

MARHAM PARISH COUNCIL
Minutes of the Annual Council meeting of the Parish Council held on
Wednesday 25th May 2022 at 7.00 pm in the Village Hall

Present:

Cllrs I Barrett (Chairman), R Allerton, T Harrison, J Hipperson, S Canham, C Child, M McIntyre,
E Rix-Clark
0 members of the public

1. To Elect a Chairman for the ensuing year

Nomination Cllr I Barrett. No further nominations. Cllr Barrett agreed that she would take on the Chairmanship for the ensuing year but would have to review the situation in the next few months as her personal circumstances had changed. She would also need more support from the Council if she was to continue as Chairman. Agreed.

PROPOSED (RA) SECONDED (TH) and unanimously agreed to appoint Cllr Barrett as Chairman. The Clerk received the signed declaration of acceptance of office.

2. To Elect a Vice Chairman for the ensuing year

Nomination Cllr R Allerton. No further nominations received. It was PROPOSED (CC) SECONDED (SC) and unanimously agreed to appoint Cllr R Allerton as Vice Chairman.

3. To receive and accept apologies and reasons for absence

County Councillor J Moriarty, Borough Cllrs M Howland & G Hipperson.

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

Cllr R Allerton declared an interest on expenses claims.

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

5. To review areas of responsibility, outside body representation and working parties

5.1 Internal Responsibilities:

5.1.1 Allotments – Cllr J Hipperson

5.1.2 Cemetery – Cllr R Allerton Cllr J Hipperson

5.1.3 Churchyard & Church Wall – Cllr T Harrison, Cllr S Canham

5.1.4 Emergency Planning – Cllr Child

5.1.5 Grounds Maintenance – Cllr T Harrison, Cllr M McIntyre

5.1.6 Highways, Street Lighting & Traffic – Cllr T Harrison, Cllr J Hipperson

5.1.7 Finance Monitoring – Cllr E Rix-Clark & Cllr S Canham

5.1.8 Pavilion, Play Park & Playing Field – Cllr T Harrison, Cllr S Canham,
Cllr M McIntyre

5.1.9 Proposed & Seconded – Cllr C Child, Cllr S Canham

5.1.10 SAM2 – Cllr R Allerton

5.1.11 Village Hall – Cllr I Barrett, Cllr T Harrison & Cllr C Child

5.1.12 Broadband and social media – Clerk, Cllr S Canham

5.1.13 Bank Signatories – Cllr Barrett, Cllr Allerton, Cllr Child, Clerk (RFO)

5.1.14 To consider allocation of any other responsibilities

- Watching Brief Two Silica Sites (CATSS) representatives – Cllr I Barrett, Cllr C Child.

- P&S Collection and Distribution Rota – Cllr C Child
- P&S Councillors' Distribution Rounds - Cllr C Child

5.2 Outside Bodies' Representation:

- 5.2.1 Internal Drainage Board Liaison (outside body) Cllr E Rix-Clark
- 5.2.2 Poor's Trust Liaison (outside body) – currently Cllr J Hipperson

5.3 Working Parties:

- 5.3.1 Finance Panel – Chairman, Vice Chairman, Cllr C Child, Cllr T Harrison, Cllr E Rix Clark, Clerk (RFO)
- 5.3.2 Village Events Cllr C Child, Cllr S Canham
- 5.3.3 Village Hall Working Party Cllr C Child, Cllr R Allerton, Cllr T Harrison and 3 parishioners

6. To agree and approve the Minutes of the Council Meeting held on 27th April 2022

Proposed (RA) seconded (CC), and all who were present agreed that the minutes of 27th April 2022 were a true and accurate record and were duly signed by the Chair.

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

None

8. 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.

8.1 **County Councillor** – County Councillor J Moriarty had circulated a report to all councillors.

8.2 **Borough Councillors** – Cllr Hipperson had circulated a report to all councillors

8.3 **RAF Marham** – No report

8.4 **Public Participation**

No members of the public present.

9. To receive Clerk's and Correspondence Report

6. Policies and Procedures –

It was agreed the remaining policies and procedures listed below would be reviewed at the September 2022 meeting.

Business Continuity Plan

Complaints Procedure

Unreasonable, persistent and/or Vexatious complaints

GDPR Policy and Paperwork

Press/ social media Policy

Recordings at Meetings Policy

9.3.3 – The revised spreadsheet for playground inspections has been set up along with the monthly checklist required by Fresh Air Fitness.

Correspondence

Norfolk ALC – Various bulletins and notice of training

Norfolk PTS – notice of training

Norfolk CC – News Release – Consultation on review of bus services

Cllr M Howland – Borough Council news releases

Norfolk Police – Launch of public engagement survey

KLWNBC – notice of changes to bin collection days

KLWNBC – Notice of baton relay 2022 in Norfolk

Norfolk CC - Local List for Validation of Planning Applications Consultation Draft, 2022: Invitation to respond to our consultation

KLWNBC – Weekly planning lists

Resident email about problems of footpath from Squires Hill to the Street being blocked by vehicles parking. It was agreed to report it to the highways department and ask if a site meeting could be arranged.

