



MINUTES OF MARTHAM PARISH COUNCIL MEETING

Wednesday 20 June 2018 at 7.30pm

Parish Councillors present: Cllr Bradford, Gates, Hooper (Chair), Huke, Hurkett, Smith, Starkings, Huxtable and Watson.

Clerk: S. Kent.

1. ATTENDANCE

Two members of the public were present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllrs Huxtable, Starkings Watson hold allotment tenancies and have dispensations in place.
Cllr Bradford is a Martham Coronation Recreation Ground Trustee.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on 16 May 2018 were PROPOSED Cllr Huke and seconded Cllr Hurkett as a true and correct record of the meeting and signed by the Chair.

4. PUBLIC FORUM

4.1 Apologies were received from Great Yarmouth Borough Councillors Coleman.

County Councillor Haydn Thirtle gave a verbal report on the success of the recent Great Yarmouth Air Festival including the costs involved of using medical facilities. It was also reported that Norfolk County Council were taking an in-depth look at the financial situation as there is still a huge shortfall in what is estimated for services to be provided.

Co Cllr Thirtle has been appointed as Vice-Chair of the Broads Authority reporting that the Authority has bought a piece of land in Acle where there are plans for an education facility which will be located close to the Acle Bridge.

The Great Yarmouth Cluster Newsletter was distributed to Council and copies were made available for the public including the noticeboard. PC Gary May attended the meeting at a later time and reported

4.2 A member of the public addressed the Council to highlight the need for road sweeping close to the Village Hall as the gutters were full and the drains were blocked. It was AGREED that the Clerk would report the matter to Norfolk County Council Highways department for further inspection at the next Rangers visit. There was further discussion on hedges within the village which require cutting which the Clerk will also report. **CLERK**

Cllr Watson reported that the street light on Repps Road had been fixed and wished to give thanks to Mayor Mary Coleman.

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

5.1 The Clerk gave an update on the new Bus Shelter located on Somerton Road. The Clerk informed Council that a panel had been vandalised within three days on the shelter being erected. A group of young people had been seen breaking the panel resulting in a smashed pane which now requires replacing. The incident had been reported to the Police and insurance company. It was AGREED to obtain a quote for a replacement and obtain the Excess figure to decide the next step. **CLERK**

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5.2 Pond retaining wall. Cllrs Hurkett and Starkings gave an update informing Council that work would look to commence after the Carnival took place. The Contractor would also be asked to look at the recent damage to the post close to the pond. **CLLR STARKINGS**

5.3 Further discussion on fencing off the damaged post took place and concern was raised about the lack of information available relating to the defibrillator located on the Coop wall. It was AGREED for the post to be fenced off using plastic netting during the period of time the Carnival was in operation and Cllr Hooper AGREED to contact Coop staff to discuss signage. **CLLR HOOPER**

5.3 Back Lane Pond - Cllr Huke gave an update on the progress of work required for Back Pond lane and will continue to update Council as the work continues. Further discussion relating to contractor costs would be discussed at the end of the meeting when The Chairman will resolve to exclude the press and public from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

6. CORRESPONDENCE

6.1 Cllr Smith updated Council about the Norfolk Wildlife Trust SMEE. The Clerk also added further information shared by the Volunteers working on the project to collect data.

6.2 Cllr Hooper gave an update on the Carer Friendly Communities invitation as a local parishioner and the Good Neighbour Scheme had been contacted to see if there was an interest in them attending. Cllr Smith offered to promote this on Social media and the website. It was AGREED for the Clerk to respond with Council suggestions. **CLERK**

7. PLANNING

7.1 To consider applications received from GYBC for comment: 06/18/0267/F - Existing pub forecourt to be raised above road level, paved and provided with boundary railings. Kings Arms Public House NR29 4PL. Application received by Council on 24/5/18. It was AGREED to write to NCC Highways to note parishioners concern over the lack of footpath access in the village. **CLERK**

7.2 To consider any applications received from Broads Authority for comment - None.

7.3 To receive any notifications of decision. 06/18/0191/F Paston Cottage, 6 Black Street, NR29 4PN – Proposed two storey extensions to rear and internal alterations. GRANTED.

8. FINANCIAL MATTERS

8.1 To receive the Internal audit report. To note Annual Governance Statement. Noted.

8.2 To note accounting statements for 2017/2018. Noted.

8.3 To authorise expenditure. Noted. To note receipts. Next meeting.

8.4 It was AGREED for the Vodafone signal box to be added to the Asset register. The Clerk informed Council that the register was updated as per requirements of the external auditor and informed Council it would include further details of items removed in future. Noted.

8.5 It was AGREED for the insurance quotation of £300.02 to be paid for Martham Carnival taking place on June 30 - 1 July 2018.

8.6 To consider Scarecrow Festival sums and allocation. Next meeting.

8.7 To note the new 2018/19 cleaning rates and term and conditions for EKS Living Clean. Noted.

9. THE GREEN

9.1 It was AGREED for the British Legion bench to be sited next to Back lane pond once it had been refurbished.

9.2 It was AGREED for the work required on village road sign located on the Green to be reported as requiring a replacement. **CLERK**

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- 10. COMMUNITY LAND TRUST** – update from Cllr Hooper gave an update on the CLT meeting he had attended. He suggested for Council members to look up CLT East on the internet to gather further information and if anyone would like to be more involved please let him know.

Standing orders were suspended as PC Gary May arrived to give an update on Police Matters. It was reported that Caister Police station would be closing within the month and Acle Police station will also be closing. The area will still be covered by two units and a beat manager. It was suggested that a letter was written to the Commissioner for Police and Crime. Votes for 3, against 5, NOT AGREED.

8.58pm Cllr Hooper left the meeting. Cllr Starkings took the Chair.

8.59pm Cllr Hooper returned to the meeting and took the Chair.

11. ADMINISTRATION

- 11.1 It was AGREED to adopt the legal changes required to the Council model standing orders.
- 11.2 To consider and review draft GDPR privacy policy and related documents. Noted.
- 11.3 To note the ICO registration renewal cost of £40.00. Noted.
- 11.4 Cllr Hooper gave an update on the Annual Parish Meeting on 9 May 2018.
- 11.5 Personnel Meeting 6 June 2018. Noted.
- 11.6 Annual Governance and Accountability Return Meeting 6 June 2018. Noted.

12. HIGHWAYS AND FOOTPATHS.

- 12.1 Traffic Management/Speed reduction. Cllrs Hooper, Hurkett and Starkings gave an update of developments with the next stage looking at obtaining further advice on the location for the gates.
- 12.2 Parish Partnership Scheme Initiative – Invitation to bid. August meeting.
- 12.3 The proposal of Cess Road Creation Order was AGREED all in favour.
- 12.4 Registration of Damgate Lane as Public Right of Way. The clerk gave an update as the work was ongoing but nothing to report at this time.

13. TRAINING

- 13.1 It was AGREED for the Clerk to attend the SLCC Regional Training Seminar in July £75.00.
- 13.2 It was AGREED for the Clerk to attend LCPAS Planning course £80.00.

- 14. COMMUNICATIONS REPORT** – Cllr Smith gave an update on the new and updated welcome pack. Further copies would be printed in late July. **CLERK**

The Chairman will resolve to exclude the press and public from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

15. PERSONNEL MATTERS

- 15.1 The recommendations made at the Personnel meeting were AGREED.

16. ITEMS FOR NEXT AGENDA

Next meeting Wednesday 18 July 2018

Published 13 July 2018

Stacey Kent

Clerk and Responsible Financial Officer
Martham Parish Council

50/June 2018

Expenses June 2018

Norse Waste Solutions	51.48
Rodney Scott -	£236.00
Information Commissioners Office	£40.00
G and S Stores	£20.41
Event Insurance	£300.02
Flogas	£195.51
Queensbury Shelters	£3,438.00
Viking	£117.42
United Resource management	£50.76
Salaries	£4,550.94
Anglian Water	£64.09
Anglian Water	£11.05
Anglian Water	£108.07
BT DD	£79.56
BT DD	£83.17
Total	£9,336.48

51/June 2018