

# MINUTES OF MARTHAM PARISH COUNCIL MEETING

Held on Wednesday 18 September 2024 at 7.30 pm  
at the Community Centre, Playing Field Lane, Martham

## **277/24: Public Participation**

Four members of the public were in attendance. Matters raised included:

**Road Markings:** a member of the public raised the lack of road markings on Walnut Tree Avenue.

**SMEE:** Lead volunteer lead gave an update on the ongoing work happening on the smee and the churchyard where the information board installation matter is in progress. This is being funded from Martham Boat Dyke Trust. Steve added how an invitation will be sent out for the unveiling which will include plans on the future of re-wilding.

**Councillor Appreciation:** The current Chairman gave thanks to the previous Chairman Paul Hooper who has served more than twelve years on the Parish Council working for the community of Martham. Paul gave special thanks to both the previous Parish Clerk - Sarah Hunt and the current Clerk.

## **Reports received from County Councillor and District Councillors**

No reports were received from County Councillor and District Councillors.

Apologies were received from Great Yarmouth Borough Councillor Leslie Mogford for attending the GYBC Planning Meeting the same evening.

## **278/24: ATTENDANCE**

**Present:** Cllrs Bob Fossey (Chair), Ian Bradford, Lee Pallett, Graham Bye, Colin Starkings, and Adam Sayer. Officer present: Parish Clerk S. Kent.

**Apologies:** were received and accepted from Cllr Sharon Coates. Cllr Watson – absent

## **279/24: DECLARATIONS OF INTEREST AND DISPENSATIONS**

Declarations were made from Cllrs Adam Sayer as a member of the Cricket Club, Cllr Ian Bradford as members of the of the Playing Field Committee and Football Club, and Cllr Lee Pallett as a member of the Social Club committee.

## **280/24: MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council meeting held on 24 July 2024 were agreed and signed by the Chair as true and correct record.

## **281/24: MATTERS ARISING FROM PREVIOUS MINUTES**

### Councillor updates

Cllr Bye: work continues with the strimming down on the allotments, noticeboard updates and attendance at the village hall committee meeting. The installation of a defibrillator was agreed.

Cllr Pallett - the Fun Day was a success, although not as many people attended as previously, the day was successful. Cllr Pallett thanked Cllrs Fossey, Sayer and Coates for their help.

Cllr Starkings - has been working on a solution for the SMEE gate.

Cllr Fossey – Speedwatch sessions have taken place. Defibrillator Project - attendance at the Darts event to receive a cheque for contribution towards the project. The SAM2 sign has arrived. A Memorandum of Understanding and agreement for locations is in progress.

Cllr Bradford – had met with the Clerk and GYBC Officers to discuss play park area improvements. It was agreed to add the Health and Safety concerns raised by Councillors and members of the public to the follow up email from the meeting. **Action: Clerk**

Cllr Smith – ongoing work on the ‘Welcome Pack’ and social media/website updates.

## **282/24: CORRESPONDENCE/CONSULTATIONS**

### UK Power Networks

To receive an update on request for access to the Village Green

Cllr Fossey tabled a plan for access to the Village Green. He had met with UK Power Networks. Work will begin at the beginning of October, who had confirmed neighbouring properties had been made aware of the work.

### Councillor Resignation

To note the resignation of Councillor Paul Hooper who has been a long serving councillor for over twelve years. Cllr Hooper is retiring from the position although will continue to be active in the community in other ways.

## **283/24: PLANNING**

To consider applications and decisions received from Great Yarmouth Borough Council, Broads Authority, and Norfolk County Council.

### **Great Yarmouth Borough Council**

To consider applications and decisions received. Full application details can be accessed on the Local Planning Authority site directly here: [GYBC](#)

### Applications:

**06/24/0621/CU:** Development: Change of Use from agricultural land to Local Community use in association with Scout Association activities (Use Class F2(b)). Location: Land immediately

**Council comments: no objection**

**06/23/0143/LB:** Development: Listed Building Consent for the conversion of barn to residential dwelling. Location: Knightly Manor Barn Ferrygate Lane Martham Great Yarmouth NR29 4QJ

**Council comments: no objection**

**06/22/1107/VCF:** Development: Variation of conditions 1 and 5 (Approved plans - Amendments to roof covering of garage & annex, alterations to internal stair to first floor, provision of window to master en-suite, and to allow repairs to brickwork) and provision of details for conditions 2 and 5 (details of services and details of screen walls and/or fences and means of hard surfacing) of pp.06/20/0308/F. Location: Knightly Manor Barn Ferrygate Lane Martham, NR29 4QJ.

