

**MARHAM PARISH COUNCIL**

**Minutes of the Council Meeting held Wednesday, 9<sup>th</sup> September 2020 at 7.00pm virtually via Zoom**

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 Councillors	Cllr G Hipperson
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

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

The Chairman, Cllr Barrett, declared a Pecuniary Interest in Item 77.6, Bills for Payment, as this related to two direct financial imbursements to her and a Personal Interest in Item 77.4, National Allotment Society Annual Membership, as she was a current tenant on the allotment site.

Cllr Canham declared a Pecuniary Interest in Item 82.4.1, Proposed & Seconded Magazine, Advertising, as her company was a current advertiser in this magazine.

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

**73. Apologies for absence**

Apologies for absence had been received from Cllr D Flatt (family commitment) and Borough Cllr M Howland.

The apologies were accepted.

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

**Proposed – Cllr Hipperson**

**Seconded – Cllr Harrison**

**That the minutes of the Council Meeting held virtually on Wednesday, 15<sup>th</sup> July 2020 (items 57-71) are approved and signed as a true and accurate record.**

**All in favour**

The Chairman, Cllr Barrett, would duly sign and date the minutes of the meeting at a future date.
---

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

There was nothing to report to this meeting.

**76. Casual vacancy**

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

**PUBLIC OPEN FORUM**

The Chairman, Cllr Barrett, adjourned the meeting at 7.05pm.

**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 the BCKL&WN Full Council meeting was being held virtually on Thursday, 10<sup>th</sup> September 2020. There were currently no major matters to report.

**RAF Marham**

WO Spark was not present at the meeting but had submitted a prior written report as follows:

Unfortunately, the decision has been made to cancel this years Friends of Marham Christmas Lunch. The RAF is sorry to have taken this step but looks forward to holding the event again in 2021.

For those in the village and surrounding areas there has been an increase in night flying over the last few days and will be the case for the next few weeks. As the Squadron prepares for a deployment, there will also be a slight increase in the amount of flights over the next few weeks.

Signs have been displayed to advertise the sale of the Family Quarters at Marham. This is part of the planned reduction in the number of houses held and will be sold on the open market. It will involve around 100 properties.

**Public Participation**

There were no members of public present at the meeting

The Chairman, Cllr Barrett, resumed the meeting at 7.07pm.

**77. Finance**

**77.1. Bank Reconciliation**

The Clerk had circulated the bank reconciliations, periods ending July and August 2020, current bank account statements and finance summary, with the agenda. The bank balances were as follows:

July 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	4,055.11	105,835.36
<b>Total Opening Bank Balances</b>		<b>109,890.47</b>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
<b>Council Opening Balances</b>	<b>4,055.11</b>	<b>105,835.36</b>
<b>Council Total Opening Balances</b>		<b>109,890.47</b>
Receipts	5,555.00	-
Payments	- 6,580.04	- 5,000.00
Bank Statement Close Balances	3,030.07	100,835.36
<b>Total Closing Bank Balances</b>		<b>103,865.43</b>
Unpresented Cheques	-	-
Unpresented Receipts	-	-
<b>Council Closing Balances</b>	<b>3,030.07</b>	<b>100,835.36</b>
<b>Council Total Closing Balances</b>		<b>103,865.43</b>
<b>Earmarked Funds</b>		
Operating Costs (6 Months)		25,000.00
Pensions Contribution		1,000.00
Parish Plan Review		1,000.00
Village Signs		1,000.00
PROW Legal Representation		3,000.00
Emergency Plan (5 Year to £2000) Year 5		2,000.00
Legionella Risk Assessments (5 Year to £2500) Year 1		500.00
Sports Pavilion Upgrade (5 Year to £5000) Year 1		1,000.00
Play Area Maintenance (10 Year to £10000) Year 1		1,000.00
Field Lane Resurfacing (4 Year to £3000) Year 1		750.00
Churchyard Wall Maintenance & Restoration		4,670.06
Allotment Fencing (5 Year to £1000) Year 4		741.62
Village Hall Alterations		6,872.27
Village Hall Disabled Toilet Fundraising		4,260.34
Village Hall Fencing		1,105.00
CIL Payments		84.60
S137		100.00
Restricted Funds (Covid-19 Grant)		990.51
Master Key Deposits Held		-
Allotment Deposits Held		630.00
<b>Total Earmarked Reserves</b>		<b>53,983.89</b>

