

## MINUTES OF MARTHAM PARISH COUNCIL MEETING

Held on Wednesday 20 May 2025 at 7.30 pm

**Protected Trees in Martham:** The Parish Council welcomed Great Yarmouth Borough Council Officers from the Planning Department. A presentation was received from GYBC Officers in relation to Protected Trees in Martham and request to work with residents on a proposed 'Management Plan' was presented which follows on from the changes and proposals previously made. Seven properties have benefited from the management plan so far.

Questions, requests, and observations were made by members of the public and included:

- **Management Plan Template** - a request was made for use of a template however GYBC Officers this does not take into account specific tree species but suggested working closer with Officers.
- **Pruning** - Clarification on annual pruning as residents confirmed there was confusion.
- **Interim solution** - an interim solution until plans were agreed was requested. It was recognised there is a back log of work and GYBC Officers apologised for the delays.
- **Ownership** of trees was raised. It was suggested that house deeds and home insurance policies were looked at further.

The Parish Council highlighted their view of the considerable pressures currently facing the Borough Council's Planning Department, particularly following the unprecedented pace of planning legislation introduced by the recent Labour-led Government, which has inevitably created additional demands on Local Planning Authority resources. Members noted that there had been some challenges at times regarding communications with the Planning Department, as raised through discussions within the Parish Council and the wider community. However, the Council expressed its appreciation for the engagement and support provided by officers to date and welcomed the opportunity to continue building a positive and constructive working relationship moving forward. Following encouragement from the Parish Council, two residents agreed to act as community leads and volunteer their time with the management plans, demonstrating the community's commitment to working collaboratively and supporting effective local engagement.

**Norfolk County Council** - A verbal introduction was received from newly elected Norfolk County Councillor Jason Hughes.

**Public Participation: Ducks** - a reporting concern was received from a member of the public regarding three dead ducks in the village main pond. Following a discussion, it was agreed that the matter should be reported to the relevant statutory bodies, as the number of birds meets the reporting threshold, due to the potential risk of avian influenza (bird flu) as per the guidance from:

Department for Environment, Food and Rural Affairs (DEFRA), and Animal and Plant Health Agency (APHA). APHA is an executive agency of DEFRA and manages issues such as animal disease control, including avian influenza (bird flu) <https://www.gov.uk/guidance/report-dead-wild-birds>

**SMEE Project** – Volunteer Steve gave an update. **Cllr Horner-Glister** offered his support with the supply of equipment to use on the SMEE.

**Elections** – the Norfolk County Council [elections results](#) were NOTED.

**Allotment Plot Holder** – a request for more water facilities on the site was made via a member of the council. This would incur a cost and will be considered at the next Allotment Committee meeting – date to be confirmed. **Action: Cllrs Bye/Neave/Parish Clerk**

**506/26: ATTENDANCE** - To consider apologies and note those present.

**Present:** Cllrs Bob Fossey (Chair), Colin Starkings (Vice), Ian Bradford, Andy Wilson, Graham Bye, Sharon Coates, Jack Horner-Glister, Andy Neave, and Chris Overton, (two vacancies).

**Members of the public:** 29 were in attendance. **Officers:** Parish Clerk. **Apologies:** None

#### **507/26: ELECTION OF A CHAIRMAN**

Bob Fossey was appointed as Chairperson for the year 2026-2027

Colin Starkings was appointed as Vice-Chairperson for the year 2026-2027

The Chair/Vice Chairpersons confirmed their 'Declaration of Acceptance of Office.'

#### **508/26: CO-OPTION**

An application was received from Chris Overton for co-option onto the Council. It was **RESOLVED** to co-opt Chris who duly signed the council.

**509/26: DECLARATIONS OF INTEREST AND DISPENSATIONS** – no new declarations were made.

**510/26: MINUTES OF PREVIOUS MEETING** - The minutes of the Parish Council meeting held on 15 April 2025 were signed and AGREED as a true and correct record.

**511/26: MATTERS ARISING FROM PREVIOUS MINUTES** – the action plan was noted.

#### **512/26: 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 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> **NOTED**

**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> **NOTED**

**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](http://www.crocushomes.co.uk) for 2 weeks. **NOTED**

**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.

It was NOTED the shelter on Somerton Road may benefit from this scheme and other repairs in other areas of the village. Prices for this work would be investigated. **Action: Clerk**

**e) Letter: Request for support to reinstate the 717 Bus Service**

This item had been requested by Cllr James Bensly in his capacity as Norfolk County Council (NCC) Councillor. Jason Hughes agreed to take the matter to Officers at NCC and work with other people who had success in other parts of the county. **Action: NCC Cllr Hughes**

