

**MARHAM PARISH COUNCIL**  
**Minutes of a meeting of the Parish Council held on**  
**Wednesday 27<sup>th</sup> July 2022 at 7.00 pm in the Village Hall**

**Present:**

Cllrs I Barrett (Chairman), R Allerton, T Harrison, J Hipperson, S Canham,  
E Rix-Clark.  
7 members of the public

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

Borough Cllrs M Howland, G Hipperson & Cllr M McIntyre.

**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  
Cllrs I Barrett, R Allerton & T Harrison agenda item 7.2 expenses claim

**3. To agree and approve the Minutes of the Council Meeting held on 25<sup>th</sup> May 2022**

Proposed (RA) seconded (SC), and all who were present agreed that the minutes of 25<sup>th</sup> 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 No report.

5.2 **Borough Councillors** – no report

5.3 **RAF Marham** – Report circulated

**5.4 Public Participation**

A representative of Shouldham FC attended the meeting to request use of the Marham playing field and pavilion for the under 15's teams. They would require use twice a week and every other Sunday. The showers in the pavilion would not be required. It was agreed that it would be very good to see the pavilion and playing field being used but the pavilion would require cleaning and some minor repair work before it could be used. It was agreed this would be discussed under agenda item 8.3 and the Parish Council would get back to the football club with their decision. A resident read a statement to the meeting about her concerns on the number of councillors resigning from the Council. This was noted.

A resident asked as there seemed to be a large amount of money was being spent on play equipment whether the Parish Council had surveyed the village regarding this to see if this is what was wanted in the parish. He also was concerned about money from the precept being used in these difficult times. He also queried why floodlighting was required in this area.

Councillor Barrett explained that verbal surveys had been undertaken about what people would like to see on the playing field and also confirmed that no money from the precept was being used. This was all being funded by grants.

Councillor Canham had received lots of positive feedback on the new equipment which has been very well received by parishioners. There was still a requirement for equipment for older children as most of the equipment was for the under 6's.

Councillor Harrison explained that a survey was sent out post Covid which included questions on what residents would like to see in the play area and on the playing field. In addition, verbal surveys had been carried out with users of the play area and playing field to seek their views. There had also been discussion with manufacturers on the most popular types of equipment. With regard to the floodlighting, he explained that at the time the application was made there was a proposal for youth activity fitness classes on the playing field in the evenings. This was why there were lights proposed in various locations. It was the same cost to apply for one post for lighting as it was for several posts so it was sensible to include all areas that may require

floodlighting in the application. As this was now not going ahead not all the posts would have to be installed if permission was given.

Residents from Upper Marham were in attendance to observe.

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

### Items from last meeting

6 - Footpath Squires Hill (Mandalay) Councillor Harrison had been chasing this with the Borough Council

Additional Dog bin Burnthouse Drove – the location had been approved and the Parish Council could go ahead and purchase a bin to be installed.

8.3 – Good Energy had approved a compensation payment of £350 and this would show against account 11135743 (Village Hall). The Council should therefore not have to pay any bills until this £350 had been used.

### Pavilion Electrics

The Clerk explained that when the top right socket is turned on it tripped out the electrics. Cllr Harrison had received a quote from a local electrician to investigate the problem at a cost of £50 for the first hour and £35 per any additional hour. APPROVED to go ahead and get the electrics investigated.

### Additional payments

The Council had now received the invoice for the full payment of the accessible slide which had been installed. In addition, the monkey bars were now complaint with safety standards and the amount of £4746.15 (including VAT) was now due to be paid. Both of these have been added to the revised accounts payment sheet which had been circulated.

### Emergency Plan

Chris Child had also been the councillor responsible for the emergency plan (which has not been reviewed for some time). In light of the recent fires due to hot weather, and the fact that Marham is situated next to the RAF station the Clerk recommended it should be reviewed and updated. One thing to consider was that the logical meeting point would be the village hall but if the refurbishment goes ahead, the Council would need a second location named in the plan. Agreed to include this on the September agenda for discussion.

### Household Support Grant

£1200 was paid to the PC bank yesterday and the first 24 applications received could be paid the £50 grant. The Clerk would get these payments set up in the next few days.

### VAT Return

The Clerk was due to claim the first quarter of VAT back but as the Council had paid a large amount this month due to the play area equipment and she would add July into the claim.

### Correspondence

- KLWNBC – Weekly\_Planning lists, planning suffix information
- Norfolk CC – Plant an orchard for the Jubilee
- KLWNBC – Press releases Norfolk Fire and Rescue declares a major event (fires due to hot weather)
- KLWNBC – Updated details on the Local Plan Review Sustainability Approval – consultation extended to 19 August
- CAN – Newsletter
- QE Hospital Newsletter
- Norfolk CC – consultation on the future of mobile libraries from 22 July – 14<sup>th</sup> September

## 7. To discuss Finance

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

The financial report, net position and bank balances to 20<sup>th</sup> July 2022 were unanimously approved and signed by the Chairman.

7.2 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. **It was PROPOSED (JH) SECONDED (RA) and unanimously agreed to approve the payments.**

7.3 Reserves RESOLUTION: That Marham Parish Council review the balance of reserves currently being held (£59,000 general reserves in addition to the £88,000 earmarked reserves) and allocate £25k of the general reserves to the playing field project to include improvements to the access road. The remaining reserves would be held as 6 months running costs as recommended, and carried forward to the next financial year. Any underspend from the budget in this financial year would be reviewed in March 2023 and it is proposed that an amount could be allocated to the village hall refurbishment project. Councillor Rix-Clark asked for confirmation on the amount held in reserve and the amount towards the village hall.

Councillor Rix-Clark expressed her concerns that £60,000 had already been allocated to the village hall fund (some of which had been spent) and she did not agree that any further Parish Council funds be used.

She also asked and how the £25,000 would be split between the playing field and the road repairs.

The Clerk explained that this decision had not been made and there was £3900 already allocated in the reserves towards the road repairs.

Councillor Harrison had received a quote for £20,000 for the access road improvements of which £5000 could be reclaimed from the Parish Partnership Fund. The highways department had advised that drainage grates were required due to the slope of the road. It was agreed that the Bowls Club would be approached to meet 50% of the costs as stated in their lease. After further discussion a vote was taken on the above resolution.

**Vote: For 6 Unanimous £25,000 from reserves would be allocated to the playing field. Any remaining funds in the budget underspend would be reviewed in March 2023.**

7.4 CIL Funding – RESOLUTION: To approve part of the current balance of CIL funding is used against the village hall refurbishment CIL grant application as matched funding.

**Vote: UNANIMOUS 6 in favour. Approved £1128.42 of the CIL funding to be used towards the village hall application and the balance of £2268 would be used towards future CIL grant applications for the playing field.**

7.5 Payments August – **Approved payments would be made between meetings when the list had been circulated and approved.**

7.6 – Update on Grants – An update sheet had been circulated to all members. Councillor Harrison reported that all the gym equipment and new slide were now all installed. The £500 grant from Tesco had been put towards the slide. The fence had been installed. Before the Borough Council would proceed with the floodlighting application a bat and bird survey had been requested. A further quote for £644 had been received. Cllr Harrison had sent the quote details to the planning department to see if it met their requirements.

Councillor Harrison had tried to seek further grants for the pump track and there was only a grant of £10,000 available from Sport England if it was matched funded through the funders crowd funding platform. Councillor Harrison would send these details to Cllr Canham. She agreed she would investigate setting up a crowd funding page in addition to the Go Fund me page to raise funds.

Breakdown of CIL funding (£45,502) £15,000 had been allocated to the slide (along with the Tesco grant of £500) leaving a balance of £30,000 to be spent. Although this money had originally been applied for the installation of a pump track it had been confirmed in writing it could be used on other equipment on the playing field.

Councillor Harrison proposed that the pump track project was put on hold for the present time and the £25,000 allocated from reserves, along with the balance of the CIL funding should be used towards the inclusive roundabout, basket swing and zip wire. VOTE: UNANIMOUSLY APPROVED.

Cllr Harrison was thanked for all his hard work.

Cllr Rix-Clark reported on the household support grant. £1200 had been applied for to award £50 to 24 households. She would continue to advertise it and further letters could be circulated. The form would be modified to include GDPR permissions. Some houses in Fen Lane and Hillside had not received copies of the P & S magazine and the grant information. A further application would be made for additional grant funding.

7.7 - Next Finance & HR Working Group Meeting – agreed via Zoom Monday 12<sup>th</sup> September am.

7.8 - Date for internal controls audit – Agreed this would be done by Cllr Rix-Clark during the Clerk's holiday in August. Cllr Rix-Clark was thanked for all her hard work.

## **8. Items for discussion**

8.1 The draft letter to regular users explaining the new reduce handling of cash policy and new system being set in place from 1<sup>st</sup> September had been circulated. Letter unanimously approved. This would be sent to all regular users.

8.2 RAF bench – no further action required

8.3 Sports pavilion, playground and playing field

Bikes and scooters were being used on the new accessible slide. Discussion took place over putting up signs saying no wheeled vehicles. It was agreed to seek advice on this and check with the insurance company.

Cllr Canham had been contacted about the bird mess on the large swings. It was agreed to purchase bird strips (plastic bristles) to put along the top of the swings to stop this happening. Cllr Canham would action this. Agreed to purchase strips to a maximum of £35 to be reclaimed on expenses.

Cllr Harrison proposed that a deposit would be required for the order for new equipment (zip wire, nest and inclusive roundabout). 20% of £28,228.00. APPROVED that if a deposit of £5600 was required it could be paid between meetings.

Discussion took place over the request from Shouldham FC to use the field and pavilion. It was agreed that a small charge would need to be made to cover rubbish collection, cleaning, water and electric.

