

MARHAM PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE FULL COUNCIL

Wednesday 10th June 2026 at the Holy Trinity Church, Marham, at 7:00pm

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

Clerk: Mike Inder.

County/Borough Councillors: County Cllr Mike Westman, Borough Cllr Jim Moriarity

Apologies for absence: Cllr Pat Blyth and B Cllr Dr Pallavi Devulapalli.

Public: One.

Cllr Inder opened the meeting and welcomed those present.

97/26 Apologies received and accepted as above.

98/26 Declarations of Interests for agenda items:

VI – Allotments

IH – S&M Utd FC

SH- S&M Utd FC and Bowls Club

99/26 Public forum: A resident raised two concerns:

- a. The hedges at the old Methodist Chapel are overgrown and obstructing the pavement and visibility for cars exiting Mill Lane. *Addendum:* Cllr Inder visited the site and took photos, that support the report and has on this occasion reported online to the NCC via the link provided on the Parish Council website homepage. Residents can report concerns themselves rather than wait until wait until a PC meeting to report it and the PC can become involved to escalate them if matters are not attended to in a timely manner.
- b. There is a missing slat on a bench at the pavilion, exposing nails that could be a hazard. *Addendum:* The Clerk has checked and hammered the nails in to prevent them being a hazard; the bench is rotten and beyond repair and they should be monitored for further deterioration and disposal arranged at the earliest opportunity; added to the cartaker's weekly checks.

100/26 County and Borough Council members reports: County Cllr Westman reported that he had recently met with the area NCC Highways Manager and Engineer and that he wasn't aware of any pressing matters in the Parish but invited Council to let him know of any that he may be able to assist with; the Narborough Road long stretch of very degraded surface was highlighted and the common practice that drivers routinely drive on the other side of the road to avoid damage to vehicles.

Borough Cllr Moriarity reported that the Recycling and waste collections was still suspended for small electricals and batteries and reminded Cllrs of the Planning update training that will focus on, CIL, the new scheme of delegation to Planning Officers and the next Local Plan. Cllr Inder responded that 3 Cllrs were booked to attend.

101/26 The [minutes](#) of the Annual Council meeting 20th May 2026, having been circulated were proposed as an accurate reflection of the meeting by Cllr Pearson, seconded by Cllr Allerton and agreed.

102/26 **Financial Matters:**

- a. [Payments](#) in May 26 were noted and approved.

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- b. Cllr's expenses presented for agreed purchases, none presented but Cllr I Haddleton mentioned that he had some tractor fuel receipts to submit, the Clerk asked him to forward them to him for processing.
- c. Bank reconciliation and internal monitoring of accounts was carried out in advance of the meeting by Cllr Heather, no issues raised and the reconciliation was duly countersigned.
- d. The [Regular Payments list](#) for the FY 2026/27 was proposed by Cllr Flatt, seconded by Cllr Pearson, and approved.
- e. Village Hall project finance report from the RFO: The receipt of the 1st interim FCC grant payment (£22,031.52) and VAT 126 reclaim for the period 1 Apr- 31 May 26 (£8,133.32) both received.

103/26 **Annual Governance and Accountability Return (AGAR):** The Clerk reported that the documentation was submitted to External Auditor on 21st May 26. Receipt acknowledged and no queries raised to date.

104/26 **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. Cllr Moriarity added that it was expected to be decided by the end of June.

105/26 **Traffic and Speed monitoring:** Cllr Allerton reported the data for the session at the foot of Squires Hill in May and explained that the concern raised by Cllr Blyth that it would not pick up speeders on the first corner on the downhill route was trialled and it did pick up and display his speed (28mph) as soon as he rounded the corner. He further reported that the data of repeated sessions at this site continue to dispel the perception that speeding is common practice of a level that requires reporting to the NCC Road Safety Partnership. [SAM2 report](#), no further action required.

106/26 **Cllr Training.** Cllr Flatt reported that she is progressing with the Social Media training to enhance community engagement.

107/26 **Village Hall, Extension and Refurbishment:** The Clerk provided a progress report; the 2-week shut down of the hall for hire during electrical works finishes on the 12th of June, however there is considerable cleaning and resetting of the hall prior to re-opening for hire on Tue 16th June. The roof on the extension is complete, and drainage works has commenced. The gravel courtyard option has reduced the water capacity needed and therefore number of crates required for the soakaway, the savings on that have offset other additional costs due to variations and additional work encountered during the electrical works (entrance lobby ceiling and repositioning at a lower level of new cable ducting in the hall). Practical completion prior to snagging and handover has slipped one week to 17th July, not too bad considering the delays caused by the well and poor brick dimensions tolerance compliance. The render on the kitchen and meeting room wall that was covering the chalk block parts of the wall and known to be causing damp issues and unsafe due to parts falling off, has been removed by the contractor as requested. The condition in some parts is very poor and in need of repair. The Contractor has been asked to quote to replace the chalk block under the kitchen window and then reusing the better blocks replace the worst blocks in the rest of the chalk block area under the meeting room window and re-point.

