Marham Parish Council

Minutes of the Full Council meeting held Wednesday, 25th November 2015 at 7.15pm in the Village Hall, Marham

Present: Chairman Cllr T Hawkins
Vice Chairman Cllr P Walsingham
Councillors Cllr G Bucke
Cllr T Harrison
Cllr D Hawkins
Cllr C Heather
Cllr J Hipperson
Cllr D Paisley
Parish Clerk Mrs S Porter
RAF Representative Flt Lt G Walker
Member(s) of Public 2

848. Apologies for absence
Apologies for absence had been received from Cllr I Barrett (work commitment), Cllr J Dowsing (work commitment) and Borough Cllr M Howland (prior commitment).

Cllr J Clarke did not attend the meeting.

849. Declarations of interest and requests for dispensation
The Chairman, Cllr T Hawkins, and Cllr D Hawkins declared a pecuniary interest in Item 852.3 (Gift Vouchers for Caretaker and Booking Officer).

850. Approval of the minutes of the Parish Council meeting
Proposed – Vice Chairman, Cllr Walsingham
Seconded – Cllr D Hawkins

That the minutes of the meeting held on Wednesday, 21st October 2015 (items 832-847) are approved and signed as a true and accurate record.

All in favour

The Chairman, Cllr T Hawkins, duly signed and dated the minutes of the meeting.

851. Update on previous minutes (not listed elsewhere on the agenda and for information only)
835.1. Introductory Training session by Norfolk ALC
The Clerk reported that all Councillors had confirmed their agreement to attend an introductory training session on Wednesday, 20th January 2016 provided by the Norfolk Association of Local Councils.

The Clerk would contact the trainer, Ms Luisa Cantera, to reserve the training date.

PUBLIC OPEN FORUM

The Chairman, Cllr T Hawkins, adjourned the meeting at 7.18pm.

Reports

Borough Councillors
Borough Cllr Hipperson and Borough Cllr Howland were not present at the meeting and no prior written reports had been received.
County Councillor
County Cllr Coke was not present at the meeting and no prior written report had been received.

RAF Marham
Flt Lt Walker reported that in view of the recent road traffic accidents (seven in the past six weeks), the RAF would be contacting Norfolk County Council Highways to see if the dangerous roads in the village could be assessed for improvement. Although some of the accidents had been caused by poor driving during inclement weather conditions, the bendy roads were an additional hazard for vehicles. Coincidentally, two of the vehicles involved accidents had rolled onto their roofs at the time of the RAF’s road safety campaign launch. Gratitude was extended to the Speed Watch team, who appeared to be slowing drivers down with their presence. In the new year, the RAF would be advising personnel that the SAM2 signs not only flashed speeding vehicles, but also recorded the data.

Nominations had been received for the Senior Citizens Christmas Lunch being held on Wednesday, 2nd December 2015 and those selected had been contacted.

Consultation by Central Government was taking place regarding the conflict with Syria and if Ministers agreed to air strikes, RAF Marham would evidently be involved.

Construction works on the base would be commencing soon and in the new year (date to be advised) the Sandringham Centre would be exhibiting information and details regarding the scheme to allow local and hinterland residents to visit and view the displays. The information would include timetables, highways traffic plans during the works and what the base will look like upon completion.

Central Government had confirmed that RAF’s squadron would remain until at least 2018 as part of the Strategic Defence and Security Review.

Councillors were reminded that the Christmas Fayre in the Sandringham Centre was on Saturday, 28th November 2015 from 10.00am—4.00pm.

Cllr D Hawkins raised concern that joggers were not wearing their high visibility jackets during the dark nights, which was a health and safety risk to them and drivers. Flt Lt Walker confirmed that there was an official order for joggers to wear high visibility jackets; he would report this back to the base.

Flt Lt Walker left the meeting at 7.27pm.

Police
There were no police representatives present at the meeting and no prior written report had been received.

Public Participation
A member of public advised that branches were overhanging the footpath between the Chinese and Basils Corner. Cllr Harrison would report this to Highways.

The Chairman, Cllr T Hawkins, resumed the meeting at 7.28pm.

