



MINUTES OF MARTHAM PARISH COUNCIL MEETING

Wednesday 20 December 2017 at 7.30pm

Parish councillors present: Cllr Bradford, Gates, Hooper (chair), Huke, Hurkett, Starkings, Sutton, Watson and Smith.
Clerk: Miss S Kent

There were no members of the public present.

1. ATTENDANCE

Apologies were accepted from Cllr Henning - away and Cllr Huxtable - alternative engagement.

2. 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.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on 15 November 2017 were PROPOSED
Cllr Gates, seconded Cllr Bradford as a true and correct record and signed by the Chair.

4. PUBLIC FORUM

4.1 Apologies were received from District Councillors Barry and Mary Coleman.

County Councillor Haydn Thirtle updated the meeting and gave an overview of the Heritage Lottery Funded Waterways project in partnership with Great Yarmouth Borough Council. The project will be starting in Easter 2018. County Councillor Thirtle gave an update on the Broads Authority review which has resulted in recognised improvements to be made which include communication and transparency.

Apologies were received from PC Gary May. Police report was read out – twenty-three calls from the Martham Parish during the last month, fourteen crimes and incidents recorded as follows: Assault on a Constable, Child Neglect, Child Protection Investigation (non-crime) x 8, Common Assault (non-injury), Domestic Related Incident (non-crime) and Public Order Incident – Section 4A POA x 1, and a Theft.

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

- 5.1 Defibrillator Funding – It was AGREED to pay Primary Care Supplies £1249.00 + VAT + installation funding and proceed with the order. **CLERK**
- 5.2 Bus Stop – It was AGREED to replace the bus stop recently removed from Somerton Road and obtain quotes for next meeting **CLLR HURKETT/CLERK**
- 5.3 Telephone Box Sale – Next Meeting **CLERK**
- 5.4 Community Land Trust – Cllr Hooper gave an update on the matter and will give further updates in future.

6. CORRESPONDENCE

Letter - Police and Crime Commissioner for Norfolk. Noted.
Leaflet - Norfolk 2020 Brief – Tabled. Noted.
Letter - Norfolk Constabulary. Noted.

Initialled:

7. PLANNING

- 7.1 To consider applications received from GYBC for comment:
- 06/17/0700/F: Flegg High School Somerton Road, Martham, NR29 4QD - retention of existing 5 bay classroom block in a further 10 years. No comment.
- 06/17/0699/F: Flegg High School Somerton Road, Martham, NR29 4QD - retention of existing 3 bay classroom block in a further 10 years. No comment.
- 06/17/0740/F: 37 Hemsby Road, Martham NR29 4QQ – Two storey extension to side.
- 06/17/0738/CU: Former Mushroom Farm (Land adj) White Street Martham NR29 4PQ – change of use from Agricultural use to Residential use.
- Council requested further information regarding 06/17/0738/CU: Former Mushroom Farm and it was AGREED to write to Great Yarmouth Borough Council Planning Department to obtain further details as the application is unclear.
- CLERK**
- 06/17/0751/A: 10 White Street (Durban House) Martham NR29 4PQ – application for two free advert boards. No comment.
- 06/17/0731/F: 70 Damgate Lane, Sunnyside, Martham NR29 4PZ – Replacement of existing conservatory with a new garden room structure. No comment.
- 7.2 To consider any applications received from Broads Authority for comment. None
- 7.3 To receive any notifications of decision. Noted.

8. FINANCIAL MATTERS

- 8.1 Received Bank Reconciliation as at 3.11.17 and note current balance £85,784.76.
- 8.2 It was AGREED to authorise expenditure of 3389.21 PROPOSED Cllr Watson seconded Cllr Gates. November receipts £957.31. Noted
- 8.3 Lloyds Account – next meeting. **CLERK**
- 8.4 Outstanding Award of Court Costs – Clerk confirmed that matters continue to progress.
- 8.5 To receive Finance meeting minutes from 6 December 2018 and consider recommendations:
- 8.5.1 The Finance committee minutes were received and noted
- 8.5.2 It was AGREED that the Textile Provider should be changed to an alternative provider.
- 8.5.3 It was AGREED that Grants should be given to the Martham Coronation Recreation Ground Trust of £6500 and Parochial Church Council be given £3300. Grants will be given subject to approval from GYBC.
- 8.5.4 It was AGREED to purchase RBS Alpha Financial Accounting Software.
- 8.5.5 The training budget was AGREED by full Council.
- 8.5.6 It was AGREED that the benches on the maintenance schedule are repaired and maintained
- 8.5.7 It was AGREED the bus shelter on Somerton Road is removed from the asset register and the 'British Legion Bench added. **CLERK**
- 8.5.8 Council AGREED to adopt a numbered system for the asset register **CLLR HUKÉ/CLERK**
- 8.5.9 It was PROPOSED Cllr Starkings, that the Precept per property to remain the same for 2018/19 seconded Cllr Hooper, seven votes for, Cllr Sutton against, Cllr Huke abstention. It was AGREED for Finance committee to review budget for the Precept setting next year.
- 8.5.10 It was AGREED that no changes should be made to the Financial Policies.

9. THE GREEN

- 9.1 Pond retaining wall –Next meeting **CLLR HURKETT/CLERK**

10. ADMINISTRATION

- 10.1 It was AGREED to adopt the Equal Opportunities Policy
- 10.2 It was AGREED to adopt the Health and Safety Policy
- 10.3 It was PROPOSED Cllr Sutton, seconded Cllr Smith for the draft Sickness Absence Policy to be issued to Council employees for a two week consultation in January 2018. It was AGREED that any action required from the consultation will be taken to Personnel Committee, if no action is required then the policy should be taken to Council.

11. SIGNAGE IN VILLAGE.

- Drafted Policy AGREED subject to amendments. **CLERK**

12. HIGHWAYS AND FOOTPATHS.

- 12.1 Zebra Crossing – It was AGREED to draft a letter to 'Highways' and bring back to the next Council Meeting. **CLLR HOOPER/CLERK**

12.2 Norfolk County Council notification of Public Meeting – Modification Order Martham Footpath No. 1 – 10 am on 6th February 2018 – Response from Norfolk County Council. Next Meeting.

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12.3 Traffic Management Overview – a response was received from Norfolk County Council to arrange a site meeting in the new year. It was AGREED the Clerk would email all Councillors to arrange a site meeting.

CLERK

12.4 Traffic changes Back Lane/White Street/Old School Lane response. Noted.

13. COMMUNICATIONS REPORT

Cllr Smith gave an update on communications for Martham Parish Council. Welcome packs were going well with ongoing regular updates. They are being distributed by the Library.

14. ITEMS FOR NEXT AGENDA

Xmas Tree

At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to discuss the following item.

15. EXTERNAL COMMUNICATION

Cllrs Gates, Smith and Hooper left the room.

Cllr Sutton left the meeting.

Cllrs Gates, Smith and Hooper returned to the meeting.

It was AGREED for the Clerk to arrange a further meeting in January.

CLERK

Initialled:

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The meeting closed at 9.14pm.

Signed:

20th December 2017

EXPENSES 20 December 2017	
	TOTAL
NALC	£262.81
EKS Living Clean	£72.21
United Resource management	£44.10
Internal Audit	£130.50
Expenses	£51.00
Rodney Scott	£98.00
Norwich Camping and Leisure	£500.00
Broadland Fire Solutions	£36.00
ESPO	£79.20
Konica Minolta	£90.58
First Class Fire	£41.76
Salaries	£1936.73
CT Baker	£46.32
	£3389.21

Income - October	
Interest - Nationwide	£17.31
Health Intelligence	£540.00
Community Centre	£400.00
	£957.31

Initialed: