



MARHAM PARISH COUNCIL

MINUTES OF MEETING

Monday 22nd January 2024 at the Village Hall, School Lane, Marham, PE33 9JA, at 7:00pm

In attendance: Parish Councillors: Elaine Rix-Clark (Chair), Nichola Crutchley (Vice Chair), Ally Burrows, Jayne Riches, Ian Haddleton, Des Lloyd (arrived at 19:21) and Heather Pearson. **Borough Councillor:** Pallavi Devulapalli. **County Councillor** Jim Moriarty **Clerk:** Ophelia Donovan. **Public:** 8

1. Cllr. Rix-Clark opened the meeting at 19:01 pm and welcomed those present. Cllr. Rix-Clark reminded everyone that the meeting was being recorded.
2. No apologies for absence were received.
3. Cllr. Rix-Clark declared an interest in Norfolk ALC as a director of the organisation. Cllr. Burrows declared an interest as an advertiser in the P&S magazine. Cllrs. Rix-Clark, Crutchley and Riches declared an interest in Marham Events Team. Cllr Rix-Clark declared a pecuniary interest in payments. Cllr Haddleton declared an interest in Shouldham Football Club.
4. The Minutes of the Meeting held on the 27th November 2023 were unanimously agreed.
Proposed: Cllr. Burrows. Seconded: Cllr. Crutchley.
5. The resident who enquired about the Parish Council's co-option vacancy was not present.
6. The meeting was adjourned at 19:04 to allow for reports from visiting officers. Cllr. Moriarty provided an update on County matters. Cllr. Devulapalli provided an update on Borough matters.
7. The Parish Council heard from members of the public.

A member of the public requested a Freedom of Information request concerning e-mails that were sent to them. The Clerk advised that Freedom of Information Requests would need to be put in writing.

Another resident queried why all of the Parish Council's finances were not added to the website.

A resident queried whether Marham Events Team and the Parish Council were one and the same. The Clerk confirmed that she had already replied to this question via e-mails. The resident stated that they thought this would automatically be added to the agenda as an item.

A resident requested a long list of information required and queried as to why and who the medical bags had been donated why the Poppy Wreaths were two different prices and why they hadn't been purchased from the British Legion. The price of the fruit trees was queried. They also queried why the planting of the Yew tree had been agreed and that the removal of a tree created a conflict of

interest as it was close by to a councillor's home. The Clerk requested that all of the resident's issues be put in writing.

8. There was a discussion concerning Councillor's roles. It was agreed that these will be assigned as the meeting progressed.

9. Grants:

9.1 It was agreed that Cllrs. Riches and Crutchley would draft the application for grant funding to the Community ownership Fund.

9.2 No application would be made Community Infrastructure Levy Fund.

10. Bowls Club

10.1 An update was given concerning the Bowls Club lease. This is still progressing. The title deeds have been lost however, the Parish Council's solicitors have applied for permission to use certified copies.

10.2 It was agreed that the land to be included in the lease is the land the club house sits on and the Bowls Green.

10.3 It was agreed that the Parish Council should accept the quote by love2landscape.

Proposed: Cllr. Rix-Clark: Seconded: Cllr. Burrows.

11. Hillside.

11. 1 The Parish Council considered the Hillside Parking issue. Cllr. Rix-Clark stated that the safety of children comes first. Cllr. Pearson stated that people were consulted and they did not want the plans to take place. Cllr Riches stated that as a resident of Hillside for the past 32 yrs no one had knocked on her door and asked for her opinion. This would create ongoing costs to Council and will affect house prices. Cllr. Crutchley stated that she wanted to make it safer for the children. After a robust discussion, it was agreed that a public meeting should take place.

11.2 It was resolved to agree that the Council did not want to instruct solicitors for the time being.

12. Pavilion, Play Park & Playing Field.

12.1 It was agreed not to re-surface Coronation field access road at this time.

12.2 There was a discussion regarding the issues arising from caretakers play area inspection course. It was agreed that the Parish Council would await the annual inspection report before agreeing any further action. A mobile phone number should be used on any signage. The cleaning of the equipment was discussed.

12.3. Cllr. Haddleton stated that he was refreshing all the quotes and should be submitting the application within the next couple of weeks. The Chair thanked Cllr. Haddleton for all his hard work.

12.4 Cllr. Haddleton requested permission to apply for a grant to update the Pavillion kitchen. The Parish Council agreed to this application.

Proposed: Cllr. Haddleton. Seconded: Cllr. Lloyd.

