

**Marham Parish Council**

**Minutes of the Council Meeting held Wednesday, 8<sup>th</sup> January 2020 at 7.00pm in the Village Hall, Marham**

|          |                     |                   |
|----------|---------------------|-------------------|
| Present: | Chairman            | Cllr I Barrett    |
|          | Vice Chairman       | Cllr P Walsingham |
|          | Councillors         | Cllr R Allerton   |
|          |                     | Cllr G Bucke      |
|          |                     | Cllr S Canham     |
|          |                     | Cllr C Child      |
|          |                     | Cllr T Harrison   |
|          |                     | Cllr J Hipperson  |
|          |                     | Cllr E Rix-Clark  |
|          | Borough Councillor  | Cllr G Hipperson  |
|          | Parish Clerk        | Mrs S Porter      |
|          | Member(s) of Public | 4                 |

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

The Chairman, Cllr Barrett, declared a Pecuniary Interest in Item 6.4, Bills for Payment, as this related to a direct financial imbursement to her.

Cllr Harrison declared a Pecuniary Interest in Item 6.4, Bills for Payment, as this related to a direct financial imbursement to him. He further declared a Personal Interest in Item 7, PRow's, as he was the keyholder for the Hoggs Drove footpath.

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

**2. Apologies for absence**

Apologies for absence had been received from Cllr D Flatt (holiday) and RAF WO G Spark.

The apologies were accepted.

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

**Proposed – Vice Chairman, Cllr Walsingham**

**Seconded – Cllr Hipperson**

**That the minutes of the Council Meeting held on Wednesday, 20<sup>th</sup> November 2019 (items 186-204) 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.

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

Cllr Harrison reported that he had fitted the new bench on the Millennium Green. The Chairman, Cllr Barrett, would contact the daughter of Mr Michael Gray to investigate whether she would like a new memorial plaque to be fixed to the bench.

**5. Resignation of Councillor and update on casual vacancy**

The Chairman, Cllr Barrett, reported that Cllr Wilson-Low had resigned from the Council on Monday, 23<sup>rd</sup> December 2019. The Chairman, Cllr Barrett, advised that the Notice of Casual Vacancy had been displayed today giving 14 days notice for a written request from ten electors to fill the vacancy by election.

The Council thanked Ms Wilson-Low for the short time she had served the Parish.

## **PUBLIC OPEN FORUM**

The Chairman, Cllr Barrett, adjourned the meeting at 7.10pm.

### **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 reported that further details were awaited regarding his 'call in' on the Cabinet decision on the Norfolk County Council Minerals and Waste Local Plan Review (M&WLPR) Preferred Options Consultation. On Saturday, 11<sup>th</sup> January 2020, in his capacity of the Mayor of King's Lynn & West Norfolk, he would be attending an unveiling ceremony for Constance Baker in Bishops Park, Fulham, together with the Vice Chairman, Cllr Walsingham.

#### **RAF Marham**

In his absence, WO Spark had submitted a written report. The Chairman, Cllr Barrett, read the report to the meeting as follows:

*The majority of the Station did not return to work until this Monday, so it has been fairly quiet with normal work resuming this week. You will have seen the Station Commander and OC 617 Sqn formally handed over the replacement bench to the village on 20<sup>th</sup> December 2019. Despite the weather there was a good turn out and I am sure it will be well received by the whole village. There will be an article in the next Station Magazine. We are working on the event planner and to avoid clashes with Council/village events, we will make our dates available as we have them. Currently the following events have been confirmed:*

*RAF Marham Friends and Families Day 23<sup>rd</sup> July 2020*

*RAF Marham Christmas Fair 28<sup>th</sup> November 2020*

*Friends of Marham Christmas Lunch 2<sup>nd</sup> December 2020*

*More dates to follow.*

#### **Public Participation**

A member of public confirmed that the annual charity Boxing Day football match had taken place but players had been disappointed that they could not shower afterwards. The Vice Chairman, Cllr Walsingham, confirmed that the showers had been removed due to legionella requirements. The Council would be looking to reinstate them in the future.

The same member of public advised that the Government had published information regarding a military environmental noise scheme which included RAF Marham being eligible for triple glazing on residential properties. The Vice Chairman, Cllr Walsingham, would investigate this.

