

Marham Parish Council

Minutes of the Council Meeting held Wednesday, 20th November 2019 at 7.00pm in the Village Hall, Marham

Present:	Chairman	Cllr I Barrett
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr R Allerton (from Item 191)
		Cllr G Bucke
		Cllr S Canham
		Cllr C Child
		Cllr D Flatt
		Cllr T Harrison
		Cllr J Hipperson
		Cllr S Wilson-Low
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	7

186. Declarations of interest and requests for dispensation

The Chairman, Cllr Barrett, declared a Pecuniary Interest in Item 192.4, Bills for Payment, as this related to direct financial imbursements to her.

Cllr Harrison declared a Pecuniary Interest in Item 192.4, Bills for Payment, as this related to a direct financial imbursement to him.

Cllr Canham declared a Personal Interest in the Norfolk Minerals and Waste Local Plan Review, Item 193, as she was an active fundraiser for the Campaigners Against Two Silica Sites (CATSS) group.

Cllr Flatt declared a Pecuniary Interest in the Bookings Officer's contract, Item 204.3, as she was the wife of the contractor.

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

187. Apologies for absence

Apologies for absence had been received from Cllr E Rix-Clark (work commitment).

The apologies were accepted.

188. Approval of the minutes of the Parish Council meeting

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Canham

That the minutes of the Council Meeting held on Wednesday, 9th October 2019 (items 157-185) 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.

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

There was nothing to report to the meeting.

190. Review and adoption of Council Policies

190.1. Recording at Meetings policy

The Clerk reported that a new policy had been written for the purposes of meetings being filmed, recorded and/or broadcast by the press, members of the public, Councillors and/or the Clerk. It was noted that the Parish Council's own recording of a Council meeting would be held by the Clerk until the next meeting of the Council.

Proposed – Cllr Bucke

Seconded – Cllr Wilson-Low

That the Recording at Meetings policy is approved and adopted.

All in favour

The Clerk would post the policy on the website.

190.2. Child Protection policy

The Clerk reported that the Child Protection policy had been updated with an additional section, Code of Practice for Events.

Proposed – Cllr Bucke

Seconded – Cllr Child

That the updated Child Protection Policy is approved and adopted.

All in favour

The Clerk would post the updated policy on the website.

191. Application for Casual Vacancy and Co-option for the position of Councillor

The Clerk reported that one person had submitted an application for the position of Councillor; Mr R Allerton. His application had been circulated with the agenda, together with the rules of voting.

Mr Allerton addressed the Council in support of his application and Councillors agreed to vote by a show of hands.

Proposed – Chairman, Cllr Barrett

Seconded – Vice Chairman, Cllr Walsingham

That Mr Roger Allerton is co-opted as Parish Councillor to Marham Parish Council.

All in favour

In the presence of the Council and in accordance with legislation of the Local Government Act 1972, Section 83, Cllr Allerton duly signed his Declaration of Acceptance of Office.

191.1. 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 Allerton signed his Dispensation Request and this was put to the Council.

Proposed – Cllr Canham

Seconded – Cllr Bucke

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

All in favour

The Clerk advised Cllr Allerton that his Register of Interests 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 7.15pm.

Reports

County Councillor

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

Borough Councillors

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

RAF Marham

WO Spark reported that the annual Christmas Fayre was being held on Saturday, 30th November 2019 in the Sandringham Centre from 11.00am- 4.00pm. The Friends of Marham Christmas Lunch was being held on Monday, 2nd December 2019. The next film night showing Ballad of Buster Scruggs was being held on Tuesday, 10th December 2019.

WO Spark reported that the Station bar had recently been refurbished and their 55" TV would be available for long-term loan if required by the Council. Councillors thanked WO Spark for the offer and gratefully accepted this.

Public Participation

A member of public enquired whether the Council could help her with the community ecobricks project (plastic bottles stuffed with single use plastics). The Vice Chairman, Cllr Walsingham, confirmed that he had been investigating this and would write an article for the P&S magazine asking for volunteers to take this project forward.

A further member of public enquired whether parents and/or guardians would be permitted to stay at the Children's Party Council event in December 2019. Cllr Canham confirmed they were welcome to stay for the duration.

Another member of public asked when the new Dental Practice would be in situ. It was confirmed that this was still under tender but the anticipated opening would be April 2020.

