

MINUTES OF MARTHAM PARISH COUNCIL MEETING
WEDNESDAY 21st January 2015
AT THE COMMUNITY CENTRE, PLAYINGFIELD LANE, MARTHAM AT 7.30PM

Present: Cllrs Bradford, Gates, Hooper, Johnson (chair), Manifold, Smith, Starkings, Watson, Wright.
Clerk: Sarah Hunt
Six parishioners, P C Cook and Cllrs B and M Coleman were also present.

PUBLIC FORUM

P C Cook reported that it was relatively quiet in the village. There were some issues with engine theft on the Boat Dyke. The Council should have received communications with regard to 50% match funding for PCSO's, this is obviously with a view to expected budgetary cuts. The team was PC Cook plus three PCSO's, then it was cut to 2 PCSO's and now it is likely to be cut to 1. The situation is developing quite fast. A review will be taken on how neighbourhood policing is to be delivered. It will be PCSO numbers cut, not officers however the impact will be to limit engagement in the Community. Something more definitive will be available in the new financial year.

Cllr B Coleman addressed the meeting with regard to the possible toilet closure in the village. The provision of toilets is a discretionary service, and Great Yarmouth Borough Council has undertaken a review. It currently costs £500,000 per annum to run them, so GYBC is seeking ways to save that expenditure. A cross party review has taken place, and a vote is due shortly on the matter. None will be closed before the end of October 2015. This gives 9 months to find a way forwards. Borough are willing to hand over the freehold – in Winterton, Hemsby and Acle Bridge it looks as if private enterprise may take them over. In Martham the Parish Council is considering this. Issues identified by the Parish Council are rates and cleaning. If an agreement cannot be reached they will be closed at the end of October 2015.

A Parishioner addressed the meeting with regard to signage for businesses on the village green. This issue was first raised October 2013, disappointment was expressed that no firm action had been taken yet by the Council over this.

There is an issue in that the old Parish Council website only has a redirect to the new one on the first page – consequently anyone who 'lands' on any other page on the site does not get redirected to the new site. The old one is not maintained or up to date.

COUNCIL

1. To Consider Apologies for absence.
Cllr Huxtable – family illness.
2. Declarations of personal interest and dispensations for any items on the agenda.
Cllrs Huxtable, Starkings, Watson, Wright – tenants of the allotments.
3. To approve the minutes of the Council meeting held on Wednesday 17th December 2014. Cllr Manifold stated that the first item, Election of Chairman, was minuted incorrectly as Cllr Wright was showing as proposing Cllr Johnson for Chair, and he was not present. The Clerk explained that the nomination was a paper nomination signed by Cllr Wright and had been received prior to the meeting. Notwithstanding this issue

the minutes were signed as a true and correct record. The Clerk was asked to investigate the proposal for Chairman and report to the next meeting.

4. To receive an update on any matters arising from the minutes not covered elsewhere on the agenda.
None.
5. Finance.
 - 5.1 To approve payments of £3931.39 plus an additional £39.60 payment to ESPO. PROPOSED Cllr Smith, seconded Cllr Bradford. AGREED. Receipts noted of £2,904.39.
 - 5.2 The bank statement and reconciliation was presented to the meeting and signed by the Chairman as agreeing.
6. Correspondence.

065/2014 – Boat Dyke Trust – Summary of Trustees Meeting. Noted.

066/2014 – Rural Housing Alliance. Cllr Hooper is going through this document – next meeting. **CLERK.**

067/2014 – Norfolk Constabulary – 50% funding for PCSO’s. To be revisited in due course once the future structure in our area becomes clear. **CLERK.**

068/2014 – Broads Authority – Strategic Priorities. Noted.