The same member of public reported that a street light was not working in Villebois Road. The Clerk confirmed that this had already been reported to Westcotec.

Another member of public reported that there had been an increase in dog fouling outside the Church by the bus stop. Cllr Canham would put a 'no dog fouling' sticker on the bus stop. The Clerk would order further A5 stickers from the BCKL&WN. The Chairman, Cllr Barrett, confirmed that she would spray around the mess with temporary paint.

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

## **6. Finance**

### **6.1. Bank Reconciliation**

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



December 2019

| Bank Reconciliation                   | Community Account (£) | Business Account (£) |
|---------------------------------------|-----------------------|----------------------|
| Bank Statement Start Balances         | 2,199.75              | 78,226.95            |
| <b>Total Opening Bank Balances</b>    |                       | <b>80,426.70</b>     |
| Unpresented Cheques B/F               | - 342.96              | -                    |
| Unpresented Receipts B/F              | -                     | -                    |
| <b>Council Opening Balances</b>       | <b>1,856.79</b>       | <b>78,226.95</b>     |
| <b>Council Total Opening Balances</b> |                       | <b>80,083.74</b>     |
| Receipts                              | 2,190.09              | 41.65                |
| Payments                              | - 1,596.84            | -                    |
| Bank Statement Close Balances         | 2,793.00              | 78,268.60            |
| <b>Total Closing Bank Balances</b>    |                       | <b>81,061.60</b>     |
| Unpresented Cheques                   | -                     | -                    |
| Unpresented Receipts                  | -                     | -                    |
| <b>Council Closing Balances</b>       | <b>2,793.00</b>       | <b>78,268.60</b>     |
| <b>Council Total Closing Balances</b> |                       | <b>81,061.60</b>     |

| Earmarked Funds                                |                  |
|--|------------------|
| Operating Costs (6 Months)                     | 20,000.00        |
| Pensions Contribution                          | 1,000.00         |
| Village Hall Alterations                       | 16,695.00        |
| 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) | -                |
| Electrical Check Pavilion (3 Year to £750)     | -                |
| Tree Safety Maintenance                        | 1,000.00         |
| 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       | 4,208.34         |
| Events Goods and Equipment                     | 157.35           |
| Village Signs                                  | 747.00           |
| Norfolk Waste & Minerals Review (CATSS)        | -                |
| CIL Payments                                   | 84.60            |
| <b>Total Earmarked Reserves</b>                | <b>62,255.95</b> |

| Reconciliation Community Account (£) |            |
|--------------------------------------|------------|
| Bank Statement 01.12.2019            | 2,199.75   |
| Receipts                             | 2,190.09   |
| Payments Cleared                     | - 1,596.84 |
| Bank Statement 31.12.2019            | 2,793.00   |
| Unpresented Cheques                  | -          |
| Unpresented Receipts                 | -          |
| Council Closing Balance              | 2,793.00   |

| Reconciliation Business Account (£) |           |
|-------------------------------------|-----------|
| Bank Statement 01.12.2019           | 78,226.95 |
| Receipts                            | 41.65     |
| Payments Cleared                    | -         |
| Bank Statement 31.12.2019           | 78,268.60 |
| Unpresented Cheques                 | -         |
| Unpresented Receipts                | -         |
| Council Closing Balance             | 78,268.60 |
| Council Total Closing Balances      | 81,061.60 |

|                                  |                  |                                     |                  |
|----------------------------------|------------------|-------------------------------------|------------------|
| Council Total Closing Balances   | <b>81,061.60</b> |                                     |                  |
| Council Total Earmarked Reserves | <b>62,255.95</b> | Council Remaining Available Precept | <b>18,805.65</b> |

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

## 6.2. Sports Pavilion Master Keys

The Chairman, Cllr Barrett, reported that three master keys for the Sports Pavilion had been purchased as an emergency for the dog training hirer, football club and spare for the Council. Cllr Harrison had kindly ordered and collected them. Each hirer would be required to pay a refundable deposit charge of £30.00 per key.

