

Marham Parish Council – Annual Meeting Agenda

I hereby give you notice that the Ordinary meeting of the above-named Parish Council will be held on

Wednesday 19th June 2024 at 7.00pm in the Marham Village Hall.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

- 69/24 To open the meeting and to receive apologies for absence.
- 70/24 To receive declarations of interest in items on the agenda and any requests for dispensation.
- 71/24 To hear from the public present (*max 3 minutes per person and total 15mins at the chair's discretion*).
- 72/24 To agree the minutes of the meetings held on 15th May 2024.
- 73/24 To receive Borough and County Council Members' reports.
- 74/24 **Financial Matters:** To receive RFO's report on [Payments, Receipts](#) and VAT Reclaim.
 - a. To review pre-approved payments and [authorise payments](#) pending.
 - b. To receive a report on [outstanding invoices](#) and determine action.
 - c. To reconcile the accounts - Internal Control.
 - d. To ratify energy supply switch and Direct Debit mandate for the Village Hall and Pavilion.
 - e. Tesco Grant End of Project Report.
- 75/24 **Consideration of planning** applications and decisions:
 - a. Applications: None at time of publishing
 - b. Decisions: None at time of publishing
- 76/24 **Clerk's report on correspondence** requiring further consideration:
 - a. Report of excessive weed growth on the pavements of Cherry Close (and other areas)
 - b. Report of overgrown pathway off School Lane and The Street near Burnthouse.
 - c. Correspondence regarding road/pedestrian safety on Squires Hill.
 - d. Late correspondence.
- 77/24 **Recruitment of Clerk/RFO/Burial Officer:** Update (application date closes 15th Jun)
- 78/24 **Governance:** To review/adopt the following policies:
 - a. [Cemetery Policy and Process](#).
 - b. [Financial Regulations NALC 2024 model](#).
 - c. [Dignity of Work Policy](#).
 - d. Update on Cllrs Areas of Responsibility ToRs. ([Template for Cllrs to draft for their AOR](#))
- 79/24 **Councillor and Clerk reports on on-going matters:**
 - a. AGAR Submitted.
 - b. Speed Awareness ([SAM2 report](#)).
 - c. Proposed and Seconded update (target date for next addition).
 - d. Update on installation of Coronation bench.
 - e. Update on Councillor Training.
 - f. Update on the Hillside School-run safety initiative.
 - g. Update on switch to Gov.UK Cllr and Clerk email addresses.
- 80/24 **Bus Stop (The Street East)** retaining wall repair update.
- 81/24 **Notice Boards:** Proposal for refurbishment/replacement of notice boards. Cllr Flatt.

- 82/24 **Village Hall:**
- a. To receive report from the renovation project Steering Group and review the [Action Plan](#).
 - b. To receive report on requirement for a 5-yr electrical installation inspection.
- 83/24 **Bowls Club:** Update on the lease head of terms.
- a. Report on the Title deeds and land registration for the Coronation Playing Field.
- 84/24 **Allotments:** To hear report from Allotments member including [6-monthly inspection](#) and shed maintenance/replacement.
- 85/24 **Playing Field & Pavilion:**
- a. Update on the Coronation Field access road resurfacing. Cllr V Inder.
 - b. Tractor application and Football Foundation update. Cllr I. Haddleton.
 - c. Update on Cllr Heather level 1 GMA certificate (online training).
 - d. Update for siting of container.
 - e. Update on Pavilion kitchen project.
 - f. To review SFC hire agreement.
 - g. To review pavilion/Bowls club sewage system and cause of overflow and agree course of action.
- 86/24 To agree Council communication protocols inc urgent contact and update on Gov.UK emails.
- 87/24 **Play Park:**
- a. To review the [Play Equipment inspection report](#) and report on proposed remedial.
 - b. To consider change of inspection company.
- 88/24 To receive items for the agenda for the Annual Parish Council meeting on 17th Jul 2024.
- 89/24 Close meeting.

Signed: *M Inder*
Proper Officer: Mr Mike Inder

Dated: 12 Jun 2024
clerk@marhamparish.gov.uk