069/2014 – Mr Aaron Brazier – County Flag Changes. The flag hasn’t technically changed as the previous flag used was Norwich City’s flag. This is a new flag for the County. Cllr Johnson to respond. **CLLR JOHNSON.**
7. Planning.
 - 7.1 06/14/0817/O – Land off Hemsby Road – Outline Planning Application. Comments to be returned as suggested by Cllr Hooper and distributed to meeting:
Site lies entirely outside building limit. It encroaches onto countryside. Part is zoned as industrial site, houses would prevent future expansion of the industrial area. Substantial increase in traffic. Large increase in numbers of properties for village to absorb. School and Doctors would be under increasing pressure. Water pressure low in that area. Sewerage system already not able to cope.
Cllr Manifold reported that at a Patients Representative meeting the Patient Liaison Group had reported were no complaints received from Martham at all. The surgery reports it is able to cope with this expansion.
 - 7.2 Decisions made by Great Yarmouth Borough Council:
06/14/0651/F – 8 The Green – Proposed front and rear extension – GRANTED.
06/14/0572/F – Old Barn, Hemsby Road – Proposed new dwelling – REFUSED.
Applications received by the Parish Council for comment:
06/14/0825/F – Land off Hall Road – Erection of nine single storey dwellings. This is a duplication of an earlier, refused application. Council to write stating this, and that the conditions have not changed, this is still outside the defined area, and extends the existing development into open countryside.
06/14/0814/F – 50 Black Street – Erection of single storey front extension – No comment to be sent.
06/14/0795/F – 9 Oak Tree Close – Two storey side extension to form garage and additional bedroom. Comments already sent: This will mean there is no

external access to rear, loss of privacy and overshadowing to adjacent property. No extension of time for comments could be obtained.

06/14/0831/F – 29 Hall Road – Single storey rear/side extension. No comment to be sent.

06/14/0843/F – 5 Helen Avenue – Garage conversion to Granny Annexe. No comment to be sent.

The above comments PROPOSED Cllr Hooper, seconded Cllr Manifold.
AGREED. **CLERK.**

The meeting was adjourned to allow the public present to express views with regard to the above at 8.17pm.

It was drawn to the attention of the meeting that the barn conversion properties backing onto this land had open cart sheds not garages, and this could present a security risk.

There were surface drainage issues for water. Cllrs agreed to add this to the comments to be made. The lowest point of the village via roads is at the bottom of Hemsby Road, any run off may well cause issues there.

Access to Back Lane/Hemsby Road junctions is already difficult already – any changes or increased traffic will exacerbate this issue.

There were concerns expressed over the Mushroom Farm development having access via White Street – The two schemes together, with linked traffic, is an improvement to that. The Light Industrial use needs protecting to support employment – it was felt a shop with a large car park would be beneficial on this land.

Cllr B Coleman was consulted: Planning has been reviewed, and is currently out to consultation with the Inspectorate. There is a national and local need for housing at a rate of 420/year for 15 – 20 years throughout the Borough. All Councils have to maintain 5 years capacity of development land available in their plans. Great Yarmouth Borough Council has asked for the allocation to be dropped to 380 from 420 – historically it has only held land resources approved for 200 per year, so it is more than double if it is forced to 420 per year. GYBC Planning may lose this appeal, but they may get permission to stagger the increase. If Councils do not have that land available and earmarked then builders can pick any site, state there is demand, and if they do not receive approval for their plans go to appeal.

Great Yarmouth itself does have brown field sites, but the flood risk assessment has inhibited development of these.

Great Yarmouth Borough Council has six years earmarked land at the present rate, but not at the rate of 420 units per year. For the Borough Planning department to have any control over planning they must highlight the land which is available.

This is not just affecting Martham, other developments are also putting pressure on Great Yarmouth Borough Council. The 400 applied for here in Martham would not all be built in one go, it would be on a stepped basis.

There was a lot of development in the village in the 1970's, but not so much in the last 15 years. It may well be better to seek to amend the larger applications rather than object outright. It may benefit the Parish to work strategically and try to reduce overall density.

The meeting was re-opened at 8.35pm.

