



# Marsham Parish Council

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## MINUTES OF THE MEETING OF MARSHAM PARISH COUNCIL HELD ON 13<sup>th</sup> NOVEMBER 2017 AT 7:30PM IN MARSHAM VILLAGE HALL

### PRESENT

Mr C Hensby – Chairman

Mrs V Allen

Mrs L Willcocks

Mr B Parke

Mrs N Carver – Clerk to Marsham Parish

Cllr Harrison

Mrs B Warman

Mr D Grapes

Dr J Bailey

2 Member of the Public

### 1. APOLOGIES FOR ABSENCE

There were no apologies.

### 2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No Declarations of interest were made.

### 3. MINUTES

Minutes of the meeting held on the 09<sup>th</sup> October 2017 had previously been circulated and **agreed** by the council and signed by the Chairman.

### 4. INFORMATION ON MATTERS ARISING

None noted

### 5. REPORTS FROM POLICE

There were no police present at the meeting. The council are happy with the information they have received from the local police and do not require Brian Sweeney to attend the next meeting regarding update on local policing.

### 6. REPORTS COUNTY AND DISTRICT COUNCILLORS

Cllr Harrison was present at the meeting and gave an update on Unitary authority.

### 7. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

We were informed by a resident that there were approx. 100 hard back books in the paper bank, though they have been collected this morning. The bollard as you enter Marsham has been knocked over, the clerk to contact highways with regards to this.

## 8. TO CONSIDER PLANNING ISSUES

- a) There were no plans submitted
- b) PLANNING ENFORCEMENT UPDATE  
The councillors received a report prior to the meeting which was **accepted**

## 9. FINANCE

- a) The balance of the community account as of 31<sup>st</sup> August 2017 £7706.51  
The balance of the business account as of the 31<sup>st</sup> August 2017 £2008.14
- b) A CiL payment of £411.76 has been made from Benchmark Barn, Top Farm Marsham. This money has been put towards the work carried out on the play area.
- c) The following payments were **approved**

no. 1198	URM Invoice 1010626 and 1010744	Bottle Bank collection Sep Inv £12.60 Oct Inv. £12.60	£25.20	Approved
No. 1199	Ellis Timber Invoice 28123	Wood for paths	£8.46	Approved
No. 1200	Aylsham Town Council Invoice 3441	Photocopying papers Nov 17	£6.58	Approved
No. 1201	Natasha Carver	October Pay	£136.43	Approved
No. 1202	Natasha Carver	Expenses 10/10/17 to 13/11/17	£46.35	Approved
No. 1203	Royal British Legion	Purchase of wreath	£15.00	Approved

The Council agreed to the Purchase of a Poppy wreath for Remembrance Day.

The council have now received the money from the insurance claim of the replacement light column of £2213.90

The Clerk informed the council that a claim for VAT has now been made for the amount of £2837.53.

d)The clerk has worked the additional hours from her contacted hours. 2 Hours worked for VAT Claiming. 5 Hours worked on the Website. Total 7 additional hours. The council approved payment for the hours worked. This will be paid in the Clerks November Pay

## 10. PARISH CLERK'S REPORT

- a) The Clerk received an email from Broadland District Council with regards to Government Rough Sleeper count 2017. The councillors are not aware of any rough sleepers in Marsham.  
Colin had received correspondence from a resident from Hevingham regarding looking at reducing the speed on the A140 through the two villages. Colin has asked if the council are happy to support this petition. After a lengthy discussion, the council agreed to support this.

b) The parish clerk circulated the following report:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Parish Land		Email sent to gas works regarding the grassed area next to the Thatched shelter – waiting on response After contacting Broadland District Council regarding the tree next to the Thatched shelter. The tree is not protected; however, the utility’s team have to follow guidelines on working in areas with trees and are not to damage the routes.
Play Area		AGENDA ITEM
Allotments		AGENDA ITEM
Compost Site		AGENDA ITEM
Thatched Shelter		Waiting on invoice from R Kellys to make payment of £150 towards damage incurred
Village Sign		Sign has now been taken to HMP Bure for restoration work
The Heath		Nothing to report
Street Lighting		AGENDA ITEM
Litter & Dog Waste Bins		Nothing to report
Bus Shelters		Nothing to report
War memorial		Nothing to report
Highway Rangers		Nothing to report
Parking High Street		Nothing to report
Marsham Parish Council Website		AGENDA ITEM
Parish Partnership Scheme 218/2019		The form for a grant has now been sent off to Broadland District Council
Grass Cutting		AGENDA ITEM
SAM 2 Sign		AGENDA ITEM – Data sheet attached*

\*additional documentation

## **11. TO ANSWER QUESTIONS FROM COUNCILLORS**

No questions were received by the councillors

## **12. COMPOST SITE – WOODFARM & ENVIRONMENT AGENCY**

a) The monthly odour report was received by the councillors prior to the meeting and was **accepted**. Lesley informed the council there is a meeting next week. The EDP had contacted the council looking at the fact that it no longer does food waste. Lesley will contact the EDP on behalf of the council with information on the site.

**13. MARSHAM VILLAGE HALL**

Lesley Willcocks gave a verbal report to the council.

The next meeting being held will be the AGM 10<sup>th</sup> January.

The Insurance and tax is being looked at by Adrian, Colin will speak to Adrian regards looking at the documentation.

**14. UPDATE ON PARISH PARTNERSHIP SCHEME 2017/18**

- a) The Sign SAM 2 Unit has now been moved to its second location at the top of High Street. The data collected from the unit has been downloaded. There was only a couple of excessive speeds in this current location max speed of 45mph, an average of 20.7mph.
- b) We are just waiting on Highways to put the lines down. The

**15. AMENITIES MATTERS (Peewit Fields / Playground)**

- a) A verbal Update on the area was given, all bark in now in place. A request has been made to the council to look at having a dog bin at the top of Allison street outside the council houses. The clerk will contact Broadland with a request.

**16. ALLOTMENTS**

- a) Three allotments have been marked out, the council are just waiting for them to be ploughed.

**17. PUBLIC RIGHTS OF WAY**

Nothing to report.

**18. Marsham Speed watch**

Nothing to report.

**19. MARSHAM PARISH WEBSITE**

The Website is now live. The clerk asked the councillors to email her with any items they would like on the website, these will be discussed at the next parish meeting.

**20. MARSHAM GRASS CUTTING**

Colin spoke at length to the council regarding looking at taking on the grass cutting. Colin will continue to check through the paper work and contact highways regarding any further questions.

**21. ANY OTHER BUSINESS**

Lesley had been contacted by a resident with regards to the mounds up at the heath, she was informed that there was a lot of glass/sharp items in the mounds. Colin said they would have a look and check these areas.

Broadland footpath map has fallen down due to rotting posts, the clerk will contact Broadland council to look at having this replaced.

**22. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**

Budget, Grass cutting.

**23. DATE OF NEXT MEETING**

To confirm the date of the next Meeting as **Monday 11<sup>th</sup> December 2017 at 7:30. p.m.** Marsham Village Hall

There being no further business the chairman closed the meeting at 8.55pm

DRAFT