

MARHAM PARISH COUNCIL**MINUTES OF THE ORDINARY MEETING OF THE FULL COUNCIL****Wednesday 17th July 2024 at the Village Hall, School Lane, Marham, PE33 9JA, at 7:00pm**

Parish Councillors: Valerie Inder (Chair), Roger Allerton, Inga Barrett, Tony Harrison, Colin Heather, Heather Pearson & Mark Walton.

Clerk: Mike Inder.

Apologies for absence: Cllrs Sonya Haddleton, Dawn Flatt, Ian Haddleton and B/C. Cllr Jim Moriarty

Absent:

In attendance: Public: 3.

- 90/24 **Opening and Apologies:** Cllr Inder opened the meeting and welcomed those present and asked for apologies for absence. Apologies above were notified and accepted.
- 91/24 **Casual Vacancy for a Parish Councillor:** Council noted the resignation of Cllr Lloyd. The Clerk has notified the Electoral Officer and Notice of Vacancy was posted with a closing date for call for election of 16th July. The Clerk has not received notice from the BC as to whether an election has been called yet, once received the Council may advertise to fill the position by co-option.
- 92/24 **Declarations of Interest:** None.
- 93/24 **Public Forum:** no questions or comments.
- 94/24 **Agreement of the minutes of the previous meetings:** The draft minutes of the meeting on 19th Jun 24, having been circulated to cllrs and published on the PC website, were proposed as an accurate reflection of the meeting by Cllr Barrett, seconded by Cllr Pearson and agreed. The Chair duly signed them.
- 95/24 **Reports from County and Borough Council members:** Neither Borough nor County Cllrs were available nor submitted reports.
- 96/24 **RAF Marham Engagements Officer Report:** circulated to Cllrs and published at Annex A.
- 97/24 **Financial Matters:** The RFO published the payments and receipts report with the agenda pack and there were no questions. Available to view on the PC finance webpage.
- a. **Approval of payments:** The payments list circulated to Cllrs ahead of the meeting was proposed by Cllr Barrett, seconded by Cllr Heather and approved. Attached at Annex B.
 - b. **Internal Controls:** The bank statement date for the Community account has been changed to the 1st of the month for efficiency, reconciliation will take place when published and Internal control checks resumed in Sept.
 - c. **New PF container insurance:** The additional premium of £56 was approved.
 - d. **Asset Register Review:** Cllr Inder stated that the Asset Register was in need of review and that she proposed to split it into logical areas in line with Cllrs' areas of responsibilities to be reviewed by them to report by the Sept meeting. Cllrs agreed to this method of review.

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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. Cllrs had raised queries concerning the following aspects:

- Land Ownership.
- Grounds Maintenance responsibilities.
- Council Tax special charges, current and future.
- Who will be responsible for the maintenance of the hedge?
- Protection of the Cherry Trees.

They were addressed to the case officer but have not been responded to, albeit posted on the Planning portal. The Council were also made aware of a comment on the planning portal by the residents of 9 Hillside who were seeking a share of the land ownership.

Councils considered this application to have too many unanswered questions and potential implications on the area and that it could set an undesirable precedent where public open green space could be claimed by adverse possession and later a further change of use that would detract from the environment for the community. It was therefore decided to object and to request that it was called in to the Planning committee to ensure the questions and concerns were properly addressed.

Council agreed that a TPO should be applied for to protect the Cherry tree in the area concerned.

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 an 8-wheeled sewer tanker. Land S of 1 Fen Road Upper Marham Norfolk – Not discharged.

99/24 Clerk's report to council and correspondence requiring further consideration:

- a. Complaint to Council regarding overgrown trees/hedges on Squires Hill, Burnthouse Drove and verges uncut on Field View. The Clerk clarified the Field view situation that had been first reported 3 years ago and stated that he will raise this to Highways via the County Cllr to expedite a restart of the NCC responsibilities. The other areas had previously been reported to NCC via Report a Problem and Fix my Street by Cllrs and for new items the resident was directed to the Report a Problem website and asked to inform the Clerk if the problem persisted.
- b. Farm machinery blocking a back gate at the Mews. Owner ascertained and info passed to the resident to address directly.
- c. West Norfolk Community Transport – New Bus service to Swaffham alt Thu. Advertised on the Noticeboard and copy to be provided to post in the surgery.
- d. Invitation to bid for NCC Parish Partnership Scheme. Cllr Harrison asked if the bus stop wall repair might be considered, that could be researched depending on the decision at item 102/24.
- e. NCC Family hub funding opportunities for 5-12 yr olds. Cllrs were asked to consider any appropriate organisations locally to notify, none identified.
- f. Poors advert for P&S: Christmas voucher scheme. Forwarded to the P&S Editor.
- g. Late correspondence, none.

100/24 Governance: review/adoption of the following policies took place all approved:

- a. [Standing Orders](#). Proposed: RA, Seconded: VI.
- b. [Code of Conduct](#). Proposed: IB, Seconded: HP

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- c. [Unreasonably Persistent or Vexatious Complaints](#). Proposed: RA, Seconded: CH.
- d. [Legionella Action Plan](#). Proposed: VI, Seconded: RA.
- e. Update on Cllrs Areas of Responsibility TOR. [Biodiversity](#) TOR drafted by Cllr Inder and forwarded to Cllr Barrett, accepted for development once Cllr Barrett has had an opportunity to learn more about the role, the Clerk offered to forward learning resources from a webinar he had attended.

101/24 Councillor and Clerk reports on on-going matters:

- a. Speed Awareness (SAM2 report available on PC Website).
 - i. Cllr Allerton reported on SAM2 faults: One has been resolved, the other requires significant investment c£1000 to repair, as the data collection was available on the serviceable unit he proposed to trial the one with defective radar data collector to see if it would operate as a 'dumb' sign that just shows speed for awareness. Cllrs agreed to his proposed option and deferred a repair decision.
 - ii. Update on proposal to install SAM2 site on Squires Hill. Highways have approved the location and Cllr Allerton provided a quote from the manufacturer Westcotec of £195 for supply and installation. Cllr Heather asked if further quotes should be obtained, the clerk stated that only contractors with a permit to work on the highway could be considered, this limited choice and as such given the relatively low cost it was agreed to proceed with the proposed installation. Clerk to let contract with Westcotec.
- b. Update on installation of Coronation bench. Installed as planned by Cllr Allerton with assistance from Cllr Inder and the Clerk.
- c. Update on the Hillside School-run safety initiative. Cllr Inder reported that following the initial negative response from the BC she wrote to Borough Cllr Moriarty to express the disappointment in the decision and the rationale provided that had failed to consider the undertakings outlined in the proposal she had sent. The Council decision was reviewed, and the proposal submitted was subsequently agreed. Cllr Inder informed Council that 4 hedge packs free of charge could be secured from the Woodland Trust and that would cover 30m. The type of hedges was discussed along with the height to allow them to grow to, a limit of 3ft was agreed as optimal. Cllr Inder proposed to do a leaflet drop on Hillside (wording to be approved by council) to inform residents of the plan and to encourage their participation in the planting and sustainment of the hedge (watering if required) along with inviting the school to participate and to arrange publicity. Council agreed with the proposals.
- d. Update on progress of 5yr Electrical checks. Due to be carried out on Thu 18th July, the Clerk stated that for an additional £40 the overdue PAT could be included, Council agreed to the additional work and expenditure.
- e. P&S Editorial position – Cllr Pearson offered to replace Cllr Lloyd in assisting Mrs Canham as Editor, all agreed.

102/24 Bus Stop wall repair: Cllr Heather having provided the quotes had suggested that given the cost that Council might consider a cheaper option. Cllr Inder proposed replacing the missing slab and then putting a triangular planter into the corner to support the slabs in the corner whilst providing an area to plant and improve the aesthetics and biodiversity, the access to the shelter for push/wheelchairs would still be adequate. Seconded by Cllr Pearson and agreed; Cllr Inder to obtain quotes for materials and labour.

