

**MINUTES OF MARTHAM PARISH COUNCIL MEETING**  
**WEDNESDAY 19<sup>th</sup> October 2016**  
**AT THE COMMUNITY CENTRE, PLAYINGFIELD LANE, MARTHAM at 7.30PM**

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

Clerk: Sarah Hunt

5 members of the public were also present

1. Election of Chair.  
Cllr Mark Johnson had resigned as both Chairman and Councillor. Cllr Hooper expressed his thanks to Mr Johnson for his hard work, and stated that he had thoroughly enjoyed working alongside him. Mr Johnson had been very busy behind the scenes of the Council.  
Cllr Hooper was nominated as Chair PROPOSED Cllr Bradford, seconded Cllr Wright and AGREED. Cllr Hooper signed a Declaration of Office.
2. Election of Vice-Chair.  
Cllr Starkings PROPOSED Cllr Bradford and seconded Cllr Watson. Cllr Smith PROPOSED Cllr Huke and seconded Cllr Sutton. Cllr Starkings elected by majority.
3. To consider apologies for absence.  
The meeting was given to understand that Cllr Huxtable was on his way.
4. Declarations of personal interest and dispensations.  
The meeting AGREED dispensation requests from Cllrs Starkings, Watson and Wright with regard to allotments to be valid until May 2020. Cllrs to be able to join in discussions and voting on matters pertaining to the Allotments excepting those in regard to rent setting.
5. The minutes of the Parish Council meeting held 21<sup>st</sup> September 2016 were PROPOSED Cllr Huke and seconded Cllr Watson and signed by the Chair as a true and correct record.

Cllr Huxtable joined the meeting.

6. Public Forum:
  - 6.1 P C Cook reported that the Parish was currently quiet with no emerging issues. Anti-social behaviour linked to Halloween and Marine Crime remain priorities.
  - 6.2 Borough Councillors Mary and Barry Coleman sent apologies.
7. To receive an update on any matter arising from the minutes;
  - 7.1 Meeting with CAN to discuss Playingfield Charity status. Cllr Hooper reported that this hasn't yet taken place – next meeting. CLERK
  - 7.2 Youth Club. Cllrs Huke, Huxtable, Sutton will report to next meeting. CLERK
  - 7.3 Welcome Pack. Cllr Smith reported that no feedback had been received so the leaflet will be progressed as planned. Final version to be brought back to Council. Cllr SMITH
  - 7.4 Easement over Playingfield Lane. Englands Solicitors acting on behalf of Parish Council with regard to this.

- 7.5 Oak Tree Close Play Area. Cllr Huke reported a site meeting will take place on the 9<sup>th</sup> November. Next meeting. CLERK
- 7.6 Increase on sum assured – Community Centre. Clerk confirmed this had taken place.
- 7.7 Meeting with Dean Minns. Cllrs Hooper, Huke. Email sent on 27<sup>th</sup> September requested meeting and offering six dates to the end October. No acknowledgement yet received.
- 7.8 Christmas Lights. Clerk confirmed these are on order.
- 8. Village Green.
  - 8.1 Cllr Hooper reported on a meeting with NPLaw and their recommendations. The judge should notify a decision on costs within the next 2 – 3 weeks. It may take up to 9 months until the process is complete. The Council is the legal owner of the Village Green until a Court advises it is not. It was PROPOSED Cllr Starkings seconded Cllr Wright that a warning notice be drafted to cover the eventually that any cars park onto the Green, that a Contractor be engaged should the need arise to remove cars. AGREED Footnotes to be added to current Village Green policies and permissions. CLERK Clerk to investigate whether public signs need erecting. CLERK
  - 8.2 Cllrs Bradford, Hooper and Starkings were designated as the three Councillors empowered to act on behalf of the Council with regard to the costs claim. They assured Council that they would seek to return any decisions to full Council where time allowed. PROPOSED Cllr Huke, seconded Cllr Wright. AGREED
  - 8.3 Small Claims Court update. Mediation to take place on 7<sup>th</sup> November 2016 via telephone mediation service. Clerk to facilitate. No concessions to be made Proposed Cllr Hooper, seconded Cllr Bradford. AGREED
  - 8.4 Council considered a request from Flegg High to position a banner on the Green. PROPOSED Cllr Sutton, seconded Cllr Huke and AGREED that the request be denied.
- 9. Planning.
  - Notifications received from Great Yarmouth Borough Council:
    - 06/16/0362/F – 33 Staithe Road (rear of) – New Chalet Bungalow, revised design. GRANTED
    - 06/16/0480/F – The Old Granary, 52 The Green – Demolition of single storey side extension and conservatory at rear. Erection of two storey side extension and single storey rear extension. GRANTED
    - 06/16/0545/F – 1 Kirby Close – Erect a dark woodgrain conservatory to the side of the property. GRANTED
    - 06/16/0456/F – 60 Hall Road, Sevenoaks – Redevelop Barns to residential dwelling, garage and cart shed for existing property. GRANTED
  - Planning received from Great Yarmouth Borough Council for comment:
    - 06/16/0570/F – 2 Helen Avenue – Proposed single storey extension. No comment to be sent.

