

MARHAM PARISH COUNCIL
Minutes of the Annual Council meeting of the Parish Council held on
Wednesday 22nd June 2022 at 7.00 pm in the Village Hall

Present:

Cllrs I Barrett (Chairman), R Allerton, T Harrison, J Hipperson, S Canham, M McIntyre, E Rix-Clark, C Child joined the meeting at agenda item 9.11.

Cllr J Moriarty (left the meeting at 20.04)

0 members of the public

1. To receive and accept apologies and reasons for absence

Borough Cllrs M Howland & G Hipperson.

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

Cllr Canham declared an interest on P & S magazine

3. To agree and approve the Minutes of the Council Meeting held on 25th May 2022

Proposed (SC) seconded (JH), and all who were present agreed that the minutes of 25th May 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)

None

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. He asked the Parish Council to highlight the County hardship grant scheme for funding towards heating and food costs. Cllr Moriarty also reported that the Borough Planning department were recruiting more staff to cope with their workload and would have a dedicated officer to deal with planning enforcement.

5.2 **Borough Councillors** – no report

5.3 **RAF Marham** – No report. Councillor Hipperson reported that limited tickets for the family day were available and nominations needed to be received by the end of June. Names would be randomly chosen.

5.4 Public Participation

None.

6. To receive Clerk's and Correspondence Report

Items from last meeting

- Request from resident to report issues with parking in Squires Hill blocking the footpath. The Clerk had requested a site meeting with the County Council.
- Bin village hall – The Clerk had contacted BCKLWN and they were sending a new contract. Once this had been completed the new service would commence for a 770-litre bin emptied 2 weekly.
- Additional dog bin – the proposed location (on the grassed area near the BT junction box at the bottom of Burnthouse Drove, leading into The Street) had been approved. The Clerk had the paperwork to complete and return. The Council would need to order a new bin.

Correspondence

Norfolk ALC – Various bulletins and notice of training

Cllr M Howland – Borough Council news releases

KLWNBC – Weekly planning lists

KLWNBC – news release re foodbanks

Various emails re- funding for village halls

Email from Castle Acre Swifts re use of pavilion and football pitch

7. Co-Option for Casual Vacancy

The Council had received one application and this would be added to the July agenda when the applicant could attend the meeting.

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 18th June 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 already circulated. Late bills & receipts to be tabled at meeting

Payments and Receipts had been circulated prior to the meeting for June 2022. It was PROPOSED (SC) SECONDED (RA) and unanimously agreed to approve the payments.

Accounts for payment June 2022			VAT	Notes
Contracts and Salaries	Clerks Salary June	£ 1,973.35		BACS
BT	Mobile phone	£ 6.00		direct debit
Veoila	Waste Collection Cemetery	£ 40.32		direct debit
BT	Wi fi hall	£ 41.94		direct debit
G & G Fencing Ltd	Fencing playing field	£ 4,290.00		BACS
Norfolk Fire Protection	PAT Testing	£ 69.60		BACS
Marham Friends	Fun Day Deposit Refund	£ 100.00		BACS
Biden Limited	Empty Cesspit Bowls Club	£399.00		BACS
ICO	Annual Registration fee	£35.00		Direct debit
Total		£ 6955.21		
Income				
Refund Green Energy	£ 4,879.42			
Donation	£ 150.00			
Donations hall fund	£ 47.00			
Hall Bookings	£ 337.00			
Total	£ 5,413.42	£ -		

Councillor Rix-Clark expressed her concerns about the high reserves being held by the Council. It was agreed to make proposals for some of the money that was not earmarked to be allocated to ongoing projects which required further funding. This would be discussed at the Finance and HR meeting on 6th July and proposals brought forward to the July Parish Council meeting.

8.3 The Clerk reported that £250 was being offered in compensation from Good Energy. It was agreed to ask for £500 plus the £100 discount offered at the start of the contract making a total of £600.

8.4 It was PROPOSED (SC) SECONDED (JH) and unanimously agreed to approve the Annual Governance Statement for financial year 2021/22

8.5 It was PROPOSED (MMC) SECONDED (RA) and unanimously agreed to approve the Annual Accounting statement for the financial year 2021/22

8.6 It was unanimously agreed to approve and action the Internal Auditors report and recommendations for the financial year 2021/22.

8.7 It was unanimously agreed to receive the asset register for the financial year 2021/22

8.8 - Update on grants – Councillor Harrison reported that 1 application had been made and was unsuccessful. Councillor Rix-Clark had contacted the Tesco Community Fund and they had said that the Parish Council would be eligible to apply for another grant when the end of grant report had been received for the existing grant. It was agreed to return the end of grant form as the money had been spent.

8.9 The date for the next Finance and HR committee would be 6th July at 12.00 noon.

9. **Items for Discussion**

9.1 Clerks report on review of accepting cash payments

The Clerk had circulated a report prior to the meeting following concerns raised about the audit trail by the internal auditor and her concerns about the amount of time required to reconcile and bank the cash handed to her. At the May meeting the Clerk had asked the Council to review the way in which the Council currently handle bookings and payments for the village hall.

