

**MARHAM PARISH COUNCIL**  
**Minutes of a meeting of the Parish Council held on**  
**Wednesday 28<sup>th</sup> September 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, Borough Councillor G Hipperson.  
4 members of the public

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

Borough Cllrs M Howland, Cllr J Moriarty.

**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, S Canham & T Harrison agenda item 7.2 expenses claim

**3. To agree and approve the Minutes of the Council Meeting held on 27<sup>th</sup> July 2022**

Proposed (SC) seconded (TH), and all who were present agreed that the minutes of 27<sup>th</sup> July 2022 were a true and accurate record with the following amendment

- 7.4 CIL Funding figures amended to £1128.42 used against the village hall CIL application and the balance of £1224.07 to be used against any future playing field applications.

The reason for the amendment was because it had come to light after the last meeting that

The amount used against the village hall application had already been used against the playing field application as matched funding so in affect had been used twice.

With these amendments the minutes 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** - No report.

5.2 **Borough Councillors** – Cllr Hipperson gave the following verbal report. Planning committees had been delayed due to the death of HM Queen Elizabeth II. RAF Marham was still not fully operational.

5.3 **RAF Marham** – No report. The Parish Council had been asked to put forward nominations for the Xmas meal on the 14<sup>th</sup> December for residents of a pensionable age. Cllr Hipperson agreed to liaise with the RAF base on this.

**5.4 Public Participation**

A resident raised questions about the MUGA and the agenda item of the surface of the MUGA.

She asked if the PC had thought about getting sections done rather than a full replacement. Cllr Canham reported that there were areas which were now quite bad and holes around the areas for posts. Cllr Harrison reported on the play area inspection where they had highlighted loose surface area and areas where the surface was wearing then. The Council had been advised to monitor.

He had been seeking quotes to give the Parish Council an idea of how much it would cost to be resurfaced and in preparation for the budget discussions.

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

The Clerk gave the following report to the meeting:

Items from last meeting

Additional Dog bin Burnthouse Drove – the location has been approved and the Parish Council can go ahead and purchase a bin to be installed. Cost of bins on posts are around £220 with delivery and full fixings kit for post mounting. To order red bin up to the amount of £250 including delivery and fixings to be delivered to Cllr Harrison who would install it.

## Pavilion Electrics

Cllr Harrison reported that the electrics had been checked and the fault located. There was a fault with a fan heater in the changing room and fan heater in the store room. These had been disconnected.

## VAT Return

The Clerk reported that she would shortly be making a claim for the first 6 months of this financial year.

## Audit 2021/22

Completed – no actions recommended. Cllr Rix-Clark asked for it to be minuted that the Clerk had done a huge amount of work and was congratulated on the audit result.

## Football Club – use of playing field and pavilion

The agreement with Shouldham Football Club had been agreed and signed.

## Jubilee Trees for Norfolk

Trees had been ordered for collection in February 2023.

## Website

Work to update the website was almost complete.

## Correspondence

- Option to opt out of the SAAA central external auditor appointment arrangements as PKF Littlejohn contract was up for tender for the next 5 years  
Agreed that Marham Parish Council would not opt out of the scheme.
- KLWNBC – Weekly Planning lists
- Norfolk ALC - newsletters
- CAN – Newsletter
- QE Hospital Newsletter
- Cllr M Howland – various press releases from Borough Council
- Norfolk Community Foundation – Funding news

## 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 20.9.22 were unanimously approved and signed by the Chairman. Full copies of reports including reserves would be circulated in due course.

7.2 **To receive and agree finances since last meeting** and approve pre-authorised payments and pending disbursements to be made already circulated. It was **PROPOSED (JH) SECONDED (RA)** and unanimously agreed to approve the payments.

<b>Accounts for payment August</b>			<b>VAT</b>
Norfolk County Council	Reimb M Hayes tree order	£ 200.00	£ 4.03
Salaries and contracts	Clerks Salary, HMRC, NEST & contracts	£ 1,737.71	
Veolia	Fuel surcharge	£ 2.11	£ 0.35
Veolia	Waste Collection Cemetery	£ 42.10	£ 7.02
BT	wi fi and telephone village hall, 2 x mobile phones	£ 47.94	£ 7.99
CGM invoice	Grounds Maintenance 249548	£ 826.80	£ 137.80

