

MARHAM PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE FULL COUNCIL

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

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

Clerk: Mike Inder.

Apologies for absence: Cllrs Ian Haddleton, Sonya Haddleton, County and Borough Cllr Jim Moriarty, Borough Cllr Dr Pallavi Devulapalli.

Public: one.

- 41/26 **Opening address and apologies:** Cllr Inder opened the meeting and welcomed everyone. Apologies were received and accepted as above.
- 42/26 **Declarations of Interest:** Cllr Inder – Allotments.
- 43/26 **Public Forum:** “Nothing to report.”
- 44/26 **Reports from County and Borough Council members:** Cllr Moriarty sent his NCC report, the key points of which have been published on the Village FB group.
- 45/26 **Minutes of the last full Council meeting:** The draft minutes of the meeting on 18 Feb 2026, having been circulated to Cllrs and published on the PC website, were proposed by Cllr Walton as a true reflection of the meeting, seconded by Cllr Barrett and approved. The Chair duly signed the minutes.
- 46/26 **Financial Matters:**
- a. Council payments were noted as pre-approved, proposed by Cllr Barrett, seconded by Cllr Allerton. 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 Mar 26 with “Nothing to report”.
- 47/26 **Consideration of planning applications and decisions:**
- a. Applications: No new applications.
 - b. Late Planning applications: None.
 - c. Decisions:
 - i. **26/00161/CU** | Change of use of a vacant property to accommodate up to 3 young people with care being provided | The Shielling Squires Hill Marham King's Lynn Norfolk PE33 9JT: 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 system on Hillside despite the push back from Anglian Water.

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- ii. The Chapel Farm application received an objection from Highways for the entrance to the highway that will need to be revised.
 - e. The Borough Council Local Plan Call for Sites: Cllr Harrison stated that in discussion with a resident that he had expressed an interest in putting forward a parcel of land, the Clerk will contact them to ask if they are going to put it forward themselves or if they would like to provide details and the PC put it forward? Cllr Heather confirmed his intent to put forward an area of his land.
- 48/26 **Traffic Report:** Cllr Allerton provided a report, and the data and analysis can be viewed on the website. No significant concerns to report.
- 49/26 **Planning Advisory Group:** Council to considered forming the group and Cllrs Barrett, Blyth and Inder volunteered to be members, this was agreed. The draft [Terms of Reference](#) were proposed by Cllr Inder, seconded by Cllr Barrett and adopted.
- 50/26 **Governance:** the following policies were reviewed by the Clerk and circulated to Cllrs for review. Amendments to the Planning policy have been made to update it in line with the new national Planning Policies and the Local Plan adopted in Jun 2025. The Staff appraisal policy has been updated to account for familial relationship aspects. Cllr Allerton proposed them en-bloc, seconded by Cllr Flatt and agreed.
- a. [Planning Process Policy.](#)
 - b. [Staff Appraisal Policy.](#)
 - c. [Parish Council Risk Assessment & Management Plan.](#)
 - d. [Training & Development Policy.](#)
- 51/26 **Cllr Training:** Cllr Flatt followed up on her research into social media marketing to help promote the village hall. A number of courses have been identified, and she stated that there was a free one that may be suitable, it was agreed for her to proceed.
- 52/26 **Village Hall, Extension and Refurbishment:** an update on progress was provided by the Clerk; the foundations have been dug and monitored by the archaeological surveyor without any significant finds. However, an old well, that had been covered over was found to be in use as a surface water gulley soakaway. This well is in a position that obstructs the footings for the extension. The Prime Contractor alerted the find to the Principal Designer/Contract Administrator (and Architect) and the Clerk. The Principal Designer has instructed the Contractor to arrange a CCTV survey of the drains and to carry out a percolation test to ascertain the requirements for a new soak away from foundations, for gulleys and pipes to be diverted to. The Clerk was asked to research whether any neighbouring properties had historic 'Rights to draw water' from the defunct well? The Clerk has consulted with immediate neighbours and confirmed that they do not have any such rights to draw water from the well, in addition Cllrs were able to provide information to a total of 5 similar decommissioned wells in the vicinity, further reducing the likelihood of this well having rights on it by third parties. The Council are content that they can indemnify the Architect/Principal Designer of liability and authorise him to design a plan to fill in the well and divert the pipes to another soakaway. All being *well* this should only be a short delay to the schedule and additional costs once known will be considered but should be within the contingency.
- Council also confirmed the following aspects:
- a. To ratify the appointment of the Clerk by the VHSG as the delegated authority to carry out project administration including contract signing on behalf of the PC.
 - b. Fire Risk Assessment: to note all recommended mitigation in place.

