



# Marsham Parish Council

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## MINUTES OF THE MEETING OF MARSHAM PARISH COUNCIL HELD ON 09<sup>th</sup> October 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

Mrs B Warman

Mr D Grapes

Dr J Bailey

1 Member of the Public

### 1. APOLOGIES FOR ABSENCE

There were no apologies.

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

C Hensby declared an interest in planning 20171570

### 3. MINUTES

Minutes of the meeting held on the 11<sup>th</sup> September 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.

### 6. REPORTS COUNTY AND DISTRICT COUNCILLORS

There were no County or District Councillors present at the meeting. From the last Parish meeting Cllr Harrison was asked about making a speed restriction of 20mph on High Street Marsham. The Clerk contacted highways and received the following response:

*“The Council receives many requests for lower speed limits in village centres, particularly where schools and local facilities are located. Regrettably, some drivers will exceed the posted speed limit. The Council is reviewing 20mph sites outside of schools, but with hundreds of schools within the County only those with the highest priority are being taken forward at this time and we currently have no plans to formally reduce the speed limit at High Street, Marsham.”*

*Unfortunately changes to existing speed limits cannot be made under the Parish Partnership Scheme although the parish can consider other measures (as it has been doing to date) using this fund."*

This was discussed in agenda item 15. The council have asked for this response to be put into the parish magazine to inform residents.

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

We have been asked if an independent enquiry can be made into the planning process for Top Farm. After a lengthy discussion the council have decided to take no action. The Council were asked if we could contact Broadland District Council if they could look at areas in Marsham for parking for the Dandelion nursery. The Clerk will contact Broadland.

## **8. TO CONSIDER PLANNING ISSUES**

### **a) APPLICATIONS FOR CONSIDERATION**

20171534 West Veiw, Mill Road Marsham NR10 5PH

1. Single storey side/rear extension 2. Raising of ridge height to create additional room above

*The Council looked at the plans and have no objections.*

20171570 Wood Farm, Buxyon Road, Marsham NR10 5QQ

2,304 tonne seed potato store and associated grading area and concrete yard

*The Council looked at the plans and after a lengthy discussion the council have asked that the increase in traffic to be noted as a concern and to be considered as a planning condition.*

20171641 Beech Cottage, Mill Road, Marsham NR10 5PH

Change of use to allow use as holiday accommodation

*The Council looked at the plans and had no objections.*

20171754 Forestry Cottage, 25 Allison Street, Marsham NR10 5PL

1. Two storey side extension 2. Single storey rear infill extension 3. Front porch

*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**

## **9. FINANCE**

a) The balance of the community account as of 31<sup>st</sup> August 2017 £11387.51

The balance of the business account as of the 31<sup>st</sup> August 2017 £2008.14

b) The second payment of £4570.50 of this years precept has been paid in directly into the account from Broadland District Council.

The Clerk has banked a check from Norfolk District Council for the amount of £1644.50 which is part payment of the SAM 2 Sign.

c) The following payments were **approved**

no. 1189	Westcotec Invoice 7878	SAM 2 Sign	£3946.80	Approved
No. 1190	TT Jones Invoice 10443 Invoice 10785 Invoice 10801	10443 – Emergency call out to Wathen Way 18/11/16 £413.53 10785 – New col Wathen Way £2393.15 10801 – Light maintenance col 6 £187.31	£2993.99	Approved
No. 1191	Aylsham Town Council	Photocopying papers oct 17	£4.90	Approved
No. 1192	S & M Supplies Invoice 24623 Invoice TBC Invoice 25950	Padlock for SAM Sign - 24623 £49.18 Bark and Membrane - £333.49 Paint - £19.74	£402.41	Approved
No. 1193	Actagen Accountants Invoice 1734	Payroll fees	£18.00	Approved
No. 1194	Baileys of Norfolk Ltd Invoice 43575	Play bark	£252.00	Approved
No. 1195	Natasha Carver	September Pay	£144.03	Approved
No. 1196	Natasha Carver	Expenses 12/09/17 to 09/10/17 (includes purchase of website address)	£90.93	Approved
No. 1197	Halls Ltd Invoice 3108	Oil	£19.00	Approved

d)The clerk has asked the council if she could purchase a paper shredder to destroy council documents no longer required the council **approved** her request

## 10. PARISH CLERK'S REPORT

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
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		Waiting on sign to be removed to be re painted
The Heath		Nothing to report
Street Lighting		AGENDA ITEM
Litter & Dog Waste Bins		Nothing to report
Bus Shelters		Damaged made to the tiles on the roof has been reported to Greig Shepard

Top Farm Planning Applications		AGENDA ITEM
War memorial		Nothing to report
Highway Rangers		Nothing to report
Parking High Street		AGENDA ITEM 'H'Lines
Marsham Parish Council Website		AGENDA ITEM

The following correspondence was received by the Town Clerk.

