

**Marham Parish Council**

**Minutes of the Council Meeting held Wednesday, 9<sup>th</sup> October 2019 at 6.30pm in the Village Hall, Marham**

Present:	Chairman	Cllr I Barrett
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr G Bucke
		Cllr S Canham
		Cllr D Flatt
		Cllr T Harrison
		Cllr J Hipperson
		Cllr E Rix-Clark
		Cllr S Wilson-Low
	County Councillor	Cllr G Middleton (arrived during Public Open Forum)
	Borough Councillor	Cllr G Hipperson
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	8

**157. Apologies for absence**

Apologies for absence had been received from Cllr C Child (ill health) and Borough Cllr M Howland (prior meeting).

The apologies were accepted.

**158. Declarations of interest and requests for dispensation**

The Chairman, Cllr Barrett, declared a Personal Interest in Allotments, Item 171.2, as she was a current tenant on the allotment site.

Cllr Canham declared a Personal Interest in the Norfolk Minerals and Waste Local Plan Review, Item 164, as she was an active fundraiser for the Campaigners Against Two Silica Sites (CATSS) group. She further declared a Personal Interest in the planning application 19/00089/TPO for Grove House, Squires Hill, Item 177.1.2, as she was a paid worker for that property.

Cllr Flatt declared a Pecuniary Interest in the Bookings Officer's contract, Item 185.3, as she was the wife of the contractor.

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

**159. Approval of the minutes of the Parish Council meeting**

**Proposed – Cllr Wilson-Low**

**Seconded – Cllr Bucke**

**That the minutes of the Extraordinary Council Meeting held on Wednesday, 4<sup>th</sup> September 2019 (items 150-156) 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.

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

There was nothing to report to the meeting.

**161. Update on casual vacancy**

The Chairman, Cllr Barrett, reported that no applications had been received for the position of Councillor. The advertisement for the casual vacancy would be held open.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Barrett, adjourned the meeting at 6.37pm.

**Reports**

**County Councillor**

County Cllr Middleton was not yet present at the meeting. This item would be deferred until his arrival.

**Borough Councillors**

Borough Cllr Hipperson reported that the BCKL&WN had approved the removal of the recently de-listed brick kiln in South Lynn.

Cllr Hipperson, in his capacity as the Mayor of King’s Lynn, had attended the Parish Council event commemorating Constance Baker, and had thoroughly enjoyed it. The Worshipful the Mayor of the London Borough of Hammersmith & Fulham, Cllr Daryl Brown, had presented him with a commemorative Council plaque, to which he had been sincerely grateful. The Parish Council thanked Cllr Hipperson for being present and for helping to unveil the blue plaque.

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

**RAF Marham**

WO Spark reported that invitations for up to 120 people for the Friends of Marham Christmas Lunch on Monday, 2<sup>nd</sup> December 2019 had been offered this year. Cllr Hipperson would be coordinating the guest list.

Since the departure of the Tornados, many off-camp houses had been left empty and there were now plans to rent and/or sell 120-130 of those. The properties would be openly marketed by the end of October 2019. The DIO and NHS were looking to convert one property, subject to planning permissions, into a dental practice, with the intention of opening the facility in April 2020. To date, thirty dentists had submitted an interest.

**Public Participation**

A member of public wished to congratulate the Parish Council on the recent Constance Baker blue plaque event. This was noted. The same member of public, as a hirer of the Sports Pavilion, raised concern that it was unclean and crowded with equipment, which was a potential health and safety risk to users and generally unusable in its current state.

The Vice Chairman, Cllr Walsingham, confirmed that he would investigate the state of the Pavilion and sort out any issues. He advised that the white lining machine, which had previously been stored by the Bowls Club, and football equipment, were essential items for the current football team. Alternative storage areas for other equipment and furniture being stored there would be explored.

Cllr Canham noted that the frame of the Village Hall front door was lower than the plastic disabled ramp and a lady had tripped on it. It was agreed for the Village Hall Working Group to consider erecting a warning sign.

Cllr Canham further noted that the village map by the Cemetery was out of date because new houses were not shown on it. It was noted that the map had taken a considerable amount of time for the RAF to produce and regrettably could not be continually updated when new house names/numbers were established. Cllr Hipperson agreed to investigate whether decals could be added to the map.

County Cllr Middleton arrived at the meeting at 6.47pm.

The Chairman, Cllr Barrett, resumed the County Councillor Report item in order to allow Cllr Middleton to report to the meeting.

Cllr Middleton reported that SIL 02 had been withdrawn from the Norfolk Minerals and Waste Local Plan Review but the AOS E remained in its entirety with around 5% based within the parish of Marham. Although the removal of SIL 02 was good news, residents were advised not to underestimate the potential approval of this area.

Sibelco was now very aware that the information provided to residents a year ago regarding proposals to wet dredge the Marham site, had been more information than they had needed to give and effectively enabled the MOD to object to SIL 02 at outset. In hindsight, this would undoubtedly have saved Norfolk County Council and Sibelco a lot of wasted time, when inevitably the plans would have been rejected at the planning stage. However, Sibelco had learned lessons from this mistake and would in future be more selective about the information it provided.

Sibelco, in the main, manages most quarries in the UK and one of their sites, located near a RAF base, was permitted. For this reason, people should continue to contest on a high level, as no one could ever be certain of the final outcome. On a positive note, the quarrying of wooded areas was an expensive operation and generally not favoured by Sibelco, the main developer in this area.

Norfolk County Council is obligated to allocate a certain amount of land as a Central Government directive, particularly when its allocation in 2015 was deemed insufficient. For this reason, the small area in Marham is included in the AOS E.

As Vice Chairman of the Infrastructure and Development Committee, Cllr Middleton's recommendations are continually being made to the Cabinet to withdraw the AOS E from the Plan altogether. However, it would appear that Norfolk County Council cannot make the decision itself to remove the AOS E from the Plan as it is obligated to ensure the strategies of Central Government are being adhered to.

The CATSS group have and are still doing a brilliant job and will continue to do so. It is disappointing that the Woodland Trust did not consider the Warren to be a significant historical area.

Questions from the floor to Cllr Middleton were as follows:

Q: Is it possible that part of the area is approved and subsequently quarried?

A: It is possible.

Q: How can a Preferred Site revert back to being an Area of Search?

A: A company which had previously expressed an interest in a Preferred Site may have subsequently retracted, at which point it will then regress to being an Area of Search.

Q: Even if a lake is not within 13km of the Base, aren't birds using such a lake still likely to fly in the path of jets further afield?