**Proposed – Cllr Hipperson**

**Seconded – Cllr Child**

**That the Council approves the emergency purchase of three Sports Pavilion master keys from Surelock Security at a cost of £46.76 + £9.34 VAT (total £56.10).**

**All in favour**

## 6.3. Norfolk ALC Course, Being an Effective Councillor

Cllr Flatt had requested permission to attend the one-day intensive Norfolk ALC course, Being an Effective Councillor, on Tuesday, 24<sup>th</sup> March 2020 in Wereham Village Hall from 9.30am – 3.30pm.

**Proposed – Cllr Child**

**Seconded – Cllr Hipperson**

**That Cllr Flatt attends the Norfolk ALC Being an Effective Councillor course on Tuesday, 24<sup>th</sup> March 2020 in Wereham Village Hall at a cost of £60.00 + £12.00 VAT (total £72.00) and reclaims the travel expenses incurred following the event.**

**All in favour**

|   |
|---|
| The Clerk would confirm the booking with Norfolk ALC. |
|---|

## 6.4. Pre-authorized 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 £ |
|------------|-----------------------------------|----------------------------------|-------------|---------------|--------------|-----------------|-----------|
| 21.11.2019 | V Hall / Sports Pav / Yoga Dawn   | Lettings Oct-Nov 19              | 100536      | 0.00          | 0.00         | 0.00            | 351.50    |
| 25.11.2019 | BAPRO (Amazon)                    | Village Hall floodlight          | Debit Card  | 21.66         | 4.33         | 25.99           | 0.00      |
| 26.11.2019 | A J Coggles                       | Cemetery Fees                    | 100537      | 0.00          | 0.00         | 0.00            | 120.00    |
| 28.11.2019 | E-On                              | Electric Sports Pavilion Oct-Nov | DD          | 12.18         | 0.61         | 12.79           | 0.00      |
| 29.11.2019 | Bookings & Caretaking Officer     | Contract November 2019           | BACS        | 270.00        | 0.00         | 270.00          | 0.00      |
| 29.11.2019 | Clerk                             | Salary November 2019             | BACS        | 892.65        | 0.00         | 892.65          | 0.00      |
| 29.11.2019 | HMRC                              | Employer PAYE/NI November        | BACS        | 357.40        | 0.00         | 357.40          | 0.00      |
| 02.12.2019 | Barclays Bank Plc                 | Bank Interest                    | BACS        | 0.00          | 0.00         | 0.00            | 41.65     |
| 07.12.2019 | Toolstation                       | Village Hall floodlight box      | Debit Card  | 5.82          | 1.16         | 6.98            | 0.00      |
| 11.12.2019 | E-On                              | Street Lighting November 2019    | DD          | 70.90         | 3.55         | 74.45           | 0.00      |
| 12.12.2019 | Bowls Club                        | Water Rates                      | 100538      | 0.00          | 0.00         | 0.00            | 48.51     |
| 14.12.2019 | Christmas Event                   | Proceeds                         | Misc        | 0.00          | 0.00         | 0.00            | 278.45    |
| 16.12.2019 | OVO Energy                        | Electric Village Hall November   | DD          | 9.52          | 0.48         | 10.00           | 0.00      |
| 17.12.2019 | Village Hall / Plot 8             | Lettings Nov-Dec / Allot Rent    | 100539      | 0.00          | 0.00         | 0.00            | 254.50    |
| 27.12.2019 | Bookings & Caretaking Officer     | Contract December 2019           | BACS        | 270.00        | 0.00         | 270.00          | 0.00      |
| 27.12.2019 | Clerk                             | Salary December 2019             | BACS        | 892.45        | 0.00         | 892.45          | 0.00      |
| 30.12.2019 | HMRC                              | VAT Repayment 2/3 2019-2020      | BACS        | 0.00          | 0.00         | 0.00            | 1608.63   |
| 02.01.2020 | E-On                              | Electric Sports Pavilion Nov-Dec | DD          | 15.70         | 0.79         | 16.49           | 0.00      |
| To be paid | Cllr Harrison (Surelock Security) | Master Keys x 3                  | 103512      | 46.76         | 9.34         | 56.10           | 0.00      |
| To be paid | Marham Poors Lands                | Annual Rent & Water Charges      | 103513      | 127.50        | 0.00         | 127.50          | 0.00      |