- c. Works Insurance update – Additional Joint named policy in place.
- d. To consider the [kitchen refurbishment report](#) and agree the scope. There was a suggested option to install an aircon unit in the kitchen instead of the plinth heater, this will be costed as an option. Cllr Flatt proposed the scope, seconded by Cllr Heather and agreed. The clerk asked Cllrs to put forward any suggested companies to approach for quotes.

53/25 Playing Field, Bowls Club and Pavilion:

- a. To receive an update on the Bowls Club lease – Head of terms new template sent to the Bowls Club for signature and nomination of their solicitor. A Bowls Club Cttee meeting was reported as scheduled on the 18 March where the lease HoT should be transacted.
- b. Sewage overflow report: A report of overflowing was received on Sat 28 Feb, tankering arranged by the Clerk (delegated authority) and carried out same day.
- c. Following the recent overflow the clerk has sought a quote for a new pumped sewage treatment plant, a site meeting scheduled for 1st Apr. 2 further quotes will be obtained once the funding is in place.
- d. Car park hedge cut update, the Clerk had spoken with the owner, and he had agreed to do the work.

54/25 Allotments:

- a. Cllrs Barrett and Flatt reported that there is currently one plot vacant with another tenancy ending on the 30 Apr; there is no waiting list, and it was agreed to keep advertising. Plot 1, which is the one due to be handed back, had its roof felt torn off in the recent high winds, the tenant has asked the Council to carry out the repair, acknowledging that the cost will be deducted from the deposit refund. Cllr Allerton agreed to purchase a roll of roofing felt and let the Clerk know how much of it was used to apportion the cost to the deposit. Cllr Allerton identified the cost of 10m roll at £28, this is of a low cost not requiring further quotes and he can proceed. The remaining felt will be stored for future such repairs. The Clerk reported that all tenancy agreements are now up to date.

55/25 Marham Fun Day: An offer from Marham Friends to have a PC stall was agreed and Cllr Flatt agreed to discuss the stall type with volunteers and lead arrangements. Cllr Inder will inform the Marham Friends of the wish to take up the offer.

56/25 Tractor Container: Cllr Allerton reported that following the winter layup of the tractor and mower he went to check it over and start it in Feb and found the condition of the container to very wet inside with condensation, this was attributed to the large quantities of mud and grass that had been left on the tractor, and particularly the mower, a lot of which had dropped onto the wooden floor. He spent 3 hours cleaning the mower and tractor. The new pre-use and post use checks should improve the state that the tractor and mower is left in after use in future and this will be monitored by the clerk for compliance as agreed. Cllr Allerton proposed to install vents to reduce condensation, this would cost c£30 and it was agreed for Cllr Allerton to proceed.

57/25 Clerk's Report, Correspondence and Cllr reports:

- a. New reports from Cllrs and future agenda items: None.
- b. To note the next meeting date 15th April 26. To be held after the Annual Parish Meeting which will start at 7pm.

58/25 Cllr Inder closed the meeting at 8pm

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

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Annex A

Marham Parish Council

11 March 2026 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
215	Electricity Supply (Streetlights)	11/02/2026		Community Account		Street lighting	N Power	L	219.52	10.98	230.50
216	Subscriptions/Membership	11/02/2026		Community Account		Parish online annual licence fee	GeoXsphere	S	150.00	30.00	180.00
216	Subscriptions/Membership	11/02/2026		Community Account		Parish online annual licence fee	GeoXsphere	S	-82.50	-16.50	-99.00
217	Streetlight Maintenance	13/02/2026		Community Account		Street Light Maintenance	Cozens (UK) Ltd	S	75.00	15.00	90.00
218	HMRC ER's	17/02/2026		Community Account		Clerks Salary	Clerk	X	174.84		174.84
218	HMRC EE's	17/02/2026		Community Account		Clerks Salary	Clerk	X	42.77		42.77
218	PAYE	17/02/2026		Community Account		Clerks Salary	Clerk	X	316.60		316.60
219	Clerks Salary	17/02/2026		Community Account		Clerks Salary	Clerk	X	1,223.25		1,223.25
220	Fire Safety/Premise Fees	17/02/2026		Community Account		Fire Risk Assessment	The Coote Safety Group	S	150.00	30.00	180.00
221	Bowls Club - Green Maintenance	20/02/2026		Community Account		Bowling Green Maintenance	Turfcare Leisure Services L	S	850.00	170.00	1,020.00
222	Wifi and Telephone	23/02/2026		Community Account		Broadband	BT	S	58.60	11.72	70.32
222	Wifi and Telephone	23/02/2026		Community Account		Broadband	BT	S	-27.12	-5.42	-32.54
223	Maintenance/Materials/Plumbin	23/02/2026		Community Account	Kit Door lock	Village Hall Maintenance	Clerk	S	40.77	8.15	48.92
224	Playing Field Fencing	25/02/2026	92/25	Community Account		Fence repair	J Betteridge Welding Serv	X	120.00		120.00
225	Contacto (VH Caretaker)	28/02/2026		Community Account		caretaker	Dave Goodchild	X	325.00		325.00
226	Contractor (Cleaner)	28/02/2026		Community Account		VH Cleaner	Brightaway Cleaning Comp	S	204.00	40.80	244.80
227	Electricity Supply	02/03/2026		Community Account		Pavilion Electrics	EDF	L	28.16	1.41	29.57
228	Refuse Collection	04/03/2026		Community Account		Cemetery rubbish collection	Veolia ES UK Ltd	S	26.10	5.22	31.32
229	Playing Field Sewage	04/03/2026		Community Account		Playing Field Sewage	Deejays Tanker Service	S	85.00	17.00	102.00
230	Electricity Supply	04/03/2026		Community Account	Village Hall	Electricity Supply	EDF	L	217.21	10.86	228.07
230	Solar	04/03/2026		Community Account	Village Hall	Electricity Supply	EDF	X	-2.53		-2.53
231	Streetlight Maintenance	05/03/2026		Community Account		Street Light Maintenance	Cozens (UK) Ltd	S	75.00	15.00	90.00
232	Insurance	05/03/2026		Community Account	VH Works Insuran	Insurance	Clear Councils	X	333.21		333.21
232	Insurance	05/03/2026		Community Account	VH Works Insuran	Insurance	Clear Councils	X	83.17		83.17
233	Subscriptions/Membership	06/03/2026		Community Account		Payroll Service	Norfolk Association of Loca	S	96.00	19.20	115.20
234	Electricity Supply (Streetlights)	06/03/2026		Community Account		Street lighting	N Power	L	178.22	8.91	187.13
235	Fire Safety/Premise Fees	10/03/2026		Community Account		Fire Extinguisher servicing	Ashill Fire Protection Ltd	S	67.00	13.40	80.40
236	Wifi and Telephone	10/03/2026		Community Account		Virtual Telephone	Tamar Telecommunications	S	6.00	1.20	7.20
Total									5,033.27	386.93	5,420.20

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