



Marsham Parish Council

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MINUTES OF THE MEETING OF MARSHAM PARISH COUNCIL HELD ON 11th SEPTEMBER 2017 AT 7:30PM IN MARSHAM VILLAGE HALL

PRESENT

Mr C Hensby – Chairman

Mrs V Allen

Mrs L Willcocks

Mrs N Carver – Clerk to Marsham Parish

3 Members of the Public (1 arrived 15 min into the meeting item 6)

Councillor D Harrison (left the meeting 8pm item 7)

Mrs B Warman

Mr D Grapes

Dr J Bailey

1. APOLOGIES FOR ABSENCE

There were apologies from Mr B Parke

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No Declarations made

3. MINUTES

Minutes of the meeting held on the 14th August 2017 had previously been circulated and **agreed** 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 remaining £50 owed to the Parish has now been received after a letter was sent. Greig Shepard had emailed the Parish regarding teaming up with Aylsham Town Council to do a joint speed Watch. The clerk has spoken to Aylsham Town Council who are happy to join with Marsham. Marsham Parish council **agreed** to look at joining up with Aylsham speed watch. The Clerk to email back to Greig to confirm that they would like to join up and the next steps to be taken.

6. REPORTS COUNTY AND DISTRICT COUNCILLORS

Councillor David Harrison was present at the meeting and gave a verbal report.

There is talk on unity at a local level. Cllr Harrison said that there is a fund of £6000 that he can use on speed issues around his area. David has asked if the council could come back to him with areas they may like to consider.

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

Local resident spoke to Cllr Harrison regarding emergency vehicles.

Resident asked why no 20mph speed limit outside Marsham Village School. Cllr David Harrison will look into the speed limits around the school and come back to the council. The resident asked if it was still reportable for the odour to be reported from the compost site. The council confirmed that it should be reported at any time to the environmental agency. Questions were raised on Yellow Lines and H markings these are listed further on the agenda.

8. TO CONSIDER PLANNING ISSUES

a) APPLICATIONS FOR CONSIDERATION

20171353 Land Adj. Rowen Cottage, Little London Lane, High Street Marsham NR10 5QD

Change of use of land from agricultural to residential curtilage and erection of shed and greenhouse on land.

The Council looked at the plans and after a lengthy discussion the council had no objections.

b) PLANNING ENFORCEMENT UPDATE

The councillors received a report prior to the meeting which was **accepted**

c) An email regarding planning application 20170699 was received by the council raising concerns over the plans. Cllr Harrison suggested an email was sent to Broadland raising the concerns. The council agreed an email would be sent to Broadland.

d) The council discussed the name for the Business Park and it was agreed by the council to put forward George Soame House.

9. FINANCE

a) The balance of the community account as of 31st August 2017 £7682.34

The balance of the business account as of the 31st August 2017 £2007.94

b) The following payments were **approved**

no. 1183	Jemco Invoice 18728	Numbering for Light Columns	£44.33	Approved
No. 1184	URM Invoice 1010457	Bottle Bank Service Charge	£20.88	Approved
No. 1185	Natasha Carver	August Pay	£197.35	Approved
No. 1186	Natasha Carver	Expenses From 15 th August to 11 th September 17	£61.65	Approved
No. 1187	Norfolk County Council	Purchase of white 'H' Lines	£560.00	Approved
No. 1188	S & M Supplies	Padlock and Chain	£9.75	Approved

10. PARISH CLERK'S REPORT

The parish clerk circulated the following report:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Parish Land		AGENDA ITEM (Allotments)
Play Area		AGENDA ITEM
Allotments		AGENDA ITEM
Compost Site		AGENDA ITEM
Thatched Shelter		All payments now received and have contacted R. Kelly for an invoice for the damage caused.
Village Sign		AGENDA ITEM
The Heath		
Street Lighting		AGENDA ITEM
Litter & Dog Waste Bins		Email has been received from Broadland District Council to say the bin is now fixed on the play area.
Bus Shelters		Thanks to Adrian Scargill was given in the September Parish Magazine
Top Farm Planning Applications		
War memorial		Thanks to Geoff Skipper was given in the September Parish Magazine
Highway Rangers		The cost of a sign to indicate the Business Park would be Approx £250. This could be requested as part of the Parish Partnership Scheme 2018/2019
Parking High Street		AGENDA ITEM
Marsham Parish Council Website		AGENDA ITEM

The following correspondence was received by the Town Clerk.

Correspondence Received	Action to be Taken
Email from Marsham Resident Regarding Traffic Calming Measures and Parish Website	Copy of email was sent to the Councillors – Email response to be sent
Email from Marsham Resident Regarding Yellow Lines	Copy of email was sent to the Councillors – Email response to be sent

11. TO ANSWER QUESTIONS FROM COUNCILLORS

No questions were received by the councillors

12. COMPOST SITE – WOODFARM & ENVIRONMENT AGENCY

The Clerk had received an email which was sent to the councillors prior to the meeting. This was **Accepted** by the Council.

Lesley Willcocks updated the councillors with a verbal report. The operations manager had sent a statement to be read out, Lesley Willcocks read this out to the council. This will be in the next parish newsletter. Colin asked if there were any

regulations to having rollover sheets on the trailers leaving the site with compost. Lesley will go back to the site.

13. MARSHAM VILLAGE HALL

Lesley Willcocks had no updates due to no meeting held in August, next meeting is September 13th.

The Council, as custodians of the Village Hall, requested through Lesley the VH REP, that they be shown proof of self-employment details of the gardener and cleaner. They should produce a UTR (Unique Taxation Reference) before any employment be given to anybody claiming to be self-employed, also their public liability insurance details need to be checked. Also invoices need to be produced for any work carried out.

14. UPDATE ON PARISH PARTNERSHIP SCHEME 2017/18

- a) The Sign will hopefully be delivered at the start of October. The clerk will contact Westcotec to get a definitive date.
- b) The Clerk contacted Highways regarding yellow lines instead of white 'H' Lines. Unfortunately, this would not be considered as part of the Parish Partnership Scheme. The Council **agreed** to go ahead with the white 'H' lines. The Clerk to send a Purchase order including a Cheque for £560 to Norfolk County Council for the Work to take Place.
- c) The Council would like to look at having a Sign on the A140 (in both directions) to direct people to Marsham Business Park. This would be a network benefit. The council would also like to look at a School 20mph flashing sign. The clerk will go to highways to look at pricing and complete the form for the next parish meeting in October.

15. AMENITIES MATTERS (Peewit Fields / Playground)

- a) The Councillors visited the play area prior to the meeting to look at the facilities and issues that they are having in play area. It was suggested that any money received from future developments to be earmarked for the play area to help upgrade and maintain. This was **agreed** by the council.
- b) The Parish received 3 quotations for bark chippings for the play area. The council **agreed** to go ahead with **quotation 1 with the softwood play grade chips**, to include membrane to reduce weeds. The council **agreed** for the clerk to go ahead and raise a purchase order.

16. STREET LIGHTING

- a) The Columns has now been replaced and we are waiting on connection from UKPN
- b) The Columns have now all been renumbered.

17. ALLOTMENTS

- a) The council **agreed** to have the allotments relocated to Peewit fields and made to a manageable size and hand back the current allotments to the land owner. Colin to have a look at how quick we can have them ready to be let.

- b) New Allotment tenancy has been emailed to all these are to be adopted at the next meeting in October. The Council to agree at the next meeting the fees for the current year.

18. PUBLIC RIGHTS OF WAY

Footpath on reeds field has been knocked over, Colin will contact the footpath lady to have the signs replaced. The posts that were placed at the bottom of the school field have also been removed. Colin will also mention this at the same time to see if they will replace them.

19. MARSHAM SIGN

a) The Council **agreed** to take the Sign down at the end of September and the Clerk will arrange delivery of the Sign to HMP Bure. Once they have received the sign HMP Bure will confirm what paint is required and the Parish can then Purchase the Paint.

20. PARKING ISSUES – Yellow Lines

This was discussed under item 14.

22. MARSHAM PARISH WEBSITE

The Parish Council **agreed** to go ahead with a website for just the Parish. The Council **agreed** for the clerk will produce the website for the Parish Council. The Parish Council **agreed** to pay the clerk additional hours to complete the task.

23. MARSHAM GRASS CUTTING

The clerk has contact Chris Mays at highways. The have drawn an agreement for Marsham Parish Council to Consider. The Clerk has chased Chris for the agreement Once this has been received by the Clerk this will be forwarded to all councillors.

21. ANY OTHER BUSINESS

Thanks, were given to John Bailey for the donation of fuel. Unfortunately, no other donations have been made.

The paper bank is currently filled with plates and glass, the clerk to contact Whites.

25. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

- Update on the SAM 2 Sign
- Update on Speed watch

26. DATE OF NEXT MEETING

To confirm the date of the next Meeting as **Monday 9th October 2017 at 7:30. p.m.**
Marsham Village Hall

There being no further business the chairman closed the meeting at 10pm