10. Co-Option for Casual Vacancy

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

11. To discuss Finance

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

The financial report, net position and bank balances to 18.4.2022 were unanimously approved and signed by the Chairman.

11.2 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 May 2022. It was PROPOSED (CC) SECONDED (SC) and unanimously agreed to approve the payments.

Marham Parish Council			
Accounts for payment May 2022			VAT
Contracts and Salaries	Clerks Salary April	£ 1572.33	
NEST pension	Clerks' contribution	£ 34.01	
NEST pension	Parish Council contribution	£ 25.51	
Mrs M Hayes	Clerks' expenses	£ 24.40	
BT	Mobile phone	£ 6.00	£ 1.00
Veolia	Waste Collection Cemetery	£ 33.60	£ 6.72
CGM	Grounds Maintenance April	£ 613.20	£ 102.20
Cllr R Allerton	Fixing for moving outside tap Screwfix	£ 37.62	£ 1.88
Cllr R Allerton	Gas bottle for Jubilee Beacon (bottle still to be filled with gas) EGS	£ 19.95	£ 3.32
Anglian Chemicals	Village hall supplies	£ 41.82	£ 8.36
N C Smith	Internal audit 2021/22	£ 100.00	£ 100.00
HMRC	Outstanding payment 2020/21	£ 380.00	
WAVE (Anglian)	Water Bill Bowls Club	£ 236.25	
WAVE (Anglian)	Water Bill Village Hall	£ 23.13	
WAVE (Anglian)	Water Bill Cemetery	£ 12.31	
Longden & Cook	To provide professional services to village hall working group	£ 6,000.00	£ 1,000.00
Cllr S Canham	Reimb Xmas lights (Christmas Direct)	£ 153.98	£ 25.66
Cllr S Canham	P & S Delivery	£ 50.00	
N Power	Street Lighting	£ 108.45	£ 5.16
Norfolk ALC	Annual Subscription	£375.68	
Total		£ 9,848.24	£ 1,254.30
Income			
Allotment rents		£ 226.65	

Marham Friends hire fee and deposit Fun Day 2022		£ 145.00	
Village hall hire April/May		£ 616.50	
Soup & S donations		£ 53.00	
Donation V Hall Fund		£ 58.50	
Total	£ -	£ 1,099.65	

11.3 It was agreed to discuss the clerk's hours from the end of June at the next parish surgery on the 15th June. Recommendation would be discussed at the June PC meeting.

11.4 Discussion took place over the difficulty of handling cash for the village hall bookings which was very time consuming to count and bank. The Clerk asked that the Parish Council consider a no cash policy (unless it was absolutely necessary) and that all regular hall users were invoiced at the end of each month. They could then either pay by BACS or cheque. This also provided a better paper audit trail.

The internal auditor had also raised the difficulty of checking the cash payments for the hall and allotments and had spoken to the Clerk about reducing the amount of cash being handled by the Council.

Discussion took place over providing the caretaker with a hand cash machine where hall hirers could pay by card. Donations for the hall could be paid by card and refunded or paid in cash and refunded. It was noted that any donations would still be paid in cash but this would be less frequently.

The Clerk agreed to request further information and circulate a report prior to the next meeting for discussion.

11.5 The internal auditors report had been circulated to councillor prior to the meeting. The Council acknowledged the internal auditors report and recommended implementing the recommended actions.

12. Items for Discussion

12.1 Village Hall Renovations from the Working Party

Councillor Child reported that Tim Wall was now actively seeking funding for the hall renovations. He was confident that he would have success for the renovations to the hall but less confident that funding would be available for new build projects. He had asked for as much information as possible on groups and clubs that might be interested in using the hall to provide support for the applications. Councillor Rix-Clark expressed her concerns about only being able to find a percentage of the amount required for the complete project and didn't want to find the Parish Council in the position of having to borrow money to complete. She suggested it might be sensible to complete the playing field project first before moving on to completing the hall project. Councillor Canham asked whether the hall renovation could be done in phases.

Councillor Child explained that all areas of the hall needed renovating and the only element of new build was the proposed external storage room. The Council has already invested in having a project plan drawn up which was required to be able to apply for funding and this money would be lost if the project was not to go ahead.

Councillor Rix-Clark asked about the timescale for the planning permission and when this might run out. Councillor Child informed the Council that as work had commenced there was no time limit on the permission. Councillor Barrett expressed her concerns about taking on too much when at present there were only 8 councillors to divide the work between.

