

MARHAM PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE FULL COUNCIL

Wednesday 15th October 2025 at the Village Hall, School Lane, Marham, PE33 9JA, at 7:00pm

Parish Councillors: Valerie Inder (Chair), Roger Allerton, Inga Barrett, Pat Blyth, Sonya Haddleton, Ian Haddleton, Tony Harrison, Colin Heather, Dawn Flatt, Heather Pearson and Mark Walton.

Clerk: Mike Inder.

Apologies for absence: N/A

In attendance: County and Borough Cllr Jim Moriarity, Borough Cllr Dr Pallavi Devulapalli.

Public: 1.

195/25 **Opening address and apologies:** Cllr Inder opened the meeting and welcomed everyone.

196/25 **Declarations of Interest:**

Cllr Inder: Allotments and HR for item 215.

Cllr Allerton: item 201.b expenses.

Cllr Harrison: item 201.b expenses.

Non- pecuniary interests also declared by Cllrs S and I Haddleton and Walton for SFC and Cllrs Heather, Walton and S. Haddleton for the Bowls, Sports and Social Club.

197/25 **Public Forum:** a member of the public provided an update on a welfare concern regarding a vehicle and person who appeared to be sleeping in their car at the Coronation Playing Field. Cllr Barrett suggested that it should still be reported on 101 to the Police.

198/25 **Reports from County and Borough Council members:** Borough Cllr Devulapalli, reported that the Local Govt Reorganisation proposals from Norfolk have been submitted to the Minister.

County Cllr Moriarity provided a report to Council via email in advance of the meeting and added that the Council budget consultation had received 480 responses so far and encouraged everyone to participate. Both Cllrs asked if there were any questions? Cllr Blyth asked if there was any knowledge of a Planning application for the old Methodist Chapel as it had recently been sold; Cllr Moriarity said that he receives planning for his Ward but that had not heard of any relating to that property.

199/25 **Minutes of the previous meeting:** The draft minutes of the meeting on 10 Sep 25, having been circulated to Cllrs and published on the PC website, were proposed by Cllr Pearson as a true reflection of the meeting, seconded by Cllr Allerton and approved. The Chair duly signed the minutes.

200/25 **Minutes of the HR and Fin Cttee meeting** held on 29th Sep 25 were circulated and proposed as a true reflection of the meeting by Cllr Flatt, seconded by Cllr Inder and signed by Cllr Heather (Chair of the HR and Finance Cttee).

201/25 **Financial Matters:**

- a. Pre-approved [payments](#) noted at Annex A as correct, no queries raised, proposed by Cllr Barrett, seconded by Cllr I. Haddleton and agreed.

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- b. Cllr's expenses for Cllrs Harrison (Play Park repair materials) and Allerton (Tractor Fuel) were presented and approved. The Clerk submitted a receipt for £7 for a HMLR property registration search in relation to the playing field boundary. Cllr I Haddleton submitted further receipts for tractor fuel post meeting.
- c. The bank [reconciliation](#) had been sent to Cllr Heather for the internal monitoring of accounts, no matters raised and reconciliation counter-signed.
- d. Cllr Inder proposed the disposal of the old second desk in the Meeting Room as it was no longer required and taking up valuable space. Cllr Platt seconded the proposal, and it was agreed. Clerk to remove from asset register and Cllr Inder to arrange disposal.

202/25 Consideration of planning applications and decisions:

- a. Applications: None.
- b. Late Planning applications: None.
- c. Decisions: None.
- d. On-going applications update:
 - i. 25/00683/OM Land South of The Street Marham Norfolk (39 Houses) | Received: Thu 17 Apr 2025 | Validated: Thu 17 Apr 2025 | Status: Awaiting decision EOT to 20 Dec. Cllr Inder reported that there were issues relating to S.106 and affordable housing allocation that had to be included, the Arboriculture Officer had highlighted trees that would need to be protected from impact of development and a re-design of the layout, and Anglian Water had responded that the waste water management would have to be re-considered as there was no capacity on the system for the plan as it stood.
 - ii. 25/00860/O|OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED FOR: Proposed residential development following demolition of existing workshop. The Old Gym The Street Marham King's Lynn Norfolk PE33 9JP Status: Awaiting decision EOT to 31 Oct. Cllr Inder reported that the ground contamination survey had highlighted issues that needed to be resolved in the application.

203/25 Traffic Report: Cllr Allerton reported that the latest data from the site opposite Trinity Church in Sept, the clerk has uploaded the data and analysis on the PC website where comparison with last year can be drawn. Nothing significant to report.

