**NOTICE OF PARISH COUNCIL MEETING**

You are hereby invited to attend the Martham Parish Council Meeting at the Community Centre on: **Wednesday 20 December 2017 at 7.30pm**

Members of the press and public are invited to attend

**AGENDA**

1. **ATTENDANCE**

To note those present and consider apologies for absence.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

* Your wellbeing or financial position
* That of your family or close friends
* That of a club or society in which you have a management role

In these instances members must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

1. **MINUTES OF PREVIOUS MEETING**

To confirm the accuracy of the minutes of the Parish Council meeting held on 15th November 2017.

1. **PUBLIC FORUM**
   1. To receive a report from County Councillor, District Councillors and the Police.
   2. In line with standing orders each member of the public may address the Council for a maximum of five minutes in relation to items on the Agenda.
2. **MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES** 
   1. Defibrillator Funding – authorisation to pay Primary Care Supplies £1249.00 + VAT + installation funding.

It was AGREED at the meeting 15 November that the Clerk was to order the defibrillator from Community Heartbeat at a cost of £1249.00 + VAT + installation funding. Council to note the quotation was from not Community Heartbeat.

* 1. Bus Stop – To consider a replacement bus shelter.
  2. Telephone Box Sale. Update – Clerk.
  3. Community Land Trust – Cllr Hooper

1. **CORRESPONDENCE**

Letter - Police and Crime Commissioner for Norfolk

Leaflet - Norfolk 2020 Brief - Tabled

Letter - Norfolk Constabulary

1. **PLANNING**
   1. To consider applications received from GYBC for comment

06/17/0700/F: Flegg High School Somerton Road, Martham, NR29 4QD - retention of existing 5 bay classroom block in a further 10 years.

06/17/0699/F: Flegg High School Somerton Road, Martham, NR29 4QD - retention of existing 3 bay classroom block in a further 10 years.

06/17/0740/F: 37 Hemsby Road, Martham NR29 4QQ – Two storey extension to side.

06/17/0738/CU: Former Mushroom Farm (Land adj) White Street Martham NR29 4PQ – change of use from Agricultural use to Residential use.

06/17/0751/A: 10 White Street (Durban House) Martham NR29 4PQ – application for two free advert boards.

06/17/0731/F: 70 Damgate Lane, Sunnyside, Martham NR29 4PZ – Replacement of existing conservatory with a new garden room structure.

7.2 To consider any applications received from Broads Authority for comment - None.

7.3 To receive any notifications of decision.

1. **FINANCIAL MATTERS**
   1. To receive Bank Reconciliation as at 3.11.17 and note current balance.
   2. To authorise expenditure. To note November receipts.
   3. Lloyds Account – update from Clerk.
   4. Outstanding Award of Court Costs – update from Clerk
   5. To receive Finance meeting minutes from 6 December 2018 and consider recommendations:

9.5.1 That the Textile Provider should be considered by full Council

9.5.2 That Grants should be given to the Martham Coronation Recreation Ground Trust of £6500 and Parochial Church Council be given £3300. Grants will be given subject to approval from GYBC.

9.5.3 That the RBS Alpha Financial Accounting Software is purchased by Council for future use of RBO.

9.5.4 That the training budget is agreed by full Council.

9.5.5 That the work on the maintenance schedule for benches to be repaired and maintained be considered by full Council as concurrent function grants have been frozen by Great Yarmouth Borough Council.

9.5.6 That the bus shelter on Somerton Road is removed from the asset register and the ‘British Legion

Bench’ is added.

9.5.7 That Council adopts a numbered system for the asset register

9.5.8 That the Precept per property to remain the same.

9.5.9 That no changes are made to the Financial Policies.

1. **THE GREEN**
   1. Pond retaining wall – update Cllr Hurkett
2. **ADMINISTRATION**
   1. To review Equal Opportunities Policy
   2. To review Health and Safety Policy
   3. To consider Sickness Absence Policy
3. **SIGNAGE IN VILLAGE.**

Policy drafted for consideration.

1. **HIGHWAYS AND FOOTPATHS.**
   1. Zebra Crossing – Highways response.
   2. Norfolk County Council notification of Public Meeting – Modification Order Martham Footpath No. 1 – 10 am on 6th February 2018 – Response from Norfolk County Council
   3. Traffic Management Overview - Clerk
   4. Traffic changes Back Lane/White Street/Old School Lane response.
2. **COMMUNCATIONS REPORT**

Update - from Cllr Smith

1. **ITEMS FOR NEXT AGENDA**

At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to discuss the following item.

1. **EXTERNAL COMMUNICATION**

Next meeting Wednesday 17th January 2018

Published 15th December 2017

Stacey Kent

Clerk and Responsible Financial Officer

Martham Parish Council