

Marham Parish Council

**Minutes of the Marham Parish Council Meeting held at the Village Hall, School Lane, Marham,
PE33 9JA on Wednesday 18 September 2024, at 7pm.**

The meeting was recorded for the purpose of minute taking.

Present:

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

Borough Councillor: Cllr Jim Moriarty

Clerk: Mrs Peachey

Also in attendance: Three members of the public.

112/24 Apologies:

Cllr S Haddleton

Cllr Heather joined the meeting at 7.05pm

113/24 Declarations of interest:

Cllr Inder – Payments and Allotments

Cllr Haddleton – Football club/Pavilion

Cllr Heather – Marham Friends (Cesspit emptying)

114/24 To consider Co-option to fill council's vacancy:

Mr Gary Hirst - candidate for Co-option read his statement Cllr Inder thanked Mr Hirst for his statement and proposed he be Co-opted.

Proposed: Cllr I Haddleton **Seconded:** Cllr Flatt **Approved**

There followed a short Recess - allowing Mr Hirst to sign Acceptance of Office and the Confirmation of adherence to the Members Code of Conduct in the presence of the Clerk. Cllr Hirst took up his seat and the meeting resumed.

115/24 Public Voice:(max 3 minutes per person and total 15mins at the chair's discretion).

The previous clerk gave an account of an incident relating to the emptying of the septic tank at the Football Club/pavilion, which was overflowing during the Fun Day event.

A cash payment was given to the driver that emptied the septic tank. The meeting was Advised that the then clerk did not give authority to empty the tank.

116/24 Minutes of the Previous Meeting:

[Minutes](#) of the meeting held on 17th July 2024 were agreed as an accurate record.

Proposed: Cllr Allerton **Seconded:** Cllr Pearson **Agreed**

117/24 Borough and County Council Members' report:

Reports were distributed. [Borough Council Update](#), [County Council update](#).

118/24 Report from the RAF Marham Engagements Officer:

None received for this meeting.

119/24 Financial Matters: The RFO published the payments and receipts report with the agenda pack and there were no questions. Available to view on Council's finance webpage.

- a. **Approval of payments:** The list of [payments](#) circulated prior to the meeting was authorised.
Proposed: Cllr Barrett **Seconded:** Cllr Allerton **Agreed**
- b. **Internal Control:** Accounts were reconciled and verified by Cllr I Haddleton
- c. To receive the [External Auditor's Report](#) and determine actions for matters raised.
The Asset register having been raised in the Audit has been updated.
- d. To review and agree the [Asset Register](#).
Two filing cabinets and a ramp have been removed from the Asset Register, which is now up to date. When items are added to the register a value will be included.
Proposed: Cllr Flatt **Seconded:** Cllr I Haddleton **Agreed**

120/24 **Consideration of planning applications and decisions:**

- a. Applications:
 - i. [24/01222/CU](#) – to receive update on Change of Use of open land adjacent to 8 Hillside to Garden. The application was **Declined**.
 - ii. [24/01457/RM](#) – as consultation expired 19/09/24 comments were requested.
Councillors had no objection to the application which was posted to King's Lynn & West Norfolk Council's Planning site.
 - iii. Late Planning Applications: None received
 - iv. Local Plan – consultation ends 2nd October: Cllrs commented individually.
- b. Decisions:
 - i. See above

121/24 **Clerk's report on correspondence** requiring further consideration:

- a. Email from Marham Friends – submission of invoice, amount £330 for septic tank emptying during the Fun Day. The circumstances were discussed. It was reiterated that the Clerk did not give authority for the emptying of the tank, and it is only the Clerk that can authorise an emergency expenditure.

Following discussion council proposed payment of the unauthorised expenditure.

The Chair asked that a company invoice be submitted with a vat number.

Note: Due to no seconded signature item to be taken forward to October meeting.

Action

- b. Request from resident to hasten cutting of overgrown vegetation on Squires Hill. Reported by the Chair and will be cut within five weeks.
- c. CU Medical Field Safety Notice – Re SP1 AEDs – Investigated and suggested course of action sent to Cllr S Haddleton (AED Guardian) on 25 Jul. Cllr S Haddleton to report.
Deferred – Cllr S Haddleton was not in attendance.
- d. The request from a resident to resolve the Field View verges not being cut is being investigated. **Action**

The Request from a resident to purchase a family area in the ashes section for future interments and move current interred ashes is still awaiting advice from the Ely diocese

regarding whether the plot is consecrated.

Action Clerk

- e. No late correspondence received.

122/24 **Governance:** Policies were reviewed, and it was proposed they be adopted.

- a. [Filming, Recording and Reporting Policy](#)
- b. [Disciplinary and Grievance Policy](#).
- c. [Transparency & FOI Publication Scheme](#).

