

**MARHAM PARISH COUNCIL**  
**Minutes of the Full Council meeting of the Parish Council held on**  
**Wednesday 16<sup>th</sup> February 2022 at 7pm in the Village Hall**

**Present:**

Cllr Allerton (Chair), Cllr Flatt, Cllr Harrison, Cllr Hipperson,  
County Cllr J. Moriarty  
0 members of the public

**1. To receive and accept apologies and reasons for absence**

Councillors I Barrett, C Child, S Canham, E Rix-Clark, M McIntyre. Borough Cllr M Howland

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

Cllr Flatt declared an interest on expenses claim.

**3. To agree and approve the Minutes of the Council Meeting held on 12<sup>th</sup> January 2022**

Proposed (DF) seconded (JH), and all agreed that the minutes of 12<sup>th</sup> January 2022 were a true and accurate record and were duly signed by the Chair.

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

Nothing to report.

**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 reported on the proposal for a Mayor of Norfolk. Due to elections this would not be put in place until 2025.

He was awaiting the results of bids put forward to the County Council Road Safety Fund. 20 bids had gone forward for consideration.

5.2 **Borough Councillors** – No reports.

5.3 **RAF Marham** – Report circulated prior to the meeting.

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

No members of the public present.

**6. To receive Clerk's and Correspondence Report**

The Clerk gave the following report to the meeting:

Finances

The Clerk reported that she had spent a considerable amount of time getting the finance records into order including claiming back VAT for the past 12 months. A full report would be presented to the Finance & HR meeting in March.

Good Energy – Pavilion & Village Hall

The Clerk reported that following several conversations with Good Energy it had been agreed that the reason the bills had not been received over the past year was due to them sending them to the wrong email address. This had now been sorted and meter readings submitted. Previous bills would now be cancelled and there was now an online account to login to. The Clerk was now waiting for the adjusted bills to arrive.

Cemetery

In the next few months, the Clerk would be updating all the records and cemetery plan. Some of the memorial stones on the ashes area of the cemetery had not been laid in line with the plot space and had encroached onto other plots so they would need to be marked out more clearly

markers placed on those plots which had been reserved. Councillor Allerton had several proposals he would like to put forward for future consideration.

#### Website

The website still required updating. Norfolk ALC had agreed to do some of the work to bring it more up to date.

#### Grants

With the help of Cllrs Harrison and Child the Clerk had put together a Projects and Grants spreadsheet showing an overview of the various projects and grants applied for. The Clerk also had most of the grant application forms and quotes which she would be able to share with councillors.

The Clerk highlighted the following items:

Minute 10.3.9 June 2021 meeting stated that it was agreed that Councillor Warren could go ahead with various grant applications as they become available to the Parish Council.

It did not however state that applications should be agreed by the Parish Council before being submitted.

It was agreed that all applications should be circulated to the full Council before being submitted. It was agreed to produce a grants application sheet which could be completed by whoever was making the funding application and could be circulated to all councillors. It would have all the information on the grants and application details including login details. The Clerk would hold the forms in the Council records along with the quote details.

#### Reserves

An update on the current position regarding reserves was being prepared and would be available at the Finance and HR meeting on the 9<sup>th</sup> March.

#### Correspondence

Correspondence noted.

BCKLWN Weekly planning lists

Norfolk ALC newsletters

Norfolk CC Highways – Highway Ranger visit

BCKLWNBC – grants info for Platinum Jubilee Celebrations

Norfolk Community Foundation – details of grant funding

Central Design Ceramics – Details of Jubilee mugs

Norfolk County Council - Need for Norwich Western Link reaffirmed by local residents and key supporters

Community Action Norfolk Newsletters

BCKLWN – News release one third dog bins to be replaced in the Borough

Makkintosh Construction – Notice of tree works by gas kiosk Ladywood Road

#### **7. Co-Option for Casual Vacancy**

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

## **8. To discuss Finance**

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

The financial report, net position and bank balances to the 10.2.2022 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 already circulated. Late bills & receipts to be tabled at meeting

Payments and Receipts had been circulated prior to the meeting for February 2022. Payments were approved

### **8.3 Grants**

8.3.1 Project Plan – This was discussed along with fundraising and the Project Plan and Grants information spreadsheet which had been circulated was agreed as a correct record. This would continue to be updated. The plan previously produced as a colour diagram did not show the location of the skate ramp and meeting shelter and would be updated and circulated.

