

MARHAM PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE FULL COUNCIL

Wednesday 18th February 2026 at the Village Hall, School Lane, Marham, PE33 9JA, at 7:00pm

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

Clerk: Mike Inder.

In attendance: County and Borough Cllr Jim Moriarity.

Apologies for absence: Cllr Pat Blyth, Borough Cllr Dr Pallavi Devulapalli.

Public: one.

- 21/26 **Opening address and apologies:** Cllr Inder opened the meeting and welcomed everyone. Apologies were received and accepted as above.
- 22/26 **Declarations of Interest:** Cllr Inder – Allotments, Cllr I Haddleton - Shouldham FC, Cllrs Walton and S Haddleton – Bowls Club.
- 23/26 **Public Forum:** nothing raised on agenda items.
- 24/26 **Reports from County and Borough Council members:** Cllr Moriarty having sent his County Council report in advance by email provided the key points concerning the two new Special Schools, one in Downham Market. He also highlighted the Borough Council weekly newsletter that residents can subscribe to. There is also a new Local Plan being initiated and a 'Call for Sites' to meet future housing targets set by the Government, which for West Norfolk will require an uplift from 554 to c1000 pa. Cllrs expressed a view that Marham already has c103 houses either with planning consent or going through the planning process but it was clarified that they were already included in the numbers and there will still be a requirement for more with traditional parish development boundaries now able to be built outside but adjacent to under the National Planning Policy Framework. The news that the NCC elections were now back on for the 7th May and after that the LGR will likely go ahead.
- 25/26 **Minutes of the previous HR and Fin Cttee meeting:** The draft minutes of the HR and Fin meeting on 26 Nov 25, having been circulated to Cllrs and published on the PC website, were proposed by Cllr Flatt as a true reflection of the meeting, seconded by Cllr Pearson and approved. The Chair duly signed the minutes.
- 26/26 **Minutes of the last full Council meeting:** The draft minutes of the meeting on 21st Jan 2026, 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 Barrett and approved. The Chair duly signed the minutes.
- 27/26 **Financial Matters:**
- a. Council payments were noted as pre-approved. See Annex A.
 - b. No new Cllr's expenses presented.
 - c. The bank reconciliation was counter signed by Cllr Heather who had carried out the internal monitoring of accounts following monthly bank reconciliation in Feb 26. He

Initials_____

queried the number of items subject to Portable Appliance Testing, which the Clerk had confirmed as accurate.

- d. The Clerk notified Council that village hall regular income has reduced by c£40 per month due to the ending of hire by the two children's groups on Monday and Tuesday mornings, in addition the reduced capacity during the build and a period of closure will further impact revenue.

28/26 Consideration of planning applications and decisions:

- a. Applications: No new applications.
- b. Late Planning applications: 26/00040/F – 4 dwellings to the rear of Chapel Farm House, replacing unused barns. Cllrs reviewed the planning and were satisfied that the design and access statement was accurate, and the application meets development policies. There was a concern regarding traffic entering the highway, but NCC Highways have yet to provide their consultation response, in addition during the building phase Cllr Inder suggested requesting a condition to ensure mud and debris was not deposited on the highway as it is on a tight corner. Council voted in to support the application.
- c. Decisions:
 - i. [25/01622/FM](#) Erection of a Nitrate Treatment building, Anglian Water Services Pumping Station Hoggs Drove. *Permitted*.
- 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 pending S106 agreement, the case officer has assured the Clerk that the sewage will be connected to the mains system on Hillside despite the push back from Anglian Water.
- e. The Borough Council Local Plan Call for Sites was briefly outlined and Cllr Inder encouraged Cllrs to consider potential sites to put forward in an order of preference to the Council. Cllr Inder suggested that a Planning Steering Group could be formed to shoulder the research and options work to put to Council and they could also develop the Parish Infrastructure Implementation Plan (PIIP) and deal with the consultations received between meetings. This was broadly well received as an innovative idea, and members were asked to express their interest in being part of it so as to form it at the next meeting when it will be on the agenda.

29/26 Traffic Report: Cllr Allerton provided a report, and the data and analysis can be viewed on the website. No significant concerns to report.

