

MARHAM PARISH COUNCIL
Minutes of a meeting of the Parish Council held on
Wednesday 23rd November 2022 at 7.00 pm in the Village Hall

Present:

Cllrs I Barrett (Chairman), R Allerton, T. Harrison, S.Canham, E Rix-Clark, V Inder,
H Pearson.
2 members of the public.

1. To receive and accept apologies and reasons for absence

Borough Cllrs M Howland, County Cllr J Moriarty, Cllr J Hawkins.

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

Cllr E Rix-Clark declared a personal interest in Norfolk ALC

3. To agree and approve the Minutes of the Council Meeting held on 28th September and 2nd November 2022.

It was PROPOSED (RA) SECONDED (VI) and unanimously agreed to approve the revised minutes of the meeting held on 28th September 2022 as a correct record.

It was PROPOSED (RA) SECONDED (VI) and unanimously agreed to approve the minutes of the meeting held on 2nd November 2022 as a correct record.

Both sets of minutes were signed by the Chairman.

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.

5.1 **County Councillor** – the summary report from Cllr Moriarty had previously been circulated

5.2 **Borough Councillors** – No Reports

5.3 **RAF Marham** – No Report

5.4 **Public Participation** –

A resident asked about the warm spaces grants that were available and was told that this would be covered later in the meeting.

Due to it being an agenda item, a member of the public wished for it to be noted that when they had applied to use the village hall for dog training, their application was turned down.

A resident spoke about Natasha's Law which had been mentioned at the previous meeting.

She had researched this law and established that it referred to pre- packaged goods, so did not apply to Marham Ladies Do coffee mornings.

She also informed the council that Shouldham school were no longer cooking meals in their village hall and that the fairly new stainless-steel kitchen was being offered for sale and wondered whether it may be of any use for our village hall.

5. To receive Clerk's and Correspondence Report

No report

Correspondence

Norfolk ALC – gov.uk pilot scheme –

RESOLUTION – To express an interest in the gov.uk pilot scheme

Vote: For 7 Against 0 It was unanimously agreed to express an interest in this scheme.

Norfolk CC – budget proposals event - noted

Norfolk ALC – recruit new councillors – campaign - noted

Chief Constable & PCC question and answer session 13 December – noted

6.To discuss Finance

6.1 To receive the Clerk's financial report (Net position, Bank Reconciliation and bank balances) Reports had been circulated along with balances and bank statements. Unanimously approved.

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 It was unanimously approved to pay the invoices and expenses.

Accounts for payment November		
Contracts, Salaries & HMRC	Clerks Salary, contractors, tax & ni	£ 1,953.53
NEST pension ee	Payment employer	£ 40.74
NEST pension er	Payment Employee	£ 30.56
Veolia Invoice 77316	Waste Collection Cemetery September	£ 42.24
BT	wi fi and telephone village hall, 2 x mobile phones	£ 53.94
WAVE	Bowls Club water	£ 272.11
WAVE	Water cemetery	£ 12.84
WAVE	water village hall	£ 24.26
CGM invoice 251374	Grounds Maintenance October	£ 474.60
N Power	Street Lighting September 2022	£ 107.14
Allman Woodcock	Revisions to village hall tender specification	£ 210.00
CGM invoice 251478	Grounds/hedge maintenance	£ 96.00
Total		£ 3,317.96
INCOME		
Hall Hire		£ 72.50
P & S Adverts		£ 150.00
Grant		£ 930.00
Burial Ground Fees		£ 400.00
Playing Field Pavilion Hire		£ 40.00
Total		£ 1,592.50

6.3 To approve payment of salaries, contractors and invoices in December following distribution of accounts for payment and approval by email (no meeting)- Unanimously approved

6.4 To discuss and approve draft notes and recommendations of the Finance and HR working group meeting held on 22nd November 2022 – deferred as meeting cancelled due to clerks' illness

6.5 Update on grants –

Cllr Harrison reported that we had received £930 from Love Norfolk and £2000 to create a Warm Space. A discussion took place how to spend this funding and it was felt the terms and conditions of the grant needed to be obtained before any decisions were made.

Cllr Rix-Clark reported that the Parish Council had been successful in their application to The Household Support Fund and had been awarded a grant of £4500 and that the council need to formally accept this grant and before any further funding could be applied for the funding needed to be distributed.