Reconciliation Community Account (£)	
Bank Statement <b>01.07.2020</b>	4,055.11
Receipts	5,555.00
Payments Cleared	- 6,580.04
Bank Statement <b>31.07.2020</b>	3,030.07
Unpresented Cheques	-
Unpresented Receipts	-
<b>Council Closing Balance</b>	<b>3,030.07</b>

Reconciliation Business Account (£)	
Bank Statement <b>01.07.2020</b>	105,835.36
Receipts	-
Payments Cleared	- 5,000.00
Bank Statement <b>31.07.2020</b>	100,835.36
Unpresented Cheques	-
Unpresented Receipts	-
<b>Council Closing Balance</b>	<b>100,835.36</b>
<b>Council Total Closing Balances</b>	<b>103,865.43</b>

Council Total Closing Balances	<b>103,865.43</b>		
Council Total Earmarked Reserves	<b>53,983.89</b>	Council Remaining Available Precept	<b>49,881.54</b>

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

August 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	3,030.07	100,835.36
<b>Total Opening Bank Balances</b>		<b>103,865.43</b>
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
<b>Council Opening Balances</b>	<b>3,030.07</b>	<b>100,835.36</b>
<b>Council Total Opening Balances</b>		<b>103,865.43</b>
Receipts	10,483.32	-
Payments	- 5,288.82	-
Bank Statement Close Balances	8,224.57	100,835.36
<b>Total Closing Bank Balances</b>		<b>109,059.93</b>
Unpresented Cheques	- 60.00	-
Unpresented Receipts	-	-
<b>Council Closing Balances</b>	<b>8,164.57</b>	<b>100,835.36</b>
<b>Council Total Closing Balances</b>		<b>108,999.93</b>
<b>Earmarked Funds</b>		
Operating Costs (6 Months)		25,000.00
Pensions Contribution		1,000.00
Parish Plan Review		1,000.00
Village Signs		1,000.00
PROW Legal Representation		3,000.00
Emergency Plan (5 Year to £2000) Year 5		2,000.00
Legionella Risk Assessments (5 Year to £2500) Year 1		500.00
Sports Pavilion Upgrade (5 Year to £5000) Year 1		1,000.00
Play Area Maintenance (10 Year to £10000) Year 1		1,000.00
Field Lane Resurfacing (4 Year to £3000) Year 1		750.00
Churchyard Wall Maintenance & Restoration		958.06
Allotment Fencing (5 Year to £1000) Year 4		741.62
Village Hall Alterations		7,195.59
Village Hall Disabled Toilet Fundraising		4,260.34
Village Hall Fencing		1,105.00
CIL Payments		84.60
S137		100.00
Restricted Funds (Covid-19 Grant)		990.51
Master Key Deposits Held		-
Allotment Deposits Held		630.00
<b>Total Earmarked Reserves</b>		<b>50,595.21</b>

Reconciliation Community Account (£)	
Bank Statement 01.08.2020	3,030.07
Receipts	10,483.32
Payments Cleared	- 5,288.82
Bank Statement 31.08.2020	8,224.57
Unpresented Cheques	
103516	- 60.00
	- 60.00
Unpresented Receipts	
	-
<b>Council Closing Balance</b>	<b>8,164.57</b>

Reconciliation Business Account (£)	
Bank Statement 01.08.2020	100,835.36
Receipts	-
Payments Cleared	-
Bank Statement 31.08.2020	100,835.36
Unpresented Cheques	
	-
	-
Unpresented Receipts	
	-
<b>Council Closing Balance</b>	<b>100,835.36</b>
<b>Council Total Closing Balances</b>	<b>108,999.93</b>

Council Total Closing Balances	<b>108,999.93</b>		
Council Total Earmarked Reserves	<b>50,595.21</b>	Council Remaining Available Precept	<b>58,404.72</b>

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

### 77.2. Grants and donations received

The Chairman, Cllr Barrett, reported that Cllr Harrison had successfully obtained a donation from Waitrose for £333.00 for the Village Hall alterations and the Clerk had obtained a small business grant of £10,000 from the BCKL&WN (Central Government) for the Village Hall to help through the period of disruption caused by COVID-19. This grant had originally not been available to the public sector but the Chancellor changed this on 4<sup>th</sup> August 2020.

