



Marsham Parish Council

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MINUTES OF THE MEETING OF MARSHAM PARISH COUNCIL HELD ON 14th MAY 2018 7:30PM IN MARSHAM VILLAGE HALL

PRESENT

Mr C Hensby – Chairman

Mrs V Allen

Dr J Bailey

Mrs L Willcocks

Mrs N Carver – Clerk to Marsham Parish

Mrs B Warman

Mr D Grape

Bob Parke

2 Members of the Public

1. TO ELECT THE CHAIRMAN OF THE COUNCIL FOR 2018/2019

Bob Parke proposed Mr Colin Hensby this was seconded by David Grapes. Mr Hensby was duly elected as Chairman for the ensuing year

2. TO RECEIVE THE CHAIRMANS DECLARATION OF ACCEPTANCE OF THE COUNCIL FOR 2018/2019

The declaration of acceptance of office was signed and witnessed by the clerk

3. TO ELECT THE VICE CHAIRMAN OF THE COUNCIL FOR 2018/2019

Valerie Allan proposed Brenda Warman this was seconded by Lesley Willcocks, Brenda Warman was duly elected as Vice-Chairman for the ensuing year

4. TO RECEIVE THE VICE CHAIRMANS DECLARATION OF ACCEPTANCE OF THE COUNCIL FOR 2018/2019

The declaration of acceptance of office was signed and witnessed by the clerk

5. APOLOGIES FOR ABSENCE

No apologies received.

6. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No Declarations of interest were made.

7. MINUTES

Minutes of the meeting held on the 9th April 2018 had previously been circulated and **agreed** by the council and signed by the Chairman.

8. INFORMATION ON MATTERS ARISING

None noted

9. REPORTS FROM POLICE

There were no police present at the meeting. The monthly newsletter has been received and circulated to all councillors. PC Magee sent his apologies that he was unable to attend the meeting. The councillors have asked for a more detailed report for Marsham, the clerk will contact the local PC.

10. REPORTS COUNTY AND DISTRICT COUNCILLORS

No County or District Councillors present

11. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

The council were asked for an update on the planning application for the Dog Rehabilitation home. This was discussed under planning. A resident asked if the council could look at the issue of excess water on Allison Street. The clerk will contact highways and Anglian Water. Councillor Wilcocks also asked if the clerk could also report this for Fengate. A parishioner spoke about the NDR roundabouts and asked if the council would support the recent report that was made regarding the road layouts on the NDR. The clerk will contact the county councillor to raise the parishes concerns.

12. TO CONSIDER PLANNING ISSUES

a) There were no plans previously submitted to the council.

b) PLANNING ENFORCEMENT UPDATE

No plans for the area.

Update on planning application 20180464 – The plans will be going to the planning committee on 10th June 2018

13. FINANCE

a) The balance of the community account as of 30th April 2018 £10666.24

The balance of the business account as of the 30th April 2018 £2008.69

b) The following payments have been received from Broadland District council

Precept Payment £4707.50 received 25th April 2018

Cil Payment £582.65 received 25th April 2018

c) It was noted that the LGA pay scale has had a 2% increase this is to be backdated to 1st April

d) The following payments were **approved**

No. 1239	Aylsham Town Council Invoice 5022	Photocopying papers May 18	£7.56	Approved
No. 1240	HMRC	PAYE TAX 6 th May April 18 to 5 th June 2018	£12.00	Approved
No. 1241	TT Jones Invoice 11032	Street Light Maintenance	£297.41	Approved
No. 1242/43	Administration	April Pay and Expenses incurred 10/4/18 to 14/05/18	£241.48	Approved
No. 1244	URM Invoice 1011292	Bottle Bank Collection	£9.00	Approved

- e) The Clerk is now unable to attend the full conference therefore no payment is required.
- f) The clerk has not yet received the accounts back from the internal auditor this will be put onto the June agenda.

