

# MINUTES OF PARISH COUNCIL MEETING

Held on Wednesday 23 June 2021 at 7.30pm at the Community Centre

## 1. APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR

Paul Hooper was elected as Chairman, PROPOSED Cllr Bradford, seconded Cllr Starkings'.

## 2. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN OF THE COUNCIL

The declaration of acceptance of office was signed by Cllr Hooper.

## 3. ELECTION OF VICE CHAIRMAN

Colin Starkings was elected as Vice-Chairman, PROPOSED Cllr Smith, seconded Cllr Watson

**4. ATTENDANCE** - Cllrs Bradford, Hooper, Huxtable (Part), Starkings' Smith, Watson and S. Kent (Parish Clerk) were in attendance.

Apologies were received from Cllrs Gates, Roberts and Norfolk County Councillor Grant.

The resignation of Cllr Jameson was also accepted.

## 5. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Bradford declared his new position as Chair of Martham Coronation Recreation Ground Playing Field Committee and Cllr Watson declared his is Vice Chairman. Cllr Starkings is also a trustee.

Cllrs Huxtable, Starkings and Watson are allotment holders with dispensations already in place.

Cllrs Hooper and Bradford are members of the Boat Dyke Trust.

Cllr Huxtable declared an interest in the 'Damgate Lane' planning application.

## 6. MINUTES OF PREVIOUS MEETING

The accuracy of the minutes of the Parish Council meeting held on 21 April 2021 were AGREED, PROPOSED Cllr Smith, seconded Cllr Watson all in favour. Please note that the May 2021 meeting was cancelled.

Cllr Huxtable joined the meeting – 7.40pm

## 7. MATTERS ARISING FROM PREVIOUS MINUTES – for information only

7.1. Attachment of Earnings Application – the Clerk gave an update from NPLaw confirming further incurred costs will be added to the awarded sum.

7.2 Village Sign Repair – A quotation of £2645.00 for repair/replacement in fibreglass was received. Further consideration is planned at the next Finance Committee meeting.

7.3. Back Pond Lane water consumption – Refund of £283.16 received in relation to overcharges on allotment site and back pond lane.

**8. PUBLIC PARTICIPATION** – No members of the public were in attendance.

## 9. APPOINTMENT OF COUNCILLORS RESPONSIBILITIES

There were no changes to the current list. Cllr Jameson was removed.

## 10. APPOINTMENT TO COMMITTEES AND WORKING GROUPS

Vacancy on Community Land Trust - The Clerk agreed to represent whilst new Cllrs were recruited.

## 11. ADOPTION OF THE GENERAL POWER OF COMPETENCE

It was noted that the Council qualified for the power as it had two thirds elected at the time of qualification and a qualified Clerk. The Power allows the Council to do anything an individual could do.

It was **RESOLVED** to adopt the power PROPOSED Cllr Starkings' seconded Cllr Hooper.

**12. CLERK'S REPORT** – noted.

## 13. CORRESPONDENCE/CONSULTATIONS

Email: Parishioner Sign request for National Gardens Scheme open days planned on the weekend of 12-13 June. In absence of the May meeting this was agreed under the delegated authority and full knowledge of Council. AGREED

Email: Armed Forces Covenant Pledge – noted

NALC: The Queen's Platinum Jubilee Beacons June 2022 – discussions ongoing.

Email: Ferrygate Lane Campsite – Cllrs discussed details and the highlighted conditions. It was AGREED to visit site and investigate further.

**Cllr Hooper**

## 14. PLANNING

### 6.1 To consider applications received for comment and notifications of decision from GYBC:

**06/21/0423/CU:** 9 Black Street, NR29 4PN - Proposed Detached Garage Conversion

Council Decision: **No objection**

**06/21/0399/O:** Shalimar Low Road Martham NR29 4RE - Outline Planning application with all matters reserved for erection of a 3-bedroom detached chalet bungalow for use as a family annexe

Council Decision: **No objection**

**06/21/0349/PDE:** 40 Black Street Martham NR29 4PN -Prior approval notification of a larger home extension - erection of 5m x 3m single storey rear extension (with removal of existing conservatory)

Council Decision: **No objection**

**06/21/0359/F:** 28 The Green Selwyn House (Land to rear of) Martham NR29 4PA -Erection of 2 bungalows with garages (a revised proposal of approved development 06/19/0047/F, including a larger garden to Plot 2, re-siting garage to Plot 1, larger garage at Plot 2 to create a double garage)

Council Decision: It was **RESOLVED** to raise an 'Objection' in relation to the application for 20% affordable homes rule as 9 houses have been previously built.

