

Minutes of Martham Parish Council Meeting
Held in the Martham Methodist School Room on 17 January 2007 at 19:30 hrs.

Those Present:

Councillors:

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

Presiding: M Huke

Others: B Cllr B Coleman PC D Cook

Clerk in attendance: Pat Devlin

Together with 1 member of the public.

Apologies:

P Manifold

PUBLIC FORUM

Before the start of the public forum the Chairman informed the meeting of the death of Mr W Moore. As his wife had been a regular member of the public at Parish Council meetings for a long time, it was felt that a letter expressing the Parish Council's condolences at the loss of her husband should be sent. His loss would be felt in the village.

Both the clerk and Cllr Beales had received telephone calls from residents of Marlborough Green Crescent saying that their back gardens were being flooded by muddy water running off the fields at the rear of their properties. They had asked if the Parish Council had information about the owners of the fields. It was thought that one may belong to James Chapman and the other was leased but was owned by somebody in Caister.

It was agreed that the clerk should write to these householders asking them to contact the Environment Agency at County Hall, these being the government body for flooding.

Sue Brady of CLIP had sent a message to say that a young person had been cleaning rubbish away and generally tidying the play area and skate park. He had asked if he could do a mural on the play area and whether he could oversee the area. The Chairman suggested that this matter should go through the Playing Field Management Committee, but it was generally agreed that this would be a good idea.

Borough Councillors Report

Cllr Coleman spoke about the forthcoming police budget meeting and reported that funding had been cut by a third of what had been promised for the new CSO's. The dilemma was do they leave areas without any officers, cut back on present manpower or raise police element of council tax by 7%. It was the general feeling of the police commission that an increase in the council tax would be the sensible option. He was asked to comment on problems with kerbside wheelie bin collections. He agreed that bins being left on narrow footways on a school route was not the best option or on the footway leading to the new medical centre. He suggested that an email be sent to Rob Cole detailing the concerns over safety in these areas.

The Chairman asked Cllr Coleman about leaflet distribution in the new Borough Magazine. He would find out and let us know.

Police Report

PC Cooke said that he had little to report as the village was quiet at present. It was agreed that the high visibility of the CSO's had had an impact on the youth of the village.

COUNCIL MEETING

Declarations of Interest

T Watson, B Wright – Allotment holders.

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Minutes of Previous Meeting

These having been circulated previously were **Proposed** by B Carberry, **Seconded** by J Beales, Unanimous, and were duly signed as a true record with an amendment to a sentence in the public forum 'Sandy Lane was a farm track with a footpath over' not as the minutes stated.

Matters Arising

Scout Hut Site: Planning approval had been given subject to conditions. These would be resolved by the two parties concerned. The Chairman informed the meeting that any expense incurred by the Parish Council on this project would be met by 106 monies

Councillor Training: Cllr Beales said that the training would cover all aspects of the general running of a Parish Council and its meetings. The suggested date was April 25th. The cost would be £150.00 and a maximum of 25 people could attend. It was agreed that the clerk should book the Methodist Room and contact surrounding Parish Councils to extend an invitation for them to attend.

Christmas Lights: The chairman asked the meeting to look at the ariel view of the village that had been circulated with the minutes. This showed the four trees around the village that could have Christmas lights on them. It was agreed that LED lights would be wise, with the colour to be agreed. It was hoped that local businesses and individuals would help by donating the power needed for these. Once in place the actual running costs would be low. The Chairman said that he was willing to take the investigation further with regard to cabling etc.

Cllr Brookman proposed that a feasibility study be carried out. Seconded Cllr Wright – unanimous.

Planning

Planning Applications Received for Parish Council Comments

Address	Application Type	Comments
Former Manor Farm	Conversion to residential	No objections
Selwyn House 28 The Green	Alterations and extension	No objections
West Flegg VC Middle School	Extensions	No objections

Cllr Watson declared an interest as school governor when the above was discussed.

Planning permissions granted by GYBC

Address	Application Type	Comments
Staithe Road Martham	New Scout Hut	Various conditions to be met

Planning permissions refused by GYBC

Address	Application Type	Comments
2 Maple Close Martham	Boundary Fencing	Harmful to visual character of locality

Finance

Item	Net	VAT	Total
Clerk net pay	383.48		383.48
Miracle Cleaning Ltd Litter Picking	76.00	13.32	89.32
NCC Erection of Village Signs	380.84	66.64	447.48
A & W Cushion Limited – Oak Posts	280.00	49.00	329.00
Secret Gardens & Prestige Properties			
Staithe Road allotments	240.00		240.00
Waste Recycling Limited	72.05	12.61	84.66
Total for January	1432.37	141.57	1573.94

Finances to be agreed, **Proposed** by K Jordan, **Seconded** by B Carberry, Unanimous .

