

MARHAM PARISH COUNCIL
Minutes of the Full Council meeting of the Parish Council held on
Wednesday 23 March 2022 at 7pm in the Village Hall

Present:

Cllrs I Barrett (Chairman), R Allerton, D Flatt, T Harrison, J Hipperson, E Rix-Clark, S Canham, & C Child.

0 members of the public

1. To receive and accept apologies and reasons for absence

Councillors M McIntyre, Borough Cllr M Howland & County Councillor J Moriarty.

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

Cllr Flatt declared an interest on expenses claim.

Cllr Harrison declared an interest on expenses claim

Cllrs Canham & Child declared an interest on P & S magazine

3. To agree and approve the Minutes of the Council Meeting held on 16th February 2022

Proposed (JH) seconded (DF), and all who were present agreed that the minutes of 16th February 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)

Cllr Harrison reported that the new grounds maintenance contract had commenced but no grass cutting had taken place to date.

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 to all councillors.

5.2 **Borough Councillors** – No reports.

5.3 **RAF Marham** – Report circulated.

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:

Parish Surgery Feb 2022

The resident who attended the surgery had asked 2 questions.

What had happened to the bench that the RAF took away to repair.

The Clerk had contacted Cllr Hipperson who in turn contacted the RAF. They had reported they were hoping to have the work completed by the end of April. They had asked if the Parish Council could purchase the Tung Oil required to treat the bench. Approved.

What was happening regarding footpaths – could the PC do an update at the next meeting. This was to be discussed under agenda item 9.11

Good Energy bills for Pavilion and Village Hall

The Clerk had been in correspondence with Good Energy numerous times over the last month. Despite being sent the meter readings several times they have still not reissued the bills. The Council were still being chased for a payment of £3,238.28 for the village hall which the Clerk was disputing. Because they were not providing the Clerk with invoices, she was unable to see how close the estimate was to the actual reading.

The Clerk would like to get the invoices paid in this financial year and then she recommended the Council look for an alternative energy supplier.

Dog bin Request

The Clerk reported that she was still waiting to hear from BCKLWN and will chase them again before the meeting.

Xmas Lights Donation to Church

This has been allocated against S137 expenditure in the accounts so there was still a balance of £150 (donation) in the budget for new lights this year.

Advice re hedge

Circulated

CIL Grant awarded

The Parish Council had been awarded £45,502.00 and the paperwork will be brought to the meeting for signature.

The Clerk had highlighted the main points of the terms and conditions.

Correspondence

BCKLWN Weekly planning lists

Norfolk ALC newsletters

Norfolk ALC newsletters and notice of training programme

Norfolk ALC notice of Summer annual conference Fakenham Racecourse Wed 6th July 2022

Community Action newsletters

Notice of Great British Spring clean

Various updates from Cllr Howland

Norfolk Community Foundation funding newsletter

Reminder of Dates

Soup and Sandwiches Ploughman's Lunch 14 April 12.30 – 2pm

Parish Surgeries

Wednesday 13 April, 11 May, 15 June, 6 July

Internal controls audit

13 April committee room

Internal Audit

w/c 2 May for 10 days

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 18.3.2022 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 March 2022. There was one additional payment of £133.32 for Cllr T Harrison for the purchase of Covid prevention items which were part of the Covid Restart Grant. It was PROPOSED (JH) SECONDED (RA) and unanimously agreed to approve the payments.

8.3 To discuss the report from the Finance & HR Working Group meeting.

8.3.1 To note the internal controls audit would take place on 13th April 2022

8.3.2 It was agreed that in the financial year 2022/23 the Clerk would keep paper records for the finances and not upload them to Scribe. All transactions would continue to be uploaded to Scribe.

8.3.3 This would be discussed under agenda item 13

8.3.4 The appointment of N Smith as internal auditor was unanimously approved.

8.3.5 Discussion took place over the request from the Clerk to appoint an external payroll Company to administer the clerks salary. It was approved after a vote was taken to appoint Ewing Accounts Services Ltd to undertake the payroll on behalf of the Parish Council from 1st April 2022 at a cost of £95 plus VAT. VOTE: in favour 7 against 1(ERC) Abstention 1(SC)

8.3.6 Reserves – the reserves had been agreed and circulated and would be added to Scribe to be carried over to the next financial year.