### 77.3. Membership of Campaign to Protect Rural England (CPRE)

The Clerk had circulated details of the Campaign to Protect Rural England (CPRE) membership with the agenda. Councillors felt that the membership had been beneficial for the Norfolk Waste & Minerals Review consultation and that it should be renewed.

**Proposed – Chairman, Cllr Barrett**

**Seconded – Cllr Hipperson**

**That the Council renews the CPRE membership for one year at a cost of £36.00.**

**All in favour**

### 77.4. National Allotment Society Annual Membership

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

The annual membership renewal from the National Allotment Society had been received at a cost of £55.00 + £11.00 VAT (total £66.00) (2019/2020 premium was £66.00).

**Proposed – Cllr Bucke**

**Seconded – Cllr Hipperson**

**That the Council approves the 2020/2021 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 2020.**

**For – 8**

**Against – 0**

**Abstentions – 1 (Declared Interest)**

### 77.5. Annual Insurance Renewal

Details of the 2020/2021 renewal of the 3 Year Long Term Agreement (LTA) annual insurance with Zurich for £1,428.48 due 1st October 2020 had been circulated with the agenda. The Clerk noted that the LTA would expire 30<sup>th</sup> September 2021 and the 2019/2020 premium had been £1,403.18.

**Proposed – Cllr Bucke**

**Seconded – Cllr Harrison**

**That the Council approves the 2020/2021 insurance renewal with Zurich at a cost of £1,428.48 effective from 1<sup>st</sup> October 2020.**

**All in favour**

### 77.6. 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 £
20.07.2020	P&S Advertiser 02	P&S Advertisement	BACS	0.00	0.00	0.00	50.00
30.07.2020	E-On	Electric Sports Pavilion Jun-Jul	DD	12.30	0.62	12.92	0.00
31.07.2020	U/7 Football Club	Feb/Mar Rent	BACS	0.00	0.00	0.00	45.00
31.07.2020	Cllr I Barrett	Chair's Allowance Jul 2020	BACS	15.30	0.00	15.30	0.00
31.07.2020	Clerk	Expenses Jul 2020	BACS	18.00	0.00	18.00	0.00