A: Yes, but an interested company could possibly then propose to dry dredge to mitigate that issue.

Q: Why has 30% of land in Marham been left on the Plan?

A: Because there are minerals in that location.

One member of public arrived at the meeting at 7.13pm.

Q: Which authority regulates the exporting of glass from this country?

A: This is a commercial matter and would most likely be considered at the planning stage.

Q: Why is the 'Waste' part of the Plan not being focused on as well?

A: Recycling rates in Norfolk aren't where they should be. Cllr Middleton will explore this aspect in further detail.

Q: Which Cabinet member is responsible for the decision making of the Plan?

A: Cllr Andy Grant is the Cabinet Member for Environment and Waste.

Two members of public arrived at the meeting at 7.20pm.

Q: Natural England has stipulated that restoration areas should be applied to the Warren. How can anything beneficial possibly replace the loss of trees?

A: It is a concern that Natural England doesn't appear to be wholly supportive of the potential devastation of the Warren. It is agreeable that the aged trees standing there at present cannot be restored with anything of similar or potential value.

Q: How can someone apply for planning permission on land they do not own?

A: Anyone can apply for planning permission, whether it be on land they do or do not own. However, it would then be up to the landowner to approve any permissions given. Therefore, if a company did submit its interest in the AOS E it would not be able to proceed if the landowner rejected it.

The Chairman, Cllr Barrett, informed Cllr Middleton that questions for him and Borough Cllr Hipperson had been submitted to the Clerk prior to the meeting and these had been forwarded onto them. Due to the time elapsed, there would not be sufficient time to put these to the meeting.

Cllr Middleton and Borough Cllr Hipperson would respond to the questions and forward these to the Clerk accordingly.

Cllr Middleton confirmed that he would personally be submitting an objection to the AOS E.

Cllr Middleton left the meeting at 7.32pm.

The Chairman, Cllr Barrett, resumed the meeting at 7.33pm.

## 162. Finance

### 162.1. Bank Reconciliation

The Clerk had circulated the Finance Master summary to date, bank account statements, bank reconciliation, periods ending August 2019 and September 2019 with the agenda. The bank balances were as follows:

August 2019

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	970.44	95,178.77
<b>Total Opening Bank Balances</b>		<b>96,149.21</b>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
<b>Council Opening Balances</b>	<b>970.44</b>	<b>95,178.77</b>
<b>Council Total Opening Balances</b>		<b>96,149.21</b>
Receipts	4,239.81	-
Payments	- 2,929.03	- 3,000.00
Bank Statement Close Balances	2,281.22	92,178.77
<b>Total Closing Bank Balances</b>		<b>94,459.99</b>
Unpresented Cheques	-	-
Unpresented Receipts	-	-
<b>Council Closing Balances</b>	<b>2,281.22</b>	<b>92,178.77</b>
<b>Council Total Closing Balances</b>		<b>94,459.99</b>

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	8,356.06
Allotment Deposits Held	510.00
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	202.84
Village Signs	747.00
Norfolk Waste & Minerals Review (CATSS)	-
CIL Payments	84.60
<b>Total Earmarked Reserves</b>	<b>68,965.79</b>

Reconciliation Community Account (£)	
Bank Statement <b>01.08.2019</b>	970.44
Receipts	4,239.81
Payments Cleared	- 2,929.03
Bank Statement <b>31.08.2019</b>	2,281.22
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	2,281.22

Reconciliation Business Account (£)	
Bank Statement <b>01.08.2019</b>	95,178.77
Receipts	-
Payments Cleared	- 3,000.00
Bank Statement <b>31.08.2019</b>	92,178.77
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	92,178.77
Council Total Closing Balances	94,459.99

Council Total Closing Balances	<b>94,459.99</b>	Council Remaining Available Precept	<b>25,494.20</b>
Council Total Earmarked Reserves	<b>68,965.79</b>		

Chairman Signed ..... Dated .....

September 2019

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	2,281.22	92,178.77
<b>Total Opening Bank Balances</b>		<b>94,459.99</b>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
<b>Council Opening Balances</b>	<b>2,281.22</b>	<b>92,178.77</b>
<b>Council Total Opening Balances</b>		<b>94,459.99</b>
Receipts	8,732.00	48.18
Payments	- 3,574.82	- 8,000.00
Bank Statement Close Balances	7,438.40	84,226.95
<b>Total Closing Bank Balances</b>		<b>91,665.35</b>
Unpresented Cheques	-	-
Unpresented Receipts	-	-
<b>Council Closing Balances</b>	<b>7,438.40</b>	<b>84,226.95</b>
<b>Council Total Closing Balances</b>		<b>91,665.35</b>

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	8,356.06
Allotment Deposits Held	510.00
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	4,098.79
Events Goods and Equipment	202.84
Village Signs	747.00
Norfolk Waste & Minerals Review (CATSS)	-
CIL Payments	84.60
<b>Total Earmarked Reserves</b>	<b>69,299.29</b>

Reconciliation Community Account (£)	
Bank Statement 01.09.2019	2,281.22
Receipts	8,732.00
Payments Cleared	- 3,574.82
Bank Statement 30.09.2019	7,438.40
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	7,438.40

Reconciliation Business Account (£)	
Bank Statement 01.09.2019	92,178.77
Receipts	48.18
Payments Cleared	- 8,000.00
Bank Statement 30.09.2019	84,226.95
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	84,226.95
Council Total Closing Balances	91,665.35

Council Total Closing Balances	<b>91,665.35</b>		
Council Total Earmarked Reserves	<b>69,299.29</b>	Council Remaining Available Precept	<b>22,366.06</b>

Chairman Signed ..... Dated .....

**162.2. Allotments Annual Insurance**

The annual insurance renewal for the allotment site had been received from Shield Total Insurance at a cost of £62.63 (2018/2019 premium was £62.63).

**Proposed – Cllr Flatt**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the Council approves the 2019/2020 insurance renewal for the allotment site with Shield Total Insurance at a cost of £62.63 effective from 5<sup>th</sup> October 2019.**

**All in favour**

The Clerk would confirm the renewal with Shield Total Insurance.

Two members of public left the Council Chambers at 7.35pm.

**162.3. National Allotment Society Annual Membership**

The annual membership renewal from the National Allotment Society had been received at a cost of £55.00 + £11.00 VAT (total £66.00) (2018/2019 premium was £66.00).