RESOLUTION-To formally accept The Household Support Fund grant of £4500

All in favour

A lengthy discussion took place over how to distribute the funding it was agreed to pay by BACS payment. In favour 5 Against 2 – IB, TH

7. Items for discussion

7.1 Grounds maintenance – Nothing to report. Cllr Canham queried if a letter had been sent to the owner of the hedge going down to the playing field and car park. Cllr Barrett stated not to her knowledge and noted query.

7.2 SAM 2 report – RA – reports circulated

7.3 Report on Sports Pavilion, Playground and Playing Field

7.3.1 to approve purchase of sign for inclusive slide- Cllr.Inder reported that she has purchased the sign, would not be requiring reimbursement and would be installing the sign. Cllr Inder was thanked

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

Cllr Inder queried which disabilities we were providing the path for as not all disabilities are visible, advice had been sought Nation Playground Association who advised the installation of grass matrix would provide a solid stable surface for wheelchairs and be appropriate for uses with hidden disabilities to use. Cllr Inder agreed to seek quotes for a grass matrix pathway and bring back to the January meeting for further discussion.

Quotes for path, length of path - to discuss, approve and vote on action for the installation of pathway – to discuss shortfall in funds.

7.4 To discuss re- seeding of playing field- Cllr Canham agreed to obtain quotes for discussion at the January meeting.

7.5 Access Road – update and response from Bowls Club if received – no response had been 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.

After lengthy discussion it was approved to hold an extraordinary meeting of the Parish Council before the Full Meeting to be held on the 11th January 2023. No report had been received from Tim Wall, the bid writer. Cllr Inder agreed to arrange meeting

Cllr Rix-Clark raised her concerns about where the funding for this project was going to come from and if we undertake this project without funding in place the council would need to take out a Public Works loan to complete. Cllr Barrett stated that was a decision for another day

7.6.2 – To discuss whether there was now a requirement for a village hall working group – this would be discussed at the extraordinary meeting.

7.7 Emergency Plan – deferred to the January meeting.

7.8 P & S Magazine – Cllr Canham reported that the next edition was currently in progress to be available before Christmas. Cllr Canham queried if all the advertisers in the P&S had been invoiced Action Cllr Barrett and Cllr Allerton to speak to clerk to find out who had been invoiced.

7.9 Jubilee Bench –Cllr Inder reported that she was awaiting final permission and further quotes for the installation of the base.

7.10 Parking issues at Hillside school pick up and drop off update–nothing further to report.

7.11 Notice Boards - It was agreed to approve the quote for £158.79 from Plastic sheets.com and Cllr Canham agreed to organise placing the order.

7.12 Booking process for village hall – Cllr Canham reported that the heaters in the Village Hall cost £1.02 per hour per heater to run and felt that we should review the hire charges to help cover the rising cost of electricity. After discussion it was unanimously approved to amend the village hall charges to Community use £7 per hour and Commercial hire £10 per hour. The other charges, car park hire, hire of table and chairs would remain the same. This would be implemented for all bookings as of 1st January 2023
Action – The Clerk to inform existing hirers of the new charges applicable from 1st January 2023

7.13 Request to use village hall for dog training classes – after discussion it was agreed that permission could not be granted on hygiene grounds.

7.14 Xmas Lights – Cllr Canham reported that the lights were in place and would be switched on 15th November.

7.15 Coronation 2023 – Cllr Canham felt that we should organise an event and include The Bowls Club. Cllr Inder reported initial communication has taken place with RAF Marham to ensure we remain in the loop for any planned events that RAF Marham would be holding. Diane Wilson from the station media team had been contacted and she will inform the Parish council of any future events connected to the Coronation of King Charles 111. Likewise, we would inform the station media team of any events we were to hold to reduce the risk of any overlapping of events.

7.16 Cemetery

7.16.1 to discuss and approve quote for the cutting of the wild meadow area – no further quotes received.

8. Meeting Date – to approve changing the meeting date to Wednesday 17th May 2023 – unanimously approved

9. Planning

No planning

10. Co-option

No Applications.

11.To Confirm meeting date

Date of next meeting Wednesday 11th January 2023

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 – It was agreed to discuss the recommended pay increase for the clerk position at the Finance & HR meeting and bring recommendation to full council at the next meeting.

At this point in the meeting the Chairman read the Clerks resignation letter. The clerk’s leaving date was 21st December but last working day would be 15th December due to outstanding annual leave.

Agreed unanimously to approve cemetery request for reduction in fees.

Signed..... 11th January 2023