

MARHAM PARISH COUNCIL

Minutes to the Parish Council meeting held on Wednesday 19th May 2021 in the village hall at 7.00pm

Present: Cllr I Barrett, Cllr C Child, Cllr D Flatt, Cllr P Walsingham, Cllr P Warren, Cllr R Allerton, Cllr J Hipperson, Cllr G Bucke, Cllr T Harrison and Cllr S Canham, Cllr E Rix-Clark.

Two members of the public
County Cllr J Moriarty
Clerk: G Robinson

Cllr I Barrett welcomed the County Cllr J Moriarty, the new Clerk, Gail Robinson and members of the public to the meeting.

1. Election of Chairman of the Council and Declaration of Acceptance of Office

Cllr Barrett invited nominations for the position of Chair, Cllr Child proposed Cllr Barrett, this was seconded by Cllr Flatt. There were no other nominations. Cllr Barrett was duly **elected** as Chair and signed the declaration of acceptance of office for the records.

2. Election of Vice Chairman of the Council and Declaration of Acceptance of Office

Cllr Barrett invited nominations for the position of Vice Chair, Cllr Barrett nominated Cllr Allerton, this was seconded by Cllr Child. There were no other nominations. Cllr Allerton was duly **elected** as Vice Chair.

Cllr Barrett thanked Cllr Walsingham for being Vice Chair to the Parish Council for a the last six years.

3. To receive declarations of interest for items on the agenda and any requests for dispensation

- Cllr Rix-Clark requested dispensation on item 10.3 as she is a current Board member of NorfolkALC, and would like to discuss and vote. It was **resolved** to grant this dispensation.
- Cllr P Warren declared an interest on First Aid item in correspondence. It was **resolved** that Cllr Warren would be able to participate in the discussion.
- Cllr I Barrett declared an interest in the Chairs allowance item.
- Cllr S Canham declared an interest on advertising in village magazine.

4. To receive and accept apologies and reasons for absence

No apologies were necessary as everyone was present.

5. To agree Minutes of the Council Meeting held virtually on 21st April 2021

It was **resolved** to approve the minutes as a true and accurate record of the meeting.

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

- Village Christmas tree – It was **resolved** that Cllr P Walsingham would follow this matter up.
- Emergency funding for the allotment fence – It was reported that the work had been completed and the Parish Council was now awaiting the invoice.

7. To review Councillors' areas of responsibilities, outside body representation and working parties

7.1 Internal Responsibilities: It was **resolved** the following appointments should be made for the coming year:

7.1.1 Allotments – Cllr Hipperson (Inspections) and Cllr Flatt

7.1.2 Cemetery – Cllr Allerton and Cllr Hipperson

7.1.3 Churchyard & Church Wall – Cllr Harrison and Cllr Bucke

7.1.4 Community Payback – Cllr Canham

7.1.5 Emergency Planning – Cllr Child

7.1.6 Grounds Maintenance – Cllr Harrison and Cllr Warren

7.1.7 Highways, Street Lighting & Traffic – Cllr Harrison and Cllr Hipperson

7.1.8 Internal Finance Control – Cllr Rix-Clark and Cllr Canham

7.1.9 Pavilion, Play Park & Playing Field – Cllr Warren, Cllr Canham and Cllr Harrison

7.1.10 Proposed & Seconded – Cllr Child and Cllr Canham

7.1.11 SAM2 – Cllr Allerton and Cllr Flatt

7.1.12 Speedwatch – Scheme inactive at present, so no appointment necessary at this time.

7.1.13 Village Hall – Cllr Barrett, Cllr Harrison and Cllr Warren

7.1.14 Broadband and social media – Clerk

7.1.15 Bank Signatories – Clerk (RFO) - to raise payments only, Cllr Allerton, Cllr Barrett and Cllr Child

7.1.16 To consider allocation of any other responsibilities

7.1.16.1 Campaign Against Two Silica Sites (CATSS) representatives
– Cllr Barrett, Cllr Child and Cllr Flatt

7.1.16.2 P&S Collection and Distribution Rota – Cllr Child

7.1.16.3 P&S Councillors' Distribution Rounds – Cllr Child

7.2 Outside Bodies' Representation:

7.2.1 Internal Drainage Board Liaison (outside body) – Cllr Bucke

7.2.2 Poors Trust Liaison (outside body) – Cllr Harrison, Cllr Harrison
declared an interest as he has now become a Trustee of the Poors
Trust

