

# MINUTES OF MARTHAM PARISH COUNCIL MEETING

Held on Wednesday 21 June 2023 at 7.30pm

## PUBLIC PARTICIPATION

**SMEE** Steve - lead volunteer was in attendance to give an update. Work on obtaining permission to install water butts in two locations in the village had been agreed. The installation of the water storage units will reduce the watering time for the village flower beds from three hours to one. Interest in the SMEE had increased with the installation of the 'Interpretation Board', seeing more groups visiting the site.

**Dissenters Graveyard:** work on the Dissenters Graveyard was progressing nicely.

## 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.

## 071/23: ATTENDANCE

Present: Cllrs Bradford, Bye, Coates, Fossey, Hooper, Pallett, Sayer, Smith, and Watson.

Apologies: were accepted from Cllrs Huxtable and Starkings – other engagements.

One member of the public and the Parish Clerk was in attendance.

## 072/23: DECLARATIONS OF INTEREST AND DISPENSATIONS

072/23.1. No new Declarations of Interest or Dispensations Granted, were received.

072/23.2. All remaining signed Declaration of Office forms (*Min 054/23: May 23*) were received.

## 073/23: MATTERS ARISING FROM PREVIOUS MINUTES – for information only.

**074/23.1 Village Public Convenience Opening Times.** Great Yarmouth Borough Council (GYBC) had responded to requests from members of the public for the toilets to open in full. GYBC Officers anticipate the facilities being available again as a whole from September/October 2023. They confirmed, it is not possible for the full facilities to open for the Carnival this year, given the need for tenders, approval by insurance and then ordering of goods and completion of works. The damage in the ladies is considerable and to the stage that they will have to replace all panels, flooring, and fittings. The disabled facility is open at the moment and GYBC could look to open the gent's facility for the Carnival if that would be of help. The Clerk confirmed this would be communicated to GYBC to confirm the request in advance of the event.

Further discussion took place on whether there is a requirement for all future event organisers to consider portable toilets. It was highlighted that this would be additional cost which may be offset by external grant applications. Cllr Hooper volunteered to contact the Carnival organisers to update them with the details of Great Yarmouth Borough Council emergency line in advance of the event.

**Cllr Hooper**

The Clerk agreed to write a formal letter of invitation to Great Yarmouth Borough Cllrs.

**Clerk**

**075/23.2. Damgate Back Lane Saffron Housing Trust Planning Application** - submission 9 June 2023.  
Noted

**076/23: MINUTES OF PREVIOUS MEETING** - The minutes of the Parish Council meeting held on 17 May 2023 were signed as a true and accurate record by the Chairman.

## 076/23: CORRESPONDENCE/CONSULTATIONS/REPORTS

**076/23.1.** Correspondence received in relation to the Village matters. None

**076/23.2.** NCC Allotments Rent review survey - date still to be confirmed, Cllrs welcome. **Clerk**

**076/23.3.** Allocation of Street Naming and Numbering: Land Opposite Joseph Kittle Centre, Hemsby Road, Martham in conjunction with the Royal Mail, in accordance with Public Health Act 1925, s17. Noted.

**076/23.4.** Norfolk County Council – our interest in hosting electric vehicle charging infrastructure (EVCP) has reached the next stage and surveys will be undertaken in the near future. Noted.

### **077/23: GENERAL POWER OF COMPETANCE**

Consideration was given to the adoption of the General Power of Competence and provisions of the Localism Act 2011. It was highlighted that the Parish Council meets the criteria of sufficient members elected to the Council in May 2023 and suitably qualified Clerk. The adoption of the General Power of Competence allows councils to use this power until the next elections scheduled for May 2027.

It was **UNANIMOUSLY RESOLVED** to adopt the General Power of Competence and provisions of the Localism Act 2011.

### **078/23: RECOGNITION OF COUNCILLORS CONTRIBUTIONS**

Current and past serving Councillors Hooper and Roberts were thanked by the Chair for all of their hard work and individual periods of service.

### **079/23: PROJECTS**

**079/23.1 SMEE** – update (previously circulated). Noted

**079/23.2 Speed Awareness Group** - Cllr Fossey gave an update on the latest activities. The Council had received another complaint regarding the speeding issue in the village. Cllr Fossey highlighted how this was the responsibility of Norfolk County Council and the Parish Council were working hard to support this with the efforts and activity from the Speed Awareness Group volunteers. A call was made for more volunteers to come forward.

### **080/23: PLANNING**

Great Yarmouth Borough Council - to consider applications and decisions received [GYBC](#)

#### **Applications received:**

**06/06/23/0328/CU:** Development: Proposed retrospective change of use to 1 bedroom holiday rental dwelling. Location: Swallow Barn East Cottage, Hemsby Road, Martham, NR29 4QH.

**Council Decision: No objection**

**06/23/0218/F:** Proposed conversion of existing barn to 2 dwellings and erection of 44 dwellings and associated infrastructure. Location: Land at Somerton Road Martham Great Yarmouth Norfolk NR29 4QF.

**Council Decision: Objection** - based on a number of surveys being out of date including the Traffic Data Survey dated 2017. Council felt that White Street has the potential to become a 'rat-run'.

#### **Decisions received:**

**06/23/0339/EU:** East Cottage Hemsby Road NR29 4QH, Application for a lawful development certificate for an existing use - use of static caravan as a 2-bedroom residential dwelling. **WITHDRAWN**

**06/23/0248/HH:** 31 Staithe Road, Martham, application two storey rear extension. **REFUSED**

**Planning Authority Condition:** Due to the proximity and height of the proposed extension, the development creates increased bulk close to the boundary with No. 33 Staithe Road to the immediate east of the site, which would result in an increased overshadowing to their closest rear elevation windows and

would also contribute to an increased sense of overbearing to this neighbour. The proposal would also result in an unacceptable level of overlooking to the northern neighbours, especially No. 24 Thurne Rise to the north, who would also experience an increased sense of overbearing from the proposed first floor element. Therefore, the application is contrary to Great Yarmouth's adopted Core Strategy policy CS09 and adopted Local Plan Part 2 policies A1 and H9 which both seek to protect the amenity of neighbours.

**06/23/0260/HH:** 31 Repps Road, Martham, application dropped kerb/vehicle access. **APPROVED**

**06/23/0224/HH:** 1 Daisy Close Martham NR29 4PJ. Proposed front porch extension. **APPROVED**

**Broads Authority applications** – to consider applications and decisions received:

**BA/2023/0140/COND:** Proposal : Amended door design and alteration to approved materials, variation of conditions 2 and 3 of permission BA/2022/0388/HOUSEH. **APPROVED SUBJECT TO CONDITIONS**

**Norfolk County Council** - to consider applications and decisions received. None

**North Norfolk District Council (NNDC)**– to consider [Local Plan](#) for Independent Examination.  
Council decision - no comments.

### **081/23: VILLAGE MATTERS**

**081/23.1. Hedges and Footpaths** - A long discussion regarding overgrown hedges and footpaths took place. The Clerk clarified the individual responsibilities of local councils and re-issued the report it guide, also available on the Parish Council website [here](#).

**Norfolk County Council** state the following:

**Grass verge cutting** - we only cut grass verges for safety reasons, not appearance. Clippings are left on the verge as the sheer amount means we can't collect them. Leaving them is also good for the environment, as nutrients get passed back into the soil.

**Roadside verges** – are cut for road safety purposes to maintain visibility at junctions and to provide room for people to walk on the pavement. We have two grass cutting schedules for our roads - one for roads in urban areas and another for rural roads. We cut grass verges along the majority of Norfolk's roads between May and September each year. Public rights of way are dealt with separately.

**Weed control** - some weeds spread quickly and can cause a lot of damage to hard surfaces, which is costly to repair. We spray weeds on adopted roads and pavements, and also deal with ragwort, thistles, nettles, brambles, and giant hogweed on roads. Following a public consultation in December 2022, Norfolk County Council Highways will only carry out one weed treatment per year, commencing in 2023. This treatment is weather dependent and will be applied in late spring/early summer.

The Parish Council has an allocated budget for the footpaths to be cut each year however, this does not necessarily cover the need, Cllrs undertake monthly checks to ensure they are up to date. Further consultation with the village would be required before considering increasing the precept for additional cuts. 'No Mow May' has also been deemed to be a contributing factor to the increase in growth of the hedges and footpaths in all villages across the country. This movement was started in 2019, by conservation charity 'Plantlife', who urged people to keep the mower locked up for May, to allow spring plants a chance to set seed before the first cutting, making for healthier, more diverse lawns. In addition, they claim, this gives wild plants to get a foothold in May, to feed bees, butterflies, and other pollinators

through summer. Cllr Pallett suggested increasing the awareness of the responsibilities for cutting in the village and to include this as an update on Facebook for the electorate to view and to include all necessary links to the reporting sites to enable parishioners to follow up on their report. **Cllr Bradford/Clerk**

**081/23.2. Picnic Bench** – Cllr Pallett informed Council that the bench had been made safe. Further improvements are required and will be completed when pricing and costs had been established to ensure best value for money. **Cllr Pallett/Clerk**

### **082/23: SAFER NEIGHBOURHOOD ACTION PLAN (SNAP) MEETING**

Cllr Hooper gave an update after attending the latest SNAP meeting in his capacity as Police representative for the council. The Great Yarmouth Borough area has been split into three – Northern Parishes/Southern Parishes and Great Yarmouth. The priorities for the village are vehicles speeding in the central area of the village late at night. The date and venue for the next meeting will be confirmed by email.

### **083/23: FINANCIAL MATTERS**

083/23.1 Income, bank balance and reconciliations to 30 April (previously circulated). AGREED

083/23.2 Expenditure payments for June 2023. AGREED

083/23.3 The laptop needed replacing. It was **UNANIMOUSLY RESOLVED** to purchase a laptop in line with the RFO recommendation and budget available. AGREED

#### **Payments List June 2023**

<b><u>Payee</u></b>	<b><u>Code</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Staffing	HR	HMRC/PENS/PAYE&NI	£3,386.14
Rodney Scott Gardening	Open spaces	Litter Picking	£545.00
Clerk Expenses	Administration	Zoom/Resources	£53.65
EKS	Open spaces	Litter Picking	£342.04
Plan Communications	Administration	Mobile Phone	£45.00
MW Auditing	Administration	Audit	£250.00
URM	Recycling	Open spaces	£90.72
Viking	Administration	Community Centre	£111.37
wave	Utilities	Allotments	£15.42
wave	Utilities	Back Lane Pond	£108.16
Martham DIY	Open spaces/CC	Repairs/Supplies	£81.03
			<b><u>£5,028.53</u></b>
<b><u>Income</u></b>	Santander Sav	Interest	<b><u>£5.54</u></b>

#### **Balance per bank statements on 30 April 2023**

Santander Savings	1,637.92
Santander Current	1,342.29
Nationwide Savings	30,575.45
Unity Trust Current	43,689.74
Lloyds (Dormant)	354.53
<b><u>Total</u></b>	<b><u>£77,599.93</u></b>

#### **084/23: ANNUAL GOVERNANCE AND ACCOUNTABILITY AND RETURN 2022/2023**

084/23.1. **Exercise of Public Rights** – to note period from 5 June -14 July 2023. Noted

084/23.2. **Balance Sheet** - to sign off the Balance Sheet as of 31 March 2023. AGREED

084/23.3. **Annual Governance Statement** - to approve & sign the Annual Governance Statement.

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

084/23.4. **Accounts 2022-2023** - to consider, approve & sign the 2022-23 accounts.

Section 2 of the Annual Return/AGAR - 2022-23 accounts - was approved and signed by the Chairman, and Responsible Financial Officer.

084/23.5. **Explanation of Variances** - to approve the Explanation of Variances over 15%.

the Explanation of Variances over 15% were approved.

084/23.6. **Annual Insurance** the renewal of October 2023 was noted.

084/23.7. **Payments over £500**. Noted

#### **085/23: ADMINISTRATION**

The following items were considered with amendments and updates:

Cllr Welcome Pack – to update.

Committee and Working Group revisions – to update and include amendments.

Roles and Responsibilities – workshop required.

Action Plan – workshop required.

Schedule of Full Council meetings - 2023/2024. Noted

Code of Conduct – no changes. Noted

Standing Orders - no changes. Noted

**Action: Clerk**

#### **086/23: 15. MEETINGS**

The date of the next Finance Committee meeting – to be confirmed.

#### **087/23: 16. NEXT FULL COUNCIL MEETING – Wednesday 19 July 2023**

The meeting closed at 9.10 pm.

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