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

31.07.2020	Bookings & Caretaking Officer	Contract Jul 2020	BACS	270.00	0.00	270.00	0.00
31.07.2020	Clerk	Salary Jul 2020	BACS	901.21	0.00	901.21	0.00
31.07.2020	HMRC	Employer PAYE/NI Jul 2020	BACS	284.44	0.00	284.44	0.00
30.07.2020	E-On	Electric Sports Pavilion Jun-Jul	DD	12.30	0.62	12.92	0.00
10.08.2020	P&S Advertiser 03	P&S Advertisement	BACS	0.00	0.00	0.00	100.00
11.08.2020	E-On	Street Lighting Jul 2020	DD	73.27	3.66	76.93	0.00
12.08.2020	Wave (Anglian Water)	Bowls Green & Premises	DD	34.24	0.00	34.24	0.00
12.08.2020	A J Restoration	Churchyard Wall restoration	BACS	1,920.00	0.00	1,920.00	0.00
17.08.2020	OVO Energy	Electric Village Hall Jul 2020	DD	9.52	0.48	10.00	0.00
17.08.2020	BCKL&WN (Government)	Covid-19 Business Grant	BACS	0.00	0.00	0.00	10,000.00
20.08.2020	Donato's Pizza	Village Hall Donations	Deposit	0.00	0.00	0.00	50.32
25.08.2020	A J Restoration	Churchyard Wall restoration	BACS	1,792.00	0.00	1,792.00	0.00
24.08.2020	Waitrose	Village Hall Grant	100554	0.00	0.00	0.00	333.00
28.08.2020	Bookings & Caretaking Officer	Contract Aug 2020	BACS	270.00	0.00	270.00	0.00
28.08.2020	Clerk	Salary Aug 2020	BACS	901.21	0.00	901.21	0.00
28.08.2020	HMRC	Employer PAYE/NI Aug 2020	BACS	284.44	0.00	284.44	0.00
31.08.2020	R Fendick	Village Hall Drain Inspect/Clear	103516	60.00	0.00	60.00	0.00
04.09.2020	HMRC	VAT Repayment 1/3 2020-2021	BACS	0.00	0.00	0.00	1,694.69
04.09.2020	Viking	Ink Cartridges	Debit Card	65.47	13.09	78.56	0.00
To be paid	Veolia	Waste Collection Cemetery Jul	BACS	40.40	8.08	48.48	0.00
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance Jul 2020	BACS	1,151.00	230.20	1,381.20	0.00
To be paid	East of Ouse, Polver & Nar IDB	Drainage rates Playing Field	BACS	29.15	0.00	29.15	0.00
To be paid	Cllr I Barrett	Chair's Allowance Aug 2020	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Expenses Aug 2020	BACS	26.10	0.00	26.10	0.00
To be paid	Mr A Flatt (B&Q)	Village Hall materials	BACS	70.68	14.14	84.82	0.00
To be paid	BCKL&WN	P&S Printing	BACS	157.30	0.00	157.30	0.00
To be paid	CPRE	Annual membership	BACS	36.00	0.00	36.00	0.00
To be paid	National Allotment Society	Annual membership	BACS	55.00	11.00	66.00	0.00
To be paid	Zurich Municipal	Annual Council Insurance	BACS	1,428.48	0.00	1,428.48	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
07.09.2020	Village Hall	Lettings Jul-Aug	Deposit	0.00	0.00	0.00	80.00
07.09.2020	Bowls Club	Water Rates	100555	0.00	0.00	0.00	11.46
07.09.2020	Barclays Bank Plc	Bank Interest	BACS	0.00	0.00	0.00	28.25
08.09.2020	Wave (Anglian Water)	Cemetery	DD	7.66	0.00	7.66	0.00
To be paid	Veolia	Waste Collection Cemetery Aug	BACS	32.32	6.46	38.78	0.00
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance Aug	BACS	712.00	142.40	854.40	0.00
To be paid	Jamie's Property Care Ltd	VH Accessible Toilet & B Regs	BACS	9,785.00	1,957.00	11,742.00	0.00
To be paid	Jamie's Property Care Ltd	VH Regs drainage & fees	BACS	230.00	46.00	276.00	0.00
07.09.2020	Village Hall	Lettings Jul-Aug	Deposit	0.00	0.00	0.00	80.00
07.09.2020	Bowls Club	Water Rates	100555	0.00	0.00	0.00	11.46
07.09.2020	Barclays Bank Plc	Bank Interest	BACS	0.00	0.00	0.00	28.25
<b>Totals</b>				<b>20,700.09</b>	<b>2,433.74</b>	<b>23,133.83</b>	<b>12,392.72</b>

**Proposed – Cllr Harrison**

**Seconded – Cllr Bucke**

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

**For – 8**

**Against – 0**

**Abstentions – 1 (Declared Interest)**

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

- 78. The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 which requires public sector bodies to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities from 23<sup>rd</sup> September 2020 when all local council websites must comply with those regulations**

**78.1. Website Accessibility Statement**

The Clerk had circulated the Website Accessibility Statement with the agenda and noted that Norfolk ALC had advised that in order to comply with regulations, the Council needed to ensure the website was not overloaded with information to prevent documents and information being deemed inaccessible. It was noted that where possible, PDF's and Word documents should be restricted from 23<sup>rd</sup> September 2020, as these were not easily accessible to people with certain disabilities.

The Clerk confirmed that a test had been carried out online and the Council's website had contained zero errors.

**Proposed – Cllr Child**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the Website Accessibility Statement is adopted with immediate effect.**

**All in favour**

The Clerk would add this statement to the home page of the website.

- 79. Property Working Party Report, Recommendations and Financial Requests**

**79.1. Village Hall charges (deferred from previous meeting)**

The Clerk had circulated the current Village Hall charges. Councillors agreed to reduce the Car Park charge from £10.00 to £5.00 per session and review the other charges in the new year when the Village Hall had resumed some form of normality.

The Clerk would add this item to an agenda in the new year.

