

**Minutes of Martham Parish Council Meeting**  
**Held in the Martham Methodist School Room on 17 May 2006 at 19:30 hrs.**

**Those Present:**

*Councillors:*

J Beales T Gates M Horrocks B Huxtable K Jordan P Manifold T Watson B Wright

*Presiding:* M Huke

*Others:*

Clerk in attendance: Liz Toll                      Together with 7 members of the public.

**Apologies:**

B Carberry B Cllr B Coleman PC D Cook

**PUBLIC FORUM**

- A member of the public reported that despite notices having been placed at various points surrounding the pond areas requesting “Not to Feed the Ducks” it seems that these notices are being ignored. Cllr Huke said he was aware of this. The object is not to cause ill will or bad feeling. If the practice continues action would be taken.
- Representative of CLIP mentioned incidents of drivers who continue to ignore the village pedestrian crossing, the chairman explained that N.C.C. had been informed on at least two separate occasions. In praise of N.C.C they had completed the refurbishment of the crossing and included additional “slow down” markings. With regards to drivers approaching this crossing without due care, it was suggested by Cllr Jordan that if parishioners were able to take details of vehicles and report the incident to N.C.C and the Police maybe a better response would be given to their concerns.
- Mrs Sparkes questioned the traffic calming at Back Lane, the chairman explained that according to previous correspondence Norfolk County Council is searching for the funds that had been deposited by the builder. It was explained that it was an obligation that the builder had to deposit funds on commencement of building work. The chairman had mentioned at the Village meeting on 4<sup>th</sup> May that this work hopefully would go ahead sometime this year. The clerk will write to N.C.C. as they had informed the parish council in a letter received that this work was imminent.
- Mrs Moore again mentioned the conifer trees at 1 Grove Cottage which are now considerably overhanging the pavement along Black Street. The chairman said that an application relating to 1 Grove Cottage was shortly coming before the Planning Dept., but despite this the clerk would contact GYBC. or Highways to contact the owner.

With no further comments from the public Cllr Huke, as Chairman brought this part of the meeting to a close at 7.40pm. Cllr Huke (retiring chairman) then handed the meeting over to Cllr Huxtable Vice chairman who conducted the Election of Chairman.

**Election of Chairman**

Cllr Huxtable, Vice Chairman asked for nominations of Chairman for the forthcoming year. It was agreed by all that Cllr Huke be chairman for this position. Cllr Jordan did request that voters be named those voting were Cllr Watson, Cllr Gates, Cllr Jordan, Cllr Beales, Cllr Huxtable, Cllr Horrocks, Cllr Wright, Cllr Manifold

With Cllr Huke accepting another term of office he returned to the chair.

**Election of Vice chairman**

Cllr Huke, Chairman asked councillors for nominations for Vice Chair for the forthcoming year. Cllr Beales was nominated by Cllr Horrocks and seconded by Cllr Wright along with Cllr Jordan nominated by Cllr Watson and seconded by Cllr Gates. A vote was taken for both Councillors with Cllr Jordan being voted in. Cllr Jordan asked that the voters be named. Those in favour of Cllr Jordan being elected were Cllr Watson, Cllr Gates, Cllr Manifold and Cllr Huxtable. Cllr Jordan then took up the position of Vice Chairman. The chairman thanked the retiring Vice Chairman Cllr Huxtable for his hard work during his term of office.

## COUNCIL MEETING

### ***Declarations of Interest***

T Watson, B Wright – Allotment holders.

### ***Minutes of Previous Meeting***

These having been circulated previously were **Proposed** by B Wright, **Seconded** by T Watson, Unanimous, and were duly signed as a true record.

### **Vacancy for Councillor**

Two members of the public were interested in the vacancy to become a councillor. As this was not included as an Agenda item it would have to be carried forward to the June meeting. The clerk would be required to obtain the official Notice of vacancy to be displayed within the parish. If there are no applications received by the Returning Officer at the date of the June meeting the parish council can go ahead to co-opt.

### ***Matters Arising:***

Cllr Manifold had received a letter from Ian Barnett Service Delivery Manager GYB Services after his recent visit, confirming that he had arranged for a litter pick along Low Road/Cess Road and Staithe Lane and also verges out towards the High School. Mr Barnett will ensure that the litter round includes the Staithe. There is no provision for additional rubbish bins for the financial year. The parish council would have to make a decision as to whether they should make the purchase of additional bins or wait for the Borough Council. The cost would be £187.82 for plastic type or £220 for bins in keeping with those already in use.

### **Rent Review Youth & Community Centre**

Cllr Jordan had received an email from a Trustee of the Centre who agreed that N.C.C. were in breach of the terms of the lease but that it would prove too costly to implement changes. A full repair lease would cost more than the benefits. All councillors had received a copy of the Lease.

### **Mayfair**

Carl Gray of Grays Funfair would like to be associated with a 4 day May Festival event for the village at least for the next 2 years. To enhance this type of event would need encouragement from other organisations. For his part Mr Gray spoke of being able to offer more rent. All in favour of a working party to negotiate with Mr Gray annually with conditions.

### **War Memorial Maintenance**

There has been a slight misunderstanding with some issues relating to the work contracted out by the Parish Council surrounding the war memorial. Cllr Jordan had spoken to the vicar who confirmed that the overhanging tree bough would need to be discussed with the PCC and GYBC. As the vicar had only been in the village for a short while she was unfamiliar with the system Cllr Jordan explained that the Finance committee would consider grants for next year.

### **New Play Area**

Cllr Jordan had a site meeting with all parties involved and was assured that 6<sup>th</sup> June would be the completion date. Cllr Horrocks had received confirmation from the Mayor's secretary that the Mayor would attend the official opening ceremony at 11.00am on Saturday 17<sup>th</sup> June 2006. A request would be made to Mr Flatman of GYBC for use of 106 money from The Avenues being absorbed in the project

### **Damgate/Morgrove Footpath**

Cllr Huxtable reported that the footpath had still not been re-instated, the clerk would again write to Mr Chapman with a reminder of the 14 day By Law rule and that the parish council could request assistance from the borough Enforcement Officer. The clerk would contact NCC to obtain the forms required for application to register the footpath at the bottom of Damgate Lane leading to West Somerton.

### **Village Green/Car Parks**

Refurbishment of the Co-Op car park to go ahead weather permitting on Thursday 25<sup>th</sup> May, residents and business premises had been informed in writing that there could be some inconvenience whilst work was taking place.

## *Minutes of Martham Parish Council Meeting Cont...*

Permission had been approved for The Carnival Committee's request to use the Greens for the weekend of 1<sup>st</sup> & 2<sup>nd</sup> July, application to be made to GYBC for the longer opening hours for the toilet facilities. The carnival committee thanked the parish council for their generous donation.

A letter had been received from Mr Symon Nicholas-Jago. The chairman recommended that this be forwarded to HKB Wiltshires Solicitors to reply and to request an update from the Special Commissioners of the Greens (Cadge & Gilbert). The chairman made the letter available for anyone in the public forum to read.

### **DEFRA:**

Cllr Jordan is able to obtain 3 free copies of the Guide booklet relating to the "Clean Neighbourhood & Environment Act from DEFRA. Dog fouling appears to be the major issue. The parish council would need to work with GYBC as they can introduce orders that over-ride the parish council. Cllr Jordan had already spoken to John Hemsworth head of Environmental Services GYBC on dog control orders. The Act also includes issues on noise, abandoned cars, neighbour problems.

### **Implementing Policies:**

- **Equal Opportunities Policy**

All had been circulated with a draft copy of the Equal Opportunities Policy prepared by Cllrs Horrocks & Beales all were in favour.

- **Complaints Procedure**

Cllr Horrocks had circulated draft copies of the Complaints Procedure that she had prepared from information taken from a model publication of other Parish Council's template.

"Master" copies can be prepared for chairman's signature ready for June meeting, a copy to be inserted in all councillors' "black books". Proposed Cllr Gates, seconded Cllr Watson all in favour of adopting policies

- **Clerks Wages**

The monthly cut off date for the clerk's wages would be set at the 15<sup>th</sup> of each month any overtime to be carried to the following month. Proposed Cllr Watson, seconded Cllr Manifold all in favour.

### **Correspondence.**

#### ***Cess Road/Low Road Traffic:***

A reply had been received from the Traffic Commissioners in response to the safety issues of the heavy haulage vehicles using Cess Rd/Low Road. A review date for an Operators' licence is due during 2008. The parish council's letter is accepted as a complaint and will be kept on file. Clerk to acknowledge receipt of letter.

#### **Hall Road**

Mr & Mrs Fakes had presented a letter relating to change of priorities in Hall Road. The chairman fully sympathised but noted that most of these changes were beyond the control of the parish council. Clerk would acknowledge receipt of the letter and recommend that contact is made with GYBC.

#### **Bowls Green**

The chairman congratulated all who had been involved with this superb facility and it was hoped that as many as possible would be available to attend the opening on Sunday 11<sup>th</sup> June

#### **Rollsby Road**

Mr & Mrs Sayer together with a petition signed by other parents of Rollsby Road had concerns for the safety of children crossing the road to the new Play Area the clerk will reply to the letter and forward a copy to NCC for their comments.

### **Planning**

#### *Planning Applications Received for Parish Council Comments*

<b>Address</b>	<b>Application Type</b>	<b>Comments</b>
Broads Authority	Reed fringe protection work	Not normally applicable to PC
Staithe Road	New Scout building	P.Council had no objections
6 Maple Close	Front & Rear ext	No objections
Rose Farm Cess Road	Alterations & extension	No objections
New wkshop & office	Riverside Cess Road	No objections
9 Somerton Road	Demolish dwell & rebuild bung & gar	No objections

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### Planning permissions *granted* by GYBC

Address	Application Type	Comments
Hall Farm	Change of use agri to carpentry	
28 Staithe Road	Alt & Ext to front	
Rectory House	Gar ext to form games room	
Manor Farm	2 Four bed dwellings	
53 The Green	Kitchen ext	
33 Staithe Road	Rear extension	
2 Sycamore Avenue	Conservatory	
1 Sydney Close	Rear Conservatory	

### Planning permissions *refused* by GYBC

Address	Application Type	Comments
Barn at Hemsby Road	Change of use	

### Finance

Item	Net	VAT	Total	Income
Clerk net pay – Lisa Harold	£456.86		£456.86	
Temp Clerk – E,Toll	£424.78		£424.78	
Halls Builders Merchants	£25.10	£4.39	£29.49	
Secret Gardens	£250.00		£250.00	
Miracle Cleaning	£76.00	£13.30	£89.30	
Wast Recycling	£104.95		£104.95	
Halifax AOL	£15.99		£15.99	
Ink XPress	£10.63	£1.86	£12.49	
C Gray (Annual Fair Rent)				<b>£150.00</b>
Income Footpath Maps/				<b>£22.50</b>
Income Allotment Rents				<b>£1091.00</b>
<b>Total for May</b>	<b>£1364.31</b>	<b>£19.55</b>	<b>£1383.86</b>	<b>£1263.50</b>

### Finances to be agreed,

The payment of £150.00 made by Mr Carl Gray for use of the green as shown with June finances. Parish Council will reclaim a reimbursement of £104.95 for Waste recycling

**Proposed** by K Jordan, **Seconded** by T Gates, **Unanimous** .

### Ponds

Cllr Watson mentioned the low water level at the Back Lane pond, the chairman together with Cllr Wright had inspected and confirmed that the gate is working and that the water level is created by natural condition.

### Footpaths

Cllr Gates had received another £10.50 for map and footpath sales.

### Footways/Highways

- Issues reported to Highways Dept – Street light Repps Road, Marlborough Green/Bosgate Rise footpath, Overhanging conifer trees Black Street, contact made with owner of Bramblewood, Black Street.

### Representative Reports

#### *Boat Dyke Trust*

Cllr Jordan reported that the mooring fees had been set The grass cutting contract for the Boat Dyke Trust had been awarded to Secret Gardens & Prestige Properties. Police will be attending the next meeting to give a talk on crime at the Staithe.

*Minutes of Martham Parish Council Meeting Cont...*

**First School**

Cllr Watson reported that the last Govenors Meeting of the First School would be held on the 26<sup>th</sup> June, it was felt by Cllr Watson that as both Maggie Bird and Maggie Bowler would (both) be retiring at the end of the summer term appreciation should be shown for their services to the village. The Chairman had agreed to send a letter of gratitude. Proposed Cllr Manifold, seconded Cllr Gates. A joint governing team will now oversee both West Flegg Middle and the First School with a possibility of requiring two Parish Councillors to be on the committee

**Allotments**

All the rents had been collected, Mr Thain had included £125.00 payment for next year's rent.

**Playing Field**

Cllr Jordan mentioned the 2 day "Music For All" Whit weekend event with proceeds after expenses to the Air Ambulance and McMillan nurses.

**Youth**

Nothing to report

**Village Hall**

Nothing to report

**Luncheon Club**

Cllr Watson mentioned that there would be Bingo at Hemsby Village Hall on 2<sup>nd</sup> June with proceeds towards the Luncheon Club amenities. The Friday sessions at Martham had proved very successful and that there was a healthy bank balance.

**Parish Plan**

Nothing to report

**Martham Guide**

Carried forward

**Asset Register**

Carried Forward

**Transport**

Cllr Beales is awaiting a reply from "Our Bus" as to whether Martham can be included in their schedule of services. Unfortunately Cllr Beales was given some incorrect information as to the areas that "Our Bus" would be operating.

**Village Signs**

Delivery of the Signs was expected on Thursday 18<sup>th</sup> May despite confirmation that the parish council would collect to enable a saving of courier charges. Tenders will be invited for the erection of signs and assurance from Highways to go ahead.

**Coastal Village Practice**

Cllr Manifold and Cllr Beales would appreciate any comments for the Coastal Village Practice meeting.

**Staithe Road Open Space**

Cllr Jordan had been informed by the Scout Leader that the Scouts would shortly be submitting their grant application.

**Items for next agenda**

Co-Opting of Councillor

Review of Working Parties & Working Party numbers

Adopting Quality Parish Status

Full Time clerk Job Description.

Grievance Policy & Disciplinary Policy

*There being no further business, the meeting closed at 21:45 hrs.*

Signed..... Dated.....

(Previous minutes are also available on the Council Website: [www.martham.gov.uk](http://www.martham.gov.uk)).