

Marham Parish Council

Minutes of the Council Meeting held Wednesday, 18th March 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 (From Item 51.2)
		Cllr D Flatt
		Cllr T Harrison
		Cllr J Hipperson
		Cllr E Rix-Clark
	RAF Representative	WO G Spark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	1

41. Declarations of interest and requests for dispensation

The Chairman, Cllr Barrett, declared a Pecuniary Interest in Item 46.4, Bills for Payment, as this related to a direct financial imbursement to her.

Cllr Harrison declared a Personal Interest in Item 51.6, PRow's, as he was the keyholder for the Hoggs Drove footpath.

Cllr Flatt declared a Pecuniary Interest in Item 56.4, Bookings Officer's contract, as she was the wife of the contractor.

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

42. Apologies for absence

Apologies for absence had been received from Cllr C Child (COVID-19 self-isolating). Cllr Canham would be late to the meeting due to work commitments.

The apologies were accepted.

43. 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, 12th February 2020 (items 19-35) 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.

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

The Vice Chairman, Cllr Walsingham, reported that he had made initial enquiries about the costs of freestanding noticeboards for consideration of placing one at the Cemetery for village events. These would be in the region of £500-£600.

It was agreed for the Vice Chairman, Cllr Walsingham, to seek definitive costs for the next meeting. The Clerk would add this to the agenda.

45. Casual vacancy

The Clerk reported that there had been no applications to date.

PUBLIC OPEN FORUM

The Chairman, Cllr Barrett, adjourned the meeting at 7.04pm.

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 construction work was continuing on the property in Ash Road, which would be opening soon as the new Marham Dental Practice . The lists for prospective patients were still open; anyone interested in registering as a new patient should contact the practice directly.

The planting of further trees in Ladywood, as part of the RAF’s ongoing nature area plan, had been completed, taking the total to 2500 trees planted in the last few years. The trees were available for adoption and anyone interested should contact WO Spark or call into the Marham Hub.

The pop-up cinema for the month of April had been suspended and would be reviewed on a monthly basis. The RAF Marham Litter Pick, under the umbrella of the National Keep Britain Tidy Campaign, had been postponed and a new date would be advertised in due course.

RAF Marham would be maintaining operations on the Base during the coronavirus outbreak but would not be supporting civilians in the village. A village community group, which had no affiliation to RAF Marham, had been set up to help residents.

Public Participation

The member of public reported that she would be prepared to donate £100.00 towards a new noticeboard, if the Council agreed to purchase one. She was thanked for her generous offer of this.

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

46. Finance

46.1. Bank Reconciliation

The Clerk had circulated the Finance Master summary to date, bank account statements and bank reconciliation for period ending February 2020 with the agenda. The bank balances were as follows:

46.2. Emergency Village Hall Roof Repairs

The Chairman, Cllr Barrett, reported that some roof tiles on the Village Hall had been displaced and/or fallen during the recent high winds and Worzels Roofing had attended and repaired the roof urgently.

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Harrison

That the emergency Village Hall roof repairs carried out by Worzels Roofing at a cost of £110.00 No VAT is approved.

All in favour

46.3. Accident/Incident Books

The Chairman, Cllr Barrett, reported that the Clerk had purchased accident/incident books from Amazon for Marham Parish Council and Watlington Parish Council to attain free delivery for each Council.

Proposed – Cllr Flatt

Seconded – Cllr Allerton

That the purchase of two accident/incident books from Amazon at a cost of £8.32 + £1.66 VAT is approved.

