

MINUTES OF MARTHAM PARISH COUNCIL MEETING

Held on Wednesday 15 October 2025 at 7.30 pm

Public Participation: Nine Members of the public were in attendance and invited to make comments in relation to items on the agenda. Matters discussed were fence locations and ownership, road Clearing on Black Street, litter in the village, and storage availability for community centre hires. Norfolk County Council (NCC) Cllr and Great Yarmouth Borough Council (GYBC) Councillor James Bensly - October update previously circulated. NOTED

443/25: ATTENDANCE

Present: Cllrs Fossey (Chair), Bradford, Bye, Starkings (Vice-Chair), Coates. Parish Clerk

Apologies: Cllr Smith – other commitment. SMEE –Steve (lead volunteer), NCC & GYBC Cllr Andy Grant and GYBC Cllr Mogford.

The resignation of Terry Watson was noted. The Chair gave thanks and passed on items due for presentation. This vacancy was confirmed by Great Yarmouth Borough Council Elections team.

444/25: DECLARATIONS OF INTEREST AND DISPENSATIONS - no new declarations were made.

445/25: MINUTES OF PREVIOUS MEETING - The minutes of the Parish Council meeting held on 17 September 2025 were signed and AGREED.

446/25: 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. Attendance by councillors were noted.

447/25: CORRESPONDENCE/COMMENTS/CONSULTATIONS

Potholes and Road Markings –comments from a resident in relation to multiple NCC Highway matters. It was NOTED the matter had been closed.

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. NOTED.

448/25: 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

<u>06/25/0817/TRE</u>	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
<u>06/25/0818/TRE</u>	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
<u>06/25/0792/TEL</u>	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
<u>06/25/0793/TEL</u>	O/s 10 Deepdale Avenue & Adj 8 Peartree Avenue	Proposed installation of wooden pole for fixed broadband purposes	29-09-25	Telecoms 28 day not.	Undecided
<u>06/25/0785/HH</u>	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; Replacement and enlarged windows and doors; Remove rear windows and create two new openings for doors; Block-up a rear door. COUNCIL COMMENTS: Concerns were raised about the change of materials due the location of the conservation areas in the village.	26-09-25	Householder	Undecided
<u>06/25/0786/TRE</u>	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

449/25: PROJECTS

SME – Grant has been awarded by the Martham Boat Dyke Trust for the benches. **Cllr Starkings** will get in touch to discuss next steps.

Defibrillators – Cllrs Fossey and Coates gave an update with the addition of a new defibrillator now located close to the Doctors Surgery. The current balance stands at **£2530.24**

450/25: VILLAGE MATTERS

a) Chairmans Update - Training attendance, Vodaphone connection time to address their connectivity issues and progress with Parish Online.

b) Councillor updates – other updates received from Cllrs. None.

c) Remembrance Sunday – laying of a Wreath on 9 November 2025. Cllrs Fossey, Bradford, and Coates confirmed their attendance.

d) Christmas Tree 2025 – Cllrs to consider operational requirements. Cllr Bradford volunteered to take delivery of the Tree again.

451/25: FINANCIAL MATTERS

a) **Accounts:** monthly income and bank balance reconciliation to 30 September 2025. NOTED.

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

c) **Marquee** – consideration was given to the sale of the marquee in light of the recent purchase of pop-up gazebo. An estimated price was discussed and delegated to the Clerk for best price.

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.** The external auditor report and certificate details have been received with no matters for further action. NOTED

(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. NOTED

(iv) **Copies of the Annual Governance Annual Return (AGAR)** are available for purchase by any 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. NOTED f) **Insurance** – the annual renewal was NOTED.

452/25: ADMINISTRATION: Signs in the Village - Work continues

Cllr Coates/Clerk

b) IT Review and Provision: The progress of an external audit of IT provision in advance of the IT Policy review as required by Assertion 10. NOTED.

453/25: POLICIES - The annual review of policies, with priority given to the following listed were noted: Civility and Dignity at Work Policy, Complaints Procedure, Lone Working Policy, Hire Conditions.

454/25: NEXT FULL COUNCIL MEETING - The date of the next Full Council meeting scheduled for Wednesday, 19 November 2025. NOTED

455/25: EXCLUSION OF THE PRESS AND PUBLIC: It was RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1060, as it was not be in the public interest to disclose discussion on the items below due to the discussions relating to contracts or staffing: Reports of incidents of Inappropriate Behaviour by Members of the Public were received, the Advice and legal guidance received was AGREED. Additional quotations for Community Centre CCTV installation are in progress. **CLERK**

The meeting finished at 9.01pm

Chairman.....

Date.....

***Payments List Oct 2025**

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Scribe	Administration	116.6
BT Group	Phone	85.5
Administration	Comm Centre	360
Cleaning	Comm Centre	200
Broadland Computers	IT Support	30
Gallagher	Insurance	1364.48
Norfolk County Council	Allotment Rent	700
NPTS	CLlr Training	114
Wave	Water - Utilities	19.44/134.26
Norse	Utilities	32.1
Norse	Utilities	6
Unity	Service charge	6
Plan	Mobile Phone	60.82
PKF Littlejohn	Audit	504
HR Sept	HMRC/Pens/NI/Sals	3902.71
Viking	Supplies	£262.83
Broadland Computers	Subs	£190.00
TV Licence	CC Subs	£174.50
J. Ribbands	Village Grass Cutting	£3,000.00
Total		<u>£8,263.24</u>