

**MINUTES OF MARTHAM ANNUAL PARISH COUNCIL MEETING**  
**WEDNESDAY 20<sup>th</sup> May 2015**  
**AT THE COMMUNITY CENTRE, PLAYINGFIELD LANE, MARTHAM AT 7.30PM**

Present: Cllrs Bradford, Gates, Hooper, Huxtable, Johnson (chair), Manifold, Smith, Starkings, Wright.

Clerk: Sarah Hunt

9 parishioners, P C Cook, and Cllr B Coleman as also present.

**PUBLIC FORUM**

P C Cook had nothing to report to the meeting.

Cllr Barry Coleman reported that the Play area on Rollesby Road has now been cleaned. Cllr M Coleman has ascertained that there can be no dropped kerb opposite Ealing House on Repps Road. The path on the other side is to be re-surfaced and cut back to improve disabled access along that side of the road.

The Borough Council is now a Conservative controlled cabinet and Cllr Coleman is Deputy Leader. Ward budgets have been re-instated. Cllr Coleman will be looking at the toilet closure in the village when he returns from holiday, and seeking views from the Parish Council as to their wishes, GYBC are seeking a continuation of the debate. The new cabinet is seeking to debate Concurrent Functions grants in a constructive way.

A parishioner brought the Council's attention to the erection of a business signpost that had been turned down by the Council for erection on the Village Green in the February 2015 meeting. From first suggestion to decision took 16 months, which indicates a lack of support for businesses in the village. On several occasions the minutes reflected that the Council was awaiting a response from Great Yarmouth Borough Council, Cllr Hooper corrected this and it was the Highways Department that the Parish Council had consulted.

A query was raised with regard to the double yellow lines on Rollesby Road.

There is a persistent issue with dog fouling in the village – particularly on rural routes such as Hall Road.

It was brought to the attention of the Council that the BID awards were being spent mostly in Great Yarmouth and Gorleston – only £200 has come to the village through the Scarecrow Festival applying for printing costs.

Cllr Coleman reported that there are currently opportunities for any groups to apply for next year's funding. There are also spaces for nominations to the BID Board.

A representation was received with regard to Planning Application 06/15/0184 – erection of a dwelling adjacent to 2 & 4 Damgate Lane.

The meeting opened at 7.58pm.

Initialled:

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Clerk: Mrs S Hunt

Community Centre, Playingfield Lane, Martham, Great Yarmouth, NR29 4SP  
Tel: 01493 749938 mail: clerk@martham.gov.uk

## COUNCIL

1. Election of Chairman.  
Cllr Mark Johnson was proposed Cllr Huxtable and Seconded Cllr Wright. AGREED. The Chairman signed a declaration of office.
2. Election of Vice Chairman.  
Cllr Hooper was proposed Cllr Gates and seconded Cllr Bradford. AGREED.
3. To consider apologies for absence.  
Cllr Hurkett – Away. Cllr Watson – Bowling.

Cllr Wright left the meeting at 8.01.

4. Declarations of personal interest and dispensations.  
Four written applications had been received for dispensations. Cllrs Huxtable, Starkings, Watson and Wright hold allotment tenancies. It was proposed Cllr Johnson and seconded Cllr Hooper that these be approved by the Council, on all matters pertaining to the allotments excepting fee setting, until May 2016. AGREED.  
Cllr Smith reminded the meeting that as her property was in close proximity to the proposed planning development off Hemsby Road she would continue to abstain from any involvement in discussion over this.
5. To approve the minutes of Council meetings held 15<sup>th</sup> April 2015.  
Proposed Cllr Johnson, seconded Cllr Hooper. AGREED and signed as a true and correct record.  
The meeting considered an Addendum to minutes for the March meeting. It had been incorrectly minuted at point 8.4 that a sub-committee was formed. This should have read working party. Proposed Cllr Johnson, seconded Cllr Hooper that this addendum be accepted. AGREED and signed as corrected.

Cllr Wright rejoined the meeting at 8.06pm

6. To consider any matters arising from the minutes.  
None.  
6.1 Litter Pick. Report from Cllr Hooper.  
Over 50 villagers supported this, and 21 bags of rubbish were collected. Thanks were extended to Cllr Hooper and his wife for working so hard. Cllr Hooper proposed, seconded by Cllr Starkings that this become a bi-annual event, and take place again in September. AGREED. Thanks were expressed to 1<sup>st</sup> Martham Brownies and Guides, and to the Youth Club for bringing their young people on the day.
7. Planning.  
Decisions received from Great Yarmouth Borough Council.  
06/15/0072/F – SSAF Old Blacksmiths Workshop, Back lane – Two affordable two bedroomed residential units in lieu of approved three bed unit. GRANTED.  
Applications received for consideration by Parish Council.  
06/15/0148/F – 54 Repps Road - Proposed first floor bedroom extension. Due to time constraints this had been reviewed by the Planning Councillors who had returned a 'no comment'.  
06/15/0025/F – Adj 5 & 7 Repps Road – Erection of new 3 bed house – revised drawings. These had been revised to provide additional parking. No comment to be sent. AGREED.  
06/15/0184/F – 2 & 4 Damgate Back Lane – Proposed Dwelling. It was proposed Cllr Huxtable and seconded Cllr Starkings that no comment to be sent. AGREED by all present with the abstention of Cllr Johnson.

Initialled:

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A copy of a letter received from Bidwells with regard to potential development sites within the village was circulated to all Councillors for information and retention.

8. Finance.
  - 8.1 The meeting was informed that the Concurrent Functions money had now been paid across to Council. It was proposed Cllr Manifold and seconded Cllr Gates that the payments be sent to Church £3,300, Village Hall £500 and Playingfield £6,500. AGREED.
  - 8.2 The Internal Auditors Report was received and accepted by the meeting. Proposed Cllr Manifold, seconded Cllr Wright. There was nothing the auditor wished to bring to the attention of the Council.
  - 8.3 The annual Mazars Return and the income and expenditure return for publication were received and agreed by the meeting and signed by the Chairman and the Responsible Financial Officer. Proposed Cllr Johnson, seconded Cllr Hooper. AGREED.
  - 8.4 It was proposed monthly invoices totaling £3,751.38 by paid, proposed Cllr Johnson, seconded Cllr Hooper. AGREED. Income of £2,368.14 was noted for March, and income of £61,885.45 for April.
  - 8.5 The bank reconciliation was received and approved as agreeing to produced bank statements and duly signed by the chairman.
9. Correspondence.

Boat Dyke Trust meeting summaries April and May. Noted.  
GYBC Planning – Core Strategic Consultation details. Noted.  
Mr K Hodds – letter re: toilets. Noted. Thanks to be sent to Mr Hodds for taking the time to respond. CLERK.
10. British Legion Bench on the Green.

This is going to the next British Legion meeting for agreement. Cllr Huxtable, Johnson, and a representative from the British Legion to meet to discuss site. **Cllrs HUXTABLE/JOHNSON**
11. Toilets.

The Working Party is looking at short term and long term solutions as it is important they are sustainable for future Parish Councils. Prices have been sought from local companies with regard to cleaning. The party is exploring cost cutting alterations such as automatic opening and closing. Next meeting. **CLERK.**
12. Playing Area – Rollesby Road.

Cllr Johnson reported that although this is under the care of the Recreation Ground Committee and Great Yarmouth Borough Council following complaints a meeting was brokered and issues discussed. GYBC were very responsive, the phone number for reporting issues is on the fencing, but will be made larger. A deep clean has taken place and currently there is no evidence of glass present. There are however limited resources available and this must be understood.  
Cllrs Hooper and Starkings were thanked for removal of graffiti on the noticeboard and post box in the village.
13. Trees.
  - 13.1 Willow Tree on the Green. Cllr Huxtable reported that Patrick Tabor had visited and was preparing a report however he had no real concerns over the tree, although it may be that one, longer branch, may need removing.
  - 13.2 The new trees planted are doing well, but do need watering.

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14. Village Green.

- 14.1 Silt Filter Unblocking. The filter is currently only half full. This will be done.
- 14.2 Update on legal case. It looks as if this is definitely going to Court. The Parish Council has a strong case, the dates are currently going in, and it should be completed by the Autumn. Councillors will be kept informed.
- 14.3 Village Green Lighting. Two prices back so far.
- 14.4 Ducks. Bread is not good for ducks – the Parish Council is working to educate parishioners. There is also a knock on issue with uneaten bread, rats and foxes. Cllr Johnson has bought duck food, bagged it, and this is for sale in the Butchers, Kings Arms, and Naomi's flower shop with takings going to the Carnival fund.
- 14.5 Location of Post Box – clarification to be sought that this is to be free standing, and a large box. It was proposed Cllr Johnson, seconded Cllr Bradford that a recommendation be made that this go adjacent to the telephone box. AGREED.