13. Finance

Description	Net	Vat	Total
Dog fouling signs	£47.75	£9.55	£57.30
Ground maintenance	£112.27	£22.45	£134.72
Ground maintenance	£762.20	£152.44	£914.64
dog fouling signs	£11.98	£0.00	£11.98
dog fouling signs	£1.66	£0.33	£1.99
Cemetery rubbish collection	£38.96	£7.79	£46.75
Street lighting	£175.30	£8.76	£184.06
Clerks Salary	£961.24	£0.00	£961.24
HMRC	£332.19	£0.00	£332.19
Pavilion Electrics	£148.75	£7.44	£156.19
Electricity	£1,131.49	£56.57	£1,188.06
Wi fi and telephone village hall	£47.83	£9.56	£57.39
Projectors	£33.32	£6.67	£39.99
Replacement PIR Light outside Village Hall	£262.92	£0.00	£262.92
caretaker	£501.30	£0.00	£501.30
microsoft subscription	£10.30	£2.06	£12.36
MEDICAL BAGS	£433.84	£86.77	£520.61
caretaker	£480.51	£0.00	£480.51
HMRC	£328.78	£0.00	£328.78
Clerks Salary	£964.65	£0.00	£964.65
Street lighting	£181.69	£9.08	£190.77
Stationery	£20.00	£0.00	£20.00
Emergency Repair to VH Lights	£150.00	£0.00	£150.00
Cemetery rubbish collection	£38.96	£7.79	£46.75
Wi fi and telephone village hall	£47.83	£9.56	£57.39

13.1 Payments were unanimously approved

Proposed: Cllr. Burrows Seconded: Cllr. Crutchley

13.2 The Budget previously circulated was unanimously agreed.

Proposed: Cllr. Lloyd. Seconded: Cllr. Burrows.

13.3 The Precept for 2024-2025 showing a 7% increase was unanimously approved.

Proposed: Cllr. Crutchley. Seconded Cllr. Burrows.

13.4 The Chair suggested making a CIL application in respect of solar panels for the village hall roof. The Chair asked if anyone would like to make the application. It was agreed that Cllr. Lloyd, Riches and Crutchley could make the application.

13.5 The current bank signatories were discussed. It was confirmed that the Clerk, Cllr. Rix-Clark and Cllr. Pearson are current bank signatories. It was agreed that Cllr. Crutchley should be added as a bank signatory.

Proposed: Cllr. Rix-Clark. Seconded: Cllr. Burrows.

13.6 A donation to the Holy Trinity Church for electricity was unanimously agreed in the sum of £50.

Proposed: Cllr. Rix-Clark.

Seconded: Cllr. Crutchley.

14. There was no correspondence received.

15. Cemetery

15.1 An update was given concerning the cemetery. The Clerk said that the new scribe package had been installed and the records were being updated.

15.2 The Chair confirmed that she had not heard back from the Diocese regarding the survey of the trees.

15.3 The Chair confirmed that she had not heard back from the Diocese regarding the Yew hedge in the graveyard.

15.4 The Parish Council considered the complaint concerning the misaligned grave. It was noted that the complainant did not own the grave or plot of the misaligned grave. There was a discussion about whether the headstone could be moved but it could not. The Parish Council expressed their sincere apologies for the misaligned grave which was marked in 2022. It was agreed that guidelines such as the clerk/councillor should inspect the graves prior to funerals and that photos should be taken so that this does not happen again.

16. There were no planning applications.

17. Items for discussion/updates:

a. An update was provided on Speed Watch. Cllr. Rix-Clark confirmed that some of the lights are not operating on the camera located by the school. The camera would need to be taken to the supplier to be assessed at a cost of £45.00 plus VAT. It was agreed that Cllr. Riches and Crutchley would take it to Dereham to be assessed/repared

b. Cllr. Crutchley provided an update on the P&S magazine. She confirmed that she is collating the P&S magazine and that it would be printed in February.

c. Cllr. Crutchley suggested that in addition to applying for a cycle stand, the Parish Council should also apply for a scooter stand. Cllr. Pearson said that this was an unnecessary expense. It was agreed by the majority that the Parish Council should apply for funding for a scooter stand.

Proposed: Cllr. Burrows. Seconded: Cllr. Riches.

e. Cllr. Burrows provided an update on the fruit trees. It was stated that they are ready to be planted as soon as the weather improved.

f. Cllr. Burrows stated that she would look into purchasing updated Christmas tree decorations and outside lights.

g. It was agreed by a majority that the Parish Council should purchase planters, compost seeds and plants in order to brighten up the village and add biodiversity. The community could be involved in planting and maintenance. The budget allowed for this is £2,000.

