.

98.5.2. Refurbishment of toilets and new disabled toilet

The Vice Chairman, Cllr Walsingham, reported that Action with Communities in Rural England (ACRE), on behalf of Department for Environment Food & Rural Affairs (DEFRA), were currently offering a Village Hall Improvement Grant fund which, if approved, would fund up to 20% of the eligible costs for a new disabled toilet.

The Vice Chairman, Cllr Walsingham, was still looking into this and would report back at the next meeting.

Cllr Harrison raised concern that the contents of the First Aid box, located in the kitchen of the Village Hall, were out of date. It was further suggested that the accident book be held with the first aid kit and not be locked away in the Committee Room. The Chairman, Cllr Barrett, would investigate the box and purchase the necessary items as an emergency expense and relocate the accident book to the kitchen.

98.5.3. Extending ladder

Cllr Harrison had obtained quotations for an extending ladder and the Clerk had circulated these with the agenda as follows:

Ladders & Access	3m-6.97m triple extension	£126.00 + £25.20 VAT (total £151.20)
Ladders & Access	2.92m-6.85m triple extension with base	£135.00 + £27.00 VAT (total £162.00)
Ladders 4 Sale	2.92m-6.85m triple extension with base	£179.99 + £36.00 VAT (total £215.99)

Councillors agreed that the ladder with the safety base, conformed to health and safety standards.

Proposed – Cllr Hipperson

Seconded – Cllr Bucke

That the Council purchases a 2.92m-6.85m triple extension ladder with base from Ladders & Access at a cost of £135.00 + £27.00 VAT (total £162.00).

All in favour

The Vice Chairman, Cllr Walsingham, would order this on the Council debit card.

98.6. Sports Pavilion, Playground and Playing Field

98.6.1. Annual Play Area Inspection Report

The Vice Chairman, Cllr Walsingham, reported that he, Cllr Canham and Cllr Harrison had attended the Coronation Playing Field on Wednesday, 22nd May 2019 to inspect the items highlighted on the annual Play Area Inspection Report. All recommendations within the report were low risk and a list had been compiled of the items requiring attention in order of priority.

The Vice Chairman, Cllr Walsingham, had investigated potential grants for play area repairs and was currently in the process of applying for a grant, which offered up to £10,000. Quotations were being sought for the individual items for repair which needed to be submitted with the grant application.

The Vice Chairman, Cllr Walsingham, would report back at the next meeting with the progress of the grant application.

98.6.2. Under 7's Football Team

The Vice Chairman, Cllr Walsingham, reported that the Marham's Lightnings' training and match games would commence on the Coronation Playing Field on Monday, 1st July 2019.

98.6.3. Static storage container on the Coronation Playing Field

The Clerk reported that due to updated regulations, planning permission may be required for the siting of a static storage container because it was being placed on a public open space. Until this had been established, approval of the purchase could not be considered. The Vice Chairman, Cllr Walsingham, would be looking into this and would report back at the next meeting.

98.6.4. FA grant bid

The Vice Chairman, Cllr Walsingham, would be looking into the details of the grant.

98.7. Council properties

98.7.1. Hire charges and agreements

The Chairman, Cllr Barrett, reported that she had met with the Booking's Officer to discuss the current hire charges of the Village Hall and car park. A copy of this was tabled and circulated at the meeting. It was noted that no standard hire charges existed for the Sports Pavilion and/or its facilities, the Coronation Playing Field or hire of Council equipment. Due to the mess left after the Fun Day it was suggested that a deposit system be introduced to hirers, which was refundable subject to the field being made good following events.

It was agreed for the Vice Chairman, Cllr Walsingham, and Cllr Shayne to investigate the hiring charges of hinterland Sports properties and facilities and open space charges and for the Chairman, Cllr Barrett, and Cllr Rix-Clark to look into other Village Hall and Council equipment hire charges and report back at the next meeting.

One member of public left the Council Chamber at 8.31pm.

98.7.2. Property Working Party

It was agreed to form a Property Working Party whereby members would carry out assessments of all Council owned assets and equipment on an annual basis and continually monitor them throughout the year. The Chairman, Cllr Barrett, Cllr Canham and Cllr Harrison were duly appointed.

The Clerk would add this Working Party to the running agenda for progress reports.

One member of public left the Council Chamber at 8.35pm.