**Council comments: no objection**

**06/23/0567/F:** Proposed construction of 176 dwellings (Class C3) with associated access, off-site highways work, drainage, public open space, landscaping and associated infrastructure (Revised Proposal - changes to site layout plan including a revised roundabout design on Repps Road,

connections to adjoining sites and layout of plots 35-38, 40, 41 and 42) Location: Land south of Repps Road and Rising Way, Martham, Great Yarmouth.

**Council comments: no objection**

**06/23/0507/F:** Development: Proposed construction of 65 affordable dwellings (Class C3) with associated access, off-site highways work, drainage, public open space, landscaping and associated infrastructure (Revised layout, amended plans, additional and updated information received) Location: Land off Staithe Road, Martham, Great Yarmouth, NR29 4PY.

**Council comments: no objection**

**06/24/0338/HH:** Removal of existing conservatory; erection of single-story rear flat-roof extension with roof light. Location: 16 Willow Way Martham NR29 4SH

**Council comments: no objection**

## **Broads Authority**

Decisions received:

### **Decision - Application No: BA/2024/0120/HOUSEH**

Proposal: Raising of riverside bungalow and access, reprofiling dyke, relocating dry boatshed and excavating dyke. Address: 38 Riverside, Martham, Norfolk, NR29 4RG

The Broads Authority has determined to Approve Subject to the Conditions of the application for the development detailed above. **NOTED**

### **Decision - Application No: BA/2024/0244/FUL**

Proposal: Replacement dwelling and erection of boat house

Address: 46 Riverside, Martham, Norfolk, NR29 4RG

The Broads Authority has determined to Approve Subject to the Conditions the application for the development detailed above. **NOTED**

## **Norfolk County Council**

To consider any applications and decisions received within the month. **None**

## **284/24: PROJECTS**

### **SMEE and Churchyard Wildlife Area**

To receive an update on the SMEE and Churchyard Wildlife Area

The lead volunteer Steve reported that at the pre-arranged churchyard wildlife area raking task, volunteers managed to create two large piles of cut vegetation. A big thanks to those who came and helped. Soon we shall be putting up an information board at the Baptists Graveyard and will keep you informed. There will be another raking task in October at the Smee. The Martham churchyard and Baptist graveyard wildlife areas have also been cut.

### **Defibrillator project**

To receive an update on the Defibrillator project and note the contributions made so far: including locations and donators:

## Locations and (donators):

1. **Martham Fire Station** – November 2023 (Martham Parish Council)
2. **Clarkes Farm** – May 2024 (James Chapman)
3. **East of England Coop/DIY Shop** – July 2024 (Dale and Kerri Bushby-Page. In memory of Stanley Bushby).
4. **Flegg High School** – raised funds and installed a public access defibrillator on the school gate entrance.
5. **Other donations** received for the purchase of another unit include:
  - Cllr organised 'Go-Fund Me' donations page: £140.00
  - Cllr organised 'Quiz nights, books, and jigsaw sales': £781.00
  - Martham Summer of Darts Teams: £772.43

Total: £1693.43

## 285/24: POLICE MATTERS

### Safer Neighbourhood Action Plan (SNAP)

An update from the latest Safer Neighbourhood Action Plan (SNAP) meeting was received from Cllr Fossey. The latest Priority Setting Meeting was held for the Rural Flegg and Caister & Coastal villages on Thursday, 12 September 2024, between 7 - 8 pm at Winterton Village Hall, King Street, Winterton. Members of the public and councillors were able to attend to hear what they have been up to over the last few months, and to have their say about local issues/concerns.

The panel discusses issues raised and decides priorities for all partners to act upon over the next three months. The adopted priorities will be published on the Norfolk Constabulary website <https://www.norfolk.police.uk/> For more information, or to share any local issues or concerns with your local Beat Managers, please email: [SNTGY@norfolk.police.uk](mailto:SNTGY@norfolk.police.uk).

The next meeting Thursday 16 January 2025 in Caister on Sea - location to be determined.

### New Beat Manager

To note the details of the new Beat Manager for the Rural Flegg Villages is PC Callum Ball who can be contacted here: [SNTGY@norfolk.police.uk](mailto:SNTGY@norfolk.police.uk). Noted

## 286/24: VILLAGE MATTERS

### Hero of the Village

The award winner was declared as Belinda Durrant. The award will be presented in due course.

### Bus Shelter Project

Cllr Fossey gave an update on the plan to have black and white photographs on the inside and to install a seat – ongoing.

## 287/24: FINANCIAL MATTERS\*

### **Accounts**

An update on bank balances, income received, and a bank reconciliation was received. **AGREED.**

### **Expenditure**

Expenditure payments for August-September 2024 were **AGREED.**

### **Asset Register**

It was **AGREED** to add the Parish Council owned defibrillators to the asset register once ownership details have been confirmed.

