

Minutes of Martham Parish Council Meeting

Held in the Martham Methodist School Room on 20 September 2006 at 19:30 hrs.

Those Present:

Councillors:

J Beales T Brookman T Gates M Huke K Jordan P Manifold T Watson B Wright

Presiding: M Huke

Others: B Cllr B Coleman PC D Cook C Cllr M Carttiss

Clerk in attendance: Liz Toll Together with 4 members of the public.

Apologies:

B Carberry B Huxtable M Horrocks B Cllr J Hudson

PUBLIC FORUM

Mrs Brown complained of the lack of Road sweeping, she said nothing had been done for at least two weeks. The appropriate department of the Borough Council will be informed. She also mentioned the overgrown hedge alongside the footpath leading from White Street (Village Hall) through to Black Street, the chairman said the footpath officer had done a survey of the footpaths recently and confirmed that he will be monitoring the situation. The cutting back of the hedge on Staithe Road would be dealt with by the Parish Council. The overhanging trees on White Street mentioned at the July meeting originally subject to a Planning Application which has now been withdrawn, therefore, the responsibility of the hedges would now be for the owner to attend to. Complaints were again discussed regarding the overflowing and blocked drains near the First School and parts of Black Street.

Mrs Moore felt that she wanted to express her anxiety at the frustration of contacting the Borough Council by telephone since the change of system had been installed she was advised to write a letter to the council with her concerns.

County Councillors Report

County Councillor Carttiss said he had visited Black Street with Mr Carl Dawdry NCC Highways Engineer when a survey of the drainage system was done and confirmed that it may be possible to make improvements of additional gullies in some of the low areas where puddles form. With limited funding it is unlikely that any scheme would go ahead until 2008. However, County Cllr Carttiss will keep the situation under review and monitor. Cllr Wright also mentioned the drain located on the main road opposite the Kings Arms PH that had dropped considerably, the clerk had already reported this to Highways

Borough Councillors Report

Borough Councillor Coleman replied on the problems surrounding the borough council's telephone system and agreed there had been problems and that funding amounting to £60,000 was in place for the training of additional staff and there should be definite improvements by Christmas of this year.

Cllr Watson mentioned the dangerous A149 crossroads and requested that a survey be carried out. County Councillor Carttiss agreed that it was a very dangerous situation and that he would look into this.

The chairman asked if he could take the opportunity to bring to County Cllr Carttiss' attention the issues of the Back Lane traffic calming programme. Cllr Huke explained the matters in detail and proceeded to quote the contents of a letter received from Norfolk County Council dated 28th August 2006, at this point Councillor Carttiss requested a copy of the letter to enable him to investigate the matter personally.

Police Report

Cllr Gates asked PC Cook if there is anything that could be done regarding the parking on the grass verges and pavements at Marlborough Green Crescent. PC Cook said he is aware of the problem.

Cllr Huke mentioned the proliferation of motor vehicles advertised for sale on lay-bys, one vehicle left on Rollesby Road for up to 3 weeks, others mentioned were Repps Road and the lay-by on the A149

Cllr Huke had some concerns relating to the new play area. and asked if we would shortly be in a position to have more police monitoring. PC Cook recommended that all incidents of vandalism be reported immediately rather than left to accumulate. Cllr Huke asked PC Cook if the parish council would have the police backing for a notice to be put in place giving the 0800 4564567 telephone number asking the public if they witnessed acts of vandalism to call the number.

Minutes of Martham Parish Council Meeting Cont...

Arrests had been made relating to the garage break-ins on Marlborough Green. PC Cook mentioned that he has taken on the Safer Neighbourhood scheme and that funding is in place for the training of three Community Support Officer.

COUNCIL MEETING

Declarations of Interest

T Watson, B Wright – Allotment holders.

Minutes of Previous Meeting

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

Matters Arising

Youth & Community Centre

- The Parish Council had written to NPS Property Services agreeing the revised rent from 1st January 2006 of £675.03 per annum. Cllr Jordan questioned the action taken on receipt of the payment, the chairman confirmed that the Parish Council banked the cheque and subsequently a payment is made to the Playing Field Trustees.

Recycling

- There had been a slight misunderstanding from the previous meeting concerning the siting of a Notice informing the public of the Recycling bins. The information is to be displayed in the Notice Board formerly used by Tourist Information situated on the Green, and not on the Co-Op car park.

Frequency of Working Parties

- Cllr Beales had circulated the revised working party Agenda items, all agreed that it should be tried for a few months to see if it worked. Cllr Huke thanked Cllr Beales for her work on producing the new schedules.

Cess Road HGV Traffic

- Letters had been received from Norfolk County Council, Planning & Transportation and the Traffic Commissioners. They expressed Mr Quirks' Rights to operate from Cess Road. Any other disputes relating to this should be made by the residents of Cess Road

Pond Ducks

The chairman said that the duck population had not reduced and due to the possibility of health and safety felt that the "culling" should go ahead. However, Cllr Watson felt that it was going to prove too costly for the Parish. Cllr Manifold said that "culling" would not solve the problem as they would return again next year. Studies had proved that the feeding of the ducks added to the problem. All agreed that it is difficult to enforce as Notices had previously been put in place informing the public "Not to feed" but unfortunately these had been removed. The chairman requested an alternative option. Cllr Jordan suggested that the Parish Council again actively seek more professional advice from DEFRA. Proposed Cllr Jordan, seconded Cllr Manifold all in favour.

Scout Hut – Staithe Road

Cllr Huke felt that it seems very unreasonable of Highways on their decision to withhold the Application for the new Scout Hut on grounds of access. He felt that it would be possible to seek help from Borough & County Councillors. It was explained by County Cllr Cartiss officers of the Highways and Borough Planning were in control of all Planning decisions and that County Councillors and Borough Councillors had no involvement. Cllr Huke would notify Cllr Cartiss of any negative outcome. Cllr Huke expressed his dissatisfaction that the plans were being upheld purely on the grounds of access, a further meeting is being arranged with GYBC, Highways and the Scout Group.

Cllr Jordan had been asked by Mr Paul Able to obtain an update on the Sub Lease. The clerk contacted the parish councils' solicitors who replied that to-date they had received no response to correspondence sent to the Scouts' solicitors since January.

Repps Road Bus Shelter

A quotation had been received for tidying up of the bus shelter, Cllr Huke said it would be more cost effective to put in a new bench rather than refurbish the one already in place. It was agreed there is no longer groups of teenagers congregating around the bus shelter.

Minutes of Martham Parish Council Meeting Cont...

Freedom of Information Act 2000

Cllr Jordan proposed, seconded Cllr Manifold all in favour to adopt the Freedom of Information Act 2000 for Martham Parish Council

Village Litter Bins

Cllr Huke had been approached on a number of occasions by the Postmaster Mr Utting complaining of insufficient litter bins in the village centre, his concern was that the bin supplied by him is being used for dog excrement, Mr Utting takes the bin in after close of business and maintains the smell is unacceptable. It would be at least 18 months for an additional bin to be supplied by the borough it was agreed to purchase an additional bin at a cost of £187.00 plus £1 per week for emptying, Cllr Jordan questioned the siting of the bin; Cllr Huke would discuss with the Postmaster if it would be permissible to use Post Office forecourt, proposed Cllr Jordan, seconded Cllr Wright all in favour.

Room Hire – Monthly “Drop In” Surgery Meetings

The Communications working party had considered ways of raising public awareness and the profile of the Parish Council this would be done as part of the preparation for the council’s application for Quality Parish Status. Cllr Brookman had approached the manager of CLIP with the possibility of using their office on the green, he said they would be very happy to accommodate and suggested the meetings be held on the last Saturday morning of the month, as this was when the CLIP was normally manned by a volunteer. The surgeries would require the commitment of 2 councillors to be in attendance on a rotational basis for approximately 2 hrs per session. The Information Working Party would prepare a rota. Proposed, Cllr Manifold seconded Cllr Watson all in favour to go ahead on a trial basis and to monitor the public response.

Parish Council Newsletter

Cllr Jordan produced a “dummy” format of the proposed Newsletter for insertion in the Parish Magazine, he had discussed this with Rev Crafer who had no objections and there would be no cost incurred. The Information Working Party would produce the sheet and forward to the magazine team for stapling and insertion. Cllr Jordan is awaiting exact circulation figures from Rev Crafer. The Newsletter would meet the criteria for Quality Parish Council Status.

As an alternative suggestion Borough Councillor Coleman mentioned that GYBC would be publishing a borough magazine 3 times yearly and would look into the possibility of the Newsletter being included as an insertion for the Martham batch, Cllr Huke was concerned as to the problem of distribution to all properties, Cllr Coleman said that distribution would be contracted to a company. Councillor Coleman will keep in contact with the Parish Council regarding this publication. All in favour.

The time being 20.50 County Councillor Cartiss and Borough Councillor Coleman left the meeting.

Planning

Planning Applications Received for Parish Council Comments

Address	Application Type	Comments
26 Rochford Road	Front & side extension enlarge conserv	No objections
17 Black Street	Single storey side extension	No objections
Elmside White St	42 dwellings	Application withdrawn

Clarks Farm. Staithe Rd to permit use of office as other than ancillary premises for existing farm enterprise – strictly subject to parking conditions observed.

164 Repps Road – New roof & rooms in roof & rear extension . P.C concerned on roof level which extends current limit westerly. Extension overlooks neighbour and reduces light. MPC would support single storey development.

Planning permissions granted by GYBC

Address	Application Type	Comments
8 Damgate Lane	Replacement boundary wall	
1 Grove farm Cottage	Bungalow & Garage	Passed Subject to conditions
16 Hall Road	Single storey front extension & garage	
26 Rochford Road	Front & side ext enlarge conservatory	
44 Back Lane	Ext & Garage	
Plot 1a Riverside	Repair dry boat house	
Rose Farm	Alterations & extension	
33 Staithe Road	Bungalow & garage	
26 Black Street	Holiday use letting	Permission expires October 2007
21 Riverside	Replacement dwelling	
21 Cherry Tree Ave	Ext to form bedrm & shwr room	

Minutes of Martham Parish Council Meeting Cont...

25 Thurne Rise	Porch & grge extension	
<i>Planning permissions refused by GYBC</i>		
Address	Application Type	Comments

Finance

Item	Net	VAT	Total
Clerk L Harold - August	£490.30		£490.30
Clerk L Harold - Sept	£410.02		£410.02
Liz Toll - August	£520.74		£520.74
Liz Toll - Sept	£422.92		£422.92
InkXpress	£11.06	£1.93	£12.99
Miracle Cleaning July/August	£171.00	£29.95	£200.95
J Breen Accountant	£55.00		£55.00
Skippers Stationery	£32.69	£5.72	£38.41
Secret Gardens	£485.00		£485.00
Secret Gardens	£140.00		£140.00
Fast24	£48.48	£8.49	£56.97
Staples Stationery – Chq Pd to M Horrocks	£13.82	£2.43	£16.25
Waste Recycling Aug	£93.46		£93.46
Waste Recycling - Sept	£131.12		£131.12
Westcote (Remove activated sign)	£354.53	£62.04	£416.57
Total For August & September	£3380.14	£110.56	£3490.70
Income From Waste Recycling	£417.41		£417.41
SMP Repayment (L Harold)	£2673.06		£2673.06
Smee Rent (Mr Smith)	£70.00		£70.00
Total Income	£3160.47		£3160.47

Finances to be agreed, **Proposed** by K Jordan, **Seconded** by J Beales, Unanimous .

Audited Accounts 2005/2006

The audited accounts for year ending April 2005 to March 2006 were duly signed by the chairman and clerk, all in favour. Martham Parish Council had been selected by the Audit Commission to send additional information, item (3) requested copy of documentation relating to the arrangements in place for the management of risk, including minutes of action taken to address any risks identified. The Audit Commission will expect this information September 2007.

Correspondence

- **Affordable Housing for Local People in Martham**

A letter had been received from Mr Mike Cramp Rural Housing Enabler for Norfolk Rural Community Council, would like to be invited to a PC meeting to give a talk. Cllr Huke thought this would be interesting due to some of the schemes already in place. The clerk was asked to arrange this for the November meeting.

- **Norfolk Accident Rescue Service – Air Ambulance**

A request for a donation to the Norfolk Accident Rescue Service had been received, although there were some observations it was felt that a cheque for £25 be sent to the organisation. Proposed Cllr Brookman seconded Cllr Gates all in favour.

- **Continued Vigilance**

Correspondence had been received from Mr John Hemsworth Head of Environmental Services on the subject of Continued Vigilance regarding travellers.

- **Code of Conduct Information**

There had recently been a training session held at the Town Hall, unfortunately no councillors were available to attend. However, Borough Legal Services Dept had advised that guidance and information is available plus a video on request free of charge direct from the Standards Board. Cllr Beales suggested that copies are obtained.

- **Flegg High School Governors**

A request had been received for advertising vacancies for Governors at Flegg High School. Posters would be displayed on the Parish Council Notice Boards.

Minutes of Martham Parish Council Meeting Cont...

Ponds

Cllr Watson had been approached by a member of the public with a request for the cleaning of the village pond. The working party, Cllr Wright and Cllr Watson would investigate.

Footpaths

Cllr Huke had discussed with Mr Wensak the Notice that was put in place notifying the closure of the footpath leading to Polehouse Nurseries, the footpath has now been re-opened. A further meeting to discuss the diversion of the footpath will be arranged with Mr Wensak in due course. Cllr Horrocks had been given the background information. The diversion would be done at no cost to the parish

Cllr Gates raised the issue of rumours circulating regarding the re direction and work of the footpath from boatyard Cess Road to Potter Heigham, Cllr Huke dismissed the rumours and confirmed that it was a temporary short term measure.

Cllr Manifold had been informed that diversions had appeared on some footpaths, the chairman said that if this was the case the Parish Council would require more in depth information to enable it to be referred to NCC Footpath Officer, Mr Raz Woollacott.

Mrs Christine Kirby would like to meet with Cllr Gates to look into having some additional footpath signposts.

Cllr Gates to discuss with Mr Cossey problems with reports of difficulty accessing the footpath on Cess Road due to the gate being locked and surrounding area being overgrown.

Footways/Highways

Nothing to report

Village Green/Car Parks

The draft copy of the "Conditions of Use" for hirers of the village green was adopted, the conditions would be a requirement and a signature of the hirers would be required and validated by the council. Proposed Cllr Manifold seconded Cllr Gates all in favour.

Cllr Manifold wishes the council to be aware of the fact that the land at the side of the old surgery was part of the village green and should be reinstated before the sale of the building. Cllr Jordan said these issues were discussed on the visit of Mr Cadge who is dealing with Land Registry on other matters. The clerk will write to the administrator of Coastal Villages Practice requesting that this area is reinstated back to the original village green when decisions are made regarding the future of the property.

Representative Reports

Boat Dyke Trust

Cllr Jordan reported that Mr Turner a trustee of the Boat Dyke Trust has made a statement saying that he will no longer continue as a trustee when his term of office finishes at the end of the year. As the Parish Council appoints the trustees if anyone is known to be actively interested to give names to Cllr Jordan.

First School

The chairman congratulated Cllr Watson on his appointment of Community Governor of Martham First & Middle Schools. Cllr Watson said that since the merge all was progressing very well and that there was a total of 18 Governors to set up committees. Outline Planning Application would be received shortly for building of additional premises for new Primary School.

Medical Centre

A member of the public had volunteered a car service to transport the elderly to and from the Medical Centre but unfortunately his offer was turned down by the Medical Centre.

Transport

Cllr Beales had contacted the bus company regarding the service for the Medical Centre. Buses from Great Yarmouth should stop at the end of footpath from the Surgery by the houses on Hemsby Road and buses going to Great Yarmouth should stop by the old Melpac building. Application for a grant for a bus shelter on Hemsby Road should be submitted as soon as possible. Cllr Beales will get details for next meeting.

Village Signs

Application Forms had been signed and forwarded to the Highways Dept., for approval to have the new signs put in place.

Allotments

Nothing to report

Playing Field

Owing to other commitments Cllr Watson was unable to attend Playing Field meeting.

Cllr Huke had received the invoice for the Playing Field illuminated sign work amounting to £354.53 all in favour of payment to be made and included in August/September finances.

Minutes of Martham Parish Council Meeting Cont...

Play Area

Cllr Huke is very concerned to the items of unfinished work by Hags at the Play Area, although a deadline date of 9th September had been given. Cllr Jordan had received a telephone call confirming the work had been completed but on inspection this was found not to be the case. Due to the urgency and the amount of money involved it is felt that the council's solicitor be instructed to communicate with Hags with enforcement or alternatively recompense the Parish Council, all in favour.

Youth

Nothing to report

Village Hall

Cllr Manifold attended the meeting.

Luncheon Club

Nothing to report

Parish Plan

Cllr Brookman had done a brief analysis of the responses and actions to the Parish Plan and would provide a summary at the next Parish Council meeting.

As a Homewatch Co-ordinator Cllr Brookman recently attended a meeting at Bradwell where the subject of community policing was discussed, he questioned the time scale for this project to be operational in Martham and a date of November was confirmed.

Anglian Water

Cllr Manifold mentioned Anglian Water had made a prosecution relating to pollution of Ormesby Broad.

Clerk

The clerk, Lisa Harold has decided to extend her maternity leave for up to a further period of six months unpaid leave. If Lisa decides to return sooner she must give 28 days notice. As the temporary contract with Liz Toll expires on 19th October 2006, the Personnel working party has recommended that Mrs Pat Devlin takes the position on a rolling contract commencing 5th October 2006 would include a two week hand over period before the start and end of her contract. Proposed Cllr Beales, seconded Cllr Watson all in favour of Pat being appointed to the position of temporary clerk.

Items for next agenda

Date & time of next meeting

Wednesday 18th October 2006 Methodist Schoolroom 7.30

There being no further business, the meeting closed at 22:00 hrs.

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

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