



MARHAM PARISH COUNCIL

DRAFT MINUTES OF MEETING

Monday 30th October 2023 at the Village Hall, School Lane, Marham, PE33 9JA, at 7:00pm

In attendance: Parish Councillors: Elaine Rix-Clark (Chair), Shayne Canham (Vice Chair), Heather Pearson, Nichola Crutchley, and Ian Haddleton. **County Councillor** Jim Moriarty **Clerk:** Ophelia Donovan. **Public:** Two. **Sarah Bristow from NALC.**

1. Cllr. Rix-Clark opened the meeting at 7:01pm and welcomed those present. Cllr. Rix-Clark reminded everyone that the meeting was being recorded.
2. Apologies were received from Cllr. Ally Burrows and Borough Councillor Pallavi Devulapalli.
3. Cllr. Rix-Clark declared an interest in Norfolk ALC as a director of the organisation. Cllr Haddleton declared an interest in Shouldham Football Club.
4. The Minutes of the Meeting held on the 11th September were approved and signed.
5. The meeting was adjourned to allow reports from visiting officers. Borough Councillor Pallavi provided an update on Borough matters via e-mail, previously circulated by the Clerk. There were no Councillors present at the time to provide a report.
6. Members of the public present were invited to speak at the appropriate time. One resident requested the return of their clock which is located at the village hall. It was resolved that the clock shall be returned to the resident.
- 5) It was confirmed that Cllr. Hawkins had resigned from the Parish Council as of 11th October 2023.
- 6) Mrs. Jayne Riches applied for the vacancy of councillor. Mrs. Riches has lived in Marham for 30 years. It was unanimously agreed that Mrs. Riches application would be accepted and that she would join the council.

Proposed: Cllr. Rix-Clark.

Seconded: Cllr. Pearson.

The Clerk witnessed Mrs. Riches sign the paperwork and stated that she would organise the Declarations of Interest form which must be submitted within 28 days.

7. Bowls Club:

7.1 The Clerk provided an update on the tenancy agreement. The Parish Council's solicitors have been instructed, the Clerk has submitted all the identity documents, and the searches are underway.

7.2 It was confirmed that Cllr. Haddleton would continue to obtain the meter readings. Cllr. Haddleton confirmed that he had sent details of the Bowls Club water usage.

8. Pavilion, Play Park & Playing Field.

8.1 Public toilet-Cllr. Crutchley provided an update on the pavilion toilet. Cllr. Crutchley stated that there had been some issues with some of the contractors not coming back to her. She would recommend leaving this project to the new year, preferably spring time when the toilet would be used more due to increased visitors to the playground. It was resolved that the public toilet issue would be deferred until spring.

Cllr. Canham and County Councillor Moriarty entered the meeting at 19:34.

8.2 An update was given on Coronation Field access road. Cllr. Canham had obtained a quote for re-surfacing the access road in the sum of £17,528.00, subject to VAT.

8.3 Award Letter-Cllr. Canham advised that there would be some funding available under the PP scheme.

8.4 Cllr. Haddleton provided an update on the storage of tractor. The Council have been advised to submit a pre-application enquiry in order to comply with the requirements of funding.

9. Finance

9.1 The pre-authorised payments and pending payments were approved.

	NET	VAT	Total
External Audit	£420.00	£84.00	£504.00
Wi fi and telephone village hall	£47.83	£9.56	£57.39
Ground maintenance	£740.49	£148.10	£888.59
IT Support	£60.00	£0.00	£60.00
Street lighting	£132.45	£6.62	£139.07
Cemetery rubbish collection	£38.96	£7.79	£46.75
Allotment Insurance	£66.63	£0.00	£66.63
Donation	£50.00	£0.00	£50.00
Professional fees VH restoration	£2,750.00	£550.00	£3,300.00
Replacement PIR Light outside Village Hall	£80.00	£0.00	£80.00
P&S delivery	£100.00	£0.00	£100.00
Uncontested Election	£45.50	£9.10	£54.60
clerk training	£250.00	£50.00	£300.00
Planning application fee	£170.33	£10.67	£181.00
Payroll Service	£96.00	£19.20	£115.20
Clerks Salary	£913.46	£0.00	£913.46
HMRC	£300.08	£0.00	£300.08
caretaker	£416.80	£0.00	£416.80
Garden Maintenance	£117.00	£0.00	£117.00
	£6,795.53	£895.04	£7,690.57

9.2 Cllr. Canham submitted an expenses form for dog signs. This can be approved subject to the receipt of invoices.

10. Correspondence received.

10.1 A concern regarding an overgrown hedge and vehicles being parked blocking Spring Lane, had been reported by a resident. It was unanimously agreed that these issues were not something the Council would be able to help with.

10.2 A concern had been reported regarding the overgrown passageway between Daylin and Tudor Cottage along School Lane. Cllr. Rix-Clark said that she will report this as this needs to be resolved.

10.3 A resident had reported issues with an allotment plot. The resident had stated that they have not been able to tend to their allotment plot as much as they would like. It was agreed that unless the resident would like to give notice on their allotment plot, the Council are happy for them to continue.

11. Cemetery

11.1 An update was given concerning the cemetery. The misaligned grave was discussed. It was agreed that measures would be put in place so that this could not happen again.

11.2 The scribe cemetery package previously circulated by the Clerk, was discussed. It was unanimously agreed that the Parish Council would subscribe to the cemetery package.

Proposed: Cllr. Haddleton

Seconded: Cllr. Crutchley.

12. Planning Applications

12.1 Planning application ref: 23/01590/F, change of use from Methodist Chapel to dwelling was discussed. There were no further developments to report.