**06/21/0368/F:** 55 Cess Road Martham, NR29 4RQ - Proposed extension to front; and extension to side to incorporate the conservatory; changes to roof elevation to allow for loft conversion

Council Decision: **No objection**

**06/21/0233/F:** 15A Damgate Lane Martham, NR29 4PZ - Proposed single storey rear extension and conversion of garage

Council Decision: **No objection**

**06/21/0300/F:** 21 Thurne Rise Martham Norfolk NR29 4PU -Proposed rear extension and garage conversion to utility/study room. **GYBC DECISION APPROVED**

**06/21/0229/F:** Nashville, 12 Rollesby Road. Change of use. **GYBC DECISION GRANTED**

### 6.2. To consider any applications and decisions received from Broads Authority for comment:

**BA/2021/0174/HOUSEH:** 'Sukie' 21 Riverside, Martham, NR29 5JZ - Single storey conservatory to side of property.

Council Decision: **No objection**

**BA/2021/0161/FUL:** Riverside, Cess Road, Martham, NR29 4RG - Steel piling to replace wood.

Council Decision: **No objection**

## 15. VILLAGE MATTERS

### 15.1. Use of the Village Green (Review)

It was **RESOLVED**, PROPOSED Cllr Starkings, seconded Cllr Hooper to open the Green for use after the 19 July in line with government advice on restrictions only. The government has announced a 4-week pause at Step 3. Step 3 restrictions remain in place. It is expected that England will move to Step 4 on 19 July, though the data will be reviewed after 2 weeks in case the risks have reduced. The government will continue to monitor the data and the move to Step 4 will be confirmed one week in advance

### 15.2 Patient Participation Group (Coastal Villages) – next meeting.

## 16 ADMINISTRATION

### 16.1. Policies reviewed, updated and adopted included:

Complaints, Communications, Freedom of Information, Data Protection and Code of Conduct.

16.2. Standing Orders and Financial Regulations were reviewed and adopted.

16.3. Action and Engagement Plans – to review at the Communications meeting.

16.4. Community Engagement Strategy – to review at the Communications meeting.

16.5. Christmas Public Holidays – As Christmas Day and Boxing Day 2021 fall on Saturday and Sunday respectively and New Year's Day 2022 falls on a Saturday, Monday 27 December automatically becomes a public holiday in place of Christmas Day and the Government has designated Tuesday 28 December and Monday 3 January 2022 as public holidays. Noted.

**17. FINANCIAL MATTERS**

17.2. Finance report, bank reconciliation, bank account and authorise expenditure payments for May and June 2021 was received. It was **RESOLVED**, PROPOSED Cllr Starkings’, seconded Cllr Bradford to agree payments of May £3964.46 with income of £2886.50 and June £5246.26 with income of £114.50.

The bank balances as at 3 June 2021 were: £77,159.25 which includes reserves of £30,000.

17.3. Minutes of the Annual Governance Annual Return meeting were noted which included:

- 1. Annual Governance Statement, 2. Accounting Statement, 3. Annual Internal Audit Report and
- 4. Accounts for the Year ended 31 March 2021. Noted.

17.4. Asset Register – was reviewed with no new updates.

17.5. Confirmation of Insurance Policies – renewal is 30 September 2022. Noted.

**18. PROJECTS**

18.2. SMEE: report previously circulated – Cllr Smith gave an update of the current project. Signage for the SMEE is being produced by SSAF. Volunteers will be notified when they are ready for collection.

18.3. Review of Playground Recreational Facilities – The survey sent via ‘Parentmail’ is now closed. The focus group held with parents earlier in the month was very helpful in relation to improvements made. An update from the group was shared with Council and will progress into a project plan. More meetings will be arranged. A full report will follow on the findings and suggestions made with further recommendations. Survey closed on Monday 21 June – 95 responses received.

18.4 50/50 Parish Partnership Scheme – Children from the Primary School have designed some pictures for signs as part of an application, (application due July 2021 for 2022/23). The Clerk met with staff at the school and agreed next steps with a site visit requested by NCC. NCC, 50/50 applications still to be released.

**19. ITEMS FOR NEXT AGENDA**

Communications meeting

The meeting closed at 8.40pm

Signed ..... Chairman .....

### Payments List May 2021

Staffing costs	Salaries/Pensions/HMRC	£3,738.00
Norse	Graveyard Bin Empty	£57.72
URM	Recycling	£46.80
Plan.Com	Mobile Phone	£108.00
Clerk	Zoom/MPC meetings	£14.39
<b>Total</b>		<b>£3,964.46</b>

### Scheduled Direct Debits

BT Group	Telephone	£74.04
Southern Electric	Administration	£414.65
		<b>£488.69</b>

### Income

GYBC	Grant	£2,096.00
Allotments	C. Starkings	£42.00
Alford Storage	Recycling	£24.00
Glasdon	Bench Refund	£724.50
<b>Total</b>		<b>£2,886.50</b>

### Payments List June 2021

Staffing	Salaries/HMRC/Pension	£3,724.75
The Flower Gallery	Expenses	£50.00
Norse	Bin Rental	£10.80
SSAF	SME sign	£23.94
Rodney Scott Gardening	Litter Picking April and May	£545.00
Plan.Com	Mobile Phone	£45.00
Clerk	Zoom/MPC meetings	£14.39
EKS	Litter Picking	£278.58
L. Callow	Audit	£495.00
SLCC	Cyber awareness	£58.80
		<b>£5,246.26</b>

### Scheduled DD Payments

BT Group	Telephone	£74.04
URM	Recycling	£26.64
<b>Total</b>		<b>£120.84</b>

### Income

Drayton Parish Council	Hire Fees	£50.00
Allotments	Plot cost	£42.00
Alford Storage	Recycling	£22.50
<b>Total</b>		<b>£114.50</b>