**Proposed – Cllr Harrison**

**Seconded – Cllr Canham**

**That the Council approves the 2019/2020 membership renewal for the National Allotment Society at a cost of £55.00 + £11.00 VAT (total £66.00) effective from 28<sup>th</sup> September 2019.**

**All in favour**

The Clerk would confirm the renewal with the National Allotment Society.

**162.4. Community Action Norfolk Membership**

The Clerk had circulated details of membership for Community Action Norfolk (CAN) with the agenda. The Chairman, Cllr Barrett, reported that she and Cllr Harrison had recently attended seminars in Swaffham and Wereham where CAN had been present. CAN had advised that membership would include support in completing grant applications. The Silver package was £50.00 for one year.

**Proposed – Cllr Flatt**

**Seconded – Cllr Canham**

**That the Council approves the Silver membership for Community Action Norfolk at a cost of £50.00 for one year.**

**All in favour**

The Clerk would complete and return the application form to Community Action Norfolk.

**162.5. Parish Paths Seminar, Monday, 28<sup>th</sup> October 2019**

The Clerk had circulated details of a Parish Paths Seminar being hosted by the Norfolk Local Access Forum with the agenda. The cost of the seminar was free.

**Proposed – Cllr Canham**

**Seconded – Cllr Bucke**

**That Cllr Rix-Clark attends a free Norfolk Local Access Forum Parish Paths Seminar on Monday, 28<sup>th</sup> October 2019 at Narborough Community Centre and reclaims the travel expenses incurred following the event.**

**All in favour**

The Clerk would complete and return the application form to Norfolk Local Access Forum.

### 162.6. Digital Recorder Microphone

The Vice Chairman, Cllr Walsingham, had investigated omnidirectional microphones which were compatible with the digital voice recorder and the Clerk had circulated the quotations with the agenda. They were as follows:

Docooler           £10.99  
 Conference       £8.21 + £1.99 delivery  
 Wordforum       £31.87

**Proposed – Cllr Canham**

**Seconded – Cllr Hipperson**

**That the Council purchases a Wordforum omnidirectional microphone for use with the digital recorder from Thomas L Wilkes (Amazon) at a cost of £26.56 + £5.31 VAT (total £31.87).**

**All in favour**

### 162.7. Pre-authorised payments, receipts and pending disbursements

The Clerk had circulated the payments and receipts made since the last meeting and presented the late bills to the meeting:

Date	Payee	Description	Transaction	Net Payment £	VAT Amount £	Gross Payment £	Receipt £
22.08.2019	Amazon (Shenzhen Yikaier)	Legionella Thermometer	Debit Card	5.04	1.01	6.05	0.00
28.08.2019	Clerk (Tesco)	Village Hall materials	BACS	14.17	2.83	17.00	0.00
28.08.2019	Veolia	Waste Collection Cemetery July	BACS	39.25	7.85	47.10	0.00
28.08.2019	Cartridgesave	Printer cartridges	Debit Card	219.86	43.97	263.83	0.00
28.08.2019	Norse Eastern Ltd	Grounds Maintenance 2018	BACS	107.01	21.40	128.41	0.00
28.08.2019	Allotment Deposit & Rent	Plot 10	BACS	0.00	0.00	0.00	73.33
30.08.2019	HMRC	VAT Repayment 1/3 2019-2020	BACS	0.00	0.00	0.00	1063.76
30.08.2019	E-On	Electric Sports Pavilion Jul-Aug	DD	6.65	0.33	6.98	0.00
30.08.2019	Bookings & Caretaking Officer	Contract August 2019	BACS	270.00	0.00	270.00	0.00
30.08.2019	Clerk	Salary August 2019	BACS	690.78	0.00	690.78	0.00
30.08.2019	HMRC	Employer PAYE/NI August 2019	BACS	221.91	0.00	221.91	0.00
07.09.2019	Village Hall / Sports Pavilion	Lettings Jul-Aug 19	100525	0.00	0.00	0.00	145.00
11.09.2019	St John Ambulance	Fun Day Event	BACS	152.95	30.59	183.54	0.00
11.09.2019	E-On	Street Lighting August 2019	DD	73.27	3.66	76.93	0.00
16.09.2019	OVO Energy	Electric Village Hall August 2019	DD	350.48	17.52	368.00	0.00
26.09.2019	Holy Trinity Church	Bingo Event V Hall Donation	100526	0.00	0.00	0.00	323.50
26.09.2019	Village Hall / Sports Pavilion	Lettings Sep 19	100527	0.00	0.00	0.00	193.50
26.09.2019	Allotment Deposit	Plot 8	100528	0.00	0.00	0.00	60.00
26.09.2019	Anonymous	Village Hall Donation	100529	0.00	0.00	0.00	10.00
30.09.2019	E-On	Electric Sports Pavilion Aug-Sep	DD	22.02	1.10	23.12	0.00
30.09.2019	Zurich Municipal	Annual Council Insurance	BACS	1,403.18	0.00	1,403.18	0.00
30.09.2019	Bookings & Caretaking Officer	Contract September 2019	BACS	270.00	0.00	270.00	0.00
30.09.2019	Clerk	Salary September 2019	BACS	892.65	0.00	892.65	0.00
30.09.2019	HMRC	Employer PAYE/NI Sep 2019	BACS	357.40	0.00	357.40	0.00
To be paid	Swaffham & Litcham Hospice	Fun Day Event proceeds	BACS	308.90	0.00	308.90	0.00
To be paid	Mr A Flatt (B&Q)	Village Hall materials	BACS	6.63	1.33	7.96	0.00
To be paid	Cllr I Barrett (Tesco)	Printer cartridge	BACS	25.83	5.17	31.00	0.00
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance August	BACS	736.00	147.20	883.20	0.00
To be paid	Veolia	Waste Collection Cemetery Aug	BACS	32.32	6.46	38.78	0.00
To be paid	Cllr I Barrett	Chair's Allowance August 2019	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Expenses August 2019	BACS	10.00	0.00	10.00	0.00

Chairman Signed ..... Dated .....

