

MINUTES OF MARTHAM PARISH COUNCIL MEETING

Held at the Community Centre, Playing Field Lane, Martham
Wednesday 21 February 2024 at 7.30pm

Public Participation

Three members of the public were in attendance.

SMEE Volunteer lead Steve gave an update on the latest activity. Pollarding of the hedge on Common Road was undertaken on the boundary. The next session is on Saturday 2 March 2024 depending on the weather. The volunteers are hopeful that an application to the Martham Boat Dyke Trust will fund a replacement grass cutting machinery.

No reports were received from the Norfolk County Councillor or Great Yarmouth District Councillors.

189/24: ATTENDANCE

Present - Cllrs B Fossey (Chair), G Bye, P Hooper, I Bradford, L Pallett, and T Watson, C Starkings, S Coates, V Smith, and A Sayer.

Apologies were received from Cllr Huxtable. Noted.

190/24: DECLARATIONS OF INTEREST AND DISPENSATIONS

No new declarations were made.

191/24: MINUTES OF PREVIOUS MEETING - the minutes of the Parish Council meeting held on 17 January 2024 were agreed and signed by the Chair as a true and accurate record.

192/24: MATTERS ARISING FROM PREVIOUS MINUTES

Updates from the previous meeting were received from the Chair.

Highways Visit - Village Hall corner. The Chair gave an update on the date of the visit however, a confirmed date had not yet been received from Highways or County Council representatives.

Back Lane Pond: Cllr Hooper gave an update on the Pampas Grass treatment that has been applied with no results. An alternative method will be used.

Village Toilet: poor external presentation of the village toilets was raised. No answer had been received from GYBC at the time of the meeting, however it was noted that personnel changes had been made at the Borough Council which may explain the delay. The Chair highlighted the request for the Parish Council offer to make this more presentable for the whole village.

Defibrillators: an update was received from Defibrillator Project leads Cllrs Fossey, Coates who are the guardians for some units in the village. Cllr Bradford informed council of an anonymously donated defibrillator which requires installation close to Playing Field Lane to support the sports clubs. Defibrillator Training has been confirmed with Heart2Heart Charity to Wednesday 20 March 2024 at 6.30pm. This will be held in the main room of the Community Centre, Playing Field Lane, all welcome to attend.

193/24: CORRESPONDENCE/CONSULTATIONS - to consider any correspondence received. An invitation from the Flegg Parish Churches Team Ministry has been received. Cllr Smith confirmed her attendance.

194/24: PLANNING

Great Yarmouth Borough Council

Applications and decisions received from [GYBC](#)

The Adoption of Great Yarmouth Design Code Supplementary Planning Document.

Great Yarmouth Borough Council adopted the **Great Yarmouth Design Code Supplementary Planning Document (SPD)** at its Cabinet on 29 January 2024. **Noted**

The SPD provides greater detail and interpretation of existing design-based policies in the adopted Local Plan Part 1 Core Strategy and Local Plan Part 2, providing clear guidelines on what is expected in the Borough in terms of design and visually pleasing neighbourhoods, enhancing community provide and fostering a sense of place. On adoption, the Great Yarmouth Design Code SPD will be a material consideration in the determination of planning applications.

The Great Yarmouth Design Code Supplementary Planning Document, and other supporting information is available via the Council's [website](#). A copy of the Adoption Statement has been attached to this email. Any person with sufficient interest in the decision to adopt the Supplementary Planning Document may apply to the High Court for permission to apply for judicial review of that decision. Any such application must be made promptly and, in any event, not later than 3 months after the date on which the Supplementary Planning Document was adopted.

06/23/0893/O: Land at former Martham East Broiler Farm off Acacia Avenue, Martham.

Development: Outline planning application with full details of Access and all other matters reserved for future determination, for the proposed demolition of the Martham East Broiler Farm and the redevelopment of the site for up to 52 dwellings with associated public open space, drainage, and infrastructure.

Council comments: It was **RESOLVED** to submit no comments at this stage, until the full application is received.

Broads Authority applications - To consider applications and decisions received. **None**

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

195/24: CHAIRMANS ANNOUNCEMENTS

Parish Council announcements from the Chair were received regarding the following items:

- a) Repps Road Roadworks - The Chair had put updates on the noticeboards after regular contact with the site Foreman and he continues to monitor the situation. A report has been made to NCC Highways regarding ditch clearance on Repps Road.
- b) Emergency Planning - Cllrs Smith, Fossey and Coates had met with the lead volunteer who suggested meeting with the local Great Yarmouth Borough Council representative to establish what resources are available in the event of an emergency in the village.

c) Speed Reduction Awareness Group – The Repps Roadworks have had an impact on activity in addition to the time of year and resulting lack of hedge cutting. Recruitment for new volunteers is ongoing as the group is running at the minimum. An additional site is being considered opposite the Baptist Church on the Green next to the Village Hall, to encourage a reduction in the speeding in this area.

196/24: COUNCILLOR UPDATES

To receive an update from of activity from members undertaken with the month – Cllrs.

Since the last meeting updates included:

Cllr Smith - Emergency planning meeting, Facebook, and website updates for communications group and SMEE updates.

Cllr Coates – work on the widening the volunteers in the village, ongoing checking of the village defibrillators and Emergency Planning.

Cllr Pallett – Planning for the ‘Fun Day’ on 25 August 2024 is in progress. The High School has been asked if they would like to be involved in the day in some way.

Cllr Bradford – meter reading in the Cricket Hut and defibrillator

Cllr Fossey – resetting the timer of the lights near the Doctors Surgery, an assessment of the village bus shelters and a review of the noticeboard locations. Litter picking on Marlborough Green.

Cllr Starkings – monthly finance tasks and support for the clerk for village maintenance quotes.

Cllr Sayer – responding to enquiries about allotments.

Cllr Watson – footpaths are very wet currently so visits will take place later in the year. The request for planting a memorial tree had been raised with a local resident.

Cllr Bye – the village hall meeting is imminent.

Cllr Hooper – Back Lane Pond treatment and litter picking on the permissive footpath.

197/24: VILLAGE MATTERS

Volunteer Day/Litter Pick

The date for the volunteer day/s and litter pick in 2024 was confirmed as Saturday 27 April 2024 at 10.00am with Cllr Bye and Coates meeting on the Green by the Coop.

Cllrs Fossey/Hooper/Bye and Coates

Hire of the Green

The application from the Garden Club to hire the small Green for plant sales on 1 June and 21 September 2024 was AGREED.

Village Hero

A nomination for a ‘Village Hero’ of the month award was made with a unanimous vote for the chosen nominee. The award will be presented by the Chair at the next meeting, and an invitation will be sent in advance. AGREED

Clerk/Cllrs Fossey & Smith

198/24: FINANCIAL MATTERS

Accounts

Income of £57.84 – Nationwide interest, a bank balance, and reconciliation to 31 January 2024 of £61,984.00 (Please note £30k is allocated as Earmarked Reserves for Emergency Business Continuity) were received. **Noted**

Expenditure

Expenditure payments of £6346.85 for January (part) and February 2024 were AGREED. A question was raised in relation to processing payments. Clarification was given to confirm that all payments are checked and signed by two signatories after they have been agreed by the Full Council.

Parish Online Digital Mapping

Consideration was given to an annual subscription of £192.00 for Parish Online Digital Mapping software which allows for listing assets, adding allotment plot availability and footpath overview. It was unanimously **AGREED** to agree this payment as part of the February payments list, so access can be given during the month and is reflected in the balance. Cllr Sayer requested training on the system.

Cllr Sayer/ Clerk

Safer Neighbourhood Action Plan (SNAP) Meetings

The date of the next SNAP meeting has been confirmed by the local Police as 14 March 2024 at 7.30pm to be held at All Saints Parish Hall, Beach Rd, Scratby, Great Yarmouth NR29 3AJ. Please note this meeting is open to the members of the public.

Consideration was given to the use of the Community Centre for the Police Safer Neighbourhood Action Plan (SNAP) meeting proposed for Thursday 13 June 2024. The Chair encouraged all to attend as it was an opportunity to talk about local policing matters and for local residents to represent Martham. It was unanimously **RESOLVED** to permit the local Police use of the community centre (extension room) at no cost.

Clerk

199/24: ADMINISTRATION

Policies - to review and adopt any policies.

The 'Communications Policy and Process' for all external communications was noted.

Allotments – to consider move to online applications and administration.

The latest list of plot holders and payments made was circulated. It was AGREED to draft and add an application form onto the website for potential plot holders.

Cllr Smith/Clerk

Noticeboards – a review of the locations had been undertaken by Cllr Fossey who proposed to move the noticeboard on the bus shelter and close to the DIY shop to more suitable locations, once the weather has improved.

Cllr Fossey/ Sayer

Communications - the date of the next working group meeting was **AGREED** as Friday 8 March at 2pm to be held at the Community Centre.

200/24: NEXT FULL COUNCIL MEETING

The date of the next Full Council meeting of Wednesday 20 March 2024 – 7.30pm was noted.

201/24: It was **RESOLVED** to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1060 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to contracts.

202/24: Discussions in relation to car park re-surfacing took place and costs associated with this. It was unanimously **RESOLVED** to stop a number of contracts which were due for review in order to save money and seek legal advice on suggestions made. **Clerk**

The meeting closed at 9.27pm

Chairman.....

Date.....

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Staffing (Jan & Feb)	PENS/NI/HMRC/SALS	£4,596.24
Rodney Scott Gardening	Litter Picking/Hedge Cutting	£191.25
EKS	Litter Picking	£342.04
Plan Communications	Mobile Phone	£45.00
BT	Office Phone	£64.74
URM	Recycling costs	£79.49
Martham DIY	Supplies	£17.35
Norse	Bin Rental and Empty	£6.00
Norse	Bin Rental and Empty	£54.96
Unity service charge	Bank Account Fee	£18.00
Parish online	Subscription	£192.00
Tyrell and Brown	CC/ External light replacement	£622.80
Viking	Community Centre supplies	£11.98
Vantech Media	Email support	£105.00
		<u>£6,346.85</u>