

Marham Parish Council

Minutes of the Marham Parish Council Meeting held at the Village Hall, School Lane, Marham, PE33 9JA on Wednesday 20 November 2024, at 7pm.

The meeting was recorded for the purpose of minute taking.

Present:

Councillors Valerie Inder (Chair), Inga Barrett, Roger Allerton, Tony Harrison, Heather Pearson, Sonya Haddleton, Ian Haddleton, Mark Walton, Gary Hirst, Colin Heather and Dawn Flatt

Borough Councillor: Cllr Pallavi Devulapalli

Clerk: Mrs Peachey

Also in attendance: Four members of the public.

158/24 Apologies for Absence:

Borough and County Councillor James Moriarty

159/24 Declarations of Interest:

Cllr I Haddleton – SFC
Cllr S Haddleton – SFC
Cllr Inder – Allotments
Cllr Allerton - Fuel claim
Cllr Flatt – Expenses
Cllr Barrett – Expenses
Cllr Walton - Bowls

160/24 Minutes of the Previous Meeting:

To approve [minutes](#) of the Council meeting held on 16 October 2024.

Proposed: Cllr Allerton **Seconded:** Cllr Barrett **Agreed**

161/24 Public voice:

- a. Council was asked if it was its policy not to respond to questions on 'Social Media'.
The public were advised it was council's policy to remain neutral and not reply.
- b. A veteran and parishioner asked why a wreath was not laid at Marham's remembrance service.
Council advised it was in line with its Biodiversity and environmental Policies. Enquiries had been made of the Royal British Legion, and Council were advised at this present time a biodegradable and sustainable wreath could not be supplied. Council took a vote, and it was agreed there would be a presence at the services and a donation given to the British Legion for the cost of a wreath. The meeting was made aware in only one previous year had a wreath been laid, and previously, when no wreath was laid, no donation had been given but Council had been represented at the Service of Remembrance

There was a discussion on whether an item could be added to the agenda. As the Agenda had been published it could not be changed.

162/24 Borough and County Council Members' reports:

- a. Cllr Moriarty sent apologies and emailed his report to council.
- b. i. Cllr Devulapalli visited Kings Lynn hospital where preparation is underway for the new hospital. She was impressed with the way the hospital is running given the circumstances.
- ii. Heating homes – grants are available for those on low incomes, and they do not have to be on benefits, medical reasons and other conditions may be considered.
It was suggested this be placed in the P&S. **Action**

- iii. A Christmas event is being held at the Shakespeare Guild Hall in Kings Lynn on 7th December.

163/24 RAF Marham Engagements Officer's report:

No report was received.

164/24 Financial Matters:

- a. To note pre-approved payments, give retrospective approval to September payments and authorise pending payments. **Proposed:** Cllr Inder **Seconded:** Cllr Hirst **Agreed**
- b. Pending payments will be circulated following the meeting.
- c. To reconcile accounts - Internal Control.
- d. The proposed 2025/26 budget was discussed. Cllr I Haddleton proposed the £1,700 allocated to water in the Pavillion, be split to £100 Pavillion and £1,600 Bowls Club. Council pays the water company and charge the Bowls club for their water usage as per the meter readings. It was also noted there was no provision to replace the doors on the Pavillion.
- e. It was agreed two further Finance committee meetings be held and the budget figures be circulated before Council's January meeting. **Action – dates to be arranged**

165/24 For consideration: Planning Applications and Decisions

Applications:

- a. None received
- b. Decisions

[24/01457/RM](#) Application - Permitted 14 October 2024 Delegated Decision

[24/01746/AG](#) Application - Permitted 18 October 2024 Delegated Decision

- c. Going forward, the Planning Comment Sheet is to be used to comment on planning applications. This will be a "live" document where each councillor can give reasons to support or object to any planning application.

- d. For information: Council received an email from Silverly Properties with information reference a proposal for 35 properties on land south of The Street. A Planning Application has not yet been submitted. When submitted it can be addressed.