The Clerk reported that there had been social media comments on faulty temporary traffic lights on the road to Narborough on a blind bend, they have been reported.

Cllr Harrison reported that a resident had queried why Shouldham has regular Police Speed enforcement and Marham does not. The Clerk responded that the prioritisation was a Norfolk Constabulary decision, and that Shouldham's SAM data does show a significant speeding problem on Lynn Rd where the Police visit approximately monthly. Marham does have Police enforcement activity less regularly near Donato's and Marham's SAM data does not exceed the threshold for prioritisation.

204/25 Cllr Training There have been issues reported by some cllrs with the LGA's [e-learning training hub](#) and whilst the registration process could be navigated the site is failing to show a list of courses available to complete for newly registered Cllrs; this has been reported and the Clerk is in touch with the provider and will update when the issue is resolved. In the meantime, Cllrs were asked by the Chair to send the clerk details of any GDPR training details with a certificate or screen shot, that they had completed, be that through Council, employment or other organisations. The Clerk has set up a dashboard and register of Cllr training and will resend the link for cllrs to update it themselves as they complete courses.

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205/25 **Village Hall, Extension and Refurbishment:** The clerk reported that 7 tenders had been received, and a formal opening of tenders witnessed on 7th Sept. Five were in excess of the budget and therefore not considered in scope for levelling as four new bidders were considerably out of scope, the fifth had submitted a bid in the first round, which would not require further levelling. The remaining two bids, which were from companies that had also bid in the first round, were sent to the Quantity Surveyor, who checked them and provided a revised Tender Report, which has been sent to the FCC Grant Manager to complete the required submissions. The project is now waiting for the outcome of the FCC grant board that meets on 10th Dec.

206/25 **Grounds Maintenance:** To receive reports.

- a. The weeds at the pavilion were treated by the Grounds maintenance contractor and have died back.
- b. The Clerk has contacted the owner of the hedge on the playing field boundary to request permission to carry out a winter cut. The hedge and ditch aspect of the contract will be reviewed and the scope confirmed with the contractor.

207/25 **Playing Field, Bowls Club and Pavilion:**

- a. Storm Amy fallen tree – a large Elm tree had a large secondary limb fail near the base of the tree which crushed a goal that had been set back from the pitch during grass cutting. The Clerk has consulted Cllrs and it was understood that the trees on that boundary with the paddock of Abbey House were on the Abbey House side, this was confirmed by doing a Land Registry search and a letter was sent to the owner to inform them of the incident and request that they deal with the fallen tree and suggested a survey of other trees on the boundary that Cllr Harrison had noted as a concern. The fallen branches were cut back and cleared from the goal in the meantime, by volunteers led by Cllr Allerton (vote of thanks proposed by Cllr Inder), to make the area safer and to allow the goal to be assessed and recovered by SFC. The owner of Abbey House has since responded to the Clerk and is taking action to deal with the tree and request for a survey.
- b. Tree Survey – The clerk reported that there was not a recent tree survey for the trees that the PC was responsible for and that it was an insurance requirement to have regular surveys and to act on recommendations. It was agreed that Cllr Harrison would assist the Clerk with a scope for obtaining quotes for survey by a qualified arboriculturist.
- c. Hedge Encroachment to the path and play area at the corner of the carpark with the mobile home park was reported by Cllr Harrison. The clerk having spoken with the owner of the property reported that the owner was aware and was planning to resolve the issue, he also gave permission for the PC to cut the encroaching hedge back to the path and a foot away from the playpark fence.
- d. Bowls Club Lease – Cllr Walton stated that he would raise it at the Bowls Cttee meeting next week.
- e. Mole control –Cllr I Haddleton reported that the SFC was not insured to carry out the work and that separate insurance would be too expensive. He offered to continue the Mole Control on a voluntary basis under the Council's insurance with the risk assessment and method statement previously used. Any costs incurred for traps etc would be submitted to the Council.
- f. Bowls Club Hedge – although previous discussions had suggested that the hedge should be cut down to approx. 4 ft on the play area side reports were that the Bowls Club now suggested that it should be cut down to 4 ft all the way around. The Clerk requested that the proposal should be put in writing to confirm it, Cllr S Haddleton offered to confirm and arrange this with the Bowls Club Cttee. Cllr Harrison advised that cutting it down to 4 ft was ok but that the width should only lightly trimmed of this year's growth to allow the hedge

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to remain in good condition and then can be cut back to reduce the width the following year. Clerk to seek quote from the ground's maintenance contractor for the additional work.

208/25 **Public Footpaths Map:** The clerk reported it was on order and due next week.

209/25 **PC Notice Boards:** Cllr Inder reported that the VH notice board Perspex had been replaced and the one at the bus stop nr Partilyon would be done when time and weather permits.

210/25 **Village Signs:** The clerk reported it was on order and due next week.

211/25 **P&S:** Cllr Inder reported that 50 copies in colour had been ordered as there was a minimum order cost of £50 and the usual b/w production would not reach that cost. The 36 requested copies were delivered with additional copies given out at the MLD coffee morning and placed in the VH lobby and Church for anyone to pick up. One additional request for a paper copy in future was received. Feedback on the new P&S has been positive with a couple of minor anomalies highlighted relating to dates and times provided for events and Surgery times. Cllr Inder reported that she found that the Surgery website, sign and actual opening times varied and would seek to clarify with the surgery for next time. The Marham Friends article and dates were published as submitted, the Council doesn't edit contributions. The refresh of advertising has been completed and although there is less advertising it does cover the cost of production.

212/25 **Play Park:**

- a. The clerk reported the roundabout was still not resolved and would follow up with the installer again.
- b. Cllr Harrison reported that the [snag list](#) had been completed apart from the installation of strimmer guards, which he would install when the weather permits. Cllr Inder proposed a vote of thanks for the hard work by Tony and a couple of volunteers.

213/25 **Allotments:** Cllrs Barret and Flatt reported:

All 16 plots are occupied and have had a productive season. We are expecting one plot to become vacant over the winter, and this will be offered to the next applicant on the waiting list.

Following the overnight storm earlier this month some damage was sustained to the roof of the shed on plot 7. The plot holder was informed and will make the necessary repairs at no cost to the Council.

The concept of developing the site to include improved accessibility for any disabled tenants (agreed at the meeting in May this year) has been discussed informally with plot holders, Cllrs Barrett, Flatt and Harrison.

Given that the post and rail (rabbit netted) fencing of the whole site seems to be reaching the end of its life, over the next few months we will be exploring the options for gradual replacement (possibly with concrete posts and chain link fencing) which would include an accessible gate and walkway adjacent to plot 1. This would benefit all plot holders for movement of heavy materials and loads and provide easier access to the car park area.

Future individual plot improvements can be assessed at a later date. The cost of improvements to the site fencing can be discussed at the next Finance and HR meeting and as appropriate, included in future budget planning.

As yet, no details of the water costs for 2024-2025 have been received from the Poor's Trust and in April this year the cost per plot was estimated and included in the plot cost for the current year.

We will carry out the obligatory end of season check of the site next month and take readings from the water meter at the bottom of Fen Lane before switching off the mains supply. Meter readings will be submitted to the Clerk.

The Clerk added that the Poor's had decided to waive the water charge for 2024/25 as the meter change had made it impossible to calculate accurately. The Clerk stated that the £8 estimated charge paid by plot holders on the annual invoice would be carried forward to offset the 2025/26 amount. The annual rent £50 charge has yet to be invoiced and has been hastened again.

214/25 Clerk's Report, Correspondence and Cllr reports:

- a. Hillside TPO, the clerk is still waiting for the Tree Officer to find time in his diary to meet.
- b. New reports from Cllrs and future agenda items:
 - i. Cllr I Haddleton asked if the signage to the Coronation Playing Field could be improved as many found it difficult to see. Clerk to consult with Highways.
 - ii. Cllr Inder proposed obtaining a Christmas Tree (approx. 8ft) for outside the VH. Agreed in principle pending costs.
 - iii. Cllr Blyth asked if the Council would support a Village Carol Singing event and was asked by the clerk if she would be prepared to organise it. (note a Risk Assessment will be required).
 - iv. Cllr Harrison noticed the tractor seemed to be light at the front without ballast when the mower is attached. The Clerk will seek advice and costs from Ben Burgess for ballast options.
- c. To note the next meeting date 19th Nov 25.
- d. To note the next Fin and HR Cttee meeting on the 26th Nov; the RFO asked for Cllrs with projects in mind to provide outline details and estimated costs for budget consideration by the 20th Nov.

215/25 Cllr Inder proposed a motion, seconded by Cllr Barrett, to resolve to move to exclude the public in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2) to consider the HR and Fin Cttee recommendation to make the Clerk/RFO's appointment substantive following the probationary period. Cllr Inder and the Clerk left the meeting, and Cllr Barrett took the Chair. It was unanimously agreed to appoint Mr Inder with immediate effect as the substantive Clerk/RFO. Cllr Inder and the Clerk returned to the meeting, Mr Inder accepted the appointment.

