

**MARHAM PARISH COUNCIL**

**Parish Clerk, Maxine Hayes**  
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**Chairman, Mrs Inga-Lucy Barrett**  
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I hereby give notice of a Full Council Meeting of Marham Parish Council to be held on **Wednesday, 23<sup>rd</sup> November 2022 at 7pm in the Village Hall**, School Lane, Marham, PE33 9JA. All members of the Parish Council are hereby summoned to attend for the purpose of transacting the business on the agenda shown below.

*Maxine Hayes*

Parish Clerk  
17<sup>th</sup> November 2022

**AGENDA**

- 1. To receive and accept apologies and reasons for absence**
- 2. To receive declarations of interest for items on the agenda and any requests for dispensation**
- 3. To agree and approve the revised minutes of the meeting held on 28<sup>th</sup> September and minutes of the meeting held 2<sup>nd</sup> November 202**
- 4. 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. Meeting recommences after item 5.4.

**Reports**

- 4.1 **County Councillor**
- 4.2 **Borough Councillors**
- 4.3 **RAF Marham**
- 4.4 **Public Participation** (maximum 15 minutes – 3 minutes per speaker)
- 5. To receive Clerks report and Correspondence Report**
  - 5.1 To discuss any action on correspondence received
    - Norfolk ALC – g.v.uk pilot scheme
    - Norfolk CC – budget proposals event
    - Norfolk ALC – recruit new councillors – campaign
    - Chief Constable & PCC question and answer session 13 December
- 6. Finance**
  - 6.1 To receive the Clerk's **financial report** (Net position, Bank Reconciliation and bank balances)
  - 6.2 **To receive and agree finances since last meeting and approve pre-authorised payments** and pending disbursements to be made (circulated). Late bills & receipts to be tabled at meeting
  - 6.3 **To approve payment of salaries, contractors and invoices in December following distribution of accounts for payment and approval by email (no meeting)**
  - 6.4 **To discuss and approve draft notes and recommendations of the Finance and HR working group meeting held on 22<sup>nd</sup> November 2022**

## 6.5 Update on grants

Love Norfolk grant award £930

## 7. Items for discussion:

### 7.1 Grounds maintenance

### 7.2 SAM 2 report – RA – reports circulated

### 7.3 Report on Sports Pavilion, Playground and Playing Field - TH

7.3.1 to approve purchase of sign for inclusive slide

7.3.2 To discuss approve and vote on decision to go ahead with the disable path.

Quotes for path

Length of path - to discuss, approve and vote on action

£5000 deficit for the installation of pathway – to discuss shortfall in funds

### 7.4 To discuss re- seeding of playing field- SC

### 7.5 Access Road – update and response from Bowls Club if received

### 7.6 Report on village hall project

7.6.1 – **Village Hall Project** – to discuss how to move forward with the project in light of increased costs in materials and the current economic climate.

Review of costs, tender specification and discussion on flooring, amendments to the design of the extension roof and guttering. To discuss and vote on any actions and decisions.

7.6.2 – To discuss whether there was now a requirement for a village hall working group – to vote on any action

### 7.7 Emergency Plan – draft circulated for approval IB & RA

### 7.8 P & S Magazine – update SC

### 7.9 Jubilee Bench – update - VI

### 7.10 Parking issues at Hillside school pick up and drop off update– ERC

### 7.11 Notice Boards

To discuss quotes on replacement perspex, approve and vote - circulated

### 7.12 Booking process for village hall

To discuss village hall fees. (Supporting information circulated)

To discuss current fees, approve any proposed actions and vote

### 7.13 Request to use village hall for **dog training** classes – to discuss

### 7.14 Xmas Lights – Risk assessment, date of lights 'switch on'

### 7.15 Coronation 2023 – to discuss initial planning of any events

### 7.16 Cemetery

7.16.1 to discuss and approve quote for the cutting of the wild meadow area

## 8. Meeting Date May 2023 – PC meeting needs to be held within 14 days of elections, to approve change of date to Wednesday 17<sup>th</sup> May 2023 7pm Village Hall

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

9.1 Applications

9.2 To note planning decisions by BCKLWN

9.3 Late planning applications and planning decisions

**10 Co-option for Casual Vacancy**

To consider any applications for two vacancies

**11. To confirm date of next meeting Wednesday 11<sup>th</sup> January 2023**

**No Meeting December**

**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)**

Staffing matters