103/24 Notice Boards: Deferred for report from Cllr Flatt.

104/24 Village Hall

- a. Cllr Allerton and the Clerk provided a report from the renovation project Steering Group and update of the [Action Plan](#). The clerk has received a series of questions from Building Control via the Architect, he reported that he has answered some, asked for clarification on others and drafted a Fire Strategy Plan for the VH to cover other requirements. A Fire Risk Assessment is also required, that can be done by a competent person using the checklist available on the Gov.UK website and the Clerk offered to carry this out, it was agreed. Once the queries are resolved then the technical specification to write the tender bid document can be drafted, the Clerk has approached the Architect for assistance and advice in that respect.
- b. A [VH prospectus and Business Plan](#) has been drafted by the Clerk and was circulated for approval for use with the grant applications – approved.
- c. Cllr Allerton proposed that the Council applies for an ASDA Foundation Grant for the [electrical aspects of the existing VH](#). This could be carried out ahead of the commencement of the extension and potentially provide funding for c£16k of the project and improve heating, lighting and dehumidification, as well as prepare the consumer unit for the new installations in due course. Cllr Heather seconded the proposal and all agreed.
- d. To decide whether to replace the village hall clock. It was highlighted by a member of the public that the Elections team required a clock to be available. Cllr Heather agreed to obtain quotes for a replacement.

105/24 Bowls Club: The Clerk reported that after correspondence with the solicitor that the title deeds were not required to proceed and would be obtained in due course. He also queried including a condition regarding the issue of ensuring that the future sewage treatment plant was future proofed as the one described on the planning application is a gravity soak away one and the recent experience with high water table and overflow had seen advice that a drainage field in the car park was not recommended. The Solicitor had suggested that inclusion of a License for Alterations.

- a. The Clerk suggested that this may be open to misinterpretation and lead to confusion as the extension project proceeds in the future. It was suggested that a condition should be included to state that a gravity soak away sewage treatment plant was not acceptable. Cllr Harrison proposed that the condition suggested was included in the head of terms, seconded by Cllr Inder and agreed.
- b. The lease head of terms, having had a couple of minor observations and corrections made was agreed for submission to the solicitor with the addition of the sewage treatment condition above.

106/24 Allotments: Cllr Barrett reported that in conjunction with Cllr Heather a lower quote to do the fence and shed repairs had been received and as previously agreed the contract was let accordingly. The work has been completed satisfactorily and inspected. It has subsequently been reported that the far pedestrian access gate has a loose (rotted) support post, it was agreed to seek quotes for a replacement. It was noted that a combined quote for this and the rotten post on the churchyard rear gate might be more economical, that was agreed.

107/24 Playing Field, Pavilion and Play Park:

- a. Coronation Field access road: Cllr Inder provided an update that having contacted 2 further contractors for quotes (seven in total) that only 2 have now quoted one has declined to quote and a fourth would not carry out a site visit prior to quoting so was removed from consideration, the others did not respond. Cllr Inder reported that of the quotes one was c£2.5 k over budget but it should still be considered as it had specified permeable tarmac, which would be a worthwhile additional investment. Cllr Inder proposed that as attempt to

obtain 3 quotes had been exhausted and that the PPS grant extended was only valid for this FY, and that the health and safety aspects were only going to deteriorate with time, that the Council should proceed with the Supreme Surfacing quote of £17,500. Cllr Barrett seconded the proposal, and it was agreed. The Clerk asked that the Council select a reserve fund from which to virement £2,500 to add to the £10,000 EMR and £5,000 PPS contribution, the operating contingency balance is c£5k in excess of the £30k (6-months) amount recommended. Cllr discussed and it was agreed that the £2,500 be transferred from the £8,500 Play Park Ph2 EMR as there were no plans to progress this currently.