Proposed: Cllr Pearson **Seconded:** Cllr Barrett **Agreed**

- d. Update on Cllrs Areas of Responsibility and ToRs:

- i. Cllr Inder proposed that Cllr Heather be put forward as the second internal Financial Control.

Proposed: Cllr Allerton **Seconded:** Cllr I Haddleton **Agreed**

123/24 **Councillor and Clerk report on on-going matters:**

- a. Speed Awareness ([SAM2 report available on PC Website](#)), 85% are in the low 30mph. The camera is moved monthly.

The cost to repair the faulty SAM2 would be £1,100, to replace it would be £5/6 k. It was suggested the budget be looked at with a view to repairing the SAM2 next year. It was also suggested grants be looked into.

Action Cllr Allerton

- i. SAM2 was situated at the top of Squires Hill and showed 99% of vehicles were under 30mph. One vehicle passed at 45mph. It was noted that the vehicle passing at 45mph could have been an emergency vehicle. It was suggested a SAM2 be situated near the fox & Hounds, but branches would need to be cut back to give visibility. The owner would need to be consulted.

Action Cllr Allerton

- b. The Hillside School-run safety initiative: The woodland Trust British Hedging Pack with 120 saplings will be delivered in November, with a further pack of 345 being delivered in March. The planting 'pattern' was discussed. The ground being planted is impacted and will be slit using the tractor prior to planting. Orange netting was suggested to obviate the saplings presence. There was concern about wildlife being caught unless the netting was raised from the ground.

There will be different varieties of hedging plant in the pack. It was highlighted if one is the Dog Rose it will be prolific and possibly not suited to the situation near a path. It will be investigated with a view to replacing the Dog Rose if in the pack.

Action Cllr Inder

The village school will be contacted for help with posters and planting. **Action Cllr Inder**

Cllr Moriarty left the meeting.

- c. Village Hall 5yr Electrical Inspection was carried out and the report noted the socket next to the kitchen's exterior door has no RCD. It was suggested it be signposted or a blanking plate used. It was decided a blanking plate be fitted making the socket inoperative.

Proposed: Cllr Flatt **Seconded:** Cllr Allerton **Agreed. Action**

- d. Update on Pavilion 5 Yr EICR progress: A contractor's appointment date is awaited.

- e. P&S is completed and awaiting print.

124/24 **Bus Stop (The Street East):** a planter has been put in place and has been filled with flowers.

Council would like to thank Parnells plants for their donation of flowers and shrubs in the Bus Stop planter.

- 125/24 **Notice Boards:** The village has a lack of open noticeboards, causing flyers and notices to be placed on the bus shelter and similar. It was suggested an open noticeboard be placed outside the doctor's surgery where there is the greatest footfall.

AT Gibbs will make a noticeboard, free of charge, if council supplies the materials.

Cllr Flatt priced up materials from three suppliers:

B&Q	£358.72
Stoke Ferry Timber	£ 85.02
Fleet Timber	£ 72.54 (all include vat)

Fleet Timber were selected (£72.54) with a maximum spend of £100 to cover unforeseen expenses.

Proposed: Cllr Flatt **Seconded:** Cllr I Haddleton **Agreed**

Cllr Inder asked that the invoice be addressed to Marham Parish Council.

- 126/24 **Grounds Maintenance 2025:** Council's contract is due for renewal January 2025. (Reference [scope](#) as the basis of quotes) There followed a discussion about the areas to be cut by the Parish Council. Areas of the village are contracted for cutting by Borough or County Council. Including those areas in the parishes grass cutting schedule taxes parishioners twice through both council tax and Precept. Cllrs Heather and Haddleton to identify and report to the Clerk areas for inclusion/exclusion in the new Grounds Maintenance contract for the October meeting. **Action**

Marham Council could enter into a Service Level Agreement for a Delegated or Devolved Service with the Borough/County Council. This would allow Marham to apply for funds from the Borough/County Council for the devolved service of cutting those specific areas.

It should also be noted that it is the responsibility of the landowner to maintain PRoW, if not maintained it should be reported to NCC (report a problem page). If still not cut, the Clerk can contact the Access Officer who will enforce maintenance. A query regarding the area of the PRoW to be maintained was raised. Clerk to clarify with NCC. **Action**

It was suggested Council look at whether its tractor could cut areas other than the playing field and that there should be a number of persons able to drive it. Tractor training to be looked into. **Action**

- 127/24 **Photography Competition:**
The competition was proposed by Cllr Inder. The prize would be the photo on council's website and in the P & S. T & C's would be supplied. The Judges would be Cllr Flatt, Cllr Hirst and Graham Spark Photography. **Proposed:** Cllr Flatt **Seconded:** Cllr Inder **Agreed**

- 128/24 **Churchyard rear gate:** there have been problems obtaining replacement posts, which are round. The gate is currently wedged open therefore not dangerous. Update at next meeting. **Action Cllr Heather**

- 129/24 **Village Hall Renovation Report:** [Action Plan](#).
a. No meeting was held in September.

