

**MINUTES OF MARTHAM PARISH COUNCIL MEETING  
WEDNESDAY 20<sup>th</sup> July 2016**

**AT THE COMMUNITY CENTRE, PLAYINGFIELD LANE, MARTHAM at 7.30PM**

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

Clerk: Sarah Hunt

1 member of the public was also present

1. Apologies were accepted from;  
Cllr Mark Johnson – working  
Cllr Terry Watson - Bowling
2. Declarations of interest and dispensations.  
Cllr Sutton reminded the meeting he had been appointed as a Trustee to the Playingfield Trust. Cllr Bradford is already a Trustee.  
Cllrs Huxtable, Starkings and Wright hold allotments.  
Cllr Llewellyn declared an interest in Item 15.
3. The minutes of the Parish Council meeting held 15th June 2016 were agreed as a true and correct record Proposed Cllr Starkings, seconded Cllr Sutton and signed by the Chair.
4. Public Forum:  
Apologies had been tendered to the meeting from Cllrs Barry and Mary Coleman, and also P C Cook.
5. To receive an update on any matter arising from the minutes;
  - 5.1 Phone Box/Defibrillator. Cllr Hooper reported that the grant from the British Heart Foundation had not been successful, funding was still being investigated. Cllr JOHNSON
  - 5.2 Footpaths update. Next meeting. Cllr WATSON
  - 5.3 Nationwide Account. The Clerk reported this was now fully open, with signatories in place of Cllrs Bradford, Huxtable, Starkings and Watson.
  - 5.4 Small Claims Court Application. This has been submitted by the Clerk.
6. Standing Orders – duration of speaking on items.  
Council debated the length of meetings and agendas. It was PROPOSED Cllr Sutton and seconded Cllr Huke that no action be taken. AGREED.
7. Ponds.
  - 7.1 Back Lane Pond. Cllrs Bradford/Huke confirmed that first stage planting had been undertaken. A cleaning party would attend Sunday 24<sup>th</sup> July at 10am.
  - 7.2 Waitings Lane – to consider an additional bar. Next meeting. Cllr JOHNSON
  - 7.3 Waitings Lane – to review draft signs. Next Meeting. Cllr JOHNSON
  - 7.4 To confirm that the void has been backfilled. Next Meeting. Cllr JOHNSON
  - 7.5 Educating the Parishioners re; feeding of ducks. Cllr Llewellyn will attend the communications meeting. Suggested posters were circulated and welcomed by the Councillors.
8. Village Green
  - 8.1 Car Park Sign. Cllr Starkings confirmed this was now with him. Posts being sourced.

Initialled:

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- 8.2 Benches. Cllr Starkings confirmed that Martham Joinery had been approached again concerning the refurbishment order placed. They were still seeking to undertake the work.
- 8.3 Byelaw. Next Meeting. CLERK
- 8.4 Trackways. The Clerk has approached both the Water Management Drainage Board and the solicitor who acted on their behalf requesting a copy of the application made. No response as yet.
9. Planning.
- 9.1 Decisions made by Great Yarmouth Borough Council;
- BA/2016/0164/HOUSEH – Idle House, 50 Riverside – Permission for retention of chimney flue on exterior. GRANTED.
- 06/16/0206/F – 25 Rollesby Road - Demolition of existing garage and erection of single storey dwelling. REFUSED.
- Applications received by Martham Parish Council for comment:
- 06/16/0362/F – 33 Staithe Road (rear of) – New chalet bungalow, revised design. Concerns were expressed about adequate car parking for two properties. Whether the road was an adopted Highway. The ability to access and leave the property in forward gear. Whether the size of the property was in keeping with the area. Cllr Sutton abstained.
- 06/16/0340/CC – 66 Black St – Demolish existing house and associated outbuildings. Dominant building in a conservation area. Question over purpose of demolition – easier solution to repair. Objections by Mr Duncan Laxton to be endorsed by Parish Council. Some trees on the site are currently awaiting Tree Protection Orders. Listing of property to be investigated. September meeting – Cllr HOOPER
- 06/16/0366/F – 5 & 7 Repps Road (adjacent) – this site had a recent application for a larger property. Concerns were expressed that the living space is close to the minimum living space. Concerns were expressed over vehicular access. The development is not in keeping with the local area. Cllr Sutton abstained.
- 06/16/0381/F – 3 Rowan Road – Proposed two storey rear extension, balcony first floor. No comment to be made.
- 06/16/0363/F – 5 Willow Way – Side extension to existing house and reconstruction of detached garage. No comment to be made.
- 9.2 Neighbourhood Development Plan;
- Motion: ‘That following evidence from the community led plan survey that showed new housing development, associated infrastructure and service provision are the most significant issues raised by residents that Martham Parish Council (MPC) agrees to the investigation of creating a neighbourhood development plan (NDP) that encompasses the whole parish.
- That MPC considers the benefits of a complex NDP where at least three parish councils agree to work together on one larger plan.
- That a working group is established, tasked with liaising with Great Yarmouth Borough Council and neighbouring parish councils on developing a NDP for Martham and if applicable a complex NDP.
- That the working group consist of Cllrs Hooper, Huke, Huxtable and Sutton and that they report back with recommendations at the September 2016 MPC meeting.’
- PROPOSED Cllr Sutton, seconded Cllr Huxtable and AGREED.
- 9.3 Broads Local Plan – Neighbourhood plan group to note.
- 9.4 Repps with Bastwick First Time Sewerage commences 1<sup>st</sup> September 2016. This is to be pumped through Martham. Anglian Water to be invited to September meeting

and specifically asked what is the current use and capacity available in Martham and what number of properties would that support.

- 9.5 To receive notification that a first time sewerage application has been submitted for River Thurne properties. Noted
- 9.6 Post Box Provision. No action to be taken. To be reviewed once Hemsby Road development commences.

#### 10. Finance.

- 10.1 The monthly list of invoices value £5,759.57 were PROPOSED Cllr Huke, seconded Cllr Starkings and AGREED with the Cllr Sutton abstaining. Income for June of £1,549.39 was noted.
- 10.2 Up to date bank reconciliation was received by the meeting and signed by the Chair as agreeing to bank statements.
- 10.3 Finance Committee meeting Wednesday 17<sup>th</sup> August 7.30pm. Noted
- 10.4 PROPOSED Cllr Sutton, seconded Cllr Bradford to delegate August payments to Finance Committee for approval. AGREED
- 10.5 PROPOSED Cllr Hooper and seconded Cllr Starkings that payment of balance of Churchyard Grant £340.00 be paid directly to PCC towards the provision of the public bin in the churchyard. AGREED

#### 11. Correspondence.

- Great Yarmouth Borough Council – location of public bins in Martham. Noted.
- Poppleton & Appleby – BCR Global textiles final report available. Noted.
- Great Yarmouth Borough Council – timetable of dog control orders, should be in place by April 2017. Noted.

#### 12. Community Centre.

- 12.1 PROPOSED Cllr Starkings, seconded Cllr Bradford that the Parish Council instruct a building valuation surveyor to carry out an inspection of the Community Centre and provide an up to date reinstatement figure. AGREED. Cllr Huxtable abstained. PROPOSED Cllr Starkings, seconded Cllr Huke that cl-uk as recommended by the Came & Company insurance be instructed having considered three quotations. AGREED.
- 12.2 There have been changes to the Gym provision at the Community Centre as the GP Referral Contract was not renewed with East Coast Healthcare, the exercise provider. Sessions have been raised to £3.50, and a new delivery of 'Fun and Fit' is in place offering one free session a week in collaboration with Active Norfolk. As these sessions are free at the point of delivery there is no income to share with the Parish Council for Hall Hire. East Coast Healthcare are paying a Hire fee of £12/hour for five hours a week during which they offer free exercise. To go onto Finance Agenda. CLERK
- 12.3 To consider the provision of a picnic table. Next meeting. CLERK Prices to be investigated. Cllr STARKINGS
- 12.4 Tree in Grounds. Cllr Huxtable to investigate costs of removal of dead tree and replacement with either Cherry or Mountain Ash. Cllr HUXTABLE. Next meeting. CLERK
- 12.5 The History Group has requested storage space at the centre. No space available.