**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. NOTED 513/26: 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

**Parish Council comment: No objection**

**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.

**Parish Council comment: No objection**

**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.

**Parish Council comment: No objection**

**514/26: PROJECTS**

**a) Dissenters Graveyard**

Costs related to installation of a metal gate were agreed from the current volunteer budget with spending in the region of £300. Delegated authority to spend is with the Responsible financial Officer. **Action: Cllr Starkings/Clerk**

**b) Defibrillator Fund Raising**

Funds of £144 raised by Cllrs Coates was declared which will have a direct impact on pad costs. The next **Quiz** has been agreed for Saturday 14 November 2026 – more details will follow. The request for support for gazebo installation and comfort breaks on the day of the Carnival was considered and Cllr Overton **AGREED** to support this with another member of the public also attending. **Action: Cllr Overton**

**c) Speed Awareness Matters**

An update was received from Cllr Fossey on the second installation of the new SAM2 sign which is going well and supporting the speeding issues raised by residents. Cllr Overton **AGREED** to join the SAM2 team with Cllr Fossey to place the signs agreed with Highways. **Action: Cllr Overton**

**515/26:** In line with Standing Order, it was **RESOLVED** to extend the meeting beyond 9.30pm in order to consider matters not yet discussed on the agenda.

**516/26: VILLAGE MATTERS**

To consider any proposals or receive any updates:

**a) Litter Pick Event** - The date of Saturday 5 September 2026 was **AGREED** as the next event. Cllr Overton volunteered to attend. **Action: Cllr Overton**

**b) Scarecrow Festival** - Cllr Coates supported this event and proposed to send a 'Thank you' to the current organisers.

**c) Annual Meeting of the Parish** – A new lead Cllr is needed for this event to be held in 2027. Cllrs Coates, Fossey, Smith and Bye have done this in previous years – next meeting.

**d) Police Update** – Cllr Fossey will circulate the Police Priorities email in due course. **Cllr Fossey.**

**517/26: FINANCIAL MATTERS**

**a) Accounts:** income - £372.49, bank balance reconciliation - £106, 273.7. **NOTED**

**b) Expenditure:** payments of £7487.65 for May 2026. **AGREED**

**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 – **Next meeting.**

d) **Banking Accounts** - It was **RESOLVED** to continue with all applications, signatories, permissions, additional accounts, closures, and credit card applications as in the attached Clerk Report. Cllrs will sign the relevant documentation after the meeting to (i) remove councillors who have resigned, (ii) add agreed administration staff as processors to accounts, (iii) open a CCLA Account for reserves balances, (iv) close agreed accounts, (v) open another Unity Account for Savings, (vi) open a Unity Credit Card. **AGREED**

e) **Community Centre Electricity Provider** -

It was **RESOLVED** to proceed with Smart Energy for 3 years with the smart meter option.

f) **Garden Club Grant** – To consider the annual grant request for £500. **AGREED**

g) **Vintage Fair** – To consider grant request for £550. **AGREED**

h) **Carnival** – To consider application for permission to use of the Green.

It was **RESOLVED** to delegate this matter to the **Clerk, and Cllrs Fossey/Starkings and Bradford** to work through the hire agreement to support the needs of the festival on a practical basis.

**518/26:** Due to the lateness of the meeting, it was **AGREED** to move all remaining matters to the next meeting's agenda in June 2026.

**519/26: ADMINISTRATIVE MATTERS – next meeting.**

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** - To receive an update from members who have recently attended training and to note new training dates for members including Chairman and Parish Online.

**520/26: NEXT FULL COUNCIL MEETING** - Wednesday 17 June 2026.

**521/26: EXCLUSION OF THE PRESS AND PUBLIC** - No matters were discussed under this item.

The meeting closed at 10.06pm

Signed .....Chairman .....Date .....

**Payments List May****2026**

<b><u>Payee</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
NPTS	Training	36
Martham DIY	Supplies	50.8
Admin	Council Core Admin	4999
Cleaning	Community Centre	600
Norse	Bin	33.3
Viking	Event Supplies	119.35
Cllr Coates	Litter Pick expenses	57.07
Environment Agency	Drainage Charges	15.82
Clarkes of Walsham	Tarmac - Expenses	84.17
Expenses	Event Tables	35.98
Expenses	Towel Dispensers CC	55.34
Anglian water	Allotments	41.71
Anglian water	Back Lane Pond	19.01
Garden Club	Annual Grant	500
Anglia Boiler	Boiler Maintenance	239
Expenses	Cllr Course Travel	26.1
Expenses	Lawnmower Petrol	25
Carnival	Grant	£550.00
<b>Total</b>		<b><u>£7,487.65</u></b>