The Chairman, Cllr Barrett, resumed the meeting at 7.29pm.

192. Finance

192.1. Bank Reconciliation

The Clerk had circulated the Finance Master summary to date, bank account statements and bank reconciliation period ending October 2019 with the agenda.

The Clerk reported that the remaining available precept at 31.10.2019 was £15,028.86 which was quite low with 5 months remaining in this financial year. Councillors agreed to reduce the earmarked reserves in the Tree Safety Maintenance budget from £5,000 to £1,000 as it was unlikely any substantial tree works would be required from now until April 2020.

The Clerk would update the Earmarked Reserves in the November 2019 reconciliations.

The bank balances were as follows:

October 2019

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	7,438.40	84,226.95
Total Opening Bank Balances		91,665.35
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	7,438.40	84,226.95
Council Total Opening Balances		91,665.35
Receipts	6,560.50	-
Payments	- 10,810.00	- 6,000.00
Bank Statement Close Balances	3,188.90	78,226.95
Total Closing Bank Balances		81,415.85
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	3,188.90	78,226.95
Council Total Closing Balances		81,415.85

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	2,337.60
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)	165.00
Electrical Check Pavilion (3 Year to £750)	-
Tree Safety Maintenance	5,000.00
Churchyard Wall Maintenance & Restoration	8,356.06
Allotment Deposits Held	570.00
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	3,823.89
Events Goods and Equipment	202.84
Village Signs	747.00
Norfolk Waste & Minerals Review (CATSS)	-
CIL Payments	84.60
Total Earmarked Reserves	66,386.99

Reconciliation Community Account (£)	
Bank Statement 01.10.2019	7,438.40
Receipts	6,560.50
Payments Cleared	- 10,810.00
Bank Statement 31.10.2019	3,188.90
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	3,188.90

Reconciliation Business Account (£)	
Bank Statement 01.10.2019	84,226.95
Receipts	-
Payments Cleared	- 6,000.00
Bank Statement 31.10.2019	78,226.95
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	78,226.95
Council Total Closing Balances	81,415.85

Council Total Closing Balances	81,415.85	Council Remaining Available Precept	15,028.86
Council Total Earmarked Reserves	66,386.99		

Chairman Signed Dated

192.2. Village Hall Electricity Contract

The Clerk had circulated details of the current Fixed Rate OVO contract, due for renewal on 4th December 2019, with the agenda.

Cllr Bucke confirmed that a new energy supplier, Green, offered 100% renewable energy for a lower rate. A short discussion took place and Councillors agreed to end the OVO contract and switch to Green.

Proposed – Cllr Wilson-Low

Seconded – Cllr Harrison

That the Council switches its electricity contract for the Village Hall with effect from 4th December 2019 to the energy supplier Green and does not renew the contract with OVO.

All in favour

The Clerk would deal with the electricity contract switch.

192.3. Norfolk ALC Course, Law & Good Practice at Local Council Meetings

The Clerk had recently attended a Norfolk ALC course, Law & Good Practice at Local Council Meetings, at Wereham Village Hall on Wednesday, 13th November 2019 at a cost of £60.00 + £12.00 VAT (Total £72.00). Councillors had agreed this in principal prior to her attendance. The Clerk would not be claiming travel expenses.

Proposed – Chairman, Cllr Barrett

Seconded – Cllr Wilson-Low

That the Council approves the Clerk's attendance of a Norfolk ALC course, Law & Good Practice at Local Council Meetings, held on Wednesday, 13th November 2019 at a cost of £60.00 + £12.00 VAT (£72.00).

All in favour

192.3.1. Feedback from the course

The Clerk had circulated the course presentation with the agenda. She further reported on other items of interest including information that needed to be included on the agenda, the order of agenda items, public participation rules, GDPR regulations, electronically recorded information, recording at meetings, Committee pros and cons, recorded (named) voting and details on The Public Sector Bodies (Website and Mobile Applications (No.2) Accessibility) Regulations 2018.

The Clerk reported that the November agenda had been updated with the information detailed at the training course. The Clerk would update the website regarding recording at meetings.

