



SUMMONS OF NOTICE TO ATTEND MARTHAM PARISH COUNCIL MEETING

Held at the Community Centre, Playing Field Lane, Martham, on
Wednesday 15 October 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.

NCC Cllr James Bensly - October update.

Members of the public - to discuss any item on the agenda.

1. ATTENDANCE

To consider apologies and note those present.

To note the resignation of Terry Watson.

To note the vacancy as confirmed by Great Yarmouth Borough Council Elections team.

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, or 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 17 September 2025.

4. MATTERS ARISING FROM PREVIOUS MINUTES – for information only

Tree maintenance update. Great Yarmouth Services has been commissioned to maintain the trees owned by the council only on the Greens. These trees are subject to a six-week planning application before work can commence – no new update as of publication of this agenda.

Bollards near the Coop – specification for work has been distributed to recommended contractors.

Christmas Tree Festival – St Mary's Church Invitation. To note attendance.

5. CORRESPONDENCE/COMMENTS/CONSULTATIONS

Potholes and Road Markings – to note resolution and comments from a resident in relation to multiple NCC Highway matters.

Bus service 1/1A – as from Sunday 2nd November 2025, service 1/1A will include some improvements to the Monday to Saturday evening and Sunday timetable on the northern section of the route between Great Yarmouth town centre and Martham.

6. PLANNING: GREAT YARMOUTH BOROUGH COUNCIL (GYBC)

To consider any applications received and note any decisions received [GYBC](#)

Reference	Location	Proposal	Received	Type	Status
06/25/0816/TRE	Corner Croft 72 White Street NR29 4PQ	Works to trees protected by Tree Preservation Order (TPO No. 1 2005) T1 (Beech), T2 (Oak), T3 (Oak), T4 (Ash) and T5 (Beech) ; Crown lift to approximately 2.5m to allow a better view of the pond	06-10-25	Works to TPO trees	Undecided
06/25/0817/TRE	12 Cherry Tree Avenue Martham NR29 4QP	Works to trees protected by Tree Preservation Order (TPO No. 2 2025) G3 (2 x Hornbeam) ; Crown lift to prevent damage by passing vehicles	06-10-25	Works to TPO trees	Undecided
06/25/0818/TRE	4 Cherry Tree Avenue Martham NR29 4QP	Works to trees protected by Tree Preservation Order (TPO No. 2 2025) G3 (2 x Hornbeam) Prune to prevent blocking light from street lamps	06-10-25	Works to TPO trees	Undecided
06/25/0792/TEL	O/s 9 Hall Road Martham NR29 4FB	Proposed installation of wooden pole for fixed broadband purposes	29-09-25	Telecoms 28 day not.	Undecided
06/25/0793/TEL	O/s 10 Deepdale Avenue & Adj 8 Peartree Avenue Martham NR29 4RJ	Proposed installation of wooden pole for fixed broadband purposes	29-09-25	Telecoms 28 day not.	Undecided
06/25/0785/HH	The Gables Farm 3 Hemsby Road NR29 4PB	Reconstruction of the roof and first floor of the rear wing along Back Lane, constructing a new roof and replacing the former thatch covering with red clay pantiles, adding three catslide dormer windows, a conservation- style rooflight and a lower eaves line; Removal of external masonry paint and repainting; Insertion of 2no. rooflights to rear courtyard lean-to extension roof;	26-09-25	Householder	Undecided

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

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

		Replacement and enlarged windows and doors; Remove rear windows and create two new openings for doors; Block-up a rear door.			
06/25/0786/TRE	15 Cherry Tree Avenue Martham NR29 4QP	Works to trees protected by Tree Preservation Order (TPO No.2 2025) - G3 (Hornbeam) - Crown reduction of 2 no trees by approximately 15%	26-09-25	Works to TPO trees	Undecided

7. PROJECTS

- a) SME – Update from Steve (lead volunteer)
- b) Defibrillators – Cllr Fossey and Coates.

To note the total sums raised and the current balance since the project started.

To note the latest Defibrillator installation.

8. VILLAGE MATTERS

- a) Chairmans Update

To receive the Chairman's report (verbal), including:

- **Training** attendance.
- **Vodafone** connection.
- **Parish Online** progress.

- b) Councillor updates

To receive any other updates from Cllrs.

- c) **Remembrance Sunday** – to note laying of a Wreath on 9 November 2025.

- d) **Christmas Tree 2025** – Cllrs to consider operational requirements.

9. FINANCIAL MATTERS

- a) **Accounts:** to receive an update on monthly income received and bank balance reconciliation/s to 30 September 2025.

- b) **Expenditure:** to agree/ratify expenditure payments for October 2025

- c) **Marquee** – to consider the sale of the marquee in light of the recent purchase of pop-up gazebo.

- d) **External Audit - Completion of the limited assurance review for the year ended 31 March 2025**

Smaller authorities comply with the Accounts and Audit Regulations 2015 (SI 2015/234) in response to the conclusion of the review. Council is required to note the following actions taken:

- (i) **Conclusion of the review.** To note the external auditor report and certificate details have been received with no matters for further action.

arising or further action to be taken from the review.

- (ii) **External auditor report & certificate** can be found: <https://marthampc.org.uk/>

- (iii) **Publication of the “Notice of conclusion of audit”** which details the rights of inspection, in line with the statutory requirements and publication of the ‘Notice’ on the Councils website here: <https://marthampc.org.uk/> with certified Annual Governance Annual Return (AGAR) (Sections 1, 2 & 3) as required on 29 September 2025.

- (iv) **Copies of the Annual Governance Annual Return (AGAR)** are available for purchase by any

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

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

person on payment of a reasonable sum please contact the council at clerk@martham.gov.uk

(v) **Sections 1, 2 and 3 of the published Annual Governance Annual Return (AGAR)** remain available for public access for a period of not less than 5 years from the date of publication.

e) **Precept** – to note receipt.

f) **Insurance** – to note annual renewal.

10. ADMINISTRATION

a) Signs in the Village

To note progress made– Cllr Coates and Clerk

b) IT Review and Provision

To note the progress of an external audit of IT provision in advance of the IT Policy review as required by Assertion 10. From the 2025/26 AGAR, parish and town councils will be required to complete a new Assertion 10 as part of their Annual Governance Statement. *‘This will require councils to use a council-owned domain for email and to operate an accessible website and to carry out council-wide audits of ‘personal data’ your council processes, why you hold it, who has access, and your lawful basis for processing. Risk assessing all of the personal data processed by the council and identifying mitigations to reduce risk to the council and data subjects. Having appropriate data protection and information compliance policies in place that reflect how the council operates. Putting in place regular and relevant data protection training for council staff and councillors.’*

c) POLICIES

To note the annual review of policies, with priority given to the following:

- Civility and Dignity at Work Policy
- Complaints Procedure
- Lone Working Policy
- Hire Conditions

11. NEXT FULL COUNCIL MEETING

To note the date of the next Full Council meeting scheduled for Wednesday, 19 November 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 receive reports of incidents of Inappropriate Behaviour by Members of the Public.
- To consider the Advice and legal guidance received.
- To note progress for quotations for Community Centre CCTV installation.

Published 10 October 2025

Stacey Kent

Clerk and Responsible Financial Officer

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

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