

MARHAM PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE FULL COUNCIL

Wednesday 15th July 2026 at the Village Hall, Marham, at 7:00pm

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

Clerk: Mike Inder.

County/Borough Councillors: County Cllr Mike Westman, B Cllr Dr Pallavi Devulapalli.

Apologies for absence: Cllrs Ian Haddleton, Sonya Haddleton and Borough Cllr Jim Moriarity.

Absent: Cllrs Colin Heather and Mark Walton.

Public: One.

Cllr Inder opened the meeting and welcomed those present.

115/26 Apologies received and accepted as above.

116/26 Declarations of Interests for agenda items:
VI – Allotments
RA - Expenses

117/26 Public forum: A resident raised two concerns:
a. The hedges at the old Methodist Chapel previously reported as overgrown and obstructing the pavement and visibility for cars exiting Mill Lane have been attended to.
b. The grass on the verge on Mill Lane has not been cut.

118/26 County and Borough Council members reports: County Cllr Westman reported that the Local Government Reorganisation response to a request for Judicial Review had not been received to date. The deteriorating road surface on Narborough Rd, nr Collins Ln was confirmed as scheduled for repair at the end of the Summer. There being no other questions he then took his leave.
Borough Cllr Moriarity provided a written report that had been circulated.
Borough Cllr Devulapalli reported that the Recycling and waste collections for small electricals and batteries had resumed and reminded Cllrs Fri 17th July was the closing date for the wildlife garden competition.

119/26 The [minutes](#) of the Council meeting 10th June 2026, having been circulated were proposed as an accurate reflection of the meeting by Cllr Flatt, seconded by Cllr Allerton and agreed.

120/26 **Financial Matters:**

- a. To note/approve [payments](#) Jun/Jul 26. Proposed by Cllr Barrett, seconded by Cllr Allerton and agreed.
- b. To approve Tractor fuel expenses presented for agreed purchases Cllr's IH and RA. It was suggested that in future fuel should try and be sourced from cheaper fuel stations.
- c. Bank [reconciliation](#) and internal monitoring of accounts report. Prepared by the Clerk and internal monitoring carried out prior to the meeting by Cllr Heather.
- d. Budget Forecasting [Report](#) for information only and no queries raised.
- e. To note application for 2nd interim FCC grant payment (£25k) and CIL interim payment (£40k) – Both received.

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- 121/26 **Annual Governance and Accountability Return (AGAR):** No queries from the EA to date.
- 122/26 **Consideration of planning applications and decisions:**
- a. Applications: None at time of publishing.
 - b. Late Planning applications will be considered.
 - c. Decisions: None at time of publishing.
 - 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
- 123/26 **Traffic and Speed monitoring:** To receive and consider the SAM2 [report](#). An unexplained decrease in traffic of 2,500 movement compared to the last data collection. Nothing significant to report.
- 124/26 **Cllr Training** Cllrs Inder, Barrett and Blythe as well as the Clerk attended, other Cllrs were recommended to read the briefing linked below:
- a. [Parish Planning Update](#). Presentation [Slide pack 1 \(National Scheme of Delegation and CIL\)](#) and [pack 2 \(New Local Plan\)](#)
 - b. Cllr Inder also attended the Scribe Digital AGAR webinar to understand the forthcoming changes and implications.
- 125/26 **Village Hall, Extension and Refurbishment:** To receive an update on progress and consider the following aspects:
- a. Village Hall Steering Group meeting on 1st July [report](#).
 - b. Rear hall annex (kitchen/meeting room) wall repair: the chair explained the original option to replace spalled chalk block had been discounted by the contractor as further review raised concerns for the work escalating beyond economic repair, the alternative to stabilise and lime render was agreed with a cost of £2,148 to be factored into the equation within the overall tender and if unable to be offset then paid in addition to the contract.
 - c. Kitchen refurbishment - [quotes](#) report. Cllr Flatt proposed Option C seconded by Cllr Barrett and duly voted in favour and selected based on meeting the spec, best value of the quotes and a known contractor.
 - d. Repurposing of the ladies' and gents' toilets as a storeroom and caretaker's store and receive [quotes and levelling report](#) Cllr Flatt proposed Option C seconded by Cllr Barrett and duly voted in favour and selected based on meeting the spec, best value of the quotes and a known contractor.
 - e. To consider a [report](#) on new VH noticeboards. Cllr Inder summarised her recommendation and proposed the magnetic board and Amazon leaflet holder, seconded Cllr Flatt and agreed.
 - f. To consider a [report](#) for the VH opening event. After deliberation it was agreed that any Cllr's with suggestions of invitees to add to the formal opening should be forwarded to the Chair or Clerk by the 1st Aug, enabling invitations to be sent out in good time and that the Chair's Allowance (£100) could be put towards hospitality/refreshments. The afterparty would be an open event based on BYO food and drink and details for that would be worked and publicised by the end of August with the date for the event being the 12th Sept.
- 126/26 **Village Hall – General.**
- a. Proposal by Cllr Pearson to offer a 'Cool spot' for the vulnerable, several points were made for things to be considered before a decision was made; Cllr Flatt offered to assist Cllr Pearson developing the idea and reporting to Council at the next meeting.
 - b. Ivy – to note the overgrown ivy on the rear corner fence and determine management/removal. Cllr Inder stated that nothing could be done until building work was completed and that the ivy could then be cut through at the roots where it was seen to be

growing on the PC's property. Once it died back it could be more easily removed. This course of action was agreed.

