

MINUTES OF MARTHAM PARISH COUNCIL MEETING

held at the Community Centre, Playing Field Lane, Martham
on Wednesday 16 February 2022 at 7.30pm

1. ATTENDANCE

Present: Cllrs Hooper (Chair), Bradford, Sayer, Pallett, Bye, Watson and Huxtable. Parish Clerk.
Apologies were noted from Cllrs Smith, Starkings and Roberts.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillors wished to remind Council that Cllr Bradford has a declaration of interest in place as Chair of Martham Coronation Recreation Ground Playing Field Committee and Cllr Watson as Vice Chairman. Cllrs Watson and Huxtable are allotment plot holders. Cllrs Hooper and Bradford are members of the Boat Dyke Trust.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on 15 December 2021 were agreed as a true and accurate record, PROPOSED Cllr Bradford, seconded Cllr Pallett.

4. MATTERS ARISING FROM PREVIOUS MINUTES

4.1. War Memorial – The Clerk added how the memorial had been cleaned and is ready for inspection by a professional restorer – in progress.

5. **CLERK'S REPORT** - Clerk report for February 2022. It was noted that the Village Sign is still in progress due to the back log of work and the poor weather conditions preventing the wood to dry out. Another update would be made next month. Noted.

6. CORRESPONDENCE/CONSULTATIONS

Email: Footpath repairs – recent repairs had been reported to the Parish Council once again. It was agreed that as this was a public footpath the matter should be referred to the Norfolk County Council Footpaths Officer for a final time.

7. PLANNING

7.1 To consider applications and decisions received from Great Yarmouth Borough Council (GYBC)

Applications for comment:

06/21/1009/LB: The Gables Farm 3 Hemsby Road Martham NR29 4PB, proposed reinstatement of the roof and the thatched roof covering to the rear addition of the property. Listed Building.

Council Decision: No objections

06/22/0032/PDE: 4 Pyman Close, Martham, NR29 4UR. Application for prior approval - larger home extension - single storey rear.

Council Decision: No objections

06/22/0028/CU: 2 Daisy Close, Martham, NR29 4PJ. Proposed change of use of 1560 square metres of arable farmland to extension of domestic garden adj. to field.

Council Decision: No objections

06/22/0014/PU: 28 Hall Road Martham, NR29 4PD. Lawful development certificate - Proposed use: Conversion of bungalow attic into two bedrooms and bathroom. Internal staircase.

Council Decision: No objections

Decisions received from GYBC:

06/21/0804/D: Approval of reserved matters for pp. 06/21/0823/F (current application) (Erection of dwelling and associated works) - Access, appearance, landscaping, layout & access: 10 Playing Field Lane Martham, NR29 4SP. **GRANTED**

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06/21/0823/F: Variation of Condition 3 of pp. 06/20/0459/O - Changes to approved layout plan (Erection of dwelling and associated works) Location: 10 Playing Field Lane Martham, NR29 4SP. **GRANTED**

06/21/0897/F: Proposed two storey side extension, including covered area to the south east corner of the rear and side extensions (rear extension is Permitted Development): 2 Blenheim Avenue, NR29 4TW. **GRANTED.**

06/21/0917/D: Application to vary conditions 22, 23 (part) 24 and 25 of pp. 06/17/0358/F - ecology Location: Church Farm Martham, Norfolk. **GRANTED.**

8. VILLAGE MATTERS

8.1 Scarecrow Festival: The festival has been arranged to take place from Sunday to Monday on 1 -2 May Bank Holiday. The organisers are still in the process of confirming insurance quotes – next meeting. QR code posters will be used for people to access festival forms this year with some paper copies available in locations around the village.

8.2 Queens jubilee: Cllr Pallett agreed to lead on the village event working with the Clerk. It was **RESOLVED**, PROPOSED Cllr Hooper, seconded Cllr Watson, all in favour to hold an event on the Green with an allocated interim budget of £500.00. Further details and event plan will be brought to the next meeting. **Action: Cllr Pallett/Clerk**

8.3 Annual Litter Pick: After six years of organising this event Cllr Hooper felt it was appropriate timing for a new Cllr to add a fresh pair of eyes. It was **RESOLVED**, PROPOSED Cllr Watson, seconded Cllr Hooper for Cllr Bye to take over the organisation of the annual event with a handover planned during the month of April. The date for the event was **AGREED** for Saturday 30 April from 10-12pm. **Action: Cllrs Hooper/Bye**

8.4 Bench on Coop Village Green:

- The recent repair to the slats was noted.

- Consideration was given to laying a concrete pad.

It was **RESOLVED**, PROPOSED Cllr Bradford, seconded Cllr Sayer to lay a concrete slab, all in favour.

Cllr Bradford agreed to obtain associated costs – next meeting. **Action: Cllr Bradford**

8.5 Christmas Tree: consideration was given to planting of a permanent 'Village Christmas Tree' on the green. Cllr Bradford PROPOSED, seconded Cllr Hooper, all in favour. It was **RESOLVED** to purchase a Norway Spruce in line with the report provided by the Clerk. **Action: Clerk**

8.6 Daisy Close Lights: It was **RESOLVED**, PROPOSED Cllr Pallett to undertake emergency repairs and pay the replacement costs of £362.70 for the footpath lights on Daisy Close.

