

**MARHAM PARISH COUNCIL**

**Minutes of the Council Meeting held Wednesday, 14<sup>th</sup> October 2020 at 7.00pm virtually via Zoom**

Present:	Chairman	Cllr I Barrett
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr R Allerton
		Cllr G Bucke (arrived during Item 94)
		Cllr C Child
		Cllr D Flatt
		Cllr T Harrison
		Cllr J Hipperson
		Cllr E Rix-Clark
	Borough Councillor	Cllr G Hipperson
	Parish Clerk	Mrs S Porter
	Member(s) of Public	1

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

The Chairman, Cllr Barrett, declared a Pecuniary Interest in Item 92.3, Bills for Payment, as this related to a direct financial imbursement to her.

Cllr Flatt declared a Pecuniary Interest in Item 100.5, Bookings Officer’s contract, as she was the wife of the contractor.

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

**89. Apologies for absence**

There were no apologies for absence.

Cllr Canham did not attend the meeting.

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

**Proposed – Cllr Hipperson**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the minutes of the Council Meeting held virtually on Wednesday, 9<sup>th</sup> September 2020 (items 72-87) 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.
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**91. Update on previous minutes (not listed elsewhere on the agenda)**

There was nothing to report to this meeting.

**PUBLIC OPEN FORUM**

The Chairman, Cllr Barrett, adjourned the meeting at 7.02pm.

**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 next BCKL&WN Full Council meeting was being held virtually on Thursday, 15<sup>th</sup> October 2020. All meetings were available to livestream and/or view on YouTube.

There were currently no major matters to report.

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

**RAF Marham**

WO Spark was not present at the meeting and no prior written report had been received.

**Public Participation**

The member of public did not wish to address the meeting.

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

**92. Finance**

**92.1. Bank Reconciliation**

The Clerk had circulated the bank reconciliation, period ending September 2020, current bank account statements and finance summary, with the agenda. The bank balances were as follows:

September 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	8,224.57	100,835.36
<b>Total Opening Bank Balances</b>		<b>109,059.93</b>
Unpresented Cheques B/F	- 60.00	-
Unpresented Receipts B/F	-	-
<b>Council Opening Balances</b>	<b>8,164.57</b>	<b>100,835.36</b>
<b>Council Total Opening Balances</b>		<b>108,999.93</b>
Receipts	11,886.15	28.25
Payments	- 16,391.86	- 10,000.00
Bank Statement Close Balances	3,718.86	90,863.61
<b>Total Closing Bank Balances</b>		<b>94,582.47</b>
Unpresented Cheques	-	-
Unpresented Receipts	-	-
<b>Council Closing Balances</b>	<b>3,718.86</b>	<b>90,863.61</b>
<b>Council Total Closing Balances</b>		<b>94,582.47</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		1,440.93
Village Hall Disabled Toilet Fundraising		-
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>42,300.72</b>

Reconciliation Community Account (£)	
Bank Statement <b>01.09.2020</b>	8,224.57
Receipts	11,886.15
Payments Cleared	- 16,391.86
Bank Statement <b>30.09.2020</b>	3,718.86
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	3,718.86

Reconciliation Business Account (£)	
Bank Statement <b>01.09.2020</b>	100,835.36
Receipts	28.25
Payments Cleared	- 10,000.00
Bank Statement <b>30.09.2020</b>	90,863.61
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	90,863.61
Council Total Closing Balances	94,582.47

Council Total Closing Balances	<b>94,582.47</b>		
Council Total Earmarked Reserves	<b>42,300.72</b>	Council Remaining Available Precept	<b>52,281.75</b>

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

## 92.2. Annual Allotment Insurance

Details of the 2020/2021 renewal annual insurance with Chris Knott Insurance, due 9<sup>th</sup> October 2020, had been circulated with the agenda. The renewal had been received at a cost of £62.63 and the 2019/2020 premium with Shield Total Insurance had been £62.63.

**Proposed – Cllr Hipperson**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the Council approves the 2020/2021 allotment insurance renewal with Chris Knott Insurance at a cost of £62.63 effective from 9<sup>th</sup> October 2020.**

**All in favour**

## 92.3. Pre-authorized 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 £
14.09.2020	E-On	Street Lighting Aug 2020	DD	73.27	3.66	76.93	0.00
15.09.2020	OVO Energy	Electric Village Hall Aug 2020	DD	9.52	0.48	10.00	0.00
15.09.2020	A J Coggles	Cemetery Fees	100556	0.00	0.00	0.00	100.00
01.10.2020	Bookings & Caretaking Officer	Contract Sep 2020	BACS	270.00	0.00	270.00	0.00
01.10.2020	Clerk	Salary Sep 2020	BACS	1,163.05	0.00	1,163.05	0.00
01.10.2020	HMRC	Employer PAYE/NI Sep 2020	BACS	407.41	0.00	407.41	0.00
01.10.2020	Richard King Memorials Ltd	Cemetery Fees	BACS	0.00	0.00	0.00	160.00
06.10.2020	P&S Advertiser 07	P&S Advertisement	BACS	0.00	0.00	0.00	200.00
08.10.2020	E-On	Electric Sports Pavilion Jun-Jul	DD	0.02	0.00	0.02	0.00
09.10.2020	P&S Advertiser 05	P&S Advertisement	BACS	0.00	0.00	0.00	200.00
12.10.2020	E-On	Street Lighting Sep 2020	DD	70.90	3.55	74.45	0.00
12.10.2020	Wave (Anglian Water)	Bowls Green & Premises	DD	104.20	0.00	104.20	0.00
13.10.2020	Wave (Anglian Water)	Village Hall	DD	11.41	0.00	11.41	0.00
To be paid	Sara Porter (Zoom Video Ltd)	Zoom (split DW/Wat PC's)	100557	39.97	7.99	47.96	0.00
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance Sep	BACS	733.00	146.60	879.60	0.00
To be paid	Veolia	Waste Collection Cemetery Sep	BACS	32.32	6.46	38.78	0.00
To be paid	Cllr I Barrett	Chair's Allowance Sep 2020	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Expenses Sep 2020	BACS	18.00	0.00	18.00	0.00
To be paid	Chris Knott Insurance	Annual allotment insurance	BACS	62.63	0.00	62.63	0.00
To be paid	Westcotec	SAM2 Sign	BACS	3,050.00	610.00	3,660.00	0.00
<b>Late Bills / Receipts (Received after Agenda advertised)</b>							
To be paid	I Perrin Flooring Limited	Village Hall lobby floor	BACS	360.83	72.17	433.00	0.00
<b>Totals</b>				<b>6,421.83</b>	<b>850.91</b>	<b>7,272.74</b>	<b>660.00</b>

**Proposed – Cllr Child**

**Seconded – Cllr Harrison**

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

**For – 7**

**Against – 0**

**Abstentions – 1 (Declared Interest)**

## 93. Finance Working Party

The Clerk reported that Cllr Rix-Clark, as Internal Finance Control, had requested to stand on the Finance Working Party.

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

**That Cllr Rix-Clark is appointed to the Finance Working Party.**

**All in favour**

**94. Norfolk ALC Area Meetings**

The Clerk reported that nominations from all Member Councils of Norfolk ALC had been requested. Norfolk ALC had recently become a cooperative organisation and was inviting a representative from each Council to attend their virtual meetings and give an input, receive updates and stand for/vote on behalf of their Council in elections to the Board. Nominations needed to be provided to the County Officer by Friday, 20<sup>th</sup> November 2020.

Cllr Rix-Clark confirmed that she had been elected onto the Executive Committee in July 2019 as an advisor for West Norfolk, which reported to the Board of Directors. Although the term of office was four-yearly, elections for this position would be taking place in May 2021 because Norfolk ALC had now become a cooperative organisation. She noted that if she stood down from the Executive Committee, the Chairman would become the Norfolk ALC advisor by default.

Cllr Rix-Clark confirmed that she would be happy to remain as an advisor on the Executive Committee and be nominated for the position of representative for this Council.

Cllr Bucke arrived at the meeting at 7.14pm.

**That Cllr Rix-Clark remains on the Norfolk ALC Executive Committee as an Advisor for the West Norfolk area and is nominated to be this Parish Council’s representative.**

**All in favour**

The Clerk would contact the County Officer, Mr R Reeve, to confirm the nomination.

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

**95.1. COVID-19**

**95.1.1. Community Aid Group**

The Chairman, Cllr Barrett, reported that since the release of lockdown the community aid group had not been active but the group might be required to help villagers in need during the winter months, following the second spike in the coronavirus pandemic.

Cllr Rix-Clark reported that Community Action Norfolk (CAN) was currently running a support scheme whereby a phone would be allocated to a duty volunteer, who would then allocate tasks to appropriate volunteer(s) to deal with. CAN was offering free training, DBS checks, toolkits, insurance cover and lots more help for this scheme.

It was agreed for Cllr Rix-Clark to investigate the CAN scheme and report back at the next meeting.

It was suggested that Marham Friends and/or the Church might wish to take the community aid work on. The Vice Chairman, Cllr Walsingham, would contact Marham Friends to investigate this and the Chairman, Cllr Barrett, would contact the Church.

In the interim, Cllr Rix-Clark agreed that in the event of any residents’ requests for help and prescription collections, she would be happy to assist.

### 95.1.2. QR (Quick Response) Posters

The Chairman, Cllr Barrett, reported that although the Village Hall and Sports Pavilion were closed to the public, it might be a good idea to have QR posters in the buildings and on the play area.

The Vice Chairman, Cllr Walsingham, would prepare the posters for these sites.

### 95.2. Cemetery

#### 95.2.1. Noticeboard (deferred from March meeting)

The Vice Chairman, Cllr Walsingham, and the Clerk had sought quotations for an open-fronted noticeboard and these had been circulated with the agenda. They were as follows:

Carter's Crates	£50.00 No VAT + £15.00 for posts
Greenbarnes	£688.40 + £149.70 VAT (total £838.10) including delivery
Harry Stebbing	£807.00 + £161.40 VAT (total £968.40) + delivery charges

The Clerk had recently contacted Carter's Crates and regrettably the man was very poorly and would not be working until the new year.

Cllr Child reported that he knew a local person who might be able to build a timber noticeboard with a roof. The cost of timber would be around £120.00. It was agreed for Cllr Child to contact the person to enquire and report back to the Council at the next meeting.

#### 95.2.2. Gravedigging services (deferred from July meeting)

Cllr Canham was investigating this matter but was not present at the meeting. It was agreed to defer this item to the next meeting.

### 95.3. Grounds Maintenance

#### 95.3.1. Coronation Playing Field extra grass cut

Cllr Harrison reported that the Coronation Field was likely to require an extra cut at the end of October/early November 2020.

**Proposed – Cllr Hipperson**

**Seconded – Cllr Child**

**That Ultimate Land & Gardens is contracted to carry out an additional cut of the Coronation Playing Field in 2020 at a cost of £60.00 + £12.00 VAT (£72.00).**

**All in favour**

It was noted that the football pitch would not be cut in time for the Football Club's next match. The Vice Chairman, Cllr Walsingham would inform them of this.

#### 95.3.2. Coronation Playing Field mole hills and catching devices

Cllr Harrison reported that he had set mole traps around the field, including the edge of the football pitch. The Vice Chairman, Cllr Walsingham, would ensure the traps did not affect the use of the football pitch.

Cllr Harrison reported that the hedge alongside the lane had not been trimmed by the landowners for two years and was now extremely overgrown. This hedge had originally been in the Council's grounds maintenance contract for a twice-yearly cut at £38.00 + £7.60 VAT (total £45.60) but in 2019 the landowners had asked that it not be cut by the Council and they would do it. At that time the Chairman, Cllr Barrett, and the Vice Chairman, Cllr Walsingham, had met with the residents to confirm the arrangements.

The Clerk reported that she had written to the landowners asking them to trim their hedge but the letter had not been well received by them. Cllr Harrison had subsequently visited the address on several occasions, sent emails and telephoned them on numerous occasions over the past two years without response.

A short discussion took place and the majority of Councillors confirmed that ratepayers should not be financing the cutting of a private hedge. It was agreed for the Vice Chairman, Cllr Walsingham, to visit the landowners and ask them informally to cut their hedge within the next 28 days. The Vice Chairman, Cllr Walsingham, would then report back at the next meeting to confirm whether this had been actioned.

If no action was taken, it was agreed for the Clerk to write to the landowners advising them that the hedge would be cut by the Council's contractors and that they would be billed for these services.

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

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

The Vice Chairman, Cllr Walsingham, reported that the Under 12's Football Team had not commenced their hiring of the football pitch and it was unknown whether they were still interested.

##### **95.4.2. Floodlighting**

The Vice Chairman, Cllr Walsingham, reported that the cost of installing a floodlighting system on the Coronation Playing Field would not be cost-effective. An initial quotation had been obtained and would be recorded in the confidential report of this meeting. It was felt that a portable system would probably be a better option and could be considered in the future.

##### **95.4.3. Terms and Conditions for the Coronation Playing Field and facilities**

The Vice Chairman, Cllr Walsingham, reported that Terms and Conditions were currently being prepared and a draft document would be circulated to all Councillors prior to the next meeting.

Cllr Harrison reported that the ground adjacent to the existing edging around the wet pour areas had settled in places causing a trip hazard and the exterior surfaces would need to be returfed to align the levels. Cllr Harrison also noted that the footpath leading from the car park area (at the play park end) had an approximate 4-inch drop which could be hazardous to pedestrians and young children. It was agreed that the Council should be carrying out a regular inspection of all land and buildings and the car park should be included in this.

Cllr Harrison would obtain quotations for the repair of both matters and the Clerk would add these items to the next agenda for approval.

#### **95.5. Proposed and Seconded Magazine**

Cllr Child reported that the BCKL&WN Print Room had produced 10 mock copies of the P&S magazine in A5 size; these had been circulated to Councillors prior to the meeting. Councillors agreed unanimously that the future printing of the magazine should be an A5 sized booklet.

It was noted that Cllr Canham was currently investigating whether someone in the village could distribute copies to Upper Marham at a reasonable cost.

#### **95.6. SAM2**

The Vice Chairman, Cllr Walsingham, had circulated the SAM2 graphs for September 2020 prior to the meeting. The camera had been located at The Chapel bends. 18,143 vehicles had registered on the camera of which 6,872 (37%) had been travelling at 35mph and above.

The Clerk had submitted an application to Highways requesting permission to site the SAM2 sign at the southern end of the village, just inside the start of the 40mph speed limit. The Vice Chairman, Cllr Walsingham, would chase this up.

#### **95.7. Pedestrian access/egress from Burnthouse Drove footpath to The Street, opposite Gray'sway**

Cllr Child reported that he spoken to the residents living opposite the access/egress from Burnthouse Drove footpath to The Street, opposite Gray'sway, to establish whether they used the footpath.

They had confirmed they didn't because it was too dangerous. Cllr Rix-Clark felt that signage and barriers should be placed at the entrance as a warning to pedestrians.

Cllr Rix-Clark would forward photographs to the Clerk in order that an enquiry could be made with the Highways Engineer, Mr A Wallace, to investigate whether warning signs or barriers could be placed there.

**96. Planning applications and Notices of Decision**

**96.1 Planning applications**

**96.1.1. 20/01318/LDE – Apple Tree Lodge, Squires Hill, Upper Marham – Lawful Development Certificate: For dwelling for elderly relative, hard standing for static caravan size 35 ft x 12ft sited at the rear of the garden 1.5 ft from boundary**

Information only – no comments required.

**96.1.2. 20/00925/F – Eastgate Farm House, Collins Lane – Proposed residential dwelling – comments by 13<sup>th</sup> October 2020**

No objections.

**96.2. Planning decisions**

**96.2.1. 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**

Application Permitted (delegated decision).

**96.3. Late planning applications and planning decisions**

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

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

**96.4.1. 20/00365/UNAUTU – Meadow View, School Lane – Alleged unauthorised use**

This was noted.

**97. General correspondence**

**97.1. For action/information**

No correspondence for action/information had been received.

**97.2. Late correspondence**

The Clerk report that WO Mo Howard, RAF Marham, had today telephoned regarding this year's Remembrance Day Memorial Service. Due to COVID-19, a service would not be taking place, but instead the RAF was looking into something different which would involve the Beavers, Cubs, Scouts, Rainbows, Brownies, etc. The idea would be for the children to paint fifty-six stones for each of the named War Commission heroes and lay them around the steps of the RAF War Memorial in the Cemetery. The stones would then be left in situ for up to a month for the children to collect, after which time they would be disposed of.

The Vice Chairman, Cllr Walsingham, advised that two of the graves were not World War II victims and four were of different nationalities. It was noted that there were approximately twenty additional Commonwealth graves in the Churchyard.

Councillors approved the proposed service and agreed that the stones could be left in situ for up to one month following them being laid. The Vice Chairman, Cllr Walsingham, would contact WO Howard to confirm the Council's approval.