127/26 Playing Field, Bowls Club and Pavilion:

- a. To receive a report on correspondence with Historic England seeking permission to carry out ground repair to level a hazardous dip within the adult pitch area. The HE Site meeting 15th Jul – 1pm was deferred and new appointment to be made.
- b. To receive an update on the FF Pitch Improvement grant regarding status of Y2. It remains valid until Dec 26 for submitting invoice for claim.
- c. To consider quotes in principle for the Playing Field pitch improvement contract. Mr Groundsman, Hails, Wilmotts. Closing date 1 Sept, Clerk will remind interested contractors.
- d. To receive an update on the Bowls Club lease – arrived on 14th Jul, an electronic copy will be requested to permit an easier comparison with the last agreed draft and then circulated to all prior to signing.
- e. To report on and review any occurrences of ASB on the playing field. Since last month's meeting, 3 stakes from the orchard trees around the Coronation Playing field have been pulled out, there have been no other reports. The stakes have been reset as far as possible due to the recent heatwaves and will be further reset in Autumn.
- f. Update on the boundary tree health for trees identified on the survey as having suspect dead branches. Cllr Harrison and the Clerk met to observe the trees in leaf and trees marked T3 and T4 that were suspect did indeed have dead branches, the survey and this follow up info was forwarded to the landowner who thanked the Council and will instruct his tree surgeon to do the work in due course. Cllr Harrison brought up that there was a dead branch possibly overhanging the Platinum Jubilee bench situated on the grass at the bottom of Squires Hill. The Birch tree is highways responsibility. Cllr Inder agreed to inspect the site. *addendum – the branch in question does not overhang the Platinum Jubilee Bench but has been reported to Highways by Cllr Inder.*
- g. Update on the request to trim the access road hedge. Trimmed since the last meeting.
- h. Report of an ant infestation in the pavilion rear toilet. Inspected by the caretaker, obvious access points sealed and ant powder put down. Follow up check to be carried out.
- i. Shouldham & Marham United FC proposal to train new Comets and Wildcats youth teams at Marham. A proposal by Cllr I Haddleton who sent his apologies. Item deferred.
 - i. Request for permission for sole use of the MUGA during training. Discussed and the matter of car-parking was queried.
 - ii. To introduce a bid to upgrade/repair the MUGA surface. Cllr Haddleton has submitted question to the FF and is waiting for a reply. It was noted by the RFO that the VAT position of the Council was marginal with the 5-year aggregation for the reclaim maximum of £7,500 pa. as this is calculated on 2 years retrospective, the current year and next 2 years then post VH refurb the VAT position will need to be reassessed and could result in a moratorium on capital projects for 2 years.

128/26 Allotments: Cllr Barrett reported that she had heard comments that a couple of tenants were not cutting the grass path in front of their plots. This was not though to be clear in the current T&Cs? (Addendum- Clerk review of T&C appear the item 4.14 does cover it but not explicitly). Cllr Allerton mentioned that he has been mowing missed bit when he cuts the main driveway, he was given a vote of thanks and reminded to submit his mower fuel expenses.

129/26 Cemetery:

- a. Memorial testing [report](#) and tracing of owners. The Clerk reported that 3 further headstones had been repaired by owners and that the local memorial mason reports to him any work that they carry out in the cemetery, slow progress continues.

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- b. To receive quotes for the making safe of the collapsing tomb. Option A (£5,000), Option B (£1,470), Option C (Declined) Cllr Flatt queried the reason for declining to quote and the Clerk explained it was distance, there being only 2 independent masons in a 40-mile radius. Both quotes were like for like and the difference was understood to be for labour as the cheaper quoted had a gantry that reduced that aspect. The method of repair quoted, to remove railings and clear debris with the ledger stone removed, then to lay the wall stones flat to form a base to set the ledger stone back onto was common practice for this type of memorial. The Clerk consulted an SLCC Executive Branch colleague, who is a member of the ICCM and provides course on all aspects of cemetery/churchyard management, they concurred with the advice and method, additionally having viewed photos and heard of the sudden partial failure within 2 months of an inspection recommended immediate action to make it safe and to inform the Church and suggest they submit a faculty for the work. A faculty can routinely take 4-6 months to administer, and this work should be classed as too high a risk to wait for a faculty decision, a permissible course of action in this circumstance. Council agreed and instructed the Clerk to proceed as soon as possible.
- c. Request from a resident to install a memorial bench in the cemetery in the location of the recently removed one. Cllrs agreed to the recycled plastic material and design however; Cllr Allerton proposed an amendment to have it installed on concrete plinth to level it and prevent strimmer damage to legs. The amendment was seconded by Cllr Flatt and agreed.