Proposed: Cllr. Burrows. Seconded: Cllr. Riches.

h. The Biodiversity plan previously circulated by the Clerk was discussed. It was agreed that as part of its strategy the Parish Council should organise a litter pick when the weather improves. The date to be set at the next meeting.

i. It was unanimously agreed that Cllr. Haddleton could attend the biodiversity training on the 9th February. This would cost £30 plus VAT.

j. It was confirmed by the Chair that the medical bags to be donated to Marham First Responders had arrived. It was agreed to invite the First Responders to the village hall to hand over the bags in recognition of all the great work that the Responders undertake.

k. The Chair enquired whether any of the councillors would like to attend training. No councillors wanted to undertake training.

l. Issues were reported regarding access to a pathway. It was agreed that the Clerk should contact Highways Authority to ascertain whether a marked pathway could be implemented. It was resolved that the Parish Council should submit a Parish Partnership Scheme Application in relation to installing posts to display the duck signs.

m. D-Day Celebrations were discussed. It was agreed to ask whether a local community group, who is organising an event for a weekend in June, could consider adding this to their event. It was also discussed whether a charity football match could be held.

n. The Clerk advised that the updated e-mail addresses had arrived and that she will send details around to the council as to how to set up the pilot.gov e-mail addresses.

o. The updated Financial Regulations previously circulated by the Clerk were unanimously approved.

Proposed: Cllr. Burrows. Seconded: Cllr. Haddleton.

p. The updated Financial Controls circulated were agreed. It was resolved to agree that the nominated person should be Cllr. Haddleton.

q. The Safeguarding Policy was unanimously agreed subject to changing e-mail addresses to the pilot.gov ones.

r. It was agreed that a litter pick should take place. A date for when the litter pick should take place will be agreed at the next meeting.

s. Marham Bus stop retaining wall was discussed. Cllr. Burrows explained that a new slab couldn't be fitted until the concrete behind the wall has been removed. There has been no movement at the moment but that it looked awful. As the Parish Council were already in receipt of one quote, it was agreed that Cllr. Riches would obtain 2 further quotes.

t. It was noted that the playground inspections were undertaken on a weekly basis by the Caretaker. This is evidenced by inspection forms. This is a requirement of the Parish Council's insurance.

u. It was unanimously agreed that the Christmas trees should be planted by the church and at Hillside by the bench.

v. It was agreed that the Annual Parish Meeting should take place on the 4th March 2024.

18. Village Hall

18.1 Cllr. Rix-Clark provided an update on the village hall project.

18.2 Cllr. Rix-Clark stated that there were planning questions to consider. Firstly, what Archaeologists the Parish Council should instruct. It was agreed that CB Archaeology could be instructed. The other

decision for the Parish Council to consider is what bricks/slate to use. It was agreed that the Clerk should ask the Architects whether a composite slate can be used.

18.3 Cllr. Rix-Clark confirmed that there was an issue with the light in the village hall. It was making an awful noise. The Caretaker inspected the light, but it was agreed that an emergency electrician should be called. The village hall is hired to children's groups and the Parish Council have a duty to ensure that the village hall is safe. The electrician attended and fixed the light. A first aid kit had been purchased and will replace the old one.

19. It was confirmed that the next Parish Council meetings would take place at 7pm at the village hall, School Lane, Marham, PE33 9JA on the 4th March 2024.

20. Clerk's late correspondence: The Clerk confirmed that there was no late correspondence.

21. 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).

21.1 It was unanimously agreed that the Clerk's hours should be increased from 18 hours per week to 25 hours per week with immediate effect

Proposed: Cllr. Burrows. Seconded: Cllr. Riches.

21.2 The Clerk advised that the Poors Trust Lease has expired and that some of the terms would need to be re negotiated. It was resolved that this should be re-drafted.

21.3 The Football Service Agreement was unanimously agreed. Cllr. Haddleton agreed to send a copy to the clerk for signature.

21.4 It was agreed to defer the grounds maintenance contract until the Parish Council have received the tractor.

21.5 It was unanimously agreed to increase the Caretaker's hourly rate from £10.42 to £12.00 per hour for caretaking and ad-hoc grounds work

Proposed. Cllr. Lloyd. Seconded: Cllr. Riches.

22. The Chair closed the meeting at 21.05pm.

Signed Chair.

4th March 2024

Marham Parish Council