**Proposed – Vice Chairman, Cllr Walsingham**

**Seconded – Cllr Allerton**

**That the rates for the Village Hall car park are reduced from £10.00 to £5.00 per session with immediate effect.**

**All in favour**

**79.2. Sanitary facilities for the unisex accessible and ladies' toilets**

The Clerk reported that the Village Hall did not have any sanitary bins and suggested that quotations be obtained for a company to carry this out. Councillors agreed.

The Clerk would contact various companies and report back to the Council when costs had been obtained. Due to the Village Hall being closed, there was no urgency in obtaining these.

- 80. Events Working Party Report, Recommendations and Financial Requests**

**80.1. Community Litter Picking (Great British Clean 11<sup>th</sup> – 27<sup>th</sup> September 2020)**

The Vice Chairman, Cllr Walsingham, reported that the Community Litter Picking event scheduled for Saturday, 12<sup>th</sup> September 2020, had been cancelled. This was due to the fact that the BCKL&WN would not be able to collect the waste due to COVID-19.

The Chairman, Cllr Barrett, reported that a local resident had recently carried out a litter pick in the village and had accumulated five full black bags of rubbish. The resident was commended for his voluntary contribution.

**80.2. Fundraising events and ideas for the Village Hall restoration fund**

Cllr Child reported that due to COVID-19, this item should be deferred until the new year.

The Clerk would add this item to an agenda in the new year.

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

The Chairman, Cllr Barrett, reported that Norfolk County Council had deferred matters appertaining to the Norfolk Minerals and Waste Local Plan Consultation Review until December 2020.

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

**82.1. Village Hall**

**82.1.1. COVID-19 Risk Assessment and re-opening date**

The Clerk had prepared a Risk Assessment for the re-opening of the Village Hall and circulated this with the agenda.

**Proposed – Cllr Canham**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the COVID-19 Risk Assessment is adopted in preparation of the Village Hall re-opening.**

**All in favour**

Councillors agreed that in view of the Government announcement on Tuesday, 8<sup>th</sup> September 2020 to limit the number of people meeting indoors or outdoors in groups of no more than 6 from Monday, 14<sup>th</sup> September 2020, the Village Hall should remain closed until at least December 2020. This would be reviewed in January 2021.

**82.1.2. Deep clean of the Village Hall**

The Vice Chairman, Cllr Walsingham, had sought quotations for a deep clean of the Village Hall and these had been circulated with the agenda. It was agreed to defer this item until the Hall was due to be re-opened.

The Clerk would add this item to the November 2019 agenda.

**82.1.3. COVID-19 cleaning materials, signage and hand sanitisers**

The Clerk and Chairman had sought costs and prepared a list of items to be purchased for the re-opening of the Village Hall. It was agreed to defer this item until the Hall was due to be re-opened.

The Clerk would add this item to the November 2019 agenda.

**82.2. Cemetery**

**82.2.1. Noticeboard (deferred from March meeting)**

The Clerk noted that a member of public had asked the Council to consider placing a noticeboard at the Cemetery for use by the whole village and not just the Council.

The Vice Chairman, Cllr Walsingham, reported that he had investigated various models and would circulate these to Councillors prior to seeking quotations. Councillors agreed that the board should be inexpensive but robust.

**82.2.2. Cremated remains in burial plots (deferred from July meeting)**

The Chairman, Cllr Barrett, reported that Councillors had suggested that more than two cremated remains could be placed in a single burial plot. A show of hands indicated the Councillors' votes as follows:

- 2 cremated remains in a burial plot      In favour – 1
- 3 cremated remains in a burial plot      In favour – 1
- 4 cremated remains in a burial plot      In favour – 6
- 6 cremated remains in a burial plot      In favour – 1



In light of the votes counted, a formal resolution took place.

**Proposed – Cllr Hipperson**

**Seconded – Cllr Bucke**

**That the Marham Cemetery Rules and Regulations are updated with immediate effect to allow for up to four cremated remains to be interred in a single burial plot.**

**For – 7**

**Against – 1**

**Abstentions – 1**

The Clerk would update the Cemetery Regulations.

**82.2.3. Gravedigging services (deferred from July meeting)**

The Clerk reported that she had contacted the gravedigger in Swaffham but the lady had confirmed that she could not take on this service for Marham.

Cllr Canham agreed to contact a local landscaper to investigate whether they wished to take on this contract.