130/26 Tractor:

- a. Insurance renewal – the renewal quote of £389 is an increase of £10 on last year and as such approved for renewal, proposed by Cllr Inder, seconded by Cllr Barrett and agreed.

131/26 Clerk's Report, Correspondence and Cllr reports:

- a. Report from a resident of a persistent unpleasant smell from the Spring Lane cockleshell paths. Cllr Inder reported that she had researched the matter on the Gov.UK website and submitted a complaint, advising the resident who complained to do likewise.
- b. New reports from Cllrs and future agenda items. Only those raised earlier in the meeting.
- c. To set a date for the next HR & Fin Cttee meeting – Cllr Barrett suggested a calling email with a couple of date options in early Sept.
- d. To note the date of the next meeting is the 16th Sept 2026.

132/26 Meeting closed at 8.04pm

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

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Annex A

Marham Parish Council

08 July 2026 (2026-2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
54	Village Hall Professional Fees	04/06/2026		Community Account		Village Hall Quantity Surveyor	G Baxter and Associates	S	1,275.00	255.00	1,530.00
55	Village Hall Extension Project	04/06/2026		Community Account		Village hall renovation fund	Manning Builders Ltd	S	11,431.44	2,286.29	13,717.73
56	Electricity Supply (Streetlights)	05/06/2026		Community Account		Street lighting	N Power	L	116.29	5.81	122.10
57	Wifi and Telephone	11/06/2026		Community Account	Virtual Phone	Virtual Telephone	Tamar Telecommunications	S	6.24	1.25	7.49
58	Electricity Supply	11/06/2026		Community Account	VH Elect - VOID	Electricity	EDF	Z			
59	Clerks Salary	18/06/2026		Community Account		Clerks Salary	Clerk	X	1,244.20		1,244.20
59	Clerk HW Allowance	18/06/2026		Community Account		Clerks Salary	Clerk	X	10.00		10.00
60	HMRC EE's	18/06/2026		Community Account		PAYE & NIC	HMRC	X	45.08		45.08
60	HMRC ER's	18/06/2026		Community Account		PAYE & NIC	HMRC	X	179.17		179.17
60	PAYE	18/06/2026		Community Account		PAYE & NIC	HMRC	X	322.40		322.40
61	Subscriptions/Membership	21/06/2026		Community Account		ICO subscription	ICO	X	47.00		47.00
62	Wifi and Telephone	29/06/2026		Community Account		Broadband	BT	S	62.88	12.58	75.46
62	Wifi and Telephone	29/06/2026		Community Account		Broadband	BT	S	-27.12	-5.43	-32.55
63	Contractor (Cleaner)	30/06/2026		Community Account		VH Cleaner	Brightaway Cleaning Comp	S	108.00	21.60	129.60
64	Electricity Supply	01/07/2026		Community Account		Pavilion Electrics	EDF	L	24.62	1.23	25.85
65	Contractor (VH Caretaker)	03/07/2026		Community Account		Village Hall caretaker	Dave Goodchild	X	325.00		325.00
66	Refuse Collection	03/07/2026		Community Account		Cemetery rubbish collection	Veolia ES UK Ltd	S	23.82	4.76	28.58
67	Grounds Maintenance Contract	03/07/2026		Community Account		Ground maintenance	Walpole Mowing Ltd	X	800.00		800.00
68	Maintenance/Materials/Plumbing	03/07/2026		Community Account		caretaker	G&B Stores	S	3.32	0.67	3.99
69	Village Hall Extension Project	03/07/2026		Community Account		Hall Extension and Refurbishment	Manning Builders Ltd	S	39,568.70	7,913.74	47,482.44
70	Subscriptions/Membership	03/07/2026		Community Account		Website domain subs	Norfolk Association of Loca	S	56.00	11.20	67.20
71	Street Furniture	03/07/2026		Community Account		Notice Board materials	Amazon	S	5.82	1.17	6.99
71	Street Furniture	03/07/2026		Community Account		Notice Board materials	Amazon	S	12.71	2.54	15.25
72	Tractor Fuel	03/07/2026		Community Account		Tractor Fuel	Waitrose & Shell	S	58.07	11.61	69.68
73	Tractor Fuel	03/07/2026		Community Account		Tractor Fuel	Fincham Filling Station	S	56.44	11.29	67.73
74	Streetlight Maintenance	03/07/2026		Community Account		Street Light Maintenance	Cozens (UK) Ltd	S	75.00	15.00	90.00
75	Maintenance/Materials/Plumbing	04/07/2026		Community Account		VH Cleaning materials	Chemex	S	68.18	13.64	81.82
76	Electricity Supply (Streetlights)	07/07/2026		Community Account		Street lighting	N Power	L	101.68	5.08	106.76
Total									55,999.94	10,569.03	66,568.97

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