- 7.3 Planning Policy.
It was felt by Councillors that they may benefit from a set of questions to apply to every development under consideration. **CLLR HOOPER**
8. Assets of Community Value.
A response had been received from Enterprise Inns asking that the application be made specifically for the building of the Victoria Inn and omitting the car park area. It was PROPOSED Cllr Hooper and seconded Cllr Starkings that the application proceed on this basis. **CLERK.**
9. Community Centre.
9.1 Streetlights – These are due to be removed and replaced by the end of January.
9.2 The Shed is now in place and in use.
10. Grants Policy. The Parish Council receives continual requests for donations from National charities. It was suggested that a policy be produced that requests could be judged against to save all requests coming to Council. Next meeting. **CLERK.** Policy – **CLLR JOHNSON.**
11. Footpaths.
Cllr Manifold reported that two signs had sustained damage. Repps Road to Shropshires and from the Wongs up to Thunder Hill. **CLERK.**
12. Communication with Parishioners. Cllr Manifold is concerned that the Parish Council does not do enough to engage with Parishioners. The bus timetable found by the Clerk is an example, it is an ongoing problem especially for those who do not have the internet.
Communications Committee to explore; newsletter, welcome pack, more frequent press releases. **CLLR HOOPER, CLLR SMITH.** Next meeting. **CLERK.**
13. Martham Public Toilets. There are still some queries outstanding from Great Yarmouth Borough Council with regard to the handover of these facilities. As they will now be operated during 2015 by Great Yarmouth Borough Council there is time to make a considered decision.
14. Co-op Car Park. There have been no more complaints with regard to lorries attending the car park by the Village Green. The litter bin is not yet in place – The Co-op have been chased but are currently unresponsive. **CLERK.**
15. Signpost on Village Green. Cllr Hooper is organising a meeting with Great Yarmouth Borough Council. **CLLR HOOPER.** Next meeting. **CLERK.**
16. Affordable Housing. **CLLR HOOPER.** Next meeting. **CLERK.**
17. Communications.
17.1 Update on Vodafone Sure Signal. Cllr Smith reported that Martham was through the second round, the next step is for Vodafone to visit the proposed sites. This will happen in due course. MP Brandon Lewis is representing Martham at a reception in London.
17.2 Printer. Three quotations were provided to the meeting. It was PROPOSED Cllr Manifold and seconded Cllr Hooper that the Konica Minolta Bizhub C3350 be ordered on a three year lease at a cost of £75.47 per quarter. **AGREED. CLERK.**

- 17.3 Local Council Award Scheme. This has now been updated – Martham has been registered for Foundation Level for one year Free of Charge. There are three levels available. To be reviewed by Communications Committee. **CLLR HOOPER/CLLR SMITH.** Next Agenda. **CLERK.**
- 17.4 Information Commissioners Model Publication Scheme. A new scheme had been drafted to comply with the latest guidance. It was PROPOSED Cllr Manifold and seconded Cllr Hooper that this be adopted. AGREED.
18. Allotments.
- 18.1 To consider the purchase of a shed. The pest controller has requested that an 8 x 6 shed be put onto the site to enable him to leave his traps there. He has offered once insured and licenced to undertake target baiting for rats on the plots. It was PROPOSED Cllr Gates and seconded Cllr Starkings that this be agreed. AGREED 8 for 1 against.
Rent letters are out, and payments are being received.
There are currently no vacancies.
19. Village Green.
- 19.1 Reinstatement of connection to pond. **CLLR JOHNSON.** Next meeting. **CLERK.**
- 19.2 Trackways. There are two lengths which do not show on the Parish Council deeds. Recently someone has sustained an injury on an unmade part. It was PROPOSED Cllr Manifold, seconded Cllr Watson that the Parish Council seek to adopt these areas. **CLERK.**
- 19.3 Light Near Fish and Chip Shop. Cllr Wright reported that he had been approached to investigate the provision of a light in this area. No further action to be taken.
- 19.4 Land Registry Case. Cllr Johnson reported that all statements on behalf of the Parish Council had now been submitted. The next stage will be for the Land Registry to ask for dates of availability, and recommendations over the length of the trial.
The Clerk has been supported throughout this process by a Parishioner and Fiona Croxson of NPLaw whose help has been invaluable to the Council. The Parish representative had even travelled to London to investigate information that was not available locally.
It was PROPOSED by Cllr Johnson and seconded Cllr Manifold that the Parish Council retain the services of Mr Vivian Chapman QC at the estimated cost of £10,000 to attend Court. This to be taken from the Legal Fund. AGREED. **CLERK.**
Work continues to be undertaken and information gathered in defence of this case.
- 19.5 Pond – Siltex. It was PROPOSED Cllr Johnson, seconded Cllr Bradford that the order be placed now so that it can be added to the pond once again in March. **CLERK.**
- 19.6 Christmas Lights. It was PROPOSED Cllr Johnson and seconded Cllr Hooper that the usual Thank you and donation towards electricity be sent. **CLERK/CLLR JOHNSON.**
Strands are now irreplaceable and need updating for next year. **CLLR JOHNSON.** Next meeting. **CLERK.**

19.7 Christmas Fayre

Cllr Johnson would like to investigate a Christmas Fayre – under consideration are stalls, a market, an ice rink – BID Funding to be investigated. **CLLR JOHNSON.** Next meeting. **CLERK.**

20. Next Meeting – 18th February 2015 at 7.30pm, Community Centre, Playingfield Lane.
Items for agenda: Litter Pick.

In accordance with the rules the Chairman will to invite members of the public and press to leave the meeting on the grounds that publicity would be prejudicial to the public interest in accordance with section 1 of the Public Bodies (Admission to Meetings) Act 1960 because it may breach legal and/or commercial interests.

The clerk left the meeting. The following was recorded by the Chairman.

21. Personnel.

It was reported that the Clerk has now completed her training, and undergone an appraisal with the personnel committee. The recommendation was an increase from SCP26 to SCP 28 from 1st February 2015. PROPOSED Cllr Manifold, seconded Cllr Bradford. AGREED.

Following an appraisal with the Personnel Committee it was recommended that the Caretaker be increased to £7.29/hour. PROPOSED Cllr Manifold seconded Cllr Smith that this be implemented from 1st February 2015.

It was recommended by the Personnel Committee that no handyman be recruited at present. PROPOSED Cllr Gates, seconded Cllr Bradford. AGREED.

The Personnel committee had spent some time discussing lone working with the Clerk. The Council was concerned and supportive of the fact that the Clerk worked alone in an office which was open to the public. Councillors agreed to make themselves available should the Clerk call on them to attend the office at any time.

It was PROPOSED Cllr Bradford seconded Cllr Watson that the Grievance Police be adopted unchanged. AGREED.

It was PROPOSED Cllr Bradford seconded Cllr Watson that the Disciplinary Procedure be adopted unchanged. AGREED.

The meeting closed at 9.18pm

Signed:

Dated: 18th February 2015

Expenses 21st January 2015

Mazars	£ 480.00
Flogas	£ 124.45
Mr Jamieson - repay traps/allotment	£ 35.77
British telecom - D/Debit	£ 164.90
Viking - stationary	£ 139.27
G & S Stores	£ 5.97
SSAF - signs for Village Green	£ 59.52
Miracle Cleaning	£ 116.64
Norse Waste Solutions	£ 40.68
Berryman	£ 54.04
Sarah Hunt - salary	£ 1,243.51
Norfolk Pension Fund	£ 399.86
Mark Llewlyn	£ 190.73
S Beales - salary	£ 115.50
Inland Revenue	£ 378.90
Tony Gates - expenses	£ 110.29
Sarah Hunt - expenses	£ 271.36
	£ 3,931.39

S Hunt - Expenses 21st January 2015

Tesco - Tuck	£ 29.76
Co-op - Tuck	£ 3.98
Door Lock	£ 24.99
Morrisons - Tuck	£ 71.00
Tuck - christmas party	£ 15.84
shelving	£ 54.00
Tuck - co-op	£ 6.69
Printer drum unit	£ 65.10
	£ 271.36

Income 21st January meeting

VAT Refund	£1,520.73
Recycling	£169.66
gym	£488.50
youth club	£380.00
Footpath maps	£46.00
Neatishead parish Council - SLCC	£9.50
room hire	£210.00
Scouts	£30.00
Allotments	£50.00
	£2,904.39