

**MINUTES OF MARTHAM ANNUAL PARISH COUNCIL MEETING**  
**WEDNESDAY 18<sup>th</sup> May 2016**  
**AT THE COMMUNITY CENTRE, PLAYINGFIELD LANE, MARTHAM at 7.30PM**

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

Clerk: Sarah Hunt

5 members of the public were also present

The chairman addressed the meeting and welcomed new, and re-elected Councillors and offered thanks on behalf of the Council to those who hadn't been elected.

1. Election of Chair – Cllr Mark Johnson was PROPOSED Cllr Sutton seconded Cllr Huxtable – AGREED. Chair signed acceptance of Office.
2. Election of Vice-Chair – Cllr Paul Hooper was PROPOSED Cllr Wright seconded Cllr Johnson – AGREED.
3. There were no apologies for absence.
4. Declarations of interest and dispensations.  
Cllr Bradford reminded the meeting he was a Trustee of the Playingfield and Boat Dyke Trust.  
Cllr Wright reminded the meeting he was a Trustee of the Village Hall.  
Cllrs Huxtable, Starkings, Watson and Wright reminded the meeting they held allotment tenancies.  
Cllr Sutton declared a non-disclosable interest in the development at Martham East Broiler Farm due to the close location to his home.
5. The minutes of the Parish Council meeting held 20<sup>th</sup> April 2016 were PROPOSED Cllr Watson, seconded Cllr Hooper, AGREED and signed by the Chairman.
6. Public Forum:
  - 6.1 No members of the public wished to address the meeting.
  - 6.2 P C Cook reported that there was an emerging issue with anti-social behaviour in the Rowan Road area of the village, this was being addressed. Three matters were brought to his attention;  
Youths congregating behind the Village Hall.  
Traffic travelling too fast on Marlborough Green.  
Parking at the Baptist Church on a Sunday evening on the Main Road.  
The next SNAP meeting is 21<sup>st</sup> June at 7pm in the new hall at the Community Centre, this is publicised in the NR29, the Police website, and the Parish Council website, Facebook page and submission to the Great Yarmouth Mercury – all members of the Parish are welcome.
- 6.3 Borough Councillor.  
Cllr M Coleman reported to the meeting that the hedge adjacent to the footpath on Hemsby Road opposite the Doctors surgery has been addressed, and will be cut in due course.  
Cllr Hooper made the Borough Councillors aware that it is currently taking over a month for planning applications to be processed at the Town Hall and sent out to Council, considerably restricting the time Council has to respond.
7. To receive an update on any matter arising from the minutes;

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- 7.1 Nationwide Account. Clerk reported this is now open, but as Council has changed membership the mandate is no longer valid and new signatories will need identifying.
  - 7.2 Smees – letter sent to Lewis Snow. Cllr Johnson to meet with Mr Snow now that Cllr Manifold is no longer a member of the Council.
  - 7.3 Defibrillator. Cllr Johnson reported that the new grant application is now submitted to the British Heart Foundation now awaiting East of England Ambulance Service to sign off the application. The Council should receive defibrillator and training as part of the package.
  - 7.4 Footpaths update – signs. Cllr Watson confirmed he would go to the Parish Office to report the location of damaged posts, and which footpaths needed strimming. CLLR WATSON
8. Village Green.
- 8.1 Update on Court Hearing. Cllr Johnson expressed the Council’s thanks to those who had been so supportive and PROPOSED that £100 be used to provide a token of thanks to Mr Peter Dawson and Fiona Croxen. Seconded Cllr Hooper and AGREED. CLERK  
The site visit took place on the 9<sup>th</sup>, with the court attendance on the 10<sup>th</sup> and 11<sup>th</sup>. The Applicant was represented by Mr Philip Petchey and the Parish Council by Mr Chapman QC. Day one the applicant put their case, Day two the Parish Council’s representative responded. The judge has now asked for submissions on five points of law to be supplied by 5pm on the 31<sup>st</sup> May. There will be three days for each Barrister to ask for an additional half a day in front of the judge to discuss the submissions if they would like to. The judge will then rule.  
It was PROPOSED Cllr Johnson and seconded Cllr Hooper that the Clerk be asked to investigate the possibility of a Bye-Law to address driving on the Village Greens. AGREED. CLERK
  - 8.2 Water Sampling of ponds. Next meeting. CLERK
  - 8.3 Back Lane Pond. Cllr Huke volunteered to provide free plants and instigate planting of the marshy area at the edge of the pond to help reduce evaporation. His offer was accepted by the meeting.  
The pond is soft bottomed and will take planting.  
Other issues to be considered water quality/rubbish removal. Next meeting CLLR HUKU/CLERK
  - 8.4 Waitings Lane Pond. Risk Assessment to be undertaken and solutions brought to next meeting PROPOSED Cllr Johnson, seconded Cllr Starkings, AGREED. CLLRS JOHNSON/SUTTON
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- 8.5 Ducks. There are too many ducks for the water area to support without damaging the water quality. CLLR LLEWELLYN/CLERK to liaise with schools and educate children that bread is damaging to ducks health. PROPOSED Cllr Huke, seconded Cllr Huxtable. AGREED
  - 8.6 Car Park Sign. Cllr Starkings volunteered to work with Clerk on replacement in place of Cllr Hurkett.
  - 8.7 Concrete by Pond. Cllr Johnson to ensure included in Risk Assessment.

- 8.8 Byelaw Course Feedback. Clerk reported that this looked positive and the course was once again well run and educational.
- 8.9 Update on costs reclaim. The solicitor who had previously represented the home owner had responded to say that the claim had to be issued directly as he was no longer representing them. The claim had been sent recorded delivery, and signed for, and at the expiry of 28 days the Clerk will issue Small Claims Court Proceedings as directed. CLERK

9. Planning.

- 9.1 To consider investigating a Neighbourhood Plan. Cllr Huxtable explained that Cllr Hooper and himself had investigated this sometime and Council at that point had decided it wasn't appropriate. Given the development due in Martham it was now time for Council to once again look at this option. There is a meeting scheduled at Hemsby shortly where a Council who have decided to progress a Plan will present. The benefits will have to be explored - it cannot influence the number of houses allocated to Martham, but appears to be able to have bearing on the road to the houses and the constitution. Cllr Sutton explained that Borough and National policies are general, and not specific to the village. Cllrs Sutton and Huxtable have met with Brandon Lewis MP. It appears the Plan is not cheap, although a grant of up to £9,000 is available, £15,000 and technical support for a 'complex' plan, i.e. one instigated by three parishes working together. It consumes time. The Borough Council over the next eighteen months will allocate housing sites however a neighbourhood development plan will give the Parish Council and the Community a chance to have a greater say in this process. It was PROPOSED Cllr Sutton that Martham Parish Council seek to host a meeting to discuss the benefits of developing a plan – that Brandon Lewis be approached and his dates dictate the timing – that the 'Champions' from Broadland District Council be invited, along with neighbouring Parish Councils, seconded Cllr Huxtable and AGREED. CLLR SUTTON/CLERK

- 9.2 Planning Applications received by Parish Council for comment:
  - 06/16/0206/F – 25 Rollesby Road, Demolition of existing garage and erection of single storey dwelling. Council comments returned expressing concern over parking provision.
  - BA/2016/HOUSEH – Idle Hours, 50 Riverside – Retention of chimney flue on exterior of property. No comments made.
  - 06/16/0257/F – 8 Saxon Close, Rollesby Road – Retrospective application for rear conservatory. No comments made.
 Notification of Decisions made by Great Yarmouth Borough Council:

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- 06/16/0119/F – 66 Repps Road – proposed rear, side and front extensions. GRANTED.
- BA/2016/0061/HOUSEH – Willowcroft, Cess Lane – Erection of garage, car port, store, boundary fence and wall. GRANTED.

- 9.3 06/15/0673/O – Erection of up to 55 houses – Martham East Broiler Farm – notification of committee meeting 25<sup>th</sup> May 2016 at 6.30pm. Parish Council comments included water pressure; schools; access; sewerage; doctors; presentations were made with regard to upgrading the zebra crossing and resurfacing the Holly Close footway. Cllr Hooper offered to attend on behalf of the Council. AGREED.

Additional points to be raised:

Highways have recommended a 20mph limit on Willow Way/Acacia Avenue and a Vehicle Activated Sign on Rollesby Road. Whilst it is difficult for any planning committee to go against a Highways recommendation it was AGREED by the meeting that Cllr Hooper also support these findings.

There are additional conditions from the Environment Agency, and concern from Natural England with regard to the proximity to a protected Area. Cllr Hooper to investigate. CLLR HOOPER

## 10. Finance.

Cllrs Hooper and Smith left the meeting Cllr Hooper returned.

- 10.1 To consider the monthly list of invoices value £13,724.87 to note income for April. PROPOSED Cllr Starkings, seconded Cllr Bradford. AGREED CLERK Cllr Smith returned.

- 10.2 To receive the Finance Committee minutes. Noted.

- 10.3 An updated income and expenditure summary was distributed by the RFO for adoption by the meeting and publication on behalf of the Council. AGREED CLERK

- 10.4 It was AGREED that £500 be returned to the Boat Dyke Trust as the Community Led Plan has ceased to be progressed as recommended by Finance. CLERK

- 10.5 End of year return –the Governance and Accounting statements were read by the RFO and accepted by Council as recommended by Finance, and the return was signed by the Clerk and Chair.

- 10.6 The date for the exercise of electors' rights was set at 27<sup>th</sup> June to 9<sup>th</sup> August inclusive as recommended by Finance.

Cllr Hooper left the meeting

- 10.7 That the Asset Register be agreed as submitted. PROPOSED Cllr Watson, seconded Cllr Bradford. AGREED CLERK

- 10.8 That the Financial Risk Assessment be agreed as submitted. PROPOSED Cllr Starkings, seconded Cllr Johnson. AGREED

Cllr Hooper returned to the meeting

The Risk Assessment appears a more general document than just financial – to be reviewed, to see if anything else needs including or if all risks covered elsewhere. CLLR SUTTON/CLERK

- 10.9 That the Specific Duties of the Responsible Financial Officer be agreed as submitted. PROPOSED Cllr Starkings, seconded Cllr Watson and AGREED

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- 10.10 That the Financial Regulations be agreed as submitted. PROPOSED Cllr Sutton with the addition of 'per item' at point 3.3.1 and per contract at 10.2 viii. Seconded Cllr Johnson and AGREED. CLERK

- 10.11 That the Terms of Reference for Internal Auditor be agreed as submitted.  
PROPOSED Cllr Hooper, seconded Cllr Huke and AGREED
- 10.12 Bank signatories to be changed following election. It was AGREED that Mr Gates and Mr Hurkett be removed, and Cllrs Huke and Wright added
- 10.13 The bank reconciliation was not available. Next meeting. CLERK
11. Correspondence.
- First Registration of the Playing field has been received from the Land Registry.  
NOTED
- Minutes of the March meeting of the Village Hall were available to the meeting. The Good Neighbour Scheme has asked for FOC use of the Community Centre to host meetings. PROPOSED Cllr Johnson and seconded Cllr Hooper and AGREED. A letter with no return address had been received raising several matters in the village. The footpath from Staithe Road to Moregrove had been checked and was now firm underfoot. Copy of letter to be sent to Post Office and Broads Authority to address separate issues. CLERK
12. Common Road Smee.
- To consider uses. Cllr Johnson has inspected this. It has been cut by Council contractors, the hedge is overgrown, gate rusty, one bench pushed over, the sign re; wildlife is on the floor. Cllr Smith volunteered to research management/grazing.  
AGREED
13. The Parish Council resolved that from 18<sup>th</sup> May 2016 until the next Annual Meeting of the Council 2020, that having met the conditions of eligibility as defined in the Localism Act 2011 and S1 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 to adopt the General Power of Competence.  
PROPOSED Cllr Sutton, seconded Cllr Starkings. AGREED
14. Administration.
- 14.1 To consider Councillor Training. The meeting confirmed to all Councillors that a training budget is held – Courses are circulated by the Clerk from several providers, and support is offered to enable Councillors to fulfil their role. If Councillors identify desirable training from those circulated please contact the Clerk.
- 14.2 PROPOSED Cllr Watson and seconded Cllr Huke that Council approve the volunteer services of Mr Tony Gates as Community Centre key holder.  
AGREED
- 14.3 The Clerk asked Councillors to consider receiving agenda pack electronically. Cllrs Huxtable, Watson and Wright to continue to receive paper copies – all other Councillors to receive pack electronically. System to be decided CLLRS  
HOOPER/SMITH/CLERK
- 14.4 Welcome Pack. Next Meeting CLERK
- 14.5 To consider training – Councillor Introduction Training; Parish Paths Seminar. No one to attend.
15. Queens 90<sup>th</sup> Birthday Celebrations – No proposals considered, support to be offered to other organisations should they organise a function.

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16. To consider membership of Committees and Working Parties. Draft copy worked through at meeting. Second working document to be produced for next meeting for adoption. CLERK

- Cllr Watson left the meeting
17. Items for Meeting 15<sup>th</sup> June 2016.
- Bye-Law
  - Nationwide Account
  - 6 monthly communications update – Cllr Smith
  - Resilience Plan Update
  - Allotments – Cllr Starkings
  - Benches – Cllr Starkings

**NEXT PARISH COUNCIL MEETING** on Wednesday 15<sup>th</sup> June at 7.30 Community Centre.

The meeting closed at 9.50pm

Signed:

15<sup>th</sup> June 2016

	TOTAL
NORSE - bin collection	£45.12
Rodney Scott - replacement 22870	£221.66
Rodney Scott - April	£240.97
Data Protection	£35.00
flogas	£127.39
EKS	£119.33
Nationwide - bank transfer to new account	£10,000.00
G & S Stores (Martham DIY)	£4.49
Konica Minolta	£116.77
Berryman	£32.94
J Beales - Scarecrow expenses	£125.75
S Hunt - expenses	£163.17
Salaries	£2,492.28
	£13,724.87

S Hunt - Expenses 18th June 2016	
court attendance - subsistence	£78.70
court attendance - parking	£4.10
Tesco - buffet lunch	£13.35
co - op youth club	£26.05
litter pickers	£19.95
postage	£1.27
community centre provisions	£5.69
postage	£2.06
land registry	£6.00
land registry	£6.00
	<b>£163.17</b>

<b>Income - April</b>	
to be advised at May meeting	

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