As requested, the Clerk had reviewed the alternatives to the existing system to reduce the physical cash handling and to provide a more transparent electronic audit trail if possible. The report outlined the benefits and drawbacks for each option.

Discussion took place over using a hand- held card reader to take payments, using BACS and cheque payments only and the option of using the village hall add on to the Scribe accounts package which allowed block bookings for regular users who could be invoiced at the end of each month and online bookings and payments. It was also possible to have a link to the website

It was noted that occasional donations would probably still be made in cash but for the regular hall users' other options should be explored.

All of the allotment holders now either paid by BACS or by cheque and no cash was received.

It was agreed that there was a risk involved in handling so much cash and that the Clerk was responsible for getting the money paid into the bank and also for keeping in her own home until she could get to the bank. House insurers only covered £250 of cash held at home and she would therefore be responsible for any money that might be stolen or lost over and above this amount. The average amount each month at the moment was £300 - £400. The Clerk should also not be going to the bank with this amount of cash on her own.

Concerns were expressed about using the online booking system as this reduced contact with the caretaker but this was also true of bookings made by phone and the caretaker would still be involved in letting hirers in and checking the hall afterwards. Concerns were also expressed about how the caretaker would be notified of bookings made online. There was an option for the caretaker to be able to login to the Scribe village hall system and also to be notified by email when an online booking had been received. After further discussion it was PROPOSED SECONDED and approved to use the Scribe add on Village Hall package which was free to move to online bookings and to generate invoices. Vote: 6 in favour 1 against (IB)

The Clerk would contact regular users to inform them that this system was being introduced and the start date (to be agreed).

9.2 RAF Bench – concerns had been raised by a parishioner that following the refurbishment of the bench with tung oil it was now very sticky to the touch. This was the tung oil reacting with the wood. As this could be something that could transfer to clothes if the bench was used it was agreed to move the bench to the pavilion. It might be possible to sand off the bench and try and reduce some of the sticky residue.

9.3 Report on sports pavilion, playground and playing field – Councillor Harrison report that the new slide was being delivered next week and the wet pour base would then be laid. A new lock had been fitted to the gate.

Floodlights application – the Planning department had responded asking the Parish Council to get a bat and bird survey completed as part of the application. The first quotation for a bat survey had been received and was in the region of £1000. It was agreed to seek further quotations.

Access road to sports field, Bowls Club and pavilion – a meeting had taken place with the Bowls Club and it had been agreed that the top 7 metres of the road needed to be tarmacked. It was currently sunken with ruts and potholes. The lease with the Bowls Club stated that the cost of any repairs to the road would be split 50/50. It was agreed to get quotes for the work.

9.3.1 Pump Track - a site visit had been arranged with a supplier and the verbal quote of £55,000 had been received. This quote would be confirmed in writing.

9.3.2 Cesspit Tank – this had overflowed on Fun Day and had been emptied by Binder Limited as an emergency.

9.3.3 Request from local football club to use pavilion – this request had been withdrawn

9.3.4 Approval for the Bowls Club to hold a barrier key was given.

9.5 SAM2 – Report circulated.

9.6 Anonymous donation of £150 – The donation had been given to the Council to use on additional Xmas lights or to purchase trees for the village. After discussion it was agreed to purchase fruit trees to be planted in the playing field.

9.7 Grounds Maintenance

Nothing to report.

9.8 Queens Platinum Jubilee – The beacon at the playing field was well attended and went really well.

9.9 Cemetery

9.9.1 The Clerk was asked to produce a report on how the burial records could be stored online. The report was circulated prior to the meeting giving an overview of Parish Online which the Council currently subscribed to at a cost of £60 per annum and the new add on package for Scribe which cost £288 per annum. It was agreed to defer this item until the budget meeting later in the year when the update of the records had been completed and further discussion could take place on the various options.

9.9.2 The Clerk reported on a burial of ashes taking place on Monday 4th July.

9.10 Website – The website was slowly being updated and should be completed within the next couple of months.

Councillor Child joined the meeting.

9.11 Report from the Village Hall Renovations from the Working Party

Councillor Child reported on the proposed public consultation taking place on Wednesday 7th September 6 – 8pm in the hall with cheese and wine. A local sponsor had agreed to pay for this. Discussion took place over the proposed questionnaire and if a referendum would be taking place. Councillor Child explained that the questionnaire would form part of the referendum process.

9.12 Proposed and Seconded the next issue would be slightly delayed due to work being completed in the Borough Council print room. It was likely to be available for distribution early July.

9.13 Village Hall - It was reported that the annual Legionnaires checks were due and 3 quotations had been received. Approved to accept the quotation for £43.75 and for Councillor Harrison to organise.

10. Planning

10.1 Planning Applications - None

10.2 Planning Decisions by BCKLWN - None

10.3 Late Planning applications and planning decisions
None

11.To record date of next meeting Wednesday 27th July 2022 at 7pm

No Meeting August

12. 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)

12.1 The Chair and Vice Chair had met with both applicants. PROPOSED (IB) SECONDED (RA) and unanimously approved to offer the contractor position to Mr Turnbull.

12.2 Mobile phone for caretaker – Approved

12.3 Approval for clerks' hours to remain at 20 hours per week until December when they would be reviewed

Signed..... Dated 27th July 2022