The Chairman asked if the VAT claim could now be made quarterly as we were paying Playing Field invoices.

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Correspondence

Cllr Huxtable asked why political flyers had been distributed with the correspondence. The clerk apologised for the mistake.

Cllr Brookman asked whether the correspondence list was made public and if so could certain items of correspondence be listed purely as personnel matters.

Again the clerk apologised for the inclusion of these items on the correspondence list.

The following correspondence was tabled:

Clerks and Councils Direct

Broads Annual Water Plant Monitoring Report 2006

GYBC Supplementary Agenda

Martham Coronation Recreation Ground Minutes

- The Methodist Church had applied for permission to hold a summer fete on the village green on June 23rd 2007. A completed form had been received back from them. No objections.
- Email from NCAPTC pre-warning about increase in subscription rates
- Email from RSPB asking if the Parish would like to talk on a selection of topics. It was agreed that this would be a good topic for a village meeting. A copy of the email would be given to Sue Pickles of the Gardening Club. Notices would be put around the village once organised.
- Broads Authority letter re changes to the planning services in the Broads Executive Area from April 2007. Agreed to write and extend an invitation for them to hold a meeting at Martham
- Coastal Villages Practice – minutes of last meeting. Agreed that regular updates be requested and that the Parish be informed of the date of the next meeting. Cllr Beales would attend on behalf of the Parish Council

Village Green – Old Doctors Surgery

The Portakabin had now been removed and letters had been sent to residents either side of the property explaining that the land that was being used by the surgery for the siting of this was once again part of the village green and all usage restrictions applied.

Cllr Jordan reported that there was a skip on the village green and as far as he was aware no permission had been sought from the clerk before it was sited. It was agreed that the Clerk would contact the suppliers of the skip, if the name and number were available, and explain that permission was required for use of the Village Greens.

Bottle Banks

A letter had been sent to the Queen Victoria Public House thanking them for siting the bottle bank and explaining that it was helping to finance projects within the village.

Footways/Highways

A letter had been received from a parishioner asking if a road name could be put at the junction of Rollesby Road and Repps Road.

There were still no number signs at the end of the bungalows in Grove Road and in White Street just before Bell Meadow a hole had appeared in the road. These would all be reported.

Footpaths

Nothing to report

Personnel

Cllr Beales said that the temporary contract for the clerk was due to expire on April 16th 2007 and it was now necessary to start advertising for the position of permanent clerk. It was suggested that these be put in the Parish Magazine and on the Notice Boards. Prospective applicants would be told that it was part time for 15 hours, working from home and the salary would be according to the relevant scale. They

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would be asked if they already held a certificate as a qualified clerk and whether they would be willing to attend courses or study for the qualification if not already qualified. There would be a three month trial period and they would be asked to complete with CILCA qualification within twelve months after the initial trial period ended as per the contract of employment.

It was agreed that NALC would be asked to send emails to all members with the details of the vacancy. A further notice would be put in the window at the CLIP office.

Enquiries would be made to see if the Parish Council had access to an internal notice board at the Town Hall.

Cllr Jordan asked that the name of the existing clerk be removed from the form. No forms should have a name on them just 'clerk to the Parish Council'.

The clerk was asked to ensure that application forms were sent to all who applied for the post.

The personnel working party would then draw up an interview list.

Communications

A freedom of information document had been prepared and should be put in Councillors folders. Copies would be displayed on the Parish Notice Boards. The Chairman signed the document. Cllr Jordan explained that this was not a policy but an information poster. It would also be put on the website.

Thanks were extended to the working party.

Small Works

The hedge bordering the property on the corner of Staithe Road and School Road was very overgrown and causing an inconvenience. The Clerk would deal with the matter.

Allotments

Cllr Wright reported that a lot of parishioners were now wanting allotments.

Village Signs

The posts were ordered. A decision had to be made by a working party which sign was to be put in which location. Residents at these locations would be notified.

Young Persons

Cllr Carberry reported that the number of young people attending the Youth Club continued to increase.

Recycling

A report had been circulated with the minutes.

Items for next agenda

Health and Safety Policy

Tenders for grass cutting and services

A resolution was then put forward: 'Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that due to the confidential nature of personnel business the public and press be asked to leave the meeting during consideration of these items.'

Resolved: Cllr Huke, Cllr Jordan, unanimous

There being no further business the Chairman closed the meeting to the public at 20.55hrs.

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

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