166/24 Clerk's report on correspondence requiring further consideration:

- a. Request from resident to purchase family area in ashes section for future interments and move current interred ashes. Awaiting advice from Ely diocese regarding whether the plot is consecrated. Follow up email sent 16 October 2024.

Clerk to send a further email.

Action – Clerk

- b. The damage to a gravestone in Marham's Cemetery is showing age with algae. Nurture have responded advising they have visited the site and believe the damage to be old and have stated they are not liable.

It is believed the regulations state items are placed at the owner's risk. Cllr Allerton will check the regulations.

Action – Cllr Allerton

Following Cllr Allerton checking regulations the family are to be advised Nurture do not accept liability

Action – Clerk

- c. Late correspondence - none

167/24 Governance: To review/adopt the following policies

- a. [Meeting Protocol](#)

Proposed: Cllr Barrett **Seconded:** Cllr Inder **Agreed**

For note: Cllr I Haddleton abstained

- b. [Biodiversity Policy](#)

Proposed: Cllr Barrett **Seconded:** Cllr Allerton **Agreed**

- c. [Complaints Policy](#)

Amendment required to remove named councillors. To amend and revisit.

Proposed: Cllr Allerton **Seconded:** Cllr Barrett **Agreed**

Action - Clerk

- d. To consider removing the [Internal control Policy](#)

Proposed: Cllr Barrett **Seconded:** Cllr Allerton **Agreed**

Action - Clerk

168/24 Councillors and Clerk report on on-going matters

- a. Delivery of the P & S: Currently council pays £100 three times a year for the P&S to be delivered in the village, and on the RAF base. It was suggested Councillors take over the delivery in the village, and copies be left in the Hub, saving council £300 per year.

The Engagement Officer has agreed to copies being left in the Hub for those on the Base and the Field View Development to collect if they wish. Initially Council would order the same number of copies and taking note of the numbers remaining, would adjust the numbers ordered accordingly. Councillors delivering would be volunteers only.

Proposed: Cllr Heather **Seconded:** Cllr Flatt **Agreed**

Cllr Heather suggested looking into digital copies. Currently the P & S is placed on Council's website for parishioners to access digitally.

- b. Setting up a warm area for those missing the Heating allowance: SCOPE set up warm areas for those that cannot afford to put their heating on, Marham Ladies have provided soup and sandwich days/events and are considering providing them again.

Cllr Pearson advised council had previously tried providing a weekly warm space during the Cherry Marham Handbell Group sessions with Tea, Coffee and biscuits for two months and no one came. It is a problem if people cannot drive.

Cllr Inder informed council £312.63 is available to be used for the purpose.

Cllr Hirst suggested involving charities. There is concern about those that are cold and alone, additionally there is the mental health issue of loneliness. Once again there would be the issue of transport.

It was suggested council enquire of the RAF camp to see if they have warm spaces. Clerk to enquire of Sandra Butcher if they would offer a warm space.

Action - Clerk

To be discussed and ideas put forward.

- c. SAM2 – there has been no unusual activity. The camera was opposite Trinity church and 80% were within the limit. This month the camera will be by the Chinese Takeaway.
- d. Retrospective agreement for a proposed memorial for Edward Henry Carter (email previously circulated from Brett & Sons)

Proposed: Cllr Heather Seconded: Cllr Inder Agreed

169/24 Grounds Maintenance 2025:

- a. Quotes for the maintenance of open ground for which MPC has responsibility have been circulated. Quotes received are as follows:
 - i. £50,000.00
 - ii. £12,345.00
 - iii. £6,200.00 (no increase in 2nd year, £125.30 in 3rd year)
 - iv. £6,254.00 (£500.00 uplift)

It was proposed that iii. be accepted. **Proposed: Cllr Flatt Seconded: Cllr Allerton Agreed**

Clerk to advise the proposed company and thank the remaining companies for their quotes.

Action – Clerk

170/24 Village Hall Renovation Report:

Both grant requests have been submitted. As no meeting will be held in December If important decisions are required regarding the renovation project, they will be made via email and ratified at the January meeting.

Proposed: Cllr Barrett Seconded: Cllr Inder Agreed

171/ 24 Bowls Club: Reference meeting held (October minutes)

No meeting was held with the Bowls Club. A meeting is to be arranged.

