

MARHAM PARISH COUNCIL
Minutes of the Full Council meeting of the Parish Council held on
Wednesday 24th November 2021 at 7pm in the village hall

Present:

Cllr Barrett – (Chair), Cllr Allerton (Vice Chair), Cllr Child, Cllr Flatt, Cllr Harrison, Cllr Hipperson, Cllr Rix - Clark, Cllr Canham.

County Cllr J Moriarty

1 member of the public

1. To receive and accept apologies and reasons for absence

Cllr P Warren, Cllr M McIntyre, Borough Cllr M Howland, Borough Cllr G Hipperson.

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.

Cllr D Flatt declared an interest on an expenses claim

Cllr C Child & Cllr S Canham declared an interest on P & S magazine and Councillor Child took no part in the discussion on the inclusion of publicity for the West Acre theatre.

3. To agree and approve the Minutes of the Council Meeting held on 27th October 2021

Proposed (RA) seconded (DF), 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.

Abstention: Cllrs Rix - Clark and S Canham who were not present at that meeting

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

The litter bin for the Eastgate layby had been installed and Cllr Harrison was thanked for doing an excellent job.

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** – Councillor J Moriarty had circulated a report to councillors prior to the meeting. He highlighted the £190,000 added support from the Borough Council to deal with litter and fly tipping. He was asked if the Borough Council now had the capacity to collect rubbish generated by litter picks in parishes. He confirmed that the rubbish could now be collected. He also reported the County Council initiative to reduce the use of Roundup weedkiller over the next couple of years.

He had nothing to report on the Minerals and Waste Local Plan.

5.2 **Borough Councillors** – Councillor Hipperson had asked Councillor Moriarty to highlight that Borough Councillors had been given £1000 to spend on community group projects and there was still money available to claim until April. This scheme was not available for Parish Councils to apply for.

5.3 **RAF Marham** – No Report.

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

The member of public present said that the parish surgeries were a great idea. He had nothing to raise at this meeting.

6. To receive Clerk's and Correspondence Report

6.1 Correspondence

The correspondence had been circulated and noted.

The locum clerk highlighted the following items:

- Invitation to bid for CIL funding 2022/23 – bids have to be submitted by 1st February 2022 for the first round of funding and 1st August 2022 for the 2nd round.
- Invitation to bid for Parish Partnership funding 2022/23. Applications have to be submitted by 10th December 2021.
- Consultation on Council Tax support scheme – ends 29th November 2021.

6.2.1 The trees at the bottom of Villebois Road had been reported.

6.2.2 Report back from the parish surgery held 11th November 2021

Resident 1: Was concerned about the growth of Marham and asked if the PC could investigate why Marham had been classified as a growth area. He wanted to know what the criteria was for a growth area. County Councillor Moriarty did not have the criteria and it was agreed that the parish clerk would look into this.

He asked whether the PC could discuss employing a planning consultant to represent the Parish at future planning committees and consultation events as the planners were more likely to listen to another planning expert. This point was noted.

He also asked if the Parish Council could get involved in the Quiet Lanes initiative and look at allocating a network of lanes that could join up with Shouldham Thorpe. County Councillor Moriarty had said that there was a budget for road safety improvements throughout the county with West Norfolk being the first district invited to apply for scheme funding which would be open until the end of the month. The resident was advised to contact Shouldham Parish Council to see if they could add it to their agenda for discussion in November.

Councillor Rix Clark had been involved in the Slow Ways initiative which involved public rights of way, although not all pathways were public rights of way. She had been doing research into this. The Quiet Lanes were tarmacked Lanes used by cars, pedestrians, bikes and horses where each user had equal rights to use the Lane.

Councillor Moriarty agreed to take the following road safety concerns from Marham Parish Council to the County for inclusion in the Road Safety Community Funding requests.

- Road safety issues around the school. Vehicles parking and driving on the greens. Any assistance that could be given to alleviate these problems would be appreciated as road safety was being compromised.
- Paint SLOW on the road opposite Lion Farm House, and also each end of the approach turning into Hillside.

Resident 2 had been at the 2 minutes silence at the churchyard and said that the children had behaved impeccably. She wanted to know if this could be recognised and it was agreed to ask Councillor Child if a note could be included about this in the newsletter.

All the residents and councillors who attended agreed it was a very useful way of communicating with the residents in a more relaxed atmosphere.

7. Co-Option for Casual Vacancy

No applications received. The vacancy had been advertised on the notice boards, website and Facebook page.

8. To discuss Finance

8.1 To receive the Clerk's financial report (Net position, Bank Reconciliation and bank

balances) – Councillor Rix - Clark raised a couple of queries relating to the input onto the Scribe accounts and the locum clerk agreed that these would be rectified.

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-authorized payments and pending disbursements to be made (circulated). Late bills & receipts to be tabled at meeting) –

Payments and Receipts had been circulated prior to the meeting. There was an additional final bill from Ultimate Lands and Gardens for £854.40 (£142.40 VAT). Proposed (CC) and Seconded (RA) and unanimously agreed to approve the payments.

Councillor Rix - Clark raised her concerns about the payment to Krystal Kleaning for the deep clean of the hall being paid in between meetings. It was explained that this had been approved at the previous meeting and their terms and conditions stated payment on receipt of invoice.

Councillor Rix - Clark stated that the wording of the minute relating to this was not clear and did not state the invoice would be paid. The Locum Clerk apologised and confirmed that in future the minutes would be made much clearer.

8.3 To approve a pre- authorised amount for the reclaiming of food, drink and items required for the next soup and sandwiches event in December. To agree claims can Be made against this amount without being presented to the full Council meeting.

Councillors would need to purchase items for the next soup and sandwiches event from suppliers that would require payment in advance. It was agreed it was unreasonable to expect councillors to have to wait for several weeks to be reimbursed.

Councillor Rix - Clark referred to the Local Government Finance Act legislation which the Parish Council have to adhere to. Discussion took place over how this could be legally overcome The locum clerk was attending a Norfolk ALC event the next day and would seek advice on how to resolve this issue.

8.4 To approve service/upgrade of spare parish council laptop

After discussion it was agreed to get a quote to see if the spare laptop could be serviced and upgraded to include Microsoft and Anti -Virus. Agreed to get a quote and decide whether it was worth having it serviced or if the Parish Council should purchase a new laptop.

8.5 To receive clerk's financial reports and discuss budget for 2022/23

Councillor Canham raised her concerns about the poor condition of the playing field and suggested that an amount should be allocated to try and level the field and

fill the holes. Councillor Harrison reported that a meeting with English Heritage several years ago had resulted in being told that the Parish Council could not undertake any work on the field to alter the levels due to the monuments. It was agreed to try and organise another meeting to discuss this again as the field was now not fit for purpose.

It was also agreed to include discussions relating to the upkeep of the playing field in the at the budget meeting and the locum clerk would add it to the budget sheet.

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

9.1 Village Hall Renovations from the Working Party

Councillor Harrison had purchased several items of Covid prevention items and had submitted a claim. The hand sanitisers required several large batteries at a cost of £11.19. Expenditure approved.

He was also trying to get an invoice from a supplier for the amount of £139.96 and had been unsuccessful so far. The Clerk suggested that a formal letter to be sent from the Parish Council requesting an invoice which is required for the audit.

Councillor Child reported on the meeting that had taken place on the 16th November (notes had been circulated) and was awaiting further information from

9.1.1 Soup and Sandwiches

Councillor Child reported on the first soup and sandwiches event held on the 11th November. He thanked everyone involved and reported that it went well. £21 in donations had been received. He had circulated a briefing note asking for consideration to be given to the purchase of ceramic bowls and also cutlery. It was agreed that if ceramic bowls and cutlery were provided they all had to be washed in water over 70 degrees. At the moment without a dishwasher this would not be possible so this item was deferred. It was agreed to continue with disposable items that could be recycled and these would be claimed back against expenses.

9.2 Cemetery

Nothing to report.

9.3 Sports Pavilion, Playground and Playing Field

Councillor Harrison was expecting quotes for the refurbishment of the pavilion to be received in the next week. Grant applications to date had been unsuccessful. Most applications required matched funding and before applying the Parish Council needed to agree that the matched funding was in the budget.

9.4 Progress updates to improvements to the Play Park and pavilion

Nothing to report.

9.5 Proposed and Seconded magazine

Deadline 26 November and it would be printed next week. A draft would be sent to all councillors for comment and would include information on the proposed Christmas tree lights.