Wicksteed Leisure	Springies parts and delivery	£ 280.72	£ 46.79
ngf play and leisure	Independent post installation inspection slide	£ 174.00	£ 29.00
ngf play and leisure	Deposit for Nest swing, zip wire, accessible roundabout and safety surfacing, delivery and installation	£ 5,600.00	£ 933.00
Wave	Water village hall	£ 19.36	
Wave	Water Bowls Club 3 May - 2 August 2022	£ 286.78	
Wave	Water Cemetery	£ 12.84	
N Power	Street Lighting	£ 94.62	£ 4.51
Various 28/7	11 x £50 household support grants	£ 550.00	
Various 1/8	10 x £50 household support grants	£ 500.00	
Various 22/8	21 x £50 household support grants	£ 1,050.00	
Various	3 x household support grant	£ 300.00	
<b>Total</b>		<b>£ 11,724.98</b>	<b>£ 1,170.49</b>
<b>INCOME</b>			
August	Bowls Club Water	£ 217.74	
August	Village Hall income	£ 173.00	
July	NCF grant household support	£ 1,200.00	
August	NCF grant household support	£ 1,200.00	
Anonymous	Village Hall Fundraising	£ 46.00	
Coggles	Burial of ashes	£ 100.00	
<b>Total</b>	-	<b>£ 2,936.74</b>	

<b>Accounts for payment September</b>			VAT
Contracts and Salaries	Clerks Salary, HMRC, NEST & contracts	£ 1,829.95	
Mrs M Hayes	Clerks expenses condolence book, toner & printer paper	£ 65.09	
Veolia	Waste Collection Cemetery	£ 52.32	£ 8.72
BT	wi fi and telephone village hall, 2 x mobile phones	£ 61.64	
Chris Knott Insurance	Allotments annual premium	£ 66.63	
ngf play and leisure	Deposit equipment	£ 6,720.72	£ 1,120.72
N Power	Street Lighting	£ 94.58	£ 4.50
T Wall	Writing funding bids for village hall project	£ 325.00	
Cllr I Barrett	reimb mileage collect condolence book from clerk & flowers for church	£ 27.05	
Cllr S Canham	Bird spikes and ties for swing	£ 24.99	
Cllr T Harrison	Printer cartridges	£ 41.95	

BCKLWN	Printing P & S	£ 268.29	
ADB Electrical	Check and repair pavilion electrics	£ 90.00	£ 15.00
<b>Total</b>		<b>£ 9,668.21</b>	<b>£ 1,133.94</b>
<b>INCOME</b>			
Village hall hire	Hall fees	£ 251.00	
Bruce Wake Charitable Trust	Contribution towards inclusive roundabout	£ 2,500.00	
<b>Total</b>		<b>£ 2,751.00</b>	

**7.3 Update on Grants** – Cllr Harrison reported that as we had decided on equipment for the playing field an update on grants had been circulated.

**Village hall** - Cllr Harrison had produced a grant chart and required further information from the Clerk to update the details.

An amount had been paid to Longden Cook & Tim Wall which would be deducted from the money acquired from the sale of land. There was also funding being raised by the village and the Clerk would confirm the amount to date.

Cllr Harrison had spoken to Longden Cook (now changed to MBC). The tender specification which had been produced was now out of date and required updating in order to apply for funding. They had advised increasing the tender details by 15 – 20%. Car park costs would increase by at least 100% from the original amount due to the cost of materials.

The Council were still not at the stage to be able to go out to tender but it was anticipated the Council could ready by Spring/Summer 2023. The Borough Council CIL grant of £50,000 was for the new build element of the project. This could be a stand- alone phase of the project.

Cllr Harrison proposed that the tender specification needed to be revised otherwise the project could be underfunded. The bid writer needs to know how much funding he needed to apply for. The tender could be revised at a cost of £175 to bring it up to date. This would come out of the village hall funding.

The project costs had been increased to almost half a million pounds and Cllr Rix-Clark advised that the Parish Council should go to referendum due to the high costs to ask the village for their views as this was Parish money.

The Clerk advised that she had sought advice from Norfolk ALC and they advised it would have to be a parish poll, run by the Borough Council, which would cost the Council £1600.

Cllr Barrett stated that the funding would be mostly grant funding and the amount being paid for by the Parish would not exceed £60,000.

**PROPOSAL:** to get tender revised at a cost of £175 **Vote:** in favour 6 Unanimous

Cllr Harrison stated that when the tenders had been received the Council would have to appoint a contract administrator. The cost of this would have to be included in any grant applications made on behalf of the village hall project. This would come under professional fees and would cost around £42,000.

Cllr Rix-Clark asked a question about the grant applied for towards kitchen equipment and asked Cllr Harrison to confirm the figures. Also, the equipment would need to be stored until the kitchen had been refurbished to catering standards. Cllr Harrison informed the meeting that it was all freestanding equipment.

Borough Councillor Hipperson informed the meeting that Shouldham school no longer provided school meals and may have some surplus kitchen equipment.

Cllr Rix-Clark reported that the Parish Council were unsuccessful with the application for the 2<sup>nd</sup> round of household support grants but further funding would be available in October.