13. Items for discussion/updates:

a. The Clerk provided an update on the allotment fence and the Parish Council's request from the Poors Trust for a 50% contribution to repair the fence. The Poors Trust had confirmed that the Parish Council are responsible for the maintenance of the allotment fence. They also provided a copy of the lease. The Parish Council will review this.

b. An update was provided on Speed Watch. It was confirmed that there had been no applications from volunteers to set up a community speed watch yet.

c. Cllr. Canham provided an update on the P&S magazine. It was confirmed that the next issue would be in January 2024.

d. An update was provided on the fruit trees.

d i) Cllr. Burrows provided confirmation by e-mail that she had had a meeting with a representative from Norfolk County Council. He was disappointed with the vandalism. But he was happy to see the trees were still alive.

d ii) Cllr. Rix-Clark confirmed that she had received a kind donation from a resident of £125.00 to buy more fruit trees or to spend the money on something for Christmas. The Parish Council thanked the resident for their generous donation and agreed that 10 fruit trees at a cost of £8.50 could be purchased, the remainder of the donation would be put towards funding the Christmas trees. It was agreed that Cllr. Burrows should be consulted on where the best place would be to plant the trees.

e. The commemorations of Remembrance Sunday was discussed. It was unanimously agreed that Cllr. Rix-Clark would lay a poppy wreath at the Remembrance service at the Church, Cllr. Crutchley would lay a poppy wreath at the cemetery. It was further agreed that the poppy wreaths should be purchased using the Parish Council debit card.

f. An update on the Microsoft package was provided. It was agreed that a licence for £250 would be purchased for the Parish Council laptop. Cllr. Canham agreed that in order to produce the P&S, she would continue to submit a Microsoft invoice every month.

g. Cllr. Canham provided an update on the signs. She is awaiting a reply from a Highways Engineer.

h. Cllr. Canham provided information on training for Councillors provided by Norfolk Parish Training services. This cost £55 per Councillor. Cllr. Rix-Clark stated that the National Association of Local Clerks, hereafter referred to as NALC, were offering training for £30 per Councillor. Cllr. Rix-Clark confirmed that she would speak to NALC to find out more details.

i. Cllr. Canham stated that she had obtained a quote for the bench installation at the front of Hillside. It was resolved that Cllr. Canham would obtain two further quotes in order that the Council can consider this.

14. Grants

14. Cllr. Haddleton confirmed he was obtaining the information to support the application for the FA grant.

15. Village Hall

15.1 Cllr. Rix-Clark provided an update on the village hall project. She confirmed that a planning application had been submitted.

15.2 (i) There were no issues to report.

15.2 (ii) It was resolved that a St. John Ambulance first aid kit should be purchased for the village hall, in the sum of £29.99 plus VAT. It was agreed that the Parish Council could purchase the first aid kit using its debit card.

Proposed: Cllr. Crutchley.

Seconded: Cllr. Rix-Clark.

16. It was confirmed that the next Parish Council meeting would take place at 7pm on the 27th November 2023 at the village hall, School Lane, Marham, PE33 9JA.

17. Clerk's late correspondence:

Sarah Bristow-NALC.

Sarah Bristow, from Norfolk's Association of Local Councils, attended the meeting and provided an update on the new pilot scheme where specialist chairs are being introduced to assist people who suffer from falls. In some cases, elderly people who have had falls are laying on the floor for a considerable amount of time before someone can help them. They start to decay the longer they are left on the floor. There is a new initiative where the specialist chairs could help people in these situations. The cost of the chairs are £50,000 each. Mrs. Bristow requested whether the Parish Council could promote this initiative and raise awareness of this scheme.

It was resolved that the Parish Council would promote this scheme where necessary.

Mrs. Bristow also advised that following the Environmental Act 2021, it is recommended that all Parish Councils put in place a Biodiversity Policy. NALC are in the process of drafting a Biodiversity policy. This should be an agenda item by January 2024.

Street inspectors

The Clerk confirmed that the Street Inspectors are due to visit in December. It was agreed that some Councillors would meet with the street inspectors to address their concerns. The Clerk is to arrange this meeting.

Complaints concerning village hall chairs.

The Clerk confirmed that she had received a letter or 'petition' regarding the unavailability of the red, comfortable chairs at a recent village hall community meeting. This was caused by an oversight as they had not been taken out of the storage cupboard prior to the meeting. There was a list signed by 15 residents. The Clerk confirmed that she had already apologised to the organiser of the event. Cllr. Rix-Clark stated that chairs could only be stacked 10 high. It was agreed that the Clerk would apologise in writing to the individuals whose name and details she could identify on the list.

CIL payment

The Clerk had received notification that the Parish Council would receive a parish CIL payment in the sum of £3,574.33.

County Councillor Moriarty

County Councillor Moriarty provided an update on County matters.

18. It was resolved to move to a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2).

18.1 The football club lease was discussed. It was agreed that Cllr. Haddleton would provide the Council with a service level agreement. It was also agreed that Cllr. Haddleton would provide the Clerk with a copy of the football club's safeguarding policy and insurance.

18.2 The Clerk's contract previously circulated was agreed by 6 Councillors with 2 abstentions. This was signed by the Chair, on behalf of the Parish Council.

18.3 The Clerk requested whether the Parish Council would sign her bursary application for funding for training. It was resolved to agree to sign the Clerk's bursary application.

18.4 It was resolved that the Arnold-Baker Local Council Administration book could be purchased by the Council.

19. The Chair closed the meeting at 20.59pm.

Signed Chair, Elaine Rix-Clark, 27th November 2023.

Marham Parish Council