98.7.3. Legionella Risk Assessments for the Village Hall and Sports Pavilion

The Clerk had obtained quotations for Legionella Risk Assessments to be carried out on the Village Hall and Sports Pavilion premises and these had been circulated with the agenda. Cllr Harrison had met one company on site. The costs were as follows:

Advanced Water Treatment (UK) Ltd

Risk Assessment	£195.00 + £39.00 VAT (total £234.00) per building
Sampling & Testing	£99.00 + £19.80 VAT (total £118.80) per building
Total for both buildings	£588.00 + £117.60 VAT (total £705.60)

Direct365

Risk Assessment	£266.00 + £53.20 VAT (total £319.20) per building
Sampling & Testing	£50.00 + £10.00 VAT (total £60.00) per building
Total for both buildings	£632.00 + £126.40 VAT (total £758.40)

G&A Plumbing & Gas Ltd

Did not attend site meeting and/or supply quotation.

Systematic Water Solutions Ltd

Risk Assessment	£90.00 + £18.00 VAT (total £108.00) per building
Sampling & Testing	Price not supplied
Total for both buildings	£180.00 + £36.00 VAT (total £216.00)

Cllr Harrison reported that he had researched legionella testing online and to conform with regulations, 10 water samples per site were required per annum, showers must be tested weekly and electric water heaters must never be switched off. A log book should also be held of the dates when tests were carried out. This was noted.

It was agreed that each property should have a full Risk Assessment carried out with water sampling included. Once the Risk Assessment had been carried out it would then only be necessary for the Council to have water sampling tests, which could be done by a specialist company or by someone on the Council carrying out an online training course.

Cllr Harrison confirmed that the most comprehensive and professional quotation received had been that of Advanced Water Treatment (UK) Ltd. This company had also had the courtesy of meeting Cllr Harrison and attending each site to establish the precise requirements. The quotation included recommendations, an action plan and log book.

The Clerk confirmed that a Legionella test for both properties had been budgeted for in this year's precept.

Proposed – Cllr Bucke

Seconded – Cllr Hipperson

That the Council contracts Advanced Water Treatment (UK) Ltd to carry out a full Legionella Risk Assessment and water sampling test in the Village Hall and Sports Pavilion at a cost of £588.00 + £117.60 VAT (total £705.60).

All in favour

Cllr Harrison would contact Advanced Water Treatment (UK) Ltd to confirm the contract.
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The Clerk would contact the unsuccessful companies and thank them for submitting their quotations.
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98.7.4. Council keys to properties

The Chairman, Cllr Barrett, reported that five sets of keys each for the Village Hall and Sports Pavilion were in existence. The responsible persons were the Chairman, Vice Chairman, Clerk, Booking's Officer and Cllr Harrison in his duties of the Property Working Party and grounds maintenance responsibilities. It was noted that there were so many keys, most of them were probably redundant, and that they would be checked in the future when time allowed.

98.8. Community Speed Watch

Cllr Paisley reported that 34 vehicles had been monitored travelling at 35mph and above.

98.9. SAM2

The Vice Chairman, Cllr Walsingham, had circulated the SAM2 graphs for May 2019 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership.

The camera had been located at the bus stop in The Street. 20,124 vehicles had registered on the camera of which 22.5% had been travelling at 35mph and above.

98.10. General Grounds Maintenance

Cllr Harrison reported that litter had accumulated at the rear of the Churchyard because it was not in the contract to be cut back more than 8 times per season. The current grass cutting schedule for the Churchyard was 14 x front and 8 x rear, both at £24.00 per cut.

If the Council wished to amend the contract to have the rear cut more frequently for the remainder of this year, 4 additional cuts would cost £96.00, which had obviously not been budgeted for. However, it was typical for only 12 cuts to be carried out at the front each year (saving £48.00); 14 cuts per annum were always budgeted for as worst-case scenario. The hedge cutting in the lane to the Coronation Playing Field had also been removed from the contract (saving £72.00) as the landowners had recently agreed to take this on, so the actual cost to add rear cuts would not affect the overall budget this year.

Proposed – Cllr Rix-Clark

Seconded – Cllr Child

That the Council contracts Ultimate Land & Gardens Ltd to add 4 additional rear Churchyard grass cuts in this financial year and removes the hedge cutting contract in the lane to the Coronation Playing Field.

All in favour

Cllr Harrison would inform Ultimate Land & Gardens Ltd of the revised contract.