852. Finance
852.1. Approval of finances and payments to be made

The Clerk had circulated the bank reconciliation period ending October 2015:

<table>
<thead>
<tr>
<th>Bank Reconciliation</th>
<th>Community Account</th>
<th>Tracker Account</th>
<th>Reconciliation</th>
<th>Community Account</th>
<th>Tracker Account</th>
<th>Reconciliation</th>
<th>Tracker Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Statement Start Balances</td>
<td>£ 56,647.83</td>
<td>£ 24,521.08</td>
<td>Bank Statement 01.10.2015</td>
<td>£ 56,647.83</td>
<td>£ 24,521.08</td>
<td>Bank Statement 01.10.2015</td>
<td>£ 24,521.08</td>
</tr>
<tr>
<td>Total Opening Bank Balances</td>
<td>£ 81,168.91</td>
<td>£ 81,143.91</td>
<td>Receipts</td>
<td>£ 875.50</td>
<td>£ -</td>
<td>Receipts</td>
<td>£ -</td>
</tr>
<tr>
<td>Unpresented Cheques B/F</td>
<td>£ - 25.00</td>
<td>£ -</td>
<td>Payments Cleared</td>
<td>£ - 8,684.43</td>
<td>£ -</td>
<td>Payments Cleared</td>
<td>£ -</td>
</tr>
<tr>
<td>Unpresented Receipts B/F</td>
<td>£ -</td>
<td>£ -</td>
<td>Bank Statement 30.10.2015</td>
<td>£ 48,838.90</td>
<td>£ 24,521.08</td>
<td>Bank Statement 30.10.2015</td>
<td>£ 24,521.08</td>
</tr>
<tr>
<td>Opening Balances</td>
<td>£ 56,622.83</td>
<td>£ 24,521.08</td>
<td>Unpresented Cheques</td>
<td>£ - 35.50</td>
<td>£ -</td>
<td>Unpresented Cheques</td>
<td>£ -</td>
</tr>
<tr>
<td>Total Opening Balances</td>
<td>£ 81,143.91</td>
<td>£ 81,143.91</td>
<td>Unpresented Receipts</td>
<td>£ -</td>
<td>£ -</td>
<td>Unpresented Receipts</td>
<td>£ -</td>
</tr>
<tr>
<td>Receipts</td>
<td>£ 875.50</td>
<td>£ -</td>
<td>Closing Balances</td>
<td>£ 48,803.40</td>
<td>£ 24,521.08</td>
<td>Closing Balances</td>
<td>£ 24,521.08</td>
</tr>
<tr>
<td>Payments</td>
<td>£ - 8,684.43</td>
<td>£ -</td>
<td>Total Closing Balances</td>
<td>£ 73,324.48</td>
<td>£ 73,324.48</td>
<td>Total Closing Balances</td>
<td>£ 73,324.48</td>
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<tr>
<td>Bank Statement Close Balances</td>
<td>£ 48,838.90</td>
<td>£ 24,521.08</td>
<td>Closing Balance</td>
<td>£ 48,803.40</td>
<td>£ 24,521.08</td>
<td>Closing Balance</td>
<td>£ 24,521.08</td>
</tr>
<tr>
<td>Unpresented Cheques</td>
<td>£ - 35.50</td>
<td>£ -</td>
<td>Total Earmarked Reserves</td>
<td>£ 38,520.00</td>
<td>£ 38,520.00</td>
<td>Total Earmarked Reserves</td>
<td>£ 38,520.00</td>
</tr>
<tr>
<td>Unpresented Receipts</td>
<td>£ -</td>
<td>£ -</td>
<td>Remaining Available Precept</td>
<td>£ 34,804.48</td>
<td>£ 34,804.48</td>
<td>Remaining Available Precept</td>
<td>£ 34,804.48</td>
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</tbody>
</table>

Earmarked Funds

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Costs (3 Months)</td>
<td>£ 4,500.00</td>
</tr>
<tr>
<td>Pensions Contribution</td>
<td>£ 1,000.00</td>
</tr>
<tr>
<td>Village Hall Access Alterations</td>
<td>£ 5,000.00</td>
</tr>
<tr>
<td>Elections (5 Year to £1000) Year 3</td>
<td>£ 600.00</td>
</tr>
<tr>
<td>Parish Plan Review</td>
<td>£ 1,000.00</td>
</tr>
<tr>
<td>Emergency Plan (5 Year to £2000) Year 3</td>
<td>£ 900.00</td>
</tr>
<tr>
<td>Electrical Check Village Hall (3 Year to £450)</td>
<td>£ 450.00</td>
</tr>
<tr>
<td>Electrical Check Pavilion (3 Year to £750)</td>
<td>£ 750.00</td>
</tr>
<tr>
<td>Tree Safety Maintenance</td>
<td>£ 3,500.00</td>
</tr>
<tr>
<td>Parish Partnership Scheme</td>
<td>£ 12,000.00</td>
</tr>
<tr>
<td>Fire Proof Cabinet</td>
<td>£ 2,000.00</td>
</tr>
<tr>
<td>Churchyard Wall Maintenance &amp; Restoration</td>
<td>£ 5,500.00</td>
</tr>
<tr>
<td>Allotment Deposits Held</td>
<td>£ 320.00</td>
</tr>
<tr>
<td>Village Sign Appeal</td>
<td>£ 1,000.00</td>
</tr>
<tr>
<td>Total Earmarked Reserves</td>
<td>£ 38,520.00</td>
</tr>
</tbody>
</table>
Cllr Heather advised the Chairman, Cllr T Hawkins, to transfer funds from the Community Account to the Tracker Account, and retain an approximate balance of £5,000 per month.