- a. [Minutes](#) of the May Site Meeting were circulated to provide detailed progress and decision making between all parties.
- b. The alternate rear courtyard reinstatement to gravel has been agreed and a [Contract](#) Administration Instruction issued. It was noted that the rear gate has been removed for access and Cllr Inder suggested that as the area is being reinstated as gravel and is an evacuation route, that the gate, originally installed to enclose the play group play area, is no longer required, Cllrs agreed that there was no need to refit the gate.
- c. The Kitchen refurbishment specification has been sent to 2 further interested contractors and quotes are being worked on. The expectation is that they will be available for a decision at the July meeting.
- d. The Clerk provided an update for the repurposing of the ladies and gents toilets as a storeroom and caretaker's store, and the specification has been issued to 3 contractors for quotes to be returned by the July meeting.
- e. The Chair reported on the removal of the temporary store area on the Saturday prior to the electrical works. A vote of thanks to Cllrs Allerton, Barrett, Inder and the Clerk for the work party was given. Redecoration of the corner has been tasked to the Caretaker with a tin of the correct shade of paint provided. The timber from the store will be used by the Contractor to partition the fire exit area while that work is progressed, after that the contractor has agreed to build a paint locker free of charge and take the remaining timber off site; if anyone has use of any of the timber for other community projects then they should speak to Cllr Allerton and arrange collection when it is available. The contractor has offered to use some of it to build a small paint store for the Council and any remaining after that he will remove from site for the Council.

108/26 Playing Field, Bowls Club and Pavilion:

- a. Football Foundation Pitch Improvement grant: the status of Y2 unclaimed in the calendar year expected has been queried by the Clerk to retain it as Y2 and he is awaiting response from the FF.
- b. Bowls Club lease – The solicitor is sending the approved Lease to the Bowls Trustees for signing.
- c. Review of occurrences of ASB on the playing field. One broken bottle reported, the issue has abated but will continue to be monitored.

109/26 Allotments: Cllr Barrett reported that all allotments are leased and there are no new issues. The fence to the small fen before the allotments has been repaired and the cows are now on the Fen for the Summer.

110/26 Cemetery and Churchyard:

- a. Memorial repairs: a couple more of the failed memorials at the cemetery have been repaired by the memorial mason (Holmans/Bretts), paid for by the owners. Tracing of owners continues. Quotes to repair the Churchyard failed memorials have been received ranging from £200-285 for repairs and £75 for laying down once Council agrees that sufficient time in attempting to trace owners has passed.
- b. Update on staking of failed memorials: Stakes will be purchased when the hall is complete so that there is somewhere to store them until a work party can install them.
- c. Notice board update: Cllr Inder reported that she has repurposed a sheet of the VH store timber instead of purchasing it and has painted it ready to assemble and install when time permits.

111/26 Marham Fun Day: Cllr Flatt report on the PC stall and that £46.50 had been raised and donated to Marham Friends, a thank you email from Marham Friends Chair was received by the Chair and he reported the overall success of the event and good community cohesion.

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112/26 Tractor:

- a. Paperwork update: The Clerk reported that the signing of acknowledgement of the Risk Assessment by tractor operators has been done by Cllrs Allerton and Ian Haddleton and that the pre/post use check sheets are in use and are collected by the Clerk to file on a monthly basis. Cllr Haddleton reported that he was unsure if the greasing was correct as the gun and nipples operate slightly differently than expected, he was advised that 2 pumps on a routine basis should suffice.

113/26 Clerk's Report, Correspondence and Cllr reports:

- a. New reports from Clerk/Cllrs and future agenda items:
 - i. The Clerk reported that the above ground tomb of Sarah and Edward Makemead in the Holy Trinity Churchyard has partially collapsed. It has been cordoned off and the PCC informed. Holman's memorial masons have been contacted to provide a quote for making safe; the expected option is the removal of the walls into the void and lowering of the tablet on to the grave at ground level, with the railings that are severely rusted removed, an initial estimate is between £2-3k. A call for relatives to contact the Clerk has been published on the PC website and social media and a resident is assisting with ancestry research. This work needs to be undertaken urgently, and Council agreed that it should be determined at the next meeting.
 - ii. Cllr Barrett proposed a vote of thanks to Phil Fay, the Church Warden, for allowing the Church to be used for the meeting at short notice.
 - iii. The hedge to the playing field has grown a lot during the recent warm wet weather and the Clerk was asked to contact the owner to request a cut as it is obstructing vehicles.
- b. The date of the next meeting is the 15th July 2026.

114/26 The Chair closed the meeting at 7.42pm.

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

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Annex A

Marham Parish Council
PAYMENTS LIST

01 June 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
41	Electricity Supply	14/05/2026		Community Account	VOID	Electricity	EDF	L			
41	Electricity Supply	14/05/2026		Community Account	VOID	Electricity	EDF	Z			
42	Clerks Salary	17/05/2026		Community Account		Clerks Salary	Clerk	X	1,244.20		1,244.20
42	Clerk HW Allowance	17/05/2026		Community Account		Clerks Salary	Clerk	X	10.00		10.00
43	HMRC EE's	17/05/2026		Community Account		PAYE & NIC	HMRC	X	45.08		45.08
43	HMRC ER's	17/05/2026		Community Account		PAYE & NIC	HMRC	X	179.17		179.17
43	PAYE	17/05/2026		Community Account		PAYE & NIC	HMRC	X	322.20		322.20
44	Wifi and Telephone	27/05/2026		Community Account		Broadband	BT	S	62.88	12.58	75.46
44	Wifi and Telephone	27/05/2026		Community Account		Broadband	BT	S	-27.12	-5.43	-32.55
46	Maintenance/Materials/Plumbin	28/05/2026		Community Account		VH CoSHH Cupboard	MMT Furniture Designs Ltd	S	138.02	27.60	165.62
47	Contractor (Cleaner)	28/05/2026		Community Account		VH Cleaner	Brightaway Cleaning Comp	S	162.00	32.40	194.40
48	Village Hall Professional Fees	29/05/2026		Community Account		Village Hall Architect	Calvert Brain & Fraulo Arch	S	1,130.00	226.00	1,356.00
49	Contacto (VH Caretaker)	01/06/2026		Community Account		Village Hall caretaker	Dave Goodchild	X	325.00		325.00
Total									3,591.43	293.15	3,884.58

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