

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

Borough Cllr Howland was not present at the meeting but had submitted a written report. The Chairman read the report to the meeting as follows:

I will be reporting on housing needs for West Norfolk. The Government's ambition is to deliver 300,000+ new homes per year by the mid 20's; the target for West Norfolk is for 539 new properties next year. The priority is to build affordable housing for local people in order for families to live in the same villages or close by. This means that developers will be required to provide a percentage of new houses at a lower cost as well as building more expensive properties intended for bigger families. There is a greater need for 2-bedroom properties as opposed to 4/5 bedrooms, and in regard to rental properties, there is a leaning towards pepper potting where the rental homes are mixed in with properties purchased, so as to not identify them. Marham is a special case due to the MOD selling off surplus housing on Camp at reduced prices, which will help young first-time buyers and local people. As this is the last meeting before Christmas. I wish you all you wish yourselves.

Cllr Child arrived at the meeting at 6.21pm.

RAF Marham

WO Spark was not present at the meeting but had submitted a written report. The Chairman read the report to the meeting as follows:

The RAF will be sending Christmas cards out in early December, based on the list from Cllr Hipperson.

There will be some night flying training each week until the Christmas break. However, the schedule doesn't currently have any flying past 9.00pm. There is no current schedule to conduct any flying between 19th December 2020 and 11th January 2021. A number of station personnel are either on standby or are supporting Civil Authorities as part of Op RESCRIPT across the country. The USMC aircraft have all now departed RAF Marham following a successful training period with 617 Squadron. RAF Marham looks forward to working with them again next year, ahead of their deployment on Carrier Strike Group 21 (CSG21) onboard HMS Queen Elizabeth. CSG21 will be the first Operational deployment for HMS Queen Elizabeth and will see personnel from RAF Marham deployed for a number of months.

The publishing of Marham Matters has been limited due to the Coronavirus restrictions and there are not enough to deliver copies to the village. There are some back copies available and if anyone would like some, please email diane.wilson704@mod.gov.uk and she will try to get some copies to you.

There will be no Drone Zone reminder in the run up to Christmas.

Public Participation

One member of public, Mr M Wintermeyer, who had been liaising with the Clerk over the past few weeks, addressed the meeting as follows:

2021 will mark the 30th anniversary of the 1991 Gulf War. The Royal Air Force deployed a large force of Tornado GR1 attack and reconnaissance aircraft to the Middle East for Operation Granby, and not all of the aircrew came home. Nine were killed in training accidents before the war (six in the UK and three in the Middle East), and a further five were killed during the war.

Mr M Wintermeyer and a fellow Gulf War veteran, Mr M Craghill, are taking on the challenge of cycling from Cornwall to Tyne and Wear in February 2021 in memory of fallen comrades.

Along the route, the men will visit and lay wreaths at the English gravesites of the Tornado aircrew lost in the Middle East thirty years ago. The ride will take them to the National Memorial Arboretum in Staffordshire to pay respects at the Gulf War Memorial and the Armed Forces Memorial. The latter commemorates not just the seven Tornado aircrew killed on deployed operations, but also those aircrew lost in related training accidents in the UK. One pilot from the RAF Jaguar force, killed on deployed operations, will also be remembered.

The ride will finish at the final gravesite on Sunday 28th February 2021, thirty years on to the day from the ceasefire at the end of the war. The men will have covered 670 miles (well over 1,000 km) and over 25,000 feet of climbing over the ten days of the Tour. Whilst the primary objective of the ride will be of commemoration and remembrance, the men will be raising funds along the way for the Royal Air Forces Association and hope to raise £10,000, a figure they are well on their way to achieving.

The men will be visiting Marham at around 10.45am on 25th February 2021 to pay their respects to Max Collier and Kev Weeks, who were killed in separate operational flying accidents in January 1991. The intent is for an RAF Chaplain to hold a short service at the gravesides, supported by local clergy and representatives of the RAF Association as appropriate. The honoured guests will be the families of Max and Kev and contact has been made with many of these so far. Members of the Council were also welcome to attend the service, subject to COVID-19 restrictions at that time. Mr Wintermeyer confirmed they would be heading to Boston from Marham.

Councillors agreed that this was a wonderful tribute.

Cllr Child requested that Mr Wintermeyer submit a short article and photograph for the P&S magazine. Mr Wintermeyer agreed to submit this to the Clerk.

The Vice Chairman, Cllr Walsingham, confirmed that he would accompany the two men for a short bike ride either side of their Marham visit.

Mr Wintermeyer left the meeting at 6.29pm.

The other member of public did not wish to address the Council.

The Chairman, Cllr Barrett, resumed the meeting at 6.30pm.

105. Finance

105.1. Notice of Conclusion of Audit for the Annual Governance & Accountability Return

The completed Annual Return from PKF Littlejohn LLP had been circulated prior to the agenda. The Clerk confirmed that no advisory comments had been made by the External Auditor. The Notice of Conclusion of Audit for the Annual Governance & Accountability Return had been displayed on the Council notice board and website. The report was noted.

106. Finance

106.1. Bank Reconciliation

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

October 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	3,718.86	90,863.61
Total Opening Bank Balances		94,582.47
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	3,718.86	90,863.61
Council Total Opening Balances		94,582.47
Receipts	6,695.36	-
Payments	- 8,740.89	- 6,000.00
Bank Statement Close Balances	1,673.33	84,863.61
Total Closing Bank Balances		86,536.94
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	1,673.33	84,863.61
Council Total Closing Balances		86,536.94
Earmarked Funds		
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		1,080.10
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
Total Earmarked Reserves		41,939.89

Reconciliation Community Account (£)	
Bank Statement 01.10.2020	3,718.86
Receipts	6,695.36
Payments Cleared	- 8,740.89
Bank Statement 31.10.2020	1,673.33
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	1,673.33

Reconciliation Business Account (£)	
Bank Statement 01.10.2020	90,863.61
Receipts	-
Payments Cleared	- 6,000.00
Bank Statement 31.10.2020	84,863.61
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	84,863.61
Council Total Closing Balances	86,536.94

Council Total Closing Balances	86,536.94		
Council Total Earmarked Reserves	41,939.89	Council Remaining Available Precept	44,597.05

Chairman Signed Dated

106.2. Community Action Norfolk Membership Renewal

The Clerk had circulated details of membership for Community Action Norfolk (CAN) with the agenda. The package costs for one year were as follows:

Bronze £25.00
Silver £50.00
Gold £150.00

Proposed – Cllr Flatt

Seconded – Cllr Bucke

That the Council approves the Silver membership for Community Action Norfolk at a cost of £50.00 for one year.

All in favour

The Clerk would complete and return the application form to Community Action Norfolk.

106.3. Norfolk ALC Well-Being Face Shields

Cllr Rix-Clark had declared a Personal Interest in this item.

The Clerk reported that Panel Graphic Ltd had kindly donated 20,000 face shield visors, in boxes of 100, to Norfolk ALC. These were being offered to Town and Parish Councils for the benefit of residents and businesses of the community. At the time of publishing the agenda, it had been reported there would be a postage cost, but these would now be completely free of charge. Cllr Rix-Clark confirmed that she would be one of the main distributors for West Norfolk.

Councillors agreed for the Clerk to order 2 boxes from Norfolk ALC.

106.4. 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 £
15.10.2020	OVO Energy	Electric Village Hall Sep 2020	DD	9.52	0.48	10.00	0.00
26.10.2020	P&S Advertiser 04	P&S Advertisement	100482	0.00	0.00	0.00	0.00
26.10.2020	Bowls Club	Water Rates	100483	0.00	0.00	0.00	0.00
30.10.2020	Bookings & Caretaking Officer	Contract Oct 2020	BACS	270.00	0.00	270.00	0.00
30.10.2020	Clerk	Salary Oct 2020	BACS	944.85	0.00	944.85	0.00
30.10.2020	HMRC	Employer PAYE/NI Oct 2020	BACS	304.93	0.00	304.93	0.00
03.11.2020	Norfolk County Council	Parish Partnership SAM2	BACS	0.00	0.00	0.00	1,525.00
05.11.2020	Marham Lightnings U/7 FC	Feb/Mar Rent	BACS	0.00	0.00	0.00	120.00
06.11.2020	E-On	Electric Sports Pavilion Sep-Oct	DD	10.43	0.52	10.95	0.00
12.11.2020	E-On	Street Lighting Oct 2020	DD	73.27	3.66	76.93	0.00
15.11.2020	OVO Energy	Electric Village Hall Oct 2020	DD	9.52	0.48	10.00	0.00
18.11.2020	Wave (Anglian Water)	Bowls Green & Premises	DD	148.67	0.00	148.67	0.00
18.11.2020	Wave (Anglian Water)	Cemetery	DD	26.73	0.00	26.73	0.00
18.11.2020	Wave (Anglian Water)	Village Hall	DD	21.73	0.00	21.73	0.00
20.11.2020	Norfolk County Council	Parish Partnership Scheme Trod	BACS	7,200.00	0.00	7,200.00	3,600.00
To be paid	A1 Signs & Engraving	4 x Covid Signs	BACS	76.00	15.20	91.20	0.00
To be paid	A1 Signs & Engraving	Covid Sign Frames, Nuts & Bolts	BACS	12.00	2.40	14.40	0.00
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance Oct 2020	BACS	402.00	80.40	482.40	0.00
To be paid	Cllr I Barrett	Chair's Allowance Oct 2020	BACS	15.30	0.00	15.30	0.00

Chairman Signed Dated

To be paid	Clerk	Expenses Oct 2020	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	J&K Glass & Glazing Ltd	Village Hall Windows	BACS	1,943.33	388.67	2,332.00	0.00
To be paid	Community Action Norfolk	Annual Silver Membership	BACS	50.00	0.00	50.00	0.00
To be paid	Cllr I Barrett	Chair's Allowance Nov 2020	BACS	15.30	0.00	15.30	0.00
To be paid	Clerk	Expenses Nov 2020	BACS	18.00	0.00	18.00	0.00
15.10.2020	OVO Energy	Electric Village Hall Sep 2020	DD	9.52	0.48	10.00	0.00
26.10.2020	P&S Advertiser 04	P&S Advertisement	100482	0.00	0.00	0.00	0.00
26.10.2020	Bowls Club	Water Rates	100483	0.00	0.00	0.00	0.00
Late Bills / Receipts (Received after Agenda advertised)							
25.11.2020	Yoga with Dawn	Village Hall donation	BACS	0.00	0.00	0.00	165.00
To be paid	PKF Littlejohn LLP	External Audit	BACS	300.00	60.00	360.00	0.00
Totals				11,918.08	559.88	12,477.96	5,410.00

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Bucke

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

For – 7

Against – 0

Abstentions – 1 (Declared Interest)

107. Finance Working Party Meeting

The Finance Panel agreed to meet via Zoom on Wednesday, 9th December 2020 at 7.00pm to consider the draft budget and precept 2021/2022.

108. Updates and actions regarding ongoing matters

108.1. COVID-19

108.1.1. Community Aid Group

The Chairman, Cllr Barrett, had nothing to report to the meeting.

The Vice Chairman, Cllr Walsingham, reported that he had contacted Marham Friends to investigate whether they wished to take on the responsibilities of the Community Aid Group but they had declined.

108.1.2. Community Action Norfolk Good Neighbour Scheme

A written report by Cllr Rix-Clark had been circulated with the agenda as follows:

If the Council decided to set up a Good Neighbour Scheme, it would need a management team with the Parish Clerk heading the team, as these are in the best position to receive all information and distribute as necessary, pay expenses and answer day to day questions.

The Clerk's current workload is already high, without taking this role on as well, and the last request for assistance that the mutual aid group received was in June 2020. So, even before the COVID-19 situation, villagers were looking after each other and a good neighbour scheme is basically already in place. When the Council has a permanent office in the Village Hall, this could then be explored then.

The report was noted.

108.2. Cemetery

The Vice Chairman, Cllr Walsingham, reported that the litter bin at the Cemetery was broken. The Vice Chairman, Cllr Walsingham, would obtain quotations for the next Council meeting.

The Clerk would add this item to the agenda.

108.2.1. Noticeboard

Cllr Child reported that he had contacted a local person to enquire whether they could build a timber noticeboard with a roof and they had confirmed they could. The cost of timber would be around £120.00 - £150.00.

Proposed – Cllr Child

Seconded – Cllr Bucke

That the Council contracts a local resident to construct a timber noticeboard with roof for the Cemetery at a cost not exceeding £170.00.

All in favour

108.2.2. Gravedigging services

Cllr Canham reported that she had made initial investigations with a potential gravedigger but required further information before this could proceed, i.e., fees and equipment requirements for this work.

The Clerk would attempt to investigate the fees that gravediggers charge and the equipment required and email Cllr Canham with any information found.

108.3. Grounds Maintenance

Cllr Harrison reported that he had spoken to Ultimate Land & Gardens Ltd today to confirm that the moss control needed to be done on the children’s play area and all hedges in the contract should be trimmed by the end of 2020.

108.4. Sports Pavilion, Playground and Playing Field

108.4.1. Under 7’s Football Team

The Vice Chairman, Cllr Walsingham, reported that the Under 7’s Football Team were currently not using the facilities due to the COVID-19 restrictions.

108.4.2. Terms and Conditions for the Coronation Playing Field and facilities

A copy of the draft Terms and Conditions for the Coronation Playing Field and facilities prepared by the Vice Chairman, Cllr Walsingham, had been circulated with the agenda.

Proposed – Chairman, Cllr Barrett

Seconded – Cllr Canham

That the Terms and Conditions for the Coronation Playing Field and facilities are approved.

All in favour

108.4.3. Private hedge adjacent to Playing Field Lane

The Vice Chairman, Cllr Walsingham, reported that he spoken to the owners of the overgrown hedge adjacent to the Playing Field Lane and they had confirmed that it would be trimmed back prior to the start of the bird nesting season.

108.4.4. Play Area signage

The Clerk had circulated a copy of the outdated Play Area signage, Play Area Signage Regulations and draft updated signage with the agenda. A short discussion took place and the wording and pictorials were approved.

108.4.4.1. A1 Engraving & Signs

The Clerk reported that A1 Engraving & Signs, Wisbech, were always the cheapest company when signage quotations were sought and felt that it would be in the best interests of the Council to nominate A1 Engraving & Signs for all its signage contracts.

Councillors agreed that the quality of their signs was good and this should be adopted.

Proposed – Cllr Harrison

Seconded – Cllr Flatt

That the Council agrees to contract A1 Engraving & Signs for all its future small steel signage, as this company was consistently the cheapest and their products were of a high standard.

All in favour

The Clerk would contact A1 Engraving & Signs and order a new A3 Play Area sign with brackets.

108.4.5. Play Area and Car Park surface levels

Cllr Harrison had sought quotations for the alignment of the play area surfaces and the kerbing by the car park and these had been circulated with the agenda as follows:

Turfing Work

J A GroundScaping Ltd	£1,060.00 + £212.00 VAT (total £1,272.00)
Lady Landscapes	£980.00 + £196.00 VAT (total £1,176.00)
Noel Powley	£2,376.00 + £475.20 VAT (total £2,851.20)
Ultimate Land & Gardens Ltd	Day rate £400.00 + £80.00 VAT (total day rate £480.00)

Path Repairs

J A GroundScaping Ltd	£880.00 + £176.00 VAT (total £1,056.00)
Lady Landscapes	£1,692.60 + £338.52 VAT (total £2,031.12)
Noel Powley	£1,160.50 + £232.10 VAT (total £1,392.60)
Ultimate Land & Gardens Ltd	Day rate £400.00 + £80.00 VAT (total day rate £480.00)

A short discussion took place and the Clerk advised that there was currently £1,800 left in the budget for play area repairs.

Proposed – Cllr Child

Seconded – Cllr Flatt

That the Council contracts J A GroundScaping Ltd to carry out the turfing and pathway alignment repairs at the Coronation Field play area and car park at a cost of £1,940.00 + £388.00 VAT (total £2,328) and that these works be carried out and paid for by 31st March 2021.

All in favour

Cllr Harrison would confirm the contract with J A GroundScaping Ltd.

Cllr Hipperson arrived at the meeting at 7.07pm.

108.5. Proposed and Seconded Magazine

Cllr Canham had declared a Pecuniary Interest in this item.

Cllr Child reported that the next edition of the P&S would be delivered in early December 2020 and articles were required as soon as possible in order for them to be included. As the advertising invoices stated that the magazine was A4, the next edition could not be printed in A5 size, but subsequent editions would be printed in A5.

Cllr Canham reported that she had agreed for someone to deliver the P&S to Upper Marham at a cost of £50.00 per edition. In view of this, the print run would need to be higher.

Cllr Hipperson agreed to contact The Hive to establish how many extra copies the Council would need.

Cllr Canham confirmed that the advertising was going well and new advertisers were continuing to contact her.

As the routes are not all public rights of way or permissive paths, walking on them may be trespassing and the safety of them is unknown. The Slow Ways Initiative web page will be up and running by the end of January 2021 when the local routes can be examined to determine where they go. At that time, the Council could consider supporting this initiative.

The report was noted.

108.8. Land Registry of Council owned land

Cllr Bucke reported that there were several parcels of land in the village that the Council owned but were not registered with Land Registry and this was something the Council should consider completing within the next twelve months.

Councillors unanimously agreed that this should be done. It was noted that each registration would cost around £40.00, with additional legal/solicitor fees, if required.

The Clerk advised that postcodes were required for Land Registry searches and an inventory of photographs would be helpful for the Council to make reference to in the future.

The Chairman, Cllr Barrett, reported that deeds and minutes relating to the Playing Field and Village Hall had been located in the Village Hall and there may be further documents relating to other land in the archived files.

It was agreed for the Council to set up a Working Party to deal with this matter in 2021. The Clerk would add this to the next agenda.

109. Planning applications and Notices of Decision

109.1 Planning applications

109.1.1. 20/01567/F – Marham Village Hall, School Lane – Variation of condition 2 of planning permission 18/01721/F to amend utility room fenestration
No objections.

109.2. Planning decisions

109.2.1. 20/01042/O – Allotment Gardens, Vicarage Lane – Outline Application: Construction of one dwelling
Application refused (delegated decision).

109.2.2. 20/01282/F – Street Record, Oak Avenue, Upper Marham – External wall insulation to MOD service family accommodation
Application permitted (delegated decision).

109.2.3. 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
Was lawful (delegated decision).

109.3. Late planning applications and planning decisions

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

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

There were no other planning matters.

110. General correspondence

110.1. For action/information

110.1.1. Eco Bricks project

The Vice Chairman, Cllr Walsingham, reported that the Clerk had received an email from a resident in Hunstanton advising that she and a couple of other residents would like to get involved with the Marham Eco Bricks project. The Vice Chairman, Cllr Walsingham, confirmed that this project hadn't been fully established in Marham and bricks from other sources were not required at this time. This project might be something the Council would wish to consider in the future.

This was noted.

110.1.2. Reduction of village speed limit from 30mph to 20mph

The Vice Chairman, Cllr Walsingham, reported that the Clerk had received an email from a resident in Marham asking for consideration of all 30mph roads in Marham to be reduced to 20mph. The Vice Chairman, Cllr Walsingham, reported that the Parish Council had requested the reduction of speed limits in various places in the village over the years and all had been refused by Norfolk County Council as there were no statistical indications this was required. The legal expenses to change speed limits were also extremely expensive and because of this, Norfolk County Council's main priorities for speed limit reductions were on roads throughout the county which had high accident (with injury) and/or fatality rates.

Cllr Harrison reported that he had met with the Highways Engineer, Mr A Wallace, on several occasions in the past requesting various speed reductions throughout the village, and all had been declined.

The Vice Chairman, reported that the enquirer was involved with the Road Safety Campaign on the Base and was probably trying to extend safety to the main highways.

Cllr Child suggested that the gentleman might wish to resurrect the Community Speedwatch Scheme and Members agreed this would be a good idea. The Clerk would respond to the enquirer inviting him to consider taking on the Community Speedwatch Scheme.

Cllr Child would place a small article in the P&S magazine asking for Community Speedwatch volunteers to join the team.

110.2. Late correspondence

No late correspondence for discussion had been received.

111. Norfolk County Council issues

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

The Council had agreed not to submit a bid for the Parish Partnership Scheme 2021/2022.

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

The next meeting of the Council would be taking place on Wednesday, 13th January 2021 at 7.00pm by Zoom.

The member of public left the meeting at 7.46pm.

113. 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

113.1. Village Hall Working Party Report, Recommendations and Financial Requests

113.1.1. Village Hall Working Party Report (circulated with agenda)

See Confidential Report.

113.1.1.1. Village Hall chimney breast

See Confidential Report.

Cllr Canham rejoined the meeting at 7.52pm.

The Chairman, Cllr Barrett, closed confidentiality and resumed the meeting at 7.55pm.

113.1.1.2. Damp proofing companies

Cllr Child reported that he had been in contact with a damp proofing company and would be seeking others to carry out a site visit and prepare quotations for the damp proofing works.

Proposed – Cllr Child

Seconded – Cllr Harrison

That the Council seeks advice and quotations from a number of damp proofing companies.

All in favour

113.1.1.3. Kitchen and toilet plans

Cllr Child reported that a detailed list was currently being drawn up by the Working Party for the requirements of the Village Hall.

Cllr Child reported that he had been in touch with an architect to prepare specification plans for the Village Hall. Their charges would be £1,750.00 + £750.00 for sundries + £500 VAT (total £3,000.00).

The Clerk wished to minute that she had previously emailed all Councillors to confirm that a further architect was not required as the specification plans for building control had already been drawn up by Mr J Stephenson and £800.00 had been paid to him by the Council.

Councillors agreed that an architect was not required at this stage but should be considered in the future.

A further lengthy discussion took place.

Cllr Harrison reported that he had been in touch with a building company, Grocott & Murfit, and would be meeting with their principal designer to obtain an estimation of build costs for the entire renovation in order that a ballpark figure could be provided to the bid writer. Councillors agreed that this was a good idea, despite the Clerk's rejection of this by prior email.

Cllr Bucke declared a Personal Interest in Grocott & Murfit, as they were carrying out personal work for him.

Cllr Child reported that he would be inviting specialist kitchen and toilet companies to provide plans and quotations and noted that a commercial kitchen was not being considered as these were extremely expensive.

Cllr Canham felt that if the kitchen was not of a catering standard, there would be little point in having a kitchen at all.

Some Councillors felt that a kitchen, which provided oven and microwave facilities, would be sufficient for this size Village Hall. Cllr Rix-Clark reported that regular health and safety food hygiene checks would need to be carried out and the kitchen would need to be licenced if it was a catering kitchen. This was noted.

Proposed – Cllr Child

Seconded – Cllr Flatt

That the Council requests detailed plans from a number of specialist companies to support the drawing up of detailed designs for the kitchen and toilets.

All in favour

The Chairman, Cllr Barrett, resumed confidentiality at 8.32pm.

113.1.2. Specification plans for the tendering process

See Confidential Report.

Proposed – Chairman, Cllr Barrett

Seconded – Cllr Child

That the Council purchases ten sets of specification plans from Mr J Stephenson at a cost of £100.00 No VAT as the original ones had been mislaid.

All in favour

113.1.3. Overall budget for the Village Hall restoration project

See Confidential Report.

113.2. Village Hall land sale

See Confidential Report.

113.3. Clerk Matters

The Clerk left the meeting at 8.45pm.

See Confidential Report.

The Clerk returned to the meeting at 8.54pm.

113.4. Bookings Officer's Contract

Cllr Flatt had declared a Pecuniary Interest in this item and left the meeting at 8.54pm.

See Confidential Report.

The Chairman, Cllr Barrett, closed confidentiality and resumed the meeting at 8.55pm.

The Chairman thanked everyone for attending and closed the meeting at 8.55pm.