In regards to GDPR, it was highlighted that Councils should use a '3 item rule' for personal data being electronically recorded, published on noticeboards and sent by written communication. If more than 3 items of personal data were used, individuals could be hacked online or cloned through identity theft. A short discussion took place and Councillors agreed that their names, telephone numbers and emails should be displayed on the website and documents, excluding addresses.

The Vice Chairman, Cllr Walsingham, would amend the website accordingly and the Clerk would amend future documents of the Council.

In regards to The Public Sector Bodies (Website and Mobile Applications (No.2) Accessibility) Regulations 2018, Norfolk ALC had confirmed that the websites did meet the criteria (to ensure public sector websites and apps were accessible to all users, including those with audio or visual disabilities).

192.4. Pre-authorised payments, receipts and pending disbursements

The Chairman, Cllr Barrett, and Cllr Harrison had declared a Pecuniary interest in this item.

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

Date	Payee	Description	Transaction	Net Payment £	VAT Amount £	Gross Payment £	Receipt £
10.10.2019	Village Hall	Lettings Sep-Oct 19	100530	0.00	0.00	0.00	146.50
10.10.2019	Yoga with Dawn	Village Hall Donation	100531	0.00	0.00	0.00	34.00
11.10.2019	Amazon (Thomas L Wilkes)	Digital Recorder Microphone	Debit Card	26.56	5.31	31.87	0.00
14.10.2019	E-On	Street Lighting September 2019	DD	70.90	3.55	74.45	0.00
14.10.2019	Wickes	Village Hall Store Materials	Debit Card	304.94	60.99	365.93	0.00
15.10.2019	OVO Energy	Electric Village Hall September	DD	350.48	17.52	368.00	0.00
15.10.2019	A F Holman & Sons	Cemetery Fees	100532	0.00	0.00	0.00	320.00
17.10.2019	Fenland Leisure	Play Area materials	Debit Card	1673.50	334.70	2008.20	0.00
17.10.2019	Community Action Norfolk	Silver Annual Membership	BACS	50.00	0.00	50.00	0.00
17.10.2019	Post Office	Postage Stamps	Debit Card	6.64	0.00	6.64	0.00
18.10.2019	Allotment Deposit	Plot 16	BACS	0.00	0.00	0.00	60.00
20.10.2019	B&Q	Sports Pavilion materials	Debit Card	31.00	6.20	37.20	0.00
21.10.2019	Screwfix	Play Area materials	Debit Card	29.29	5.86	35.15	0.00
30.10.2019	Fenland Leisure	Play Area materials	BACS	-70.00	-14.00	-84.00	0.00
31.10.2019	E-On	Electric Sports Pavilion Sep-Oct	DD	13.09	0.65	13.74	0.00
31.10.2019	Bookings & Caretaking Officer	Contract October 2019	BACS	270.00	0.00	270.00	0.00
31.10.2019	Clerk	Salary October 2019	BACS	892.65	0.00	892.45	0.00
31.10.2019	HMRC	Employer PAYE/NI October	BACS	357.40	0.00	357.60	0.00
07.11.2019	H Brett & Son	Cemetery Fees	100533	0.00	0.00	0.00	40.00
11.11.2019	OVO Energy	Electric Village Hall Refund	BACS	-571.42	-28.57	-599.99	0.00
12.11.2019	A F Holman & Sons	Cemetery Fees	100534	0.00	0.00	0.00	40.00
13.11.2019	E-On	Street Lighting October 2019	DD	73.27	3.66	76.93	0.00
14.11.2019	Bowls Club	Bowls Green Renovation	100535	0.00	0.00	0.00	1785.00
15.11.2019	OVO Energy	Electric Village Hall October	DD	9.52	0.48	10.00	0.00
19.11.2019	Wave (Anglian Water)	Village Hall	DD	24.82	0.00	24.82	0.00
19.11.2019	Wave (Anglian Water)	Cemetery	DD	13.48	0.00	13.48	0.00
19.11.2019	Wave (Anglian Water)	Bowls Green & Premises	DD	139.49	0.00	139.49	0.00
To be paid	Cllr I Barrett	Chair's Allowance October 2019	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Expenses October 2019	BACS	26.10	0.00	26.10	0.00
To be paid	Veolia	Waste Collection Cemetery Sep	BACS	32.32	6.46	38.78	0.00
To be paid	Cllr Canham (Tesco / Ridouts)	Constance Baker Event Buffet	BACS	10.17	0.00	10.17	0.00
To be paid	Cllr Canham (Tesco)	Constance Baker Event Buffet	BACS	35.32	7.07	42.39	0.00
To be paid	Cllr Barrett (The Fent Shop)	Constance Baker Event	BACS	7.37	1.48	8.85	0.00
To be paid	Mr A Flatt (High Speed Train)	Legionella Awareness Course	BACS	30.00	6.00	36.00	0.00
To be paid	BCKL&WN	Community Survey Printing	BACS	22.92	4.58	27.50	0.00
To be paid	GIH Electrical Services	Electrical & PAT Test VH & Pav	BACS	1002.00	0.00	1002.00	0.00
To be paid	GIH Electrical Services	Emergency Light Village Hall	BACS	160.00	0.00	160.00	0.00
To be paid	Norfolk ALC	Clerk Training Course	BACS	60.00	12.00	72.00	0.00
To be paid	Anglian Chemicals	Village Hall Materials	BACS	72.49	14.51	87.00	0.00
To be paid	Cllr I Barrett	Chair's Allowance November	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Expenses November 2019	BACS	42.30	0.00	42.30	0.00
Late Bills / Receipts (Received after Agenda advertised)							
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance Oct 2019	BACS	432.00	86.40	518.40	0.00
To be paid	Cllr T Harrison (TDP Limited)	Millennium Memorial bench	103511	285.80	57.16	342.96	0.00
Totals				5945.00	592.02	6537.02	2425.50