14. PARISH CLERK'S REPORT

a) Correspondence

Received From	Action to Be Taken
Email from ROSPA – This was to inform us that the safety inspection will take place June/July	No Action to be taken
Letter from Broadland District Council re Street numbering for Marsham Business Park	No Action to be taken
Email - Norwich Western Link Consultation	Email forwarded to all councillors no action to be taken

b) Clerks Report Clerks Report

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Parish Land		Nothing to Report
Play Area		AGENDA ITEM New inspection report has been produced the clerk has included a copy in the agenda for the councillors to approve.*
Allotments		AGENDA ITEM
Compost Site		AGENDA ITEM
Thatched Shelter		Nothing to report
Village Sign		WI Sign is unfortunately unable to be reused and a new one is being made to replace it
The Heath		Nothing to report
Street Lighting		Col. No. 22 was reported to TT Jones on Wednesday 2 nd May. New 2 year contract has been received from TT Jones and placed in the contracts folder.
Litter & Dog Waste Bins		Agenda Item
Marsham Information Board		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		New adopted polices will be uploaded onto the website.
Parish Partnership Scheme 218/2019		Nothing to currently report
Grass Cutting		Colin has been sent a copy of the Grass cutting map to ensure we are covering the correct areas.

SAM 2 Sign		AGENDA ITEM – Data sheet attached* A sheet explaining the items on the data sheet is attached .
White 'H' Lines		I have been assured by Chris Mays that the White Lines will be completed in the next few weeks.
GDPR		AGENDA ITEM

Update on clerks report

- 1) The Street Light Column 22 has now been attended too and is reported working.
- 2) The councillors **agreed** to the playground inspection report. This has already been tried and tested by two councillors.

15. TO ANSWER QUESTIONS FROM COUNCILLORS

No questions were received by the councillors

16. COMPOST SITE – WOODFARM & ENVIRONMENT AGENCY

- a) 1 report of odour was reported, it was not of compost and could not be attributed to Marsham Composting Facility, therefore it was not substantiated.

17. MARSHAM VILLAGE HALL

Lesley gave a verbal report to the council. Next meeting on 30th May 2018. Clerk received a committee report and copy of accounts.

18. AMENITIES MATTERS (Peewit Fields / Allotments / Playground)

- a) Colin gave a verbal Update. Nothing to report on the allotments. Councillors looking at securing the peewit field hedges, by blocking the holes.
- b) From the recent playground inspection report carried out by Valerie Allan the following items were noted.
 1. 2 boards damaged on the fencing – Council **agreed** to replace
 2. Graffiti on one of the pieces of equipment - Councillors to remove
 3. Signage damaged - Council **agreed** to replace
 4. Slide is damaged at the end – Council **agreed** to get prices on replacement slide.

19. PUBLIC RIGHTS OF WAY

Sandy Lane at Little London – 10m Ash felt but on the first part of sandy lane, this was on the plans for Top Farm. Clerk to chase Steve Riley for a follow up.

Footway on A140 covered with mud – Clerk to contact highways, this has previously been reported,

White Lines – High street Marsham, the clerk is contacting highways on a weekly basis. She will raise concerns with Councillor Harrison.

Croft Lane – Garden waste is being disposed of down the lane. Clerk will contact Broadland regarding fly tipping. The council have all **agreed** to have a notice put into the parish magazine, advising on Brown Bins for garden waste from Broadland, and that

20. PARISH COUNCIL NOTICE BOARDS

Colin Hesnby proposed to purchase a new notice board for the parish council and to re-site the old notice board at little London this was **agreed** by all. The clerk will get three quotations for the next meeting.

21. MARSHAM SPEED WATCH AND SAM 2 UNIT

- a) Nothing to report on the speed watch.
- b) The batteries are now being changed every 2 weeks.
The SAM 2 Unit has moved twice since the last meeting and is now back in location 1. The highest speed reached in location 3 was 55MPH with an average of 20.4mph. In location 4 the highest speed reached was 45MPH with an average of 12.5mph. After a lengthy discussion the council **agreed** that they will continue to move the SAM 2 sign in the 4 locations and re look at how it is used once we have 12 months data recorded.

22. ANY OTHER BUSINESS

- a) The clerk gave a verbal report to the council updating them on the GDPR
- b) To council **adopted** the GDPR policy this will be reviewed may 2019

23. ANY OTHER BUSINESS

Update on the litter pick – unfortunately this did not go ahead due to the weather. No further date has been made. The council agreed that it is down to each individual if they would like to do a litter pick in the village. The clerk will purchase a pair of gloves for all councillors to use.
Clerk will continue to chase Highways for a map of the grass cutting that they have taken on 2018/2019

24. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

No items noted

25. DATE OF NEXT MEETING

To confirm the date of the next Meeting as **Monday 11th June 2018 at 7:30. p.m.**

The chairman closed the meeting at 9:20pm