She also asked if a thank you could be extended to the former WI who had donated several historical items to the village hall. Councillor Canham would send the information to Councillor Child for inclusion in the next issue. The items would be safely stored in the fireproof cabinet.

West Acre theatre had asked if they could include publicity in the next issue of Proposed and Seconded for their Christmas production. Approved to include this free of charge as a one-off advert for a local charity.

9.6 **SAM 2** – Cllr Allerton and Cllr Flatt had circulated the latest data and graphs to all councillors. Councillor Allerton had investigated the purchase of ANPR cameras for the village and whether there would be grant funding available. ANPR cameras allowed you to record the vehicle registration which could be sent to the Police. At the moment these cameras were not allowed in Norfolk so this would currently not be possible.

9.7 **Footpaths** – Councillor Rix Clark reported that she was still waiting to hear back from

9.8 **Grounds Maintenance**

The quotes received for the ground's maintenance contract would be discussed under agenda item 12. Discussion took place over the hedge which runs alongside the playing field and car park. Part of the hedge had been removed from the ground's maintenance contract but the part alongside the playing field was still included. This hedge had not been cut for years by the owners and it was agreed that they should be responsible for the full length of the hedge and a legal letter should be sent informing them of this.

9.9 **Marham Village Xmas Tree**

Councillor Canham reported that she was in receipt of 4 sets of multi coloured lights donated by local businesses. Discussion took place over the hiring of a cherry picker to put up the lights and whether a local business might consider doing this on behalf of the Council. Councillor Canham agreed to investigate this. Discussion also took place over the safety of the electricity cables and a waterproof box to house the plugs and extension lead. The lights would have to be fixed to the tree with cable ties. It was approved to spend a maximum amount of £350 which would include the £150 anonymous donation. Councillor Canham would report back to the Council.

9.10 **Norfolk ALC Update** – Nothing to report.

9.11 **Report on Defibrillator**

Councillor Barrett reported that the defibrillator had recently been used by the ambulance service and had also been returned and restocked by them.

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

10.1 **Planning Applications**

21/01750/F – Amendments to Development of 4 two storey dwellings at the land rear of Waterworks House, The Street, Marham. **The Parish Council continue to object on the same grounds as previously. The amendments do not sufficiently address the previous concerns.**

The Parish Council would ask the Borough Councillor to call this application in so that it is discussed at the Development Committee and is not a delegated decision.

10.2 **Planning decisions - None**

10.3 **Late planning applications and planning decisions**

21/00710/F – Amendment to the construction of 3 dwellings following the demolition of existing house including the construction of a new shared access, the relocation of a bus shelter and restoration of a

Retaining boundary wall at Belmont, The Street, Marham.

The Parish Council have no objections on condition that the previous clauses for these to be private residences and not businesses still stand.

10.4 **Other planning matters** (for information only and not for discussion during the public open meeting. None

The locum clerk left the meeting at this point.

11. To approve the appointment of the Parish Clerk/Responsible Financial Officer

This item would be discussed under agenda item 13.

12. To record the date of the next Full Council meeting: Wednesday 12th January 2022

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)

(1) Appointment of Clerk

The Chair provided an update on recruitment of permanent Parish Clerk/RFO. Two applications had been received and both candidates interviewed by the Chair, Vice Chair, Cllrs Child & Flatt. The interview panel unanimously recommended the appointment of Mrs Maxine Hayes with effect from 1st January 2022. After discussion a vote was taken

FOR 6

AGAINST 0

ABSTENTIONS 2

Further discussion took place on the salary to be offered. It was agreed that the appointment would be subject to a three-month probationary period at SCP point 26 of the LGS pay scale. The salary would be reviewed at the end of the probationary period.

(2) Grounds Maintenance Contract Quotes

Prior to the meeting Cllr Harrison had circulated details of 4 quotes received. A discussion took place on the merits of each - including the Terms and Conditions of any contract. Councillor Canham left the meeting. Councillor Rix - Clark left the meeting shortly afterwards.

Councillor Allerton PROPOSED, SECONDED by Councillor Child, a vote was taken by the remaining councillors which UNANIMOUSLY approved the appointment of CGM at a cost of £7338.00 per annum, subject to their Terms and Conditions being satisfactory. Councillor Harrison to action.

The meeting closed at 10pm.

Signed..... Dated 12th January 2022.