APPROVED: VOTE Unanimous 6 in favour to propose a charge of £20 per week for use up to 3 times per week throughout the season. If the number of teams increases then it would have to be reviewed. This would not include any further grass cutting in this season. Cllr Barrett would contact the football club to discuss whether this was acceptable. She would report back to the Council by email.

8.3.1 Pump track – no further action as this had been put on hold

8.3.2 Signs - Cllr Canham asked if the No Drone and Mole signs on the playing field could be replaced. Also, the Perspex screen at the front of the notice board. Whilst having Perspex cut for this notice board the other boards also need to be checked. Agreed that Cllr Canham would check all the notice boards and get costs for the next meeting

8.3.3 MUGA holes in surfacing – Cllr Canham raised concerns about the MUGA surfacing and holes appearing. Agreed to get quotes for resurfacing this area. There were several options including a painted covering and a resin bonding. Cllr Canham agreed to investigate this further and if a site meeting was required with suppliers due to her work commitments other councillors would need to help.

8.3.4 Outdoor Gym Equipment area – fencing & dogs – agreed there would be no point in fencing off the area as people/dogs could just cut through the MUGA. Agreed to monitor the situation.

8.3.5 New slide – Post installation inspection at a cost of £300 was approved.

8.4 SAM – Reports had been circulated.

8.5 Grounds Maintenance – Cllr Harrison reported on areas of the village that had not been cut this year for hay. The area in the cemetery would need to be cut as the farmer did not require the hay this year. The grounds maintenance contractor would be asked provide a quote for cutting it back in September.

8.6 Cemetery records – Approved the review of the records would be deferred until next year.

8.7 Website – Cllr Rix-Clark reported that the review of the website and updating of information should be finished by September.

8.8 Report on village hall renovations from the working party

8.8.1 – Action plan and delegation of work following resignation of Cllr Child

Village Hall Working Group – Cllr Harrison agreed to go onto the working party to replace Cllr Child and would work with Tim Wall on applications to take it through the next stage.

No further public consultation was required unless the Council decided to invest more than the £60,000 already earmarked some of which had been spent.

Cllr Harrison asked if the £60,000 limit could be removed. £8000. This would have to be on the next agenda for further discussion.

The Clerk had checked with Norfolk ALC about the resolutions discussed at the Parish Council meeting May 2021. The first 2 resolutions were not approved and the 3<sup>rd</sup> resolution was then redundant.

It was agreed that as there was currently nothing further to report at the presentation event on the 7<sup>th</sup> September and this would be cancelled.

The bid writer was applying for CIL funding in September and a report would be made to the PC meeting in September about grants applied for by the T Wall.

P & S Magazine – Cllr Canham agreed to take over the P & S magazine. Cllr Barrett would arrange a handover with Cllr Child. The Clerk had agreed to take over the invoicing for the adverts.

Finance & HR Working group – defer this issue

Bank signatory – defer until vacancies have been filled

8.9 – Bus Shelter – the shelter located near Partilyon, The Street had slabs supporting the bank at the back of the shelter. One of these had slid out of place. Cllr Allerton would inspect and report back. Warning tape would be put up.

8.10 – Churchyard Wall – VOTE: 6 in favour Unanimous approval to accept the quote from Jodie Caley to remove ivy and make minor repairs to the wall.

8.11 – To approve the formal thank you letter to CATSS – Approved.

8.12 – Agreed the blue Covid volunteers recognition plaque would be installed outside the village hall on the wall.

8.13 – Overgrown hedges/highway – reports had been received about overgrown trees and hedges in Squires Hill. This was a highways issue and had been inspected by them.

Cllr Canham also reported brambles at the bottom of Plumtree overgrowing a resident's garden. This was not Parish Council land and the resident would need to contact the drainage board.

## 9. Planning

### 9.1 Planning Applications

21/01750/F – Amendments to application Development of 3 dwellings at land rear of Waterworks House, The Street – The Parish Council continue to object on highways safety/access issues.

22/01054/F – Toilet block to include disabled and storage room extension to current Bowls Club at Marham Bowls Club – The Parish Council support this application.

22/01117/F – Rear double storey extension to dwelling, Papillions, The Street, Marham  
The Parish Council support this application.

### 9.2 Planning Decisions – None

### 9.3 Late planning applications and planning decisions - None

## 10. Co-option for Casual Vacancy

10.1 To consider any applications received.

10.2 Newly co-opted councillor to sign declaration of acceptance of office

## 11. To confirm date of next meeting Wednesday 28<sup>th</sup> September 2022

**No meeting August**

**To approve parish surgery dates:**

**Surgery dates September to November; Wednesday 7<sup>th</sup> September 10.30 – 12  
Wednesday 12<sup>th</sup> October 10.30 – 12.00 Wednesday 9<sup>th</sup> November 10.30 – 12.00**

**Signed..... 28<sup>th</sup> September 2022**