

**MINUTES OF MARTHAM PARISH COUNCIL MEETING
WEDNESDAY 11th September 2015
AT THE COMMUNITY CENTRE, PLAYINGFIELD LANE, MARTHAM AT 7.30PM**

Present: Cllrs Bradford, Gates, Hooper, Hurkett, Huxtable, Johnson (chair), Starkings, Watson.

Clerk: Sarah Hunt

9 parishioners, P C Cook and Cllr M Coleman were also present.

1. To consider apologies for absence.
Cllr Manifold – Ill. Cllr Smith – work. Cllr Wright – Ill.
2. Declarations of personal interest and dispensations.
Cllr Johnson reminded the meeting that he has property adjacent to the Mushroom Farm and therefore would take no part in the discussion on item 9.1.
3. The minutes of Parish Council meeting held 15th July 2015 were agreed as a true and correct record PROPOSED Cllr Hooper, seconded Cllr Bradford, and signed by the Chair.
4. To consider any matters arising from the minutes.
 - 4.1 Playing field First Registration. The Clerk confirmed that this has now been submitted.
 - 4.2 Business Forum. Cllr Johnson reported that this continues to meet. The next meeting is 23rd September 2015 at 5.15pm in the Community Centre. The group is looking to make a BID application and work closely with the Village Newsletter.
 - 4.3 Cess Rd Smea. Next Meeting. **CLERK.**
5. Public Forum.

Police; P C Cook reported that it had been a quiet summer and no issues needed bringing to the meeting.

Cllr M Coleman brought Cllr B Coleman's apologies, and some BID forms for the Business Forum to utilise. Six lights had been reported. The current number to report streetlight faults to Great Yarmouth Borough Council is 01493 742194. The Parish Liaison meeting this week had confirmed there was now a downloadable APP for reporting problems.

A presentation was made with regard to the proposed changes to FP1 at the bottom of Cess Road. The concern was that the proposed change would then disconnect the footpath from the public right of way at the bottom of Cess Road – therefore no longer allowing walkers to exit the river bank at that point.
6. Telephone Box. Cllr Hurkett reported that the box continued to sustain damage at the current location. The police had been called. It is a K6 box, with no protection or listing in place. **PC Cook** to explore technical crime prevention. Cllr Hurkett and Cllr Johnson to investigate other possible sites and uses. **CLLR HURKETT/JOHNSON**
Next agenda. **CLERK.**
7. Insurance
 - 7.1 Renewal. The Clerk had circulated four quotations.
Came and Co had provided three – Hiscox, £1232.83 (£1,171.18 for a three year tie in) which was the recommended option by Came & Co. Aviva £1,540.70 and Ecclesiastical £1,429.67. Zurich had quoted independently at £1,259.22.
It was PROPOSED Cllr Hooper and Seconded Cllr Gates that the Council

Initialled:

23

take out the three year tied policy with Hiscox through Came and Company subject to ratification of contents insurance for the Community Centre. **AGREED. CLERK.**

7.2 Playing field Insurance. Cllr Gates confirmed that having taken part in the insurance review for the Parish Council he had reported to the Playing field Trust the need to undertake Risk Assessments and address issues highlighted. This is in hand.

8. Asset of Community Value Nomination. Public Toilets.

Cllr Johnson had met with Jane Beck of Great Yarmouth Borough Council since the nomination had been submitted. At this meeting it was confirmed that Great Yarmouth Borough Council was intending to keep the units open but seek cost reductions. This could be achieved three ways;

- To close the male and female units and leave the current disabled as one unisex.
- To open six months only and close during the winter.
- To put 7am-9pm automatic time locks on the doors – Clean every other day.

For option 3, maintaining year round opening and the current availability of units the Parish Council was asked to hold a key at the Community Centre and respond in case of emergency. A number for GYBC would be displayed at the toilet block to report issues through, and would then contact the Parish Council.

It was PROPOSED Cllr Huxtable and seconded Cllr Hooper that the Council agrees to the third solution and be a keyholder. **AGREED. CLERK.**

9. Planning.

Decisions reached by Great Yarmouth Borough Council;

06/15/0330/F—68 Black Street, Martham—Flue for biomass boiler on garage and various other alterations to listed building. **GRANTED.**

06/15/0331/LB—68 Black St, Martham—Replace front door, remove tiled fireplaces in two main living rooms, biomass boiler in garage with flue. **GRANTED.**

06/15/0352/A—88 Repps Road—removal of existing signage and replacement with new. **GRANTED.**

Plans yet to be determined:

06/15/0464/D—Holly Close—Proposed development of three single storey dwellings with garages. As the previous concerns voiced by the Parish Council over inappropriate access have been addressed No comment to be sent.

06/15/0486/F—10 White Street, Martham—Full Planning application for 100 dwellings, public open spaces, infrastructure and demolition of No. 10 White Street. Cllr Hooper made a presentation to the meeting; This is for 3 x 1 bedroom, 10 x 2 bedroom, 54 x 3 bedroom and 33 x 4 bedroomed dwellings. This just meets the minimum criteria for affordable housing. There are 232 parking spaces for 100 houses. Each house has delineated parking, plus laybys for visitor parking.

Back Lane will be blocked at the end with White Street, with cycle and pedestrian access only. There is a turning bay at that end of Back Lane. Norfolk County Council is in agreement with this plan as submitted.

There is a new pumping station for sewerage, and a new substation for electricity. There are 4 public open spaces.

The application does not address water pressure, or the potential link to the Hemsby Road Site.

Concerns expressed included sewerage, surface drainage, the exit of traffic from Back Lane,

Cllr Hurkett left the meeting at 8.35pm.

Water Pressure, ongoing ownership/maintenance of the Open Spaces,

Cllr Huxtable left the meeting at 8.38pm

Open spaces tend not to be used and can cause a nuisance.

Cllr Huxtable returned to the meeting at 8.46pm

Cllr Hurkett returned to the meeting at 8.47pm

Cllr Hooper to draft a letter with the Clerk summarising all concerns raised during discussions.

06/15/0485/CC—10 White Street, Martham—Demolition of existing dwelling to form access for 100 new dwelling development.

The clerk was requested to send a letter to Planning with regard to S106 monies. **CLERK.**

9.2 Appeal – notification that an appeal has been lodged by Mr D Austin – 9 single storey dwellings at land off Hall Road. Noted.

9.3 Public Consultation event – 30th September 3pm – 8pm at the Community Centre, Playing field Lane. This is for the Martham East Broiler Farm site. The proposal is for 55 properties. Letters have gone out in the village, and the Clerk has put up posters. It is in the Village newsletter.

10. Finance.

10.1 To consider the monthly list of invoices for payment £7559.20 plus a late invoice from NORSE value £43.20 to note income July £1541.10 – August £991.11. It was noted by the meeting that the gym continues to provide a good income for the Council. It was PROPOSED Cllr Starkings, seconded Cllr Gates that all invoices detailed, including NORSE and the Insurance as agreed at 7.2 be paid. **AGREED. CLERK.**

10.2 To receive the bank reconciliation and approve as agreeing to produced bank statements. Signed by the Chair as agreeing.

10.3 Concurrent Functions update. Cllr Starkings reported that following attendance at both a meeting of Borough parishes at Caister, and the Parish Liaison meeting by several Councilors it had been confirmed that the Concurrent Functions had been cut this year by 12.5%. GYBC are seeking to make further cuts in this area, and bus shelters and churchyards will be reviewed for the financial year 2017/18.

10.4 VAT. The Clerk reported this is in hand. Next meeting. **CLERK.**

10.5 Mazars Annual Return. This was received by the meeting. The external auditor had no comments to bring to the attention of the Council. It had been publicized as necessary. There are changes to the publication taking place from next year.

11. Correspondence.

GYBCo. Licensing Act Policy Review. Noted.

GYBCo Dog Control Orders. Clerk to respond when the Playing field have confirmed whether or not they wish the sports fields to be included. **CLERK.**

Norfolk Co Co County Farms management being brought in house.

Boat Dyke Trust Summary of August meeting. Noted.

Boat Dyke Trust Notification of registration as CIO. Noted.

Initialled:

25

12. Village Green.
- 12.1 Mace Shop Construction. Cllr Hooper confirmed that the Parish Council had responded to complaints and been in discussion with Planning enforcement at Great Yarmouth. Currently all that could be done to improve the environment there was being undertaken. A letter has been sent by the Parish Council, and by NPLaw to get the fencing removed from the Village Green.
- 12.2 Trackways. Cllr Johnson reported that the WLMA are prepared to register and transfer ownership formally to the Parish Council. This is on the condition that the Council;
Pay all of the IDB legal and professional fees and all land registration fees. Absolve the IDB of all liabilities howsoever arising from the registration and land ownership transfer.
Agree that it will save harmless and keep the Board indemnified from and against all actions, claims, costs, damages, compensation or liabilities howsoever arising out of the ownership of the property or the enforcement of any estate, right, or interest adverse to, or in derogation of, the property subsisting at the date of transfer or then capable of arising and which exists despite the registration of the property under Section 8 of the Commons Registration Act 1965.
It was PROPOSED Cllr Starkings, seconded Cllr Hooper that the registration of all three areas be agreed to. AGREED with the abstention of Cllr Gates. CLERK to notify and to try to obtain clarification of costs.
CLERK.
- 12.3 Court Case Update. Cllr Johnson informed the meeting that the case had been set for three days in Court, plus one site visit. It now looked likely to be taking place in January.
13. Administration.
- 13.1 Policies for review. All remain unchanged, or updated with web addresses, councillors details, office address, chairman details only: – Environmental; Comments & Complaints; Marquee Hire permit; Community Engagement Strategy; Safeguarding Adults Policy; FOI Publication scheme; Community Centre Hire Agreement; Village Green Parking Policy; Meetings document; Grant Funding Policy.
Taken as one item – PROPOSED Cllr Watson, seconded Cllr Gates and AGREED. **CLERK.**
- 13.2 Local Council Award Scheme. As the only option for Council at the moment was the Foundation Award it was PROPOSED Cllr Hooper, seconded Cllr Johnson and AGREED that this be put back to June 2016 after the next election. **CLERK.**
14. Parish Liaison Meeting feedback. Cllrs Huxtable and Starkings attended. The Light Industrial Units occupancy was discussed as requested. Cllr B Coleman has been investigating this, and GYBC are positively seeking tenants.
All other issues have been addressed elsewhere in this meeting.
15. Rural Rented Housing. Cllr Huxtable Next meeting. **CLERK.**
16. Carnival Committee request for partnership working. It was PROPOSED Cllr Johnson and seconded Cllr Hooper that the Council continue to work in partnership with the newly formed committee to ensure the event goes ahead. Both Councillors will take their place on the organising committee. AGREED.

Initialled:

26

17. Items for next Agenda

FP1 diversion.; Cess Road Smee.; Footpaths – update on work undertake Cllrs Gates/Watson.

To confirm the date of the next meeting of the full Council will be held on Wednesday 21st October 2015 at 7.30pm.

Signed:

21st October 2015

EXPENSES 15th August 2015			
	NET	VAT	TOTAL
Berryman	£ 21.92	£ 4.38	£ 26.30
Land registry (playing field)	£ 30.00	£ -	£ 30.00
Salaries	£ 2,483.91		£ 2,483.91
ESPO	£ 22.12	£ 4.42	£ 26.54
Viking Direct	£ 142.82	£ 17.76	£ 160.58
GYB Services	£ 467.02	£ 93.40	£ 560.42
URM Uk (berryman)	£ 28.67	£ 5.73	£ 34.40
G & S Stores	£ 30.42	£ 6.09	£ 36.51
Konica Minolta	£ 442.23	£ 88.45	£ 530.68
Zurich - training	£ 30.00	£ 6.00	£ 36.00
Miracle Cleaning	£ 116.00	£ 23.20	£ 139.20
Norse Waste	£ 52.50	£ 10.50	£ 63.00
Skippers Print	£ 140.00	£ 28.00	£ 168.00
Mazars	£ 300.00	£ 60.00	£ 360.00
Parish Magazine	£ 20.00		£ 20.00
Sarah Hunt - expenses	£ 92.56	£ 11.99	£ 104.55
	£ 4,420.17	£ 259.93	£ 4,680.10

ALL PAID UNDER DELEGATION

S Hunt - Expenses 15th August 2015			
Broadland Nurseries	£ 29.63	£ 5.92	£ 35.55
Roys - Community Centre	£ 6.23	£ 1.24	£ 7.47
drawing pins	£ 0.83	£ 0.16	£ 0.99
Batteries	£ 3.33	£ 0.67	£ 4.00
Postage	£ 8.55		£ 8.55
Comm. Centre consumables	£ 1.48	£ 0.30	£ 1.78
timber	£ 18.51	£ 3.70	£ 22.21
land registry	£ 24.00		£ 24.00
	£ 92.56	£ 11.99	£ 104.55

INCOME FIGURES FOR JULY 2015

Recycling	£87.40
y club	£135.00
gym	£608.10
hall hire	£210.00
boat dyke donation (comm led plan)	£500.00
copying	£0.60
	£1,541.10

Initialed:

28

EXPENSES 16th September 2015			
	NET	VAT	TOTAL
G & S Stores	£ 37.03	£ 7.40	£ 44.43
EKS - litter pick	£ 92.80	£ 18.56	£ 111.36
Anglian Water	£ 207.58		£ 207.58
Viking	£ 75.41	£ 15.08	£ 90.49
Berryman	£ 48.44	£ 9.69	£ 58.13
Mr V Chapman QC	£ 3,575.00	£ 715.00	£ 4,290.00
C T Baker	£ 227.75	£ 45.55	£ 273.30
Salaries	£ 2,483.91		£ 2,483.91
Norse	£ 36.00	£ 7.20	£ 43.20
TOTAL	£ 6,783.92	£ 811.28	£ 7,595.20

INCOME FIGURES FOR AUGUST 2015	
Recycling	£101.61
Room hire	£110.00
gym	£694.50
y club	£85.00
	£991.11

Initialed:

29