15. Communication.

- 15.1 Vodafone Design Update  
Martham has been successful in their bid. We are now waiting for paperwork from host premises.
- 15.2 Community Led Plan. A great launch meeting was held villagers were vocal, and it is now working towards a Steering Group being set up.
- 15.3 Planning Meeting. This was set up as a result of the concerns expressed at the Community Led Plan meeting. This will happen on the 3<sup>rd</sup> June, and Great Yarmouth Borough Council's Strategic Development Team will be attending and making a presentation.
- 15.4 It was proposed Cllr Smith and seconded Cllr Manifold that an online subscription to Great Yarmouth Mercury be taken out. AGREED. **CLERK.**
- 15.5 Hi-Viz jackets for use when working in the village were considered. Cllr Smith to bring quotes and design to the next meeting. **CLLR SMITH.**

16. Village Welcome Signs.

Cllr Hooper reported that the Rollesby Road sign had been vandalised, this has been repaired and replaced. The question was discussed over whether to replace the white boards on the two with boards missing, or remove the two remaining. Next meeting.

17. Allotments Update. Everybody has paid. No complaints currently being dealt with.

18. Administration.

- 18.1 Parish Office Opening Hours. The Parish Office will publicise opening hours of Monday 10 – 2, Thursday 10 – 2 and Friday 10 – 12. This cannot be guaranteed due to other demands on the Clerks time, but every effort will be made to ensure that the office is staffed during this time. **CLERK.**
- 18.2 Clerks Holiday – Monday 1<sup>st</sup> June to Friday 5<sup>th</sup> June. Noted. Cllr Hooper to cover phones.
- 18.3 Summer Conference – to approve Cllr Smith and Gates to attend. AGREED.
- 18.4 To consider Working Party Membership – agreed as distributed, proposed Cllr Manifold, seconded Cllr Hooper.

19. Items for next Agenda

None

To confirm the date of the next meeting of the full Council will be held on Wednesday 17<sup>th</sup> June 2015 at 7.30pm.

The meeting closed at 8.59pm

Signed:

9 Dated: 17<sup>th</sup> June 2015

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Expenses May 20<sup>th</sup> Annual Parish Meeting.

C Starkings Expenses	£ 58.10
eon - electricity Community Centre	£ 185.17
Norse	£ 44.92
Berryman	£ 35.74
Environment Agency	£ 13.52
Konica Minolta	£ 90.58
Viking Direct	£ 67.15
Miracle Cleaning	£ 139.20
Viking Direct	£ 27.48
A A Joinery	£ 129.30
G & S Stores	£ 10.67
Keith Debbage	£ 60.00
Information Commissioner	£ 35.00
Elliott Electrical - fault location, Comm. Cntr	£ 45.00
Sarah Hunt - expenses	£ 177.67
NRCC	£ 20.00
Pauline James	£ 130.00
Salaries	£ 2,481.88
	<b>£ 3,751.38</b>

**S Hunt - Expenses 20th May 2015**

Amazon gift voucher	£ 20.00
toilet rolls	£ 1.85
cleaning/youth club	£ 64.43
Postage	£ 18.55
STATIONARY	£ 8.55
REFRESHMENTS	£ 2.26
Youth Club/comm centre	£ 51.47
REFRESHMENTS	£ 10.56
	<b>£ 177.67</b>

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INCOME FIGURES FOR MAY 20th Meeting.

Income March 2015

Youth Club	£245.00
Gym	£634.80
Hall Hire	£210.00
Allotments	£20.00
Festival	£55.00
Grant	£1,052.00
Recycling	£151.34

**£2,368.14**

Income April 2015

Council Tax Support Grant	£5,858.00
Precept	£36,992.00
Concurrent Functions	£17,325.00
Recycling	£116.10
Hire	£100.00
gym	£852.35
Youth Club	£310.00
Allotment	£15.00
Festival	£317.00

**£61,885.45**

Initialled:

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