Correspondence Received	Action to be Taken
A letter was received from TT Jones Electrical Ltd, Regarding 26w/35w SOX Lamps	Copy of the letter was sent to the Councillors - No Response is required
Email from Burton Joyce Bowls Club was received regarding information required on a trunch arch .	Copy of email was sent to the Councillors – Mrs Warman will pass the builders details on for the bowls club to contact.

#### 11. TO ANSWER QUESTIONS FROM COUNCILLORS

No questions were received by the councillors

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

a) The monthly oddor report was received by the councillors prior to the meeting and was **accepted** .

b) The planning letter from Norfolk County Council on variations to conditions was noted by the council.

c)The Clerk had circulated a letter prior to the meeting which the council had received from NEWS Ltd was noted by the council.

Mrs Willcocks has been asked by the council to contact the compost site with regards to the covering of the trailers. And enquire who is transporting the compost  
The Council have asked for the wording to be changed on the back page of the parish magazine for the contact details for complaints

#### 13. MARSHAM VILLAGE HALL

Lesley Willcocks gave a verbal report to the council.

There will be a meeting held on Wednesday 11<sup>th</sup> October to discuss the issues raised at the last council meeting on tax and insurance, Lesley will report back to the council at the next meeting.

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

a) The Sign SAM 2 Unit has now been installed into the village and is up and running. The council have asked if this can be put into the parish magazine. The sign will be moved to the next location on 26<sup>th</sup> October.

b) Highways are looking at getting the white 'H ' Lines in before end November.

## **15. UPDATE ON PARISH PARTNERSHIP SCHEME 2018/2019**

The clerk has spoken to highways regarding the two items the parish would like to consider. The Clerk will send over the application with the following two items 1. Sign for the A140 directing people to the Marsham Business Park. 2. 20mph School Speed Sign this was proposed by Colin Hensby and agreed by council

## **16. AMENITIES MATTERS (Peewit Fields / Playground)**

- a) A verbal Update on the area was given
- b) The council **agreed** to purchase a further 4 Cube bags of play bark. This will take the depth of the bark up to the legal depth as per the ROSPA report received.

## **17. STREET LIGHTING**

- a) The invoices from TT Jones Electrical for the Watham Way lamp have been submitted to the insurance company and the Parish Council are now waiting on payment.

## **18. ALLOTMENTS**

- a) An update on the new allotments was received. Colin asked if the council would take a look at the new site to look at any items that would need to be removed. Three allotments will be marked out initially and turned over and ready to be taken on. These can now be advertised in the parish magazine.
- b) The Council **adopted** the new allotment agreement. With the following amendments 2.21 No bees or beehives. To take out 4.4. 4.6 to take Town Clerk.

## **19. PUBLIC RIGHTS OF WAY**

The council have asked the clerk to contact the field owner regarding the footpath which runs from the church to white house Farm to Whites as the path is impassable.

Colin has asked the council to agree in the purchase of three posts for the footpath at the back of the school. The council **agreed** to go ahead and purchase these.

## **20. MARSHAM SIGN**

The sign has been taken down ready to be taken to be painted and restored.

## **21. Marsham Speed watch**

To advertise in the November Parish Magazine to ask for volunteers to join the speed watch team in Aylsham.

## **22. MARSHAM PARISH WEBSITE**

The clerk reported that the website has been started. The web address has been purchased 'marshampc.co.uk'. The clerk will continue to work on the site and hope to have a live page by the start of November.

**23. MARSHAM GRASS CUTTING**

The Grass Cutting Schedule and agreement has been received by the council, Colin has asked the clerk to contact the parish insurance to check to see we have a cover of up to 5million and the public liability covers users of the mower. Colin will speak to Mrs Clarke with regards to the usage of the current mower before we consider the agreement from Norfolk County Council. Colin to speak to Chris Mays to have clarification on items stipulated in guidance notes.

**21. ANY OTHER BUSINESS**

David raised concerns on grassed area next to the thatched shelter. David proposed that we contact Broadland tree officers with regards to the protection of the tree on the verge. The gas board are expected to return to the area on the 24<sup>th</sup> October to continue with works. The council **agreed** that the clerk contacts Broadland raising the concerns.

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

No additional items noted for the next agenda

**26. DATE OF NEXT MEETING**

To confirm the date of the next Meeting as **Monday 13<sup>th</sup> November 2017 at 7:30. p.m.** Marsham Village Hall

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