**82.3. Sports Pavilion, Playground and Playing Field**

**82.3.1. COVID-19 Risk Assessment and re-opening date**

The Clerk had prepared a Risk Assessment for the re-opening of the Sports Pavilion and circulated this with the agenda.

**Proposed – Chairman, Cllr Barrett**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the COVID-19 Risk Assessment is adopted in preparation of the Sports Pavilion re-opening.**

**All in favour**

Councillors agreed that in view of the new Government guidelines, the Sports Pavilion should remain closed until at least December 2020. This would be reviewed in January 2021.

**82.3.2. Deep clean of the Sports Pavilion, COVID-19 cleaning materials, signage and hand sanitisers**

The Vice Chairman, Cllr Walsingham, had sought quotations for a deep clean of the Sports Pavilion and these had been circulated with the agenda. It was agreed to defer this item until the Pavilion was due to be re-opened. The Clerk and Chairman had sought costs and prepared a list of items to be purchased for the re-opening of the Pavilion. It was agreed to defer this item until the Pavilion was due to be re-opened.

The Clerk would add this item to the November 2019 agenda.

It was noted that the Council could consider purchasing a thermometer to take the temperature of everyone using the Village Hall and Sports Pavilion. The Chairman, Cllr Barrett, in her capacity as a health professional, would investigate the accuracy rates of thermometers.

**82.3.3. COVID-19 play area signage**

The Chairman, Cllr Barrett, reported that the laminated COVID-19 signage was regularly being removed from the gates of the MUGA and play area and/or fading from sunlight.

The Clerk had sought quotations for both A4 and A3 permanent COVID-19 steel signage which would be more secure and harder to remove. These were as follows:

A1 Signs Ltd	A4 £15.00 + £3.00 VAT (total £18.00)	A3 £19.00 + £3.80 VAT (total £22.80)
Safety Signs 4 Less	A4 £20.75 + £4.15 VAT (total £24.90)	A3 £34.65 + £6.93 VAT (total £41.58)
Stocksigns Ltd	A4 £45.80 + £9.16 VAT (total £54.96)	A3 £48.54 + £9.71 VAT (total £58.25)

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

Councillors agreed that a sign should be placed at each entrance to the MUGA and play area making a total of four. It was felt they should be A3 size. The laminated signage would continue to be used in the interim.

**Proposed – Cllr Canham**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the Council purchases four A3 COVID-19 steel signs from A1 Signs Ltd at a cost of £60.00 + £12.00 VAT (total £72.00) and utilises the COVID-19 small business grant fund for this.**

**All in favour**

The Clerk would order the signs from A1 Signs Ltd.

### **82.3.3. Under 7's and Under 12's Football Teams**

The Vice Chairman, Cllr Walsingham, reported that he had been liaising with Vitor, Under 12's Football Team, in August 2020 and had met with them on site. Vitor had been impressed with the Pavilion and field amenities and had confirmed their intention to commence use of the field in the future.

A short discussion took place and it was felt that the Under 12's team should also be charged £7.50 per week for the use of the Coronation Field.

**Proposed – Vice Chairman, Cllr Walsingham**

**Seconded – Cllr Bucke**

**That the Council agrees for the Marham Lightning's Under 12's Football Team to commence usage and that the weekly rental charge be £7.50 with a view to reviewing this in March 2021.**

**All in favour**

The Vice Chairman, Cllr Walsingham, reported that both teams had enquired whether the pitch cutting could be increased in the next grounds maintenance contract. Cllr Harrison confirmed that each grass cut was £60.00 and it might not be feasible for the Council to increase the cutting schedule. However, this would be considered.

In addition to this, the Vice Chairman, Cllr Walsingham, had agreed for both teams to investigate the cost of installing floodlights. Councillors felt that a coin-operated system would not be viable and it was therefore agreed for the Vice Chairman, Cllr Walsingham to report back to the Council when the costs for a proper floodlighting system had been established.

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

Cllr Harrison reported that two pieces of equipment needed to be replaced. The Clerk would add this to the draft budget for consideration at the Finance budget meeting in December 2020.

## **82.4. Proposed and Seconded Magazine**

The Chairman, Cllr Barrett, reported that the last edition of the P&S had been prepared by Cllr Child and delivered by Councillors in August 2020. All were given a vote of thanks.

### **82.4.1. Advertising**

Cllr Canham had declared a Pecuniary interest in this item.