To be paid	Mrs J Markwell	Locum Clerk Services & Travel	BACS	130.85	0.00	130.85	0.00
To be paid	PKF Littlejohn LLP	External Audit	BACS	300.00	60.00	360.00	0.00
To be paid	BCKL&WN	P&S Magazine Printing	BACS	122.65	0.00	122.65	0.00
To be paid	Norfolk ALC	Cllr training x 2	BACS	120.00	24.00	144.00	0.00
To be paid	Cllr I Barrett	Chair's Allowance Sep 2019	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Expenses September 2019	BACS	34.20	0.00	34.20	0.00
To be paid	Shield Total Insurance	Annual Allotments Insurance	BACS	62.63	0.00	62.63	0.00
To be paid	Turfcare Leisure Services Ltd	Bowling Green Renovation	BACS	1,785.00	357.00	2,142.00	0.00
To be paid	GIH Electrical Services	Electrical Testing VH & Pavilion	BACS	270.00	0.00	270.00	0.00
To be paid	GIH Electrical Services	Electrical Fault Finding VH	BACS	60.00	0.00	60.00	0.00
To be paid	GIH Electrical Services	Electrical Works VH & Pavilion	BACS	690.00	0.00	690.00	0.00
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance Sep	BACS	795.00	159.00	954.00	0.00
To be paid	National Allotment Society	Annual Membership	BACS	55.00	11.00	66.00	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
To be paid	Cllr S Wilson-Low (Training)	Legionella Awareness Course	BACS	30.00	6.00	36.00	0.00
<b>Totals</b>				<b>10,702.23</b>	<b>907.43</b>	<b>11,609.66</b>	<b>1,869.09</b>

The Chairman, Cllr Barrett, reported that Mr Flatt had completed the Legionella Awareness training and Cllr Wilson-Low's online training was underway.

**Proposed – Cllr Bucke**

**Seconded – Vice Chairman, Cllr Walsingham**

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

**All in favour**

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

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

**Proposed – Chairman, Cllr Barrett**

**Seconded – Cllr Canham**

**That the Notice of Conclusion of Audit for the Annual Governance & Accountability 2018/2019 is noted and approved.**

**All in favour**

**164. Norfolk Minerals and Waste Local Plan Consultation Review (18<sup>th</sup> September 2019 – 30<sup>th</sup> October 2019)**

Cllr Canham had declared a Personal Interest in this item.

The Preferred Options Consultation on the Norfolk Minerals and Waste Local Plan (M&WLP) had been circulated prior to the agenda. A draft response had been prepared and circulated with the agenda for the following Preferred Options documents:

- Policy MP13: Areas of Search (AOS E) for silica sand extraction
- SIL02 - land at Shouldham and Marham

A short discussion took place and no amendments were made to the draft response as follows:

Marham Parish Council objects to the area of search (AOS E) that lies within or close to the Parish boundary, and its overlapping area with the remainder of SIL 02. It also objects for the following reasons:

Marham village has had a strong association with RAF Marham for many decades. While the closeness of the airfield brings the type of noise that most villages in the UK do not hear, the residents understand the strategic significance RAF Marham has played and continues to play in the defence of the UK and employment in the Borough (it is the largest front-line RAF base in the UK and supplies 1 in 12 jobs in the Borough and an estimated £130 million to the local economy). Every resident in Marham made a choice to live in the village with the knowledge of the noise the airbase produced. None of them chose to live and raise families in the village to be close to a quarry that will last for many decades. The cumulative effect of the jet noise to one side of the village, combined with the potential of a silica sand quarry on the other is not a quality of life position that Norfolk County Council could think is acceptable to visit upon the residents.

A quarry would bring an increased risk of birdstrikes and the Council agrees with the MOD DIO objection in the Initial Consultation phase. The initial plan for SIL 02 was to be a wet dredge; the area of AOS E that was previously known as SIL 02 has a high-water table; no dewatering licence will be granted; the remainder of AOS E in most part also has a high-water table and presumably would have to be wet dredged. This is a high-risk strategy for a catastrophic event; it would be a human disaster if an F-35 Lightning II were to be brought down on or near to the village due to a terminal failure of its engine caused by a bird attracted to a wet quarry working and/or restoration in the village.

The toll of such an occurrence on the spirit of the community and its individual inhabitants is immeasurable. Add to that the tangible concerns that can be measured - the cost to the taxpayer for initial disaster, the rebuilding, NHS treatment, and replacing aircraft - an increase in the risk of a birdstrike in the village is not acceptable as 80% of bird strikes occur at take off and landing.

The Borough Council is reviewing its own Local Plan which has, as a main highlight, Marham village as one of two Growth Key Rural Centres to support families and employees at RAF Marham through building at least 75 houses over two sites. RAF Marham is expected to grow from a community of 8000 to 10000 over the coming years.

The Council cannot understand how the Borough Council plan for housing, and the County Council plan for quarrying, could ever be compatible.

The proposed area of search close to the village will have no beneficial effect on the local economy other than to drive people out (cumulative effect of the airbase and the quarry) to find alternative places to live and raise a family. In turn, this will reduce spending within the local businesses, causing those to close and leave too.

And then there is the matter of at least 75 new houses (Local Plan) that may not be bought and so remain empty.

Any quarrying would remove the natural spaces that are Shouldham Warren and Marham Fen, used daily by hundreds of people, locals and tourists alike. At a time when the problems of obesity and mental health are an almost daily news story and problems that can be reduced through outdoor exercise, there is a high incidence of depression within the communities and it is well documented that stress, depression and anxiety are relieved by being in the great outdoors.

It does not make any sense to consider AOS E as an area to quarry silica sand that could be sourced another way - it could be imported. The country is not self-sufficient in many commodities in the UK and continues to import goods, especially food stuffs, at extortionate cost, so why the rush to be self-sufficient in glass and therefore sand? This country could also recycle its glass better to reduce the raw materials required and have to quarry them from the landscapes in vast quantities.

The irrevocable changes to the rich historic landscape and character of the local area surrounding the many Scheduled Monuments and Heritage Assets that any quarrying would cause in this area would be an act of vandalism.

It is noted that from Norfolk County Council's own Historic Environmental Impact Assessment (HEIA), such is the significance of Pentney Priory Gatehouse, that the recommendation in the report is to exclude an area approximately 2km to the East of the monument to lessen the risk of visual intrusion in its setting and historical context. It is disappointing that the HEIA only saw fit to exclude an area to the south of Pentney Priory Gatehouse out to only approximately 1km, despite the monument being clearly visible from Spring Lane over 2km away and looking directly over the former area of SIL 02, now part of AOS E overlap.

The Council objects to this arbitrary 1km and requests that at least 2km is imposed to the South of Pentney Priory Gatehouse to afford the same view and distance in both directions.

There are no sensible, logical or humane arguments in favour of silica sand quarrying in the area when compared with the points above. Marham Parish Council objects to the proposal to quarry silica sand in AOS E and its overlapping area with SIL 02.

