

MARHAM PARISH COUNCIL**MINUTES OF AN ORDINARY MEETING OF THE FULL COUNCIL****Wednesday 16th July 2025 at the Village Hall, School Lane, Marham, PE33 9JA, at 7:00pm****Parish Councillors:** Valerie Inder (Chair), Roger Allerton, Inga Barrett, Pat Blyth, Dawn Flatt, Tony Harrison, Heather Pearson and Mark Walton.**Clerk:** Mike Inder.**Apologies for absence:** Cllrs Colin Heather, Sonya Haddleton and Ian Haddleton.**In attendance:** County Cllr Jim Moriarity and Borough Cllr Dr Pallavi Devulapalli. Public: 1.

150/25 **Opening address and apologies:** Cllr Inder opened the meeting and welcomed those present and received apologies as above which were accepted.

151/25 **Declarations of Interest:** None.

152/25 **Public Forum:** a member of the public drew attention to a couple of issues with information on the village hall booking page of the PC's website. Noted for amendment.

153/25 **Reports from County and Borough Council members:** County Cllr Moriarity provided a report to Council via email in advance of the meeting and gave more detail on some of those matters including the local government review and Community Fund. He also provided background to an issue regarding Anglian Water and its operations and plans that could significantly impact on Planning; applications may not be supported by their facilities and if approved could lead to water management problems or refusal for development. Borough Cllr Devulapalli reported on the Guildhall renovation and the wider area regeneration surrounding it. Council queried costs of £30m and it was explained that the lease on the Guildhall means that there is a maintenance commitment that would cost c£19m alone. The wider topic of potential BCKLWN asset sales to raise funding was queried against the background of the Local Government Review and assurances were given that assets with a value of greater than £500k and £1m are referred to Cabinet and Full Council respectively to ensure that the proposed sale of assets deemed excess to need and costly to maintain meets proper scrutiny.

154/25 **Minutes of the previous meeting:** The draft minutes of the meeting on 18 June 25, having been circulated to cllrs and published on the PC website, were proposed by Cllr Allerton as a true reflection of the meeting, seconded by Cllr Pearson and approved. The Chair duly signed the minutes.

155/25 **Minutes of the HR and Fin Cttee meeting** held on 23rd Jun 25 were circulated and proposed as a true reflection of the meeting by Cllr Inder, seconded by Cllr Barrett and signed by Cllr Barrett in the absence of Cllr Heather (Chair of the HR and Finance Cttee).

156/25 **Financial Matters:**

- a. [Payments](#) proposed by Cllr Barrett, seconded by Cllr Allerton and approved including the 2 not pre-approved:
 - i. Cllr tractor fuel reimbursement.
 - ii. Clerk SLCC membership proportionate reimbursement.
- b. Cllr Heather conducted the internal monitoring checks prior to the meeting. Cllr Heather to counter sign the bank reconciliation at the next opportunity.

Initials_____

- c. Tractor TPFT Insurance due 18 Aug 25 through Clear Councils Insurance (Broker), Cllr Allerton proposed delegation to the Clerk to obtain best value renewal, seconded by Cllr Inder and agreed.
- d. Broadband contract, the clerk confirmed that it was a 5-year contract until May 2029.
- e. Street light Electricity – invoicing suspended due to issues with a mass changeover to half-hourly metering. Noted for budgeting purposes.
- f. Pavilion Electricity account – Meter registration issue – resolved on 14 July and a correct invoice up to date since the change has been received.
- g. VH Solar Export application update – The clerk hastened at the 2 month point since application, conditions do state that the payments will be back-dated to the application date reading. The Clerk will continue to hasten on a monthly basis until set up.

157/25 **Annual Governance and Accountability Return (AGAR):** The clerk reported that a request had been received for further refinement of the significant variances. The significant variances had been explained to within 15% but the auditor is seeking to narrow explain to a level of granularity that is excessive (in the opinion of the RFO and many colleagues at other Councils), the work took a further 3 hours to complete and submit due to the depth of analysis required. The Auditor has not responded to confirm they are now satisfied or to ask for further information.

158/25 **Consideration of planning applications and decisions:** None since the last meeting.

159/25 **Cemetery - Burials Officer Report:** The Burials Officer reported that a horse had broken through the hedge from the neighbouring field and that while he was at the cemetery the horse's owner arrived and took control of the horse and returned it to the field. The Burials Officer spoke with the owner and made it clear that this cannot be allowed to happen again and that the safety and welfare of the animals and people and property are paramount and that they should ensure an effective enclosure is maintained at all times. Council supported the action taken. The gap in the hedge that was closed with a Hazel hurdle to deter people transiting across the cemetery has been reinstated and in a more robust way to reduce likelihood of large animal incursion.
The Cemetery review for maintenance needs will be carried out during the summer recess and Cllr Barrett asked that the Churchyard was also included in the survey to ensure memorial safety.

160/25 **Traffic Report:** Cllr Allerton reported that the latest date had been lost whilst attempting to send it by email. However, the results he had seen showed no significant difference to the last set at that location and were within the threshold for further reporting.

161/25 **Cllr Training:** Cllr Inder reported that although she and Cllr Barrett had experienced issues with setting up an [E-Learning](#) account, after 24 hrs an email confirming set up was received and it worked. There are a many useful short courses that are free and an example was given of a basic GDPR session of just 30 mins that would satisfy the Council's need at the next External Audit to demonstrate compliance at a greater level. To meet Assertion 10 of the Governance aspect on the AGAR then ALL cllrs will have to have completed training on Data Protection. Cllr Blyth reported that she had not been able to set up an E-Learning account and asked if Cllrs could meet for an IT session to assist in getting everyone set up, the clerk offered to arrange an IT Café accordingly.

162/25 Village Hall, Extension and Refurbishment:

- a. The clerk had completed the [VH prospectus and business plan](#) and circulated to the VHSG and HR/Fin Cttee for comment. Some comments had been received and the clerk addressed them and proposed amendments that would remove later stages of the overall project so that estimations of cost were removed from calculations. There had not been any further comments, so the revised plan financial aspects were put to Full Council with the funding gap identified as £51,634.82 to be met by applying for a grant from the FCC Community Fund. Cllr Barrett proposed that the Clerk/RFO should proceed with the revised grant sum application and complete the prospectus accordingly, seconded by Cllr Flatt and agreed unanimously.
- b. The tender process will need to be repeated on Contract Finder to meet the Procurement Act requirements for local authorities and the Clerk will carry this process out with the QS during the period waiting for a decision on whether the grant application is successful.

163/25 Grounds Maintenance: Nothing significant to report.**164/25 Playing Field, Bowls Club and Pavilion:**

- a. Cllr Walton confirmed that the Bowls Club lease had been presented at the Bowls Club Cttee's last meeting, and we are waiting for comment.
- b. Mole control contract decision deferred until Cllr I. Haddleton is available to report.
- c. Septic tank – The clerk reported that the emptying had not taken place before the Fun Day as requested and that he had cancelled it but suggested, on advice of the contractor, to consider jetting of the drainage field pipework. Est £150 (inc emptying) as a short-term solution to improve its efficiency. Cllr Flatt proposed to order the jetting, seconded by Cllr Inder and agreed.

165/25 Bus Shelters The shelters have been cleaned, although the Perspex is degrading, they look far better, the proposed relocation of the Church shelter will also move it out from under the overhead wire that birds sit on and deposits will be reduced in future!**166/25 VJ Day 80** – Cllr Inder reported that the RAF Families Day has been announced as on the same day and as such suggested a scaled back event with the flag raising and lamp lighting only. The Church would be open for anyone wishing to visit to reflect on the anniversary and Cllr Blyth will mention it at the Church Coffee morning. It was noted that there will be a service at the National Memorial Arboretum and minute's silence at midday on the 15th Aug. Council was content with the proposals for the event.**167/25 Public Footpaths Map:** Cllr Flatt provided a [report and proposal](#) and Cllr Barrett proposed the re-siting option, seconded by Cllr Allerton and agreed. Cllrs Moriarity and Devulapalli offered assistance in sourcing a new footpaths map.**168/25 Play Park Inspection**

- a. Servicing of the cableway and investigation into roundabout fault was carried out in July by NGF and they replaced the cable and brake spring; the cable was changed 'on-spec' as they cannot guarantee its condition internally. This matter had previously been researched by the Clerk with RoSPA and their advice was they hadn't issued a statement that they should be replaced annually as was the NGF assertion and that the amount of use, location (i.e. if near the sea in a saltwater environment) and any sign of damage physically such as corrosion or excessive sagging or unusual noises should be considered. It is apparent that if a servicing is carried out then NGF will replace the cable regardless, this is an overly cautious and expensive approach and the clerk suggested that the Council might consider

relying on the independent annual inspection (which meets the Insurance requirements) and an operational inspection between annual inspections to identify and report any defects or increased risk. Cllr Allerton proposed that the Cableway is serviced every 3 years unless otherwise in need, seconded by Cllr Flatt and agreed.

The Roundabout had been checked by the NGF operative and reportedly had grit removed and greased and was running ok. The Clerk checked the following day, and it was still defective. Cllr Harrison subsequently managed to grease the bearing, and it did make a significant improvement, although not perfect. The Clerk has contacted the manufacturer (a Belgian Company) and NGF (the installer) and has ascertained that there should have been a servicing regime included in an information manual supplied on installation, that was not received and the manufacturer and NGF are liaising to resolve the defect and supply a manual.

- b. Cllr Harrison provided an [update](#) on the remedial work carried out the previous Saturday and proposed the installation of strim guards on the wooden posts of equipment, at a total cost of c£150 seconded by Cllr Inder and agreed. The Air skier limit stops, and nut covers have been ordered by the clerk.

169/25 Correspondence and Cllr reports:

- a. No correspondence needing further action.
- b. Items raised for the next agenda:
 - i. Accessible Allotment Project – Cllrs Barrett/Flatt/Harrison.
 - ii. Replacement of Perspex in notice boards – Cllr Inder
 - iii. Update on the TPO applied for on Hillside.
 - iv. Pruning of the Oak at the bottom of Hillside.
 - v. Privacy and Data Protection Policy review and GDPR Training.
- c. The next meeting date 10th Sept 25 – note one week earlier than usual.

170/25 The Chair thanked everyone and closed the meeting at 8.25pm.

Signed: **Chair.** **Date:**

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Annex A

Marham Parish Council

8 July 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	Wifi and Telephone	10/06/2025		Community Account		Virtual Telephone	Tamar Telecommunication	S	6.00	1.20	7.20
52	HMRC EE's	16/06/2025		Community Account		PAYE & NIC	HMRC	X	38.84		38.84
52	HMRC ER's	16/06/2025		Community Account		PAYE & NIC	HMRC	X	167.47		167.47
52	PAYE	16/06/2025		Community Account		PAYE & NIC	HMRC	X	306.80		306.80
53	Clerks Salary	16/06/2025		Community Account		Clerks Salary	Clerk	X	1,187.84		1,187.84
54	Dog Waste Collection/Bins	23/06/2025		Community Account		Dog Waste Bin	BCKLWN	S	1,757.60	351.52	2,109.12
55	Delivery	23/06/2025		Community Account		P&S delivery	Richard Canham	X	50.00		50.00
56	Subscriptions/Membership	26/06/2025		Community Account		ICO susbcription	ICO	X	47.00		47.00
57	Equipment/Maintenance	30/06/2025		Community Account		Zip Slide Servicing	NGF Play	S	597.65	119.53	717.18
58	Village Hall Professional Fees	30/06/2025		Community Account		Village Hall Quantity Surveyor	G Baxter and Associates	S	525.00	105.00	630.00
59	Contactore (VH Caretaker)	30/06/2025		Community Account		Village Hall caretaker	John Douglas	X	480.00		480.00
60	Refuse Collection	02/07/2025		Community Account		Cemetery rubbish collection	Veolia ES UK Ltd	S	49.40	9.88	59.28
61	Electricity Supply	02/07/2025		Community Account	A-F8D94BE9 VH	Electricity	EDF	L	20.14	1.01	21.15
62	Streetlight Maintenance	02/07/2025		Community Account		Street Light Maintenance	Cozens (UK) Ltd	S	75.00	15.00	90.00
63	Wifi and Telephone	03/07/2025		Community Account		Broadband	BT	S	58.60	11.72	70.32
63	Wifi and Telephone	03/07/2025		Community Account		Broadband	BT	S	-27.12	-5.43	-32.55
64	Street Furniture	04/07/2025		Community Account		Bus Shelter Cleaning	A&E Exterior Clean	X	80.00		80.00
65	Subscriptions/Membership	08/07/2025		Community Account	SLCC membership	Clerk Allowances & Expenses	Clerk	X	110.32		110.32
Total									5,530.54	609.43	6,139.97

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