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

|   |                      |                                 |            |                 |              |                 |                 |
|---|----------------------|---------------------------------|------------|-----------------|--------------|-----------------|-----------------|
| To be paid  | Cllr I Barrett       | Chair's Allowance December      | BACS       | 15.30           | 0.00         | 15.30           | 0.00            |
| To be paid  | Clerk                | Expenses December 2019          | BACS       | 26.10           | 0.00         | 26.10           | 0.00            |
| To be paid  | Veolia               | Waste Collection Cemetery Oct   | BACS       | 40.40           | 8.08         | 48.48           | 0.00            |
| To be paid  | Global Fire Services | Fire Alarm Service Village Hall | BACS       | 81.00           | 16.20        | 97.20           | 0.00            |
| To be paid  | Veolia               | Waste Collection Cemetery Nov   | BACS       | 32.32           | 6.46         | 38.78           | 0.00            |
| <b>Late Bills / Receipts (Received after Agenda advertised)</b> |                      |                                 |            |                 |              |                 |                 |
| 08.01.2020  | HP Store             | Printer Cartridges x 3          | Debit Card | 59.37           | 11.88        | 71.25           | 0.00            |
| <b>Totals</b>   |                      |                                 |            | <b>3,247.03</b> | <b>62.88</b> | <b>3,309.91</b> | <b>2,703.24</b> |

**Proposed – Cllr Bucke**

**Seconded – Vice Chairman, Cllr Walsingham**

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

**For – 7**

**Against – 0**

**Abstentions – 2 (Declared Interests)**

**Proposed – Chairman, Cllr Barrett**

**Seconded – Vice Chairman, Cllr Walsingham**

**To invoke Standing Order 10a (vi), in order to vary the order of business and allow the PRow's item to be discussed at this time.**

**All in favour**

## **7. PRow's**

Cllr Harrison had declared a Personal interest in this item.

Cllr Rix-Clark reported that she had spent a considerable amount of time and travel to investigate details of lost footpaths on the Definitive Map and had collected evidence dating back to 1797 from the Norfolk Archives and various other authorities and groups. From these findings, a detailed 60-page report had been written with the further aim of adding statements of use to the report in preparation for submitting a Definitive Map Modification Order (DMMO) application to Norfolk County Council for consideration. Hoggs Drove and the track locally known as the 'Cockleshell path' were the routes which had been identified for recommendation to be added to the map.

Upon submission, Norfolk County Council would then confirm whether the footpaths could potentially be added to the Definitive Map and hold a statutory Public Enquiry. This was the stage which could be challenged and lead to subsequent legal representation being required by the Parish Council for a formal Hearing and could cost up to a maximum of £3,000. For this reason, £3,000 would need to be included in the 2020/2021 precept if the Council wished to pursue this project.

It was noted that the deadline for historical data of lost footpaths being reinstated on the Definitive Map was 1<sup>st</sup> January 2026.

A long discussion took place. It was felt that the landowner of Hoggs Drove would be likely to contest and appeal the Order, which would then require legal representation to be made on behalf of the Council. It was noted that this would not guarantee success for the Council. In spite of this, Councillors felt that in view of the extensive work undertaken by Cllr Rix-Clark and the potential loss of Hoggs Drove as a Public Right of Way (PRow) it was in the best interests of the community to make the application and set a budget for potential legal costs.

**Proposed – Cllr Child**

**Seconded – Cllr Canham**

**That this Council supports the continuation of the PRow work being undertaken by Cllr Rix-Clark and approves the subsequent application for two PRow's to be submitted as a Definitive Map Modification Order to Norfolk County Council and that £3,000 is included in the 2020/2021 precept for potential legal representation costs.**

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

Cllr Rix-Clark requested a recorded vote and Members voted for the Motion as follows:

| <u>For</u>             | <u>Against</u> | <u>Abstentions</u>                       |
|------------------------|----------------|--|
| <b>Cllr Allerton</b>   |                | <b>Cllr Bucke</b>                        |
| <b>Cllr Barrett</b>    |                | <b>Cllr Harrison (Declared Interest)</b> |
| <b>Cllr Canham</b>     |                |  |
| <b>Cllr Child</b>      |                |  |
| <b>Cllr Harrison</b>   |                |  |
| <b>Cllr Hipperson</b>  |                |  |
| <b>Cllr Rix-Clark</b>  |                |  |
| <b>Cllr Walsingham</b> |                |  |

Borough Cllr Hipperson left the meeting at 8.10pm.