All in favour

46.4. Pre-authorised payments, receipts and pending disbursements

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

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

Date	Payee	Description	Transaction	Net Payment £	VAT Amount £	Gross Payment £	Receipt £
13.02.2020	Village Hall/Pavilion/YogaDawn	Lettings Dec-Feb 20	100541	0.00	0.00	0.00	275.00
17.02.2020	OVO Energy	Electric Village Hall Jan 2020	DD	9.52	0.48	10.00	0.00
17.02.2020	Wave (Anglian Water)	Village Hall	DD	19.15	0.00	19.15	0.00
17.02.2020	Wave (Anglian Water)	Cemetery	DD	12.07	0.00	12.07	0.00
17.02.2020	Wave (Anglian Water)	Bowls Green & Premises	DD	54.55	0.00	54.55	0.00
17.02.2020	The Engraving Workshop	Bench Memorial Plaque	Debit Card	35.42	7.08	42.50	0.00
20.02.2020	BCKL&WN	Elections Room Hire	BACS	0.00	0.00	0.00	160.00
25.02.2020	A J Coggles	Cemetery Fees	100542	0.00	0.00	0.00	200.00
27.02.2020	E-On	Electric Sports Pavilion Jan-Feb	DD	17.12	0.86	17.98	0.00
27.02.2020	Bowls Club	Water Rates	100543	0.00	0.00	0.00	20.20
28.02.2020	Worzels Roofing	Village Hall Roof Repairs	BACS	110.00	0.00	110.00	0.00
28.02.2020	Bookings & Caretaking Officer	Contract February 2020	BACS	270.00	0.00	270.00	0.00
28.02.2020	Clerk	Salary February 2020	BACS	892.65	0.00	892.65	0.00
02.03.2020	Barclays Bank Plc	Bank Interest	BACS	0.00	0.00	0.00	27.14
06.03.2020	A J Restoration	Churchyard Wall Restoration	BACS	436.00	0.00	436.00	0.00
11.03.2020	E-On	Street Lighting February 2020	DD	68.54	3.43	71.97	0.00
13.03.2020	BCKL&WN	Dog Waste Collect 02.19-02.20	BACS	537.24	107.44	644.68	0.00
To be paid	HMRC	Employer PAYE/NI Dec/Jan/Feb	BACS	187.84	0.00	187.84	0.00
To be paid	Cllr I Barrett	Chair's Allowance Feb 2020	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Expenses February 2020	BACS	34.20	0.00	34.20	0.00
To be paid	Ashill Fire Protection Ltd	VH Annual Extinguisher Service	BACS	93.00	18.60	111.60	0.00
To be paid	Sara Porter (Amazon)	Accident Books x 2	BACS	8.32	1.66	9.98	0.00
To be paid	Veolia	Waste Collection Cemetery Feb	BACS	32.32	6.46	38.78	0.00
To be paid	Hayes & Storr Solicitor	V Hall Abortive Land Sale Fees	BACS	515.00	103.00	618.00	0.00
To be paid	Hayes & Storr Solicitor	V Hall Abortive Land Sale Fees	BACS	30.00	0.00	30.00	0.00

Chairman Signed Dated

Late Bills / Receipts (Received after Agenda advertised)							
To be paid	Mr J Stephenson	Village Hall Professional Fees	BACS	50.00	0.00	50.00	0.00
Totals				3,428.24	249.01	3,677.25	682.34

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Harrison

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

For – 7

Against – 0

Abstentions – 1 (Declared Interest)

46.5. Pre-approval to pay March invoices prior to next Council Meeting

The Clerk reported that invoices received between now and April 2020 would need to be paid in this financial year. The Clerk confirmed that she would circulate a list to Councillors towards the end of March of all payments to be made in order that Councillors could approve them in principle. Councillors agreed this.

47. Financial Regulations

The Clerk reported that the Council's Financial Regulations had been amended in accordance with the new NALC Model Financial Regulations (England) July 2019. The items for review and amendment had been circulated with the agenda.

Proposed – Cllr Hipperson

Seconded – Vice Chairman, Cllr Walsingham

That the amended Financial Regulations are adopted in accordance with the NALC Model Financial Regulations (England) July 2019.

All in favour

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

48. Norfolk Minerals and Waste Local Plan Consultation Review

There was nothing to report to this meeting.

49. Property Working Party Report, Recommendations and Financial Requests

Cllr Harrison reported that Building Control had approved the drainage plans for the unisex accessible toilet room and work would recommence in the Village Hall on Monday, 23rd March 2020. It was noted that the land clearance by Gary Cottam had commenced on Tuesday, 17th March 2020.

49.1. Windows on the rear of the Village Hall

Cllr Harrison reported that Mr J Stephenson, Architect, had advised the Council not to carry out major construction work to the Village Hall as this could affect the eligibility of future grant sources. In light of this information, Councillors agreed not to proceed with work on the rear of the Village Hall until funding had been sought.

50. Events Working Party Report, Recommendations and Financial Requests

Saturday, 21 st March 2020	Community Litter Pick (in conjunction with the Great British Spring Clean)
Saturday, 9 th May 2020	VE Day Coffee & Cake Indoor Street Party
Sunday, 14 th June 2020	Yard Sale (to coincide with the Shouldham Yard Sale and possible Church Scarecrow event)

50.1. Community Litter Picking Great British Spring Clean – Saturday, 21st March 2020

The Vice Chairman, Cllr Walsingham, reported that upon the advice of Keep Britain Tidy, the litter picking event in March 2020 had been postponed until September 2020.

The VE Day planned for May 2020 had also been cancelled with plans to hold this later on in the year. It was unknown whether the Yard Sale would take place in June 2020. Events would now be subject to the Government's ongoing advice regarding the coronavirus.

The Chairman, Cllr Barrett, reported that a community support group had been established in the village to help aid the elderly and vulnerable residents. She, Cllr Flatt and Cllr Rix-Clark would form part of this group. Cllr Flatt reported that there were currently 20 volunteers and 4 mobile phones had been donated to the cause. Marham Taxis had agreed to help collect prescriptions from Marham Surgery and Cllr Canham was thanked for this. The community group would be helping with emergency supplies, dog walking, posting mail, supplying books for people to read, buying groceries and be a general contact for those who were currently self-isolating. Cllr Child had offered to be a listening ear to those wishing to speak to someone on the telephone if they felt lonely.

