

MARHAM PARISH COUNCIL
Minutes of the Full Council meeting of the Parish Council held on
Wednesday 27th October 2021 at 7pm in the village hall

Present:

Cllr Barrett – Chair, Cllr Allerton – Vice Chair, Cllr Child, Cllr Flatt, Cllr Harrison, Cllr Warren, Cllr Hipperson, Cllr McIntyre joined the meeting after agenda item 7.

2 members of the public

1. To receive and accept apologies and reasons for absence

Cllr S Canham, Cllr M Howland, Cllr E Rix-Clarke, Cllr J Moriarty, Jonathan Day (Community Support RAF Marham)

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

Cllr Barrett declared an interest on an expenses claim.

Cllr Harrison declared an interest on an expenses claim.

3. To agree and approve the Minutes of the Council Meeting held on 22nd September 2021

With the amendment showing that Cllr J Moriarty had given apologies for the September meeting. Proposed (IB) seconded (RA), and all agreed that the minutes of 22nd September 2021 were a true and accurate record of the meeting, and duly signed by the Chair.

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

It was reported that the litter bin for the Eastgate layby was being held with Cllr Harrison and would be installed in the next few weeks.

The Green on Hillside – reported by the Clerk and was being actioned.

5. 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

5.1 County Councillor – The report sent by Councillor J Moriarty was read to the meeting by the Clerk and would be circulated to all councillors.

5.2 Borough Councillors – No Report.

5.3 RAF Marham – No representative was present at the meeting. Mr Day had asked if the Parish Council could nominate 8 resident names to attend the Xmas Lunch at the Officers mess. It was agreed to nominate volunteers and people affected by Covid during the last year. Cllr J Hipperson agreed to coordinate this and let Mr Day know the names.

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

A question was asked by a resident about the ownership of the Village Sign notice board and he was informed it belonged to the Bowls Club.

6. To receive Clerks report- This had been circulated along with a report on the cemetery administration and financial administration. All reports noted and approved.

6.1 To discuss organising Parish surgeries – After discussion it was agreed to trial organising parish surgeries for 3 months and then review how it was working. The Clerk and councillors would be available for residents and other councillors to meet in the village hall once a month between Parish Council meetings.

It was agreed to organise the surgeries for a Wednesday morning (except for November) 10.30 am – 12.00. There would always be at least 2 people in attendance. Dates agreed: Thursday 11th November at 10.30 am (A 2-minute silence would be observed at 11am as it was Armistice Day).

Wednesday 8th December at 10.30am and

Wednesday 12th January 2022 at 10.30am

6.2 To discuss Parish Council Facebook page – Discussion took place over the Facebook page which was not active. The Parish Council page had been closed 2 years ago and moved to the Facebook page called Marham. It was agreed to add the Locum Clerk to the administrators and to start using the page to advertise Parish Council activities and promote the Parish Council.

6.3 To discuss actions on correspondence received

Norfolk ALC Wellbeing reminder Community Tree Fund – No trees would be requested this year as it was agreed it was better to wait until work on the playing field had been completed.

CPRE Campaign update – Request for donation – As the Parish Council were already members of CPRE and were entitled to advice and guidance it was felt that it was not necessary to donate to the campaign.

7. Co-Option for Casual Vacancy

Councillors had received details of Mr M McIntyre who had applied to join the Parish Council. Cllr Flatt asked a couple of questions and a vote was taken. Proposed (DF) Seconded (RA) Vote: in favour 7 Against 0.

Mr McIntyre was invited to join the meeting. The Declaration of Acceptance form was signed in the presence of the Locum Clerk. The Register of Interests and other documents would be signed and returned to the Locum Clerk after the meeting.

The Clerk reported that the Parish Council could now co-opt for the remaining vacancy on the Council.

8. To discuss Finance

8.1 To receive the Clerk's financial report (Net position, Bank Reconciliation and bank balances) – 8.1 & 8.3 were discussed together. The Clerk had altered those budget allocations that were in the incorrect cost centre and added income and receipts for September. An additional cost centre had been added to show donations to the Village Hall Fundraising as a separate item on the budget sheet.

The financial report, net position and bank balances were Unanimously approved and signed by the Chairman.

