

**MARHAM PARISH COUNCIL**  
**Minutes of the Full Council meeting of the Parish Council held on**  
**Wednesday 27<sup>th</sup> April 2022 at 7.10 pm in the Village Hall**

**Present:**

Cllrs I Barrett (Chairman), R Allerton, T Harrison, J Hipperson, S Canham, C Child, M McIntyre  
Cllr J Moriarty & Cllr G Hipperson.  
0 members of the public

- 1. To receive and accept apologies and reasons for absence**  
Councillors D Flatt & E Rix-Clark, Borough Cllr M Howland.
  
- 2. To receive declarations of interest for items on the agenda and any requests for dispensation**  
Cllr J Hipperson, R Allerton, T Harrison declared an interest on expenses claims.  
Cllrs Canham & Child declared an interest on P & S magazine
  
- 3. To agree and approve the Minutes of the Council Meeting held on 23<sup>rd</sup> March 2022**  
Proposed (RA) seconded (CC), and all who were present agreed that the minutes of 23<sup>rd</sup> March 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)**  
Outside Tap Bowls Club – this would be moved to the pavilion. It was PROPOSED, SECONDED and approved payment of up to £40 for the necessary bolts and fittings.  
Cllrs Harrison and Allerton would action this.
  
- 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** – Cllr Hipperson stated that he found the Parish Surgeries useful and it was a good way to meet residents. He emphasised the importance of neighbourhood plans in the planning decision process. He commented on the Ashwicken Lake Wellness Centre which had been delayed due to objections.
  - 5.3 **RAF Marham** – Report circulated.
  - 5.4 **Public Participation**  
No members of the public present.
  
- 6. To receive Clerk's and Correspondence Report**  
The Clerk gave the following report to the meeting:  
Items from last meeting
  - 9.3.1 – deferred to April meeting agenda item 9.3.2
  - 9.3 Pump Track – discussed under agenda item 9.3.1
  - 9.6 Good Energy – discussed under agenda item 8.4
  - 9.9 Allotments – The Clerk reported that all rent reminder letters have been sent.  
  
The Parish Council had been approached by RAF Marham allotment plot holders to see if Marham allotment plot holders would like to take part in a joint fruit and veg show. Details had been included in the allotment rent reminder letters which have been sent out. Plot holders had been advised to contact Clare Wrigley the organiser direct should they wish to take part.
  - 9.10 Jubilee Bench & Beacon both ordered for delivery to the village hall.  
  
Tung oil purchased for bench refurbishment  
Propane gas bottle for beacon purchased and this would now need to be filled.

### Soup and Sandwiches

March Report 18 people were served for lunch with the usual excellent feedback. Cost £33.18  
Amount Donated £53

Cllr Flatt has asked for a discussion on whether the Parish Council should start to charge for this event or whether PC were happy to fund any difference out of the budget.

The Clerk had raised her concerns about the continuation of the Soup and Sandwiches events under the umbrella of the Parish Council following the trial period. She had sought advice regarding the Parish Council charging for the events and how this would affect the VAT returns. Also, the Food Standard Regulations for preparing food at home for the public whether it was being sold or donated. Several councillors also raised their concerns and it was agreed until further information could be obtained the May event would be cancelled and this would be discussed further at the June meeting of the Council. Thorham Village Hall Committee were running similar events and it was agreed to seek further information on how they run their events, how they were funded and food preparation. A decision would need to be made on how the events would continue and how they would be financed.

Vote: to postpone the May event and to seek further advice and guidance and grant information for a full discussion and decision at the June Meeting For 6 Against 1 (CC)

### Blue Plaque Presentation

The Clerk reported that the plaque was presented on the 14<sup>th</sup> April by the Deputy Lieutenant Nicholas Pratt

### Reminder of Dates

The Clerk reminded councillors of the Parish Surgery dates:  
Wednesday 11 May, 15 June & 6 July

CIL Funding – the Clerk reported that the Parish Council had been allocated £2268 from the development plot adj. to 33 Hillside

### Bowls Club Water Agreement

This has now been agreed and circulated.

