

MINUTES OF MARTHAM PARISH COUNCIL MEETING

Held on Wednesday 18 August 2021 7.30pm
at the Community Centre, Playing Field Lane, Martham

1. ATTENDANCE

Present: Cllrs Bradford, Hooper (Chair), Huxtable, Roberts, Watson and S. Kent (Parish Clerk) were in attendance. Apologies were received from Cllrs Gates, Smith and Starkings'.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Bradford declared an interest as Chair of Martham Coronation Recreation Ground Playing Field Committee and Cllr Watson declared an interest as Vice Chairman. Cllrs Huxtable and Watson are allotment holders with dispensations in place.

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

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

3. MINUTES OF PREVIOUS MEETING

The accuracy of the minutes of the Parish Council meeting held on 23 June 2021 were AGREED, PROPOSED Cllr Bradford, seconded Cllr Watson all in favour, as a true and accurate record and were duly signed by the Chairman.

4. MATTERS ARISING FROM PREVIOUS MINUTES

Use of the Green – A request was noted for use of the Green.

The Parish Council added that they give permission for use of the Green in the first instance.

Great Yarmouth Borough Council have asked for the organisers of events to contact GYBC to confirm an event can go ahead before making any arrangements.

Further details can be found here:

https://www.great-yarmouth.gov.uk/media/6040/COVID-Events-Guidance/pdf/COVID_Events_Guidance_Feb_2021.pdf

Any events, performances and festivals that take place during the COVID-19 pandemic must follow the government's guidelines and be COVID secure. Hosting events for large numbers of people is particularly challenging at this time and risk assessments and event management plans must ensure through measures such as social distancing and hygiene arrangements you are minimising transmission of the virus. The Council and Public Health England may prohibit events from taking place if there is a significant risk of transmission of infection and if they do not comply with government guidelines at the time of the event. Please therefore contact the Great Yarmouth Event Safety Advisory Group at an early stage in the planning process. They can provide you with specialist advice and guidance, as well as recommendations to improve the running your event and safety arrangements being put in place.

5. CLERK'S REPORT – included the most recent updates in relation to covid with England moving into Step four. From 16 August people fully vaccinated or under 18 will not need to self-isolate after close contact with someone who has Covid-19. People still need to take a PCR test and self-isolate if it is positive or if they have symptoms.

6. CORRESPONDENCE/CONSULTATIONS – for information only.

Email: Great Yarmouth Local Plan Part 2 Examination: Potential Modifications to Local Plan Part 2 - Consultation Period: 9 July - 3 September 2021. Noted.

Email: Disabled access to the Bus stop on the island in the centre of Martham. Cllr Hooper gave an update adding how NCC Highways will inspect the area on their next visit as it is their responsibility to address.

7. PLANNING

Applications and decisions received from GYBC were considered at the meeting for comment:

06/21/0423/CU: 9 Black Street Martham, NR29 4PN. Conversion of garage and vacant floorspace into residential annex. Change of Use. **GYBC Decision – APPROVED**

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.

GYBC Decision – REFUSED

06/21/0349/PDE: 40 Black Street Martham GREAT YARMOUTH NR29 4PN Prior approval - notification of a larger home extension - erection of 5m x 3m single storey rear extension (with removal of existing conservatory). **GYBC Decision - Permitted Dev Extn (DETAILS NOT REQ'D).**

06/21/0632/EU: PROPOSAL: Allocation for a lawful development certificate for existing use of 25 and 25a Hemsby Road as no.2 separate dwelling houses (previously no.1 single dwelling know as 25 Hemsby Road sub-divided to form a separate annex). **Council Comments:** No objections

Applications received from Broads Authority for comment:

BA/2021/0281/COND: PROPOSAL: Redesign and relocate toilets, showers and office building, variation of condition 2 of permission BA/2018/0227/FUL, Land Adjacent to Martham Pits, Ferry gate Lane, Martham.

Cllr Hooper gave an update in relation to Ferry gate camping site.

Council Comments: After a site visit Cllr Hooper updated Council with observations made and improvements made since the first planning submission in relation to the planning conditions stated. It was AGREED, PROPOSED Cllr Watson, seconded Cllr Hooper to submit comments to the Broads Authority which included: clarification on the number of camper vans allowed and A3 planning permission for café facilities.

To receive notifications of decision from Broads Authority and GYBC:

BA/2020/0240/HOUSEH: Foxgloves, M6 Riverside, NR29 4RG, Rear extension to existing building including an amended roof design and an increase in floor level. **BA Decision - Approved Subject to Conditions**

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

8. VILLAGE MATTERS

Damage Lane - NCC Modification Order 2017 - An update was shared by Cllr Huxtable. An Inspection will be made during the month of September.