Councillor Child was working on a presentation which he would like to present to the Council in the next couple of weeks, possibly before the next Parish Council meeting and then he would be arranging a public meeting and formulating a questionnaire to be distributed in the village.

12.2 Report on sports pavilion, playground and playing field

Councillor Harrison reported that the Borough Council had stated that the Parish Council could spend the recently awarded CIL funding on any items for the playing field project if they could not get sufficient funding for the pump track.

He was also still actively seeking matched funding for the disabled roundabout.

It was agreed to organise a meeting with the Bowls Club to discuss the moss as they would be responsible for 50% of the cost of any work undertaken on the car park.

12.3 Soup and sandwiches – It was reported that the volunteers who had been running the events were intending to set themselves up as a more formal group and continue to run the events independently. They would hire the hall at a peppercorn rent of £1 for each event.

12.4 Pump Track

Councillor Canham reported that the Go Fund me page had been set up by her son and it was approved after seeking advice from Norfolk ALC that the Parish Council bank account could be used to accept the donations.

12.5 Report for P & S Magazine – Councillors Barrett and Allerton agreed to visit the RAF camp and try and get an idea of the area for the magazine distribution.

12.6 SAM2 – Report circulated.

12.7 Request for Marham Friends to use pavilion for storage – Councillor Hipperson reported that Marham Friends had found alternative storage facilities. No further action required.

12.8 Grounds Maintenance

It was reported that there had been some damage in the churchyard from machinery and Councillor Harrison agreed to speak to the maintenance contractors about this.

12.9 Queens Platinum Jubilee – The risk assessment had been sent to the insurance company for the beacon lighting event and Norfolk Fire and Rescue had been informed. It was agreed this would take place on the playing field as this was a more central location. The bench would be unveiled at this event and a location would need to be agreed. It was agreed a semi-circle concrete base with the granite commemorative stone would be installed on which to place the bench. Councillor Canham would organise the publicity for the event.

12.10 Cemetery- The request for a headstone was approved. Cllr Barrett reported that the graves which were maintained by the War Graves Commission in the churchyard were looking very unkept and untidy. The Clerk would contact them about this.

It was briefly discussed whether to use Parish Online to plot the cemetery or whether to consider the add on for Scribe which would also provide an invoicing facility. This would cost an additional £288 per annum. The Council currently paid an annual subscription to Parish Online of £60 per annum. As some councillors did not know what Parish Online could offer the Clerk agreed to do a short report for the next meeting.

12.11 Website – Norfolk ALC had upgraded WordPress and this should improve the website. Any problems could be directed to Norfolk ALC to address. Discussion took place over the number of hits which was not accurate as every page that was explored, even by the same user, counted as a hit. It was agreed that the website needed to be simplified down to just 6/7 pages and then links could be added to outside websites if anyone required any further information. This would make the website much easier to maintain. Councillor Rix-Clark would meet with the Clerk on 15th June to look at how the website could be updated and simplified.

12.12 To discuss and approve subscription to annual support organisation- Approval to subscribe to Norfolk ALC at a cost of £375.68.

12.13 Village Hall and Playing field refuse disposal

Councillor Barrett had distributed information on the larger size of bins available from the Borough Council and the cost. A larger bin was now required due to the increased use of the playing field and village hall. After discussion it was approved to order the 750-litre bin with a 2-weekly collection at a cost of £497 per annum.

12.14 Policies and Procedures

It was PROPOSED (IB) SECONDED (RA) and unanimously agreed to approve:

- Standing Orders with one amendment
- Safeguarding Policy
- Equality and Diversity Policy
- Code of Conduct

12.15 PAT Testing - It was agreed to organise the PAT testing to coincide with the parish surgery dates and to approve the quotation of £55 plus VAT from Norfolk Fire Services

12.16 Fun Day 2022 – It was agreed that as there were fewer councillors to help on the day due to holidays and other commitments the Parish Council would not have any stalls this year.

13. Planning

13.1 Planning Applications

21/01787/F - Amendments to proposed scheme

The proposed scheme includes the development of six, two-storey 4 bedroom detached dwellings with private parking and garages on existing vacant land at Land NE of Lion Farm House, The Street Marham Norfolk

The Parish Council would continue to object to this application submitting their previous objections

13.2 Planning Decisions by BCKLWN

13.3 Late Planning applications and planning decisions

None

14.To record date of next meeting Wednesday 22nd June 2022 at 7pm

15. 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.1(2)

Discussion paper circulated. To discuss cover for village hall bookings contractor/caretaker in event of illness and holidays.

It was agreed to advertise for an additional person to work 2 hours per week and any additional hours to required, to support the village hall to cover illness and when the caretaker was on holiday. Councillor Canham agreed to produce an advert for approval and organise the publicity.

Signed..... Dated 22nd June 2022