

MINUTES OF MARTHAM PARISH COUNCIL MEETING
WEDNESDAY 21st September 2016
AT THE COMMUNITY CENTRE, PLAYINGFIELD LANE, MARTHAM at 7.30PM

Present: Cllrs Bradford, Hooper (chair), Huke, Smith, Starkings, Sutton, Watson, Wright.
Clerk: Sarah Hunt

5 members of the public were also present

1. Apologies were accepted from;
Cllr Huxtable – away.
Cllr Johnson – working.
2. Declarations of interest and dispensations.
Allotment holders are Cllrs Starkings and Wright.
Cllr Bradford is a Trustee of the Playingfield.
Cllr Watson declared an interest in item 12.2 – Footpath 1 variation.
3. To approve the minutes of the Parish Council meeting held 20th July 2016.
Cllr Sutton brought to the attention of the meeting that he was described in the minutes as a Trustee of the Playingfield Committee, whilst that was an accurate representation of the statement made at the time, Mr Sutton was under a misapprehension, and had never been made a Trustee so the statement was factually incorrect.
With the above notification to the meeting the minutes were Proposed Cllr Huke, seconded Cllr Smith and signed by the Chair as a true and correct record.
4. Public Forum:
 - 4.1 Richard Farrow – Anglian Water. Mr Farrow attended by invitation to discuss the potential impact of the First Time Sewerage Scheme in Repps with Bastwick on Martham, given the projected development within the village. A schematic was available to the meeting – a revised drawing to be sent to the Clerk.
It is likely 109 properties will be added to the system from Repps under the new network scheme. There will be a new pumping station installed at Repps to pump throughout the day, it will be foul water only, no surface water.
Flow balancing occurs in the onwards system if capacity is reached at any point.
With future development Anglian Water cannot stop any connections to the system – any planning application with more than 10 properties is flagged to Anglian Water and an assessment undertaken. If there are issues identified then conditions are placed on the developer, eg to build a bund, update a pumping station, or include storage tanks within the plan.
Additional properties would not be allowed to cause detriment to the existing system.

All options would have been looked at, including alternative routing, before the current solution was adopted with regard to the Repps with Bastwick First Scheme.

The entire network is managed to balance flows.

There had been a problem at Hall Road but in the last 10 months work has taken place and issues have been resolved. Responsibilities within Anglian Water have been changed, with an increase to planned maintenance and maintenance can now attend blockages and problem solve whilst on site. Storage areas are allowed to discharge direct into the rivers in times of flood – the situation where this is permitted ensures that the discharge is diluted and goes into a fast flowing course so the environmental impact is mitigated. This only occurs under permit issued by the Environment Agency.

On 1st October Anglian Water is adopting every pumping station with more than one property attached, historically many have been in private ownership.

Anglian Water are also consulted with regard to 10+ planning applications with regard to fresh water supply – this follows different rules with regard to assessment and provision of supply.

- 4.2 Police – Apologies were received from P C Cook.
 - 4.3 Borough Councillor – Apologies were received from Cllrs Coleman.
 - 4.4 Public – Apart from the questions put to Richard Farrow there were no other matters to bring to the Council.
5. To receive an update on any matter arising from the minutes not on the agenda.
None.
6. Ponds.
- 6.1 Railing. Cllr Johnson has requested two quotations – October agenda. **CLERK**
7. Village Green
- 7.1 Land Registry First Tier Tribunal Case update. Cllr Hooper reported that the Council had been successful and the application had been dismissed by Judge Hargreaves. The Council has asked the Court to award costs, and a meeting will take place shortly between the designated Councillors, Clerk, and nplaw to answer remaining questions. The court will decide on costs, and invite submissions of figures for the claim – the intention is that the Council will seek 100% reimbursement.
 - 7.2 Christmas Lights – to consider 6 additional sets. It was AGREED that an additional set be sought, Clerk to approach GYB Services. The Scarecrow committee have indicated they may be willing to fund them again. **CLERK**
 - 7.3 County Court Money Claims Centre. The claim is being defended. It was PROPOSED Cllr Huke and seconded Cllr Smith that the Clerk should have a budget of £150 to draw upon for legal advice if necessary. AGREED. **CLERK**
 - 7.4 Trackways – Land Registry response. It was PROPOSED Cllr Huke and seconded Cllr Sutton that the registration not be pursued any further. AGREED.

8. Planning.

- 8.1 To consider applications and note decisions received from Great Yarmouth Borough Council.
- 06/16/0415/CU – 9 The Green, Change of use from B1 (Business) to A1 (Shops), A2 (Financial and Professional), A3 (Food and Drink) and A5 (Hot food takeaway). It was AGREED with the abstention of Cllr Wright that hours of trading be restricted to a midnight closure, and that concerns over parking be expressed.
- 06/16/0435/O – Repps Road – Land South of. Outline application with all matters reserved apart from access for up to 144 new dwellings. It was AGREED that a request be made that the proposed roundabout be in place before completion of the development of the site and that the 30mph be moved further out of the village.
- 06/16/0456/F – 60 Hall Rd, Sevenoaks – Redevelop barns to residential dwelling, garage and cart shed for existing property (previously approved 15.8.16). No comment sent.
- 06/16/0456/F – The old Grannery, 52 The Green – Demolition of single storey side extension and conservatory at rear. Erection of two storey side extension and single storey rear extension. Comment sent: Side elevation windows to match those at front.
- 06/16/0366/f – 5 & 7 Repps Rd, Land Adjacent – Erection of a 1 bedroomed dwelling. GRANTED
- 06/16/0257/F – 8 Saxon Close – Retrospective application for rear conservatory. GRANTED
- 06/16/0363/F – 5 Willow Way – side extension to existing house and reconstruction of detached garage. GRANTED
- 16/16/0443/F – 1 Hazel Drive – Proposed kitchen extension. GRANTED
- 8.2 Notification of Appeal – Demolition of existing garage and erection of single storey dwelling at 25 Rollesby Road, Martham. NOTED
- 8.3 Notification of Appeal – New dwelling with cart style garage at Mill Barn, Hemsby Road, Martham. NOTED
- 8.4 To receive notification of Tree Preservation Orders on Land at 64 & 66 Black Street. This has now been confirmed for five trees.
- 8.5 GYBCo Local Plan- Call for sites and policy suggestions. Forms available. NOTED.
- 8.6 Proposed meeting with Dean Minns. Cllr Huke PROPOSED that he attend a meeting with Dean Minns to discuss S106 charges on future developments within the village. The improvement of local social infrastructure is not possible if each development is treated piecemeal. If all new dwellings are considered together then a fund would enable the Parish Council to engage with organisations with years of lead in to enable match funding and other grants to be obtained. This would make larger projects deliverable. It was AGREED that Cllrs Hooper and Huke attend. **Cllr HUKÉ**
- 8.7 Anglian Water – response re: Repps With Bastwick Sewerage scheme. Taken under public forum.

9. Finance.

- 9.1 To consider the monthly list of invoices value £3,875.26 to note income for July £1203.90 and August £951.50. One more invoice to be added to list – Elliott Electrical at £528.12. All payments APPROVED Proposed Cllr Watson, seconded Cllr Smith. August payments NOTED.
- 9.2 Up to date bank reconciliation received by the meeting and signed by the Chair as agreeing to bank statements provided.
- 9.3 To receive Minutes and recommendations from Finance Committee Meeting 17th August 2016. Minutes noted.
 - 9.3.1 To approve Pauline James as Internal Auditor for 2016/17 at £28/hour. PROPOSED Cllr Huke, seconded Cllr Starkings and AGREED.
 - 9.3.2 To approve Clerk maintain £40,000 in Santander (0.25%), balance to be held in Nationwide account (0.5%). PRPOPOSED Cllr Huke, seconded Cllr Wright and AGREED.
- 9.4 Next Finance Committee meeting Wednesday 26th October 7.30pm. This meeting will take an initial look at draft budget for 2017/18 – if any Councillor has a project of significant expenditure to be considered please ensure the Clerk has the information.
- 9.5 The external Audit from Mazars was received by the meeting. NOTED.