The Clerk had circulated the payments and receipts made since the last meeting:

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Description</th>
<th>Transaction</th>
<th>Net Payment</th>
<th>VAT Amount</th>
<th>Gross Payment</th>
<th>Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.10.2015</td>
<td>Funeral Director</td>
<td>Cemetery</td>
<td>Stub 100376</td>
<td>£ -</td>
<td>£ -</td>
<td>£ -</td>
<td>£ 160.00</td>
</tr>
<tr>
<td>21.10.2015</td>
<td>Cllr T Harrison</td>
<td>Play Equipment Repairs</td>
<td>103444</td>
<td>£ 20.79</td>
<td>£ 4.16</td>
<td>£ 24.95</td>
<td>£ -</td>
</tr>
<tr>
<td>22.10.2015</td>
<td>Funeral Director</td>
<td>Cemetery</td>
<td>Stub 100377</td>
<td>£ -</td>
<td>£ -</td>
<td>£ -</td>
<td>£ 40.00</td>
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<tr>
<td>24.10.2015</td>
<td>Bowls Club</td>
<td>Rent</td>
<td>Stub 100378</td>
<td>£ -</td>
<td>£ -</td>
<td>£ -</td>
<td>£ 275.00</td>
</tr>
<tr>
<td>27.10.2015</td>
<td>Village Hall</td>
<td>Lettings</td>
<td>Stub 100380</td>
<td>£ -</td>
<td>£ -</td>
<td>£ -</td>
<td>£ 199.00</td>
</tr>
<tr>
<td>27.10.2015</td>
<td>Village Hall</td>
<td>Lettings</td>
<td>Stub 100381</td>
<td>£ -</td>
<td>£ -</td>
<td>£ -</td>
<td>£ 201.50</td>
</tr>
<tr>
<td>28.10.2015</td>
<td>HMRC</td>
<td>PAYE &amp; NI Jul / Aug / Sep</td>
<td>103445</td>
<td>£ 310.60</td>
<td>£ -</td>
<td>£ 310.60</td>
<td>£ -</td>
</tr>
<tr>
<td>28.10.2015</td>
<td>BCKL&amp;WN</td>
<td>Premises Licence</td>
<td>103446</td>
<td>£ 10.50</td>
<td>£ -</td>
<td>£ 10.50</td>
<td>£ -</td>
</tr>
<tr>
<td>28.10.2015</td>
<td>E-On</td>
<td>Sports Pavilion</td>
<td>DD</td>
<td>£ 85.71</td>
<td>£ 4.29</td>
<td>£ 90.00</td>
<td>£ -</td>
</tr>
<tr>
<td>28.10.2015</td>
<td>E-On</td>
<td>Village Hall</td>
<td>DD</td>
<td>£ 210.48</td>
<td>£ 10.52</td>
<td>£ 221.00</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td>Lettings Officer</td>
<td>Salary</td>
<td>BACS</td>
<td>£ 61.32</td>
<td>£ -</td>
<td>£ 61.32</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td>Clerk</td>
<td>Salary</td>
<td>BACS</td>
<td>£ 355.81</td>
<td>£ -</td>
<td>£ 355.81</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td>Caretaker</td>
<td>Salary</td>
<td>BACS</td>
<td>£ 150.22</td>
<td>£ -</td>
<td>£ 150.22</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td>Norse Eastern Ltd</td>
<td>Grounds Maintenance 08</td>
<td>BACS</td>
<td>£ 537.27</td>
<td>£ 107.45</td>
<td>£ 644.72</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td>Norse Eastern Ltd</td>
<td>Grounds Maintenance 09</td>
<td>BACS</td>
<td>£ 443.89</td>
<td>£ 88.78</td>
<td>£ 532.67</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td>J T Caley Forestry</td>
<td>Tree Removal Playing Field</td>
<td>BACS</td>
<td>£ 4,250.00</td>
<td>£ -</td>