**Proposed – Vice Chairman, Cllr Walsingham**

**Seconded – Chairman, Cllr Barrett**

**That the Council submits the response as detailed above for the Norfolk Minerals and Waste Local Plan Review Preferred Options Consultation relating to the policies AOS E and SIL 02.**

**For – 8**

**Against – 0**

**Abstentions – 1 (Declared Interest)**

The Clerk would submit these comments online to the Norfolk County Council Norfolk Minerals and Waste Local Plan Review.

**165. New Complaints Panel**

It was agreed to defer this item to the next meeting.

**166. New Human Resources Panel**

It was agreed to defer this item to the next meeting.

**167. Council meeting start times**

It was agreed to change the start time of future Council meetings to 7.00pm.

**168. Finance Panel meeting to discuss the Draft Budget 2020/2021**

The Finance Panel and the Clerk would meet at the Village Hall on Monday, 9<sup>th</sup> December 2019 at 6.00pm to consider the draft budget 2020/2021.

**168.1. Additional Member**

Cllr Bucke reported that he wished to re-stand on the Finance Panel but did not want to be a bank signatory. Cllr Bucke was duly reappointed onto the Finance Panel.

**168.2. Internal Finance Control representative**

Cllr Wilson-Low was duly appointed as the Internal Finance Control representative.

**168.3. Finance Committee (deferred from previous meetings)**

A short discussion took place and it was agreed not to pursue the setting up of a Finance Committee. The Clerk would remove this item from the agenda.

**169. Property Working Party Report, Recommendations and Financial Requests**

**169.1. Retraction of contract for G J Electrical replaced by emergency contract for GIH Electrical Services**

Cllr Harrison reported that G J Electrical had failed to submit Risk Assessments and Method Statements for electrical testing at the Village Hall and Sports Pavilion, although the company had been aware that these would be required when quotations were sought. In view of this, Cllr Harrison had circulated a petition to Councillors requesting authority to proceed as an emergency with GIH Electrical Services.

**That the Council approves the emergency contract of GIH Electrical Services to carry out the electrical testing for the Village Hall and Sports Pavilion at a cost of £1,074.00 No VAT.**

**All in favour**

**169.2. GIH Electrical Services Test**

Cllr Harrison reported that the results of the electrical tests could not be released by GIH Electrical Services until the invoices had been paid. Cllr Harrison had circulated a report with the agenda detailing the Electrical Installation Condition Report (EICR) test as follows:

- Village Hall 6 x class C2 faults.
- Sports Pavilion 3 x class C2 faults.

- C1 = turn off the electric
- C2 = unsatisfactory notice with 3 months to repair
- C3 = advisory

It was noted that repairs needed to be carried out within three months. If the Council were to engage the services of another electrician, a complete EICR test would have to be done again as a new company would not be permitted to amend an existing one. This would effectively result in an extra £270.00 for a retest, based on the charges by GIH Electrical Services. GIH Electrical Services had estimated the repair costs to be £875.00.

**That the Council instructs GIH Electrical Services to carry out the electrical repairs for the Village Hall and Sports Pavilion up to a maximum of £1,000.00 No VAT.**

**All in favour**

**169.3. PAT Testing**

Cllr Harrison reported that FTP Electrical had advised that they would not honour their initial third party quote and new quotations had been sought and circulated with the agenda as follows:

**Facit Testing**

PAT items	16 min number/cost	£90.00 for 90 items
Fixed items	65 x £2.00	£130.00
Total cost		£220.00 + VAT

**FTP**

PAT items	16 min number/cost	£50.00 for 30 items
Fixed items	65 x £5.00 per item	£325.00
Total cost		£375.00 + VAT

**GIH**

PAT items	16 min number/cost	£20.00 for 30 items
Fixed items	65 x £1.50	£97.50
Total cost		£117.50

**That the Council instructs GIH Electrical Services to carry out the PAT testing for the Village Hall and Sports Pavilion at a cost of £117.50 No VAT.**

**All in favour**

#### 169.4. 14m Pipe Lagging for Sports Pavilion

Cllr Harrison reported that the pipe lagging for the Sports Pavilion was 14m short. Quotations had been sought and circulated with the agenda as follows:

B&Q	£31.00 + £6.20 VAT (total £37.20)
BIS	£31.03 + £6.21 VAT (total £37.24)
JTM Plumbing	£28.38 + £5.68 VAT (total £34.06)

**Proposed – Cllr Canham**

**Seconded – Cllr Wilson-Low**

**That the Council purchases pipe lagging for the Sports Pavilion from B&Q at a cost of £31.83 + £6.37 VAT (total £37.20).**

**All in favour**

#### 170. Events Working Party Report, Recommendations and Financial Requests

##### 170.1. Community Litter Pick – Saturday, 7<sup>th</sup> September 2019 - Debrief

36 people, and some children, had helped to litter pick Squires Hill, Burthouse Drove and Hoggs Drove. A huge amount of litter had been collected.

It was felt that the Cherry Tree Academy should involve its students in a litter pick event to help clear the area around the school. The Chairman, Cllr Barrett, advised that Cllr Child and Cllr Rix-Clark would be attending the school in the near future and could bring this up then.

It was noted that the BCKL&WN must be informed when litter pick events are scheduled to take place in order to secure their collection of the waste.

##### 170.2. Constance Baker Blue Plaque Unveiling – Saturday, 21<sup>st</sup> September 2019

The weather had been glorious and everyone had enjoyed the day. Mr Timothy Warner, great grandson of Constance Baker, had been particularly thrilled by the day's events. The Worshipful the Mayor of the London Borough of Hammersmith & Fulham, Cllr Daryl Brown, and two of her accompanying officers had travelled by train with Mr Warner. The Mayor of King's Lynn, Cllr Hipperson, had also attended. Both dignitaries and Mr Warner carried out the official unveiling of the blue plaque. The Lynn News and Local Paper had both been present and presented articles in those papers.

The Worshipful the Mayor of the London Borough of Hammersmith & Fulham, Cllr Daryl Brown, had since extended a return invitation when they too would be unveiling a commemorative blue plaque in Bishops Park, Fulham (the place where Constance Baker held concerts for the soldiers).

##### 170.3. Hire charges for properties and equipment

It was confirmed that the Under 7's Football Team paid £7.50 per week for the use of the Coronation Playing Field. The Vice Chairman, Cllr Walsingham, would provide the Clerk with contact details and session details in order that invoices could be issued.

A Gayton football team had recently contacted the Vice Chairman, Cllr Walsingham, to enquire about the facilities. However, being an adult team in a respectable level in their league, showers were obligatory. As these had just recently been removed from the Sports Pavilion, the facilities would not be viable for them at this time.

It was felt that electric showers were an important facility of the Sports Pavilion, as this was essentially its intended use. It was agreed for the Clerk to make a note of this for the budget discussions in December 2019, although funding would also be sought from the FA.

Cllr Harrison reported that the calorifier in the Sports Pavilion needed to be removed. It was agreed for the Chairman, Cllr Barrett, to contact a local company to collect it for scrap metal.

It was agreed to defer hire and equipment charges until the next meeting.

One member of public left the Council Chamber at 8.14pm.

**170.4. Proposed future events of the Council**

- Christmas afternoon party and evening Bingo – Saturday, 7<sup>th</sup> December 2019 (in conjunction with the Church holding an event on the same day)
- Valentine’s Mr & Mrs Show – Friday, 14<sup>th</sup> February 2020
- Village Hall spring clean and painting party – March/April 2020
- Music weekend – May 2020
- Medieval night – September 2020

Cllr Canham reported that she had started to obtain prizes from various companies for the raffle stalls of the Christmas and Valentine’s events. Donato’s Pizza & Kebab House had kindly confirmed that a collection box could be placed in their shop for donations towards the Village Hall and Play Areas.

Headed paper would be required to submit written requests to the larger stores. The Clerk would forward a letterhead to Cllr Canham.

It was noted that ticket sales for raffles could only be taken onsite. If tickets were sold outside the establishment, a Licence would need to be obtained from the BCKL&WN.

An email had been received from Marham Friends and Cllr Canham queried what profits the tombola stall had made for the Council at previous events. It was established that the tombola stall held at the previous Easter and Christmas events had been run by a private individual and proceeds had not been for the Village Hall disabled toilet fund.

**Proposed – Cllr Canham**

**Seconded – Cllr Rix-Clark**

**That Cllr Walsingham steps down from the Events Working Party as he has a conflict of interest by being a member of Marham Friends.**

**For – 2**

**Against – 2**

**Abstentions – 5**

The Events Working Party would hold a meeting shortly to discuss future events and also consider hire charges of properties and equipment and report back at the next meeting with their recommendations.

**171. Updates and actions regarding ongoing matters**

**171.1. Climate Emergency**

Cllr Bucke had circulated a report prior to the meeting regarding climate emergency. The Clerk had also circulated climate data from Friends of the Earth regarding the borough of King’s Lynn and West Norfolk.

A short discussion took place and it was felt that the Parish Council should not formally declare to become Carbon Neutral by 2030 but ensure consideration of this was ongoing. The Parish Council agreed to concentrate on tree planting, waste management and recycling and ensure consideration of climate emergency was addressed when submitting planning application comments.

The Chairman, Cllr Barrett, adjourned the meeting at 8.30pm in order to allow Borough Cllr Hipperson to address the meeting.

Borough Cllr Hipperson confirmed that the BCKL&WN had not yet signed up to becoming Carbon Neutral but consideration was being given to this.

The Chairman, Cllr Barrett, resumed the meeting at 8.31pm.

**171.2. Allotments**

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

The Chairman, Cllr Barrett, reported that one plot remained vacant.

**171.3. Churchyard**

Cllr Harrison reported that he and the Clerk had met the owners of Belmont on Friday, 19<sup>th</sup> September 2019 on site to discuss and consider repair works to the boundary Church wall. A report of the meeting had been circulated with the agenda. The meeting had been extremely amicable and very worthwhile.

All parties agreed that the collapsed and deteriorating Church wall did require urgent attention for health and safety reasons and to alleviate misdemeanours taking place. The owners were advised that a Faculty from the Diocese had been obtained for the works but due to limited funds, repairs were being prioritised, and existing materials would be utilised where possible. In view of this, the wall would be restored but not to its original height.

The owners had advised that they had and were still seeking planning approval for their site and this was ongoing. They did offer to make a contribution for the works but could only do so when the quotation had been received from A J Restoration by the Council.

**171.3.1. Boundary wall repair work draft Licence to Occupy**

Cllr Harrison reported that one of the Belmont landowners, a solicitor, had prepared a draft Licence to Occupy and the Clerk had circulated this with the agenda.

**Proposed – Cllr Harrison**

**Seconded – Cllr Bucke**

**That the Licence to Occupy regarding the Church boundary wall works between the Parish Council and the owners of Belmont is approved.**

**All in favour**

The Clerk would arrange for the document to be signed by all parties.

**171.3.2. Boundary wall repair work costs**

Cllr Harrison had estimated the repair costs and these had been circulated with the agenda. The earmarked reserves for the Churchyard wall were £7,643.41 + £712.65 which had been reallocated back into this item as the CATSS had declared they would not require any further funds from the Council (total £8,356.06). It was agreed that the priority sections of the wall were the corner and two large gaps. If any funds remained, the repointing of the front wall could be carried out.

**Proposed – Cllr Harrison**

**Seconded – Cllr Bucke**

**That the Council approves A J Restoration to reinstate the corner section of the wall to the existing height and reinstates the two gaps in the wall to ground level and utilises the earmarked reserves for this.**

**All in favour**

Cllr Bucke agreed to contact A J Restoration to arrange for the works to be carried out in Spring 2020.

**171.4. Cemetery**

**171.4.1. Topple Testing training**

The Vice Chairman, Cllr Walsingham, reported that he and Cllr Hipperson had undergone training with the Swaffham Town Council employee, who was fully trained in topple testing. He had also kindly provided a written topple testing procedure. The Council would require a basic kit comprising a measuring device, angle device and wooden stakes. Some current open graves needed to be filled with soil but this was the responsibility of the grave owner(s).

There was now no legal requirement to carry out topple testing in the UK but it was good practice to do so. Inspections should be carried out every five years. Graves considered to require attention should be inspected more regularly. Grave headstones required to be laid down would need prior consent from the owners.

The Vice Chairman, Cllr Walsingham, would obtain quotations for a measuring device and angle device.

### **171.5. Village Hall**

#### **171.5.1. Draft village survey**

The Clerk had circulated a draft village survey with the agenda. The Chairman, Cllr Barrett, reported that Community Action Norfolk (CAN) had advised that funding applications stood a far better chance of succeeding if a prior survey had been carried out. The Clerk had contacted the BCKL&WN for the cost to print 470 surveys and they had confirmed it would be £22.92 No VAT.

A few minor amendments were made to the document.

**Proposed – Cllr Canham**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the Council approves the BCKL&WN printing 470 village surveys at a cost of £22.92 + £4.58 VAT (total £27.50) for distribution by Councillors.**

**All in favour**

The Clerk would amend the survey and submit the order to the BCKL&WN.

