

MINUTES OF MARTHAM PARISH COUNCIL MEETING
WEDNESDAY 15th June 2016
AT THE COMMUNITY CENTRE, PLAYINGFIELD LANE, MARTHAM at 7.30PM

Present: Cllrs Bradford, Hooper , Huxtable (part), Johnson (chair), Llewellyn, Smith, Starkings, Sutton, Wright.

Clerk: Sarah Hunt

7 members of the public were also present

1. To consider apologies for absence.
Apologies were accepted from; Cllr Huke – holiday, Cllr Watson – bowling. Cllr Huxtable – late.
2. Declarations of interest and dispensations.
Cllr Bradford reminded Councillors of his trusteeship at the Recreation Ground Charity.
Cllrs Starkings and Wright reminded Councillors they held Allotments.
3. Minutes of the Annual Parish Council meeting held 18th May 2016 were PROPOSED as a true and correct record of the meeting by Cllr Hooper, seconded Cllr Smith and signed by the Chair.

4. Public Forum:

- 4.1 Apologies were received from Cllr Mary Coleman.

Cllr Huxtable joined the meeting

- 4.2 PC Cook reported that the emerging issue from the last meeting of anti-social behaviour around the Rowan Road area has abated. The parking at the Baptist Church has been addressed, and the Village Hall continues to be monitored. Since the last meeting there have been significant thefts and burglaries in the Riverside area of the village, arrests have been made. Vigilance continues in relation to Churches.

- 4.3 Borough Councillor.

Cllr Barry Coleman is attending the forthcoming Development Committee which is discussing the Planning Application 06/16/0281/O to the rear of Selwyn House. The potholes on the roadway between Hall Road and the Doctors Surgery have been reported to Highways, emergency work has been undertaken and that stretch is scheduled for resurfacing.

- 4.4 Public.

Mark Llewellyn attended on behalf of Youth Club and asked Council to judge a colouring competition undertaken as part of the celebrations of the Queen's Birthday. Cllr Smith to select the winners at the end of the meeting.

A resident of Acacia Avenue addressed the meeting with concerns over the Broiler Farm East development which has recently been approved by Great Yarmouth Borough Council, in particular with concerns over the access along Acacia Avenue. The meeting discussed the fact that with this application Highways consider the proposed access satisfactory in the consultation process undertaken by Great Yarmouth Borough Council, and District members deciding the application can only consider Planning Issues.

Initialled:

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There is no appeal process that can be taken up by anyone if an application is approved, only a process for the applicant should it be refused.

The Clerk was asked by Council to write a letter to Highways asking what evidence underpinned their decision that the access along Acacia Avenue was sufficient, along with guidance over minimum and maximum road widths that are considered sufficient, in order to help the Council evaluate future applications.

The Clerk was also asked to forward a letter to the Planning Department at Great Yarmouth Borough Council saying that the outcome was considered very unsatisfactory by Council and asking for more guidance on how the Parish Council could ensure that their concerns were considered as part of the process alongside the consultees, particularly in such an example where local knowledge is clear that this access will cause future issues.

5. To receive an update on any matter arising from the minutes;
 - 5.1 Defibrillator –Cllr Johnson reported that the telephone box is now disconnected, and will soon be uplifted by Alma Ironcraft for refurbishment.
The grant application for a defibrillator has been approved by the East of England Ambulance Service, and is awaiting ratification by the British Heart Foundation before granting. The Boat Dyke Trust have supported the Parish Council by donating the £400 contribution necessary.
 - 5.2 Footpaths update – signs/strimming. Cllr Watson was not present – next meeting.
CLERK
 - 5.3 Nationwide Account. This is now open, the signatories are still being updated.

6. Village Green.
 - 6.1 Water Sampling of ponds. Cllr Bradford reported that a sample had been analysed from the pond in the centre of the Village. This had shown good clarity, and good nitrates. The issue of plant retention appears to be entirely due to the duck population.
 - 6.2 Back Lane Pond . Cllrs Bradford/Huke had visited and reported that the current planting is successful.
Strimming needs undertaking around the pond. CLERK
A working party was requested to free the storm drain cover on the road side and remove rubbish. Cllr Bradford to organise and notify Cllrs Hooper, Johnson and Starkings when this is to take place. CLLR BRADFORD
A price to be obtained for planning annuals around the pond, Marsh plants in the margins and backfill and plant up the tree trunk. CLLR BRADFORD
It was noted by the meeting that there is a metal pole encased within the tree trunk and extreme care would be needed if cutting into the trunk.
 - 6.3 Waitings Lane Pond Risk Assessment – Cllrs Sutton/Johnson conducted an inspection and identified three main risks:
The risk of people falling in.
Uneven surfaces and the gap between the concrete and grass in the East Corner.
Quality of water – risk of Weil’s disease.
Recommended control measures:
Restrict and inform the public; The current rail is white and visible, it is recommended that the section on the N.E. side where the height averages a metre has an additional bar fitted – price to be obtained for consideration next meeting.
CLLR M JOHNSON

Three signs be added – pictorial – simple – to show slips, trips and falls, uneven surfaces, wash hands, indicate depth (1 metre) – supervise children at all times – please use duck food not bread to feed ducks. Mock up sign to be produced for next meeting for approval. CLLR M JOHNSON/SUTTON

It was AGREED to backfill the space with earth immediately. CLLR M JOHNSON

6.4 Ducks. Cllr Llewellyn/Clerk to issue schools with guidance for distribution. CLLR LLEWELLYN/CLERK

6.5 Car Park Sign – new sign on order.

6.6 Byelaw. Next meeting. CLERK

6.7 Benches – Contract issued to Martham Joinery who have not yet started work. Scarecrow Festival organisers will donate two benches to replace the W.I. ones near the Butchers. They are currently looking at designs and have suggested metal, scarecrow themed benches. It was PROPOSED Cllr Starkings and seconded Cllr Johnson that their kind offer be accepted and that the designs be finalised and brought back to Council for information. Abstention, Cllr B Huxtable; For, all other Councillors present.

6.8 Trackways. W.M.A application has been refused by Land Registry. Clerk to write to Land Registry and seek reasons and further guidance. CLERK

7. Smees.

7.1 Cess Road Smee – update on lease to Lewis Snow. Cllr Johnson reported that Mr Snow was investigating fencing and bin installation and emptying. Clerk is awaiting a price for clearance for Mr Snow to consider.

7.2 Common Road Smee. Cllr Smith has a meeting on 4th August with a representative of the Norfolk Wildlife Trust to investigate more traditional management methods including grazing. CLLR SMITH

8. Allotments – There have been a large turnover of tenancies this year, although there was a long waiting list, many did not take the opportunity when it was available. Four to five allotments remain available and there is a cost implication for managing these whilst they are not cultivated.

Cllr Smith left the meeting.

9. Planning.

9.1 Neighbourhood Plan Meeting. MP Brandon Lewis has offered Friday 8th July 4.30pm for thirty minutes to attend and discuss Neighbourhood Plans. An invitation for that time and date will be extended to the Broadland Council Champions. In order for the Community Centre to be available Youth Club cannot be hosted – venue to be confirmed. CLERK

Invitation to be extended to all Northern Parishes or their nominees, and all District and County Councillors from within that area. CLERK/CLLR SUTTON

Cllr Smith returned to the meeting.

9.2 Section 106 Agreements. Cllr Sutton to discuss with Cllr Hooper.

9.3 Planning application 06/16/0281/O – Three detached dwellings with domestic garages together with vehicle and pedestrian access from Alder Avenue at Selwyn House, 28 The Green – going to the committee meeting 22nd June 2016 at 6.30pm. These are a resubmission of plans turned down with the addition of a 4 metre width on the roadway. Previous comments to be resent.

10. Finance.

- 10.1 To consider the monthly list of invoices totalling £27,569.06 to note income for April of £68,511.13 and May of £2,826.25.
- 10.2 Up to date bank reconciliation was received by the meeting and signed as agreeing to Bank Statements provided.
- 10.3 The Internal Audit report was received and accepted by the meeting.

11. Correspondence.

An email had been received regarding concerns over the access slope to top recreation field. Cllr Sutton to be appointed to the Recreation Ground Trust and to discuss this with Cllr Bradford. CLLRS SUTTON/BRADFORD.

Tabled:

Allotment magazine. Signpost Magazine.
Community Action Norfolk – invitation to AGM.
Open Spaces Society AGM Notification

12. Administration.

- 12.1 It was PROPOSED Cllr Smith, seconded Cllr Hooper that the Clerk and Cllr Llewellyn attend – 28/7/16, Summer Employment Seminar NALC at a cost of £50.00. AGREED
It was confirmed that Cllr Llewellyn attend Councillor training on 29th June and 6th July. NALC. £55.00
Cllr Sutton's attendance on 'Local Councils Explained' to be cancelled. CLERK
- 12.2 Communications Update. Cllr Smith reported on the current communications – one post on facebook reached a 17,000 audience. Traditional methods of communication continue to be used.
- 12.3 Resilience Plan. Next Meeting. CLERK
- 12.4 Electronic issue of Agenda. It was agreed by the meeting that the current delivery via email is sufficient.
- 12.5 Welcome Pack. Next Meeting. Cllr Hooper
- 12.6 Review of Financial Risk Assessment. Next Meeting. Cllr Sutton
- 12.7 Local Council Award Scheme. It was PROPOSED Cllr Johnson and seconded Cllr Huxtable that this be revisited June 2017. CLERK.

13. Norfolk County Council Parish Partnership. The 50.50 Partnership Funding Scheme is running again 2017/18 and is open for applications. Councillors to consider any potential schemes.

14. Membership of Committees and Working Parties agreed as submitted PROPOSED Cllr Hooper seconded Cllr Smith.

15. Items for Meeting 20th July 2016.

Standing orders – duration of speaking on items. Cllr Smith

NEXT PARISH COUNCIL MEETING on Wednesday 20th July at 7.30 Community Centre.

The meeting closed at 9.35pm.

Signed:

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EXPENDITURE June 15th 2016	
	TOTAL
Boat Dyke - Community Led Plan Refund	£500.00*
Martham Parish magazine	£135.00
Konica Minolta	£181.16
Anglia Boiler Maintenance	£78.00
Viking Direct Stationary	£141.20
Pauline James (internal audit)	£135.00
Vivian Chapman - Q.C	£22,887.40
EKS Living Clean - litter picking	£119.33
Norse Eastern Ltd	£64.08
Anglian Water - Allotments	£39.30
Anglian Water - Back Lane Pond	£13.72
Anglian Water - Community Centre	£87.73
Sarah Hunt - expenses	£225.70
Salaries	£2,560.61
British telecom	£155.86
Rodney Scott - DISPUTED	£244.97
Norfolk Parish Training & Support	£45.00

£27,569.06

*Authorised 18th May 2016

S Hunt - Expenses 15th June 2016	
Bridgestones of Potter	£55.45
Youth Club - co-op	£52.46
Youth Club - co-op	£19.34
Postage	£2.50
Recruiting Sergeant	£60.00
Rose Garden	£35.95
	£225.70

Income - April	
Precept/Grant/Concurrent Functions - GYBC	£65,000.00
Recycling	£147.13
Allotments	£67.50
Gym	£344.50
community centre hire	£260.00
Boat Dyke grant for defibrillator	£400.00
Youth Club	£80.00
Scarecrow Festival	£1,962.00
Funfair	£250.00

£68,511.13

Initialed:

Income - May	
Scarecrow Festival	£30.00
Gym	£472.50
community centre	£90.00
Youth Club	£135.00
Allotments	£15.00
Bank Interest	£400.12
VAT Return	£1,663.63
Neatishead Parish Council	£20.00

£2,826.25