98.11. Proposed and Seconded

98.11.1. Current arrangements

Prior to the agenda, Cllr Child had circulated a paper for discussion as follows:

1. Remove collection and initial distribution of copies from Cllr Barrett.

Cllr Barrett stood down from this and Cllr Child was duly appointed as internal coordinator for the P&S Collection and Distribution Rota.

2. Explore the possibility of distributing copies to houses on RAF Marham and investigate the cost implications of extra copies and delivery.

It was noted that local papers were delivered to The Hive at a cost of £55.00. The Vice Chairman, Cllr Walsingham, would investigate how much interest there was in the local papers to ascertain whether it would be feasible and cost effective to add a further 200 copies to the Council's existing printing expense.

3. Rationalise and increase advertising as there were currently not many adverts in the magazine.

The Clerk would forward Cllr Canham and Cllr Child the current advertising charges which had been approved by the Council in 2016.

4. Set up a prior publication notice system to all Councillors, to ensure important items were not missed from the final edit.

This was noted.

5. Improve understanding with CATSS to clarify length and content of articles.

This was noted.

One member of public left the Council Chamber at 8.58pm.

98.12. Village Events

98.12.1. Report and recommendations from the Events Working Group

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

The Vice Chairman, Cllr Walsingham, reported that the Yard Sale had raised £151.50 and the Book Sale £125.33 (£31.33 split 4 ways to the Village Hall disabled toilet fund, Norfolk Hospice, Swaffham & Litcham Home Hospice and the QE Hospital Cancer Care & Treatment Unit).

98.12.1.2. Fun Day – Sunday, 9th June 2019

The Vice Chairman, Cllr Walsingham, reported that the Fun Day had raised £1,588.54, less any expenses, less the St John Ambulance invoice which had not yet been received, less a £100.00 donation each to the King's Lynn Sea Cadets and Swaffham Air Cadets. 25% of the remaining profits would go to the Swaffham & Litcham Home Hospice, as advertised.

98.12.2. Resignation email received from non-elected members of the Events Working Group

This item had been discussed under Public Participation and there was nothing further to report.

98.12.3. Future Council events for the forthcoming year

The Vice Chairman, Cllr Walsingham, reported that a meeting of the Events Working Party would be held in the near future to consider new community events.

98.12.4. Sponsorship of litter picking equipment

Cllr Child reported that he had written to Anglian Water asking them to consider sponsoring a litter picking equipment kit for 10 people and high visibility vests. A response had not yet been received.

It was noted that the BCKL&WN had recently donated a litter picking kit to a Parish Council, as part of Central Government funding; this had been advertised in the EDP. Cllr Child would pursue this.

98.13. Community Payback

The Vice Chairman, Cllr Walsingham, reported that work was ongoing in the Sports Pavilion and the Community Payback Team would be strimming the footpath between School Lane leading to Church View on their next visit. The Vice Chairman, Cllr Walsingham, reported that materials were required to be purchased for the Community Payback Team and had been budgeted for; materials would be ordered on the Council Debit Card when required.

98.14. Consultation work of PRoW's

Cllr Rix-Clark reported that information was still being collected from local residents regarding their usage of footpaths. Once the consultation had ceased, the information would be collated and printed onto A3 pages and displayed in the Village Hall.

98.15. Website, Facebook & Twitter

98.15.1. Three current Council Facebook pages

Cllr Flatt felt that it would be more beneficial if the three Council Facebook pages were merged into one page for ease of use. Councillors agreed to shut the three sites down and create a brand new Facebook page where posts could be monitored and approved prior to going live. It was felt that the new Facebook page should be set up under one of the Council gmail accounts and that the second administrator should be the Chairman, Cllr Barrett. Cllr Flatt confirmed that she had researched other Council websites and suggested that the new Council page be named 'Marham'. This was agreed. The Twitter account would also need updating in the future.

Cllr Flatt would close the existing Facebook pages and set up a new page.

98.15.2. Website training

The Clerk reported that Norfolk ALC provided training for the website but this would be at cost to the Council. Alternatively, the Clerk could train Cllr Flatt when the workloads decreased. It was agreed for the Clerk to keep the website updated in the interim until training could be provided to Cllr Flatt.