8.3.7 This item would be discussed under agenda item 13 (2).

8.4 Bowls Club Annual Rent and Water Bills

Councillor Harrison had been in touch with the treasurer of the Bowls Club to discuss the outstanding bills and rent payments. Due to Covid and changes in Clerk these had not been invoiced or paid. The Bowls Club had agreed the outstanding amount of £632.71 for water usage and that they would be invoiced in March 2022 for the 2020 rent and in April 2022 for the 2021 rent.

It was agreed that as the outside tap on the Bowling Green was not used it would be removed. A new outside tap with inside stopcock would be installed at the pavilion for use of the playing field. It was agreed that any events booked for the playing field would now be charged for water usage and this would be added to the hire terms and conditions. The meter could be read before and after the event.

Councillor Harrison agreed to get costs for the removal and installation of new standpipe for the next Parish Council meeting.

8.5 Grants

Details on the grants had been circulated. The Clerk reported that the £500 grant from Tesco had been received and the CIL application for £45,502 had been approved. Councillor Harrison was congratulated on all his hard work in applying for the grants.

A quotation had been received for the fencing required between the new adult outdoor equipment and the children's play area which was required. This would come under the CIL grant funding that had been approved. It was PROPOSED (TH) SECONDED (RA) and unanimously approved to instruct G & G fencing to schedule the work at a cost of £3575 plus VAT.

Councillor Harrison highlighted the grant of £2500 pledged by The Bruce Wake Charitable Trust towards the inclusive roundabout which had to be match funded and spent by November 2022. It was agreed to search for other funders who might be able to fund the remaining amount of £11,000.

The Clerk was asked to try and contact the Stuart Halbert Foundation who were considering an application towards the inclusive slide and roundabout.

Councillor Harrison raised his concerns that the policies needed updating to meet the requirements of the grant funders and this would add to the clerks workload. The Clerk agreed all the policies needed to be reviewed.

9. Items for Discussion

9.1 Village Hall Renovations from the Working Party

Councillor Child had circulated a briefing paper to all councillors prior to the meeting. The briefing paper outlined the proposed schedule of works and the tender process and estimated build cost a cost of around £400,000.

Discussion took place over grant funding and it was agreed that Councillor Child would speak to Tim Wall to see if he was happy to go ahead and start to look for grant funding.

It was also agreed that a public meeting would be arranged.

Councillor Child expressed his concern that the grants working group might apply to some grant funders that the village hall would also be looking to apply to and the funders would be unlikely to fund both projects. It was agreed that the grants working group would let him know which grants they might be applying to before an application was made.

Discussion would be taking place on circulating a questionnaire to all residents about the village hall.

9.2 Cemetery- nothing to report

9.3 Report on sports pavilion, playground and playing field

Discussion took place over the quotes received for the skate park. The Council had been awarded £25,000 under the CIL grant funding. Quotes for a half pipe were in excess of £30,000. An alternative to this was a pump track which could be used by skateboards and bikes and could be used by anyone and by all ability levels. It was agreed that this would be a much better option.

Councillor Harrison would arrange a meeting with suppliers to discuss what might be available to the Council and where it should be located on the playing field. The date would be circulated and those councillors interested could attend. He would report back to the April meeting.

A quotation of £233.93 plus VAT had been received from Wicksteed Leisure for replacement parts for the Springies. As it was not recommended to use spare parts from any other suppliers other than the original supplier of the equipment, it was approved to order the spare parts from Wicksteed Leisure.

9.3.1 As Councillor McIntyre had been unable to attend the meeting this item was deferred until the next meeting.

9.4 Proposed and Seconded magazine – Articles for the magazine were discussed and Councillor Rix-Clark agreed to do a report on the new adult outdoor equipment with photographs.

9.5 SAM – Councillor Allerton had circulated reports. He said that the reports were consistent each month and that 85% of motorists were doing a speed of 33mph or less.

9.6 Xmas Lights 2022 – Councillor Canham had spoken to the church and had approval for the Xmas lights to go on the tower. She had several quotes for commercial lights which would be more hardwearing at around £150. These lights also had a much longer flex which would reach to the power supply.

Approved for Councillor Canham to purchase the lights up to a cost of £150 and receive reimbursement for payment when the receipt was received.

9.7 Allotments

The Clerk reported that the rent reminders were due to be sent out in April. The water bill from the Poors Trust had been received and would be divided between plot holders. There had been an issue with the illegal spraying of an allotment plot and this was being dealt with.

The water had been switched on.

9.8 Website

Discussion took place over the website which was very out of date and required a lot of updating. Comparisons were made between the amount of time that it would take the Clerk to update the website and having a new website developed which would need populating. It was agreed the website needs to be updated as soon as possible but the clerk already had an increased workload trying to update everything and approaching year end. Councillor Harrison suggested getting someone else to update the website. It was possible that Norfolk ALC might be making changes to the website design. It was agreed to defer further discussion on this until the April meeting.