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

Cllr Barrett informed the meeting that the payment to Scribe for the accounts package had not been made even though it had been approved at an earlier meeting. The amount was just under £200 higher than originally quoted as there was a one off set up fee of £197 included in the invoice. Approved

An emergency payment to Simnor had been paid to get the Parish Council laptop cleaned and in good working order. This had been required so that the Locum Clerk could use the laptop for parish council work. This had been paid under the emergency funding regulations.

Payments and Receipts had been circulated prior to the meeting and it was Proposed (CC) and Seconded (RA) to approve the payments.

The locum clerk was asked to check how many dog bins the Parish Council were paying to be emptied and whether the RAF had taken over their own bins.

There were no late payments.

8.3 To discuss Scribe and consider the budget and resulting adjustments –
discussed under 8.1

8.4 To discuss purchase of dedicated mobile phone for parish clerk – this would be discussed under agenda item 9.1.1.

8.5 To approve meeting date and replacement member on the Finance Panel – It was Proposed (DF) and Seconded (IB) and Unanimously approved to vote Councillor Child on to the Finance Panel. The Finance Panel would meet on Wednesday 1st December at 6.30pm in the village hall.

8.6 To discuss and approve grant expenditure to deep clean village hall – the Parish Council had been given grant funding to get the village hall deep cleaned to make it Covid

safe. Councillor Harrison had received a quote from Crystal Clean for £972 including VAT. This had been submitted when applying for the grant. The first date they could clean the hall would be Wednesday 10th November and it would take a full day to complete.

Unanimously approved to book the deep clean for 10th November.

Additional grant funding had also been given to purchase gloves, hand sanitiser dispensers, and other Covid prevention products. These items had also been approved when applying for grant funding and had to be purchased from the suppliers quoted in the application. None of the suppliers would invoice for the products and it was agreed that as it amounted to just under £1000 the items could be purchased by one councillor on their credit card and claimed back before the credit card payment was due even if this was between meetings.

8.7 To note completion of audit – The Locum Clerk reported that the annual audit was completed and fully approved. There had been a note about supplying a more detailed breakdown of the significant variances between financial years and this would be discussed at the Finance Panel meeting on the 1st December.

9. To receive updates and agree actions on ongoing issues relating to:

9.1 Village Hall Renovations from the Working Party – Cllr Child, Cllr Allerton, Cllr Flatt. Councillor Child reported that a meeting had taken place with Longden Cook and the specification and tender documents were being rewritten to reflect the changes discussed at the meeting. He would then come back to the Parish Council with costs.

A suggestion had been put forward to use the table tennis table and bats which had been found stored in the shed. Mr Flatt had cleaned the table and cleaned and repaired the bats and it seemed a shame that they were not being used. They would be offered for an hourly hall hire fee to up to 6 adults over 18 (or younger to be accompanied by an adult) at £6 per hour. It was agreed in principle that it would be a good idea and Cllr Barrett agreed to circulate details to all councillors before going ahead.

9.1.1 Wi Fi Village Hall -Cllr Allerton reported that the Parish Council had received grant funding for a two-year contract to install wi- fi in the village hall. Cllr Allerton had received several quotes but the BT quote also included a mobile phone SIM that could be used for a dedicated phone for the clerk. The grant funding amounted to £1026.70 including VAT to cover a 2-year contract and the BT quote was for £1200.70. There was also a cost for the postage of the router. This was a deficit of £184 over 2 years. After 2 years the contract could be re-negotiated. Having wi -fi would provide more options for the hall and make it more attractive to hirers. It would also allow the Parish Council to connect to the internet during meetings. It was agreed that savings had been made in other areas of the budget and the additional £174 could be paid from these savings. It was proposed (CC) seconded

(DF) and unanimously approved to go ahead and organise the installation of the wi- fi with BT. Vote: in favour 8 Against 0

9.1.2 **Widescreen tv** -It was reported that the Church had donated a 58.9” wide screen tv to the village hall. The Parish Council noted their thanks to the church. It was currently being stored and had been tested to ensure it worked. It was very heavy and would require a stand as it was too heavy to be mounted on the wall. Cllr Allerton would look into costs and report back to the Council.

9.2 **Cemetery** – Nothing to report.