7.3 Working Parties:

7.3.1 Finance Panel – Chairman Cllr Barrett, Vice Chairman Cllr Allerton,
Cllr Bucke, Cllr Harrison, Cllr Rix Clark, Clerk (RFO)

7.3.2 Village Events – Cllr Child, Cllr Flatt and Cllr Canham

7.3.3 Village hall working party Cllr Allerton, Cllr Harrison, Cllr Child, and
two Parishioners

8. To review the Council policies and procedures (available to view on the website unless otherwise stated)

It was **resolved** to adopt all the following Parish Council policies and documents.

8.1 Standing Orders

8.2 Financial Regulations

8.3 Asset Register

8.4 Child Protection

8.5 Complaints Procedure for use Against the Council

8.6 Complaints Procedure

8.7 Dignity at Work

8.8 Expenses and Allowances (Cllr Folder)

8.8.1 To review the Chairman's allowance (currently £15.30 per month) It
was **resolved** that it was no longer appropriate to give an annual
allowance to the Chairman.

8.9 Powers & Duties

8.10 Press/Media

8.11 Unreasonably Persistent And/Or Vexatious Complainants

8.12 Vulnerable Persons

8.13 Training (Cllr Folder)

- 8.14 Sickness & Absence (Cllr Folder)
- 8.15 Operational Risk Assessment (Cllr Folder)
- 8.16 Health & Safety (Cllr Folder)
- 8.17 Freedom of Information Model Publication Scheme (Cllr Folder)
- 8.18 Disciplinary & Grievance (Cllr Folder)
- 8.19 Business Continuity Plan (Cllr Folder)
- 8.20 Bullying & Harassment (Cllr Folder)
- 8.21 Equal Opportunities (Cllr Folder)
- 8.22 Communications Protocol (Cllr Folder)
- 8.23 Member/Officer Relations Protocol (Cllr Folder)
- 8.24 Code of Conduct
- 8.25 Councillors' Registered Declarations of Interests – to be updated if necessary

9.

To adjourn the meeting in order to allow reports and the press and/or members of the public to address the Council in a PUBLIC OPEN FORUM

Reports

County Cllr Moriarty reported, he is trying to arrange a public meeting with E Truss MP and have her engage on the issue of the waste and mineral extraction issue.

Cllr Moriarty read out a pre written report to bring the members to up to date with the mineral extraction, silica sand issue. He felt that as other areas are being rejected the extraction may get closer. He explained that it would be worth getting Shoulden Warren listed as a community asset. Which having sought advice this would have an impact on any planning application. Cllr Moriarty suggested some ways forward to anticipate any actions necessary and felt this should be done asap.

Cllr Moriarty is having a first meeting on Monday at County Hall.

Cllr Moriarty has details from flood alliance which will be distributed via email after the meeting,

Borough Councillors – none received

RAF Marham – none received

Public Participation (maximum 15 minutes – 3 minutes per speaker)

A member of the public asked about the foot path map at end of Mill Lane. As this has faded could this be used for something else, perhaps as a notice board. Cllr Walsham and Cllr Harrison to have a look at the foot path map.

A member of the public asked about a planning application and where it is up to – this has not come to the Parish Council for consideration yet but is coming up.

A member of the public asked about the Climate change group and where is this up to. Cllr Child will follow this up. CATSS discussion – Parish Council to make contact.

10. To discuss Finance

10.1 To receive the Clerk’s financial report (Finance Master Summary to date, Bank Accounts Statements, Bank Reconciliation)

The Clerk reported bank account balances as at 18th May of:
Community Account £7,752.50

Business Premium £177,868.68

10.2 To receive and agree finances since last meeting and approve pre-authorized payments and pending disbursements to be made (circulated). Late bills & receipts to be tabled at meeting

It was **resolved** to approve the following amounts for payment:

The Play inspection company	£81.00	
Eon	£76.93	DD
Cllr I-L Barrett	£53.90	
Screwfix	£69.14	Debit card payment
The Works	£1.00	Debit card payment
Poundland	£9.00	Debit card payment
Poundland	£17.00	Debit card payment
B&Q	£22.91	Debit card payment
Amazon – vinyl gloves	£19.98	Debit card payment
M Hayes	£911.27	
Ultimate land and gardens	£405.60	
Ultimate land and gardens	£936.00	
IOC	£35.00	DD 24 th June
Norfolkalc	£365.76	

10.3 To consider membership and comparative costs associated with Norfolk PTS and Norfolk ALC

Cllr Flatt felt that the current website would benefit from some improvements. Cllr Rix-Clerk discussed issues relating to Norfolk ALC and the benefits

compared with subscribing to Norfolk PTS. The Clerk also expressed an opinion of both organisations. The members considered the costs associated with subscribing with each organisations.

It was **resolved** to continue subscribing with Norfolk ALC for a further year.

10.4 To consider subscribing to Scribe – a Parish Council accounting package

The Clerk described the Scribe package and how the package would support the Clerk. The members considered the yearly subscription cost, which is £288.00. Cllr Child proposed and Cllr Canham seconded and a vote was held **resolving** that the Parish Council should subscribe to the Scribe accounting package.

10.5 To confirm the continuation of payments via BACS agreed

It was **resolved** that the preferred method by the Parish Council would be by BACS.

10.6 To confirm payments made by direct debit may continue agreed

It was **resolved** that where necessary, payments would be made by direct debit.

10.7 To confirm the completion of the review of effectiveness of internal controls and receive a report from the Clerk and Cllr Rix-Clark

Cllr Rix-Clark reported that from the information she had, there were effective internal controls.

10.8 To receive the Internal Auditor’s Report and consider their recommendations

The details of the Internal Auditor’s Report was circulated prior to the meeting. The members considered and agreed with the recommendations provided.

10.9 To consider and approve the 2020-21 Annual Governance Statement

It was **resolved** to approve the 2020-21 Annual Governance Statement.

10.10 To approve the 2020-21 Statement of Accounts

It was **resolved** to approve the 2020-21 Statement of Accounts.

11. Marham Poor’s Trust

RESOLUTION: that this item be added as a regular item on the agenda

Cllr Bucke explained why he felt Marham Poor’s Trust should be a standing regular agenda item. This was discussed by the members and why they felt it is important for the charity to be more engaged with the Parish Council for the benefit of the community. Cllr Barrett will talk with the new Chair to ask for a presentation of information to the Parish Council. Some members would like to

see the 'profile' of the Poor's trust heightened so that it can be easily accessed by the community better.

12. To receive updates and agree action on ongoing issues

12.1. Village Hall

Cllr Harrison reported that there is a blocked soakaway in the grounds of the Village hall. A camera has been put down the soakaway and it has been pumped by the developer. But a new soakaway needs to be put in. The developer has agreed to pay some of the cost. The full cost is £1800 and the developer will pay £1000 and this would leave a balance of £800 for the Parish Council to pay. Cllr Harrison has sought costs to do ourselves, which would be materials £210.00 plus shingle, hardcore and labour. Another business will cost £500, however the members felt there were draw backs to this quote. Cllr Barrett noted that it was important to do the work to avoid the kitchen being flooded. The members discussed the issue historically. It was resolved that there is a need for the work to be done. Cllr Canham proposed and Cllr Barrett seconded and all agreed the developer should be asked to complete the work on behalf of the Parish Council.

12.2 Village Hall Renovations

RESOLUTION: The Parish Council will invite all Electoral Roll registered parishioners to take part in a poll either via post or in person if the total contribution by the Parish exceeds £60,000 towards the hall renovations.

Cllr Bucke presented the first resolution as listed and there was considerable discussion. Cllr Child pointed out that Adam Moorhouse, from the company Longden Cook, had been engaged to prepare the documentation to enable the project to go to tender and stated that:

- In his view, once the documentation was received from Longden Cook, and before it was sent to builders with an invitation to tender, then a public meeting should be held and a questionnaire circulated to villagers to ascertain their views.
- Cllr Child pointed out that the council has, and will continue to have, complete control of any spending on this project and would have the opportunity to vote on whether or not to proceed, and how much to commit to the project at every stage.
- Cllr Child also pointed out that in his view it would be foolish accept this amendment given that at this stage the council has no accurate idea of the costs involved nor the amount of external funding that might be available.
- Finally, Cllr Child made the point that it was not clear whether the proposed £60,000 limit would include any money raised specifically to fund the village hall or any possible donations would be included in the figure of £60,000.