9.9 Annual Support Subscription

Discussion took place on whether to continue to subscribe to Norfolk ALC for support or to look at subscribing to another support agency. Quotes had been received from both. The pros and cons of both were discussed and whether to join both organisations and it was PROPOSED(SC) SECONDED (ERC) to continue with Norfolk ALC and see what changes might be made to their website but in the meantime to express the Parish Councils concerns regarding the website and to review the situation again in May in preparation for a June implementation. Vote: 6 in favour Abstention 2 (CC, DF)

9.10 Queens Platinum Jubilee Celebrations

Beacon – Councillor Canham had received permission for the beacon to be located on the footpath past the school on the brow of the hill at the highest point.

As the location had been agreed it was approved for the Clerk to order the beacon from the 21CC group at a cost of £490 plus VAT to be delivered to the village hall. Councillor Allerton agreed to source the gas bottles required and claim back the cost. This would be in the region of £75.

Bench – additional quotes had been received of £860 and £1020 and it was approved for the Clerk to order the Queens Platinum Jubilee 5' Bench at a cost of £850 plus VAT and the Granite Commemorative Stone at a cost of £134.99 plus VAT from the Ancre Somme Association to be delivered to the village hall.

Councillor Barrett had been approached by the school for the use of the playing field and pavilion for a Corgi Trail Treasure hunt around the Queens Platinum Jubilee and it was agreed in principle to approve at no cost. Further details would be circulated when received.

9.11 Footpaths

Councillor Rix-Clark reported that the Definitive Map Modification Order applications for Hoggs Drove and Cockleshell Path had been submitted. Norfolk County Council had advised adding the Statements of Use to these existing applications instead of submitting separately. It was agreed that this would be a good idea and Councillor Rix-Clark was happy to get the paperwork to the County Council.

She reported that a new footpath sign had been put up in the village near the old post office and a waymarker at Grays Way.

9.12 Road Signs

Councillor Canham had circulated details of Glow Slow Ducks Crossing signs to warn drivers of to reduce their speed. It was agreed to get guidance on signs which would technically be on the highway before making a decision as highway permission would be required. We would also need permission from the doctors surgery to put one on their existing sign. The Clerk would check out the rules on signs and email them to everyone.

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

10.1 **Planning Applications**

None.

10.2 **Planning decisions**

Donato's Takaway The Street Marham King's Lynn Norfolk PE33 9JN

Proposal: Variation of Condition 4 of planning permission 18/02024/F - Client wishes to change the salon opening hours. Hours of opening to be Mondays 8:00am to 9:00pm and Tuesday to Saturday 08:00am to 4:30pm. Sundays closed all day.

Application Permitted

Donato's Takaway The Street Marham King's Lynn Norfolk PE33 9JN

Proposal: Variation of condition 2 of planning permission 2/99/1438/CU. Client wishes to change the hours of opening to Monday closed, Tuesday to Thursday 4.30 pm to 10.30pm, Friday to Saturday 4.30pm to 10.45pm, Sundays 12pm to 2pm and 4pm to 8.30pm.

Application Permitted

10.3 Late Planning Applications and decisions – None

The Clerk reported that at the moment the Borough Council were not able to contact anyone with a gmail address and they would therefore be posting planning details to the Clerk. The Clerk would check the planning portal on a regular basis to check on any new applications.

.11. **To confirm appointment of Maxine Hayes as Parish Clerk and RFO on successful completion of probationary period**

It was PROPOSED SECONDED and Unanimously approved to appoint Maxine Hayes as the permanent Parish Clerk/RFO.

12. **To record the date of the next Full Council meeting: Wednesday 27th April 2022 – 7pm
Annual Parish Meeting followed by full council meeting**

13. **RESOLUTION; to move into a closed session on the grounds of confidentiality in
accordance with the Public Bodies Admission Act 1960 s.1(2)**

(1) Request for ashes to go in Marham Cemetery for ex RAF serviceman - This was discussed and approved. Costs for people from outside Marham would apply for an ashes plot.

(2) It was agreed:

- To increase the hours from 16 per week to 20 per week from 1st April – 30th June 2022 to cover all the additional work required. This would be reviewed before the end of June.
- To increase the salary by one point to point 27 on the NJC Scale
- That Marham Parish Council would contribute 5% to the Clerks pension

Signed..... Dated 27th April 2022.