The order of the business on the agenda was resumed.

**8. Approval of the 2020/2021 Budget**

A copy of the 2020/2021 draft budget had been circulated with the agenda. The Clerk outlined the budget and highlighted the variances.

The Clerk reported that £300 had been endorsed by the Finance Working Group to be set in the 2020/2021 budget for PRoW's. In light of the resolution made under Item 7, PRoW's, the Clerk confirmed that £2,700 would either need to be added to the budget or vired from current Earmarked Reserves to make up the difference.

Cllr Bucke reported that A J Restoration had recently inspected the Churchyard Wall and upon initial examination had confirmed that it could not be restored with the present funds held in Earmarked Reserves for this item (currently £8,356.06). A J Restoration had advised that the small section of flint wall which had partly collapsed (far right corner section near the gate) could be rebuilt and missing flint along the front wall could be repointed but the wall after the hedge would be very expensive to repair. Cllr Bucke and Cllr Harrison confirmed that fencing would need to be placed there instead, to diminish the health and safety risk to pedestrians

Cllr Harrison advised that the Clerk would need to write to the landowners of Belmont to confirm that a full restoration of the wall would now not be taking place due to financial constraints. Cllr Bucke suggested that if there were any queries from the landowners, that they produce deeds to prove the ownership and responsibility of the wall.

Cllr Bucke would contact A J Restoration for a quotation to carry out the nominal repairs of the wall in time for discussion at the next meeting. The Clerk would write to the landowners after these discussions had taken place.

Subject to approval of the Churchyard Wall works, the Clerk recommended that £2,700 be vired to the PRoW item for the 2020/2021 budget from the Churchyard Wall Maintenance and Restoration Earmarked Reserves, leaving a balance in that item of £5,656.06. The Clerk would add this to the agenda for formal approval.

In light of the above discussions, no modifications were made to the draft budget.

**Proposed – Cllr Child**

**Seconded – Cllr Hipperson**

**That the budget for the financial year 2020/2021 is approved and adopted as recommended by the Finance Working Group.**

**For – 8**

**Against – 1**

**Abstentions – 0**

**9. Approval of the 2020/2021 Precept**

*2019/2020 Tax base 779.5 - For a precept of £45,423 this was £58.27 per band D property*

**2020/2021 Tax base 783.4 - For a precept of £49,769 this equates to (precept divided by tax base):**

**Band D = £63.53** (9.02% increase on 2019/2020 = £5.26 increase per annum / 44p increase per month / 10p increase per week)

**Band A = £42.35** (2/3 of Band D)

**Band H = £127.06** (twice Band D)

Section 137 payments limit for 2020/21 is £8.32 per elector (1733) = maximum £14,418.56

**Proposed – Cllr Canham**

**Seconded – Cllr Bucke**

**That the Precept for the financial year 2020/2021 be increased by 9.57% to £49,769.**

**All in favour**

A copy of the approved budget and precept would be placed on the website.

**10. Norfolk Minerals and Waste Local Plan Consultation Review**

The Vice Chairman, Cllr Walsingham, reported that he had attended the BCKL&WN meeting on Tuesday, 26<sup>th</sup> November 2019 at the King’s Lynn Town Hall to hear details of the ‘call in’ by Borough Cllr Hipperson. Information regarding this would not be known until May 2020 at the earliest.

The Chairman, Cllr Barrett, reported that there had been 3,800 objections to the Norfolk Minerals and Waste Local Plan Consultation of which 3,100 had been specifically related to the Marham and Shouldham sites.

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

Cllr Harrison reported that construction work had commenced on the Village Hall in the main hall.