Action

172/24 Allotments:

- a. Update, reference signed tenancy agreements and paid deposits:

It was suggested when annual invoices are sent out plot holders were asked if they were likely to relinquish their plots in the coming months or if they intended to continue throughout the year as there are five on the waiting list.

- b. Cllrs Barrett and Flatt provided an Allotment Report, (circulated) following a morning inspecting the area. The meeting was advised reading the water meter is a 'two man' job. Plot 8 appears to have been abandoned. Plot 15 was derelict. Work was carried out to the shed ensuring it was useable/lettable. The plot has now been let. Other costs this year have been repairs to fencing, the gate, and insurance. Currently the cost of a plot is £25 rising to £35 in April 2025.

173/24 Playing Field & Pavilion:

- a. SFC agreement forwarded to the president of the SFC. The SFC have suggested amendments to the agreement and will return it in due course for council's consideration. A meeting will follow once returned.
- b. The SFC are withdrawing support for the Pavilion kitchen project. Following a visit from Health and Safety, MPC were advised of extensive works that would be required to the Pavillion before the free kitchen could be installed and used. The works required are extensive and not budgeted for. MPC's current budgeted project is to update the Village Hall. Howdens are to be advised of the decision not to proceed. **Action**

174/24 Meeting Dates 2025:

- a. It was suggested meetings continue to be held on the third Wednesday of the month. The first meeting of 2025 to be held on the third Wednesday of January (15th), dates for the remainder of the year to be circulated and agreed. **Action – Cllr Inder**

175/24 Councillor Training:

- a. Courses attended: Cllr Inder attended Green Funding on 19 September 2024 and will be attending Finance for Small Councils on 10th December 2024.
- b. An online training schedule to be set up for Councillors. Councillors can sign up to courses and forward the invoice to the Clerk.

176/24 To receive agenda items for the Parish Council meeting January 2025.

- a. Discuss the Hall booking system.
- b. Apologise for not laying a wreath at the Remembrance Day service.
- c. Request further quotes for Play Park inspections having received only one quote from the existing company.
- d. Agree the Budget.

The Clerk left the meeting at 20.35pm

177/24 Closed Session: Staff Matters

Council was informed of the Clerks decision to resign with effect from 30 November 2024. Council agreed to accept the resignation of the clerk.

Advice from NALC and NPTS was sought, and one Locum clerks name was put forward. Council agreed to appoint the locum Clerk suggested by NALC.

Note: Cllr Inder abstained from the decision to appoint the Locum Clerk.

An advert for a permanent clerk will be placed, using the previous qualification and experience levels at the earliest opportunity.

178/24 The meeting closed at 20.25pm

Meeting Actions

162/24 b ii.	Heating homes – grants are available for those on low incomes, and they do not have to be on benefits, medical reasons and other conditions may be considered.	It was suggested this be placed in the P&S
164/24 c	Two further meetings be held ref council's 2025-26 Budget before Council's January meeting.	Meeting's to be arranged. Action
166/24 a	Request from resident to purchase family area in ashes section for future interments and move current interred ashes. Awaiting advice from Ely diocese regarding whether the plot is consecrated.	Further email to be sent. Action - Clerk
166/24 b	Damage to gravestone. Regulations to be checked to establish if items are placed at owner's risk.	Action - Cllr Allerton to check regulations
	The family to be advised Nurture do not accept liability.	Action - Clerk
167/24 c	Amendment to Complaints Policy to remove named councillors.	Action - Clerk
167/24 d	Remove the Internal Control Policy.	Action - Clerk
168/24 c	Enquire of Sandra Butcher if the RAF camp have warm spaces and if they would offer a warm space to residents.	Action - Clerk
169/24 a	Clerk to advise the successful Ground Maintenance quotation applicant.	Action - Clerk
171/24	Arrange a meeting between the Bowls Club and Council.	Action
173/24 b	Advise Howdens the Kitchen Project cannot go ahead.	Action - Clerk
174/24 a	Dates for Council meetings to be circulated and agreed.	Action