- b. Tractor – the Clerk reported that Cllr I Haddleton had completed the grant application, and we are just waiting the payment. The tractor is ready for delivery on payment. Only one quoted for [insurance quotes](#) had been achieved with NFU and Flux not being able to obtain an underwriter. The option for comprehensive or Third, Party Fire and Theft was voted in favour of TPFT, the quote obtained via Clear Councils Ltd underwritten by MS Amlin Insurance SE for £391.06 was proposed by Cllr Heather, seconded by Cllr Harrison and agreed.
- c. No further update on Pavilion kitchen project.
- d. No further update on SFC hire agreement.

108/24 **Play Park:**

- a. The clerk reported that he had tensioned the cable runway and inspected the attachments for security, he had also installed circlips to replace the missing ones on the nest swing, in addition he had adjusted the gate hinges to clear the gaps as recommended and allow them to close properly. He also procured and installed 2 combination locks and informed the grounds maintenance contractor of codes. The signs have been amended to update the contact details and add location. The installation of zip ties to act as bird deterrent and fouling of the nest swing was still outstanding along with a few other minor repairs as he was unable to purchase the necessary items via a proforma invoice, he suggested that a Council Credit Card should be obtained, it would be required for the clerk to renew the MS365 subscription anyway. Cllr Harrison provided a report on the play park inspection recommendations and that permission had been obtained to use the Basham Grant for resurfacing wet pour safety surface under the infant swing, the quote for which was £2,049, the grant was £2,000, so additional funding would be required. The barrier recommended on the climbing frame was agreed at a cost of £45 if completed while the NGF team were on site, that was also agreed. A further total of £95 transfer from the play park Ph2 EMR was agreed to fund the repairs. The cracked caps on the fitness equipment are being investigated by the manufacturers.
- b. The clerk reported that he had researched other inspection companies and that there were some that inspected at height, it was agreed for 3 quotes to be obtained for future inspections that were comprehensive. It was also proposed by Cllr Inder that the significant observation recommendations that were low risk could be deferred to see how they were assessed by another inspector, given some of the frustrating anomalies in the latest report, it was agreed.

109/24 **Items for the next agenda:** Cllr Harrison's request that grounds maintenance contract review be put on the agenda was deferred and from this agenda due to lack of developed proposal and no time to develop it live at a meeting. Reminder to cllrs to consider what areas need to be contracted in 2025 and how often they should be done during the season with what frequency?

The Churchyard gate repair to be decided and quotes obtained in advance of the agenda.
Asset register review to be carried out with collated findings from cllrs via the Chair.

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110/24 The Chair proposed that Council resolved to move to a closed session in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2) to transact HR, Finance and Contractual matters inc.

- a. Clerk/RFO recruitment. Mrs Pat Peachey, a CiLCA qualified and experienced applicant was agreed for an offer of appointment with effect from 19 Aug 24.
- b. Caretaker/Cleaner contract review – the draft contracts were agreed with amendment to remove in-depth elements of cleaning, that should be either outsourced or given additional hours to carry out (TBD). The contracts for Caretaker and Cleaner to remain separate but both offered to the current contractor for signing.
- c. It was resolved that the sole outstanding allotment invoice should be held over for deduction from the deposit when the allotment tenancy is planned to be relinquished in the autumn.

111/24 Meeting closed by the Chair at 8.55pm

Signed: **Chair.**

Date:

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Annex ARAF MARHAM UPDATE – JUNE 2024