Patient Participation Group (Coastal Villages) – Cllr Roberts said that she had been informed that there were only 60 people outstanding that had not had their vaccinations. They surgeries will stop taking temperatures soon and all four sites will be open soon. There has been a huge increase in complaints and they are working towards improving this. The pharmacy was due to attend the latest meeting online but they did not attend so there are no further updates.

Community Champions Program – Cllrs to consider request and let the Chairman know.

Maintenance across the village – the Clerk added that the outstanding maintenance around the village is being picked up again and will continue to be a work in progress starting with the benches where painting and repair is required. Cllr Roberts highlighted slats were broken on the bench close to the Co-op.

9. COMMUNICATIONS

An update from the Communications Group Meeting was shared. Cllrs Bradford, Hooper and Smith were in attendance at the meeting which included agreement to:

- Reintroduce the Parish Council Newsletter page for addition onto the website. This included the addition of a QR code which has been agreed for inclusion into the NR29 Guide once produced.
- Additions to the Draft Action and Engagement Plan sent to Clerk.
- Website issues with pdfs and access now rectified with previous items being continually added.
- Social Media – Cllr Bradford to add business items as Cllr Smith taking a break.
- Welcome Pack changes to new Cllrs GYBC/NCC and map changes. Cllr Smith.
- Parish Council Newsletter page to be reintroduced on the website. CLERK
- Add QR Code to the newsletters on the website Cllr Smith/CLERK
- Notice boards – information update to be added to the boards until new Cllrs are co-opted. CLERK

10. FINANCIAL MATTERS

- Removal of Bottle Bank on Grove Road had been actioned in response to resident requests. Noted
- Consideration for additions to the Insurance renewal. The insurance policy schedule was reviewed by Cllrs - no amendments received.
- The Finance report and bank reconciliation previously circulated to Cllrs and checked to bank statements dated 1 August 2021 was received. Bank balance statements were agreed and signed by the Chairman.
Account Balances: Total £65,110.92 (£30,000 is allocated to reserves). Income: July = £16.30 and August = £56.29.
- Expenditure payments for July and August 2021 were agreed and authorised. It was RESOLVED, PROPOSED Cllr Bradford, seconded Cllr Roberts to agree payments and note income for July and August 2021.

11. PROJECTS

An update in relation to the 'Open Spaces Improvement Project' was shared –Clerk/Cllr Bradford added that the project was in process with more meetings to be held in September. Cllr Hooper added how the work on the SMEE had been very positive with recognition going to the volunteers. Cllr Hooper suggested that an 'Open Day' is held to showcase the great work and invite parishioners in future.

12. ADMINISTRATION

The following policies were reviewed and AGREED, PROPOSED Cllr Bradford, seconded Cllr Hooper.

- Engagement Policy and the Council Action Plan.

13. ITEMS FOR NEXT AGENDA - To agree next Finance Committee Meeting date

The meeting closed at 8.24pm

SignedChairman Date

Payments List July 2021

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Unity Trust Bank	Account service charge	£18.00
Unit Trust Bank	Manual handling charge	£4.80
Staffing	HMRC/Salaries/Pension	£3,724.75
Norse	Bin Rental	£45.12
Norse	Bin Rental Graveyard	£7.20
Rodney Scott Gardening	Litter Picking June	£235.00
Plan.Com	Mobile Phone	£36.00
Clerk	Zoom/MPC meetings	£14.39
EKS	Litter Picking	£278.58
SLCC	Course Fees	£1,575.00
Viking	Administration	£56.92
Viking	Administration	£49.04
Viking	Administration	£56.35
Flogas	Utilities	£269.04
NALC	Subscription	£350.37
Anglian Water	Utilities	£67.92
C. Starkings	Supplies	£28.99
BT Group	Telephone	£74.04
URM	Recycling	£39.60
G&S Stores	Covid Supplies	£6.37
ICO	Data Protection Fee	£40.00
		<u>£6,977.48</u>
 <u>Income</u>		
Nationwide	Interest received June	£1.30
Alford Storage	Recycling	£15.00
<u>Total</u>		<u><u>£16.30</u></u>

Payments List August 2021

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Staffing	Salaries/PAYE & NI/Pension	£3,725.00
Norse	Bin Rental	£52.32
Norse	Bin Rental Graveyard	£7.20
Plan.Com	Mobile Phone	£36.00
S.Kent	Zoom/MPC meetings	£14.39
Rodney Scott Gardening	Litter Picking	£280.00
Drayton Parish Council	Hire Refund	£50.00
G and S Stores	Administration	£16.49
Clerk Expenses	Postage	£7.65
Bob Huxtable	Grass seed	£59.00
Payments Due for DD		
BT Group	Telephone	£74.04
Southern Electric	Utilities	£69.55
<u>Total</u>		<u>£4,381.64</u>
<u>Income</u>		
Hirer	Hire Fees	£40.00
Nationwide	Interest	£1.29
Alford Storage	Recycling	£15.00
<u>Total</u>		<u>£56.29</u>