



MARHAM PARISH COUNCIL

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND THE ORDINARY MEETING OF MARHAM PARISH COUNCIL on Monday 22nd January 2024 at the VILLAGE HALL at 7:00pm for the purpose of transacting the business on the agenda shown below.

Ophelia Donovan
Ophelia Donovan
Parish Clerk & RFO
17th January 2024

The meeting is open to the press and public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the 'Public Open Forum'.

Meetings of the Council may be filmed, recorded and/or broadcasted by the press, members of the public, Councillors and/or the Clerk. The Parish Council's own recording of a Council meeting will be held by the Chair and be available for public inspection (excluding any recorded confidential business) until the next meeting of the Council when the written minutes are formally approved, after which time the file will be permanently deleted. The Chair will provide emergency evacuation procedures, request that mobile phones be switched off/set to silent and remind attendees that the law does not permit non-elected Members of the Council to take part during the Council meeting unless consented to do so.

AGENDA

1. The Chair welcomes members and residents to the meeting.
2. To receive apologies for absence.
3. To receive Declarations of Interest for items on the agenda and any request for dispensation.
4. To agree and approve the Minutes of the Meeting held on the 27th November 2023.
5. To hear from a resident regarding a co-option application.
6. To adjourn the meeting in order to allow reports from visiting officers. Allow press and/or members of the public to address the Council in a public open forum on agenda items only.
7. To hear from the public on agenda items only. (Max 3 mins per parishioner and total of 15 mins).
8. To assign roles to councillors.
- 9. Grants:**
 - 9.1. To consider making an application for grant funding to the Community Ownership Fund.
 - 9.2 To consider making an application for grant funding to the Community Infrastructure Levy Fund.

10. Bowls Club:

10.1 Update on Bowls Club Lease.

10.2 Bowls Club land to be included on lease/registration of land.

10.3 Bowls Club hedge.

11. Hillside.

11. 1 For the Council to consider the Hillside Parking Issue.

11.2 To consider whether the Council want to instruct solicitors.

12. Pavilion, Play Park & Playing field

12.1 Coronation field access road.

12.2. Issues arising from caretakers play area inspection course update/signage.

12.3 Storage of tractor application & FA Grant update-Cllr. Haddleton.

12.4 Pavilion kitchen-Cllr. Haddleton.

13. Finance

13. 1 To approve pre-authorised payments and pending payments. Details have already been circulated. Late payments will be tabled at the meeting.

13.2 To approve Council Budget for 2024-2025.

13.3 To set Precept for 2024-2025.

13.4 CIL applications-deadline 1st February 2024.

13.5 To update and agree current and additional banking signatories.

13.6 Donation to the Holy Trinity Church, Marham for electricity-£50. (Section 137).

14. Correspondence received

15. Cemetery

15. 1 To provide an update regarding the cemetery.

15. 2 Churchyard- To discuss update regarding survey of trees in the graveyard-Cllr. Rix-Clark.

15. 3 To consider update regarding Yew Hedge in the graveyard-Cllr. Rix-Clark.

15.4 To discuss misaligned grave.

16. Planning Applications:

17. Items for discussion/updates:

a. Speed Watch/SAM2 Report- Update.

b. Proposed and Seconded magazine-Cllr. Crutchley.

c. Scooter stand-Cllr. Crutchley.

e. Update on Fruit Trees-Cllr. Burrows

f. Christmas tree, decorations and outside lights-Cllr. Burrows.

- g. To consider the purchase of planters, compost, seeds and plants.
- h. To discuss Biodiversity action plan previously circulated by the Clerk.
- i. Norfolk ALC Biodiversity webinar 12:30-2:30pm (Cost £30.00 plus VAT).
- j. Update on medical bag.
- k. Councillor training.
- l. To discuss Highways Matters/Duck Signs.
- m. To discuss 80th D Day celebrations – June 2024.
- n. Updated e-mail addresses assigned to councillors.
- o. To discuss Financial Regulations previously circulated by the Clerk.
- p. To discuss updated Financial Controls previously circulated by the Clerk and to agree a nominated person.
- q. To discuss Safeguarding Policy and Procedure previously circulated by the Clerk.
- r. To consider organising a litter pick.
- s. Marham Bus Stop retaining wall.
- t. To note that the playground inspections are undertaken on a weekly basis by the Caretaker.
- u. To agree locations to plant the Christmas trees currently in containers outside village hall.
- v. To confirm the date of the Annual Parish Meeting.

18. Village Hall

- 18. 1 To receive an update on the village hall project.
- 18. 2 To agree planning decisions.
- 18.3 Village Hall Maintenance.

19. To confirm the date of the next meeting on the 4th March 2024 at 7pm at Marham village hall.

20. Clerk's late correspondence.

21. To resolve to move to a closed session in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2)

- 21.1 Clerk's hours.
- 21.2. Poors Trust Lease.
- 21.3. Football service agreement.
- 21.4 Grounds maintenance/ Grounds maintenance contract.
- 21.5 Caretakers hourly rate of pay

22. Close Meeting.