The council rejected Cllr Bucke's proposal but agreed that a questionnaire and public meeting be held after receiving the tender documents from Longden Cook and before inviting builders to tender.

The second proposal by Cllr Bucke was rejected and for the same terms, i.e. a public meeting and questionnaire be held before submitting the tender document to builders with an invitation to quote was agreed.

As the first two proposals were rejected, then the third proposal is redundant. Cllr Child pointed out that £60,000 worth of work was needed to bring the existing hall to a safe and reasonable condition, but that external funding was unlikely that external funding would be available for this. As a result, the hall would be no larger and would retain the sub-standard kitchen, toilets and heating system. Should the council proceed with the proposed renovations, there was an increased likelihood of grant funding and the possibility of a much-improved facility for the village.

RESOLUTION: The Parish Council will invite all Electoral Roll registered parishioners to take part in a poll either by post or in person if the total contribution by Tax payers via grants or the Parish exceeds £260,000 towards the hall renovations.

RESOLUTION: if either of the above are agreed. The Poll to give options that allow the Parish Council to continue with whatever spend proposed, not to exceed the limits agreed at £60,000 or £260,000, not to spend any more money on the hall other than general upkeep and maintenance and do not do the hall renovation. To give parishioners other options to spend the budget on alternative uses, village sports, facilities, playgrounds, dog areas. Any Poll will give the Council a view and expression of the Parish who have voted and is not binding.

12.3 To receive a feedback report on Village Hall Renovations from the Working Party – Cllr Child, Cllr Allerton, Cllr Flatt, Cllr Harrison and 2 members of the public

Nothing further to add at this time.

12.4 Cemetery – Cllr Walsingham to report

Cllr Walsingham reported on deeds and the changes that need to be made. A member noted that the plot owner will need to go to the Borough Council, for further support. Cllr Flatt noted she could help with this.

12.5 Sports Pavilion, Playground and Playing Field – Cllr Walsingham to report

Cllr Walsingham discussed the lay out improvements, including lighting provision, which may need planning permission. Neighbouring properties will be consulted.

Looking to move this to a phased project to make it manageable. It was discussed whether the parish wanted the provision of improvements to the playing field. Cllr Warren felt that the Parish Council should investigate the grants that are out there, so that progress can be made to see if there is money available.

12.6 Proposed and Seconded Magazine – Cllr Child to report deadline 30th may

12.7 Sam 2 (graphs circulated prior to agenda) – Cllr Walsingham to report
Details circulated, Cllr Walsingham discussed the figures.

12.8 Footpaths

Nothing to report on at this time.

12.9 To consider planning applications and note planning decisions from the BCKL&WN

12.9.1 Planning Applications

- 21/00886/F Proposed construction of a sewage pumping station, a rising main, gravity sewers and associated manholes at Land S of 1 Fen Road Upper Marham Norfolk – It was resolved to support this application.

Planning decisions

Late planning applications and planning decisions

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

12.10 Grounds Maintenance

It was **resolved** that this would be considered at the next meeting in June.

13 To receive and agree actions on correspondence received

13.1 To consider provision of First Aid courses – Cllr Warren expressed an interest in providing First Aid courses for those in the village and can do this at one third of the normal cost, and will donate part of fee to the Village hall fund. Members were very pleased with this offer. Cllr Warren agreed he will register his intent to use the village hall which may help funding grants.

14.2 To consider Marham Friends correspondence

Cllr Barrett has reminded them of the booking application details. Marham Friends expressed sadness of fee. An acknowledgement of the booking has been made. The member discussed whether the charge should be waived. The members discussed the options. It was **resolved** that Marham Friends should be charged.

15. To receive Borough Council / Norfolk County Council issues none

There were no items to be discussed.

16.To record the date of the next Full Council meeting: Wednesday, 30th June 2021 at 7.00pm

17.To resolve on the moving into a closed session, on the ground of confidentiality in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2)

a) To consider quotes for work required

- **PAT testing**

The members discussed the quotes provided for PAT testing and **resolved** to use Direct 365 which will cost £75.85 plus vat