<td>£ 4,250.00</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td>Cllr T Hawkins</td>
<td>Travel Expenses</td>
<td>BACS</td>
<td>£ 15.30</td>
<td>£ -</td>
<td>£ 15.30</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td></td>
<td>Postage Expenses</td>
<td>BACS</td>
<td>£ 6.48</td>
<td>£ -</td>
<td>£ 6.48</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td></td>
<td>Village Hall Expenses</td>
<td>BACS</td>
<td>£ 15.99</td>
<td>£ 3.20</td>
<td>£ 19.19</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td></td>
<td>Village Hall Expenses</td>
<td>BACS</td>
<td>£ 1.83</td>
<td>£ 0.37</td>
<td>£ 2.20</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td>Clerk</td>
<td>Mileage &amp; Expenses</td>
<td>BACS</td>
<td>£ 46.20</td>
<td>£ -</td>
<td>£ 46.20</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td>Came &amp; Company</td>
<td>Annual Insurance</td>
<td>BACS</td>
<td>£ 1,861.65</td>
<td>£ -</td>
<td>£ 1,861.65</td>
<td>£ -</td>
</tr>
<tr>
<td>30.10.2015</td>
<td>Glasdon UK Ltd</td>
<td>Dog Bin ltd</td>
<td>BACS</td>
<td>£ 41.96</td>
<td>£ 8.39</td>
<td>£ 50.35</td>
<td>£ -</td>
</tr>
<tr>
<td>02.11.2015</td>
<td>Football Club &amp;</td>
<td>Rent Inv 10 &amp; 68 / Cemetery</td>
<td>Stub 100382</td>
<td>£ -</td>
<td>£ -</td>
<td>£ -</td>
<td>£ 645.00</td>
</tr>
<tr>
<td>04.11.2015</td>
<td>Insurance &amp; Allotment Tenant</td>
<td>Village Sign / Allotment Rent</td>
<td>Stub 100383</td>
<td>£ -</td>
<td>£ -</td>
<td>£ -</td>
<td>£ 1,664.00</td>
</tr>
<tr>
<td>09.11.2015</td>
<td>Allotment Tenant</td>
<td>Allotment Rent</td>
<td>BACS</td>
<td>£ -</td>
<td>£ -</td>
<td>£ -</td>
<td>£ 40.00</td>
</tr>
<tr>
<td>09.11.2015</td>
<td>Anglian Water</td>
<td>Village Hall Water Rates</td>
<td>DD</td>
<td>£ 37.45</td>
<td>£ -</td>
<td>£ 37.45</td>
<td>£ -</td>
</tr>
<tr>
<td>09.11.2015</td>
<td>Anglian Water</td>
<td>Cemetery Water Rates</td>
<td>DD</td>
<td>£ 16.17</td>
<td>£ -</td>
<td>£ 16.17</td>
<td>£ -</td>
</tr>
<tr>
<td>09.11.2015</td>
<td>Anglian Water</td>
<td>Bowling Green Water Rates</td>
<td>DD</td>
<td>£ 175.01</td>
<td>£ -</td>
<td>£ 175.01</td>
<td>£ -</td>
</tr>
<tr>
<td>12.10.2015</td>
<td>E-On</td>
<td>Street Lighting</td>
<td>DD</td>
<td>£ 41.11</td>
<td>£ 2.06</td>
<td>£ 43.17</td>
<td>£ -</td>
</tr>
<tr>
<td>12.11.2015</td>
<td>Allotment Tenant</td>
<td>Allotment Rent</td>
<td>Stub 100384</td>
<td>£ -</td>
<td>£ -</td>
<td>£ -</td>
<td>£ 20.00</td>
</tr>
<tr>
<td>15.11.2015</td>
<td>John Allen</td>
<td>Septic Tank Empty Pavilion</td>
<td>103448</td>
<td>£ 65.00</td>
<td>£ -</td>
<td>£ 65.00</td>
<td>£ -</td>
</tr>
<tr>
<td>15.11.2015</td>
<td>R S Drainage</td>
<td>Septic Tank Clean Pavilion</td>
<td>103449</td>
<td>£ 75.00</td>
<td>£ -</td>
<td>£ 75.00</td>
<td>£ -</td>
</tr>
</tbody>
</table>