10. Correspondence.

CPRE – Letter re: Opposing new housing targets. It was PROPOSED Cllr Sutton and seconded Cllr Hooper that Council support the Pledge. AGREED. Abstention Cllr Watson, against Cllr Starkings.

Community Action Norfolk Newsletter – noted.

NORSE increase of waste and recycling charges – noted.

Norfolk Co Co will be publishing data for County Farms – noted.

UK Power networks – new emergency number 105 – noted.

Broads Plan Review – noted.

Historical England – invitation to comment on war memorial registration – no comment sent.

11. Community Centre.

- 11.1 Gym – The structure has changed, with more community based classes being offered and a partnership with Fun and Fit Active Norfolk. The GP referral funding is no longer in place. It was AGREED that a weekly hire fee of £100 be approved, with an annual review and a 3 month termination clause on both sides. **CLERK**
- 11.2 It was AGREED at the meeting to increase the sum assured to £426,000 as recommended by the survey. **CLERK**
- 11.3 Request from Brownies for storage space. It was AGREED with the abstention of Cllr Sutton that the Brownies be allowed to erect a 6 x 8 maximum size shed in the garden behind the centre at location agreed with Cllrs Johnson and Starkings. This to be done by the Brownies at their own expense. Brownies to maintain, and remove at their cost at end of use of

centre. No liability or insurance for structure or contents to rest with Parish Council. That the cupboard space currently used to be freed up for others.
CLERK

12. Footpaths.

- 12.1 Cllr Watson to visit clerk and report missing sign.
- 12.2 To receive notification of variation of FP1. NOTED
- 12.3 Update re: Registration of public right of way on Cess Road. Clerk reported that non-parishioners are required to submit evidence forms as well.

13. Oak Tree Close Play Area.

Cllr Huke expressed concerns over the wasted resource of this area. It was AGREED to approach the District Councillors and ask them to explore additional possibilities for this area. **CLERK**

14. Administration.

- 14.1 Welcome Pack. Cllrs Hooper/Smith presented a draft pack to the meeting. Councillors to feed back to Cllrs Hooper/Smith for amendments/additions prior to next meeting. **CLERK**
- 14.2 Co-option of Councillor. To be advertised with closing date of 31st October, co-option to take place at November meeting. **CLERK**
- 14.3 To consider the purchase of a lap top computer. PROPOSED Cllr Hooper and seconded Cllr Watson that a new laptop be purchased to a value of £400 plus £100 for software. AGREED Cllr Huke abstained, Cllr Sutton against. **CLERK HOOPER**
- 14.4 To consider adopting NALC Grievance Policy. PROPOSED Cllr Huke, seconded Cllr Wright – AGREED. **CLERK**
- 14.5 To consider adopting NALC Disciplinary Policy. PROPOSED Cllr Huke, seconded Cllr Bradford – AGREED. **CLERK**
- 14.6 To consider adopting Training Policy – unchanged. PROPOSED Cllr Starkings, seconded Cllr Smith – AGREED. **CLERK**
- 14.7 Insurance Renewal - £1,227.53. Year two of three year agreement. PROPOSED Cllr Wright, seconded Cllr Huke. AGREED. **CLERK**

15. Youth Club. The Youth Worker has resigned and the Club temporarily suspended. Cllrs Huke, Huxtable and Sutton to form a working party to explore possible future options including the scope to contract it out.

16. Common Road Smees. Cllr Smith had met with a representative of the Norfolk Wildlife Trust who are accessing Lottery funding for smee related projects across Norfolk. This combines history, nature and the future of Smees and will link in with local schools. There is an 18 month run in and the project is anticipated to start in early 2018. There is nothing to commit to at the moment, but it was a very positive meeting and as well as the Common Rd Smees the Cess Road Smees management could be included as well.

17. Playingfield.

- 17.1 Trustee status of Martham Parish Council – Cllr Sutton PROPOSED that the Parish Council seek the advice of Community Action Norfolk, seconded Cllr Huke. AGREED, For: Cllrs Hooper, Huke, Sutton. All others abstained.
- 17.2 To receive resignation of Cllr Sutton as Parish Council representative – Cllr Watson appointed.
- 17.3 To consider letter from Birketts re: Deed of Easement. It was PROPOSED Cllr Huke and seconded Cllr Hooper that Englands be instructed to represent the Parish Council in this matter, with costs met by the Diocese as part of the terms of agreement. AGREED. **CLERK**
- 17.4 Prospective play area. Cllr Huke will bring back to Council after meeting with Dean Minns and Recreation Ground Trust. **CLLR HUKÉ**

18. Items for Meeting 19th October 2016

None.

The Chairman resolved to invite members of the public to leave the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings Act) 1960 on the grounds that publicity would be prejudicial to the public interest because of information that is sensitive and/or the discussions will be subject to legal professional privilege.

19. Personnel.

- To receive minutes and recommendations from personnel committee. NOTED
- 19.1 To agree that Clerk notifies Councillors of holiday by email. PROPOSED Cllr Hooper, seconded Cllr Huke. AGREED
 - 19.2 To consider a payrise 1% rise for the Caretaker from 1st October. PROPOSED Cllr Watson, seconded Cllr Bradford. AGREED
 - 19.3 To consider flexible working for the Clerk – weekly minimum to be 20 hours and maximum 48 without prior approval of two members of the Personnel Committee. PROPOSED Cllr Hooper, seconded Cllr Bradford. AGREED

The meeting closed at 9.21pm

Signed:

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EXPENDITURE August 17th 2016			
	NET	VAT	TOTAL
viking direct (stationary)	£45.42	£9.08	£54.50
SSAF Window Films	£47.50	£9.50	£57.00
viking direct (community centre)	£111.53	£11.31	£122.84
Salaries	£2515.06		£2515.06
URM - Recycling	£36.00	£7.20	£43.20
Rodney Scott - playingfield grant	£328.13		£328.13
cunningham lindsay - community centre survey	£350.00	£70.00	£420.00
G & S Stores - DIY	£17.47	£3.49	£20.96
NALC - Training employment	£100.00		£100.00
EKS Living Clean	£99.44	£19.89	£119.33
NORSE - bin hire and emptying	£37.60	£7.52	£45.12
St Mary's Church - grant final payment	£340.00		£340.00
Colin Starkings – expenses refund	£25.45		£25.45

£4,191.59

Income - July			
Youth Club	£70.00		£70.00
Gym	£889.00		£889.00
Room Hire	£140.00		£140.00
Interest	£6.37		£6.37
recycling	£98.53		£98.53

£1,203.90

EXPENDITURE September 21st 2016			
	NET	VAT	TOTAL
Whittaker Carpets	£312.50	£62.50	£375.00
s hunt - sept	£2,456.14		£2,456.14
viking - fire signs	£32.27	£6.45	£38.72
s hunt - expenses	£50.67	£7.44	£58.11
konica minolta	£188.26	£37.66	£225.92
norse - bin emptying	£37.60	£7.52	£45.12
martham d l y	£9.66	£1.93	£11.59
rodney scott (playingfield)	£331.22		£331.22
british telecom	£150.43	£30.08	£180.51
urm recycling	£16.50	£3.30	£19.80
eks litter picking	£99.44	£19.89	£119.33
anglian water	£13.80		£13.80
* already paid			£3,875.26

S Hunt - Expenses 21st September 2016			
Postage	£13.49		£13.49
Community Centre supplies	£14.02	£2.80	£16.82
Co op - Community centre	£4.28	£0.86	£5.14
Sign Builder - disabled sign	£18.88	£3.78	£22.66
	£50.67	£7.44	£58.11

Income - August			
Gym	£438.50		£438.50
unknown - DDR Transfer	£200.00		£200.00
Room Hire - Community Centre	£190.00		£190.00
Youth Club	£25.00		£25.00
Training	£50.00		£50.00
Scarecrow Festival	£48.00		£48.00

£951.50