

Marham Parish Council

Minutes of the Council Meeting held Wednesday, 24th July 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 S Wilson-Low (from Item 114.1)
	Borough Councillor	Cllr G Hipperson (during Item 115.5)
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	14

110. Apologies for absence

Apologies for absence had been received from Cllr E Rix-Clark (personal commitment), County Cllr G Middleton (prior engagement) and Borough Cllr M Howland (prior meeting).

111. Declarations of interest and requests for dispensation

Cllr Barrett declared a Pecuniary Interest in Village Hall and Sports Pavilion Emergency Purchases, Item 115.2, and Bills for Payment, Item 115.3, as these related to direct financial imbursements to her.

The Chairman, Cllr Barrett, declared a Personal Interest in Allotments, Item 120.2, as she was a current tenant on the allotment site.

Cllr Flatt declared a Pecuniary Interest in the Bookings Officer's contract, Item 130.3, as she was the wife of the contractor.

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

112. Approval of the minutes of the Parish Council meeting

Cllr Bucke advised that a statement under Item 109, Exclusion of Press & Public, had been omitted. The Chairman, Cllr Barrett, would confirm the wording with Cllr Bucke and add it to the minutes of the meeting.

The Clerk advised Cllr Bucke that minutes should not be typed verbatim but Cllr Bucke wished the statement to be added.

Proposed – Cllr Canham

Seconded – Cllr Flatt

That the minutes of the Council Meeting held on Wednesday, 19th June 2019 (items 91-109) are approved and signed as a true and accurate record with the addition of a statement approved by Cllr Bucke.

All in favour

The Chairman, Cllr Barrett, duly signed and dated the minutes of the meeting and would initial the additional statement when it had been confirmed.

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

There was nothing to report to this meeting.

114. Applications for Casual Vacancy and Co-option for the position of Councillor

The Clerk reported that two people had submitted an application for the position of Councillor; Mr C Heather and Ms Sandra Wilson-Low. Each were invited to give a few words in support of their applications.

Prior to the meeting the Clerk had circulated to all Councillors the rules of voting. At the meeting each Councillor was provided with a set of voting papers and summary of the rules for the Co-option of Councillor. Councillors were asked to nominate one candidate by recording their vote on the first voting paper provided. The Clerk collected the voting papers and counted the votes. The results were 5, 4 and the Clerk confirmed that a majority vote had been made.

Proposed – Cllr Canham

Seconded – Cllr Harrison

That Ms Sandra Wilson-Low is co-opted as Parish Councillor to Marham Parish Council.

For – 5

Against – 4

Abstentions – 0

All in favour

In the presence of the Council and in accordance with legislation of the Local Government Act 1972, Section 83, Cllr Sandra Wilson-Low duly signed her Declaration of Acceptance of Office.

114.1. Dispensation

In order to participate and vote on matters at this meeting and under the provisions of the Localism Act 2011, Sections 31-33, Cllr Wilson-Low duly signed her Dispensation Request and this was put to the Council.

Proposed – Cllr Canham

Seconded – Cllr Harrison

That Cllr Wilson-Low is granted a dispensation until the end of her term in May 2023, or resignation, whichever is the sooner, to enable her to take part in Council business where this would otherwise be prohibited because she has a Disclosable Pecuniary Interest.

All in favour

The Clerk advised Cllr Wilson-Low that her Declarations of Interest did not have to be completed at this meeting but should be returned to the Clerk within 28 days from appointment to office in order that it could then be sent to the Democratic Officer at BCKL&WN for signature and retention. The register is maintained under section 81(1) of the Local Government Act 2000.

PUBLIC OPEN FORUM

The Chairman, Cllr Barrett, adjourned the meeting at 7.25pm.

Reports

County Councillor

County Cllr Middleton was not present at the meeting but had submitted a written report as follows: *‘Essentially Sil02 is now removed from the Norfolk Waste & Minerals Review and the AOS has been reduced in size. From now, I will write to Cabinet Members on my thoughts and suggestions regarding AOS in that it should be removed. I think they will take my comments on board but continue to put it out to consultation, see what comes back from consultees, then make a decision. I put many questions to the officers, in public, last week at the Committee meeting and am considering putting these forward again to Cabinet but I may not be able to attend myself. I also put forward strong concerns over the 250-metre radius and have urged them to reconsider this and to extend for the reasons already debated.’*

Borough Councillors

Borough Cllr Hipperson and Borough Cllr Howland were not present at the meeting. Borough Cllr Howland had circulated a report to all Councillors prior to the meeting and had begged to move his report.

