

Marham Parish Council – Annual Meeting Agenda

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

Wednesday 17th July 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.

- 90/24 To open the meeting and to receive apologies for absence.
- 91/24 To note the casual vacancy caused by the resignation of Cllr Lloyd whether an election has been called closing date of Notice 16 July. If no election – set closing date for applications for co-option.
- 92/24 To receive declarations of interest in items on the agenda and any requests for dispensation.
- 93/24 To hear from the public present (*max 3 minutes per person and total 15mins at the chair's discretion*).
- 94/24 To agree the minutes of the meetings held on 19th June 2024.
- 95/24 To receive Borough and County Council Members' reports.
- 96/24 To receive a report from the RAF Marham Engagements Officer.
- 97/24 **Financial Matters:** To receive RFO's [report](#).
 - a. To note pre-approved [payments and authorise payments](#) pending.
 - b. To reconcile the accounts - Internal Control.
 - c. To approve insurance payment for addition of the PF [container](#) to current policy.
 - d. To introduce an asset register review.
- 98/24 **Consideration of planning** applications and decisions:
 - a. Applications:
 - i. [24/01222/CU](#) – Change of Use of open land adjacent to 8 Hillside to Garden.
 - ii. Late Planning Applications.
 - b. Decisions:
 - i. [23/01307/DISC A](#) | DISCHARGE OF CONDITIONS 3 and 4 of Planning Permission 23/01307/F: Proposed construction of a lay-by for a 8-wheeled sewer tanker. | Land S of 1 Fen Road Upper Marham Norfolk – Not discharged.
- 99/24 **Clerk's report on correspondence** requiring further consideration:
 - a. Complaint to Council regarding overgrown trees/hedges on Squires Hill, Burnthouse Drove and verges uncut on Field View.
 - b. Farm machinery blocking a back gate at the Mews.
 - c. West Norfolk Community Transport – New Bus service to Swaffham alt Thu.
 - d. Invitation to bid for NCC Parish Partnership Scheme.
 - e. NCC Family hub funding opportunities for 5-12 yr olds.
 - f. Poors advert for P&S: Christmas voucher scheme.
 - g. Late correspondence.
- 100/24 **Governance:** To review/adopt the following policies:
 - a. [Standing Orders](#).
 - b. [Code of Conduct](#).
 - c. [Unreasonably Persistent or Vexatious Complaints](#).
 - d. [Legionella Action Plan](#).
 - e. Update on Cllrs Areas of Responsibility ToRs. ([Biodiversity](#))

- 101/24 **Councillor and Clerk reports on on-going matters:**
- a. Speed Awareness (SAM2 report available on PC Website).
 - i. Report on SAM2 faults: to decide repair option.
 - ii. Update on proposal to install SAM2 site on Squires Hill.
 - b. Update on installation of Coronation bench.
 - c. Update on the Hillside School-run safety initiative.
 - d. Update on progress of 5yr Electrical checks.
 - e. P&S Editorial position – to agree arrangements.
- 102/24 **Bus Stop (The Street East)** retaining wall repair update and to consider options.
- 103/24 **Notice Boards:** Update on the proposal for refurbishment/replacement of notice boards. Cllr Flatt.
- 104/24 **Village Hall:**
- a. To receive report from the renovation project Steering Group and review the [Action Plan](#).
 - b. To agree the [VH prospectus and Business Plan](#).
 - c. Proposal to apply for the ASDA Foundation Grant for [electrical aspects of the existing VH](#).
 - d. To decide whether to replace the village hall clock.
- 105/24 **Bowls Club:**
- a. To decide whether to include conditions for future sewage treatment plant type.
 - b. To agree the lease head of terms.
- 106/24 **Allotments:** To hear report from Allotments member including shed and fence repairs.
- 107/24 **Playing Field & Pavilion:**
- a. To select the [contractor quote](#) for the [Coronation Field access road resurfacing](#).
 - b. Tractor updates on grant, delivery and to receive [insurance quotes](#) and decide on which policy to proceed with.
 - c. Update on Pavilion kitchen project.
 - d. Update on SFC hire agreement.
- 108/24 **Play Park:**
- a. To report on the [Play Equipment inspection report](#) remedial work.
 - b. To receive update on the Paul Basham Grant and consider the proposal to resurface the area under the infant swing.
- 109/24 To receive items for the agenda for the Annual Parish Council meeting on 18th Sep 2024.
- 110/24 **To resolve to move to a closed session** in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2) to transact HR and Finance matters: (Cllrs see emails for details on the items below)
- a. Clerk/RFO recruitment.
 - b. Caretaker/Cleaner contract review.
 - c. To determine action for outstanding allotment invoices.
- 111/24 Close meeting.

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

Dated: 10 Jul 2024

clerk@marhamparish.gov.uk