

MARHAM PARISH COUNCIL
Minutes of the Full Council meeting of the Parish Council held on
Wednesday 12th January 2022 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. Cllr M McIntyre
County Cllr J. Moriarty (left the meeting at 7.15), Borough Cllr G. Hipperson
0 members of the public

1. To receive and accept apologies and reasons for absence

Borough Cllr M Howland

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

Cllr Barrett declared an interest on expenses claim.

Cllr Child declared an interest on expenses claim.

Cllr C Child & Cllr S Canham declared an interest on P & S magazine.

3. To agree and approve the Minutes of the Council Meeting held on 24th November 2021

Proposed (TH) seconded (CC), and all agreed that the minutes of 24th November 2021 were a true and accurate record of the meeting with the following amendment.

5.1 Line 2 – should read Borough Council not County Council.

The minutes were duly signed by the Chair.

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

The Clerk asked for confirmation on who would be emptying the new bin in the Eastgate layby. It was confirmed it would be emptied by the local farmer.

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 – County Councillor J Moriarty had circulated a report prior to the meeting. He had nothing further to report.

5.2 Borough Councillors – Councillor Hipperson reported that the Borough Council continue to try and resolve the fly tipping issues.

5.3 **RAF Marham** – No Report.

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

None.

6. To receive Clerk's and Correspondence Report

6.1 Report

Finances

The Clerk reported that having been working with the Scribe package since October and getting the accounts up to date she had a large backlog of queries to sort, mostly related to VAT and missing invoices. This would take her another couple of weeks to complete ready for audit.

The Scribe package also needed updating to include the earmarked reserves.

The Clerk suggested that a Finance Working Group meeting was called before the next full Council meeting to discuss the accounts and other items.

The Clerk would like to propose that the Finance Working group widen their remit to cover HR and that they meet at least 4 times per year. These meetings could follow on from the parish surgery being held in that month. It was agreed that this was a good idea and the next meeting was set for Wednesday 2nd January at 12 noon. Terms of reference for the group would be discussed.

Blue Plaque – The Clerk had been advised that it would be delivered this month and she was awaiting a telephone call to confirm.

Website – Further to training undertaken with Norfolk ALC the Clerk would be updating and making changes to the website in line with their recommendations. Norfolk ALC advised that

there was too much information on the website and some pages should be removed. This would take the Clerk several months to complete.

6.2 Correspondence – all correspondence circulated

Norfolk ALC – Details of webinars, newsletters, details of training

Consultation on police and crime commissioners budget proposals

Public consultation on Transport Strategy (ends 30th January 2022)

Borough Council – definition of Growth Area

7. Co-Option for Casual Vacancy

No applications received. The Parish Council would continue to advertise.

8. To discuss Finance

8.1 To approve amendments to Financial Regulations under Section 4 Budgetary Control and Authority to spend - to allow expenditure between meetings (draft circulated). After discussion at the budget meeting held in December it had been recommended that the Parish Council amend their Financial Regulations to allow payment of invoices and expenses between meetings and amend item 4.1 The Financial Regulations had been redrafted following guidance from Norfolk ALC and it was PROPOSED (IB) SECONDED (RA) and unanimously approved to adopt the revised regulations.

8.2 To approve draft Internal Controls Policy (draft circulated). After discussion it was agreed to adopt the Internal Controls policy with the following amendment

This is done by either Councillor E Rix-Clark or S Canham each quarter and is documented and distributed to members of the Council.

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

The financial report, net position and bank balances to the 7.1.22 were unanimously approved and signed by the Chairman.

8.4 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 for December 2021 and January 2022. Payments were approved.

8.5 To report on the possible service or upgrade of spare Parish Council laptop at a cost of £180.

After discussion it was agreed to approve the payment of £180 to Simnor to recondition the spare laptop which would include loading Microsoft Office and Anti-Virus. The invoice would be paid on completion of the work. This would provide the Council with a spare laptop to use in the committee room. The Council agreed to review the purchase of a new laptop for the Clerk later in the year.

8.6 To receive and consider proposed budget for 2022/23 and proposed precept request.

Following the budget meeting held in December 2021 a draft budget had been circulated. The recommendation was to keep the precept the same as the previous financial year and would be set at £54,825 in the financial year 2022/23. It was PROPOSED (IB) SECONDED (RA) and unanimously approved to approve the budget and request a precept of £54,825.00. Councillor Canham was still concerned that no amount had been budgeted for improving the playing field. It was agreed to try and arrange a site meeting with English Heritage to discuss this again.

8.7 To consider a donation to Marham Methodist Church for use of electricity for Xmas lights. It was agreed to donate an amount of £50.00 to the Methodist Church as a gesture of goodwill for allowing the lights to be put on their fir tree in the grounds of the church and use of their electricity. Proposed (IB) SECONDED (SC) and unanimously approved.

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

9.1 Village Hall Renovations from the Working Party

Councillor Child reported that he was hoping for further information from the architect for this meeting but it had not been received. It would be available for discussion at the February meeting.

9.2 Soup and Sandwiches

Councillor Child reported that the event in December went well. The next event was proposed for a Saturday (29th January) and more volunteers were required.

9.3 Cemetery

The Clerk reported the purchase of an ashes plot and a request for an interment in February.

9.4 Sports Pavilion, Playground and Playing Field

Councillor Harrison reported that the outdoor gym equipment would be arriving next week. It wasn't expected until March but had arrived early. The company supplying the equipment would like to install it as it was being held in their yard. They agreed not to invoice until after March. Councillors were invited to attend a site meeting on the 18th January to agree the exact location of each piece of equipment.

A discussion took place over grants. As Peter Warren had now left the Council it had left Councillor Harrison working on grant applications on his own. More councillors were required to help in this area. Councillors Canham and Rix-Clark agreed they could help with applications but would be unable to attend additional meetings due to work commitments. They were happy to help with writing and checking applications.

9.5 Proposed and Seconded Magazine – nothing to report.

9.6 Sam 2 – reports had been circulated

9.7 Footpaths – nothing to report

9.8 Grounds maintenance

A meeting had taken place with CGM the new contractors and they had provided their terms and conditions which had been circulated. Councillor Rix-Clark expressed her concerns over clauses 3.5 and 3.6 in the terms and conditions which related to them being able to increase the costs in subsequent years and increase the costs by 20% if notice was given within 6 months. It was agreed that only a one-year contract had been agreed with the option to extend if the Parish Council were satisfied at the end of the year.

It was PROPOSED (TH) SECONDED (IB) to approve the terms and conditions and the contract with CGM for 2022. A vote was taken for: 8 Against 1. The Clerk was instructed to sign and return the contract to CGM.

9.9 Norfolk ALC update – nothing to report

9.10 Xmas Lights

It was agreed there had been some difficulties getting the lights on the tree as the cherry picker had to be very careful of the power lines and had not been able to get very close to the tree. As the Methodist church tree may not be available to use next year it was agreed to explore the possibility of putting the lights on the church tower. Councillor Canham agreed to speak to the church about this. Thanks were expressed by the Chairman to Councillors Allerton and Canham for all their hard work in obtaining the lights and organising the electricians and to Jodie Caley for offering the use of his cherry picker.

9.11 Queens Platinum Jubilee Celebrations

Councillor Canham expressed her concerns that no money had been included in the budget for village events which would cover the Platinum Jubilee celebrations. It was agreed that there may be some grants available to hold events and Councillor G Hipperson said that there was some money available from the Borough Council for Jubilee celebrations. Several ideas such as a picnic, lighting a beacon, purchasing a new notice board, refurbishing the village sign, organising a historical exhibition which could include showing a film of the coronation in the village hall and purchasing a memorial bench were discussed. It was agreed that all councillors would give this some consideration and research ideas before the February meeting. They were asked to put forward their ideas with costings at least a week before the next Council meeting so that everyone would have a chance to look at all the ideas and be able to make decisions at the February meeting. Councillor Barrett would research possible grants towards these events. Councillor McIntyre reported that the Bowls Club would be holding some sort of event that weekend.

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

10.1 Planning Applications

21/02307/F Marham

Variation of condition 2 of planning permission 2/99/1438/CU. Client wishes to change the hours of opening to Monday closed, Tuesday to Saturday 4.30pm to 11pm, Sunday 11am to 11pm

Donato's, The Street, Marham- **Marham Parish Council objected to this application on the extension of opening hours on the grounds of highway concerns and impact on local residents.**

21/02318/F Marham

Variation of Condition 4 of planning permission 18/02024/F - Client wishes to change the salon opening hours. Hours of opening to be 8am to 4.30pm Tuesday to Sunday, 8am to 9pm Monday. Salon, The Street, Marham - **Marham Parish Council had no objections to this application.**

21/01750/F – Amendments to application for 4 x 2 storey dwellings at Land rear of Waterworks House, The Street, Marham – The Parish Council continue to object to this application on grounds previously stated.

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) – None.

11. To record the date of the next Full Council meeting: Wednesday 16th February 2022

The meeting closed at 9.02pm.

Signed..... Dated 16th February 2022