8.7 To agree the following requests:

- Village Gardens Open and Classic Car Display Day on Sunday 17 July 2022. **AGREED**

- Garden Club Plant Sale on Saturday 25 June 2022. **AGREED**

- Church Cake Sale on Saturdays during 2022. **AGREED**

9. ADMINISTRATION

10.1 Training – Consideration was given to 'Being an Effective Councillor Induction Training'. The Clerk shared training information packs. Requests to be made to the Clerk – Cllrs. **Action: Cllrs**

10.2 It was **AGREED** for Clerk attendance at the SLCC Norfolk Annual Conference 2022 in March if time permitted.

10. ALLOTMENTS

10.1 Consideration was given to the need for 2 x Rat Treatments at a cost of £130.00. It was **RESOLVED** to proceed with the treatment and cost, PROPOSED Cllr Watson, seconded Cllr Bye. **Action: Clerk**

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11.FINANCIAL MATTERS

11.1 The Finance report was received.

Income: January-February 2022 of £4436.41 was noted.

Bank reconciliation to 31 January 2022, previously circulated and checked by Finance Committee signatories to the bank statements was **AGREED**. Bank balances of £28,096.96 were noted. An agreed 'Business Continuity' reserves balance of £30,376.52 is also being held.

Expenditure payments of £15,182.11 for January and February 2022 previously circulated for consideration were agreed. It was **RESOLVED**, PROPOSED Cllr Bradford, seconded Cllr Huxtable, all in favour to agree the expenditure list.

11.2 The minutes of the Finance Committee meeting held on 2 February 2022. Noted.

11.3 Consideration was given to the recommendations made by the Finance Committee. Each item was given full consideration and it was RESOLVED, PROPOSED Cllr Huxtable, seconded Cllr Sayer all in favour to agree the following recommendations:

- To adopt a reserves policy. **Action: Clerk**
- To progress with the grant applications for grass cutting where contracts were not already in place. **Action: Clerk**
- To realign some cost centre headings to reflect recycling **Action: Clerk**
- To agree to the Daisy Close lights repair and replacement at a cost of £362.70 -Tyrell and Brown. **Action: Cllr Bradford**
- To lay a concrete slab base to the bench on the coop green. **Action: Cllr Bradford**
- To obtain the costs related to installing a concrete slab. **Action: Clerk**
- To agree to the costs of purchasing posts from True Traders at a price of £25.28. **Action: Clerk**
- To obtain prices for the cost of a replacement wooden shed. **Action: Clerk**

Considerations was given to the Scarecrow Festival Insurance payment for 2022 however, as this has not been received it was agreed to consider at the next meeting. **Action: Clerk**

11.4 To note the Internal Interim Audit Report received for 2021/2022. Noted.

12.ITEMS FOR NEXT AGENDA

- Jubilee Celebrations Event update
- Scarecrow Festival Insurance
- Damgate Footpath signs and seat

The meeting closed at 9.05pm

SignedThe Chairman.....

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Payments List Jan and Feb 2022

Martham Parish Council, Community Centre, Playing-Field Lane, Martham, Norfolk, NR29 4SP

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Payee	Description	Amount
Staffing Jan & Feb	Salaries/PAYE&NI/Pension	£7,484.16
Rodney Scott Gardening	Litter Picking Dec	£430.00
Rodney Scott Gardening	Litter Picking Jan	£150.00
Clerk	Expenses Zoom Jan	£14.39
Clerk	Expenses Zoom Feb	£14.39
EKS	Litter Picking Dec	£278.58
EKS	Litter Picking Jan	£278.58
Starboard Systems	Finance software	£453.60
True Traders	Fencing posts	£25.28
MCRG	CC Insurance	£960.00
Tyrell and Brown	Village Maintenance	£362.70
Norse Waste solutions	Bin Rental Church Dec 21	£52.32
Norse Waste solutions	Bin Rental Church Jan 22	£76.68
Norse Waste solutions	Bin Rental CC Dec 21	£7.20
J Watson Builder	Maintenance Village	£160.00
Martham DIY	Maintenance Village	£6.37
Martham DIY	Maintenance Village	£74.94
Flogas	Utilities	£144.57
Viking	Scarecrow Printing	£82.21
Viking	Stationary	£30.46
Unity Bank	Service Charge	£18.00
Martham Cricket Club	Grass cutting 2021	£3,800.00
Scheduled DD Payments		
BT Group	Telephone Feb	£74.04
BT Group	Telephone Jan	£74.04
Plan.Com	Mobile Phone Jan	£45.00
Plan.Com	Mobile Phone Feb	£45.00
URM	Recycling Charges	£39.60
		<u>£15,182.11</u>
<u>Income</u>		
Nationwide	Interest	£1.29
Norfolk County Council	Allotment Refund	£580.00
Astco	Recycling credits	£63.00
HMRC VAT	Claim 2021	£2,171.62
HMRC VAT	Claim 2022	£1,226.92
Allotment plot hire fees	Plot fees	£294.00
Electricity Credit	Utilities	£99.58
<u>Total</u>		<u>£4,436.41</u>

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