

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

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

**404/25: Public Participation** – Questions received from members of the public and reports from County Councillor and District Councillors.

- a) Norfolk County Councillor James Bensly – to receive a written report (previously circulated).
- b) SMEE Volunteer Stephen made a request for two benches for the area like the ones made and installed by Parish Councillors Starkings and Watson in 2018. A grant will be applied for to cover the cost of the supplies.

### **405/25: ATTENDANCE**

Present: Cllrs Fossey (Chair), Starkings, Bradford, Bye and Cllr Sayer.

Apologies: were received from Cllrs Smith, Watson, and Coates (other engagements).

The Parish Clerk was also in attendance.

### **406/25: DECLARATIONS OF INTEREST AND DISPENSATIONS**

No new declarations were received.

**407/25: MINUTES OF PREVIOUS MEETING** - The minutes of the Parish Council meeting held on 21 May 2025 were approved.

### **408/25: MATTERS ARISING FROM PREVIOUS MINUTES** – for information only

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

### **409/25: CORRESPONDENCE/COMMENTS/CONSULTATIONS**

- a) **Village walkaround** – to receive a presentation from Cllr Fossey  
It was highlighted that owners of trees in areas of the village require a letter to notify of their responsibilities regarding cutting.  
The tree near the pond requires attention as it may encroach onto the pathway.  
Several areas require improvement which will be considered as part of the ongoing maintenance schedule and allocated budget. **Action: Clerk**
- b) **Public House Car Parking Charging Installation**  
A request was made to clarify the installation in relation to Planning Regulations as this area is in a conservation area. **Action: Clerk**
- c) **Footpaths** – to note correspondence received.  
A pathway from Martham to Rollesby has been raised with the request to the local farmer for a permissive path. NOTED
- d) **Local Government Reorganisation** - Norfolk County Council Letter. NOTED
- e) **Grass cutting** – request for update (agenda item). Quotes are being obtained. A cut will take place in due course.
- 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](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.

#### **410/25: PLANNING**

##### **a) GREAT YARMOUTH BOROUGH COUNCIL (GYBC)**

Applications received and note any decisions received [GYBC](#). Noted

#### **411/25: 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. **Action: Cllr Starkings/Clerk**

##### **b) Defibrillators**

- Fund Raising for Quiz Prizes was in progress. Cllr Fossy had been given some more prizes. Cllr Bye agreed to pick another one up from Martham DIY as discussed for the quiz night scheduled for 28 June at the Village Hall.

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

Thanks were given to James Chapman who has purchased and installed another defibrillator close to Lettuce Lane which the Parish Council volunteers will monitor as guardians.

#### **412/25: VILLAGE MATTERS**

a) Chairmans Update the Chairman gave an update. The SAM2 Sign is up and moved to another location. More locations have been identified. They need to be agreed, and posts installed.

##### **b) Councillor updates**

To receive any other updates from Cllrs.

- Patient Participation Group – Cllr Smith (previously circulated).
- Allotments ongoing work – Cllr Sayer
- Complaints about the grass – Cllr Bradford
- Complaints about grass and allotment work – Cllr Bye

#### **413/25: FINANCIAL MATTERS**

a) **Accounts:** an update on monthly income was received, and bank balance reconciliation/s (previously circulated).

b) **Expenditure:** expenditure payments for May/June 2025 were AGREED.

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

- Section 1 Annual Governance Statement – approved and signed (page 4)
- Section 2 Accounting Statements – approved and signed (page 5)
- Audit: Annual Internal Audit Report/s – received signed report (page 3)
- Explanation of variances – considered and approved
- General Power of Competence – to note no change. NOTED
- Accounts to 31 March 2024 - approved and signed
- Payments over £500 – previously circulated and noted.
- Earmarked Reserves at Year End – agreed final balance and transfer to reserves.
- Exercise of Public Rights – noted.

- Asset Register – noted.

**d) Bank Accounts**

**Corporate Card Holder Signing Requirements**

It was RESOLVE to agree and sign the form for a Unity Trust Corporate Card Holder

**Signatories**

It was RESOLVED to agree to update signatories/authorisation on the Unity Current Account and to include Cllr Fossey as a signatory and remove all members who are no longer a councillor.

**e) Parish Council Bank Accounts:** opening/closure administration for council to agree:

- Unity Trust savings account application form/letter – it was RESOLVED to open an account.
- Santander savings account closure form/letter – it was RESOLVED to close the account and sign.
- Santander current account closure form/letter - it was RESOLVED to close the account and sign.
- Lloyds account closure form/letter - it was RESOLVE to close the account and sign.

**f) Community Centre Bookings**

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

**414/25: TRAINING**

**To note dates of training and/or conferences**

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

**415/25: NEXT FULL COUNCIL MEETING**

The date of the next Full Council meeting scheduled for Wednesday 16 July 2025 was noted.

**416/25: 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 - Deferred to July 2025
- To consider Community Centre Electrical Upgrade quotations – It was RESOLVED to appoint Bower and Barr Electrical for the work on the Community Centre and appoint as electrical contractor for all work, as necessary.

The meeting closed at 8.55pm

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

**MARTHAM PARISH COUNCIL**

**Payments List June 2025**

<b><u>Payee</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Scribe	Admin	111.6
BT Group	Phone	74.7
Administration	Comm centre	300
Viking	Admin	88.23
Konica Minolta	Admin	228.67
HR	HMRC/Pens/Ni/Sals	3779.09
Viking	Admin	314.51
Norse	Utilities	7.5
Nordwell	CC Fire extinguishers	720
Plan	Mobile Phone	60.82
Expenses	Training	27
<b>Total</b>		<b><u>£5,712.12</u></b>

<b><u>Income</u></b>	
EVCP	30.6
Allotments	240
Centre Hire	100
Recycling	17
<b>Total</b>	<b><u>387.6</u></b>

**Balance per bank statements 31 May 2025**

Santander Savings	1,677.24
Santander Current	2,178.50
Nationwide Savings Account	31,879.63
Unity Trust Current Account	86,459.88
Lloyds	354.53
<b>Total</b>	<b><u>122,549.78</u></b>