

MARHAM PARISH COUNCIL

Minutes of the Council Meeting held Wednesday, 21st April 2021 at 7.06pm virtually via Zoom

Present:	Chairman	Cllr I Barrett
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr Allerton
		Cllr C Child
		Cllr D Flatt
		Cllr T Harrison
		Cllr E Rix-Clark
		Cllr S Canham
		Cllr P Warren (co-opted)
	Locum Clerk	Mrs M Hayes
		Borough Cllr. G Hipperson
		Cllr. J Moriarty – Castle Acre Ward
		1 members of the public

130. To receive Declarations of Interest

Cllr Canham declared a Pecuniary Interest in agenda Item 8.5 Proposed & Seconded Magazine, as her company was a current advertiser in this magazine.

Cllr Child declared an interest in agenda item 6.2 as he had claimed for expenses relating to the Proposed and Seconded magazine.

Cllr Harrison declared an interest in agenda item 6.2 as he also had a claim for items to repairs to the village hall.

131. To receive Apologies and Reasons for Absence

Apologies were received from Councillor J Hipperson, G Bucke and Borough Cllr M Howland.

132. To agree minutes of the meeting held on 17th March 2021 – To agree minutes of the extraordinary meeting held on 30th March 2021.

132.1 Cllr Rix-Clark asked if item 119.2 could be changed to reflect that she had asked about what grants were available towards legal fees and architects fees all classed as part of the build cost. This was following Cllr Harrison's statement he had been told there were grants available and would speak to Mr Wall. Cllr Harrison stated that he was told some time ago these grants could be applied for but he was not sure if they would be available now. It was agreed that the minute reflected the conversation and would not be changed. PROPOSED (CC) SECONDED (PW) and RESOLVED to approve these minutes as a correct record and were signed by the Chairman.

132.2 It was PROPOSED (RA) SECONDED (CC) and RESOLVED to approve the minutes of the Extraordinary meeting of the Council held on 30th March as a correct record and were signed by the Chairman.

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

133.1 Xmas Tree – It was agreed at the last meeting to look at the possibility of having a Xmas tree following a request from a resident. Agreed that Cllr Walsingham would liaise with the resident and report back to the May meeting with further information.

Chairman Signed Dated

133.2 Playing Field revised pro-forma – At the last meeting the increase in fees had been approved and approval was required for the revised pro-forma in line with the draft terms and conditions which had been circulated to all councillors. APPROVED.

Public Open Forum

No members of the public were present.

Reports

County Councillor

No report received.

Borough Councillors

No report received. Cllr Hipperson had nothing to report.

RAF Marham

No report received.

134. Casual Vacancy – Co-option for position of councillor

134.1 Prior to the meeting the Clerk had circulated to all Councillors details of the applicant.

Mr Warren had joined the meeting. A vote was taken and it was PROPOSED (IB) and SECONDED (CC) and unanimously approved to co-opt Mr Peter Warren on to the Council.

134.2 The Declaration of Office was signed and shown to the meeting and Mr Warren was welcomed as a member of the Council.

135. Finance

135.1 To receive clerks financial report. The Clerk had circulated the balances and bank reconciliation to the 31st March 2021. This was noted and approved.

135.2 To agree finances since last meeting and approve pre authorised payments and pending payments to be made. List circulated to all councillors.

Summary to 31.3.2021

March	Opening Balances			Net	VAT	Gross	Receipt
01.03.2021	HMRC PAYE	PAYE/NIC MARCH 21	BACS	£ 327.98	£ -	£ 327.98	
01.03.2021	Sara Porter	Clerks Salary	BACS	£ 993.90	£ -	£ 993.90	
04.03.2021	J A Groundscaping	Work to Play area	BACS	£ 2,328.00	£ -	£ 2,328.00	
01.03.2021	A Flatt	Hall Bookings Caretaker	BACS	£ 270.00	£ -	£ 270.00	
10.03.2021	Borough Council	dog bins 02.03 20 - 28.02.21	BACS	£ 549.64	£ 109.93	£ 659.57	
12.03.2021	E-On	Street Lighting	DD	£ 57.91	£ 11.58	£ 69.49	
15.03.2021	OVO Energy	Village Hall	DD	£ 131.43	£ 6.57	£ 138.00	
22.03.2021	E-On	Sports Pavilion	DD	£ 19.88	£ 0.99	£ 20.87	
26.03.2021	Prontaprint (CHILD)	Copies VH Plans	BACS	£ 18.00	£ 3.60	£ 21.60	
26.03.2021	Ink Jungle (CHILD)	Ink Cartridges Magazine	BACS	£ 28.25	£ 5.65	£ 33.90	
31.03.2021	M Hayes	Locum Services	BACS	£ 644.37	£ -	£ 644.37	

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04.03.2021	HMRC	VAT Repayment		£ -	£ -	£ -	£ 3,845.70
31.03.2021	A Flatt	Hall Bookings Caretaker	BACS	£ 270.00	£ -	£ 270.00	
08.03.2021	Barclays Bank Plc	Interest 4th quarter					£ 2.93
18.03.2021	OVO Energy	Credit		£ -	£ -	£ -	£ 1,103.67
Totals this month				£ 5,639.36	£ 138.33	£ 5,777.69	£ 4,952.30
Yearly totals				£ 68,954.26	£ 6,117.05	£ 75,071.31	£ 137,190.09
Uncleared Cheques / Receipts				£ -			
Closing Balances				£ 132,222.30			
April	C/F Balances			£ 132,222.30			

Bank Balances at 31.3.2021		
Community Account		£ 4,353.63
Business Account		127868.68
		£ 132,222.31

The Clerk informed the meeting that the payment made to J A Landscaping should have been shown under the play area budget.