Cllr Child reported that due to the improved advertising, the magazine would be increasing to 24 pages. The BCKL&WN had also confirmed that some odd pages could be printed in colour. Councillors felt that it would be nice to have a colour front and back page and possibly reduce its size to A5.

The Vice Chairman, Cllr Walsingham reported that the gentleman who used to deliver at the Camp for £50.00 per edition, was no longer carrying out this service due to COVID-19. Cllr Canham would investigate whether anyone living at the Camp would be prepared to do this instead.

Cllr Canham wished to thank The Voice for their contribution to the P&S magazine.

### **82.5. SAM2**

The Vice Chairman, Cllr Walsingham, would shortly be circulating the graphs for August 2020 to all Councillors.

It was noted that the SAM2 sign could be placed at the southern end of the village on Shouldham Road. The Vice Chairman, Cllr Walsingham, would contact Norfolk County Council to request permission to do this.

### **82.6. PRoW's**

Cllr Rix-Clark reported that she had not been able to circulate the file to Councillors for approval due to its size but Councillors were welcome to visit her home to view it, prior to it being submitted to Norfolk County Council. Cllr Rix-Clark confirmed that Norfolk County Council was currently being inundated with applications but due to COVID-19 these were not being dealt with as a matter of priority. The deadline for applications was 1<sup>st</sup> January 2026 so there was currently no urgency to submit them.

## **83. Planning applications and Notices of Decision**

### **83.1 Planning applications**

**83.1.1. 20/01193/F – Donatos Takaway, The Street – Variation of condition 4 of planning permission 08/02404/F: Variation of condition number 2 attached to planning permission 2/99/1438/CU relating to opening hours – comments by 11<sup>th</sup> September 2020**

No objections.

**83.1.2. 20/01282/F – Street Record, Oak Avenue, Upper Marham – External wall insulation to MOD service family accommodation – comments by 18<sup>th</sup> September 2020**

No objections.

**83.1.3. 20/01042/O – Allotment Gardens, Vicarage Lane – Outline Application: Construction of one dwelling – comments by 25<sup>th</sup> September 2020**

Object on the following grounds:

1. This site is not contained within the boundaries of the Local Plan Review [Core Strategy (CS) adopted in 2011 and Site Allocations and Development Management Policies Plan (SADMP) adopted in 2016 combined draft document setting out a strategy and detail for delivering growth in the Borough, identifying where development should be located and how it should be delivered up to 2036] and can therefore not be considered for development.
2. The Environment Agency has, in the past, advised that contamination is suspected for all or part of this site, due to a chalk pit and landfill having once been located in that area.

### **83.2. Planning decisions**

**83.2.1. 20/00725/A – 299 Elm Road, Upper Marham – Advertisement application: 7x non-illuminated standing signs**

Application Permitted (delegated decision).

**83.2.2. 20/00853/F – Donatos Takaway, The Street – Variation of condition 2 of planning permission 18/02024/F: Single storey extension for use as a hair salon and relocation of existing ventilation system at Pizza Takeaway**

Application Permitted (delegated decision).

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

There were no late planning applications and/or planning decisions received from the BCKL&WN.

**83.4. Other planning matters** (for information only and not for discussion during the public open meeting)

There were no other planning matters received from the BCKL&WN.

**84. General correspondence**

**84.1. For action/information**

No correspondence for action/information had been received.

**85. Norfolk County Council issues**

**85.1. Parish Partnership Schemes 2020/2021 – Lion Farm Trod update and SAM2 sign**

Cllr Harrison confirmed that the trod works were part complete and would resume when birds had stopped nesting.

The Clerk confirmed that the bid for an additional SAM2 sign had been approved by Norfolk County Council.

The Clerk would order the sign from Westcotec and remove this item from the agenda.

**85.2. Parish Partnership Scheme 2021/2022 – to consider scheme(s) for submission (bids to be submitted by Friday, 4<sup>th</sup> December 2020)**

Cllr Harrison reported that he had made preliminary enquiries with Mr A Wallace, Highways Engineer, to construct a trod in Mill Lane and School Lane. Mr Wallace had met with him on site and verbally confirmed the costs would be in the region of £22,000, with each authority paying 50% of this. The trod would be placed on the grass verges of the Village Hall side, commencing at the Hall, crossing over the road at the Mill Lane bend and proceeding to the end of Mill Lane.