#### **7.4 To approve notes from the Finance & HR working group meeting held on 12<sup>th</sup> September 2022**

The Clerk reported that the issues with Good Energy continued and she was dealing with this.

Internal controls had been completed for the first 3 months.

End of year accounts had been completed and approved.

It was agreed that the next Finance & HR working group meeting would be held on 16<sup>th</sup> November at 10.30am. Some members of the groups preferred a face -to -face meeting.

7.5 **CIL Funding** – covered under grants discussion.

7.6 **Playing field road quotes** – Roadway maintenance improvements should be 50% shared with the Bowls Club as this was part of their lease requirements. Before the Parish Council agreed to any costs the Bowls Club would need to be informed. The Clerk advised that as concerns had been raised over the condition the roadway this work would now have to be carried out. Agreed to write to the Bowls Club on this issue and report back at the next meeting.

## 8. **Items for discussion**

8.1 **Dog Bin** - Approved under Clerks report.

8.2 **SAM 2 Report** – Details had been circulated

### 8.3 **Grounds Maintenance**

Cllr Harrison reported that he had received a quote from CGM to cut and clear the meadow area in the cemetery at a cost of £900. Agreed to seek further quotes and ask CGM to revise quote to only include the cut.

### 8.4 **Report on sports pavilion, playground and playing field**

Cllr Canham reported that there were 3 pieces of adult equipment which now damp and were hard to use and there was some rusting on the equipment. Clerk would contact NGF as this equipment was still under warranty. Regular checks were still being carried out. Agreed to install the tennis nets on the MUGA area next year.

Cllr Harrison reported on the proposed footpath through the play area and fitness area which would cost around £7000. Agreed that this was not essential this item would be removed from the plans. VOTE: for 8

It was agreed that as floodlights were not essential in this area, due to the high cost of the surveys required before planning permission could go ahead, this project should be put on hold. This had been voted on at the September meeting but the vote had not been recorded. For the record this was approved by vote For :7 against 1. The floodlights would be removed from the project and the Parish Council noted that they would have to reapply for planning permission which would include bird and bat surveys should they wish to reconsider this decision in the future.

8.4.1 – update on road repairs – dealt with under 7.6

8.4.2 – **Costs for MUGA surface repairs/replacement** – discussed under agenda item 5.4

8.4.3 **Football Club** use of pavilion and sports field

The agreement has been signed and Shouldham Football Club would be using these areas for training and home games. This includes a replacement cost for a new set of keys if lost.

8.4.4 – **Inclusive slide notices and insurance guidance** – The Clerk reported that the insurance company were referring the query to their legal department. The Clerk would report back when she had spoken to them.

8.5 **Emergency Plan** – Cllrs I Barrett & R Allerton had looked at the plan which needs to be updated and include GDPR requirements for holding personal information. They would produce a draft for approval by the Council.

8.6 **Notice Boards** – Cllr Canham had circulated costs for replacement Perspex. Quotes to include the cemetery notice board would be circulated before the October meeting.

8.7 **P & S Magazine** – Cllr Canham reported that the draft magazine was ready to be approved. It had taken a lot of work and Word was required to be purchased which had been paid for by Cllr Canham, to be able to produce the magazine. Agreed that this should be paid for by the Parish Council. Approved to pay for 9 months subscription (which was the term of this Parish Council) at a cost of £5.99 per month. Cllr Canham would submit expenses to the Clerk for payment. The draft magazine would be circulated for approval before printing. The magazine would then be distributed in October and any new councillors would be included in the delivery.

8.8 **Xmas Lights** – Cllr Canham had agreed that the lights would be put on the church tower this year. Mr Hawkins agreed to help with this.

8.9 **Jubilee bench**- agreed to defer a decision on the location until the next meeting.

**9. Planning**

9.1 Planning Applications

21/01750/F – Amendments to application Development of 2 dwellings at land rear of Waterworks House, The Street – The Parish Council continue to object on highways safety/access issues.

9.2 Planning Decisions – None

9.3 Late planning applications and planning decisions - None

**10. Co-option for Casual Vacancy**

10.1 To consider the three applications received.

It was PROPOSED SECONDED and UNANIMOUSLY approved to co-opt Valerie Inder, Jim Hawkins and Heather Pearson to the Parish Council vacancies. They were welcomed to the Council.

10.2 Newly co-opted councillors signed the declaration of acceptance of office.

**11. To confirm date of next meeting Wednesday 26<sup>th</sup> October 2022 at 7pm.**

**Parish Surgery dates**

**Wednesday 12<sup>th</sup> October 10.30 – 12.00 Wednesday 9<sup>th</sup> November 10.30 – 12.00**

**Signed..... 23<sup>rd</sup> November 2022**