### Scribe financial year 2022 23

The new financial year has now been set up and reserves carried forward. The new budget figures have been added so the system should be able to allocate payments against the budget and reserve figures.

### Policies and Procedures

As briefly discussed at the last meeting the Parish Council need to review some of their policies and procedures. As previously discussed, this would be better done in phases and the Clerk would add the more important documents to be reviewed first at the May meeting agenda. These would be the policies required by funders.

### 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 6<sup>th</sup> July 2022 – reduced ticket price

Various updates from Cllr Howland

Norfolk ALC – details of free online event 5<sup>th</sup> May at 7pm – Grant applications getting good results

Norfolk ALC – request to Parish Council on what they would like to see Norfolk ALC to consider:

It was agreed to ask them to review the Norfolk Parishes website.  
 Norfolk ALC – notice of vacancies  
 Norfolk ALC – Briefing note on homes for Ukraine  
 Norfolk ALC – details of website for Platinum Jubilee now live

## 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 21.4. 2022 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 March 2022. There were two additional payments. £15.34 for the Clerk for the purchase of a toner for the village hall printer and £325 for T Wall. It was PROPOSED (JH) SECONDED (RA) and unanimously agreed to approve the payments.

Accounts paid April 2022	Marham Parish Council		VAT	Notes
T Wall	Part 2 payment fundraising contract	£325.00		BACS DD
M Hayes	Toner village hall	£15.94		BACS
Salaries and Contracts	Salaries, HMRC, Pension contributions, contracts	£1,791.68		BACS
BT	Wi fi & telephone village hall	£41.94	£6.99	direct debit
Veolia	Waste Collection Cemetery	£50.40	£8.40	direct debit
N Power	Street Lighting 1 - 31 Jan 2022	£137.49	£6.55	
N Power	Street Lighting 1 - 28 Feb 2022	£118.46	£5.64	
N Power	Street Lighting 1 - 31 March 2022	£124.60	£5.93	
		£380.55		direct debit
Cllr T Harrison	Reimbursement stainless steel replacement screws for play equipment	£3.58	£0.60	cheque
Cllr J Hipperson	Reimbursement Tung Oil for bench repair	£52.39	£8.73	paid BACS agreed March meeting
Cllr R Allerton	Reimbursement Gas bottle for Jubilee Beacon (bottle still to be filled with gas)	£20.00		paid BACS agreed March meeting
Scribe	Annual Fee	£345.60	£57.60	BACS
<b>Total</b>		<b>£1,275.01</b>	<b>£42.84</b>	
<b>Income</b>				
CIL funding	£2,268.00			
Precept	£54,825.00			
Hall Hire	£137.00			
Village hall fund (donations)	£58.50			
Soup and Sandwiches (Donations)	£53.00			
<b>Total</b>	<b>£57,341.50</b>			

8.3 The Clerk reported that the internal controls inspection had taken place on the 13<sup>th</sup> April and Cllr Rix-Clark had approved the accounts. There were a few minor adjustments to be made before going to audit on the 3<sup>rd</sup> May.

8.4 The Clerk reported that she had heard back from Good Energy who agreed that the readings estimated for both the pavilion and the village hall were incorrect. Instead of taking the total consumption reading, they had added the total to one of the other tariffs and the bills had been overestimated. They were now dealing with this and the Parish Council should receive a refund and in due course. The Parish Council would also be claiming compensation once the refund had been agreed.

## 9. **Items for Discussion**

### 9.1 Village Hall Renovations from the Working Party

Councillor Child reported that the fundraiser who had been appointed was now ready to start making applications. He would honour his quotation which had been submitted over a year ago and it had been agreed to pay the 2<sup>nd</sup> payment of £325. The Clerk would supply the paperwork he required.

### 9.2 Request from RAF Marham to use the village hall for a weekly youth club

It had been agreed that RAF Marham could use the village hall for a weekly youth club (term Time). The Clerk would invoice them at the end of each month and they would pay via BACS

### 9.3 Report on Sports Pavilion, Playground and Playing Field

#### 9.3.1 Pump track

Cllr Harrison reported that most of the manufacturers would not attend a site visit without charging a fee of up to £150. He had requested detailed plans from several companies and it was agreed to contact West Winch Parish as they were installing a similar track.

Cllr Canham reported that her son was setting up a Go Fund Me page to fundraise for the track. She asked if the Parish Council bank account could be linked to the fundraising page to receive donations. The Clerk agree to check out the legalities of this with Norfolk ALC and report back to the Council.

#### 9.3.2 Playing field car park moss

Cllr McIntyre requested that the moss is treated to avoid it spreading further. Cllr Harrison agreed to look at this and the Clerk reminded the Council any weedkiller needed to be chemical free and safe for children and pets.

#### 9.3.3 Other items

Playing field and village hall bins – Cllr Barrett reported that the bins were full and the village hall bin was no longer big enough to cope with the amount of rubbish being generated by the increased use of the hall. It was agreed to put this on the May agenda for further discussion.  
graffiti – It was PROPOSED SECONDED and APPROVED to purchase graffiti remover. Cllr Harrison would organise this.

Inspection of play equipment – Cllrs Canham and McIntyre would carry out the weekly checks. They would report back to the Clerk who would record the inspection. Any actions required would be circulated to the full Council for approval.

### 9.4 Report for Proposed and Seconded Magazine

Councillor Child had circulated a briefing paper regarding the distribution of the magazine. It was agreed that the Parish Council should hold details of the person delivering to the RAF houses and who was paid by the Parish Council. It was also agreed that there should be a map showing the distribution area. Cllr Canham explained that the person making the deliveries was doing it as a favour to her and did not want her name passed to the Parish Council. She would not continue to deliver if this was a requirement. Cllr Canham said that for 3 years she had successfully arranged a delivery system to upper Marham. This has worked well and there had been no issues with how this has been organised. After discussion it was agreed that this person was being paid £50 for each delivery from the Parish Council her details should be held by the Council. Cllr Canham said that she would not continue on this basis.

Agreed to obtain a map of the houses on the delivery round and find an alternative person to deliver the magazines.

### 9.5 SAM 2 – details circulated.

### 9.6 Request from Marham Friends to use pavilion for storage

It was agreed that the referee room could be used for storage of the Marham Friends items

but the area by the meters would have to be kept clear. The amount of £40 per annum would be charged in line with their suggestion and the Parish Council would hold the keys and arrange access. It would be useful for the Parish Council to have an inventory of the items being stored and Marham Friends would need to cover the items with their own insurance.

#### 9.7 Grounds Maintenance

Cllr Harrison reported that he was not happy with the quality of the work already done by the new contractors and he had been in discussion with them. No invoices had been paid as not enough details had been supplied. Each invoice should have an accompanying job sheet. He would continue to monitor the situation.

#### 9.8 Queens Platinum Jubilee Celebrations

The bench and beacon had been ordered. The Clerk advised that a Risk Assessment would be required for the lighting of the beacon. She would circulate a draft for approval at the next meeting.

#### 9.9 Cemetery Report

The recent memorial plaque request had been approved.

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

#### **10.1 Planning Applications**

21/01750/F – Development of 4 – 2 storey dwellings r/o Waterworks House, The Street Marham. Although the position of the houses had been changed, they would still overlook nearby properties and the concerns about access had not been addressed. After discussion it was agreed that the Parish Council would object on the same grounds as previously submitted

21/01454/F – Install mains powered flood lighting 9 8m lighting columns fitted with PIR and timers to light a 5 a side pitch, MUGA fitness area and play park, Coronation Playing Field, The Street Marham – no objections

Duck signs highways – the Clerk had received a response stating that as long as the signs were not at a level to cause injury to pedestrians, they had no objections to Slow Duck signs being put in the proposed locations. Some Councillors raised their concerns that as these were private ducks and not wild and signs should be provided by the owners. Also, the Avian flu regulations were still in place in this area which meant the ducks should be under cover and not roaming freely. Agreed to defer until the May meeting.

### **11. Date of Next meeting – Wednesday 25<sup>th</sup> May 2022 – Annual Meeting**

The meeting closed at 8.53pm.

Signed..... Dated 25<sup>th</sup> May 2022