9.3 & 9.3.1 **Sports Pavilion and Playing field** – the pavilion had been cleared and rubbish removed. The remaining items had been put into the store room. The Parish Council had been approached by a new resident who was also a PE teacher and ran outdoor activities for children to use the playing field once a week to offer outdoor activities and use the pavilion for shelter and toilets if required.

All of his checks and paperwork had been submitted and approved and he would be commencing activities this week. It was agreed to advertise this on the Facebook page and in Proposed and Seconded magazine.

It was reported that the football club had still not returned their set of pavilion keys despite being contacted several times. Cllr Barrett would contact them saying that they would be charged if the keys were not returned.

9.4 **Progress updates to improvements to the Play Park and pavilion** – Cllr Warren reported that there were currently 26 grant applications in progress. A response from the most recent application to the National Lottery had been a refusal despite changing the application in line with their comments. He would circulate a copy of the update on funding to all councillors. Cllr Warren would be contacting them for feedback.

Discussion took place over the recent survey undertaken. 48 replied had been received and a significant % of those who responded had said they had been affected by Covid.

The main points from the survey feedback had been

- Better signposting on the Parish Council website and in the P&S magazine
- Need for road improvements
- Providing a social area/covered area on the playing field in front of the pavilion and a bbq pit.

A summary of the results of the survey would be published in the P & S Magazine.

9.5 **Proposed and Seconded magazine** – nothing to report. Next deadline 26/11

9.6 **SAM 2** – Cllr Allerton and Cllr Flatt had circulated the latest data and graphs to all councillors.

9.7 **Footpaths** – Nothing to report.

9.8 Grounds Maintenance – Cllr Harrison reported that the specifications had been sent to various contractors for the grounds maintenance contract for next year and would be discussed at the next meeting.

The Locum Clerk was asked to report the two large trees at the end of Villebois Road to the Borough Council which were hanging over the bench. They would be asked to cut them back.

Councillor Barrett reported that she had contacted the owners of the hedge that had been removed from the grounds maintenance contract and informed them that it was their responsibility. They had been asked to cut back the boundary hedge overhanging the car park.

9.9 Marham Village Xmas Tree – Nothing to report. Cllr Barrett would contact Cllr Canham to see if she had received any information.

It was agreed that as the Parish Council had received an anonymous donation towards Xmas lights the first string of lights should be purchased. Cllr Warren offered several sets of outdoor lights that could be used to enhance the tree until further lights could be purchased. It was agreed to make a final decision on the tree and lights at the November Parish Council meeting.

9.10 Norfolk ALC Update – Nothing to report. All of the Norfolk ALC details had been circulated and the resignation of John Pennell was noted.

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

10.1 Planning Applications

21/01787/F – Development of six two storey 4 bedroom detached dwellings with private parking and garages on existing vacant land NE of Lion Farm House, The Street

The Parish Council submitted objections to this application

21/01922/O – Proposed construction of dwelling New House, Church Lane

No Objections.

10.2 Planning decisions - None

10.3 Late planning applications and planning decisions - None

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

Invitation to KLWNBC Planning Parish Update – Details had been circulated and Cllrs would let the Clerk know if they wished to attend.

10.5 **To consider soup and sandwiches** - Cllr Child had circulated a second briefing note. After discussion it was agreed to arrange a trial lunch for Thursday 11th November at 12am in the Village Hall. The Covid 19 grant funding for rebuilding the

community would be used for the costs of the first lunch. If it was successful a charge would be made in the future and money would be allocated to the village hall fund.

11. To record the date of the next Full Council meeting: The next full Council meeting will be held on Wednesday 24th November 2021 at 7.00pm.

12. To consider ordinary council meeting dates for 2022

.Dates of meetings approved and the Clerk would circulate again along with the parish surgery dates.

13 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.12)

13.1 Cemetery Enquiry- the Locum Clerk reported a request for change of ownership of a cemetery plot which was being actioned.

At this point in the meeting the locum clerk left.

13.2 Employment of Clerk

The previously circulated draft job advertisement was discussed and unanimously approved. The Chair will contact Norfolk ALC and Norfolk PTS to request online advertising with a closing day of 15 November and following shortlisting, interviews on 22 November. The interview panel would be the Chair, the Vice Chair and Cllr Child. The Chair would contact Cllr Canham and Cllr Rix Clark to update them and subject to their availability, include them in the selection process.

Signed..... Dated 24th November 2021