RAF Marham

WO Spark reported that the RAF Marham Friends & Families Day was taking place Thursday, 25th July 2019. The day was set to be the hottest on record (39 degrees). The Village Run would not be taking place due to the heat; the next one was scheduled for Thursday, 8th August 2019. On Monday, 29th July 2019, the current Station Commander, Group Captain Ian Townsend, would be leaving the Station and Group Captain Jim Beck would be taking over the role. A pop-up cinema to help raise funds would be showing the film, 'Fisherman's Friends', on Tuesday, 13th August 2019. The oak bench, to replace the rotten one at the junction of Villebois Road and The Street, had been completed and would be presented to the Council shortly by the new Station Commander.

WO Spark left the meeting at 7.37pm.

One member of public left the Council Chamber at 7.38pm.

Public Participation

One member of public advised that Marham Friends, in conjunction with the Bowls Club, would be hosting the Fun Day next year. It was noted that Marham Friends needed to submit a request to the Parish Council to hold the event on the Coronation Playing Field.

Another member of public advised that Norfolk County Council Highways had confirmed two years ago that the footpaths in the village would be resurfaced but had still not been done. The Chairman, Cllr Barrett, would investigate this.

It was further reported that the coping stones in Dobbins Lane were loose. Cllr Harrison would investigate this.

Another member of public raised concern that safety netting and a spike had been placed around the picnic table in the children's play area and was dangerous. The Vice Chairman, Cllr Walsingham, confirmed that the netting had been secured with tie wraps and the stake had been removed.

The same member of public advised that the website had not been fully updated since the Elections, and some information was out of date. The Clerk would deal with this.

Another member of public reported that the verges adjacent to Homeleigh, The Street, had been cut but looked untidy where the telegraph pole stood. Cllr Harrison confirmed this area was the responsibility of the landowner. The Clerk would send a letter asking them to clear it.

A further member of public advised that two former Councillors still had access to the Council's bank accounts. The Chairman, Cllr Barrett, confirmed that Barclays were in the process of removing them.

Another member of public felt that it would be beneficial if the Council worked with Marham Friends. This was noted.

Due to disorder from the public gallery, the Chairman suspended the meeting at 7.50pm and resumed it at 7.55pm.

115. Finance

115.1. Bank Reconciliation

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

115.2. Village Hall and Sports Pavilion Emergency Purchases

Cllr Barrett had declared a Pecuniary Interest in this item.

The Clerk reported that the Chairman, Cllr Barrett, had purchased a first aid kit from Boots UK Ltd for the Village Hall and for the Sports Pavilion at a cost of £16.66 + £3.33 VAT each, as the existing kits had been out of date, and two sets of defibrillator pads from Medisave (UK) Ltd at a cost of £74.77 + £14.96 VAT, as the existing pads had expired. The total expenditure for these items was £108.09 + £21.62 VAT.

Proposed – Cllr Child

Seconded – Cllr Harrison

That Cllr Barrett is reimbursed £129.71 for the emergency purchase of two first aid kits from Boots UK Ltd at a cost of £33.32 + £6.66 VAT (total £39.98) for the Village Hall and Sports Pavilion and two sets of defibrillator pads from Medisave (UK) Ltd at a cost of £74.77 + £14.96 (total £89.73).

For – 9

Against – 0

Abstentions – 1 (Declared Interest)