13. Administration.

- 13.1 Communications meeting – Saturday 6<sup>th</sup> August 9.30am. Noted. Next meeting.
- 13.2 Resilience Plan Update. Adoption PROPOSED Cllr Sutton, seconded Cllr Starkings subject to: Cllr Llewellyn email and phone number updated; add mobile phone number for Cllr Sutton; Check mobile numbers for Great Yarmouth Borough Council Officers. AGREED
- 13.3 Welcome Pack. Next meeting. Cllr Hooper
- 13.4 Review of Financial Risk Assessment. No further action.
- 13.5 Personnel Committee meeting 24<sup>th</sup> August 2016 at 7.30pm. Noted.
- 13.6 Parish Clerk's holiday w/c 24<sup>th</sup> and 31<sup>st</sup> October 2016. Noted

14. Items for Meeting 21<sup>st</sup> September 2016.

The status of the Parish Council with regard to Martham Recreation Ground Trust. Cllr Sutton

To discuss the possibility of an additional Play Area. Cllr Huke

The Chair invited 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.

Cllr Llewellyn left the meeting.

15. Pension Provision – Confidential.

It was PROPOSED Cllr Sutton and seconded Cllr Huke that NEST be notified as the Auto-enrolment pension, and that Finance consider the implications.

**NEXT PARISH COUNCIL MEETING** on Wednesday 21<sup>st</sup> September at 7.30 Community Centre.

The meeting closed at 9.27pm

Signed:

21<sup>st</sup> September 2016

EXPENDITURE July 20th 2016			
	NET	VAT	TOTAL
H M Courts Tribunal Service	£35.00		£35.00
Martham Village Hall	£500.00		£500.00
Norfolk ALC	£55.00		£55.00
EKS Litter Pickings	£124.30	£24.86	£149.16
G & S Stores - Martham DIY	£44.93	£9.00	£53.93
Mr Vivian Chapman	£1,500.00	£300.00	£1,800.00
URM (recycling - glass)	£26.70	£5.34	£32.04
Viking Direct - stationary	£24.99	£5.00	£29.99
Norse Eastern	£39.10	£7.82	£46.92
eon	£177.13	£8.86	£185.99
Mrs S Hunt - expenses	£102.95	£19.90	£122.85
Salaries	£2515.06		£2515.06
Rodney Scott Gardening Services (Playingfield)	£233.63		£233.63

£5759.57

S Hunt - Expenses 20th July 2016			
Youth Club - tuck shop	£20.49	£4.10	£24.59
Co-op - tuck shop	£21.20	£3.33	£24.53
diary	£6.66	£1.33	£7.99
community centre cleaning	£4.12	£0.82	£4.94
postage	£0.96		£0.96
community centre cleaning	£8.33	£2.07	£10.40
Youth club tuck shop	£25.83	£5.17	£31.00
refreshments	£8.70	£1.74	£10.44
youth club supplies	£6.66	£1.34	£8.00
	<b>£102.95</b>	<b>£19.90</b>	<b>£122.85</b>

Income - June			
Allotments	£15.00		£15.00
Youth Club	£165.00		£165.00
Gym	£576.75		£576.75
Room Hire	£360.00		£360.00
Scouts - grass cutting	£330.00		£330.00
Interest	£1.85		£1.85
recycling	£100.79		£100.79

**£1,549.39**

Initialled: