**MINUTES OF MARTHAM PARISH COUNCIL MEETING**

**Wednesday 15th November 2017 at 7.30pm**

Parish councillors present: Cllr Bradford, Gates, Henning, Hooper (chair), Huke, Hurkett, Huxtable, Starkings, Sutton, Watson.

Clerks​: Mrs S Hunt and Miss S Kent

2 members of the public were present.

1. **ATTENDANCE**

Apologies were accepted from Cllr Smith – away.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllrs Huxtable, Starkings Watson hold allotment tenancies and have dispensations in place.

Cllr Bradford is a Martham Coronation Recreation Ground Trustee.

1. **MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council meeting held on 18th October 2017 were PROPOSED as a true and correct record

Cllr Sutton, seconded Cllr Bradford and signed by the Chair.

1. **PUBLIC FORUM**
	1. Apologies were received from County Councillor Haydn Thirtle.

District Cllrs Coleman updated the meeting that there was no change to the Concurrent function grants for 2018/19 but there will be a reduction in Council Tax Grants.

District Cllr Mary Coleman will be the Mayor next year.

Apologies were received from PC Gary May. Police report was read out – twenty eight calls from the Martham Parish during the last month, seven crimes and incidents recorded. It was reported to the meeting that following several non-dwelling burglaries in the area arrests have been made and investigations continue.

Due to the above incidents and other youth Anti-Social Behaviour in the Martham area a Section 35 Dispersal Order under the 2014 Anti-Social Behaviour Crime & Policing Act was authorised. This act gives authority to uniformed officers to direct a person to leave the location under power of arrest. This authority was granted for the Martham area from Friday 10th Nov 18:00 hrs to Sunday 12th Nov 18:00 hrs.

On Thursday 9th, Friday 10th & Saturday 11th Nov there were hi-visibility patrols of the area including all known ASB ‘hot-spots’.

1. **MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**
	1. Defibrillator Funding – It was AGREED to order the defibrillator from Community Heartbeat at a cost of £1249.00 + VAT + installation funding so far raised to be offset from cost. **CLERK**
	2. Bus Stop. Cllr Hurkett reported the Bus Stop had been removed. No bus stop sign. **CLERK**

Installation of bus stop on opposite side to be investigated. **CLLR HURKETT/CLERK**

* 1. Telephone Box Sale – Contracts checked Clerk to action sale. **CLERK**
	2. Churchyard Bench – now in place. This was dedicated after the Remembrance service.
1. **CORRESPONDENCE**

Norfolk County Farms – Magazine Tabled. Noted.

Email – Somerton Parish Council – Broads Authority Parish Forum. It was agreed to write to the Broads Authority in support, copy to Somerton Parish Council Clerk. **CLERK**

Email – Scout Group – Planting Trees/Hedging. Agreed. **CLERK**

Email – GYBC – Oak Tree Play Area. Council discussed future use of the area. It was agreed to write to GYBC about the feasibility of putting houses on this site.

 **CLERK**

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

06/17/0582/LB & 06707/0611/F – 27 The Green, Brooklyn House, The Green. Fitting of an air source heat pump – diesel fuel tank and a diesel fired boiler all located externally. Restarted 27.10.17. New documents on website. Noted.

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

7.3 To receive any notifications of decision. None.

7.4 Planning Presentation – 6th November 7pm, report received from Cllr Huke.

7.5 Community Land Trust – next meeting.

7.6 nplaw notification of Tree Preservation Order Tree on the Rear of Alder Avenue Martham. Noted.

1. **POLICING IN THE PARISH**

It was resolved to write to Lorne Green, raising our concerns about the lack of funding and the detrimental cuts to community policing, request that he intervene to prevent the cuts and invite him to the next parish council meeting to explain his position PROPOSED Cllr Sutton seconded Cllr Huke. **CLERK**

It was AGREED that a follow up letter will be written to Superintendent Roger Wiltshire as no reply was received. **CLERK**

1. **FINANCIAL MATTERS**
	1. Received Bank Reconciliation as at 3.10.17 and the 3.11.17 current balance £99,737.78
	2. It was AGREED to authorise expenditure £6458.95 PROPOSED Cllr Watson, seconded Cllr Hurkett. Noted. October receipts £555.92.
	3. Lloyds Account – update received from Councillors. Cllr Hurkett successfully online. Next meeting.
	4. Outstanding Award of Court Costs – Clerk confirmed that matters continue to progress.
2. **THE GREEN**
	1. Back Lane Pond - update January meeting. **CLLR HUKE**
	2. Pond retaining wall – It was confirmed that this section was not the responsibility of Highways.

