



# MINUTES OF MARTHAM PARISH COUNCIL MEETING

Wednesday 20<sup>th</sup> September 2017 at 7.30pm

Parish councillors present: Cllr Bradford, Gates, Henning, Hooper (chair), Huke, Huxtable, Smith, Starkings, Sutton, Watson.  
Clerk: Mrs S Hunt.

2 members of the public were present.

## **1. ATTENDANCE**

Apologies were accepted from Cllr Hurkett - away.

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

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

Cllrs Bradford and Watson declared an interest in item 8.3 and left the meeting and took no part in the discussion.

Cllr Bradford is a Trustee of the Martham Boat Dyke.

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

The minutes of the Parish Council meeting held on 16<sup>th</sup> August 2017 were PROPOSED as a true and correct record by Cllr Gates, seconded Cllr Watson AGREED and signed by the Chair.

## **4. PUBLIC FORUM**

4.1 Apologies were received from Cllrs Coleman – they have been working on the issue in Cess Road with the overgrown hedging.

PCSO Edwards attended the meeting. In the two months since July there have been 66 calls recorded from Martham, with 16 crimes generated from those calls.

On the 20<sup>th</sup> October the Chief Constable is to announce further changes to Norfolk policing as part of the Police and Crime Commissioners Annual Review.

4.2 Clerk was asked to report an issue with the pavement on the corner Rollesby/Repps Road.

## **5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**

5.1 Daisy Close. Despite more attempts at contact by the Clerk with England & Co solicitors no response has been received by the Council. Detailed letter of complaint to be sent. Next meeting. **CLERK**

5.2 Defibrillator Installation. Quotations have now been received. Council received information regarding the registration of the defibrillator, ongoing costs (around £125.00 per year), necessary inspections, and costs. It was PROPOSED Cllr Sutton and seconded Cllr Starkings that Community Heartbeat Trust be the preferred supplier, and that the Council take on responsibility for ongoing management and costs. AGREED  
Clerk to seek funding. **CLERK**

5.3 Digital Storage of Documents – next meeting. **CLERK**

5.4 Somerton Road Bus Stop removal. Awaiting quotations. Next Meeting. **CLERK**

5.5 Possible purchase of Allotment Site. Cllr Starkings reported that a meeting had been arranged on 4<sup>th</sup> October with Norfolk County Council. Next meeting. **CLERK**

5.6 Possible land transfer of Damgate Staithe. Cllr Huxtable reported that this was being progressed and a meeting with the Environment Agency representative should take place shortly. **CLERK**

## **6. CORRESPONDENCE**

Email – suggestion to sell the Telephone Box. Deferred until the next meeting. **CLERK**

Lloyds letter – changes to business account. Noted.

## **7. PLANNING**

7.1 To consider applications received from GYBC for comment;  
None received.

7.2 Decisions taken by GYBC and noted by the meeting;

06/17/0439/F – 22 Woodstock Way, Martham. First Floor Side Extension. GRANTED.

06/17/0398/F – 4 Cherry Tree Avenue, Martham. Proposed two storey rear extension and demolition of existing conservatory. GRANTED.

06/17/0396/F – Martham Telephone Exchange, Repps Road. Change of use from B8 storage to residential, extension to east and small extension to the north, raising roof height to accommodate first floor. REFUSED.  
06/15/0486/F – 10 White St, Martham. Full Planning Application for 100 new dwellings, public open space, associated infrastructure and demolition of No. 10 White Street (existing dwelling) to form access. GRANTED.  
06/17/0379/F – 55 Cess Road, Martham. Single storey side extension and alterations to existing garage. GRANTED.  
06/17/0459/F – 19 Hall Road, Martham, NR29 4PD. Extension to side and rear of semi-detached house. GRANTED

- 7.3 Community Land Trust – Cllrs Hooper reported that he is seeking a presentation to Council on this. Next meeting. **CLERK**
- 7.4 S106 consultation. Clerk reported that no response had been received. Letter to be sent to District Councillors stating that Councillors are keen to receive guidance and act upon it. **CLERK**
- 7.5 Traffic Management Overview. Clerk has written to Norfolk Co. Co. for guidance – confirmation of receipt of letter received. November meeting. **CLERK**
- 7.6 Norfolk Strategic Framework Consultation;  
<https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework/> Noted.
- 7.7 Pre-planning policy. Cllr Hooper reported that no policy was needed, any pre-planning meet would be held publicly.

## 8. COMMUNITY CENTRE

- 8.1 Fire Proof Cabinet – It was agreed to purchase a Fire Proof Cabinet as recommended at £807.00 PROPOSED Cllr Sutton, seconded Cllr Bradford.
- 8.2 Disabled Toilet lever tap quotation. These have been purchased at a cost of £23.99. It was AGREED to go ahead with the replacement.

Cllr Watson and Cllr Bradford left the meeting.

- 8.3 Licence to Occupy. Council discussed and AGREED a list of queries to be sent back to the Playingfield Charity in time for their next meeting. PROPOSED Cllr Hooper, seconded Cllr Gates. **CLERK**

Cllr Watson and Cllr Bradford returned to the meeting.

## 9. FINANCIAL MATTERS

- 9.1 The Bank Reconciliation as at 3.8.17 and 3.9.17 showing an on hand balance of £102,669.39 and bank statements were signed by the Chair as agreeing.
- 9.2 Expenditure totalling £3,296.50 was AGREED, PROPOSED Cllr Gates, seconded Cllr Huke. To note receipts - July £778.44 & August £1176.16.
- 9.3 Outstanding payment to Parish Council of awarded Court Costs – Due process is currently being followed to enable Council to obtain the money owing. Next Meeting. **CLERK**
- 9.4 Maintenance Schedule/Asset Register. Cllrs Huke/Starkings will present to October meeting. **CLERK**
- 9.5 Council AGREED the appointment of Mrs Pauline James as internal auditor for 2017/18 PROPOSED Cllr Gates, seconded Cllr Huke.

## 10. COMMEMORATIVE BENCH – CHURCHYARD.

Permission has been received from the Diocese, and the site agreed. It was PROPOSED Cllr Hooper and seconded Cllr Gates that this now be ordered. AGREED. **CLERK**

## 11. THE GREEN

- 11.1 Watering of Flower Boxes. Cllr Hooper is undertaking this.
- 11.2 Black Poplar. Cllr Huxtable is monitoring the trees on the Green.
- 11.3 Back Lane Pond. Options going forwards being investigated. Cllr Huke. Next meeting. **CLERK**
- 11.4 Signage in Village to be an item for next agenda. **CLERK**  
Letter to be sent to Sports and Social Club re; recent Banner advising them of Council Policy. **CLERK**
- 11.5 Pond Retaining Wall. Cllr Hurkett . Next meeting. **CLERK**
- 11.6 Village Green Boundaries. November meeting. **CLERK**

## 12. POLICING LEVELS.

- 12.1 Feedback from SNAP Meeting 13.9.17. Cllr Hooper attended Priorities remain Rural Speeding and Anti-Social Behaviour.
- 12.2 The Clerk was asked to write to the Superintendent at Great Yarmouth and also the Police and Crime Commissioner to detail the Council's dissatisfaction with the current policing levels. PROPOSED Cllr Hooper, seconded Cllr Starkings. AGREED. **CLERK**

Initialled:

**13. ADMINISTRATION**

- 13.1 To receive minutes of personnel meeting 13<sup>th</sup> September 2017. Noted.
- 13.2 Recommendations concerning the recruitment of a Parish Clerk/Responsible Financial Officer following the resignation of Mrs Hunt:
- That the hours be 25 per week.
  - That the hours be flexible and agreed with individual taking post, with meeting attendance written into contract.
  - That the person be appointed at LC2 between SCP 30 – 34.
  - That LGPS Pension be offered.
  - That Charity Backroom be engaged to undertake advertising at an anticipated cost of £279 supported by the Clerk.
  - That Charity Backroom be engaged to undertake the longlisting and interview process at an anticipated cost of £349 supported by the Clerk.
  - That Council work to ensure that the incoming Clerk has the benefit of a full one month handover and Mrs Hunt’s anticipated leave date should be 30<sup>th</sup> November 2017.
  - That the Grievance, Disciplinary and Training Policies be unchanged following review.
  - That an Expenses Policy be adopted by Council.
- All recommendations AGREED subject to one amendment to the Expenses Policy. Clerk to get advertisement of post in hand immediately to allow for handover of one month.

**14. SMEES**

- 14.1 Survey of Smees. Letter to be sent to tenant inviting participation in survey. **CLERK**

**15. SCARECROW FESTIVAL.**

Current organisers confirmed that there is interest in taking this over from another individual.

**16. ITEMS FOR NEXT AGENDA**

Next meeting Wednesday 18<sup>th</sup> October 2017

**RESOLUTION:**

To exclude the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to take place.

**17. VEXATIOUS CORRESPONDENCE.**

It was AGREED that a Vexatious policy was needed by the Council. Cllr Sutton and Clerk to provide one to next meeting.

**CLLR SUTTON/CLERK**

It was AGREED that a letter be sent by the Chair on behalf of the Parish Council to a recent complainant.

**CLLR HOOPER/CLERK**

Signed:

18<sup>th</sup> October 2017

EXPENSES 20th September 2017			
	NET	VAT	TOTAL
Salaries	£2590.56		£2590.56
Konica Minolta	£75.48	£15.10	£90.58
Norse waste - bin emptying comm. Centre	£40.90	£8.18	£49.08
EKS Living Clean	£127.30	£25.46	£152.76
Anglian Water - Business - Back Lane Pond	£8.55		£8.55
G & S Stores - Comm Centre consumables	£9.04	£1.80	£10.84
Rodney Scott - Playingfield	£229.50		£229.50
Viking Direct - first aid/comm centre consumables	£40.55	£8.11	£48.66
Sarah Hunt - expenses	£74.97	£14.00	£88.97
	<b>£3,196.85</b>	<b>72.65</b>	<b>£3,269.50</b>

<b>Income - July</b>			
Interest - Nationwide	£10.44		£10.44
Compensation - Lloyds	£319.50		£319.50
St Marys Refund	£368.50		£368.50
Community Centre	£80.00		£80.00
			<b>£778.44</b>

<b>Income - August</b>			
Interest - Nationwide	£17.16		£17.16
Compensation - Lloyds	£6.50		£6.50
Community Centre hire fees	£1,150.00		£1,150.00
Footpath Map	£2.50		£2.50
			<b>£1,176.16</b>

S Hunt - Expenses 20th September 2017			
community centre supplies/first aid	£4.98		£4.98
Broadland Computers - IT support	£41.67	£8.33	£50.00
community centre/window blind	£11.66	2.34	£14.00
calendar - community centre	£4.16	0.83	£4.99
vodafone - dongle package	£12.50	2.5	£15.00
	<b>£74.97</b>	<b>£14.00</b>	<b>£88.97</b>