115.3. Pre-authorised payments, receipts and pending disbursements

Cllr Barrett 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 £
20.06.2019	Allotment Rent	Plot 2	100521	0.00	0.00	0.00	25.44
20.06.2019	Village Hall / Sports Pavilion	Lettings May-Jun 19	100522	0.00	0.00	0.00	194.00
22.06.2019	Fun Day Event	Proceeds	Misc	0.00	0.00	0.00	5.00
22.06.2019	Ladders and Access Ltd	Village Hall Extension Ladder	Debit Card	135.00	27.00	162.00	0.00
22.06.2019	Amazon EU SARL	Paint Community Payback	Debit Card	13.12	2.63	15.75	0.00
22.06.2019	Amazon EU SARL	Materials Community Payback	Debit Card	9.35	1.87	11.22	0.00
22.06.2019	JDS Building LTD	Stain Community Payback	Debit Card	7.48	1.49	8.97	0.00
24.06.2019	Info Commissioner's Office	Data Protection Registration	DD	35.00	0.00	35.00	0.00
28.06.2019	Bookings & Caretaking Officer	Contract June 2019	BACS	270.00	0.00	270.00	0.00
28.06.2019	Clerk	Salary June 2019	BACS	690.98	0.00	690.98	0.00
28.06.2019	HMRC	Employer PAYE/NI June 2019	BACS	221.71	0.00	221.71	0.00
08.07.2019	CPRE	One year's membership	Debit Card	36.00	0.00	36.00	0.00
10.07.2019	HMRC	VAT Repayment 3/3 2018-2019	BACS	0.00	0.00	0.00	707.55
12.07.2019	E-On	Street Lighting June 2019	DD	70.90	3.55	74.45	0.00
15.07.2019	OVO Energy	Electric Village Hall June 2019	DD	350.48	17.52	368.00	0.00
To be paid	Swaffham & Litcham Hospice	Book Sale/Fun Day proceeds	BACS	32.58	0.00	32.58	0.00
To be paid	Norfolk Hospice Tapping House	Book Sale Event proceeds	BACS	31.33	0.00	31.33	0.00
To be paid	QE Macmillan Cancer Centre	Book Sale Event proceeds	BACS	31.33	0.00	31.33	0.00
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance June	BACS	572.00	114.40	686.40	0.00
To be paid	Ultimate Land & Gardens Ltd	Part hedge cut June 2019	BACS	38.00	7.60	45.60	0.00
To be paid	Clerk (SJS Engraving - Ebay)	Cllr badge (P&P split Wat PC)	BACS	1.52	0.00	1.52	0.00
To be paid	East of Ouse, Polver, & Nar IDB	Drainage Rates Playing Field	BACS	29.15	0.00	29.15	0.00
To be paid	LAS Partnership	Internal Audit	BACS	250.00	0.00	250.00	0.00
To be paid	Veolia	Waste Collect Cemetery June	BACS	31.40	6.28	37.68	0.00
To be paid	BCKL&WN	P&S Magazine Printing	BACS	122.65	0.00	122.65	0.00
To be paid	Cllr I Barrett (Boots UK Ltd)	First Aid Kit x 2 V Hall & Pavilion	BACS	33.32	6.66	39.98	0.00
To be paid	Cllr I Barrett (Medisave Ltd)	Defibrillator pads x 2 sets	BACS	74.77	14.96	89.73	0.00
To be paid	Advanced Water Treatment Ltd	Legionella Risk Assess VH & SP	BACS	390.00	78.00	468.00	0.00
To be paid	BCKL&WN	Election Recharge Costs	BACS	1662.40	0.00	1662.40	0.00
To be paid	Signcast (Yester Home Ltd)	Blue Plaque Constance Baker	BACS	258.33	51.67	310.00	0.00

Chairman Signed Dated

Late Bills / Receipts (Received after Agenda advertised)							
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance July	BACS	779.00	155.80	934.80	0.00
To be paid	Cllr I Barrett	Chair's Allowance June 2019	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Expenses June 2019	BACS	18.10	0.00	18.10	0.00
To be paid	Cllr I Barrett	Chair's Allowance July 2019	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Expenses July 2019	BACS	26.20	0.00	26.20	0.00
Totals				6252.70	489.43	6742.13	931.99

Proposed – Cllr Child

Seconded – Cllr Harrison

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

For – 9

Against – 0

Abstentions – 1 (Declared Interest)

115.4. Norfolk ALC Being an Effective Councillor Course 9th September 2019

Cllr Canham had expressed an interest in attending a one-day intensive Norfolk ALC course, Being an Effective Councillor. It was agreed for Cllr Canham to attend the course on Monday, 9th September 2019 in Wereham Village Hall from 9.30am – 3.30pm and reclaim any travel expenses incurred.

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Child

That Cllr Canham attends the Norfolk ALC Being an Effective Councillor course on Monday, 9th September 2019 in Wereham Village Hall at a cost of £60.00 + £12.00 VAT (total £72.00) and reclaims the travel expenses incurred following the event.

All in favour

The Clerk would book this with Norfolk ALC.

It was felt that it would be beneficial for Cllr Wilson-Low to attend this course as well and share the travel costs. The Clerk confirmed that it could not be formally approved until the next Council meeting and would be added to the agenda.

The Clerk would provisionally book a place on the course for Cllr Wilson-Low.

115.5. BCKL&WN Planning Update Session 25th September 2019

Cllr Wilson-Low agreed to attend the BCKL&WN Planning Update session on Wednesday, 25th September 2019 at the 6.00pm session in King's Lynn Town Hall and reclaim any travel expenses incurred.

Proposed – Cllr Canham

Seconded – Cllr Flatt

That Cllr Wilson-Low attends the BCKL&WN Planning Update session on Wednesday, 25th September 2019 in King's Lynn Town Hall and reclaims the travel expenses incurred following the event.

All in favour

The Clerk would book this with the BCKL&WN.

Borough Cllr Hipperson arrived at the meeting at 8.01pm. He confirmed he had nothing to report to the meeting.

115.6. Financial checks for Councillors and staff dealing with money

Cllr Bucke had sent information to the Clerk regarding financial checks and this had been circulated to all Councillors with the agenda.

The costs for a basic Disclosure & Barring Service (DBS) check was £26.00, an enhanced DBS check £44.00 from the Government website and £10.00 for a financial check from TrustOnline.

The Clerk reported that she would be in favour of the Clerk having a financial check but was against Members having it done.

A short discussion took place and Councillors felt the Clerk and Members of the Finance Working Party (Cllr Barrett, Cllr Bucke, Cllr Paisley, Cllr Walsingham and the Clerk) should all have financial checks carried out. The Clerk reported that due to the costs involved, she would be minuting her rejection of the Councillors having this done.

Proposed – Cllr Bucke

Seconded – Cllr Child

That a financial check is carried out for Cllr Barrett, Cllr Bucke, Cllr Paisley, Cllr Walsingham and the Clerk from TrustOnline at a cost of £10.00 per person (total £50.00) and that any future Members joining the Finance Panel should also have this carried out.

All in favour

The Clerk would order these online.

116. Requests for S137 Grants/Donations

116.1. Norfolk Accident Rescue Service (NARS)

The Clerk reported that an application form had been completed and received from the Norfolk Accident Rescue Service (NARS) seeking financial assistance towards their CPR and AED Training Programme.

Councillors felt that although NARS was not a charity located in the village, it had provided essential first aid and AED training for residents in 2018 free of charge and was an invaluable charity to Norfolk.

The Clerk confirmed that the S137 budget was currently £100.00.

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Bucke

That £50.00 is granted under S137 to Norfolk Accident Rescue Service (NARS) to help towards their fundraising for a CPR and AED Training Programme.

All in favour

The Clerk would issue a letter and complete a BACS payment to Norfolk Accident Rescue Service for £50.00.

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

117. Norfolk Minerals and Waste Local Plan Review

The Chairman, Cllr Barrett, adjourned the meeting at 8.11pm in order to allow a member of public to provide an update.

A member of the Campaigners Against Two Silica Sites (CATSS) group reported that the draft proposals for the Norfolk Minerals and Waste Local Plan Review were being ratified by the Norfolk County Council Cabinet on Tuesday, 27th July 2019. In light of the recent information received regarding SIL02, it was hoped that Marham Parish Council would be continuing to support Shouldham.

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

The Chairman, Cllr Barrett, confirmed that an extraordinary Council meeting was being held on Wednesday, 4th September 2019 with a main agenda item, this being to discuss and consider the recommendations made by Cabinet at their meeting due on Monday, 5th August 2019. Residents from both villages were welcome to attend and Members of Shouldham Parish Council had already been invited.

It was unknown exactly where the 5m exclusion zone was; the Chairman, Cllr Barrett, would investigate this with County Cllr Middleton.

Two members of public left the Council Chamber at 8.16pm.

118. Property Working Party Report, Recommendations and Financial Requests

118.1. Inspection of Council properties, assets and equipment

Cllr Harrison reported that the topple testing equipment had been located but was unsuitable in its present form; the 6ft stakes needed to be cut down to 2ft. This would be dealt with. Iron stakes and orange safety fencing had also been located.

The Clerk reported that the Vice Chairman, Cllr Walsingham, Cllr Canham and Cllr Child would be undergoing topple testing training from Swaffham Town Council within the next two months. A mutually convenient date was still to be arranged.

118.1.1. Vandalism, criminal damage and other antisocial behaviour to various Council owned properties and assets

Cllr Harrison reported that there had been a spate of vandalism, criminal damage and other antisocial behaviour to various Council owned properties and assets over the past few weeks. These had been reported to the police and a crime number obtained. The damage had been as follows:

- Picnic table in the children’s play area – leg deliberately broken causing the whole table to be completely unstable and unsafe.
- Sports Pavilion notice board – items rammed into the key locks and damaged beyond repair.
- Internal wall in the Village Hall – huge hole kicked in near the kitchen area.
- Toilet roll holder in the Village Hall men’s toilets – ripped from the wall and wedged behind a toilet.
- Exterior Village Hall security light – PIR sensor broken.
- Internal security chain in the Village Hall kitchen – broken beyond repair.
- Sports Pavilion door – locks removed and door kicked in.
- Millennium memorial bench (in memory of Michael Gray, former Councillor) – damaged.

In addition to these items, other non-Council related matters had also occurred as follows:

- One of the 5-a-side football post had been stolen (cost estimated to be £100.00-£500.00). The Football Club had been advised to report this to the police.
- The speed sign in School Lane had been changed to 80 from 30. The Bookings Officer Contractor had attempted to make this good again.

Quotations had been sought for repairs and replacements to the Council owned items and these had been circulated with the agenda. The total damage cost was £1,379.90, excluding labour costs.

A long discussion took place and due to the high costs involved the following actions were agreed:

- picnic table – repair the damage.
- Sports Pavilion notice board – remove and do not replace.
- Internal wall in the Village Hall – repair the damage.
- Toilet roll holder in the Village Hall men’s toilets – repair the damage.
- Exterior Village Hall security light – replace with a new one.
- Internal security chain in the Village Hall kitchen – remove and do not replace.
- Sports Pavilion door locks and door – replace the locks but not the door.
- Millennium memorial bench – replace with a new recycled plastic bench, retain the plaque from the current bench and fix to the new bench.

Two members of public left the Council Chamber at 8.40pm.

Cllr Harrison confirmed that he would be prepared to carry out all the necessary repairs as detailed above without the need for the Council having to contract someone to do them. The Council gave him a vote of thanks as this would be saving the Council a huge amount of money.

Quotations for a 4ft bench were as follows:

Ebay	Wooden	£154.13 + £30.82 VAT (total £184.95)
Robert Dyas	Wooden	£149.99 + £30.00 VAT (total £179.99)
NBB	Recycled Plastic Captain’s Seat	£175.00 + £35.00 VAT (total £210.00)
TDP	Recycled Plastic	£267.80 + £53.56 VAT (total £321.36)

Proposed – Cllr Flatt

Seconded – Cllr Canham

That the damaged Millennium memorial bench is removed and replaced with a recycled plastic bench from TDP at a cost of £267.80 + £53.56 VAT (total £321.36) and that the current memorial plaque is removed and fixed to the new seat.

All in favour

Proposed – Chairman, Cllr Barrett

Seconded – Cllr Paisley

That replacement parts and materials to repair damaged items are purchased from B&Q up to a maximum of £100.00.

All in favour

118.1.2. Asset Register

Cllr Harrison reported that he and Cllr Rix-Clark had spent a whole day inspecting all properties and assets and equipment stored at the Village Hall and Sports Pavilion against the items on the Asset Register. Amendments, disposals and additions to the register had been made and these had been circulated to all Councillors with the agenda.

The Clerk would hold a meeting with the Property Working Party to go through the items in detail.

118.2. Control of property keys

Cllr Harrison reported that the Sports Pavilion doors had originally been fitted with master key locks but the Village Hall had not. However, the cylinders on the Pavilion doors needed to be replaced because they had been stolen.

Estimates had been obtained as follows:

Lockshop Direct	£318.05 + £63.61 VAT (total £381.66)
Magpie Security	£509.21 + £101.84 VAT (total £611.05)
Surelock Security	£259.95 + £51.99 VAT (total £311.94)

Proposed – Cllr Child

Seconded – Cllr Bucke

That the Council replaces the exterior door locks on the Village Hall and Sports Pavilion with a master key system and purchases these from Surelock Security at a cost of £259.95 + £51.99 VAT (total £311.94).

All in favour

One member of public left the Council Chamber at 9.05pm.

118.3. Legionella Risk Assessments

Cllr Bucke enquired why the Council had had Legionella Risk Assessments carried out as he didn't feel this was a legal requirement. The Clerk reported that when she and former Cllr Colin Heather had attended a Health & Safety course a couple of years ago, it had been stressed on that course that legionella risk assessments were a legal requirement for commercial buildings.

Cllr Harrison reported that the Risk Assessments had shown that urgent work was required in the Village Hall and Sports Pavilion to ensure the potential risks of legionella were eradicated. A full breakdown report had been completed by Cllr Harrison and quotations sought detailing the costs required to repair and replace parts and install new water heaters. All documents had been circulated to Councillors with the agenda.

Three quotations had been sought for every part required and would be filed with the final invoice for transparency. The cheapest combined quotation for all parts had been that of B&Q costing £356.70 + £71.34 VAT (total £428.04).

The total cost for 7 water heaters from PlumbNation (3 x Village Hall and 4 x Sports Pavilion) would be £252.95 + £50.59 VAT (total £303.54).

Proposed – Cllr Paisley

Seconded – Chairman, Cllr Barrett

That the Council purchases parts required from B&Q at a cost of £356.70 + £71.34 VAT (total £428.04) for repairs to be made to the Village Hall and Sports Pavilion and purchases seven water heaters from PlumbNation Ltd at a cost of £252.95 + £50.59 VAT (total £303.54) to satisfy the requirements detailed within the Legionella Risk Assessments and that an additional contingency fund of £103.75 is authorised to spend in the case that further parts are required to be purchased urgently.

All in favour

Cllr Harrison and the Vice Chairman, Cllr Walsingham, would travel to B&Q and purchase the items with the Council Debit Card.

The Clerk would purchase the water heaters on the Council debit card and have them delivered to Cllr Harrison's address.

Cllr Harrison reported that an electrician and plumber would be required to sign off all the work when it had been completed. Quotations for these contractors would be sought in the future.

The Clerk thanked Cllr Harrison for the huge amount of time he had spent meeting the Legionella companies on site, preparing detailed reports and obtaining quotations for this project.

Cllr Harrison noted that he had used a large amount of ink cartridges and paper for the Council work. The Clerk agreed to order these items under the stationery budget, as although Councillors could not be reimbursed for any work undertaken, they should not be out of pocket for expenses incurred.

Cllr Harrison reported that two members of the Council would need to be trained as legionella checkers. The online course was £30.00 + £6.00 VAT per person and was RoSPA and CPD certified. It was agreed for the Bookings Officer Contractor to be the main checker and that the deputy checker should be a Councillor.

Proposed – Chairman, Cllr Barrett

Seconded – Cllr Harrison

That the Bookings Officer Contractor and a Councillor, to be confirmed, carries out the online Legionella training course at a cost of £30.00 + £6.00 VAT (total £36.00 x 2).

All in favour

118.4. Council assets and equipment for repair/monitoring

118.4.1. Millennium Memorial Bench quotations

This item had been discussed and considered under Item 118.1.1.

118.4.2. PAT Testing

The Clerk had circulated quotations for PAT testing to all Councillors with the agenda. It was agreed to defer this item until the next meeting.

118.4.3. Bulletin boards

There was nothing to report to this meeting. It was agreed to remove this item from the agenda until further notice.

119. Events Working Party Report, Recommendations and Financial Requests

119.1. Blue Memorial Plaque, Constance Baker, and unveiling event

The Chairman, Cllr Barrett, had circulated the wording for the Blue Memorial Plaque for Constance Baker as follows:

Constance Baker

Née Kettering

'Mother of the Wounded'

Attended school here

Born 21 June 1868 – Marham

Died 28 August 1929

Marham Parish Council

Councillors approved the wording. The Clerk would inform the company accordingly.

The Chairman, Cllr Barrett, reported that preparations had commenced to hold an unveiling event at the Village Hall on Saturday, 21st September 2019, at 2.30pm. The VIP guests, Mr Warner, great grandson of Constance Baker, and the Mayor and Mayoress of the BCKL&WN, Cllr Geoffrey and Mrs Rose Hipperson had confirmed the date. The Cherry Tree Academy school children would be attending to present their exhibition and other various guests would be invited. Formal invitations would be sent shortly.

Cllr Flatt would be making sandwiches and buffet style food, Cllr Canham would prepare cakes for the event, and other light refreshments would be purchased. A local resident had agreed to make a celebration cake for a nominal charge.

Proposed – Cllr Bucke

Seconded – Cllr Child

That the Council agrees to spend up to a maximum of £100.00 for the Constance Baker Blue Plaque Unveiling Event being held on Saturday, 21st September 2019.

All in favour

119.2. Anglian Water's sponsorship of litter picking equipment

Cllr Child reported that Anglian Water had agreed to purchase two volunteer combi kits which comprised in total:

- 10 adult litter pickers
- 10 child litter pickers
- 10 bin hoops
- 10 pairs adult gloves
- 10 pairs children gloves
- 4 large kit bags
- 2 group tidy up kits – Streetmaster Pro

It was agreed for Cllr Child to arrange a community litter picking event for Saturday, 7th September 2019.

119.3. Hire charges for properties and equipment

Councillors agreed for the current property hire charges to remain.

A short discussion took place regarding the costs of hiring equipment, the Coronation Playing Field and Sports Pavilion. Councillors felt that as the Coronation Playing Field and Sports Pavilion had been left in a poor state following the Fun Day this year, which included human excrement and toilet paper being left on the field by one stall holder, a charge should be made or a substantial refundable deposit paid.

Cllr Paisley reported that the Council did not own the Coronation Playing Field and could therefore not charge people to use it. Cllr Harrison was curious to know why this had never been raised in the past but agreed to investigate the ownership of the field.

