



SUMMONS OF NOTICE TO ATTEND MARTHAM PARISH COUNCIL MEETING

Held at the Community Centre, Playing Field Lane, Martham, on
Wednesday 18 June 2025 at 7.30 pm

AGENDA

Public Participation – To receive questions from members of the public and to receive reports from County Councillor and District Councillors. In line with standing orders, each member of the public may address the Council for a maximum of five minutes about items on the agenda.

- a) Norfolk County Councillor James Bensly – to receive a written report (previously circulated).

1. ATTENDANCE

To consider apologies and note those present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare your interest and leave the room whilst the matter is under discussion. You have a Personal Interest in a matter to be discussed if it affects: Your well-being or financial position, that of your family or close friends, of a club or society in which you have a management role.

3. MINUTES OF PREVIOUS MEETING - To confirm the accuracy of the minutes of the Parish Council meeting held on 21 May 2025.

4. MATTERS ARISING FROM PREVIOUS MINUTES – for information only

Cllr Fossey will sign the declaration of office as Chairman as agreed in the previous meeting.

5. CORRESPONDENCE/COMMENTS/CONSULTATIONS

- a) **Village walkaround** – to receive a presentation from Cllr Fossey
- b) **Public House Car Parking Charging Installation** – to discuss.
- c) **Footpaths** – to note correspondence received.
- d) **Local Government Reorganisation** - Norfolk County Council Letter.
- e) **Grass cutting** – request for update (agenda item).
- f) **Local History** - You can find a greater understanding of what it was like to live in the village 200 to 500 years ago, by reading the latest addition to the website at https://marthamnorfolk.co.uk/?page_id=30938
- g) **Police matters** – the dates of the next Safer Neighbourhood Meetings:
 - **Great Yarmouth Neighbourhood Meeting** - 6:00PM - 7:00PM, Thu 03 July 2025
St Nicholas' Priory Primary School, Marketplace, Great Yarmouth, NR30 1NL
 - **Caister, Coastal and Rural Flegg Villages Neighbourhood Meeting** - 7:00PM - 8:00PM, Thu 17 July 2025, Rollesby Pavillion, King George Playing field, Rollesby, NR29 5EJ

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

Telephone: 01493 749938, Email: clerk@martham.gov.uk,

6. PLANNING

a) GREAT YARMOUTH BOROUGH COUNCIL (GYBC)

To consider any applications received and note any decisions received [GYBC](#) – None

7. PROJECTS

a) SMEE - Steve (lead volunteer)

- Request for information on replacement wooden seats/bench (see attached photo – previously circulated). One for the Smee and one for the Baptist's Graveyard.

b) Defibrillators

- Fund Raising for Quiz Prize

Donations are required for the quiz night – Cllr Fossey

- New defibrillator update (location and thanks to be issued) – Cllr Fossey

8. VILLAGE MATTERS

a) Chairmans Update

To receive the Chairmans report (verbal).

b) Councillor updates

To receive any other updates from Cllrs.

- Patient Participation Group – Cllr Smith

9. FINANCIAL MATTERS

a) **Accounts:** to receive an update on monthly income received, and bank balance reconciliation/s.

b) **Expenditure:** to authorise expenditure payments for May/June 2025

c) **Annual Governance and Accountability Return 2024/25 (AGAR)**

- Section 1 Annual Governance Statement – approve and sign (page 4)

- Section 2 Accounting Statements – approve and sign (page 5)

- Audit: Annual Internal Audit Report/s – receive and sign (page 3)

- Explanation of variances - to approve

- General Power of Competence – to note no change

- Accounts to 31 March 2024 - approve and sign

- Payments over £500 – to note

- Earmarked Reserves at Year End – to agree

- Exercise of Public Rights – to note

- Asset Register – to note

d) Bank Accounts

Corporate Card Holder Signing Requirements

To agree and sign the form for a Unity Trust Corporate Card Holder

Signatories

To agree to update signatories/authorisation on the Unity Current Account

e) **Parish Council Bank Accounts:** opening/closure administration

- Unity Trust savings account application form/letter - to agree and sign

- Santander savings account closure form/letter - to agree and sign

- Santander current account closure form/letter - to agree and sign

- Lloyds account closure form/letter - to agree and sign

f) Community Centre Bookings

To note the software is now available for bookings on the Parish Council website.

10. TRAINING

To note dates of training and/or conferences

- Chairmans Courses: New and Refresher Training
- Devolution Conference on 23 June 2025

11. NEXT FULL COUNCIL MEETING

To note the date of the next Full Council meeting scheduled for Wednesday 16 July 2025

11. EXCLUSION OF THE PRESS AND PUBLIC

To pass a resolution excluding the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1060 as it may not be in the public interest to disclose discussion on the items below due to the discussions relating to contracts or staffing.

- To consider Council Owned Village Grass Cutting quotations
- To consider Community Centre Electrical Upgrade quotations

Published 13 June 2025

Stacey Kent

Clerk and Responsible Financial Officer