

DRAFT MINUTES
Minutes subject to approval at the next meeting

MARHAM PARISH COUNCIL

**Minutes of the Annual Meeting of Marham Parish Council held
Wednesday, 17th May 2023 at 7pm in the Village Hall, School Lane, Marham, PE33 9JA.**

Present:

Parish Councillors: Cllrs Elaine Rix-Clark (Chair), Ally Burrows, Shayne Canham, Jim Hawkins, Heather Pearson

Clerk: Sarah Bristow

Apologies: Borough/County Councillor Jim Moriarty and Borough Councillor Pallavi Devulapalli

Absences: None

Public: Two

79/23 To elect a Chairman of the Council and Declaration of Acceptance of Office

Cllr Rix-Clark opened the meeting at 7pm and welcomed those present, introduced Sarah Bristow who would be acting as Clerk for the meeting and reminded everyone that the meeting was being recorded to aid minute taking.

Proposed by Cllr Canham

Seconded by Cllr Hawkins

To appoint Cllr Rix-Clark as Chair for the coming year

All in favour

The clerk received the signed Declaration of Acceptance of Office

80/23 To elect a Vice Chair of the Council and Declaration of Acceptance of Office

Proposed by Cllr Hawkins

Seconded by Cllr Rix-Clark

To appoint Cllr Canham as Vice Chair for the coming year

All in favour

The clerk received the signed Declaration of Acceptance of Office

81/23 To receive resignations and accept apologies and reasons for absence

It was noted Cllr Roger Allerton and Cllr Valerie Inder had resigned. Apologies were received and accepted from Borough/County Councillor Moriarty and Borough Councillor Pallavi Devulapalli

82/23 To receive declarations of interest for items on the agenda and any requests for dispensation

Cllr Rix-Clark declared an interest in Norfolk Alc and a claim for expenses. Councillors Canham and Pearson declared an interest in claims for expenses.

83/23 Co-option for Casual Vacancy

a. To consider any applications received

It was reported two applications had been received, which had been circulated to councillors prior to the

meeting, both applicants were in attendance at the meeting. Each applicant was invited to say a few words and take questions from the council. They were asked to briefly leave the council chamber whilst the council considered their co-option.

Proposed by Cllr Canham

Seconded by Cllr Hawkins

The co-option of Nichola Crutchley and Des Lloyd to become Members of Marham Parish Council

All in favour

- b. Newly co-opted councillors to sign Declaration of Acceptance of Office and join the meeting.

The newly co-opted councillors duly signed their Declaration of Acceptance of Office and were invited to join the meeting. The Chair welcomed them, gave a brief introduction, the offer of further induction and to provide guides for new councillors.

84/23 To review Councillors' areas of responsibilities, outside body representation and working parties

The areas of responsibilities were reviewed and allocated as follows

Internal Responsibilities:

- a. Allotments – Cllr Rix-Clark
- b. Cemetery – Cllrs Burrows and Lloyd
- c. Churchyard & Church Wall – all Cllrs
- d. Grounds Maintenance – Cllrs Rix-Clark and Burrows
- e. Highways, Street Lighting & Traffic – all Cllrs
- f. Finance Control – Cllr Crutchley
- g. Pavilion, Play Park & Playing Field – Cllrs Canham and Lloyd
- h. Proposed & Seconded – Cllr Canham
- i. SAM2 – Batteries and location to be changed until further councillors join
- j. Village Hall – Full Council
- k. Social media – Clerk and Cllr Lloyd
- l. Bank Signatories – Cllrs Pearson, Rix-Clark, Canham, Burrows

Outside Bodies' Representation:

- m. Internal Drainage Board Liaison (outside body)- Cllr Rix-Clark
- n. Poor's Trust Liaison (outside body) – Cllr Canham
- o. Norfolk Association of Local Councils – Cllr Rix-Clark

Working Parties/Committees:

- p. Finance and HR Committee- Cllrs Rix-Clark, Pearson, Canham, Crutchley
- q. Village Events Working Party – all Cllrs
- r. Village Hall Working Party – all Cllrs

85/23 To agree and approve the Minutes of the Council Meeting held on 26th April 2023

Having been previously circulated it was:

Proposed by Cllr Canham

Seconded by Cllr Hawkins

That the minutes were a true and accurate reflection of the meeting held 26th April 2023

All in favour

86/23 To adjourn the meeting in order to allow reports from visiting officers. Allow the press and/or members of the public to address the Council in a public open forum on agenda items only. Meeting recommences after item 86/23d

The Chair adjourned the meeting at 7.26pm to allow for reports from visiting officers and members of the public

Reports

- a. County Councillor Moriarty – report circulated prior to meeting

Norfolk County Council

County Council elects new leader

Conservative group leader Councillor Mason Billig was voted in at the full council's annual meeting on 9 May. She succeeds Councillor Andrew Proctor, who stood down from the role due to ill health.

Cllr Mason Billig said it was an honour to be elected. She paid tribute to Cllr Proctor for putting the council in a strong position and wished him a speedy recovery.

The new leader has named her new cabinet:

- Leader and portfolio holder for Strategy and Governance – Kay Mason Billig
- Deputy Leader and Finance – Andrew Jamieson
- Public Health and Wellbeing – Bill Borrett
- Adult Social Care – Alison Thomas
- Children's Services – Penny Carpenter
- Communities and Partnerships – Margaret Dewsbury
- Environment and Waste – Eric Vardy
- Economic Growth – Fabian Eagle
- Highways, Infrastructure and Transport – Graham Plant
- Corporate Services and Innovation – Jane James

The same meeting elected Councillor Barry Stone as chairman of the county council – the authority's civic leader. Councillors paid tribute to Councillor Karen Vincent, who has completed her year as chair of the county council.

Norfolk Climate Strategy Approved

A climate strategy, to support Norfolk's move to net zero, has been agreed by the cabinet.

Retrofitting insulation in buildings, boosting sustainable transport, supporting green jobs and helping nature recover are among measures in the county council's climate strategy, to support Norfolk's move to become carbon neutral by 2030.

The strategy follows the county council's commitment, made in 2019, to achieve net zero on its own estate. It aims to reduce the county council's 2016/17 carbon emissions of 21,000 tonnes per year, which have already been halved, by 90 per cent by 2030, with the remainder offset.

The strategy emphasises that most of Norfolk's carbon emissions come from heating people's homes, from transport and from land use and agriculture. It also warns that Norfolk is already seeing the effect of changed weather patterns and needs to adapt to more-frequent flooding, drought and extreme heat, and that residents, businesses and public services will all need to adapt.

Link to the Climate Strategy on the county council website [here](#)

County Deal for Norfolk Consultation update

The public consultation has now closed and the detailed results have been published.

The public's views on Norfolk's proposed devolution deal with the Government will be considered by the county council's scrutiny committee on 18 May 2023.

The county council's cabinet will meet in the summer to consider the results of the consultation, decide whether to proceed and, if so, submit the consultation results to the Government.

The consultation received over 1,200 responses.

If approved, the Deal would give Norfolk more control over funding and decisions on skills, jobs, housing and transport, which are currently decided in Westminster.

All county councillors will be asked in the December 2023 Full Council Meeting whether they support the move to an elected leader and cabinet system of governance.

In spring 2024, Parliament will decide whether to approve the 'statutory instrument' required to let the Deal proceed.

The county council website has been updated to include an introduction from county council Leader Kay Mason Billig and a link to the full detailed results of the consultation.

Link to our updated County Deal web pages and the consultation results [here](#).

Link to the scrutiny committee report [here](#).

Million trees for Norfolk update

Norfolk could be set for a new country park

An update on the success so far of the 1 Million Trees for Norfolk project, with 250,000 already in the ground will be heard by Norfolk County Council's infrastructure and development committee on 17 May 2023.

To meet the ambitious target members are set to consider proposals that could see a large new woodland area created and opened to the public. Members of the committee are being asked to comment on the proposal before it is considered by Cabinet at a later date

The update outlines a proposal for the county council to buy land to plant 500,000 trees over the next two planting seasons. It's estimated that 333 hectares would be needed to provide enough space for planting on the scale required, however this may not all be in one single location. Sustainable transport links would be needed, and no locations have been chosen as yet.

Further details and a link to the committee report [here](#).

Further information about the million trees for Norfolk project available on the county council website [here](#).

Investment for Special Educational Needs (SEND) in Norfolk

Norfolk County Council has secured a £70 million funding boost for special needs education for children in Norfolk (SEND).

Known as Local First Inclusion, it will provide significantly more advice, support and funding for mainstream schools and introduce 15 new school and community support teams to give early help and support to both parents and schools.

It also means the council will develop dozens more special education classrooms, known as specialist resource bases (SRBs) and alternative provision at mainstream schools as well as building two more special schools.

Norfolk's Local First Inclusion plan is the next stage of their SEND Improvement Programme covering the period 2023-29.

Further details of the SEND Local First Inclusion Programme [here](#).

Norfolk County Council support for Home-Start Norfolk

A Norfolk charity facing financial difficulties is set to benefit from a £90,000 grant to help it continue its work to support families with young children.

Home-Start Norfolk recruits and trains volunteers, mostly parents, to provide informal, practical and confidential support within the home to families with at least one child aged 0-5. In 2021/22 it supported approximately 330 families with 145 volunteers.

The one-off grant from Norfolk County Council and NHS Norfolk and Waveney Integrated Care Board (ICB) aims to support Home-Start Norfolk through the funding challenges which threaten its services.

A total of £60,000 is being provided by Norfolk County Council, via Children's Services and Public Health grants with £30,000 from NHS Norfolk and Waveney ICB.

The grant will be for April 2023 to March 2024 and will be overseen by Children's Services.

More information about Home-Start Norfolk [here](#).

NHS Health checks in Norfolk: update

From May, Norwich's Castle Quarter Wellbeing Hub will offer a free NHS Health Check for Norfolk residents aged 40-74. The check-up will tell you your risk of developing health problems such as heart disease, diabetes, kidney disease, and stroke.

The free Health Checks are also available in a number of other locations across Norfolk.

Reed Wellbeing provides Norfolk NHS Health Checks on behalf of Norfolk County Council. The service is designed to help 36,000 Norfolk residents to have their NHS Health Check.

Book your NHS Health Check today by calling [0808 175 0413](tel:08081750413).

Further details and a list of locations across Norfolk available [here](#).

- b. Borough Councillors - None
- c. RAF Marham
- d. Public Participation (maximum 15 minutes – 3 minutes per speaker)

One member of the public spoke

The Chair, Cllr Rix-Clark, resumed the meeting at 7.29pm

87/23 To receive Clerks report and Correspondence Report

It was reported that a letter from a Field View resident had been received, and circulated before the meeting, regarding installation of electric vehicle charging points. This was discussed by the council, and it was decided to explore the cost of installing a payable charging points at the village hall and pavilion.

The Chair suspended the meeting at 7.32pm and asked the clerk to leave the council chamber with her.

The Chair resumed the meeting at 7.33pm.

88/23 Finance

- a. To receive the acting Clerk's financial report – It was reported that the accounts had been delivered to John Cross, the appointed Internal Auditor, and they should be ready for collection Thursday 18th May. The previously approved expense claim the previous clerk had submitted has been reduced by £7.65 to take into account the claim for travel to deliver the accounts which wasn't made.

There are outstanding payments for hire of the village hall and car park, overdue payment invoices have been sent to the email addresses provided.
- b. To approve pre-authorised payments and pending payments to be made (circulated prior to the meeting). – The payments were circulated prior to the meeting

DESCRIPTION	SUPPLIER	NET	VAT	TOTAL
Beacon Banner	Thomas B Bonnett	85.00	17.00	102.00
Coronation Event	Original Factory Store	54.16		54.16
Coronation Event	Spoilt for Choice 2	7.98		7.98
Coronation Event	Poundland	9.52	0.58	10.00
Coronation Event	B&W Darts and Trophies	66.45	13.50	79.95
Water Rates-Cemetery	Wave	14.39		14.39
Water Rates-Pavilion	Wave	425.46		425.46
Subscription	Norfolk Alc	478.82		478.82
Wi-Fi/telephone	BT	47.83	9.56	57.39
Play Area Inspection	Play Ground Inspection Co	72.95	14.59	87.54
Water Rates-Village Hall	Wave	22.82		22.82
Clerk Training	Norfolk Alc	30.00	6.00	36.00
Street Lighting	N Power	106.30	5.32	111.62
Ground Maintenance	CGM Group	884.69	176.94	1061.63
Coronation Event	Selection Earth	21.50		21.50
Coronation Event	Spoilt for Choice 2	28.94	5.79	34.73
Coronation Event	Asda	3.50	0.70	4.20
Coronation Event	Waitrose	11.50		11.50
Coronation Event	Jamie's Bakes	36.00		36.00
Subscription	ICO	35.00		35.00
Toilet Brushes x 3	Spoilt for Choice 2	11.97		11.97
HMRC	HMRC	304.63		304.63
Clerk Wages	Mike Inder	920.18		920.18
Contractor	John Douglas	390.75		390.75
Toilet Seat	Amazon	9.99	2.00	11.99
Allotment Refund	Plot 15 Holder	47.88		47.88
Village Hall Supplies	Nisbets	66.35	13.27	79.62
	Totals	4194.56	265.25	4459.71

Proposed by Cllr Hawkins

Seconded by Cllr Canham

To approve payments

All in favour

89/23 Items for discussion/updates:

- a. Coronation Field access road - Deferred awaiting drafting of scope for quotes

b. Cemetery grass cutting – It was reported that the contract had been awarded to CGM, 28th April 2023, and followed up with emails and telephone calls to ascertain when the works were going to be completed.

c. Playing Field Repairs update – It was reported that Cllr Rix-Clark and Cllr Canham had met with Dr James Albone, from Historic England, to discuss the the proposed scheme of works at the playing field. A lengthy and positive discussion took place which covered all aspects of the proposed works. It was agreed that there is an urgent requirement to make the playing safe and more user friendly. The area of the playing field of which Historic England has an interest was also identified, a map was provided, as the large dips at the front edge of the playing field are not within the area of interest, works carried out there would not require consent. Displaying a detailed map of the ruins, which Historic England would provide, was discussed. It was suggested it could be attached to the Pavilion pending council agreement at a later date. We are waiting on written consent to carry out the works and to what depth aeration would be permitted, so works can be carried out in September.

d Internal Key Safe – Prior to the meeting Cllr Hawkins circulated details of three key safes he had obtained quotes and proposed installing the key safe in the committee room. Keys would be required to be signed in and out.