216/25 Cllr Inder closed the meeting at 8.15pm.

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

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Annex A

Marham Parish Council

7 October 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
100	Grounds Maintenance Contract	03/09/2025		Community Account		Ground maintenance	Walpole Mowing Man	X	710.00		710.00
101	Playing Field Sewage	04/09/2025		Community Account		Playing Field Sewage	Deejays Tanker Service	S	275.00	55.00	330.00
102	Refuse Collection	02/09/2025		Community Account		Cemetery rubbish collection	Veolia ES UK Ltd	S	61.75	12.35	74.10
103	Maintenance/Legal Fees	09/09/2025		Community Account		Flowers - Cemetery Trial	Valerie Inder	X	8.00		8.00
104	Wifi and Telephone	10/09/2025		Community Account		Virtual Telephone	Tamar Telecommunication	S	6.00	1.20	7.20
105	Rent (poors) / Ins / NSALG Mei	12/09/2025		Community Account		Allotment Society Subs	National Allotment Society	S	70.00	14.00	84.00
106	Electricity Supply (Streetlights)	12/09/2025		Community Account	Aug 25	Street lighting	N Power	L	135.21	6.76	141.97
107	Clerks Salary	18/09/2025		Community Account		Clerks Salary	Clerk	X	1,223.25		1,223.25
108	PAYE	18/09/2025		Community Account		PAYE & NIC	HMRC	X	316.60		316.60
108	HMRC EE's	18/09/2025		Community Account		PAYE & NIC	HMRC	X	42.77		42.77
108	HMRC ER's	18/09/2025		Community Account		PAYE & NIC	HMRC	X	174.84		174.84
109	Insurance	18/09/2025		Community Account		Insurance	Clear Councils	X	1,754.82		1,754.82
110	Play Area Inspection	18/09/2025		Community Account		Play park inspection	Online Playgrounds	S	175.00	35.00	210.00
111	Rent (poors) / Ins / NSALG Mei	18/09/2025		Community Account		Allotment Insurance	Chris Knott	X	83.24		83.24
112	Play Area Maintenance	18/09/2025		Community Account		play park repair	Fresh Air Fitness	S	33.00	6.60	39.60
113	Play Area Maintenance	18/09/2025		Community Account	Cllr Harrison	play park repair	Furniture Clinic	S	24.99	5.00	29.99
114	Play Area Maintenance	18/09/2025		Community Account	Cllr Harrison	play park repair	Trade Mart	S	39.00	7.80	46.80
115	Play Area Maintenance	18/09/2025		Community Account	Cllr Harrison	play park repair	UK Building Supplies	S	10.47	2.09	12.56
116	Subscriptions/Membership	24/09/2025		Community Account		Scribe Cemetery	Scribe	S	552.00	110.40	662.40
117	Wifi and Telephone	25/09/2025		Community Account	Aug and Sep	Broadband	BT	S	117.20	23.44	140.64
117	Wifi and Telephone	25/09/2025		Community Account	Aug and Sep	Broadband	BT	S	-54.24	-10.85	-65.09
118	Street Furniture	25/09/2025		Community Account		Notice Board Acrylic	Mr Plastic Man	S	53.76	10.75	64.51
118	Street Furniture	25/09/2025		Community Account		Notice Board Acrylic	Mr Plastic Man	S	8.29	1.66	9.95
119	Play Area Maintenance	25/09/2025		Community Account		Play park postsavers	Postsaver	S	123.02	24.60	147.62
120	Contacto (VH Caretaker)	26/09/2025		Community Account		caretaker	John Douglas	X	480.00		480.00
121	Maintenance/Materials/Plumbin	29/09/2025		Community Account	Reimburse Clerk	Village Hall Supplies	B&M	S	6.66	1.33	7.99
122	Play Area Maintenance	29/09/2025		Community Account	Soft pour repair kit	play park repair	Fenland Leisure Products	S	127.17	25.43	152.60
123	Electricity Supply	01/10/2025		Community Account	Pav Elect	Electricity	EDF	L	22.29	1.11	23.40
124	Refuse Collection	02/10/2025		Community Account		Cemetery rubbish collection	Veolia ES UK Ltd	S	49.40	9.88	59.28
125	Grounds Maintenance Contract	02/10/2025		Community Account		Ground maintenance	Walpole Mowing Man	X	370.00		370.00
126	Electricity Supply	06/10/2025		Community Account	Village Hall Aug+S	Electricity	EDF	L	48.63	2.43	51.06
Total									7,048.12	345.98	7,394.10

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