Councillors agreed to distribute them no later than Sunday, 20<sup>th</sup> October 2019.

#### **171.5.2. Reinstating shrubbery next to the Village Hall**

Cllr Flatt reported that since the area next to the Village Hall had been cleared it was an eyesore.

The Chairman, Cllr Barrett, reminded Councillors that the permitted planning application for the Village Hall included the fence relocation and in view of this, it was unlikely any planting could be done at this stage.

It was agreed to reconsider planting of trees or shrubbery on this area once the full construction of the site had been completed.

### **171.6. Sports Pavilion, Playground and Playing Field**

#### **171.6.1. Grants for play area**

The Vice Chairman, Cllr Walsingham, reported that shower facilities, floodlights, storage, fire doors and play equipment were items required to be included in the bid to the FA. Repairs and maintenance could not be encompassed in funding applications.

The Vice Chairman, Cllr Walsingham, noted that no financial planning had been made by the Council for future repairs of the play area. The Clerk noted this for consideration at the budget planning meeting in December 2019.

#### **171.6.2. Annual Play Area Inspection Report**

##### Children's Play Area surface

Cllr Harrison reported that he had sought quotations for companies to carry out wet pour repairs to the surfaces. These had been as follows:

Abacus	Unable to supply quotation
DCM	£6,000 + £1,200 VAT (total £7,200)
Fenland Leisure	See report below
Soft Surfaces	£5,492 + £1,098.40 VAT (total £6,590.40)

In view of the high costs, Cllr Harrison had then sought quotations for a pallet load of wet pour. Only one company, Fenland Leisure, could supply this commercial kit at a cost of £1,536.50 + £307.30 VAT + sundry expenses for materials from Screwfix up to a maximum of £50.00 + VAT. This did not include labour.

The Chairman, Cllr Barrett, adjourned the meeting at 9.12pm in order to allow WO Spark to address the meeting.

WO Spark reported that the RAF had hired a digger to remove the wet pour from their play area which then had to be disposed of and it was extremely heavy. Due to the extortionate costs to relay it, the decision had been taken to replace it with bark. This was noted.

The Chairman, Cllr Barrett, resumed the meeting at 9.14pm.

Councillors felt bark was a much cheaper option but may not be viable for the Multi Use Games Area.

A long discussion took place and Councillors agreed that a pallet load of wet pour was the best option, providing labour could be sourced. The Chairman, Cllr Barrett, would contact the Station Commander to ask whether he could supply manpower for this work.

**Proposed – Cllr Bucke**

**Seconded – Cllr Flatt**

**That the Council purchases a pallet load of wet pour from Fenland Leisure at a cost of £1,536.50 + £307.30 (total £1,843.80) for the MUGA surface + sundry expenses for materials from Screwfix up to a maximum of £50.00 + VAT.**

**All in favour**

Cradle swing chains

Cllr Harrison reported that he had sought quotations for replacement cradle swing chains as follows:

Fenland Leisure	£24.00 + £4.80 VAT (total £28.80)
Online Playgrounds	£24.00 + £4.80 VAT (total £28.80)
Sutcliffe Play Direct	£72.66 + £14.53 VAT (total £87.19)

**Proposed – Cllr Bucke**

**Seconded – Cllr Flatt**

**That the Council purchases replacement cradle swing chains from Fenland Leisure at a cost of £24.00 + £4.80 VAT (total £28.80).**

**All in favour**

Footrest kit

Cllr Harrison reported that he had sought a quotation for a footrest fixing kit as follows:

Fenland Leisure	£43.00 + £8.60 VAT (total £51.60)
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Only one quotation had been obtained as other companies did not supply this type of equipment.

**Proposed – Cllr Bucke**

**Seconded – Cllr Flatt**

**That the Council purchases a footrest fixing kit from Fenland Leisure at a cost of £43.00 + £8.60 VAT (total £51.60).**

**All in favour**

### Climbing frame

Cllr Harrison reported that the climbing frame had silted up and Fenland Leisure had attended on site to assess the equipment and submitted a quotation for the repair work. The cost was very high.

In view of this, Cllr Harrison had subsequently sought a cheaper option to repair it for £1,174.00 + £234.80 VAT (total £1,408.80).

Councillors agreed that in view of the cost, this item should be included in the 2020/2021 for consideration. The Clerk noted this for consideration at the budget planning meeting in December 2019.

One member of public left the Council Chamber at 9.29pm.

**Proposed – Chairman, Cllr Barrett**

**Seconded – Cllr Bucke**

**To suspend Standing Order 3(y) in order to extend the meeting to enable all business matters on the agenda to be transacted at this meeting.**

**All in favour**

Cllr Wilson-Low presented her apologies and left the meeting at 9.30pm.

### Swing

Cllr Harrison reported that a bush on one of the swings needed replacing. The cost would be no more than £5.00.

**Proposed – Cllr Bucke**

**Seconded – Cllr Flatt**

**That the Council purchases a replacement bush for a swing on the MUGA at a cost of a maximum of £5.00 + VAT.**

**All in favour**

Three members of public left the Council Chamber at 9.32pm.

### **176.6.3. Under 7's Football Team**

#### **176.6.3.1. Static storage container on the Coronation Playing Field**

The Vice Chairman, Cllr Walsingham, reported that the static container previously researched for £250.00 was no longer available. Static containers on Ebay were in the region of £1,000.00. The Vice Chairman, Cllr Walsingham, would add this to the scope of the FA grant.

The Clerk would remove this as an agenda item.

### **176.7. SAM2**

The Vice Chairman, Cllr Walsingham, had circulated the SAM2 graphs for July 2019, August 2019 and September 2019 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. In July 2019 the camera had been located at Squires Hill. 19,723 vehicles had registered on the camera of which 28% had been travelling at 35mph and above. In August 2019 the camera had been located at Squires Hill. 17,885 vehicles had registered on the camera of which 31% had been travelling at 35mph and above. In September 2019 the camera had been located at the Fox & Hound. 18,299 vehicles had registered on the camera of which 33% had been travelling at 35mph and above.

The Vice Chairman, Cllr Walsingham, reported that a new cable was required for the SAM2 sign. A quotation would be submitted to the next meeting.

**176.8. General Grounds Maintenance**

There was nothing to report to the meeting.