Chairman Signed Dated

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

For – 8

Against – 0

Abstentions – 2 (Declared Interests)

193. Norfolk Minerals and Waste Local Plan Consultation Review (18th September 2019 – 30th October 2019)

Cllr Canham had declared a Personal Interest in this item.

The Chairman, Cllr Barrett, reported that Norfolk County Council was currently uploading all of the public comments received onto its website.

Cllr Child reported that the Campaigners Against Two Silica Sites (CATSS) had written an informative article for the forthcoming P&S magazine.

Cllr Wilson-Low reported that Borough Cllr Hipperson had ‘called in’ the Cabinet decision on the Norfolk County Council Minerals and Waste Local Plan Review (M&WLPR) Preferred Options Consultation to the BCKL&WN Corporate Performance Panel, and several other Borough Councillors had seconded their support of this. Full details of the ‘call in’ could be found at:

<https://democracy.west-norfolk.gov.uk/documents/b13947/Item%20%20Urgent%20Business%20-%20Call%20In%20Norfolk%20County%20Council%20Minerals%20and%20Waste%20Local%20Plan%20Review%20MWL.pdf?T=9>.

The BCKL&WN meeting was taking place on Tuesday, 26th November 2019 at the Town Hall in King’s Lynn and residents and Councillors were being urged to attend in support of the ‘call in’.

The Vice Chairman, Cllr Walsingham, and Cllr Flatt agreed to attend the Committee meeting on behalf of the Council. Cllr Flatt would contact the administration team to book their attendance.

194. Complaints Panel (deferred from previous meeting)

A short discussion took place and it was agreed to appoint the Members of the Panel and only nominate the Chairman and Vice Chairman if and when the Complaints Panel was ever required to meet. The Members would be Cllr Child, Cllr Flatt and Cllr Wilson-Low.

195. Human Resources Panel (deferred from previous meeting)

A short discussion took place and it was agreed to appoint the Members of the Panel and only nominate the Chairman and Vice Chairman if and when the Human Resources Panel was ever required to meet. The Members would be Cllr Bucke, Cllr Canham and Cllr Wilson-Low.

196. Additional Finance Panel Member

Cllr Harrison agreed to stand on the Finance Panel.

197. Property Working Party Report, Recommendations and Financial Requests

197.1. GIH Electrical Services Test

Cllr Harrison reported that the electrical test reports had been completed and circulated prior to the agenda. The electrical fault works by GIH Electrical Services would cost £940.00 No VAT (£300 Sports Pavilion and £640.00 Village Hall).

Proposed – Chairman, Cllr Barrett

Seconded – Vice Chairman, Cllr Walsingham

That the Council approves GIH Electrical Services carrying out the electrical repairs for the Village Hall and Sports Pavilion at a cost of £940.00 No VAT.

All in favour

197.2. Village Hall Emergency Lighting

Cllr Harrison reported that the replacement emergency lighting in the Village Hall had been carried out as an emergency repair, with approval from the Clerk, by GIH Electrical Services. Details had been circulated prior to the agenda. It was noted that the lighting needed to be tested by the Council on an annual basis.

Proposed – Chairman, Cllr Barrett

Seconded – Vice Chairman, Cllr Walsingham

That the Council approves GIH Electrical Services replacing the emergency lighting in the Village Hall as an emergency repair at a cost of £160.00 No VAT.

All in favour

Cllr Harrison reported that the consumer unit in the Village Hall had been condemned by GIH Electrical Services and consideration would need to be given to this in the budget discussions. Cllr Harrison would seek quotations in preparation for the Finance Panel meeting.

197.3. Village Hall Exterior Light

The Vice Chairman, Cllr Walsingham, had sought quotations to replace the exterior light at the Village Hall and these had been circulated with the agenda as follows:

Amazon 100W LED	£21.66 + £4.33 VAT (total £25.99)
Screwfix 50W LED	£24.99 + £5.00 VAT (total £29.99)
Toolstation 400W Halogen	£9.15 + £1.83 VAT (total £10.98)
Wickes Bulb for above	£2.63 + £0.52 VAT (total £3.15)
Wickes 30W Sensor	£20.83 + £4.17 VAT (total £25.00)

Councillors agreed that the 100W LED light from Amazon was best suited for the Village Hall.

Proposed – Cllr Bucke

Seconded – Cllr Child

That the Council purchases a 100W LED light from Amazon at a cost of £25.99 for the exterior of the Village Hall.

All in favour

The Vice Chairman, Cllr Walsingham, would purchase this with the Council Debit Card.

198. Events Working Party Report, Recommendations and Financial Requests

198.1. Hire charges for properties and equipment

The Events Working Party had considered charges for properties and equipment and these had been circulated with the agenda. The Vice Chairman, Cllr Walsingham, ran through the proposed charges.

Cllr Bucke felt that charges of the Coronation Playing Field for non-commercial hirers should be lower than those for commercial entities and that the ‘day rate’ was ambiguous and should be wholly confirmed. Cllr Bucke also felt that the Village Hall rates should be reviewed.

A long discussion took place and some Councillors felt that the use of the Field should not be chargeable and others felt it should. Councillors agreed that the refundable deposit for the Coronation Playing Field should be the same for commercial and non-commercial users.

The Vice Chairman, Cllr Walsingham, confirmed that the Events Working Party would again review the charges and report back to the Council at the next meeting.

The Clerk noted that facilities should not be hired to anyone without a contract (i.e. an application form and signed Terms and Conditions). This was noted.

That the Council approves that a refundable deposit of £100.00 is charged to commercial and non-commercial hirers of the Coronation Playing Field with immediate effect.

All in favour

198.2. Proposed future events of the Council

- Christmas afternoon party and evening Bingo – Saturday, 7th December 2019
- Valentine’s Mr & Mrs Show – Friday, 14th February 2020
- Village Hall spring clean and painting party – March/April 2020
- Music weekend – May 2020
- Medieval night – September 2020

Cllr Canham reported that decent items had been donated by various individuals and businesses for the Christmas bingo event prizes and raffle stall. Cllr Canham further reported that the maximum expenditure for the afternoon party would be £160.00, with profits from the Bingo evening subsequently covering this expense.

Proposed – Cllr Bucke

Seconded – Cllr Flatt

That the Council approves a maximum expenditure of £160.00 for the Christmas children’s afternoon party.

All in favour

It was agreed for Cllr Canham to purchase the items required for the party and reclaim the expenses rather than taking them from the profits in order that the accurate income/expenditure could be recorded.

The Clerk would ensure Cllr Canham was reimbursed imminently for all expenses incurred.

199. Updates and actions regarding ongoing matters

199.1. Churchyard

199.1.1. Boundary wall repair work costs

There was nothing to report to the meeting.

199.1.2. Costs for completion works

There was nothing to report to the meeting.

199.2. Cemetery

199.2.1. Topple Testing

The Vice Chairman, Cllr Walsingham, reported that he and Cllr Hipperson would be topple testing the gravestones in the Cemetery and Churchyard on Saturday, 23rd November 2019. A report would follow. The Vice Chairman, Cllr Walsingham, confirmed that no extra equipment needed to be purchased to carry out the inspections.

WO Spark left the meeting and two members of public left the Council Chamber at 8.37pm.

199.3. Grounds Maintenance contract

Cllr Harrison had obtained a quotation from Ultimate Land & Gardens to cut the Churchyard hedge once a year and this had been circulated the agenda.

That the Council approves the cutting of the Churchyard hedge once a year at a cost of £124.00 + £24.80 VAT (total £148.80) by Ultimate Land & Gardens and adds it to the Grounds Maintenance Contract.

All in favour

Cllr Harrison would inform Ultimate Land & Gardens of the addition to the contract.

199.4. Village Hall

There was nothing to report to the meeting.

199.5. Sports Pavilion, Playground and Playing Field

199.5.1. Grants for play area

There was nothing to report to the meeting.

199.5.2. Annual Play Area Inspection Report

There was nothing to report to the meeting.

199.5.3. Under 7's Football Team

199.5.3.1. Access to the Sports Pavilion

The Vice Chairman, Cllr Walsingham, had obtained quotations for a secure lock box and these had been circulated with the agenda. The Chairman, Cllr Barrett, reported that the current hirers relied on access to the Sports Pavilion via the Bookings Officer and the Chairman. Not only was this inconvenient for the hirers, it was not ideal for the Bookings Officer and Chairman who had to make special trips to the Pavilion each and every time the hirers were booked in. The Clerk reported that it was unacceptable for the Bookings Officer and Chairman to be inconvenienced in this way and this should cease as soon as was practicable.

A long discussion took place and it was felt that it would be more beneficial if extra keys were cut for the hirers, who could then pay a refundable deposit for the keys.

The Vice Chairman, Cllr Walsingham, would investigate the cost of keys and report back to the Council.
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199.6. Proposed and Seconded

Cllr Child had prepared a discussion paper in July 2019 and this had been re-circulated with the agenda. The points raised were as follows:

Current:

- Three editions a year are published; a paper copy is distributed to every house in the village, emailed to those on the distribution list and is published on the website.
- 430 copies are produced for each edition.
- Advertising is sold at a cost of £100 for half a page for one year, excluding local individuals, groups and businesses who are not charged.
- Current annual printing cost is approximately £400 per annum, excluding travel charges for collection.

Proposed Changes:

- Increase the number of editions from three to four per year.
- Increase the copies from 430 to 650 to include delivery to the RAF Marham properties.
- Charge small advertising amounts to all advertisers in accordance with other surrounding village magazine charges (i.e. £10.00 per quarter page advert, per issue).
- Proposed annual cost would be approximately £1,400 per annum, excluding travel charges for collection, with the intent of being self-financing with the advertisement income.

A long discussion took place. Cllr Canham agreed, in principle, to administer the accounting of the P&S magazine adverts.

Cllr Canham would write a small article for the forthcoming P&S magazine asking for potential advertisers to get in touch with her. Cllr Canham would also create a schedule of charges and report back at the next meeting.

For the purposes of the budget discussions, Councillors agreed to increase the number of editions from three to four. The Clerk would make a note of this for the Finance Panel meeting in December 2019.

199.7. Village Matters

199.7.1. Village Survey

The Vice Chairman, Cllr Walsingham, had completed a PowerPoint presentation based on data and comments received from returned Village Surveys; this had been circulated prior to the agenda. 472 surveys had been delivered with an approximate 10% response (80% of which had been by retired residents). The results would be reported in the P&S magazine. It was noted that 21 had indicated their intention to be included in the Christmas hamper draw.

The Vice Chairman, Cllr Walsingham, was given a vote of thanks for excellent and detailed presentation he had prepared for this project.

199.7.2. Mock welcome pack

Cllr Flatt reported that the welcome pack was still being worked on and would be available for the January meeting.

199.8. SAM2

199.8.1. New cable for the SAM2 sign

The Vice Chairman, Cllr Walsingham, had purchased a new temporary cable for the SAM2 sign at a cost of £1.88. He would not be claiming expenses for this but would require a longer cable to be purchased in the future and would present quotations for this at the next meeting.

The Vice Chairman, Cllr Walsingham, had circulated the SAM2 graphs for October 2019 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. The camera had been located at the bus stop, The Street, southbound. 4,386 vehicles had registered on the camera of which 22.4% had been travelling at 35mph and above.

200. Planning

200.1. Planning applications

200.1.1. 19/01388/F – Land East of The Street, The Street – Creation of new access from The Street to serve approved new dwelling and stable (amended plans)

There were no objections.

200.2. Planning decisions

200.2.1. 19/01435/LDE – Eastgate Farm House, Collins Lane – Biomass boiler and storage area for wood chip. Pipework to supply 5 houses, tack room and a farm workshop – Lawful Development Certificate for Existing Use: Existing barn is used for general farm storage
Application withdrawn.

200.2.2. 19/01561/F – The Honeystones, Squires Hill, Upper Marham – Extension to dwelling

Application permitted (Delegated decision).

200.2.3. 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

TPO Work approved (Delegated decision).

200.3. Late planning applications and decisions

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

201. General correspondence

201.1. For action/information

201.1.1. Local Government Boundary Commission Public Consultation on division boundaries for Norfolk County Council (closing date 2nd December 2019) (deferred from previous meeting)

A copy of the Local Government Boundary Commission (LGBC) Public Consultation on division boundaries for Norfolk County Council had been circulated prior to the agenda. As the LGBC was recommending that no changes be made to the 84 Councillors currently serving Norfolk, Councillors noted the document but did not wish to submit any comments.

201.1.2. Email from Marham Friends (deferred from previous meeting)

An email had been received from Marham Friends in response to the Council's request to have stalls at their Fun Day in 2020. Their email had been to confirm that the Council could only have a stall that did not conflict with any other stalls of the same standing.

The Chairman, Cllr Barrett, confirmed that the Events Working Party would consider whether it wished to have a stall at the Fun Day and report back to Marham Friends if it did.

Cllr Wilson-Low reported that she would respond to Marham Friends advising that the Council would permit them holding their Fun Day on the Coronation Field on Sunday, 7th June 2020, subject to hiring charges being formally approved.

201.2. Late correspondence

No late correspondence for discussion had been received.

202. Norfolk County Council issues

202.1. Parish Partnership Scheme 2019/2020

Cllr Harrison reported that works on the Churchyard footway and Trod 2 upgrade would commence within the next two weeks.

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

The Clerk reported that bids for a trod to be continued at Lion Farm to join the existing completed trods and an additional SAM2 had been submitted to Norfolk County Council for the 2020/2021 Parish Partnership Scheme. The awarded contracts would be announced by Norfolk County Council in March 2020.

One member of public left the Council Chamber at 9.17pm.

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

The next meeting of the Parish Council would be held on Wednesday, 8th January 2020 at 7.00pm in the Village Hall.

The remaining members of public left the Council Chamber at 9.18pm.

The Chairman, Cllr Barrett, adjourned the meeting at 9.18pm for an interim break and resumed the meeting at 9.30pm.

204. 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

204.1. Village Hall

204.1.1. Update on the sale of land including drainage queries

See Confidential Report.

204.1.2. Clause regarding the timescale of works following the completion of sale

See Confidential Report.

204.1.3. Disabled Toilet and Baby Changing Unit

See Confidential Report.

Proposed – Chairman, Cllr Barrett

Seconded – Cllr Canham

That the Council awards Jamie’s Property Care Ltd the contract to carry out the construction of a unisex accessible toilet (disabled toilet) and baby changing facility in the existing Caretaker’s Cupboard of the Village Hall at a cost of £9,785.00 + £1,957 VAT (total £11,742.00) which included the Building Control fees.

For – 8

Against – 0

Abstentions – 2

Proposed – Cllr Bucke

Seconded – Vice Chairman, Cllr Walsingham

That the Council awards the contract to Jamie’s Property Care Ltd to carry out the construction works of gable wall in the Village Hall at a cost of £1,575.00 + £315.00 VAT (total £1,890.00).

All in favour

204.1.4. Overall scheme for the Village Hall

See Confidential Report.

204.2. Clerk’s Employment

204.2.1. Three-month review of extended working hours

See Confidential Report.

204.3. Bookings Officer’s Contract

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 10.05pm.