The Clerk confirmed that the volunteers in this community group would not be covered under the Parish Council's insurance as it was not managed by the Parish Council.

It was noted that Marham Friends had donated £100.00 to this cause and further donations in the form of vouchers and household food/cleaning supplies were being sought from the community. Cllr Flatt had prepared a leaflet with the intention of volunteers delivering this to all civilian properties in Marham at the weekend and a subsequent collection of donations taking place on Sunday, 22nd March 2020. All Councillors and the member of public attending the meeting this evening agreed to deliver the leaflets and help collect the donated products. Cllr Harrison reported that the Poors Trust had agreed, in principle, to donate shopping vouchers to this cause, which would be to the value of approximately £300.00-£450.00.

The Chairman, Cllr Barrett, thanked everyone for their kind help during this unprecedented time.

50.2. Fundraising events and ideas

Cllr Child had circulated a discussion paper prior to the meeting of fundraising ideas for the Village Hall. As he was absent from the meeting it was agreed to defer this item until the next meeting.

Coronavirus COVID-19 Parish Council Emergency Plan

The Clerk had prepared and circulated a Coronavirus COVID-19 Emergency Plan to all Councillors prior to the meeting and tabled it in paper form at the meeting.

The Clerk reported that delegated decisions would need to be resolved as to how the Council business should be transacted for the forthcoming social distancing period.

Councillors agreed that extraordinary meetings of the Council should not be held. It was agreed for the Clerk, in conjunction with the Chairman and Vice Chairman of the Council, to be given absolute discretion on the normal Council business with all Councillors being communicated with by email for such matters.

Proposed – Cllr Harrison

Seconded – Cllr Bucke

That the Clerk, in conjunction with the Chairman and Vice Chairman of the Council, be given absolute discretion on the normal Council business with all Councillors being communicated with by email for such matters and that the Clerk keeps under review the cessation period following Government guidelines.

All in favour

The Clerk further noted that the Council needed to resolve how it wished to make ongoing payments.

Councillors agreed for the Clerk to collate invoices and make payments online once a month, subject to approval from at least 3 Councillors via email, that wages and contracts continue to be paid on time at the end of each month, and that payments be authorised retrospectively when the Full Council next meets.

That the Clerk shall collate invoices and make payments online once a month, subject to approval from at least 3 Councillors via email, that wages and contracts continue to be paid on time at the end of each month, and that payments be authorised retrospectively when the Full Council next meets.

All in favour

Councillors approved the Emergency Plan by a show of hands. The Clerk reported that it was a working document and would be reviewed and updated in accordance with Governmental guidelines.

The Clerk would place the Emergency Plan on the Council website.

51. Updates and actions regarding ongoing matters

51.1. Village Hall

51.1.1. Open Day, Saturday, 29th February 2020

The Chairman, Cllr Barrett, reported that the Open Day held on Saturday, 29th February 2020 had been very successful with 28 people attending who provided a lot of positive feedback and ideas. Mr Stephenson, Architect, had been present for the whole four hours and was given a vote of thanks for giving his time.

51.1.2. Stage 1 Bid Writing Information

The Chairman, Cllr Barrett, reported that the bid writer had been contracted and the initial payment had been made.

51.1.3. Land Registry Village Hall

The Clerk reported that the Solicitor had been asked to carry out the Land Registry for the Village Hall land.

51.1.4. Village Hall front door

The Chairman, Cllr Barrett, reported that the hook on the front door had snapped and was hitting the disabled ramp. Quotations for a replacement retaining door hook and door stopper had been circulated with the agenda as follows:

B&Q	£7.55 + £1.51 VAT (Total £9.06) + postage
Ebay (Ace DIY)	£6.65 + £1.33 VAT (Total £7.98) free postage
Wickes	£5.53 + £1.11 VAT (Total £6.64) + postage

Proposed – Cllr Bucke

Seconded – Cllr Hipperson

That the Council purchases a door hook and stopper for the Village Hall front door from Ebay (Ace DIY) at a cost of £6.65 + £1.33 VAT (Total £7.98).

All in favour

Proposed – Cllr Bucke

Seconded – Cllr Hipperson

That the Council agrees to only obtain three quotations for items exceeding £30.00 from hereon in.

All in favour

51.1.5. 660L Waste Container Unit

51.1.6. 660L Recycling Unit

It was agreed to discuss the two items above en bloc.