10. Finance.
  - 10.1 To consider payments value £41,011.39 to note income for September £5,985.69. (£35,000 to transfer to Nationwide.) Additional payment of expenses to Clerk of £185.49 – computer lead and television licence. PROPOSED Cllr Watson, seconded Cllr Starkings. AGREED
  - 10.2 Up to date bank reconciliation showing total balances of £92,216.62 received by the meeting and signed by the Chairman.
  - 10.3 It was AGREED to reschedule Finance meeting from 26.10.16 to Tuesday 15.11.16.
11. Correspondence. None.
12. Community Centre.
  - 12.1 The meeting considered the Rangers and Guides request that the storage in a shed be additional to existing. It was PROPOSED Cllr Hooper and seconded Cllr Huxtable that the shelving storage be retained, but the loose equipment on top of the storage cupboard in the entranceway be removed. AGREED.
  - 12.2 External Areas – to consider works to improve. Cllrs Hooper, Huke and Wright to undertake works to repaint front doors.
  - 12.3 Provision of Pic Nic table. May Agenda. CLERK
  - 12.4 Tree in Grounds. Clerk to obtain quotation for removal. CLERK
13. Administration.
  - 13.1 Meeting dates for 2017 AGREED. Council to also meet in August.
  - 13.2 It was AGREED that the Clerk should update the contact details on the Information Publication Scheme on a rolling basis as necessary. CLERK
  - 13.3 Asset Register AGREED as presented.
  - 13.4 Complaints Procedure AGREED as presented, updated to NALC standard Procedure.
  - 13.5 Council discussed the co-option for second vacancy. To be filled at November meeting.
14. Phone Box/Defibrillator.
 

Cllr Starkings to take over this work.
15. Ponds.
 

Cllr Starkings reported that the possibility of 50/50 funding through the Highways Parish Partnership Scheme was being explored to upgrade and make safe the retaining wall and barriers along the Kings Arms side of the Pond. Next meeting. CLERK

Draft Signs Waitings Lane. Cllr Sutton to forward suggestions to Clerk for inclusion in next meeting. CLLR SUTTON/CLERK
16. Neighbourhood Plan – Next meeting. CLERK
17. Items for Meeting 26<sup>th</sup> November 2016.
 

None

**NEXT PARISH COUNCIL MEETING** on Wednesday 26<sup>th</sup> November at 7.30pm Community Centre.

EXPENDITURE October 19th 2016			
	NET	VAT	TOTAL
Came & Co	£1,227.53		£1,227.53
elliott electrical	£440.10	£88.02	£528.12
Nationwide Building Society Transfer	£35,000.00		£35,000.00
Salaries	£2407.15		£2407.15
eon	£166.74	£8.34	£175.08
s hunt - expenses	£482.86	£92.82	£575.68
viking direct	£73.60	£14.72	£88.32
norse - bin emptying	£24.00	£4.80	£28.80
martham d l y	£33.71	£6.74	£40.45
rodney scott (playingfield)	£281.04		£281.04
anglian water - community centre	£106.95		£106.95
anglian water - allotments	£138.78		£138.78
Came & Co	£353.56		£353.56
Mazars	£300.00	£60.00	£360.00
EKS litter picking	£124.30	£24.86	£149.16
Chapman Farms - footpath	£400.00		£400.00
			<b>£41,011.39</b>

S Hunt - Expenses 19th October 2016			
Postage	£12.71		£12.71
calendar	£4.17	£0.83	£5.00
land registry	£6.00		£6.00
P C World	£449.16	£89.83	£538.99
Socket Covers	£5.82	£1.16	£6.98
Community Centre - tesco	£5.00	£1.00	£6.00
	<b>£482.86</b>	<b>£92.82</b>	<b>£575.68</b>

Income - September			
Gym	£327.45		£327.45
interest	£4.87		£4.87
Room Hire - Community Centre	£110.00		£110.00
Youth Club	£45.16		£45.16
VAT Refund	£4,777.29		£4,777.29
recycling	£220.92		£220.92
Scarecrow Festival	£500.00		£500.00
			<b>£5,985.69</b>

Initialled: