

**Minutes of Martham Parish Council Meeting**  
**Held in the Martham Methodist School Room on 21 June 2006 at 19:30 hrs.**

**Those Present:**

*Councillors:*

J Beales B Carberry T Gates M Horrocks T Watson B Wright K Jordan

*Presiding:* M Huke

*Others:*

Clerk in attendance: Liz Toll                      Together with 5 members of the public.

**Apologies:**

B Cllr B Coleman C Cllr M Cartiss PC D Cook B Huxtable P Manifold

**PUBLIC FORUM**

There was nothing to report from the Public Forum

***Borough Councillors Report***

Nothing to report

***Police Report***

Nothing to report

**COUNCIL MEETING**

***Declarations of Interest***

T Watson, B Wright – Allotment holders.

***Minutes of Previous Meeting***

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

***Matters Arising***

**Rent Review Youth & Community Centre**

A letter had been received from NPS Property Consultants requesting acceptance of the new rent figure that had been quoted for the Youth & Community Centre to enable them to progress the matter. They have also requested an itemised list of repairs that are needed due to N.C.C. being in breach of the terms of the Lease. Cllr Jordan recommended that the inspection be done by councillors together with the Trustees of the Centre. Proposed Cllr Huke, seconded Cllr Carberry all in favour

**DEFRA**

Cllr Jordan had received 2 copies of the Guide Book publication relating to the Clean Neighbourhood & Environment Act. It was felt that we would need to work in conjunction with the Borough Council with certain issues. Councillors were encouraged to study the Guide Book that would be passed on to all if required in due course.

**New Play Area**

Cllr Huke mentioned that the Play Area was officially opened on Saturday 17<sup>th</sup> June by Her Worship the Mayor. There is still a small amount of remedial work to be carried out. The two invoices that require settlement by the end of June are for payment to HAGS £143,441.65 for Play Area and £26,316.48 Cozens lighting. Borough Council has provided a loan payment of £169,758.13 to enable payment to go ahead. All in favour of Cllr Huke and Cllr Beales as cheque signatories to authorise the payment.

### **Equal Opportunities & Complaints Procedures**

Cllr Huke proposed adopting the policies seconded Cllr Gates all in favour.

### **Appointment of Councillor**

As there had been no applicants for the vacancy of a new councillor. Mr Tony Brookman had shown an interest in becoming a councillor at the May meeting it was proposed by Cllr Huke and seconded by Cllr Carberry that he be appointed all in favour. Mr Brookman accepted this position.

### **Review of Parish Council Working Parties**

The working parties were reviewed and amended where necessary. Cllr Beales would prepare a revised schedule to be circulated for approval at the July meeting. As Cllr Manifold was not present at the meeting, Cllr Huke would be in touch to ascertain which group he would like to be involved with.

Cllr Jordan mentioned that the Parish Council still have custodial responsibility for 2 charities that would require discussion periodically.

### **Adopting Quality Parish Council Status**

Cllr Jordan proposed that the Parish Council applies for Parish Council status, Cllr Huke felt that it would be advantageous that we would be working more closely with the Borough Council and distinct benefit to be had would be organising our own affairs. An initial fee of £29.38 is payable. For being accepted is that the employed full-time clerk must obtain the certificate in Local Council Administration (CiLCA) qualification. This condition is included in the Clerk's new Contract of Employment commencing 1<sup>st</sup> October 2006. Other criteria necessary to back up the application includes having a Newsletter. Cllr Jordan had approached Rev Crafer with the possibility of a having a separate Parish Council News Sheet as an insertion in the centre of the Parish Magazine. Rev Crafer would be happy to accommodate this. Seconded Cllr Brookman all in favour.

### **Job Description & Contract**

The Job Description & Contract of Employment had been reviewed and as they constitute a legal document have been forwarded to Mr Gunther Young HKB Solicitors together with the current documents for comments and amendments as necessary will be discussed at the July meeting.

### **Disciplinary Procedures**

Cllrs Jordan proposed that the procedures be adopted, seconded Cllr Watson all in favour

### **Grievance Policy**

Cllr Jordan proposed the Grievance Policy to be adopted, seconded Cllr Beales all in favour.

Cllr Huke thanked the working party for producing both policies and recommended that they be forwarded to HKB Solicitors for perusal.

## **Planning**

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

<b>Address</b>	<b>Application Type</b>	<b>Comments</b>
26 Black Street	Renew occupancy cond to inc hol let	No objections
21 Riverside	Replacement building	No objections
21 Cherry Tree Ave	Frnt & Rear extension	No objections
25 Thurne Rise	Porch & ext to enlarge garage	No objections
Grange Farm	Change of use Paddock to Riding Sch	No objections
Staithe Road	New Scout hut	Architect to look into

1 Grove Farm Cottage, objection site overcrowded and out of keeping with surrounding properties. Building line too far forward, vehicle exit poor crosses footpath along Black St.

There is no tree preservation order on the tree adjacent to Broom Close and no provision in plans for access to The Avenues via Rowen Rd./Broom Close.

Planning permissions granted by GYBC

Address	Application Type	Comments
6 Maple Close	Front & Rear Extension	
Suffield Hse White St	Renovate sheds to living accomm	
Alberta Hse 57 Cess Road	Demolish, replce 3 det dwells/garages	

*Planning permissions refused by GYBC*

Address	Application Type	Comments

**Finance**

Item	Net	VAT	Total
Clerk net pay L. Harold	£487.60		<b>£487.60</b>
Clerk temp E Toll	£516.07		<b>£516.07</b>
Skippers	£19.99	£3.50	<b>£23.49</b>
Internet AOL	£15.99		<b>£15.99</b>
Signs of Times Village Signs	£2669.41	£467.14	<b>£3136.55</b>
Secret Gardens & Prestige Props	£1350.00		<b>£1350.00</b>
Waveney Asphalt Co	£1224.52	£214.29	<b>£1438.81</b>
Waste Recycling	£121.26		<b>£121.26</b>
Miracle Cleaning	£95.00	£16.65	<b>£111.65</b>
K Jordan – Play Area Expenses	£72.13		<b>£72.13</b>
K Jordan - Software	£117.50	£16.71	<b>£134.21</b>
Section 137 -			
<b>Total for June</b>	<b>£6689.47</b>	<b>£718.29</b>	<b>£7407.76</b>

*Finances to be agreed*

Proposed Cllr Gates seconded Cllr Watson, all in favour of payment of £11165 to be made to Miracle Cleaning due to late receipt of invoice plus a cheque £206.34 payable to Cllr Jordan for the purchase of computer software and refreshments in conjunction with the opening of Play Area 17<sup>th</sup> June.

**Correspondence**

There had been concerns from parishioners concerning the progress with the registration of the village greens as the matters surrounding this have now been going for a year. The clerk wrote to HKB Wiltshires Solicitors who requested an update from Cadge & Gilbert Special Commissioners for village greens. Mr Cadge had been contacted by the clerk with assurance of an update.

**Back Lane Traffic Calming Scheme**

A letter had been received from NCC confirming that monies purported to have been lodged by the builder had not been traced. Until monies had been secured progress with the scheme cannot be progressed.

**Rollesby Road Footway request**

All in favour of a site meeting to be arranged with NCC Planning & Transportation Dept to discuss the possibility of a zebra crossing.

**Ponds**

Nothing to report.

**Footpaths**

Footpath Black Street to village hall has become overgrown clerk to write to the owners of the properties concerned. The footpath at Morgrove/Damgate Lane had been reinstated by the farmer. All in favour of a short term contract for the grass cutting of the footpath Rose Farm to Polehouse Nurseries given to Secret Gardens & Prestige Properties. Cllr Gates to ascertain with Broads Authority which footpath they have responsibility for. Cllr Huke felt that a letter of thanks be sent to Mr Stuart Clarke (Secret Gardens) for his excellent service and quality of work he has provided, all in favour.

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

**Footways/Highways**

Highways Dept to be informed of complaints received from residents of the overgrown state of the footway along Hemsby Road and the pathway at Holly Close/Broom Close. A member of public had reported a signpost had been removed from Cess Road.

**Village Green/Car Parks**

Work to the car park had been completed and cheque from East of England Co-Op had been received as their contribution towards the work.

**Representative Reports**

Cllr Beales gave an update on the shoe bank and confirmed that a lock has been added to the container and that collections will be on a weekly basis. Cllr Huke thanked Cllr Beales for her part in clearing the surplus bags left on the car park. The Parish should benefit by approximately £1100.00 per year with rebates from the bottle and shoe banks.

**Boat Dyke Trust**

Cllr Jordan reported again the serious vandalism at the Staithe amounting to thousands of pounds. It appears that organised robberies are responsible. Boat owners had joint meetings with Crime Prevention officers who are carrying out surveys. Mr Henry Alston recommended CCTV cameras but this would prove too costly.

**First School**

Cllr Watson reported that the appointment of Headmaster & Deputy for the West Flegg and Primary School had been decided.

**Allotments**

Nothing to report

**Playing Field**

No meeting nothing to report.

**Youth**

Nothing to report

**Village Hall**

Nothing to report

**Luncheon Club**

Nothing to report

**Parish Plan**

Nothing to report

The chairman expressed gratitude and thanks to Cllr Huxtable for his services to the parish as vice chairman during the past two years.

**Items for next agenda**

Ducks

Full time Clerk Jon Description

**There being no further business, the meeting closed at 21:58 hrs.**

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

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