Jamie’s Property Care Ltd had contacted Building Control regarding the unisex accessible toilet room which would be 2cm smaller than legislative requirements. However, Building Control had confirmed that because the work was being carried out in an old building, the minimum 1.5m requirements would not be enforced. Due to building regulations regarding the drains, the kitchen units would need to be removed to enable the builders to work underground in the kitchen area.

Cllr Harrison and the Chairman, Cllr Barrett, would investigate which hirers were due in the Hall within the next few weeks and negotiate the construction works around their usage.

**11.1. Bespoke bench at Villebois Road/The Street junction**

The Chairman, Cllr Barrett, reported that the RAF had made a new bespoke oak bench to replace the rotten one at the junction of Villebois Road and The Street and had kindly donated it to the Parish Council at an event held on Friday, 20<sup>th</sup> December 2019. The bench would be maintained by the RAF and a key to the ground anchor would be held by both the RAF and Parish Council. It was noted that the bench would be added to the Asset Register for £1.00 due to it being a donation but could be insured for £3,000, the value recommended by the RAF.

The Chairman, Cllr Barrett, would send a letter of appreciation to the Station Commander.

**12. Events Working Party Report, Recommendations and Financial Requests**

**12.1. Hire charges for properties and equipment (deferred from previous meeting)**

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.



A discussion took place and the charges were approved in accordance with the schedule. The Clerk would update the list accordingly.

### 12.2. Council events

Cllr Canham reported that the Christmas afternoon party and evening Bingo held on Saturday, 7<sup>th</sup> December 2019 had been successful. 15 children had been present at the party and around 30 had attended the bingo evening. The Vice Chairman, Cllr Walsingham, reported that after expenses, £278.45 had been raised for the Village Hall unisex access toilet. The Chairman, Cllr Barrett, thanked everyone involved who helped organise and run the event.

The Events Working Party would be meeting shortly to discuss future events.

## 13. Updates and actions regarding ongoing matters

### 13.1. Churchyard

#### 13.1.1. Boundary wall repair work

Cllr Bucke reported that a quotation for the repair work would be submitted shortly. It was noted that temporary fencing would need to be in keeping whilst the works were taking place.

Cllr Bucke would attempt to access the deeds for the Churchyard Wall.

### 13.2. Cemetery

The Vice Chairman, Cllr Walsingham, reported that he and Cllr Hipperson had carried out topple testing in the Cemetery on Saturday, 23<sup>rd</sup> November 2019 and 27 issues were found; 5 headstones were laid flat due to them being unsafe, 2 required soil filling and 20 required repairs. The Parish Council would need to contact the grave owners in order that the 27 graves could be made good by the owners. When the ownership details had been established a timescale period of 6 months would be offered to them to rectify the problems and if nothing was done during that time any unsafe headstones would be laid flat.

### 13.3. Sports Pavilion, Playground and Playing Field

#### 13.3.1. Grants for play area

Cllr Harrison would be preparing a schedule of all items required in the Sports Pavilion and would be obtaining quotations for each item. A report would follow.

#### 13.3.2. Annual Play Area Inspection Report

There was nothing to report to the meeting.

#### 13.3.3. Under 7's Football Team

The Clerk reported that the Football Club had still not paid the initial invoice for July, September and October 2019. No further invoices had been issued. The Vice Chairman, Cllr Walsingham, would chase the invoice up.

### 13.4. Proposed and Seconded

A discussion took place regarding the number of editions per year, distribution numbers per edition, advertising rates and printing costs. The Clerk had obtained costs from the BCKL&WN Print Room based on 1000 copies for 4 x A3 pages folded to produce a 16-page newsletter. The costs would be as follows:

|                             |                            |                       |
|-----------------------------|----------------------------|-----------------------|
| 1000 x black & white copies | £279.40 No VAT per edition | (£1,117.60 per annum) |
| 1000 x colour copies        | £935.00 No VAT per edition | (3,740.00 per annum)  |

The 2020/2021 approved budget for the newsletter had been set at £1,400.00 (£350.00 per edition) expenditure with £700.00 (£175.00 per edition) advertising income.

Cllr Child had investigated other parish newsletter advertising costs and based on those figures had established that the Council would be required to sell a large number of adverts to cover the printing costs.