The Clerk had contacted Veolia for the cost of 660L container units for waste and recycling and these had been circulated with the agenda as follows:

Waste	£12.79 + VAT per lift
Recycling	£10.18 + VAT per lift

The Chairman, Cllr Barrett, reported that she had spoken with the Bookings Officer who confirmed that the current waste bin was sufficient for the Village Hall. It was agreed not to change the current waste bin and recycling facilities at this time.

Cllr Canham arrived at the meeting at 8.01pm.

51.2. Cemetery

51.2.1. Gravedigging contract

The Vice Chairman, Cllr Walsingham, reported that the Clerk had spoken to the gravedigger, Helen List, to enquire whether she could take on the Marham Cemetery contract. She advised that she only had a small team of three and could therefore not commit her services. She recommended that the Council use spray paint for burial plots to keep the cemetery neat. Councillors agreed that due to the limited number of gravediggers in the region, the Council would have to accept the gravedigger(s) booked by the individual funeral directors.

51.3. Sports Pavilion, Playground and Playing Field

51.3.1. Annual Play Area Inspection Report

The Vice Chairman, Cllr Walsingham, reported that the annual play inspection was due Thursday, 23rd April 2020 and he had contacted three companies to submit quotations. These would be circulated for approval by the Clerk via email.

51.3.2. Under 7's Football Team

The Vice Chairman, Cllr Walsingham, reported that the Football Club had temporarily ceased its training and games because of the coronavirus.

The Chairman, Cllr Barrett, reported that the hedge belonging to Lime Abbey House had not been trimmed by the proprietors and was now overgrown. In 2019 the proprietors had agreed that they would maintain the hedge and the Council had subsequently removed it from the grounds maintenance contract. Cllr Harrison confirmed that he had visited the property, emailed and contacted the owners by telephone, without success. Cllr Bucke noted that the hedge along the lane was so overgrown that it was now impeding vehicular movement and brushing the side of vehicles.

It was agreed for the Clerk to write a letter to the owners advising that if they did not trim their hedge immediately, the Council would be obligated to get the grounds maintenance contractors to carry it out.

It was noted that the owners of Peacehaven Park were responsible for the boundary wall maintenance, which was collapsing in places. The Clerk would write to the owners.

51.4. Proposed and Seconded

The Chairman, Cllr Barrett, reported that the next edition of the P&S had been prepared. In view of all forthcoming village events being cancelled it was agreed not to print and distribute the newsletter until normality resumed in the UK.

51.5. SAM2

The Vice Chairman, Cllr Walsingham, had circulated the SAM2 graphs for February 2020 prior to the meeting. The camera had been located at Squires Hill where 18,338 vehicles had registered on the camera, of which 4,618 (25%) had been travelling at 35mph and above.

51.6. PRow's

Cllr Harrison had declared a Personal Interest in this item.

There was nothing to report to this meeting.

52. Planning

52.1. Planning applications

52.1.1. 20/00252/F – Marham Village Hall, School Lane – Extension and alterations to village hall (revised design)

The Clerk reported that the BCKL&WN was requesting that an archaeological dig be carried out and Mr J Stephenson was querying this because it had not been requested on the first application. This was noted.

52.2. Planning decisions

52.2.1. 19/02165/F – Abbey House, The Street – Natural Swimming pool in the garden

Application Permitted (delegated decision).

52.2.2. 20/00057/F – 16 Cherry Close – Addition of conservatory to front of property and replace full length corner windows with top opening windows sitting on 8 rows of brickwork to match original and match conservatory

Application Permitted (delegated decision).

52.3. Late planning applications and decisions

There were no late planning applications and/or notices of decision.

52.4. Other planning matters

There were no other planning matters.

53. General correspondence

53.1. For action/information

Police & Crime Commissioner Election Thursday, 7th May 2020

All 2020 elections had been cancelled Nationwide and would be held in 2021 instead.

53.2. Late correspondence

No late correspondence for discussion had been received.

54. Norfolk County Council issues

54.1. Parish Partnership Scheme 2019/2020

There was nothing to report to this meeting.

54.2. Parish Partnership Scheme 2020/2021

The awarded contracts had not yet been announced by Norfolk County Council but were due shortly.

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

The Annual Parish Meeting and next meeting of the Parish Council on Wednesday, 15th April 2020 had been cancelled and it was unknown when the next meeting would be. Details would be announced when known.

WO Spark and the member of public left the Council Chamber at 8.16pm.

56. 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

56.1. Village Hall

56.1.1. Update on the sale of land

See Confidential Report.

56.2. Sports Pavilion, Playground and Playing Field

56.2.1. Grant applications

See Confidential Report.

56.3. Clerk's Employment

See Confidential Report.

56.4. Bookings Officer's Contract

Cllr Flatt had declared a Pecuniary Interest in this item.

Cllr Flatt left the meeting at 8.20pm and returned at 8.25pm.

See Confidential Report.

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

The Chairman thanked everyone for attending and closed the meeting at 8.30pm.