

MINUTES OF MARTHAM PARISH COUNCIL MEETING

Held on Wednesday 19 July 2023 at 7.30pm

PUBLIC PARTICIPATION

One member of the public was in attendance.

Norfolk County Council (NCC) and Great Yarmouth Borough Councillors

No apologies or reports were received from Norfolk County Council (NCC) and Great Yarmouth Borough Council (GYBC) Councillors Andy Grant and Leslie Mogford. Noted.

088/23: ATTENDANCE

Present: Cllrs Bradford, Bye, Coates, Fossey (Chair), Hooper, Pallett, Smith, and Watson.

Apologies were received from Adam Sayer – other commitment, Colin Starkings – other commitment and Bob Huxtable – other commitment.

089/23: DECLARATIONS OF INTEREST AND DISPENSATIONS

No new 'Declarations of Interest' were received and no 'Dispensations' were granted.

090/23: MATTERS ARISING FROM PREVIOUS MINUTES – for information only.

Picnic Bench: an update on progress was received from Cllr Pallett. An order for more wood had been placed. Work on the bench will continue and fit in with work commitments.

Hedges and Footpaths (Hemsby Road) – Cllr Fossey had seen success from using the NCC report it website. They key to success had been the result of sending specific locations of the issues alongside photos and reporting as a Martham resident.

Footpaths: The Footpath specification was tabled for additional information.

Electric Vehicle Charging Infrastructure (EVCP) Project: The Clerk shared further information in relation to the Site Survey held earlier in the month as part of the application process. The Terms and Conditions were previously circulated for comment. The Community Centre is being considered as a viable site which if successful, will open up further opportunities for local organisations and venues to also benefit financially in addition to supporting both residents and visitors to Martham with electric vehicle charging points.

Allotments Rent Review Survey: item outstanding. Date to be confirmed by NCC Officers. **Clerk**

091/23: MINUTES OF PREVIOUS MEETING

The updated draft minutes of the Parish Council meeting held on 21 June 2023, were signed as a true and accurate record.

092/23: CORRESPONDENCE/CONSULTATIONS/REPORTS/SURVEYS

To discuss correspondence received in relation to the Village matters.

Allotments: A member of the public had emailed offering a donation of compost bins for the village allotments. It was AGREED to accept the kind offer. **Clerk/Cllrs Bye and Watson**

Norfolk Constabulary - Community Alcohol Partnership (CAP) Survey 2023 for Caister and Rural Villages.

A partnership is being created for Caister and the Rural Villages to target underage drinking and anti-social behaviour. Community Alcohol Partnerships are made up of partnerships between local authorities,

police, schools, retailers, neighbourhood groups and health providers, working together to tackle alcohol-related harm to young people and improve the quality of life for residents.

The CAP works closely with the local schools to take a proactive approach to alcohol education, to ensure that young people are equipped to make the right decisions about issues including drugs, anti-social and criminal behaviour. It also works with local retailers to help them avoid making underage sales and reduce 'proxy' sales where adults buy alcohol for under-18s. The partnership would like residents to complete this short survey as it will help them to understand where public concerns are and help direct their work to resolve the issues. Please click on the Survey Monkey link or scan the QR Code to access the survey. It will take a maximum of 2 minutes to complete.

Caister and Rural Villages Residents Survey 2023 - <https://www.surveymonkey.co.uk/r/VJL6RR8>

093/23: ROLES AND RESPONSIBILITIES - Roles and responsibilities of the council team were considered.

It was **UNANIMOUSLY RESOLVED** to adopt the tabled grid with regular review and update. **Cllrs**

094/23: ACTIONS LOG

In relation to the start of the new elected four-year term, it was proposed to re-introduce the meeting 'actions log' to increase efficiency with outstanding and ongoing tasks. It was **UNANIMOUSLY RESOLVED** to re-introduce the log at the next meeting with monthly reviews and updates.

095/23: PROJECTS

SMEE update from Steve (Lead Volunteer):

We had a good turnout for the latest task at the Smee. The hogweed has certainly benefitted from the weather this year, as well flowering profusely in the grassland after the nettles were removed in the spring. Eight members of the group set to work reducing the bulk of the flowers and seed heads. The flowers are good sources of nectar for insects so we don't want to remove them all, but it would be beneficial to stop them seeding. Some members have offered to do seed head removal in between work sessions. If you are planning a visit to the site, feel free to take your secateurs! We also made a group decision to stop adding vegetation to our extremely large compost heap and to start a new one behind the nettles in southwest corner under the oaks. I enclose some pictures from the day including some of the flowers and insects that are enjoying the site. No planned session in August but a chance to recharge your batteries in preparation for the raking session on Sunday 10th September.

Speed Awareness Group Update

Call for Volunteers!

Cllr Fossey made another call for more volunteers. Cllrs Smith and Bradford agreed to highlight the positive action taken by the group on Social Media channels, if the group felt this was supportive. More details can be obtained by contacting the Clerk on clerk@martham.gov.uk **Cllrs Smith/Bradford**

a) Road Safety Improvement options.

b) NCC 50/50 Parish Partnership Funding Application

A discussion was held in relation to options a) and b). It was **AGREED** to set up a working group to look at the options. Members to include Cllrs Fossey, Coates, and Hooper. **Clerk/Cllrs Fossey/Coates/Hooper**

096/23: PLANNING

Great Yarmouth Borough Council

To consider applications received [GYBC](#)

a) **06/23/0430/CD:** Land North of Hemsby Road NR29 4QQ Discharge of condition 13 of pp 06/20/0390/F - Residential development of 122 dwellings, associated open space and infrastructure) - 13 - Fire Hydrants. Noted.

b) **06/23/0384/HH:** Cobblers Cottage 19 The Green NR29 4PL. Proposed replacement of wooden front door and ground floor front windows with similar uPVC style door and sash windows

Council comment: no objections were made however, Council stated that in light of the address being located in a conservation area then consideration should be given to the conditions of the local plan policy and GYBC Officer expertise.

Great Yarmouth Borough Council

To note decisions received - none.

Broads Authority applications

To consider applications and note decisions received – none.

Norfolk County Council

To consider applications and note decisions received – none.

097/23: VILLAGE MATTERS - To consider a Defibrillator Proposal – Cllr Coates/Clerk

Cllr Coates gave an update on the first stage of a proposal to increase the number of accessible defibrillator units across the village. There are limited units with the current ones in need of an update due to age or circumstances. It was identified that some of the funding streams available are for basic units with limited lifespan and functionality. Cllr Coates agreed to set up a meeting with an expert in the early part of August with Cllr Fossey and the Clerk in attendance. Updates to follow.

Clerk/Cllrs Coates and Fossey

098/23: FINANCIAL MATTERS

11.1 To receive income, bank balance and reconciliations – next meeting.

11.2 Expenditure payments for July 2023 (previously circulated) and presented were AGREED.

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Staffing	HMRC/PENS/PAYE & NI	£3,386.14
Rodney Scott Gardening	Litter Picking	£255.00
Clerk Expenses	Zoom	£15.59
EKS	Litter Picking	£342.04
Plan Communications	Mobile Phone	£45.00
MCRG	Insurance	£960.00
MCRG	Rent	£3.00
L. Pallett	Bench Repair Supplies	£135.06
B. Fossey	Emergency Toilet Cleaning	£230.74
C. Starkings	Roof Repair	£10.49
Norse	Bin Rental	£30.48
Norse	Bin Rental	£6.00
Southern Electric	Utilities	£1,312.84
		<u>£6,732.38</u>

099/23: ADMINISTRATION – The introduction of a ‘Shed Inventory’ was discussed. It was AGREED to introduce the tabled inventory with regular updates.

Cllr Fossey

100/23: TRAINING - Whole councillor training was considered. It was identified that face to face training would be more suitable as a team. It was **UNANIMOUSLY RESOLVED** to organise whole council refresher training with Norfolk Parish Training and Support with all councillors to attend. The Clerk confirmed all future training opportunities will be circulated by email. **Clerk/Cllrs**

101/23: It was **UNANIMOUSLY RESOLVED** to suspend Standing Orders to have a five-minute comfort break.

102/23: It was **UNANIMOUSLY RESOLVED** to re-instate Standing Orders to resume the meeting.

103/23: EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED** to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted including:

- a) External Communications Process and Policy
- b) Events Management and Framework
- c) Village Green Hire – review of the terms and conditions

A long discussion was held on recent external communications and the organisation of village events. It was highlighted there were a number of improvements to be made in the interests of the health and safety and well being of local residents and visitors.

104/23: It was **UNANIMOUSLY RESOLVED** to suspend Standing Orders to have a five-minute comfort break.

105/23: NEXT FULL COUNCIL MEETING

The date of the next full council meeting was confirmed as Wednesday 16 August 2023.

The meeting closed at 10.13pm

SignedChairman