98.15.3. Councillor and staff profiles

Prior to the agenda, Cllr Child had circulated a paper for discussion as follows:

By standing as Parish Councillors, a responsibility is accepted to try and do the best for the village and its residents. Councillors act as an interface between individuals and various public and official bodies.

To discharge that responsibility effectively, it is important that Councillors are known to the people they represent. Residents need to know that the Council is approachable and who to approach. They also need to have confidence that Councillors will do their best to represent their views and when appropriate, support their cause.

- The role of the Council needs to be clearly stated, in particular what its responsibilities are and more importantly, what it can and cannot do.
- Although individuals, Councillors need to agree and accept the majority view of the Council and work as a unified body on Council decisions.
- A list of all Council members highlighting their particular areas of responsibility needs to be advertised.
- A brief profile of each Councillor, written by them, could include a history, both personal and within their role as Councillor, interests and responsibilities within the Council and their preferred methods of contact should be advertised.
- Each profile might also include a photograph.
- The profiles could be published, perhaps on a rolling programme, of two per edition of P&S, which would enable villagers to get an updated profile of each member of the Council at least every two years.

It was agreed that two Councillor profiles being published in the P&S magazine was an excellent idea. The Chairman, Cllr Barrett, and Vice Chairman, Cllr Walsingham, would prepare their profiles for the next edition.

98.16. Local Plan Review Consultation

There was nothing to report to this meeting.

98.17. Village Matters

98.17.1. Welcome pack for new residents

Cllr Flatt suggested that a welcome pack be delivered to residents moving into the village. The pack could include a card, a copy of the P&S magazine, Council information leaflet and Councillor contact details, menus of the local food establishments, Church events, village events, etc.

Councillors agreed this was a lovely idea but noted that it would encompass some financial cost to the Council. Cllr Flatt would produce a mock pack for presentation at the next meeting and estimate the costs involved to produce a single pack.

98.17.2. Mains sewerage for the whole village

Cllr Hipperson felt that the whole village would benefit from being connected to the mains sewage system and wondered if the Council should pursue this.

Councillors noted that this had been investigated in the past and a resident survey had been carried out. However, due to the high costs involved per household, the majority of residents had declined their wish to take it up and the matter had been closed.

The Chairman, Cllr Barrett, would write to Anglian Water to enquire about the process, costing and feasibility of this and report back to the Council when these details had been established. Cllr Paisley would provide her with the contact details.

98.17.3. Fly posting

The Chairman, Cllr Barrett, reported that a written complaint had been received from a concerned resident regarding fly posting.

A discussion took place and it was agreed that any future paper advertising of Parish Council events and/or information would only be displayed in or on Council properties and noticeboards, to avoid contravening the Highways Act 1980 and the Town and Country Planning Act 1990. It was noted that this Council had no control over individuals or groups displaying posters elsewhere in the village, without having sought prior permission from the owners.

The Chairman, Cllr Barrett, would respond to the complainant accordingly.

Councillors felt that the meeting dates of the Council should be displayed on the Village Hall notice board. The Clerk would send this document to the Chairman, Cllr Barrett, for displaying.

Cllr Harrison suggested placing twelve bulletin boards around the village. The Clerk noted that these would require Licences from Highways. It was agreed to add this item to the next agenda for further discussion.

98.17.4. Parish Plan

Cllr Bucke felt that consideration be given to reviewing and updating the Parish Plan, which had been produced in 2008 and was likely to be out of date.

The Chairman, Cllr Barrett, agreed to scan the whole document and circulate it to Councillors for discussion at the next meeting.

98.17.5. Climate emergency and becoming carbon neutral by 2030

Cllr Bucke had declared a Personal Interest in this item.

Cllr Bucke felt that the Council should consider climate emergency and becoming carbon neutral by 2030.

Councillors were unsure of the details and no information was presented to the meeting. It was however agreed for the Council to consider climate emergency and work towards becoming carbon neutral by 2030.

The Clerk would investigate this in more detail and circulate information to Councillors.

99. S137 Grants and Donations policy

The Clerk reported that a S137 Grants & Donations policy had been written for the purposes of requests of S137 grants and donations and this had been circulated with the agenda.

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Rix-Clark

That the S137 Grants and Donations Policy is adopted.

All in favour

The Clerk would post the policy on the website.

100. Review and adoption of Council Policies

100.1. Press & Social Media policy

Matters relating to press and social media had already been considered throughout the meeting and there was nothing further to report to this meeting.