**176.9. Proposed and Seconded**

The Chairman, Cllr Barrett, reported that the deadline for articles of the next edition of the P&S was Friday, 22<sup>nd</sup> November 2019 with a view to getting it to the printers and collected by Friday, 29<sup>th</sup> November 2019. The distribution would be required to be done by Councillors in the first week of December 2019 in time for the Christmas event.

**176.10. Consultation work of PRoW's**

Cllr Rix-Clark reported that she would be meeting with Mr K Hawkins the following week to discuss the up to date situation regarding footpaths. Statements were still being sought from local residents.

**176.11. Website, Facebook & Twitter**

There was nothing to report to the meeting.

**176.12. Village Matters**

**176.12.1. Mock welcome pack**

Cllr Flatt reported that the welcome pack was still being worked on. In the interim, welcome cards were currently being delivered to new residents.

**176.12.2. Anglian Water mains sewerage (deferred from previous meeting)**

Cllr Hipperson had nothing to report to the meeting.

It was agreed to remove this item from the agenda.

**177. Planning**

**177.1. Planning applications**

**177.1.1. 19/01561/F – The Honeystones, Squires Hill, Upper Marham – Extension to dwelling**

There were no objections.

**177.1.2 19/00089/TPO – Grove House, Squires Hill – 2/TPO/00234: Beech Tree on perimeter - Lifting of canopy and thinning to up to 30% of branches**

Information only.

Cllr Canham had declared a personal interest in this planning application.

**177.2. Planning decisions**

**177.2.1. 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**

Application permitted (Delegated Decision).

**177.2.2. 18/02024/F – Pizza Takeaway, The Street – Single storey extension for use as a hair salon and relocation of existing ventilation system**

Application permitted (Delegated Decision).

**177.3. Late planning applications and decisions**

**177.3.1. 18/01896/F – Land E of Cottage Farm Mews NE of Hillside and S of The Street – Residential development for 8 dwellings**

A short discussion took place and Councillors agreed to submit comments to the Clerk who would collate the information and circulate for approval prior to submission.

**178. General correspondence**

**178.1. For action/information**

**178.1.1. Tree planting proposals at Eastgate Farm**

The Clerk had circulated a copy of the tree planting proposals of Sustainable Energy Research Consortium (SERC) Group Limited at Eastgate Farm prior to the agenda.

Cllr Harrison reported that the trees would be planted across 400 acres over a 15-year plan whereby the trees would be grown and cut down for wood every five years. At the end of the 15 years, the tree stumps would be dug out and the land reverted to agricultural land.

Councillors were unanimously in favour of the proposals, particularly when this would be good for removing carbon from the air and reducing emissions. The Clerk would contact the SERC Group to confirm this.

**178.1.2. Local Government Boundary Commission Public Consultation on division boundaries for Norfolk County Council (closing date 2<sup>nd</sup> December 2019)**

This item would be deferred until the next meeting.

**178.2. Late correspondence**

An email had been received from Marham Friends. This would be deferred until the next meeting.

**179. BCKL&WN issues**

There was nothing to report to this meeting.

**180. Highways matters**

Cllr Canham enquired what the white marks in the road indicated. It was noted that pot holes requiring attention were indicated in this way and dead trees which had the potential of falling onto the highway were also highlighted in the same way.

**181. Norfolk County Council issues**

**181.1. Parish Partnership Scheme 2019/2020**

There was nothing to report to this meeting.

**181.2. Parish Partnership Scheme 2020/2021 – Bids to be submitted by Friday, 6<sup>th</sup> December 2019**

Cllr Harrison reported that Highways had submitted a quotation for the extension of the trod at a cost of £7,200 split 50/50. The cost for a SAM2 sign had been received from Westcotec for £3,050 split 50/50. The total cost to this Council would be £5,125.00.

**Proposed – Vice Chairman, Cllr Walsingham**

**Seconded – Cllr Flatt**

**That this Council agrees to submit a bid for a trod to be continued at Lion Farm to join the existing completed trods at a total scheme cost of £7,200 split 50/50 (£3,600) and a bid for an additional SAM2 sign at a total scheme cost of £3,050 split 50/50 (£1,525.00) for the 2020/2021 Parish Partnership Scheme and that the bid is sent to Norfolk County Council by the Clerk by 6<sup>th</sup> December 2019.**

**All in favour**

Cllr Harrison would prepare the files and the Clerk would submit the bids to Norfolk County Council.

The Clerk noted these bids for consideration at the budget planning meeting in December 2019.

**182. Matters to report to the Clerk**

There were no matters to report to the Clerk.

**183. Items for the next agenda**

There were no items to report to the Clerk.

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

The next meeting of the Parish Council would be held on Wednesday, 20<sup>th</sup> November 2019 at 7.00pm in the Village Hall.

The remaining members of public and Borough Cllr Hipperson left the Council Chamber at 9.55pm.

**185. 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**

**185.1. Village Hall**

**185.1.1. Update on the sale of land**

See Confidential Report.

**185.1.2. Report from Mr J Stephenson**

See Confidential Report.

**185.1.3. Demolition of the Store Cupboard**

See Confidential Report.

**Proposed – Cllr Bucke**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the Council utilises the £3,000.00 Building Alterations budget item as a potential emergency expenditure fund for the demolition of the external Village Hall store cupboard, prior to quotations being received.**

**All in favour**

As quotations had not been sought for these works, the Clerk recorded her objection to any resolution being made prior to the full financial information being received.

**Proposed – Cllr Bucke**

**Seconded – Chairman, Cllr Barrett**

**That the Council approves the purchase of materials from Wickes at a cost of £304.94 + £60.99 VAT (total £365.93) for the purpose of creating a temporary store unit in the Village Hall.**

**All in favour**

**185.1.4. Disabled Toilet and Baby Changing Unit**

See Confidential Report.

**Proposed – Cllr Rix-Clark**

**Seconded – Cllr Flatt**

**That the Council awards the contract to Age Care to carry out the construction of a disabled toilet and baby changing facility in the Village Hall at a cost of £9,900.00 + £1,980 VAT (total £11,880.00).**

**All in favour**

**185.2. Clerk's Employment**

**185.2.1. Clerks home working expenses**

See Confidential Report.

**Proposed – Cllr Bucke**

**Seconded – Cllr Flatt**

**That the Council increases the Clerks home expenses from £10.00 per month to £18.00 per month with immediate effect.**

**All in favour**

**185.3. Bookings Officer's Contract**

**185.3.1. Additional duties**

Cllr Flatt had declared a Pecuniary Interest in this item.

There was nothing to report to the meeting.

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

The Chairman thanked everyone for attending and closed the meeting at 10.30pm.