Solutions discussed included decking, moving the fence, erecting signage and piling. Quotations requested for next meeting for piling. **CLLR HURKETT/CLERK**

Cllr Huke is to provide a copy of a report written by Peter Dawson to the Clerk **CLLR HUKE**

* 1. Boundaries of village green – March Meeting. **CLERK**
	2. Carols on the Village Green Christmas Eve at 6pm. AGREED.
1. **ADMINISTRATION**
	1. Appointment of Clerk and Responsible Financial Officer from 1st November 2017. Noted.
	2. Complaints Procedure. AGREED subject to amendments **CLERK**
	3. It was agreed to undertake Tree Risk Assessments – Common Road and Cess Road Smees, Village Green, Allotments. PROPOSED Cllr Huxtable, Seconded Cllr Starkings. Council to offer to include Dissenters Graveyard in assessment. **CLERK**
	4. Council AGREED to re-join Norfolk ALC. Noted.
	5. It was AGREED to authorise that any document, policy or procedure that needed to be changed to reflect the change in Clerk be altered without further reference to Council. PROPOSED Cllr Sutton, Seconded Cllr Gates. **CLERK**
2. **SIGNAGE IN VILLAGE.**

It was agreed that the Clerk would draft a policy for consideration at the next meeting. **CLERK**

1. **HIGHWAYS AND FOOTPATHS.**
	1. Zebra Crossing - Council discussed the current Zebra Crossing within the Parish. It was AGREED to write a letter to ‘Highways’ and to copy in Co Cllr Thirtle, District Cllrs Coleman and Chief Planning Officer Dean Minns.

**CLERK**

13.2 Norfolk County Council notification of Public Meeting – Modification Order Martham Footpath No. 1 – 10am on 6th February 2018. It was agreed to:

1. Ensure the Broads Authority are aware of the Hearing

2. Ascertain the decisions available at the hearing to the Inspector.

3. Notify Norfolk County Council of reported obstruction

4. Next Meeting **CLERK**

13.3 An update on the Registration of Damgate as Public Right of Way – objections have been received at Norfolk County Council.

Initialled:

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13.4 Council discussed Traffic Management Overview. It was AGREED to forward a copy of the letter to County Councillor Haydn Thirtle to chase a response. **CLERK**

13.5 Traffic changes Back lane/White Street/Old School Lane. It was AGREED to leave objections as previous.

1. **ALLOTMENTS.**
	1. Norfolk County Council – to receive notification of rent review. Payable from 6th April 2019. Noted.
	2. To receive allotment minutes from 2nd November, and consider recommendations:
		1. It was AGREED that the rental per plot to increase by £2.00 from £30.00 per plot to £32.00; half plot by £1.00 to £16.00.
		2. It was AGREED to accept the recommendation that an additional water point be added. Estimated cost for works £380.00. **CLLR STARKINGS**
		3. It was AGREED for a professional Tree Risk Assessment be undertaken. **CLERK**
		4. It was AGREED that the Tenancy Agreement was to be amended as shown in the minutes. **CLERK**
2. **COMMUNITY CENTRE**
	1. To receive notification of issues with the Community Centre Fire Alarm System – now rectified. Noted.
	2. Two quotations for Annual Fire Extinguisher Inspections received at the meeting it was AGREED to ask Broadland Fire Solutions to undertake the inspection this year at the sum of £30.00 inclusive. **CLERK**
	3. The meeting AGREED the free of Charge use of Community Centre by Speed watch Team for meetings if required.
	4. Lease/Licence – update. The valuation inspection undertaken by Bycroft Commercial has been received by both the Parish Council and the Trustees of the Coronation Recreation Ground Trust. The Trust will now seek to instruct legal representation to move this forwards.
3. **VILLAGE EVENTS**
	1. It was AGREED to underwrite the Scarecrow Festival to the sum of £600.00 - £800.00 as requested. **CLERK**
	2. It was AGREED to offer £250.00 to pay the insurance charge for the Carnival subject to agreement with the balance payable – also to invite the Carnival Committee to approach the Council should they require further assistance in any way. **CLLR HOOPER**
4. **ITEMS FOR NEXT AGENDA**

Next meeting Wednesday 20th December 2017

 NONE.

**The meeting closed at 9.46pm.**

Signed: 20th December 2017

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| EXPENSES 15th November 2017  |   |
|   | TOTAL |
| URM - Glass recycling | £55.80 |
| Andy Howell - bus stop removal | £430.00 |
| Martham Coro.Recreation Ground - insurance | £432.00 |
| Charity Backroom - advertising vacancy | £199.00 |
| Viking Direct - supplies comm centre | £49.31 |
| Flogas | £102.76 |
| G & S Stores - Martham DIY | £47.21 |
| Norse - bin community centre | £49.06 |
| CANCELLED |   |
| EKS Living Clean - Litter picking | £122.21 |
| Viking Direct - supplies comm centre | £17.98 |
| Salaries | £4215.29 |
| Sarah Hunt - key cutting | £14.95 |
| Vocalvale Ltd - fire alarm fault, comm. Centre | £203.86 |
| Sarah Hunt - postage | £15.22 |
| Society of Local Council Clerks | £157.00 |
| Henry Alston - permissive path | £100.00 |
|  | **£6,211.65** |
|  |  |
| **Income - October** |   |
| Footpath map | £2.50 |
| Interest - Nationwide | £17.88 |
| tea money | £11.34 |
| Data Protection Request | £10.00 |
| Recycling - CTR Textiles | £179.20 |
| Community Centre | £335.00 |
|  | **£555.92** |

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