**Totals**

| £ 8,961.94 | £ 229.21 | £ 9,191.15 | £ 3,244.50 |

Cllr Heather advised the Clerk to split the income received on this report.

Cllr Heather asked the Clerk to investigate whether the invoice to the RAF for dog waste collection had yet been paid.
Proposed – Cllr D Hawkins  Seconded – Vice Chairman, Cllr Walsingham

That the invoices for payment are approved as detailed on the schedule.

All in favour

852.2. Additional Bank Signatories
The Chairman, Cllr T Hawkins, advised that the Clerk and Cllr Heather were required to be additional bank signatories.

Proposed – Cllr Harrison  Seconded – Vice Chairman, Cllr Walsingham

That the Clerk and Cllr Heather are added as banking signatories.

All in favour

The Chairman, Cllr T Hawkins, would contact Barclays Bank Plc to add the Clerk and Cllr Heather to the bank signatories.

852.3. Gift Vouchers for Caretaker and Booking Officer
The Chairman, Cllr T Hawkins, and Cllr D Hawkins had declared a pecuniary interest in this item.

Proposed – Cllr Heather  Seconded – Cllr Paisley

That a gift voucher to the value of £20.00 each is given to the Caretaker and Bookings Officer by means of appreciation for their hard work carried out during the year.

For – 6  
Against – 0  
Abstentions – 2 (Declared Interests)

The Chairman, Cllr T Hawkins, would purchase two £20.00 gift vouchers for the Caretaker and Bookings Officer.

852.4. Budget Working Panel
The Chairman, Cllr T Hawkins, advised that the Budget Working Panel would consist of the Chairman, Vice Chairman, Cllr Heather and the Clerk. A date would be arranged in early December for the Panel to meet to discuss the budget and consider the 2016/2017 precept.

852.5. Requests for Grants and Donations
No requests for grants or donations had been received.

853. Updates and actions regarding ongoing matters

853.1. Allotments
There was nothing to report to this meeting.

853.2. Website
Cllr Paisley requested that a ‘Noticeboard’ be placed on the website. This could include advice on wearing high visibility jackets when jogging during dark hours. It was also suggested that this information be placed on the RAF Marham Information website. This was noted.

853.3. Churchyard
853.3.1. Parking restriction signage for the pathway by the side of the Church
Cllr Harrison confirmed that he had made enquiries with Highways regarding permission to place parking restriction signage within the grounds of the Church to deter vehicles parking on the verge.
Highways confirmed that as the Church wall was an ancient monument they would have no objections to signage being erected. Cllr Harrison had investigated costs and found the best price to be £35.00 + VAT which included the sign, post and concrete base.

A short discussion took place and it was agreed to purchase three signs with the wording, ‘No Parking on the Verge’.

**Proposed – Cllr Heather**  
**Seconded – Cllr Bucke**

**That three signs are to purchased at a cost of £35.00 + VAT each stating, ‘No Parking on the Verge’ to prevent vehicles parking on the pathway next to the Church wall.**

**All in favour**

Cllr Harrison would order signage for the pathway next to the Church Wall.

### 853.4. Cemetery

#### 853.4.1. Resurfacing of the Cemetery road

Cllr Harrison reported that he had contacted Supreme Surfacing Limited and Creative Group to confirm their resurfacing service guarantees and costs. They were as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Cost</th>
<th>Guarantee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Group</td>
<td>£2,100.00 + VAT</td>
<td>5 years guarantee</td>
</tr>
<tr>
<td>Supreme Surfacing Limited</td>
<td>£2,220.00 + VAT</td>
<td>5 years guarantee</td>
</tr>
<tr>
<td>West Dereham Plant Limited</td>
<td>£2,565.00 + VAT</td>
<td>(Rejected at the previous meeting of the Council)</td>
</tr>
</tbody>
</table>

Cllr Harrison advised that although Creative Group had quoted the lowest price, Supreme Surfacing Limited were a bigger company and could provide risk assessments, method statements, etc. A short discussion took place and it was felt that Supreme Surfacing Limited was the most qualified company.

**Proposed – Cllr Harrison**  
**Seconded – Cllr Heather**

**That Supreme Surfacing Limited is contracted to remove the tree roots and compress and resurface the Cemetery road at a cost of £2,220.00 + VAT.**

**All in favour**

Cllr Harrison would contact Supreme Surfacing Limited to arrange the Cemetery road works.

### 853.4.2. Cemetery Rules and Regulations

Cllr D Hawkins had prepared Cemetery Rules and Regulations and associated documents and had circulated them prior to the meeting. He confirmed that these would be sent to funeral directors, stone masons and other relevant companies.

A short discussion took place and it was noted that there were minor grammatical and spelling errors within the documents.

**Proposed – Cllr Harrison**  
**Seconded – Cllr Heather**

**That the Cemetery Rules and Regulations and accompanying documents dated 1st November 2015 are adopted, subject to minor grammatical and spelling amendments being made by the Clerk.**

**All in favour**

The Clerk would amend the Cemetery documents accordingly and ensure the layouts were harmonised with each other.
853.4.3. Grave Plot Placements
Cllr D Hawkins circulated a map of the Cemetery graves at the meeting. He reported that the current position of the graves had a two feet gap between them which was proving insufficient room for grounds maintenance, hearse, and funeral assemblies. Future plots needed to be five feet apart, which would incur the loss of one row (14 graves), but was essential. The options for consideration were as follows:
1. Change the layout of future interments to be headstone to headstone with a five foot gap in between every second row.
2. That the present layout of the Cemetery is retained and future rows are positioned with a five foot gap between every second row.

A short discussion took place and it was felt that the layout should not be altered but the area between the plots should be widened.