- b. CBFA and a Quantity Surveyor to prepare the NBS specification and schedule of work for the tender process. Costs: CBFA £5200, Quantity Surveyor £3,200. The meeting was advised there would be a monthly fee of £425 and the QS attendance on site during construction. Council has been allocated a £50k grant that will be paid on completion of the project.

Council queried the need for a Quantity Surveyor and why plans could not be put out to tender, whereupon the builder would determine the materials required when quoting and the build would be inspected at certain stages by Building Control.

The Clerk was to check the process.

Action

Note: the clerk has since checked the process and due to the regulations councils must follow, a QS will be required.

- c. Update on the ASDA Foundation Grant for [electrical aspects of the existing VH](#). Unfortunately, the application for the Asda Foundation Grant was unsuccessful. If successful it was intended to cover the cost of electrical work in the existing Village Hall. Council will explore other grant avenues.
- d. A clock has been purchased for the Village Hall and installed. Council would like to thank Cllr Heather for sourcing the clock and Mr Douglas the Caretaker for installing the Clock.
- e. The committee room/office has been returned into a working space instead of storage. The room has been redecorated a desk donated by the village school leaving an office chair, pedestal and key cabinet to be purchased: Chair £72.00, Pedestal £40.50 (both + vat), Key Cabinet £14.99 (including vat). **Proposed: Cllr Allerton Seconded: Cllr Barrett Agreed**
- f. It was proposed Mr Inder join the Village Hall Working Group.
Proposed: Cllr Heather Seconded: Cllr Harrison Agreed

130/24 **Bowls Club:**

- a. Council's solicitor will include the suggested sewage treatment condition (see July minutes item 105/24 a & b) stating a gravity soakaway sewage treatment plant was not acceptable. Cllr Inder will circulate information following council's meeting. Include item in October Agenda.
Action Clerk

131/24 **Allotments:** Report from Cllr Barrett.

- a. The management of unoccupied plots will not now be included in the ToRs given the difficulty to police.
- b. The heavy-duty gate post at the far end of the allotments needs repair. As the fence is also in need of some repair, it was suggested repairs be budgeted for next year. The quote from Handyman Services, Pentney to repair is £180 including labour, materials and waste disposal. Council agreed the quote was reasonable and that repair should go ahead.
Proposed: Cllr Heather Seconded: Cllr Flatt Agreed
It was requested the invoice and receipt be addressed to Marham Parish Council.
- c. Cllr Barrett advised there will shortly be vacant plots. It was suggested an advertisement be placed in P & S.
Action

132/24 **Playing Field & Pavilion:**

- a. The Tractor has been Delivered and has a full tank of fuel. The Documents are held in the safe. Cllr Haddleton will set up a spreadsheet to track fuel usage and consumption by the MPC Tractor providing an auditable trail ref diesel purchase and consumption. It was suggested an account be set up at a local garage for refuelling. Clerk to make enquiries.

Action

Note: Clerk has made enquiries at Fincham garage and was advised an account could be set up, but the minimum monthly purchase is £100.

- b. The design for the Pavilion kitchen was circulated prior to the meeting. The design incorporates the entire entrance area and concern regarding food safety and hygiene were raised. It was suggested guidance be sought from the Borough Council. **Action Clerk**
- c. Update on SFC hire agreement inc use of facilities, storage and installation and management of SFC fixed assets (AED and Floodlights). A meeting has been arranged on 23 September to discuss the agreement and will be reported on at October's Council meeting.
- d. To receive supplier quotes for play equipment inspection 2025. Clerk to enquire of other parishes to obtain names of suitable suppliers. **Action Clerk**

133/24 Play Park:

- a. Remedial work following the [Play Equipment inspection report](#)
- Padlocks were reported missing.
 - Gates are out of line.
 - The pedestrian gate has no drop bolt.
 - The cones at the bottom of the gym equipment have a design fault. The manufacturers have been consulted and Cllr Harrison was advised they were over tightened on installation. Cones have been supplied to fit. A £10 spend was agreed to repair the plastic cones that cover the bases of the gym equipment
- b. The resurfacing of the area under the infant swing will be carried out week beginning 23 September 2024. [September 2024 Minutes.docx](#)

Remembrance Day:

[Report to Council – Remembrance Service](#)

- a. Following discussion council decided not to purchase non-bio-degradable wreaths having thought for the environment. Instead, it was suggested a donation of £20 be given to the British Legion. **Proposed:** Cllr Barrett **Seconded:** Cllr Inder **Agreed**

Cllrs Barrett and Hirst will attend the Marham Remembrance Day Services

134/24 No items were raised for the agenda of 16th Oct 2024.

135/24 The meeting closed at 9.45pm

Signature Chair: Date: