

MARHAM PARISH COUNCIL

Minutes of the Council Meeting held Wednesday, 17th March 2021 at 7.00pm virtually via Zoom

Present:	Chairman	Cllr I Barrett
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr Allerton
		Cllr G Bucke
		Cllr C Child
		Cllr D Flatt
		Cllr T Harrison
		Cllr J Hipperson
		Cllr E Rix-Clark
		Cllr S Canham
	Locum Clerk	Mrs M Hayes
		Cllr. J Moriarty – Castle Acre Ward
		No members of the public

114. To receive Declarations of Interest

Cllr Canham declared a Pecuniary Interest in Item 7.4 Proposed & Seconded Magazine, as her company was a current advertiser in this magazine.

115. To receive Apologies and Reasons for Absence

None received.

116. To agree notes of the meeting held on 17th February 2021

Proposed – Vice Chairman Cllr Walsingham Seconded – Cllr Child

That the notes of the Council Meeting held virtually on Wednesday, 17th February 2021 are approved and signed as a true and accurate record. Cllr Walsingham noted an incorrect spelling of Cllr. Moriarty's name.

All in favour

117. Update on previous minutes (not listed elsewhere on agenda and for information only)

Cllr. Barrett had received a report about an overhanging hedge near to Kings Shop which was obstructing the pavement. She would report this.

Cllr. Barrett had received a report about a newly installed gate which was opening across the pavement at Meadow View, School Lane which was dangerous to pedestrians. She would seek advice on this.

Cllr Walsingham reported that the Council had been approached by a resident to consider organising a Xmas tree for the village this year. The Council were all in favour of this idea and would add it to the April agenda for further discussion.

Councillor Bucke reported on his research into land ownership in the Parish as agreed at the last meeting.

Chalk Pit – After research nothing conclusive to report. However, The Marham Poor's Trust collected money in relation to this land each year.

Sand Pit RAF Base – After further investigation it had revealed that the Parish Council had agreed to sell this land to the RAF in the 1960's.

Deeds Recreation Ground – had been obtained from Kenneth Bush solicitors.

Millennium Garden – It was unclear but it appeared highways had taken ownership of this land but no paperwork had been found.

Public Open Forum

No members of the public were present.

Reports

County Councillor

No report received.

Borough Councillors

No report received.

RAF Marham

No report received.

118. Finance

118.1 To receive clerks financial report.

The Locum Clerk had circulated the bank reconciliation, period ending February 2021 and finance summary, with the agenda. The bank balances were as follows:

March		Opening Balances		£	133,047.68
Bank Balances at 28.2.2021					
Community Account	£ 5,181.94				
Business Account	£ 127,865.75				
	£ 133,047.69				

118.2 To approve and agree finances since the February meeting **PROPOSED SECONDED** and **APPROVED**

February		Opening Balances	£				
			135,057.86				
01.02.2021	S Canham	Expenses	BACS	£ 50.00	£ -	£ 50.00	£ -
01.02.2021	Anthony Johnson & Co	Review of Chimney stack	BACS	£ 200.00	£ -	£ 200.00	£ -
01.02.2021	Bookings and Caretaking	Contract February 2021	BACS	£ 270.00	£ -	£ 270.00	£ -
01.02.2021	S Porter	Clerks Salary	BACS	£ 944.85	£ -	£ 944.85	£ -
22.02.2021	S Porter	Adj Clerks Salary	BACS	£ 0.20	£ -	£ 0.20	£ -
10.02.2021	Coggles	Funeral M Lewis	BACS	£ -	£ -	£ -	£ 200.00
22.02.2021	S Porter	Expenses February 21	BACS	£ 18.00	£ -	£ 18.00	
22.02.2021	Geosphere Ltd	Parish Online	BACS	£ 63.00	£ -	£ 63.00	£ -
22.02.2021	HMRC	PAYE/NIC FEB 2021	BACS	£ 304.73	£ -	£ 304.73	£ -
26.02.2021	Veolia ES UK	Water Rates BG	BACS	£ 32.32	£ 6.46	£ 38.78	£ -
26.02.2021	Ashill Fire	Annual Inspection Fire VH	BACS	£ 57.00	£ 11.40	£ 68.40	£ -

18.02.2021	Anglian Water	Water Rates Cemetery	BACS	£ 13.36	£ -	£ 13.36	
18.02.2021	Anglian Water	Water Rates Bowling Green	BACS	£ 13.36	£ -	£ 13.36	
18.02.2021	Anglian Water	Water Rates Village Hall	BACS	£ 10.57	£ -	£ 10.57	
15.02.2021	OVO Energy	Village Hall	BACS	£ 138.00	£ -	£ 138.00	
12.02.2021	E-On	Street Lighting	BACS	£ 73.27	£ 3.66	£ 76.93	
					£ -	£ -	£ -
		£ 2,188.66	£ 21.52	£ 2,210.18	£ 200.00		
Yearly totals		£ 63,321.47	£ 5,972.16	£ 69,293.63	£ 132,237.79		
	Uncleared Cheques / Receipts						
	Closing Balances	£ 133,047.68					

119. Village Hall working party report

119.1 RESOLUTION: to engage professional support to assist the working party in drawing up cost plan for all aspects of the village hall renovation.

Members of the Parish Council had been circulated on the 18th February 2021 with a copy of the briefing paper produced by the working party and full details of all 4 quotations received. Cllr. Child explained the position of the working group who after extensive work had reached the level of their expertise and knowledge to move this project forward any further without professional help. They had sought quotes from 4 professional companies that could help the Parish Council to move forward with this project to tender stage. After lengthy discussion took place over each quotation which had been presented in different formats and all had different cost calculations a proposal was made to vote on this item. The cheapest quotation was for the amount of £6850 plus VAT with additional costs which would be added for the services relating to quantity surveyor, planning costs and construction design and management.

Cllr Canham expressed concern and asked for more time before making this vote as she did not feel that all the councillors understand the full list of costings associated with this as the quotations were not all the same to compare. This request was denied.

PROPOSAL: to engage professional support from Longden Cook to assist the working party in drawing up a cost plan for all aspects of the village hall renovation at a cost of £6850 plus VAT and a recognition that there could be additional costs bringing the total cost up to £11,000 to get the project to tender stage.

VOTE: in favour 5 against 5 – Under the Local Government Act 1972 15.3 in the case of an equality of votes the chairman has a casting vote in addition to their own vote. The Chairman cast her additional vote which was in favour of proceeding with this proposal. VOTE: 6 in favour 5 against. RESOLVED.

The Locum Clerk would draft a letter to engage the services of Longden Cook.

119.2 RESOLUTION: The Parish Council send a letter to Mr Wall stating the amount of money they are committing to the development of Marham Village Hall

Discussion took place over the grants which might be available to the Parish Council for this project. In order to make funding applications Mr Wall required a letter of intent from the Parish Council which could be used when seeking funding.

It was reported that there was currently the amount of £58142 in reserve for this project

which was from the sale of land and other fundraising events.
Councillor Harrison stated that he had been advised that grant aid for all your legal fees, architects fees all classed as part of the build cost was available and that the Council should speak to Mr Tim Wall to find out exactly what funding was available.

PROPOSAL: The Parish Council write a letter of intent for Mr Wall to use when seeking funding for the project of £50,000. The remaining amount of £8142 would be used for the cost of support from Longden Cook.

VOTE: in favour 7 against 3. RESOLVED.

The Locum Clerk would draft a letter for approval to go to Mr Wall.

Cllr. Child asked for permission to spend the amount of £24 on e- copies of the plans. This was under the £30 limit and was APPROVED.

120. To receive updates and agree actions on ongoing issues, Village Hall

120.1 To consider regular cleaning, materials and signage and hand sanitisers. To approve Disbursements for materials required (deferred from September meeting)

Cllr. Barrett would draw up a shopping list of items required with costs for approval at the April Parish Council meeting.

120.2 To consider fundraising events and ideas for Village Hall fund (deferred from September meeting)

Cllr. Flatt proposed that the Parish Council consider organising a Yard Sale. This could be a safe outdoor socially distanced activity which each resident setting up their stall outside their house and the Parish Council organising a few stalls in the village hall car park. It was agreed this would be a good idea and a safe way of kick starting the fundraising events. APPROVED to organise this for May 2021 date to be agreed.

It was reported that the Fun Day would be going ahead this year and the Parish Council could consider providing a few traditional games such as hoopla. Councillor Walsingham agreed to talk to Marham Friends about this.

