

Marham Parish Council

I hereby give notice that an Ordinary meeting of the above-named Parish Council will be held on **Wednesday 15th January 2025 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 the business to be transacted at the meeting as set out in the agenda.

The meeting may be recorded for the purpose of minute taking.

AGENDA

- 1/25 To open the meeting and receive apologies for absence.
- 2/25 To ratify appt of, and acceptance by, Mr M G Inder as Locum Clerk/RFO and Burials Officer.
- 3/25 To receive Declarations of Interest and provide dispensation for agenda items.
- 4/25 To hear from the public present (*max 3 minutes per person and total 15mins at the chair's discretion*).
- 5/25 To approve the minutes of the meeting held on 20th Nov 2024.
- 6/25 To receive Borough and County Council Members' reports.
- 7/25 To receive a report from the RAF Marham Engagements Officer. Notice of Burnthouse Drove roadworks closure mitigation.
- 8/25 **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 agree the [budget for 2025/26](#) and set the Precept Requirement.
- 9/25 **Consideration of planning** applications and decisions:
 - a. Applications:
 - i. [24/02226/PACU3](#)|Notification of prior approval- Change of use and conversion of an existing agricultural building to provide one dwellinghouse (schedule 2, Part 3 Class Q)|Land and Building At E570302 N309367 Home Farm The Street Marham Norfolk
 - ii. [24/02160/F](#)|Householder: Proposed Cart lodge to provide undercover & secure parking and general household storage. |Abbey Cottage The Street Marham King's Lynn Norfolk PE33 9HP. To note delegated comment – **PC Supports**.
 - iii. Late Planning Applications.
 - b. Decisions: None at time of publishing.
- 10/25 **Clerk's report on correspondence** requiring further consideration:
 - a. Cemetery Ashes Plot request. Diocese update and follow on request from family.
 - b. To ratify request for free use of the PF for the Boxing Day Charity football match and to agree permission for future year's matches to be granted without a fee.
 - c. Late correspondence
- 11/25 **Governance:** To review/adopt the following policies:
 - a. [Co-option Policy](#).
 - b. [Complaints Policy](#).
 - c. [Equal Opportunities Policy](#).
 - d. [Risk Assessment and Management Plan Policy](#).

- 12/25 **Councillor and Clerk reports on on-going matters:**
- a. Notice Board.
 - b. Clerk recruitment update.
 - c. Bowls Club Lease Update.
 - d. Coronation PF Lane resurfacing update.
 - i. To recognise the perceived visual change to the boundary of neighbouring property.
 - e. To agree dispersal of the remaining balance of c£229 of Warm Spaces grant funds.
 - f. Streetlight maintenance – to decide to let a contract and consider quotes.
- 13/25 **Village Hall Extension and Refurbishment:** Report from Steering Group.
- a. Go Green Grant (successful) – Solar Installation update. Start date 3rd March.
 - b. Electrical installation design and specification, to note addition of Aircon, Lighting and Fire Detection and Alarm system to the design contract at c£1,200.
 - c. To note the clerk's decision using delegated authority due to time sensitivity to order a Fire Risk Assessment needed to comply with statutory duty and to inform the tender development by the architect.
 - d. Requirement for CCTV Drains Survey – to agree to quotes to be obtained and authorise VHSG to proceed with best value quote obtained.
- 14/25 **Allotments:** Member's report on:
- a. Report on storm damage.
 - b. Plot tenancy termination notice and re-let.
- 15/25 **Proposed and Seconded:** Update on advertising invoicing and to ratify periodicity of publication.
- 16/25 **Grounds Maintenance:** Update on trained/qualified and authorised tractor drivers and refuelling record to support fuel purchase.
- 17/25 **Play Park:** to receive update on the Annual Inspection requirements and quotes.
- 18/25 **Playing Field and Pavilion:**
- a. To note reported defects and determine requirement for quotes for repairs.
 - b. To agree the draft SFC Pavilion and Pitches Hire Agreement. (Draft circulated by email)
- 19/25 **Village Hall Booking System** (deferred due to Cllr raising the item not being present).
- 20/25 **Remembrance Day Council Protocol:** To revisit the decision regarding wreath laying by the Council and whether to issue an apology.
- 21/25 To receive new reports and agenda items for future meetings.
- 22/25 To close the meeting.

Signed: *Mike Inder*
Clerk & RFO: Mr M G Inder

Dated: 09 January 2025