30/26 Governance: the following policies having been reviewed by the Clerk had no contextual amendments other than minor updates to the Disciplinary and Grievance and Dignity at Work Policies to clarify process where familial or organisational relationships are a factor. Cllr Allerton proposed to agree them en-bloc, seconded by Cllr Flatt and carried.

- a. Co-option.
- b. Meeting Protocols
- c. Biodiversity
- d. Complaints
- e. Equality and Diversity
- f. Disciplinary and Grievance
- g. Cemetery Management and Process
- h. Dignity at Work.

- 31/26 **Cllr Training:** The Clerk reported that all Cllrs have completed the GDPR training. The Chair thanked Cllrs for their persistence with the training website issues to ensure that aspect of Assertion 10 has been met.
- 32/26 **Village Hall, Extension and Refurbishment:**
- a. An update on the contract award and pre-start meeting was given including:
 - i. Requirement for Fire Risk Assessment update to the Coote Safety 2024 FRA (cost £150).
 1. FRA carried out on 18th February, adjustments are:
 - a. Reduced capacity to 60 people.
 - b. Kitchen door lock to be replaced with thumb turn lock
 - c. Relocation of fire extinguisher.
 - d. Adjustment and additional signage
 - e. Revised Fire Plan and Evacuation Routes Plan.
 - ii. Insurance building works notification, to be submitted before commencement.
 - iii. Archaeological WSI quote update – confirmation that the original quote price is held.
 - iv. Notice [Letters](#) to neighbours have been delivered.
 - v. Notice to regular Hall hire users for restrictions during the works have been sent.
- 33/25 **Tree Survey/Works:** The split Rowan tree has been reported to NCC and the ivy on tree marked T1 cleared from base up to 1m as recommended. The Coronation field boundary is to be scoped for recommended work by Cllr Harrison in the Spring when leafing up allows the dead branches to be identified more clearly.
- 34/25 **Grounds Maintenance:** To receive reports.
- a. Update winter work inc reduction of the Bowls Green Hedge to 4ft commenced 18 Feb.
 - b. Price increase for the Cemetery grass cutting from £20 to £75 per visit due to misinterpretation of the scope and the contractor absorbing 3 hours additional work for year 1 of the contract. The Contractor had requested a site visit walk-through pre-quote but that was not facilitated.
 - c. To note the clearance by GM contractor, free of charge, of Ivy and deadwood from the cemetery following the volunteer work carried out on the 7th Jan.
- 35/25 **Playing Field, Bowls Club and Pavilion:**
- a. Update on the Bowls Club lease – the head of terms was submitted to the solicitor in January. On the 16th Feb the clerk was sent a new template for the head of terms to be submitted on, this work is almost complete and the Clerk has consulted with Mr Steeles and the HoT should be ready to re-submit in the coming days once the Bowls Club appoint a solicitor and it is notified to the Clerk.
 - b. Cllr I Haddleton having reported damage to council of the pavilion toilet door and had authority granted to proceed with an urgent temporary repair and subsequent replacement free by a local firm, G&S Windows and Conservatories, who had made the generous offer. The decision was ratified and a vote of thanks to G&S was given.
 - c. The Pavilion 5 Year Electrical Installation report (EICR) was circulated and there were no immediate concerns requiring action with the recommendations determined for actions during a pavilion refurbishment project planned to commence once the Village Hall was complete.
- 36/25 **Cemetery and Churchyard:** a [report](#) on the requirement for memorial inspections was provided by the Clerk and after debate Cllr Flatt proposed Option C and Quote 2 (CDS Group) to carry out the work at the earliest opportunity, seconded by Cllr Inder and agreed.

37/25 Play Park:

- a. Completion of agreed works from the recommendations of the Operational Inspection report was noted.
- b. The re-order of inspections for 2026 was ratified (costs £175 Annual and £120 Operational).

38/25 Allotments:

- a. Update - 3 vacant plots from April, one expression of interest received in response to advertising, if this proceeds then there will be two plots vacant and while advertising continues the Council has sufficient covers for plots 9 and 1 not to require additional cover as suggested below.
 - i. However, if further plots become vacant then it was agreed to purchase another cover. [25m x 4m cf£43 per sheet.](#)
- b. Update on the accessibility proposal: Cllr Barrett reported that Cllr Harrison had assisted with a considerable amount of time and effort to develop this proposal but despite considerable advertising and word of mouth there has been no interest from residents. Cllr Platt proposed that the project be put on hold until such time as there is an expression of interest with all Cllr Harrison's work put on file, Cllr Allerton seconded and Council agreed. Cllr Barrett proposed a vote of thanks to Cllr Harrison which was echoed by Council.

39/25 Clerk's Report, Correspondence and Cllr reports:

- a. New reports from Cllrs and future agenda items: Cllr Inder proposed the formation of a Planning Steering Group. Cllr Harrison suggested arranging for the Playing Field car park boundary hedge to be cut by the owner.
- b. To note the next meeting date 18th March 26.

40/25 Cllr Inder closed the meeting at 8.35pm.

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

Initials_____

Marham Parish Council
PAYMENTS LIST

9 February 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
197	HMRC EE's	19/01/2026		Community Account		PAYE & NIC	HMRC	X			
197	HMRC ER's	19/01/2026		Community Account		PAYE & NIC	HMRC	X	174.84		174.84
197	PAYE	19/01/2026		Community Account		PAYE & NIC	HMRC	X			
198	Clerks Salary	19/01/2026		Community Account		Clerks Salary	Clerk	X	1,223.45		1,223.45
199	Maintenance/Legal Fees	22/01/2026		Community Account		Cemetery row marker tiles	Tile Warehouse	S	71.50	14.30	85.80
200	Wifi and Telephone	25/01/2026		Community Account		Broadband	BT	S	58.60	11.72	70.32
200	Wifi and Telephone	25/01/2026		Community Account		Broadband	BT	S	-27.12	-5.42	-32.54
201	Tree Maintenance	26/01/2026		Community Account		Tree Survey	Ravencroft Tree Services Li	S	355.00	71.00	426.00
202	Contacto (VH Caretaker)	30/01/2026		Community Account		caretaker	Dave Goodchild	X	325.00		325.00
203	Contractor (Cleaner)	30/01/2026		Community Account		VH Cleaner	Brightaway Cleaning Comp	S	204.00	40.80	244.80
204	Printing	01/02/2026		Community Account		P&S printing	BCKLWN	Z	90.00		90.00
205	Electricity Supply	02/02/2026		Community Account		Pavillion Electrics	EDF	L	35.95	1.80	37.75
206	Refuse Collection	02/02/2026		Community Account		Cemetery rubbish collection	Veolia ES UK Ltd	S	40.15	8.03	48.18
207	Bowls Club - Water Rates	03/02/2026		Community Account		Playing Field Water	Wave - Anglian Water Busi	Z	72.03		72.03
208	Water Rates - Village Hall	03/02/2026		Community Account		Water Rates Village Hall	Wave - Anglian Water Busi	Z	63.90		63.90
209	Water Rates - Cemetery	03/02/2026		Community Account		Water Rates - Cemetery	Wave - Anglian Water Busi	Z	18.49		18.49
210	Play Area Maintenance	03/02/2026		Community Account		play park repair	Online Playgrounds	S	609.75	121.95	731.70
211	Electricity Supply	06/02/2026		Community Account	VH Elect	Electricity Supply	EDF	Z	-0.49		-0.49
211	Electricity Supply	06/02/2026		Community Account	VH Elect	Electricity Supply	EDF	L	234.03	11.70	245.73
212	Electricity Supply	26/01/2026		Community Account	Pav Elect	Electricity Supply	EDF	L	28.53	1.43	29.96
213	Maintenance/Materials/Plumbin	09/02/2026		Community Account	Pav EICR/VH PAT	Electrical Inspection	Evry Electrical	S	180.00	36.00	216.00
213	Maintenance/Materials/Plumbin	09/02/2026		Community Account	Pav EICR/VH PAT	Electrical Inspection	Evry Electrical	S	200.00	40.00	240.00
Total									4,316.78	353.31	4,670.09

Initials_____