### **Defibrillator Maintenance Costs**

Consideration was given to add the defibrillator maintenance into next year's budget.

It was **RESOLVED** to investigate the cost for defibrillator maintenance and to consider as part of the budget setting process for 2025-2026.

8.28 pm – Cllr Bye left the meeting for a comfort break.

8.29 pm – Cllr Bye re-joined the meeting.

### **288/24: ADMINISTRATION**

To consider any administrative matters.

### **Welcome Pack**

To note the latest additions with the Welcome Pack – Cllr Smith

It was **RESOLVED** to AGREE to the latest additions. The Chair gave thanks to Cllr Smith for all her hard work with the newsletter and other contributions to communications.

### **Complaints Policy**

To review the Complaints Policy.

It was **RESOLVED** to adopt the latest changes within the Complaints Policy with the addition of a log for official complaints. Clarification was made to confirm the process should be made through the officially adopted format only. The Clerk confirmed social media is not a recognised format for complaints.

### **Customer Service Levels**

To discuss introducing a process for monitoring customer service levels.

It was **RESOLVED** to add this as an action for the next Communications Working Group.

**Action: Communications Working Group**

### **Email Distribution List**

To discuss the introduction of an email distribution list.

It was **RESOLVED** to introduce an email distribution list.

### **Open Spaces Working Group**

To discuss the creation of a working group to improve the appearance of 'Open Spaces'.

It was **RESOLVED** to arrange a time to meet as a group. Cllrs Fossey, Sayer and Bye volunteered their time.

**Action: Cllrs Fossey, Sayer and Bye**

### **289/24: ITEMS FOR THE NEXT AGENDA**

Business Continuity Planning – Cllr Coates. Noted

### **290/24: EXCLUSION OF THE PRESS AND PUBLIC**

It was **RESOLVED** 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.

### 291/24: FUN DAY DE-BRIEF

To consider the next steps:

#### Next Steps

A discussion about the day took place, with the successful elements and areas for improvement highlighted. Consideration was given to purchasing a replacement Parish Council Gazebo with a logo/branding.

It was **RESOLVED** to purchase a gazebo with the addition of a logo/branding. **Action: Cllrs**

#### Current Events Agreement

To review the current agreement

It was **RESOLVED** to DEFER this item to consider at a future Events Working Group meeting.

**Action: Events Working Group**

**292/24** It was **RESOLVED** to extend the meeting beyond the period of two hours as per the current Standing Orders.

### 293/24: GRASS CUTTING

To discuss and consider the grass-cutting contracts and specifications.

A lengthy discussion took place to discuss the current situation with the removal of concurrent functions grant. It was **AGREED** to defer the item to the next meeting.

### 294/24: NEXT FULL COUNCIL MEETING – Wednesday 23 October 2024

The meeting closed at 9.40 pm

Chairman..... Date.....

#### Payments List Sept 2024

Broadland Computers	ITSOFTWAREUPGRADES	308.5
Martham DIY	PARISH COUNCIL	14.21
Norse Eastern Ltd	CC Bin Empty	7.5
Norse Eastern Ltd	CC Bin Empty	7.5
Norse Eastern Ltd	CC Bin Empty	6
Cleaning	CC/Open Spaces	149.28
URM	GLASS RECYCLING	79.49
WESCOTEC LIMITED	SAMSIGN2	4428
HMRC/SLA/PENS	Sep-24	2920.69
Vantech Media	MPC	30
Clerk	CC EXPENSES	48
R Scott	LITTER PICKING	566
Flo Gas Britain Ltd	Utilities	230.25
Anglian Water Bus	Utilities	70.41
SSE Energy Solutions	Utilities	28.21
Acle Garden Machinery	Repairs Strimmer	50.5

**Total** **£9,214.54**

**Payments List August 24**

Norfolk County Council	Allotment Rent	700
Contractor Services	Aug- Sept	540
BT GROUP PLC	Phone	73.85
HMRC/SLA/PENS	Sep-24	2894.78
PLAN.COM DD ACCOUNT	Phone	57
Cleaning	Community Centre	362.23
MW Auditing	INTAUDITS1&2	500
BT GROUP PLC	Phone	70.46
Clerk	Expenses - CC Supplies	47.92
<b><u>Total</u></b>		<b><u>£5,246.24</u></b>

**Income**

Nationwide Interest		58.58
Alford Storage	ASTCO RECYCLING	24
<b><u>Total</u></b>		<b><u>£82.58</u></b>

**Balance per bank statements**

Santander Savings		1,660.01
Santander Current		2,058.50
Nationwide Savings Building Society Account		31,411.11
Unity Trust Current Account		39,697.26
Lloyds		354.53
<b><u>Total</u></b>		<b><u>£75,181.41</u></b>