Proposed – Chairman, Cllr T Hawkins  Seconded – Cllr Harrison

That the present layout of the Cemetery is retained and future rows are positioned with a five foot gap between every second row.

All in favour

853.4.4. Gravedigger services
Cllr D Hawkins reported that he and Cllr Paisley had met with a gravedigger, Mr Will Patrick, to discuss the possibility of contracting him to dig all graves in the Cemetery to ensure uniformity. Graves were currently dug by various gravediggers who were contracted by the funeral directors. Mr Patrick’s charges were comparable with other gravediggers.

A short discussion took place and it was agreed to appoint the services of the gravedigger, W R Patrick Contracting, providing his costs continued to remain competitive.

Proposed – Chairman, Cllr T Hawkins  Seconded – Cllr Harrison

That W R Patrick Contracting is appointed the Marham Cemetery gravedigger, providing only that his costs remain competitive.

All in favour

Cllr D Hawkins would contact W R Patrick Contracting to confirm his appointment for the gravedigging services of the Cemetery.

Cllr D Hawkins reported that a further ten metal row markers were required to be purchased for the function of aligning rows in the Cemetery. The cost for the row markers would be £97.92 + VAT from R J Marriott.

853.4.5. Alignment of Graves
Cllr D Hawkins reported that the gravedigger had helped mark out a row of plots in order to start aligning all the graves in the Cemetery. In order to do this wooden markers and fluorescent paint had needed to be purchased at a total cost of £15.83 + VAT. The Clerk had authorised this on 27th October 2015 in accordance with the Financial Regulations 5.5 (a) as an emergency expense.

Proposed – Cllr Heather  Seconded – Vice Chairman, Cllr Walsingham

That the post-purchase of wooden row markers from George Tufts & Son and fluorescent paint from Wilko for the alignment of graves costing £15.83 + VAT is approved.

All in favour
That ten metal row markers are purchased from R J Marriott for the alignment of graves at a total cost of £97.92 + VAT.

All in favour

Cllr D Hawkins would order row markers from R J Marriott for the Cemetery.

Cllr D Hawkins further reported that the Council was required to manage the safety of burial ground memorials at least every five years by means of a topple test method.

The Institute of Cemetery and Crematorium Management (ICCM) could provide a training course in Bedfordshire; the cost for two Councillors would be £165.00 + VAT per person plus £90.00 travel expenses for the two hundred mile round trip. A representative at the ICCM did however confirm that if this Council could persuade a minimum of twelve delegates from other parishes to attend the training, the course could then be held in Marham and the total course costs split between those delegates.

A short discussion took place and it was agreed to hold the full day training session in the Village Hall on Wednesday, 30th March 2016. The Chairman, Cllr T Hawkins, would reserve this date with the Bookings Officer.

It was further agreed for Cllr D Hawkins to contact local Parish and Town Councils to seek delegates for this course.

853.5. Village Hall
853.5.1. Land Transfer from Barratt Homes
The Clerk reported that the Council’s solicitor, Ward Gethin Archer, was still awaiting Barratt Homes’ Solicitor to contact her.

The Clerk would continue to pursue the land transfer with the Solicitors.

853.5.2. Kitchen refrigerator
The Chairman, Cllr T Hawkins, reported that the kitchen refrigerator, which was approximately twenty years old, had broken and was irreparable.

Cllr Heather confirmed that he had a spare refrigerator and would donate this to the Council and deliver it to the Village Hall on Friday. The Vice Chairman, Cllr Walsingham, agreed to remove the old one Friday evening and take it to the Recycling Centre.

The Council gave a vote of thanks to both Councillors for their help and generosity in getting this matter resolved efficiently.

The Clerk would contact the Pre-School to request that all items from the refrigerator be removed by Friday evening in preparation of the transition.

853.6. Pre School
The Chairman, Cllr T Hawkins, reported that the Pre-School would not now be vacating the Village Hall until Easter 2016. Because it was moving to an Academy school, state-funded directly by the Department for Education and independent of local authority control, the legal team had been ordered to delay this matter until it was officially permitted to move premises.

853.7. Playground and Playing Field
853.7.1. Concrete Base clearance and reseeding of the area
Cllr Harrison reported that he had obtained three quotations for the clearance of detritus on the concrete base, affirmed to be an ancient monument, in the Playing Field and reseeding of the area. They were as follows:
Country Grounds Maintenance £450.00 + VAT
J T Caley Forestry £450.00 + VAT
Norse £1,060.00 + VAT

A short discussion took place and it was felt that J T Caley Forestry should be contracted as this company had carried out previous works for the Council to a good standard.

Proposed – Cllr Harrison Seconded – Cllr Heather
That J T Caley Forestry is contracted to clear the concrete base in the Playing Field and reseed the area at a cost of £450.00 + VAT.

All in favour

Cllr Harrison would contact J T Caley Forestry to arrange the clearance of the concrete base in the Playing Field and reseeding of the area.

853.8. Community Speed Watch
Cllr Paisley reported that data was now only being recorded for vehicles travelling in excess of 35mph, not 30mph+. 69 vehicles had been recorded doing 35mph+ which equated to 5.63% of the total vehicles recorded. This percentage was lower than in the same period last year.

853.8.1. Voice recorder
Cllr Paisley had sought three quotations for a voice recorder and a comparison report had been circulated prior to the meeting. The details were as follows:
Philips DVT2500 with expandable memory £41.66 + VAT
Sony icd-px240 without expandable memory £33.33 + VAT
Olympus VN741 voice qualities of recording and slow/fast playback £33.33 + VAT

Cllr Paisley confirmed that these voice recorders all had a five star rating but based on the technical information provided online, the Olympus voice recorder appeared to be the most suitable model.

Proposed – Cllr Heather Seconded – Cllr Bucke
That the Olympus VN741 voice recorder is purchased for the Speed Watch team at a cost of £33.33 + VAT.

All in favour

Cllr Paisley would purchase the Olympus voice recorder for the Speed Watch operations.

853.9. SAM2
The Vice Chairman, Cllr Walsingham, had circulated the SAM2 graphs for October 2015 prior to the meeting. The Clerk had forwarded the information to the Norfolk Safety Camera Partnership. 29,047 vehicles had registered on the camera of which one had been recorded doing 75mph, two at 65mph and a few at 60mph. The data had been sent to the RAF Station Commander and the new OC Police Fg Officer Hitchin for analysis and as a result of this, the Station Commander had circulated the information advising that the privilege to park on the base would be lost for anyone caught to be speeding excessively.

Cllr Harrison noted that the speeding levels had reduced by 15% compared with that of September 2015.
**853.10. Broadband in Marham**

Cllr D Hawkins reported that an extra £5.3m would be invested to further extend the reach of high speed fibre broadband as part of the Better Broadband for Norfolk programme.

**853.11. General Grounds Maintenance**

**853.11.1. Strip of land on Church View**

Cllr Harrison reported that he had obtained three quotations for the cutting of trees, stump removal, rotivation and reseeding of the strip of land on Church View. They were as follows:

- Country Grounds Maintenance: £1,200.00 + VAT
- J T Caley Forestry: £1,100.00 + VAT
- Norse: £3,057.00 + VAT

A short discussion took place and it was felt that as J T Caley Forestry had been given the contract for the Playing Field concrete base works, it would be practicable to award them the contract for the strip of land on Church View. It was felt that Cllr Harrison should attempt to negotiate a discount with J T Caley Forestry because they had been awarded both contracts.

**Proposed – Cllr Harrison**

**Seconded – Cllr Heather**

That J T Caley Forestry is contracted to cut the trees, remove the stumps, rotivate and reseed the strip of land on Church View at a cost of £1,100.00 + VAT and that Cllr Harrison attempts to negotiate a discount of the total cost.

All in favour

Cllr Harrison would contact J T Caley Forestry to arrange the works on the strip of land on Church View and endeavour to get a discount on the cost.

**853.12. Street Lights**

There was nothing to report to this meeting.

**853.13. Proposed and Seconded**

**853.13.1. Printing of the newsletter**

The Clerk had obtained a quotation from the BCKL&WN of £97.90 (zero rated VAT) for the printing of the Proposed and Seconded newsletter based on the following specifications:

- 3 x A3 pages folded in the middle to produce a 12 page newsletter
- White paper
- Black and white print
- 430 copies
- Printed by the BCKL&WN for the past 2 years, excluding the last edition
- Printed on a quarterly basis

The Print Room confirmed that it did retain work for six years and although printing usually took one week, Local Authority work was given priority. Providing the Print Room was given three clear days from receipt to completion, the Council could submit up to and including Monday, 21st December 2015 to ensure completion before Christmas Day.

It was agreed to continue the printing of the Proposed and Seconded newsletter with the BCKL&WN.

**853.14. Village Signs**

**853.14.1. Insurance Claim**

The Chairman, Cllr T Hawkins, confirmed that the insurance claim was absolute; the claim had been settled by the insurance company and the repair works to the damaged Village Sign had been completed.
The Chairman, Cllr T Hawkins, adjourned the meeting at 8.35pm for an interim break and resumed the meeting at 8.55pm.

854. Highway matters
Cllr Bucke reported that he had investigated the costs for 30mph speed limit wheelie bin stickers intended for residents in The Street. The best price was from Smartwheelie.co.uk which sold them in bulk packs. Each sticker was printed onto high quality self adhesive vinyl using fade resistant ink. The cost for 500 was £210.00 (no VAT) which were calculated to be 42p each.