RAF Marham started the month by hosting a RAFA Rides charity cycling event on Sunday 2nd June. This was one of several events held across the UK and it attracted around 250 cyclists of all abilities to enjoy the unique experience of cycling, uninterrupted by traffic, on the actual runway at Marham. The distance options were: 25, 50, 75 and 100 miles and the sunny day was a huge success – an event to look out for next year as a cyclist or as a volunteer. Later that week on D-Day, RAF Marham proudly participated in the Freedom of King's Lynn Parade. To emphasise the almost equal numbers of Royal Navy and Royal Air Force Personnel now assigned to the mission at RAF Marham, one flight of 12 Royal Navy sailors and one flight of 12 Royal Air Force aviators marched with the 617 Sqn Standard down the quay to King's Staithe Square where the Reviewing Officer, Station Commander Gp. Capt. Wigglesworth was joined by the Mayor of King's Lynn. Troops were invited to the Town Hall following the parade for a reception and many commented on how much they had enjoyed this unique military experience. Toward the end of the month on 26th and 27th June the essence of Norfolk was represented spectacularly in the form of the Royal Norfolk Show. RAF Marham contributed to two thirds of the military representation in the 'Military Village' area of the show and brought chefs to demonstrate field cooking, military working dogs, survival equipment specialists with an ejection seat, physical education staff running challenges, STEM activities, a VR flight simulator supported by current F-35 pilots, industry partners from Team Lightning UK, 2620 Sqn Reservists and much more! It was a great opportunity to chat to the general public and inspire the next generation. At the closing ceremony a single flight of 24 Marham personnel, which included a mix of 12 RN and 12 RAF individuals, marched in the Celebration of Emergency and Support Services Parade. A fire engine from RAF Marham was also in the parade, operated by a team that recently received a mention in the King's Birthday Honours List.

The Air Wing at RAF Marham also had some notable events in June. If you were watching the King's Birthday Fly Past you will have seen a four ship of F-35 jets led by OC 617 Sqn flying in very tight formation over the palace. All 4 jets departed and returned to RAF Marham for this event, and the pilots reported very windy and bumpy conditions – making the end result even more impressive. Earlier in the month the Lightning F-35 fifth generation stealth fighter jet performed its newly approved role demonstration for the first time publicly at the Cosford Airshow. The 'role demonstration' allows the pilot to show the crowd some of the fantastic modes and capabilities that this jet has, including the ability to hover. This is the only UK jet that can do this and, by operating from our aircraft carriers, the Lightning Force is training hard to be ready to go anywhere in the world at short notice in support of Defence requirements. The Squadrons have been doing some fighter integration training with RAF Typhoon aircraft which are the other type of jets in the RAF inventory and based at RAF Coningsby (Lincolnshire) and RAF Lossiemouth (Moray). Both types of jet are single seat and have multiple roles, so this type of training is essential for cohesion across the platforms. NATO exercises and taskings, conducted away from the UK, are becoming a frequent occurrence due to the global political climate. Op Steadfast Defender earlier in the year was the largest NATO exercise in 20 years, and the Lightning Air Wing participated fully in this. The Lightning Force's next NATO tasking is taking place in August and preparations are currently underway for this, as well as continued training for the long deployment to the aircraft carrier next year as part of Carrier Strike Group 25 (CSG 25), where large numbers of military personnel from RAF Marham will be embarking on HMS Prince of Wales for about 8 months.

Upcoming Events – for more details email MRM-MCOGroup@mod.gov.uk

- Sat 27 Jul The Marham Families Day. Ticket applications are now closed. Successful applicants will receive their tickets directly to the email address provided in the next 2 weeks.

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Annex B

10 July 2024 (2024-2025)

Marham Parish Council
DRAFTPAYMENTS LIST 44 TO 0

Voucher	Cheque	Name	Description	Amount
44		Tamar Telecommunications	Virtual Telephone	6.94
45		WEL Medical	Defibrillator Pads	79.08
46		Clerk	Clerks Salary	1,199.71
47		HMRC	Clerks Salary	568.71
		Row 3 £109.28 is the Employer National Insurance contribution not included in the HMRC payment in May for Mth 2		
48	ZA337100	ICO	Annual Subscription	35.00
49		Westcotec Ltd	SAM2 Maintenance	54.00
		SAM2 no 1 Fault Diagnosis		
50		Good Energy	Electricity	-356.24
		Final Bill refund of overpayment.		
51		John Douglas	Village Hall Contractor	480.00
		40 Hours		
52		Veolia ES UK Ltd	Cemetery rubbish collection	51.55
53		Good Energy	Pavilion Electrics	163.69
54		N Power	Street lighting	134.17
55		BT	Wi fi and telephone village hall	33.54
56		Nurture Landscapes Ltd	Ground maintenance	528.01
TOTAL				2,978.16

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