8.3.2 Fundraising – Discussed with agenda item 8.3.1. Councillor Harrison reported that 125 grant funders had been researched, 14 contacted to clarify their terms and conditions, 16 applications made and currently 3 had been successful.

Councillor Moriarty reported on a Borough Council fund up to £1000 available to local groups (not Parish Councils) and it was agreed to pass this information on the Bowls Club.

3.3 Terms of Reference Finance and HR working group – to discuss and approve draft terms of reference.

Proposed (DF) SECONDED (RA) unanimously approved to adopt the Terms of Reference.

8.3.4 Finance and HR Working Group meeting – agreed the next meeting would be Wednesday 9<sup>th</sup> March 2022 at 12.30pm in the committee room (following parish surgery)

8.3.5 To discuss and approve allocating VAT reclaim funds to projects

PROPOSED (DF) SECONDED (JH) and unanimously approved to allocate £2000 to the Platinum Jubilee events and £1900 towards the playing field footpath/Lane improvements.

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

### **9.1 Village Hall Renovations from the Working Party**

No report. Councillor Harrison raised his concerns that Longden Cook had been promising updated information for the last 7 months. He agreed to speak to Cllr Child about sending them a letter giving them a deadline before the Parish Council sought quotes from alternative companies to complete this work.

### **9.2 Soup and Sandwiches**

Councillor Child had circulated a report to full council and submitted 4 proposals

1. Date of next soup and sandwiches Thursday 24<sup>th</sup> February 2022
2. That a programme of soup and sandwiches events be arranged monthly up until August 2022 and publicised in P & S and by other means.
3. That the format of the event to be modified to encompass more seasonal fare as the year progresses e.g., ploughman's.
4. That the Parish Council again consider the provision of bowls and spoons. Cllr Flatt reported that the Parish Council had been offered an anonymous donation to pay for the bowls and spoons. The water in the village hall had been monitored on a regular basis and was consistently over 70 degrees. If there were any concerns about washing them up, they could all be done in her dishwasher until one could be installed in the village hall.

It was PROPOSED (DF) SECONDED (JH) and unanimously agreed that all 4 proposals be approved.

Councillor Flatt suggested providing table runners that could be laundered each time and would approach a local dressmaker to see if they could provide a quote. This would be brought to the March meeting of the Council for discussion and approval.

### 9.3 Cemetery

The Clerk reported on a memorial request which was approved.

### 9.4 Sports Pavilion, Playground and Playing Field

#### 9.4.1 To discuss playground report and recommended actions

Councillor Harrison had circulated the snag list following the recent inspections. It was agreed to order the parts that were highlighted as missing and get the work completed.

It had been highlighted that the area below the safety surfacing under the Multiplay had bare soil causing the surfacing to rise up. It was approved that Councillor Harrison purchase lawn seed at a cost of £15. PROPOSED (TH) SECONDED (RA) Unanimously approved.

Pest control measures had been undertaken on the playing field by Cllr Harrison and 4 traps had gone missing. It was PROPOSED (RA) SECONDED (JH) and approved to replace the traps at a total cost of £20. Cllr D Flatt abstained from the vote.

#### 9.4.2 To discuss quotes received for power washing the safety surfacing and approve work

Councillor Harrison had received 2 quotes which had been circulated. They were both exactly the same amount of £150. After discussion it was agreed to award the work to CGM. PROPOSED (TH) SECONDED (RA) Unanimously approved.

#### 9.4.3 To report on new outdoor adult gym equipment – inspection, operating policy

The outdoor gym equipment had been inspected and there were a couple of issues to be sorted by the company installing the equipment. One piece of equipment would continue to be roped off until the work had been completed.

Discussion took place over the use of the equipment by businesses and it was unanimously agreed that this was for village use not business use. It would be advertised that the equipment was now available for use in the P & S magazine.

### 9.5 Proposed and Seconded Magazine – nothing to report.

Dates of events including the Soup and Sandwiches and the opening of the new adult area would be advertised in the next issue.

### 9.6 Sam 2 – reports had been circulated

### 9.7 Grounds maintenance

Discussion took place over the hedge which runs alongside the playing field car park which had not been cut again by the owner. The owner responsible for the hedge would be contacted to request that the hedge is cut by the end of February. If the hedge was not cut the Parish Council would seek legal advice on getting the hedge cut and billing him for the cost.

The previous ground maintenance contractors had not cut the churchyard hedge and Councillor Harrison was liaising with them over this.

The Clerk was asked to check when the company were last paid for cutting this hedge.

### 9.8 Highway Rangers

It was agreed to ask the highway rangers to look at the following items:

- Standing water opposite the property called Daylin in School Lane
- Clear drains alongside The Shrubby
- Clear leaves from Squires Hill and edge back

### 9.9 Xmas Lights

Councillor Canham had spoken to the church and they had agreed that the lights could be put on the tower. Some of the strings of lights had got twisted and broken so it was agreed they would need replacing this year. It was suggested to try and raise funds through a Yard Sale later in the year.

As there had been some difficulties getting the lights on the tree in the grounds of the Methodist Church it was suggested they could be put around the tree as a belt in the middle which would then mean they would not require a cherry picker to install them. It would be considered later in the year whether the tree was available and whether to decorate or just put lights on the church tower this year.

### 9.10 Allotments

9.10.1/2 It was agreed that as the volunteer who had been cutting the grass strip in the allotments was no longer able to do this work it would have to be included in the ground's maintenance contract this year. The volunteer would be thanked for all their hard work. Councillor Harrison would seek a quote from the new contractor.

As this was now going to be an extra cost to maintaining the allotments it was PROPOSED (DF) SECONDED (JH) and unanimously approved to give a year's notice to allotment holders that the rents would be increased by £5 per plot from April 2023. They would be reviewed again early 2023 to see if it might be necessary to make a further increase of £3 at that time.

### 9.11 Dog Bins

The Parish Council had received a request for additional dog bins in the village. It was agreed that a further bin was required in the location of Burnthouse Drove. The Clerk would contact Kings Lynn Borough Council to get approval for a bin to be located at the bottom of Burnthouse Drove. Bins had to be located where the Borough Council could safely empty them. It was PROPOSED (DF) SECONDED (RA) and unanimously approved to purchase a new dog bin for this location if approved by the Borough Council.

It was reported that the recent communication about replacing dog bins in the Borough only related to bins owned by the Borough Council.

### 9.12 Parish Surgeries

Dates for Parish surgeries up to July 2022 were approved.

### 9.13 Litter Picking Days

Cllr Flatt reported that it had been proposed to hold a children's litter picking day Easter Saturday and to provide Easter eggs in the village hall afterwards. It was PROPOSED (DF) SECONDED (RA) and unanimously approved to purchase 20 cream eggs as a donation from the Parish Council towards this event.

### 9.14 Queens Platinum Jubilee Celebrations

Councillors had been asked to put forward suggestions for ways to mark the Platinum Jubilee Celebrations. It was agreed it would be good to have a series of event throughout the year instead of all over one weekend. This would also include advertising the new adult equipment in the Coronation playing field as part of the Parish Councils way to mark the event. The suggestions were all discussed and the following was agreed after votes were taken.

PROPOSED (DF) SECONDED (JH) to purchase the portable gas Beacon at a cost of around £490 plus VAT providing a suitable location could be found. As the orders were required to be submitted by 29<sup>th</sup> April locations could be explored and this could be finalised at the March Parish Council meeting. VOTE: In favour 3 Cllr Harrison abstained from this vote.

PROPOSED (DF) SECONDED (RA) and unanimously approved to purchase a commemorative bench and stone at a cost of around £900 plus VAT to be placed in the Coronation playing field. The Marham Friends had approached the Parish Council to donate a bench for this area and it was understood that it was a colourful plastic picnic bench which could be located in the children's play area. The old picnic bench in this area could then be moved to the bottom of the field after being refurbished.

Further quotes would be obtained for the portable beacon and bench in line with Parish Council policy.

It was also agreed to explore the following ideas:

Jubilee themed soup and sandwiches event

a walking treasure hunt

a yard sale and dress a Jubilee themed scarecrow event.

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

### 10.1 Planning Applications

None.

10.2 Planning decisions

21/02420/PAGPD Marham Mulberry Lodge the Street Marham KINGS LYNN Norfolk PE33 9JQ - Single storey rear extension which extends beyond the rear wall by 4.8m with a maximum height of 3.94m and a height of 3m to the eaves GPD HH extn - Not Required 18 January 2022  
Delegated Decision – This application comes under householder permitted development

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 23<sup>rd</sup> March 2022**

The meeting closed at 20.49.

Signed..... Dated 23<sup>rd</sup> March 2022.