A long discussion took place and Councillors felt that both these roads might be too narrow for a trod and if one was constructed, the roads might then require street lighting to be placed in them. A consultation with the landowners would also be appropriate if this was to proceed. It was also noted that a trod in these roads had not formed part of the Parish Plan.

Cllr Bucke suggested that a trod at The Shrubberies, where the footpath access was, might be a better idea as this was quite a dangerous road for pedestrians. Cllr Harrison agreed to contact Highways to investigate what land belonged to Norfolk County Council and which was privately owned.

Cllr Rix-Clarke reported that the access/egress to the Burnthouse Drove footpath was extremely dangerous and pedestrians who did not know the area well could walk out onto oncoming traffic in The Street opposite Gray'sway. Cllr Child agreed to speak to the owners living opposite the area of concern to establish whether signage or some form of barrier could be placed there.

The Clerk would add this item to the next agenda for further consideration.

The Chairman, Cllr Barrett, asked Councillors to consider other schemes for the village and report back at the next meeting.

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

Prior to the meeting, Councillors had agreed, as an emergency expenditure, to purchase the Zoom Pro package for one year to avoid having to restart a new meeting every 40 minutes, as was the case for the basic package.

Councillors agreed that meetings should continue virtually by Zoom for the foreseeable future. The Clerk would investigate with Downham West and Watlington Parish Council as to whether they would split the overall cost of the Zoom package.

**Proposed – Chairman, Cllr Barrett**

**Seconded – Cllr Allerton**

**That the Council purchases the Zoom Pro package at a cost of £119.90 + £23.98 VAT (total £143.88), with this expenditure conceivably being split three ways with Downham West and Watlington Parish Councils, each paying £39.97 + £7.99 VAT (total £47.96).**

**All in favour**

The next meeting of the Council would be taking place on Tuesday, 27<sup>th</sup> October 2020 at 7.00pm by Zoom.

**87. 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**

**87.1. Village Hall Working Party Report, Recommendations and Financial Requests**

**87.1.1. Village Hall condition survey appointment (approved in principle at the July meeting)**

See Confidential Report.

**Proposed – Chairman, Cllr Barrett**

**Seconded – Vice Chairman, Cllr Walsingham**

**That Longden-Cook is formally approved the contract to carry out a full visual inspection of the Village Hall to include a visual survey of the roof at a cost of £900.00 + £180.00 (total £1,080.00).**

**All in favour**

The Chairman, Cllr Barrett, left the meeting at 9.02pm due to equipment failure and the Vice Chairman, Cllr Walsingham, assumed the position of Chairman in her absence.

**87.1.2. Village Hall draft condition survey (circulated with agenda)**

See Confidential Report.

**87.1.3. Village Hall Working Party report (circulated with agenda)**

See Confidential Report.

**87.2. Village Hall lobby flooring**

See Confidential Report.

The Chairman, Cllr Barrett, returned to the meeting at 9.20pm. The Vice Chairman, Cllr Walsingham, continued the position of Chairman.

**Proposed – Cllr Hipperson**

**Seconded – Cllr Bucke**

**That I Perrin Flooring is given the contract to replace the Village Hall lobby floor with a latex screed and vinyl flooring at a cost of £369.83 + £73.97 (total £443.80).**

**All in favour**

**87.3. Unisex accessible toilet snag list**

See Confidential Report.

**87.4. Clerk’s Annual Salary Review**

The Clerk left the Zoom meeting at 9.32pm.

See Confidential Report.

**Proposed – Vice Chairman, Cllr Walsingham**

**Seconded – Cllr Rix-Clark**

**That the Clerk’s hourly rate of pay is increased from SPC 22 to SPC 23 in accordance with the current National Joint Council (NJC) Pay Scales 2020-2021 and this be backdated to 1<sup>st</sup> April 2020.**

**All in favour**

The Clerk returned to the Zoom meeting at 9.37pm.

**87.5. Bookings Officer’s Contract**

See Confidential Report.

The Vice Chairman, Cllr Walsingham, closed confidentiality and resumed the meeting at 9.46pm.

The Chairman thanked everyone for attending and closed the meeting at 9.47pm.