The Clerk had asked WO Howard to take lots of photographs of the event and painted stones for inclusion in the P&S magazine. The Vice Chairman, Cllr Walsingham, would invite WO Howard to produce a small written article as well.



**98. Norfolk County Council issues**

**98.1. 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 enquired with Mr A Wallace, Highways Engineer, whether a trod could be considered at The Shrubberies, where the footpath access was. Mr Wallace had confirmed that this could not be considered under the Parish Partnership Scheme as it was deemed to be outside the confines of the village, there was insufficient room to put a trod on that stretch of road, and it would encourage pedestrians to walk on the edge of a very dangerous road.

Cllr Harrison had carried out a door-to-door survey with the twenty-one properties on Mill Lane and School Lane to establish their feedback on having a trod there. He reported that the majority of those who had responded had been in support of this, with two of those expressing concerns about the proposal.

A short discussion took place and Councillors felt that the traffic in Mill Lane and School Lane was neither busy, nor fast, and pedestrian safety was not a major issue. Councillors felt that the total scheme cost of £22,000 (split 50/50 between the Parish Council and Norfolk County Council) could be better spent on more important projects such as the Village Hall, Sports Pavilion and Coronation Playing Field.

A vote by a show of hands was carried out and as only one Councillor was in favour of pursuing a trod scheme in Mill Lane and School Lane, the decision was taken to defer this proposal to the next financial year.

Cllr Allerton suggested that additional street lighting in School Lane could be considered in the future. This was noted.

The Vice Chairman, Cllr Walsingham, suggested that a trod could be considered for Hoggs Drove. However, it was felt this too would be unnecessary due to the limited traffic flow in that road.

It was further suggested that signage or barriers at the pedestrian access/egress from Burnthouse Drove footpath to The Street, opposite Gray's way, might be covered by the scheme. The Clerk would investigate this.

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

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

The next meeting of the Council would be taking place on Wednesday, 25<sup>th</sup> November 2020 at 7.00pm by Zoom.

Borough Cllr Hipperson and the member of public left the meeting at 9.08pm.

**100. 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**

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

**100.1.1. Village Hall chimney breast quotations (circulated with agenda)**

See Confidential Report.

**Proposed – Cllr Child**

**Seconded – Cllr Flatt**

**That Anthony Cook is contracted as the structural engineer to carry out a survey for the unstable Village Hall chimney breast at a cost of £350.00 + £70.00 VAT (total £420.00).**

**All in favour**

**100.1.2. Village Hall Working Party Report (circulated with agenda)**

See Confidential Report.

**Proposed – Cllr Child**

**Seconded – Cllr Flatt**

**That the Council continues with the renovation project of the existing Village Hall in accordance with the permitted planning application.**

**For – 6**

**Against – 3**

**Abstentions – 0**

**Proposed – Cllr Bucke**

**Seconded – Vice Chairman, Cllr Walsingham**

**That the Council explores the idea of building a new Community Hall on the footprint of the existing Sports Pavilion on the Coronation Playing Field.**

**For – 3**

**Against – 6**

**Abstentions – 0**

The motion to continue renovating the existing Village Hall was carried.

**Proposed – Cllr Allerton**

**Seconded – Chairman, Cllr Barrett**

**That the Council agrees to earmark £50,000, subject to the sale of the plot of land adjacent to the Village Hall, for the purposes of the Village Hall bid writing application process.**

**All in favour**

**100.1.3. Village Hall Finance Expenditure Summary (circulated with agenda)**

See Confidential Report.

**100.2. Village Hall land sale**

See Confidential Report.

**Proposed – Chairman, Cllr Barrett**

**Seconded – Cllr Bucke**

**That the Council approves the revised offer price of £60,000 by T M Browne for the purchase of the plot of land adjacent to the Village Hall.**

**For – 8**

**Against – 1**

**Abstentions – 0**

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

**100.3.1. Floodlighting on the Coronation Playing Field**

See Confidential Report.

**100.4. Clerk's Annual Salary Review**

See Confidential Report.

**100.5. Bookings Officer's Contract**

Cllr Flatt had declared a Pecuniary Interest in this item and left the meeting at 9.30pm.

See Confidential Report.

The Chairman, Cllr Barrett, closed confidentiality and resumed the meeting at 9.33pm.

The Chairman thanked everyone for attending and closed the meeting at 9.34pm.