**Proposed – The Chairman, Cllr T Hawkins**

Seconded – Cllr D Hawkins

That 500 wheelie bin 30mph speed limit stickers are purchased from Smartwheelie.co.uk at a cost of £210.00 (no VAT) for, in the main, residents in The Street.

All in favour

The Clerk would order the speed limit wheelie bin stickers.

It was noted that all accidents should be reported to Highways. The Chairman, Cllr T Hawkins, confirmed that she did do this and would continue to do so.

The Vice Chairman, Cllr Walsingham, raised concern about the parking issues on Hillside. The Chairman, Cllr T Hawkins, confirmed that this was BCKL&WN land and not the responsibility of Highways.

855. Planning
855.1. Planning applications

855.1.1. 15/01800/F – The Old Post Office, The Street – Demolish single storey side and rear extension and erection of two storey side and rear extension and internal alterations – Comments by 3rd December 2015

There were no objections to this planning application.

The Clerk would submit the planning application comments on the Planning Portal of the BCKL&WN website.

The Clerk confirmed that information had been received from the BCKL&WN and circulated to Councillors by email regarding planning application 15/01545/RM, Plot adjacent 33 Hillside, Reserved matters application for one dwelling. Amendments had been made to the plan and details were available for inspection at the BCKL&WN Council Information Centre. This was noted.

855.2. Planning decisions
No planning decisions had been received from the BCKL&WN.

856. General correspondence
No items for action had been received.

Items actioned and for information purposes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Correspondent</th>
<th>Description</th>
<th>Response Date</th>
</tr>
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<tbody>
<tr>
<td>22.10.2015</td>
<td>Mr D Fairchild</td>
<td>Observations regarding previous Council meeting</td>
<td>28.10.2015</td>
</tr>
<tr>
<td>22.10.2015</td>
<td>Post Office</td>
<td>Post Office modernisation and mobile services consultation – comments by 26.11.2015</td>
<td>Cllr Action</td>
</tr>
<tr>
<td>25.10.2015</td>
<td>Clerk</td>
<td>To Marham Wanderers Football Club regarding outstanding invoices</td>
<td>Day File</td>
</tr>
<tr>
<td>28.10.2015</td>
<td>BCKL&amp;WN</td>
<td>Borough’s Unsung Heroes – Nominations by 15.01.2016</td>
<td>Cllr Action</td>
</tr>
<tr>
<td>02.11.2015</td>
<td>Clerk</td>
<td>To Pentney Abbey Parish Council regarding erroneous SAM2 signage</td>
<td>Day File</td>
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</table>
857. **BCKL&WN issues**

There were no BCKL&WN issues to report to this meeting.

858. **Norfolk County Council issues**

858.1. **Trod 1 Parish Partnership Scheme**

858.1.1. **Boundary Fencing**

Cllr Harrison reported that communication with the deceased farmer’s solicitor was ongoing regarding the landowner’s boundary fencing. The solicitor, who was insisting the Parish Council pay the legal fees, had since increased his fees. A quotation for fencing had been sought at a cost of £1,110 + VAT.

Cllr Harrison further noted that the construction costs quoted two years beforehand may have increased by as much as £1,000 due to inflation and a rise in costs for building materials. The current Grounds Maintenance contract had not commenced until May 2015 and any underspend could be earmarked for the Trod 1 and 2 schemes. This was noted by the Budget Working Panel.

858.1.2. **Completion of the Trod (Phase 3)**

Cllr Harrison reported that he had obtained a quotation from Norfolk County Council Highways to construct a trod on the road verge either side of the bus shelter opposite The Satchet, the length of which was 192m. Construction would be complex on the bank due to service cables and telegraph poles fixed within it. Highways confirmed that the cost to construct a concrete and asphalt kerb along the path would be approximately £13,000 split 50/50.

858.1.3. **Parish Partnership Scheme 2016/2017 – Bids to be submitted by 15th December 2015**

It was agreed for the Council to bid for the completion of the Trod as detailed in items 858.1.1 and 858.1.2.

Cllr Harrison would forward the Clerk details of the quotation and location plans in preparation of the bid.

The Clerk would submit a bid to the Norfolk County Council Parish Partnership Scheme.

859. **Matters to report to the Clerk**

Councillors had no matters to report to the Clerk.

860. **Items for the next agenda**

**Closed Churchyard** – Cllr Harrison would report at the next meeting.

The Clerk would add Closed Churchyard to the next agenda.

861. **To record the date and time of the next Full Council meeting**

The next meeting of the Parish Council would be held on Wednesday, 13th January 2016 at 7.15pm in the Village Hall.

The Chairman thanked everyone for attending and closed the meeting at 9.35pm.