



SUMMONS OF NOTICE TO ATTEND MARTHAM PARISH COUNCIL MEETING

Held at the Community Centre, Playing Field Lane, Martham, on
Wednesday 20 May 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.

Protected Trees in Martham: Presentation from GYBC Officers in relation to Protected Trees in Martham and request to work with residents to submit an application to allow ongoing maintenance to these trees, over a number of years.

SMEE Project – Volunteer Steves update

Elections – to note the Norfolk County Council [elections results](#)

Allotment Plot Holder – to consider request for water installation.

1. ATTENDANCE - To consider apologies and note those present.

2. ELECTION OF A CHAIRMAN

To appoint a Chairperson for the year 2026-2027

To appoint a Vice-Chairperson for the year 2026-2027

To receive the Chair/Vice Chairpersons signed 'Declaration of Acceptance of Office'

3. CO-OPTION

To consider applications received for co-option onto the Council.

4. 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

5. MINUTES OF PREVIOUS MEETING - To confirm the accuracy of the minutes of the Parish Council meeting held on 15 April 2025.

6. MATTERS ARISING FROM PREVIOUS MINUTES – for information only

7. CORRESPONDENCE/COMMENTS/CONSULTATIONS

a) Email: Regulation 14 Consultation Pre-Submission Draft Neighbourhood Plan

Ormesby St Margaret with Scratby Parish Council is undertaking Regulation 14 Consultation on the Pre-Submission Draft of the Neighbourhood Plan. The consultation runs from 30th March 2026 to

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

10th May 2026. The Neighbourhood Plan sets out planning policies to guide development in the parish up to 2041. The Parish Council is seeking your views on the draft plan and supporting evidence. The Neighbourhood Plan and supporting documents are available on the Parish Council website: <https://ormesbypc.norfolkparishes.gov.uk>

b) Email: Building site on Hemsby Road, Martham. The Parish Council understands the concerns raised by residents in relation to this site. However, planning matters, including the approval, monitoring, and enforcement of developments, fall under the responsibility of Great Yarmouth Borough Council as the local planning authority. We would therefore recommend that you contact them directly for the most up-to-date information regarding the status of this development and any actions being taken. Their Planning Department will be best placed to advise on this matter <https://www.great-yarmouth.gov.uk/search-planning-applications>

c) Email: Crocus meeting re site off Bosgate Drive / Wellbeck Avenue - Public Consultation
The consultation relates to our emerging proposals for “Bosgate Rise, Martham”, which have evolved following ongoing design work, technical assessments and previous engagement with the Parish Council and other stakeholders. The consultation website will go live on Monday and will include information on the site context and constraints, the proposed development concept and layout, architectural approach, landscape and ecology considerations, sustainability measures, and opportunities for public feedback. The purpose of the consultation is to provide residents and stakeholders with an opportunity to review the proposals at an early stage and submit comments ahead of a planning application being prepared and finalised. The consultation will go live on Monday via our website www.crocushomes.co.uk for 2 weeks.

d) Email: Norfolk County Council - Bus Shelter Grant Scheme 2026/27
Following the success of the 2025/26 Bus Shelter Grant Scheme, Norfolk County Council (NCC) is pleased to announce a new funding opportunity for the 2026/27 financial year to support the installation and refurbishment of bus shelters within town and parish council areas. The scheme will also support a range of associated improvements, including enhanced shelter lighting and the provision of cycle parking facilities at bus stops. This initiative is being delivered through NCC’s Bus Grant programme as part of our continued commitment to improving public transport infrastructure, enhancing accessibility, and encouraging sustainable travel across the county.

e) Letter: Request for support to reinstate the 717 Bus Service - to consider next steps.

f) Email: Norfolk County Council proposes to make a Temporary Traffic Regulation Order (the “Order”) (NTRO11199) affecting the Rollesby Road/Martham Road from 35 metres south of its junction with U69727 Willow Way for 675 metres south-westwards (the “Road”) from 25th May to 15th June 2026, but may continue to be closed/restricted until the 15th December 2026 where the closure is still required beyond the anticipated dates. Alternative route is via: Martham Road, A149 Main Road, Repps Road, Rollesby Road (Repps with Bastwick, Rollesby, Martham).