Proposed by Cllr Hawkins.

Seconded by Cllr Canham

To purchase a code operated internal key safe from Amazon

All in favour

It is to be checked if the combination code can be changed on the model chosen before purchase.

e. Proposed and Seconded Magazine – Cllr Canham stated the cut-off date for entries for the P&S will be 1st June.

f. Sam 2 – Cllr Hawkins to replace the batteries

g. Kings Coronation Event held 7th May 2023 – It was reported the event was well attended and the raffle raised £148.00. It was agreed to allocate the £148.00 to Phase 2 of the Playing Field renovations, specifically the pump track.

h. Allotments – It was reported that plot 15 had been leased to a new tenant. Plot 6 ex tenant had foregone their deposit. It was agreed to ask the caretaker if he would tidy the plot and lay weed control, the foregone deposit would be used to help cover the cost.

Despite three contractors coming to look at the job to complete the works to replace the fence posts and rails only one quote has been received. Given the urgency to have these works completed before the annual arrival of the cows and as it was approved at the last meeting to have the works completed with a maximum expenditure of £1200, the only contractor to quote has been contacted

Councillor Lloyd left the meeting at 8pm

i. Pat Testing – **Cllr Hawkins to seek three quotes**

- j. Hillside School Run Parking- Due to Cllr Moriarty sending his apologies this item was deferred
- k. Annual Play Area Inspection Report – The report was circulated prior to the meeting. Only low risk or very low risk recommendations had been received. The caretaker to carry out the recommended remedial work.

90/23 Donations and Grants

- a. Marham Friends – Donation of Picnic Bench located in Children’s Play Area
Cllr Rix-Clark and Cllr Pearson formally accepted the picnic bench, which has been positioned in the Children’s Play Area, on behalf on the Council on the 29th April 2023. The council thanked Marham Friends for their generous donation. Thank you letter to be sent
- b. Marham Ladies Do – Donation of 6-pint teapot, dozen knives, teaspoons and tablespoons
The council thanked Marham Ladies Do for the generous donation. Thank you letter to be sent
- c. Tesco grant- It was reported the council had been awarded a £500 grant from Tesco in store blue token scheme.

Proposed by Cllr Canham

Seconded by Cllr Hawkins

To accept the grant and allocate the funds to Phase 2 of the Playing Field.

All in favour

91/23 Policies and Procedures

- a. To adopt/review the second tranche of policies and procedures: previously circulated - **deferred**
To re-review the scheme of delegation. Proposal to invoke SO 7.a to reverse the resolution to adopt this policy.

It was reported that the Chair had received letters from two councillors asking to reverse the resolution to adopt this policy

Proposed Cllr Canham.

Cllr Hawkins

To reverse the decision to adopt the Scheme of Delegation Policy as made in the meeting of the 29th March 2023.

All in favour

- b. To agree timing for review of remaining policies and procedures that require updating – **As required**
- c. Councillors’ Register of Members Disclosable Interests – **Completed**

92/23 To consider planning applications and note planning decisions from the BCKL&WN **It was noted a Temporary Events Notice has been issued to Donatos, The Street, Marham**

93/23 Village Hall Project : receive updates and arrange meeting

- a. Car Charging Points – Cllr Hawkins – **deferred until working party meeting held**
- b. Consumer Unit – Cllr Hawkins – **deferred until working party meeting held**
- c. Plant Room – Cllr Hawkins – **deferred until working party meeting held**
- d. Solar Panels – Cllr Hawkins – **deferred until working party meeting held**
- e. Boiler and Radiators – Cllr Hawkins- **deferred until working party meeting held**

94/23 To record date of next meeting as **Monday 12th June 2023 at 7pm**

The Chair thanked everyone for coming and closed the meeting at 8.38pm

95/23 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)

It was discussed and agreed to increase the caretakers hours to 10 hour's a week, back dated to the 8th May 2023, to include cleaning duties.

The advertisement for a clerk was agreed and it was also agreed for the Chair to liaise with the County Officer to find a locum.

Draft minutes subject to approval at the next meeting.