



## **MINUTES OF MARTHAM PARISH COUNCIL MEETING**

**Wednesday 19<sup>th</sup> April 2017 at 7.30pm**

Parish councillors present: Cllr Bradford (part), Gates, Henning, Hooper (Chair), Huke, Hurkett, Smith, Starkings, Sutton, Watson.

Clerk: Mrs S Hunt

1 member of the public were present.

### **1. ATTENDANCE**

Cllr Bradford will be late joining the meeting.

### **2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr Sutton – Item 8, Correspondence. Trustee of the Norfolk Playingfield Association.

Cllrs Huxtable, Starkings, Watson – Area allotment tenants with dispensations.

Cllr Watson – Item 6 - Trustee of Martham Coronation Recreation Ground Trust.

Cllr Bradford – on his arrival – Item 6 – Trustee of Martham Coronation Recreation Ground Trust.

### **3. MINUTES OF PREVIOUS MEETING**

The Minutes of the Parish Council meeting held on 15<sup>th</sup> March 2017 were PROPOSED Cllr Hurkett, seconded Cllr Smith and signed by the Chair as a true and correct record.

### **4. PUBLIC FORUM**

4.1 Apologies were received from Cllrs B and M Coleman and P C May. P C May had sent a report, current policing priorities are: Rural vehicle speeding and Youth antisocial behaviour. The next SNAP Meeting is at Scratby on the 6<sup>th</sup> June 2017.

4.2 Concern was expressed that SNAP meetings are no longer held in Martham, and that there has been no police attendance at the Parish Council meeting recently.

Cllr Bradford joined the meeting.

### **5. MATTERS ARISING – TO RECEIVE UPDATES**

5.1 Registration of Land at Hemsby Road. To confirm Englands Solicitors have written to the Land Registry enquiring as to why the original registration as not completed.

5.2 Santander Signatories. To confirm the signatories have been updated and are now: Cllrs Bradford, Huke, Huxtable, Starkings and Watson.

5.3 Lloyds Account opening. To confirm this has been posted back to Lloyds bank, signatories are Cllrs Bradford, Huke, Hurkett and Starkings.

5.4 Survey of the Green – to confirm Survey Systems have undertaken this work and the report is awaited.

### **6. COMMUNITY CENTRE**

6.1 Cllr Watson Martham Coronation Recreation Ground Trust Parish Council representative confirmed that the Charity has had a valuation and is waiting for figures.

6.2 Playingfield Trustees and Solicitor have been advised and are working together over the easement on Playingfield Lane. The Council is no longer involved.

6.3 Telephone Box/Scoreboard update. Cllr Starkings advised that the Council has been given a month lead in to the box being redelivered, and the scoreboard is being delivered shortly to

Initialled:

- enable the electrics to be installed.
- 6.4 Noted - Non Domestic Rating Demand Notice 23017/18. £3122.20. Small Business Rate Relief applied – zero balance.
- 6.5 Martham Parish Council resolves to vacate the community centre within 3 months, handing back responsibility for the building to the Martham Coronation Recreation Ground trust who then can manage their asset for public benefit. In doing so the parish council will seek to hire facilities in the village to hold its meetings, and consider alternative arrangements where the parish clerk is available to meet face-to-face with residents to deal with their enquiries. PROPOSED Cllr Sutton seconded Cllr Huxtable.  
Amended to state ‘6 months’ in place of ‘3 months’ PROPOSED Cllr Huke, seconded Cllr Watson. AGREED  
Resolution taken with the amendment in place – NOT AGREED.

## **7. LAND REGISTRY FIRST TIER TRIBUNAL CASE - COSTS**

- 7.1 Enforcement action is being taken. To date there are no additional costs incurred on behalf of the Parish Council.

## **8. CORRESPONDENCE**

Norfolk Mediation Service – request for funding. It was AGREED not to donate PROPOSED Cllr Hooper, seconded Cllr Huke.

Anglian Water Business – notification of merger with Northumbrian Water. Noted.

Anglian Water Business – notification that Direct Debit collection name will change. Noted.

Greater Yarmouth Tourism and Business Magazine. Noted.

Norfolk Co Co – notification of new Highways Departments. Martham will now come under Aylsham and be under the team led by Mr Jon Winnett.

Updated Norse Collection rates/transfer note returned. Noted.

Norfolk Playingfield Association – Invitation to Summer Party - £10/ticket. Noted.

## **9. PLANNING**

- 9.1 To consider the adoption of a ‘Pre-Planning Policy. Next meeting – Cllr Hooper. CLERK
- 9.2 To consider the adoption of a BIMBY plan. Cllr Hooper has explored this and withdraws the suggestion.
- 9.3 To consider applications received from GYBC for comment;  
06/17/0185/F – 43 Staithe Road – Cladding of existing main house. Demolition of existing flat roof garage and construction of new pitched roof double garage. No comment to be made.  
06/17/0223/F + 06/17/0224/LB – Martham Hall, 58 Hall Road, Martham. Single storey extension and replacement windows. No comment to be made.

## **10. ADMINISTRATIVE MATTERS**

- 10.1 Annual Parish Meeting 10<sup>th</sup> May 2017. Noted.
- 10.2 Binding of minutes 1952 - 1993. It was AGREED that they be bound for the sum of £70 as quoted in Green with Martham Parish Council on spine and front.
- 10.3 It was AGREED to grant the request to use the Village Green for a ‘Doggie Family Fun Day’ on 12<sup>th</sup> August 2017.
- 10.4 I was AGREED to change Allotment Working Party to Allotment Committee PROPOSED Cllr Sutton, seconded Cllr Huke.

- 10.5 It was AGREED that membership of Community Action Norfolk not be renewed PROPOSED Cllr Sutton, seconded Cllr Hennings.
- 10.6 It was AGREED not to renew Norfolk Association of Local Councils membership, PROPOSED Cllr Sutton, seconded Cllr Hennings. To be reviewed next April. CLERK
- 10.7 Pension Investment Strategy Statement. No comment to be made.
- 10.8 It was AGREED to renew the PPL Licence – Community Centre at a cost of £146.42.
- 10.9 Norfolk ALC Spring Conference – Swaffham 24<sup>th</sup> May. £55. Noted.
- 10.10 SLCC Summer Conference – Carrow Road 7<sup>th</sup> July. £49.50. Noted.

## **11. FINANCIAL MATTERS**

- 11.1 The Bank Reconciliation was presented to the meeting as at 31.3.17 and the current balance of £61,891.30 noted. The reconciliation was signed by the Chair.
- 11.2 Previously circulated expenditure of £7393.65 was PROPOSED Cllr Hooper, seconded Cllr Gates and AGREED plus additional payments to: Rodney Scott of £373.00, Pauline James of £112.00, PRS of £159.02 and Julie Beales of £146.62. March receipts of £5015.86 noted by the meeting.
- 11.3 To receive Finance minutes and consider recommendations. Next meeting. CLERK
- 11.4 The end of year 2016-17 Internal Audit was received and accepted by the meeting. There were no matters to bring to the attention of the Council.
- 11.5 To receive Annual Return 2016-17.
  - 11.5.1 Section 1 of the Annual Return was APPROVED, PROPOSED Cllr Watson, seconded Cllr Huke.
  - 11.5.2 Section 2 of the Annual Return was APPROVED, PROPOSED Cllr Hooper, seconded Cllr Hurkett.

## **12. PERSONNEL**

- 12.1 To receive minutes of Personnel Committee;
  - 12.1.1 Council AGREED job description as presented.
  - 12.1.2 Council AGREED the person specification as presented.
  - 12.1.3 Council AGREED the advert – including rate of pay as presented.

## **13. POLICIES**

- 13.1 Social Media Policy. Cllr Smith requested feedback from Councillors. Next meeting CLERK
  - 13.1.1 To nominate Cllrs Hooper and Smith to be designated as ‘webmaster’ PROPOSED Cllr Gates and seconded Cllr Hurkett.
- 13.2 Communications Protocol for Press and Media. Cllr Smith requested feedback from Councillors. Next meeting. CLERK

## **14. LITTER PICK**

Saturday 22<sup>nd</sup> April 10am – midday. Noted.

## **15. BUS SHELTERS.**

Small Works Working Party to bring recommendations to next meeting.  
Clerk to obtain price for deep clean of three shelters. CLERK

## **16. SMEE**

16.1 It was AGREED to allow a small sign to read ‘Dog Park’ to be installed. It was AGREED that a bench could be installed and concreted in.

**17. ITEMS FOR NEXT AGENDA**

Trees on Approach to village. Cllr Huxtable.

**The meeting closed at 9pm.**

**Signed:**

EXPENSES 19th April 2017	
	TOTAL
<b>Martham Coronation Recreation Ground</b>	<b>£401.08</b>
<b>read timber</b>	<b>£349.18</b>
<b>slcc</b>	<b>£10.00</b>
Bobby Dazzlers (community Centre Clean)	£350.00
Norse Eastern (Bin collection)	£48.60
eon - Community Centre	£181.37
David Ogilvie Eng. (Scarecrow benches)	£2,006.40
Sarah Hunt - expenses	£45.41
URM Berryman (Glass recycling)	£28.08
Salaries	£2278.56
NORFOLK County Council - Allotments	£580.00
Bob Huxtable (mileage - planning training)	£54.45
Viking Direct - stationary/community centre	£351.69
EKS Litter picking	£149.16
ESPO - Line Marker	£267.60
Environment Agency	£14.36
Norse - tree work community centre	£79.87
Anglian Water - back lane	£11.84
Keith Debbage (hedge cutting)	£186.00

**7393.65**

**Bold already paid March 2017**

S Hunt - Expenses 19th April 2017	
community centre - lathams	£4.65
land registry	£6.00
Bracket - wilco	£3.96
post office	£1.20
Alpine Timber	£9.60
SLS	£20.00
	<b>£45.41</b>

<b>Income - March</b>	
interest	£10.43
recycling	£127.03
VAT REFUND	£3,308.40
y club	£5.00
comm centre	£1,490.00
allotment	£75.00

**£5,015.86**

**Initialed:**