The works promoter for this restriction/closure is: CityFibre Metro Networks Ltd

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8. PLANNING

GREAT YARMOUTH BOROUGH COUNCIL (GYBC)

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

Applications received from GYBC:

- a) **06/26/0310/LB:** 68 The Old Rectory Black Street Martham NR29 4PR. Replacement of existing windows with hardwood sash windows, and front entrance door with hardwood French doors
- b) **06/26/0281/HH:** Bosgate Hill 31 Repps Road NR29 4TH. Demolition of existing rear extension, erection of single storey flat roof rear - new bay window to front elevation on ground floor.
- c) **06/26/0268/TCA:** Martham Green Land next to Taylors Fish and Chip Shop 53 The Green NR29 4PF. Trees in Conservation Area - works on all trees upon The Green - crowns to be raised up to a maximum of 3m to allow adequate clearance for pedestrian use.

10. PROJECTS

a) Dissenters Graveyard

To receive an update and consider costs related to installation of a gate – Cllr Starkings

b) Defibrillator Fund Raising

To receive an update on funds of £144 raised by Cllrs Coates and request for support for gazebo installation and comfort breaks on the day of the Carnival.

c) Speed Awareness Matters

To receive an update and recruit new volunteers for the SAM2 sign movement – Cllr Fossey

11. VILLAGE MATTERS

To consider any proposals or receive any updates:

- a) **Litter Pick Event** - To receive an update and set a date for the next event in September 2026.
- b) **Scarecrow Festival** -To receive and update. Cllr Coates
- c) **Annual Meeting of the Parish** - To receive an update and consider lead Cllr for 2027 – Cllrs Coates, Smith and Bye.
- d) **Police Update** - To note Police Priorities email.

13. FINANCIAL MATTERS

- a) **Accounts:** to receive an update on income received, and bank balance reconciliation/s.
- b) **Expenditure:** to authorise expenditure payments for May 2026.
- c) **External Audit: Annual Governance and Accountability Return (AGAR) 2025/2026:** To consider all matters and documentation relating to the AGAR including: a) Annual Internal Audit Report, b) Annual Governance Statement: Section 1 c) Income and Expenditure Account, d) Notice of Public Rights, e) Explanation of Variances f) Other matters as tabled.
- d) **Banking Accounts**

To consider Signatories, permissions, additional accounts, closures and credit card applications:

- To remove councillors who have resigned
- To add agreed administration staff as processors to accounts
- To open a CCLA Account for reserves balances

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- To close agreed accounts
- To open another Unity Account
- To open a Unity Credit Card
- e) **Community Centre Electricity Provider** – To consider quotes.
- f) **Garden Club Grant** – To consider the annual grant request for £500
- g) **Vintage Fair** – To consider grant request for £550
- h) **Carnival** – To consider application for permission to use of the Green.

14. ADMINISTRATIVE MATTERS

a) Allotment Committee Meeting

To agree a date for the next meeting

b) Roles and Responsibilities

To consider and agree roles.

b) Meeting Dates - 2026-2027

To consider and agree dates.

c) Action Plan - 2026-2027

To consider and agree actions for year ahead.

d) Committees, Working Groups and Membership

To consider membership and representation to outside bodies and organisations.

e) Training Matters

- a) To receive an update from members who have recent attended training – Cllr Wilson and
- b) To note new training dates for members including Chairman and Parish Online.

15. NEXT FULL COUNCIL MEETING

To note the date of the next Full Council meeting scheduled for Wednesday 17 June 2025

16. 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 any outstanding legal matters.
- To consider any contracts which require renewal.
- To consider and staffing matters as discussed.

Published 15 May 2026

Stacey Kent

Clerk and Responsible Financial Officer