

## **MINUTES OF MARTHAM PARISH COUNCIL MEETING**

Held at the Community Centre, Playing Field Lane, Martham on  
Wednesday 18 May 2022 at 7.30pm

**Public Participation** – Four members of the public were in attendance.

**Planning:** A member of the public raised the matter of the planning application for houses to be built behind the Scout Hut. The Chair confirmed the application had been agreed by the local Planning Authority. For further information regarding planning matters both himself and Cllr Huxtable can be contacted.

**Planning:** A member of the public raised concerns in relation to planning application 06/22/0174/F: St Mary the Virgin Church, Black Street, Martham, NR29 4PR. A long discussion took place regarding the safety of the potential installation. It was highlighted that the planning authority had agreed the application before the closing date on 11 May 2022 and the final decision on installation matters will be made by the Parochial Church Council.

**SMEE Project:** Lead volunteers from the group gave an update which included a visit to the smee to ascertain whether there is the possibility for a pond. A local gentleman had donated handmade bird and bat boxes. It was confirmed a plan of any work would be brought back to council for further consideration due to health, safety and insurance requirements of the Parish Council.

The hunt for additional volunteers continues with the Clerk adding a post would be added to the Parish Council Facebook.

**CLERK**

### **1. ELECTION OF A CHAIRMAN FOR THE FORTHCOMING YEAR**

It was PROPOSED Cllr Bradford, seconded Cllr Bob Huxtable that Mr Paul Hooper be elected as Chairman for 2022/23. There were no further nominations, Mr Hooper was unanimously elected.

The 'Declaration of acceptance of office' was signed by Cllr Hooper.

### **2. ATTENDANCE**

Present: Councillors Bradford, Bye, Hooper (Chair), Huxtable, Pallett, Roberts, Sayer, Starkings and Watson  
Apologies: were received from Cllr Fossey – another engagement and Cllr Smith – work commitments.

### **3. ELECTION OF A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR**

Colin Starkings was PROPOSED Cllr Hooper, seconded Cllr Sayer. He accepted the nomination and signed a declaration of office as Vice-Chairman for 2022/23. **AGREED**

### **4. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillors reminded 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 Huxtable, Watson and Starkings are allotment plot holders.

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

Cllr Sayer is a member of the Cricket Club.

Cllr Pallett declared an interest as a close family member to the applicant, in planning application 06/22/0267/HH: 20 Clarendon Drive, Martham, NR29 4TD. Proposed single storey front extension. He confirmed he will not be voting on the item when discussed.

### **5. TO APPOINT TO COMMITTEES, WORKING GROUPS AND REPRESENTATIVES TO EXTERNAL ORGANISATIONS.**

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

Telephone: 01493 749938, Email: [clerk@martham.gov.uk](mailto:clerk@martham.gov.uk),

Changes to the current list included:

Cllr Bye added to the Allotments Committee replacing Cllr Starkings. It was noted a vacancy still exists so Cllr Watson will contact an allotment holder who had shown interest in joining the committee. **Cllr Watson**  
Cllr Sayer filled the vacancy for an additional 'Defibrillator' delegate.

Cllr Pallett filled the vacancy for the Small Works Group.

The Chair highlighted the remaining vacancy for the 'Community Land Trust' representative, in light of the Council supporting the Trust with membership. The Clerk added how not all council members were present so this could be added to the agenda for future discussion.

**6. MINUTES OF PREVIOUS MEETING** - The minutes of the Parish Council meeting held on 20 April 2022 were AGREED and signed by the Chair as a true and accurate record.

#### **7. MATTERS ARISING FROM PREVIOUS MINUTES**

- Replacement Community Centre Shed – in progress

**8. CLERK'S REPORT** - for May 2022 was noted and included the following highlights:

Scarecrow Festival – held on 1-2 May 2022

The event went well with many kind comments received. After a de-brief meeting with the Clerk the following notes were made:

- Hole on the green near the post box (MPC).

**Cllr Watson**

- Toilet cleanliness (GYBC).

**Clerk**

- Cleaning the benches (MPC).

**Cllr Hooper**

Dead ducks in the pond were a source of complaint from both locals and visitors. Cllr Bradford sourced some equipment at the time to remove the ducks.

The Chair requested for a letter of thanks to be written to the organisers in recognition of all their hard work.

**Clerk**

Annual Parish Meeting - held on Wednesday 4 May was successful, with report to be circulated and added to the website when complete.

**Cllr Hooper**

#### **9. CORRESPONDENCE/CONSULTATIONS**

- Invitation to a Jubilee Community Picnic hosted by Martham Primary and Nursery on Friday 27 May 2022 from 1.30-3pm. Cllrs confirmed attendees include Cllrs Bradford, Hooper and Smith.

- Letter from Community Land Trust. Noted.

#### **10. PLANNING**

10.1 To consider applications and decisions received from Great Yarmouth Borough Council (GYBC) [GYBC](#)

##### **Applications for comment:**

**06/22/0273/HH:** Proposed development of first floor side extension to form enlarged bedroom and ensuite Location: The Gatehouse Common, Martham, NR29 4RD. **Council decision – No objection**

**06/22/0322/CD:** Gibbett Hill Farm, Hemsby Road, NR29 4QH. Proposed discharge of condition 3 of PP -

06/21/0791/F: Proposed extension to an outbuilding to form garden/games room. **Council decision – No objection**

**06/22/0308/HH:** 1 Blenheim Avenue, Martham, NR29 4TW. Proposed single storey front extension.

**Council decision – No objection**

**06/22/0272/F:** Becks Garage, Martham Road, NR29 5DR. Proposed change of use from garage to veterinary surgery and associated advertisements. The Chair noted this had been included by GYBC under the Martham listing however the site was located in Rollesby – no decision.

**06/22/0273/HH:** The Gatehouse Common Road Martham GREAT YARMOUTH NR29 4RD Proposed first floor side extension to form enlarged bedroom and en suite. **Council decision – No objection**

**06/22/0267/HH:** 20 Clarendon Drive, Martham, NR29 4TD. Proposed single storey front extension.

**Council decision – No objection**

**06/22/0197/O:** Mill Barn Hemsby Road Martham NR29 4QQ. Resubmission of Outline application pp 06/20/0605/O to replace existing barn conversion with dwelling, set back and including new vehicular access/highway improvements. **Council decision – No objection**

#### **Decisions received from GYBC:**

**06/22/0174/F:** St Mary the Virgin Church, Black Street, Martham, NR29 4PR. Proposed installation of 4No. small antennas measuring approximately 335 x 227mm to be located externally within the castellation of the tower on each elevation, 4 No. free standing frames on the roof of the tower and 2 No. GPS antenna which are located on the freestanding frames behind the parapet and ancillary development thereto.

**GRANTED by GYBC 11-05-22.**

10.2. To consider applications and decisions received from The Broads Authority [planning](#) . None

#### **11. VILLAGE MATTERS**

11.1 Consideration was given to additional Christmas lighting for 2022. It was AGREED to investigate possible options in order to increase the lights to extend to all trees on the green. **Clerk**

11.2 Consideration for a 'Use of the Green' application for the Scarecrow Festival date proposed as 30 April -1 May 2023 was discussed. **AGREED.**

#### **12. FINANCIAL MATTERS**

12.1 The finance report with latest updates, bank balances and bank reconciliation to 30 April 2022 was received. **Noted.**

12.2 Expenditure payments for May 2022 were **AGREED.**

12.3 The Martham Fun Carnival insurance cost was deferred to June in order to wait for a third quote. PROPOSED Cllr Bradford, seconded Cllr Starkings, all agreed.

12.4 The Data protection renewal fee of £40.00. **Noted.**

#### **12.5 Financial Year-end matters:**

a) A budget report including all payments over £500 was received. Noted.

b) The Annual Governance Statement (Section 1 of the Annual Return/AGAR) was approved and signed by the Chairman and Responsible Financial Officer.

c) Section 2 of the Annual Return/AGAR - 2021-22 accounts - was approved and signed by the Chairman and Responsible Financial Officer.

d) Earmarked Reserves of £30,000 at Year End were noted.

e) Explanation of Variances over 15% were approved.

f) Internal Auditor The requirement for a new auditor for the forthcoming interim audit - financial year 2022-2023 was noted. The Chair gave thanks for the service given over the time auditing the Parish Council. The Clerk added a new auditor would be actioned once the new Finance Officer/Assistant was appointed.

#### **11.ADMINISTRATION**

11.1 To review any Council Policies for the month – None

## 12. ITEMS FOR NEXT AGENDA

- Consideration for a proactive 'structured engagement proposal' approach to be included in the AGM agenda for 2023.
- Consideration for the inclusion of a 'Above and Beyond' recognition event/award for local people

## 13. NEXT MEETING – Wednesday 15 June 2022

The meeting finished at 8.58pm

Signed .....The Chairman.....

### Payments List May 2022

Staffing	Salaries/PAYE&NI/PENS	£3837.77
Rodney Scott Gardening	Litter Picking	£261.50
Clerk	Expenses Zoom	£14.39
Internal Auditor	End of Year Audit	£495.00
Norse Waste solutions	Bin Rental CC	£8.10
Norse Waste solutions	Bin Rental Church	£31.86
EKS Living Clean	Litter Picking	£300.04
<u>Scheduled DD Payments</u>		
URM	Recycling costs	£18.00
Plan	Mobile Phone	£45.00
BT Group	Telephone May	£80.48
		<hr/>
		<b>£5,092.14</b>
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<u>Income</u>		
Allotments	Plot Hire	£252.00
Allotments	Plot Hire	£84.00
Nationwide Interest	Interest	£1.24
<b>Total</b>		<b><u>£336.00</u></b>