A short discussion took place and it was noted that more adverts would increase the printing costs because more pages per newsletter would be required.

It was agreed that a quarter page advert should be charged at £20.00 per edition or £50.00 for the whole year, excluding adverts for local charitable events which would not be charged.

Cllr Canham would initiate advertisers for the newsletter. Cllr Canham and Cllr Flatt would deal with the invoicing for each edition. The Clerk would forward them a template invoice.

### **13.5. Village Matters**

#### **13.5.1. Mock welcome pack (deferred from previous meeting)**

Cllr Flatt was not present at the meeting. This item would be deferred until the next meeting.

### **13.6. SAM2**

#### **13.6.1. New cable for the SAM2 sign**

The Vice Chairman, Cllr Walsingham, had circulated the SAM2 graphs for November 2019 and December 2019 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. The camera had been located at The Holy Trinity Church in November where 8,635 vehicles had registered on the camera of which 1,972 (22.8%) had been travelling at 35mph and above. In December at The Street 17,863 vehicles had registered on the camera of which 5,379 (30.1%) had been travelling at 35mph and above.

The Vice Chairman, Cllr Walsingham, reported that he did require a long cable to enable him to transfer data from the sign to the laptop in a safe manner. Quotations had been obtained.

**Proposed – Chairman, Cllr Barrett**

**Seconded – Cllr Harrison**

**That a new cable for the SAM2 sign is purchased at a cost of up to £10.00.**

**All in favour**

The Vice Chairman, Cllr Walsingham, would purchase a cable on the Council Debit Card.

## **14. Planning**

### **14.1. Planning applications**

#### **14.1.1. 19/02165/F – Abbey House, The Street – Natural Swimming pool in the garden**

This was recommended approval subject to necessary caution being made regarding the historical interest and archaeological interest this site retains.

### **14.2. Planning decisions**

#### **14.2.1. 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)**

Application permitted (Delegated decision).

### **14.3. Late planning applications and decisions**

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

### **14.4. Other planning matters**

**14.4.1. 19/00677/F – Barn North of Cresswell Cottage, The Street – Proposed demolition of redundant farm building and replacement with single storey residential dwelling within footprint of demolished building – Planning Appeal**

There were no comments to be made on this.

**15. General correspondence**

**15.1. For action/information**

**15.1.1. Power for People – Local Electricity Bill**

An email from Power for People asking Councils to support the Local Electricity Bill had been circulated prior to the agenda. The Bill, if made law, would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply.

Cllr Bucke noted that as there were no local suppliers it wouldn't be worthwhile signing up to this. A short discussion took place and it was agreed to put this on hold until the situation changed.

**15.2. Late correspondence**

No late correspondence for discussion had been received.

**16. Norfolk County Council issues**

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

Cllr Harrison reported that the Churchyard footway was near completion and works on the Trod 2 upgrade were underway.

**16.2. Parish Partnership Scheme 2020/2021**

The awarded contracts would be announced by Norfolk County Council in March 2020.

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

The next meeting of the Parish Council would be held on Wednesday, 12<sup>th</sup> February 2020 at 7.00pm in the Village Hall.

The members of public left the Council Chamber at 9.20pm.

**18. 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**

**18.1. Village Hall**

**18.1.1. Amended plans and revision of Planning Application 18/01721/F**

See Confidential Report.

**Proposed – Chairman, Cllr Barrett**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the Council approves the revised Village Hall plans and contracts Mr J Stephenson to submit these to the BCKL&WN, subject to the relevant fees being disclosed to the Council beforehand.**

**All in favour**

**18.1.2. Quotations to clear the plot of land**

See Confidential Report.

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

See Confidential Report.

**18.1.4. Mr T Wall, Leisure Consultancy Services**

See Confidential Report.

**Proposed – Chairman, Cllr Barrett**

**Seconded – Vice Chairman, Cllr Walsingham**

**That Mr Wall, Leisure Consultancy Services, is contracted with immediate effect at a cost of £975.00, payable in three equal instalments, to write and fund grants for the Village Hall.**

**All in favour**

**18.2. Clerk’s Employment**

See Confidential Report.

**18.3. Bookings Officer’s Contract**

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 9.50pm.