Cllr Harrison noted that any additional grass cutting fees for events should be charged to the hirers and not be borne by the Council. All Councillors were in agreement to this.

119.4. Future events of the Council

Cllr Canham reported that a Christmas afternoon party was planned to take place on Saturday, 30th November 2019, with a view to having a Bingo event in the evening. The afternoon party had been estimated to cost £100.00 based on 50 children attending. The Bingo event was estimated to raise £300.00 which would recompense the party expenses and raise a little income for the Village Hall.

Other potential events would be a Valentine's Mr & Mrs Show on Friday, 14th February 2020, a Village Hall spring clean and painting party in March/April 2020, a music weekend in May 2020 and a Medieval night in September 2020.

The Vice Chairman, Cllr Walsingham, and Cllr Hipperson, as members of Marham Friends, agreed to coordinate these events between each party.

The Vice Chairman, Cllr Walsingham, declared a Personal Item in this item as he was a member of Marham Friends. There were no other declarations of interest.

Proposed – Cllr Child

Seconded – Cllr Wilson-Low

That the Council agrees to formally approach Marham Friends in writing to work in a collaborative way.

For – 5

Against – 3

Abstentions – 1 (Declared Interest)

Cllr Wilson-Low agreed to write the letter and act as the coordinator between the Council and Marham Friends.

120. Updates and actions regarding ongoing matters

120.1. Better Broadband for Norfolk

Cllr Flatt reported that Openreach had confirmed that the migration to cabinet 15 would shortly be completed for customers using fibre broadband. Cllr Flatt was given a vote of thanks for the work she had done on this.

120.2. Allotments

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

There was nothing to report to this meeting.

120.3. Churchyard

120.3.1. Boundary wall repair work

Cllr Bucke reported that he had cleared the ivy from the Churchyard wall but this had caused it to fall down.

Cllr Bucke requested that the Clerk write to the owners of Belmont, The Street, whose rear garden shared the boundary Churchyard wall, for permission to access the wall via their garden over the next twelve months in order that restoration work could be carried out. The Clerk would write to the owners accordingly.

120.4. Cemetery

120.4.1. Paperwork and Topple Testing Kit

The Clerk reported that the topple testing paperwork which detailed headstones not requiring any monitoring had been located but the headstones requiring further attention had not. Cllr Paisley would locate the documents.

120.5. Village Hall

120.5.1. Overall development schemes

Cllr Harrison reported that he would be meeting an architect on Monday, 29th July 2019 to discuss and consider an overall restoration scheme for the Village Hall, rather than carrying out piecemeal projects. Cllr Harrison would report back at the meeting.

120.5.2. Grants for disabled toilet

The Vice Chairman, Cllr Walsingham, reported that no grants for a disabled toilet had been investigated. In view of the architect work, it was agreed to remove this item from the agenda until a scheme had been approved.

120.6. Sports Pavilion, Playground and Playing Field

120.6.1. Grants for play area

The Vice Chairman, Cllr Walsingham, reported that a quotation from Fenland Leisure Products Ltd had been sought for wet pour and ranged from £7,164 for basic repairs to £17,133 for the whole surface. Other quotations had been in the region of £1,500 - £4,500 respectively. These quotations were being sought in preparation for a grant bid.

120.6.2. Annual Play Area Inspection Report

There was nothing to report to this meeting.

120.6.3. Under 7's Football Team

120.6.3.1. Static storage container on the Coronation Playing Field

This item would be deferred until the next meeting.

120.6.3.2. FA grant bid

As a former Councillor had originally been dealing with this matter, it was agreed to remove this item from the agenda.

120.7. Community Speed Watch

Cllr Paisley reported that 52 vehicles had been monitored travelling at 35mph and above.

120.8. SAM2

The Vice Chairman, Cllr Walsingham, had circulated the SAM2 graphs for June 2019 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. The camera had been located at the Trinity Church Northbound. 21,680 vehicles had registered on the camera of which 24.6% had been travelling at 35mph and above.

120.9. General Grounds Maintenance

There was nothing to report to this meeting.

120.10. Proposed and Seconded

120.10.1. Current arrangements

Prior to the agenda, Cllr Child had circulated a paper for discussion. This item would be deferred until the October meeting.

120.11. Community Payback

The Chairman, Cllr Barrett, reported that the Community Payback Team had cleared the footpath between Daylin and Tudor Cottage, School Lane leading to Church View. This had been their last job in the village and no further sessions were scheduled for 2019. The Clerk would remove this item from the agenda.