Councillor Rix-Clark asked that it be recorded in the minutes that she had concerns that the Parish Council were not following the financial regulations and procedures and that all payments should be presented to full Council for approval before being paid. It was agreed that this was the correct procedure but with the resignation of the clerk, no handover and a period without a clerk before the locum clerk had arrived these were exceptional and difficult circumstances and payments had been made to keep the business of the Parish Council running. All were made in good faith with most of them being pre- approved authorised payments which were either paid by direct debit or by BACS. All future payments would be presented to the Council for approval.

Cllr Rix-Clark also pointed out that the annual subscription to the Norfolk Association of Local Councils was due by the 30th April. It was agreed this would be discussed at the May meeting and the Clerk would inform them the payment (if approved) would be late.

All payments as presented were approved.

135.3 APPROVED to appoint Mr John Cross as internal auditor for the financial year 2020/21. The internal audit would take place in the village hall on the 13th May.

135.4 Agreed to hold a finance meeting on 4th May in the village hall. The Locum clerk would hand over to the new clerk prior to that meeting.

135.5 Cllr Barrett raised an urgent item relating to the allotment fencing which was covered under the Financial Regulations as emergency expenditure. *“financial regulations 4.1 Budgetary Control and Authority to spend a duly delegated Committee of the Council for items over £500; or the RFO, in conjunction with Chairman of Council or Chairman of the appropriate Committee, for any items below £500. Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the RFO,*

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and where necessary also by the appropriate Chairman". There were 31 posts which had rotted and the fence was unstable. The Poor's Trust would be putting cattle into the field next to the allotments in the next 2 weeks. If the cattle leaned on the fencing it could collapse allowing them to gain access to the allotments. They were having some the posts which adjoined their land to the fen repaired and their contractor could repair the allotment fencing at the same time at a cost of £449. A further quote had been received for the amount of £600. It was PROPOSED (IB) SECONDED (CC) and unanimously approved to go ahead and get this emergency repair work done.

136. Marham Poor's Trust

This item was deferred to the May 2021 meeting.

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

137.1 Cllr Barrett reported that she had met with the hall caretaker to go through the requirements and shopping list of items needed before the reopening of the hall. The Borough Council had carried out a risk assessment ahead of opening the hall for the elections. It was PROPOSED (PW) SECONDED (RA) and unanimously approved that Cllr Barrett would shop for these items and for any items required for the reopening of the pavilion to a maximum of £200.

137.2 Fundraising Events - Cllr Walsingham reported that it had been agreed to hold a Yard sale on the 19th June which was the same date as Shouldham were holding their yard sale. Hopefully this would attract more people to both villages. Cllr Flatt reported that she had been holding dance classes outdoors on the MUGA as this was allowed under the Covid regulations and the amount of £53 had been raised towards the hall funds. When the hall re-opened and yoga classes could take place she would donate all proceeds over and above the hall hire costs to the hall funds. She was thanked for her generosity.

It was reported that the village could still not take part in the National Spring Clean week as the Borough Council were not collecting the rubbish.

137.3 It was agreed to leave the consideration of hiring a sanitary company to a future meeting once the hall had reopened.

137.2 Village hall renovations – Deferred to the May 2021 meeting.

138. Cemetery

138.1 Permission for 2 standard memorial inscriptions had been approved for headstones in the cemetery. A cheque for £40 had been received and was due to be banked.

139. Sports Pavilion, Playground and Playing Field

139.1 Cllr Walsingham reported that the Annual Inspection Report had just been received and most of the items were highlighted as low or very low. The working group had looked at the possibility of replacing the two older items of equipment with an inclusive roundabout and climbing frame slide. Other items had also been looked at including a cradle swing and zip line and adult fitness equipment. The ideas had been circulated to all members in an email. A discussion had also taken place about exploring the cheaper option of a shipping container for the pavilion storage. Discussion took place over the pros and cons of having lighting on the North side of the playing field. Cllr Rix-Clark said that there was currently CIL funding available from the Borough Council for this type of project and the Parish Council could commit the £10,000 received for the village hall under the Covid grants to match fund which would give them £20,000 to kick start the project. It was agreed that this had not been included on the agenda for discussion and that at this stage the Parish Council were not ready to apply for funding as a plan for the play area had not been approved. The application would have to be submitted within the next 9 days. It was agreed it was a missed opportunity but hopefully there would be more funding available to apply for when the Council had

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fully discussed and agreed a plan for this area. Cllr Barrett reminded the Council that any funding applications would require the approval of the full Council.

140. Proposed and Seconded Magazine

Nothing to report.

141. SAM 2 – Graphs and Report

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

142. Footpaths

Cllr Rix- Clark had nothing to report.

143. Planning

143.1 21/00360/F – Erection of garden annex in the grounds of existing dwelling (retrospective) at Meadow View, School Lane, Marham – The Parish Council have no comments

143.2 Planning Decisions – 21/00188/F – Davanmor The Street, Side Extension – Approved

21/00132/F – Trafalgar House, The Street, Extension – Approved.

There were no further planning items.

144. Correspondence

The correspondence received was noted.

145. To receive Borough Council/ Norfolk County Council issues

None.

146. Date of Next meeting

Wednesday 19th May 2021 7pm (Annual Meeting) – venue/zoom tbc.

The meeting closed at 20.35pm

Chairman Signed Dated