120.3 To consider hiring a sanitary company for the unisex accessible and ladies toilets
This item was deferred.

121. Cemetery

Councillor Walsingham reported that a couple of funerals had taken place and the Locum Clerk was dealing with the paperwork.

The gates were being repaired and cleaned and the brass plates had been revealed.

122. Sports Pavilion, Playground and Playing Field

122.1 To receive update on under 7's Football Team

Councillor Walsingham informed the Council that the football team wanted to recommence their games from the 29th March but the grass would require cutting. It was agreed that Cllr Harrison would speak to the grasscutting contractors and see if they could start the contact a week early and cut the grass on Thursday 27th March.

122.2 To discuss new playground equipment and Sports Pavilion renovation

Discussion took place over providing a storage unit between the pavilion and the shelter to store equipment. This building could cost between £4000 - £10,000 depending on the size of the building. There was currently £7000 in earmarked funds towards this project. It was agreed to research this further and report back to the April meeting.

Discussion took place over replacement play equipment as the existing see saw and slide were to be replaced with a newer design. A suggestion of a disability inclusive roundabout, see saw and zip wire were all discussed. If disability inclusive equipment was being installed then paths for wheelchairs would also have to be included in the plans. It was agreed to research this further and report back to the April meeting.

122.3 To review the opening dates for the Sports pavilion and thorough cleaning of premises
Deferred to the April meeting.

122.4 To report on hedge bordering road

It was reported that this hedge had been cut by the Ultimate Workforce Ltd grounds maintenance team in error. It was agreed to look at this again in September at the end of the nesting season.

122.5 To report on dumped rubbish

It was reported this had been removed.

123. Proposed and Seconded Magazine

123.1 Advertising

Councillor Child reported that the magazine was with the printers. Councillor Canham reported that with the new style of the magazine and with very little advertising over the past year she proposed that ¼ pages were no longer offered and instead the half page adverts at a cost of £50 and full page adverts at a cost of £100 should be offered. APPROVED.

124. SAM 2 – Graphs and Report

Councillor Walsingham had circulated the graphs and report which was noted.

125. Footpaths

125.1 To receive update regarding signage/barriers for pedestrian access/egress from Burnthouse Drove footpath to The Street, opposite Graysway

Nothing further to report.

125.2 To discuss proposed new footpath sign adjacent to Old Post office and field
Sign at bottom of Burnthouse Drove and The Street

It was reported that a footpath sign would not be erected and a footpath way marker would only be installed on the existing footpath sign.

125.3 To report on clearance of leaves and debris, weed control membrane and stones
Dobbins Lane

The RAF working group had done an excellent job of clearing this area and had been thanked.

Lane between School Lane and Church View

Cllr. Rix-Clark had sought costings for the laying of weed control and stones in this area to keep the Lane clear in the future at a cost of £380. The County Council had said that they

would have no problem with the Parish Council undertaking this work but it was not clear that this was their land. It was agreed that there were pro's and con's to laying weed membrane and stones as the wild flowers and weeds benefited wildlife in this area but it did get very overgrown in the Summer.

It was agreed that until the ownership of the Lane could be established the Parish Council could not proceed with this proposal. Cllr Barrett would contact the Borough Council to see if this was under their ownership.

126. Planning

126.1 21/00360/F – Erection of garden room accommodation in the grounds of existing Dwelling (retrospective) at Meadow View, School Lane, Marham

The Parish Council have no comments to make. They did however want clarification on what this garden room would be used for as it was unclear from the plans.

126.2 Report of Certificate of Lawfulness – for information only. Demolition of conservatory and erection of single storey to the rear – 7 Fen Lane, Marham.

126.3 Planning Decisions - None

126.4 Late Planning Applications and planning decisions – None.

127. Correspondence

The correspondence received was noted.

Norfolk ALC advice on returning to face to face meetings

NCC offering free Lateral Flow Tests to Parish Councils

County Highways notification of footway maintenance works Marham Junior School delayed

until summer holidays

128. To receive Borough Council/ Norfolk County Council issues

None.

129. Date of Next meeting

Wednesday 21st April 2021 7.00pm via Zoom.

130. RESOLUTION: exclusion of press and public from meeting under Public Bodies Act 1960 Section 1 to discuss confidential items

Parish Clerk Vacancy – It was reported that 2 applications had been received and interviews would be held on Tuesday 23rd March 2021.

The meeting closed at 21.25