100.2. Child Protection policy

The Clerk had circulated the Child Protection policy with the agenda. Cllr Canham confirmed she held a valid DBS and agreed to be the Vice Designated Officer.

The Clerk would update the policy and post it on the website.

100.3. Vulnerable Persons policy

The Clerk had circulated the Vulnerable Persons policy with the agenda. Cllr Canham confirmed she held a valid DBS and agreed to be the Vice Designated Officer.

The Clerk would update the policy and post it on the website.

One member of public left the Council Chamber at 9.40pm.

101. Planning

101.1. Planning applications

101.1.1. 19/00677/F – Barn North of Cresswell Cottage, The Street – Proposed demolition of redundant farm building and replacement with single storey residential dwelling within footprint of demolished building

This application was objected to on the following grounds:

Fencing should be placed around the boundary and not hedging, as the time taken for this to grow would be too long and very intrusive for the immediate neighbouring properties. Without adequate boundary restrictions, this will lead to a degree of overlooking to the neighbouring properties and will lead to an erosion of the privacy and impact on their amenity and is therefore contrary to the provisions of advice contained within the National Planning Policy Framework for Delivering Sustainable Development.

101.2. Planning decisions

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

101.3. Late planning applications and decisions

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

102. General correspondence

102.1. For action/information

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

102.2. Late correspondence

Financial Regulations

The Chairman, Cllr Barrett, reported that a member of public had found three errors and an omission in the Financial Regulations. This had been highlighted to the Clerk today.

The Clerk would amend the Financial Regulations and add them to the next agenda for approval.

103. BCKL&WN issues

There was nothing to report to this meeting.

104. Highways matters

Cllr Harrison reported that he had telephoned the Highways Engineer, Mr A Wallace, on Tuesday, 4th June 2019 for an update on several matters as follows:

1. The resurfacing works, which had been scheduled to take place earlier in the year, had not been done due to unresolved technical problems. The £300,000 Central Government Funding for this had therefore been utilised elsewhere in West Norfolk and the resurfacing would not be taking place until further funding was received.
2. The main RAF entrance was scheduled to be resurfaced this year.
3. Due to the uneven surface at the Burnthouse Drove junction to The Street, Highways would attempt to schedule resurfacing 20m either side, to coincide with the RAF resurfacing work.
4. The Rangers would install a road name at the junction of Burnthouse Drove, as this had never been replaced.
5. One drain between the entrance to Anglian Water, The Street, and The Old Post Office, The Street, had been emptied and the cover replaced. The covers on the remaining five drains were seized and had been programmed to be opened and cleared in the future.

105. Norfolk County Council issues

105.1. Parish Partnership Scheme 2019/2020

Cllr Harrison confirmed that he had enquired with Mr Wallace whether consideration could be given to carrying out work on the corner of the Church footpath at the far end. This would involve the existing surface being scraped off and asphalt plantings being laid to create two parking spaces.

Mr Wallace confirmed that he could look at this nearer to the start of the project but was unable to provide a start date due to the person responsible for the work currently being on leave due to a bereavement. The area was 7m x 5m (35m²).

105.2. Parish Partnership Scheme 2020/2021 – Bids to be submitted by Friday, 6th December 2019

Cllr Harrison suggested that a trod be continued at Lion Farm to join the existing completed trods.

Councillors were asked to consider any other highway schemes for 2020/2021 and report to Council with their suggestions.

106. Matters to report to the Clerk

There were no matters to report to the Clerk.

107. Items for the next agenda

There were no further items for the next agenda.

108. 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 July 2019 at 7.15pm in the Village Hall.

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

Proposed – Chairman, Cllr Barrett

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 members of public left the Council Chamber at 10.10pm.

The Chairman, Cllr Barrett, adjourned the meeting at 10.10pm for an interim break and resumed the meeting at 10.17pm.

109.1. Village Hall

109.1.1. Update on the sale of land

See Confidential Report.

109.1.2. Land Registry documents

See Confidential Report.

109.2. Clerk's Employment

See Confidential Report.

109.3. Bookings Officer's Contract

Cllr Flatt had declared a Personal/Pecuniary Interest in this item.

See Confidential Report.

The Chairman, Cllr Barrett, closed confidentiality and resumed the meeting at 10.25pm.

The Chairman thanked everyone for attending and closed the meeting at 10.25pm.