120.12. Consultation work of PRow's

There was nothing to report to this meeting.

120.13. Website, Facebook & Twitter

Cllr Flatt reported that the new Council Facebook page had been set up. When time allowed, the Clerk would be training Cllr Flatt on the website. The Twitter account was still being used but it was unknown who had access as the Clerk did not have the password; Cllr Bucke confirmed that he had the password and was using the account.

120.14. Village Matters

120.14.1. Mock welcome pack

Cllr Flatt reported that she was still preparing a mock welcome pack for Councillors to view. This would be available at the next meeting.

120.14.2. Anglian Water mains sewerage

This item would be deferred until the next meeting.

120.14.3. Parish Plan review

This item would be deferred until the next meeting.

120.14.4. NALC/Woodland Trust Partnership Tree Charter

The Clerk had circulated details of the Tree Charter with the agenda. In Cllr Rix-Clark's absence, this item would be deferred until the next meeting.

121. Review and adoption of Council Policy

121.1. Financial Regulations

The Clerk reported that a member of public had highlighted typing errors in the Financial Regulations (Page 7, Item 5.5, Page 8, Items 5.5(a) and 5.6) and that a Charities section was missing from the document. The Clerk confirmed that the Charities section had been omitted from the Financial Regulations because this Council was not a sole managing trustee of a charitable body. Councillors agreed to amend the errors and not add the Charities section in the document.

Proposed – Cllr Paisley

Seconded – Cllr Child

That the Financial Regulations are amended as detailed above and adopted.

All in favour

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

122. Planning

122.1. Planning applications

122.1.1. 18/02024/F – Pizza Takeaway, The Street – Amended application

There were no objections to the amended plans.

122.1.2. 19/01137/F – Squirrels Leap, Squires Hill – Demolition of small storage area.

Proposed extensions to front and side of property forming additional accommodation, car port and garage

There were no objections.

122.2. Planning decisions

122.2.1. 19/00755/LDP – Abbey House, The Street – Application for a Lawful Development Certificate for a proposed natural swimming pond in garden

Not Lawful (Delegated Decision).

122.3. Late planning applications and decisions

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

123. General correspondence

123.1. For action/information

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

123.2. Late correspondence

There was no late correspondence for action/information.

124. BCKL&WN issues

There was nothing to report to this meeting.

125. Highways matters

Councillors raised concern that there were a number of residential properties with overgrown boundary hedging/vegetation which was impeding pedestrian access on footpaths and/or obstructing vehicular vision on roads.

The Clerk reported that she would write a generic letter and sent this to all Councillors so that if any offending properties were observed, the letter could simply be printed and posted to the proprietors immediately.

126. Norfolk County Council issues

126.1. Parish Partnership Scheme 2019/2020

There was nothing to report to this meeting.

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

There was nothing to report to this meeting.

127. Matters to report to the Clerk

There were no matters to report to the Clerk.

128. Items for the next agenda

Cllr Canham asked for dog fouling issues and signage to be placed on the next agenda.

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

The next meeting of the Parish Council would be held on Wednesday, 21st August 2019 at 7.15pm in the Village Hall.

As this meeting was to be held during the Clerk's annual leave, a Locum Clerk would be sought.

130. 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

Borough Cllr Hipperson and the remaining members of public left the Council Chamber at 10.16pm.

130.1. Village Hall

130.1.1. Update on the sale of land

See Confidential Report.

130.1.2. Land Registry Title Deeds and Plans

See Confidential Report.

Proposed – Cllr Paisley

Seconded – Vice Chairman, Cllr Walsingham

That the Council approves the plans received from Hayes & Storr Solicitors in preparation of the Contract documentation being sent to the buyer's Solicitors and that covenants be put into the Transfer Deed for no nuisance or annoyance, only using the property as a single private dwelling and that no alterations or additions take place without prior consent from the Council.

All in favour

The Clerk would contact Hayes & Storr Solicitors accordingly.

130.2. Clerk's Employment

130.2.1. Hours in credit

See Confidential Report.

Proposed – Cllr Canham

Seconded – Cllr Bucke

That the Council pays the Clerk 50 hours overtime to reduce her hours in credit.

All in favour

130.3. Bookings Officer's Contract

130.3.1. Additional duties

Cllr Flatt had declared a Pecuniary Interest in this item and left the Council Chamber at 10.25pm.

See Confidential Report.

Cllr Flatt returned to the Council Chamber at 10.27pm.

The Chairman, Cllr Barrett, closed confidentiality and resumed the meeting at 10.28pm.

The Chairman thanked everyone for attending and closed the meeting at 10.28pm.