**SOMERTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**

**TUESDAY 3rd NOVEMBER 2015 IN THE VILLAGE HALL AT 7.00 P.M.**

PRESENT:

Cllr R Starling (Chair) Cllr D Van de Bulk (Vice Chairman)

Cllr J Clift Cllr N Grayling

Cllr T Jones Cllr D Crane

G Lack (clerk) Cllr B Barker

The Chairman welcomed Borough Cllrs Weymouth and Jermany to the meeting together with one resident. Apologies had been received from County Cllr Childs via email which had not been received prior to the meeting.

1. **Apologies for Absence.**

None received

1. **Declarations of Interest in Items on the Agenda**

None noted

1. **To consider a motion to suspend the meeting to allow members of the public and the Borough/County Councillors the opportunity to inform the meeting. Proposed by Cllr Jones, seconded by Cllr Clift and unanimously approved.**
2. **Public Discussion – 15 minutes allowed**

* The situation regarding the empty council house on Horsey Road would be investigated by Cllr Weymouth.

1. **Report from Borough Councillors/County Councillor if present**

* Cllr Jermany noted changes in representation on the various Borough Council Committees.
* It was noted that there were two vacancies on the Local Area Drainage Board.

1. **Report from PCSO – not present**

* It was noted that speeding bikes and cars leaving The Lion were causing a nuisance. Cllr Starling agreed to have a word with the landlord which would hopefully resolve the problem.

1. **To confirm minutes of the previous meetings held on 1st September 2015.**

Cllr Grayling proposed that the minutes of the meeting held on the 1st September 2015 be confirmed and this was seconded by Cllr Clift and unanimously agreed by the Council. The minutes were duly signed by the Chairman.

1. **To report matters arising not already on the agenda, for information only.**

* Item 11. Conservation Area Review. No communication had been received yet from the Broads Authority.
* Item 13. Patients’ Forum – Minutes of Meeting. It was noted that Minutes were now being published on the website.
* Items 14 and 15. Footpaths Nos 5 and 7. Nothing to report other than the fact that these matters were now in the hands of NCC Legal department.
* Item 17. Litter pick. It was noted that this had gone well and there was now a regular litter pick along Collis and Coronation Lanes.

1. **Finance: To agree payments in accordance with the budget.**

Cllr Jones proposed a Motion that the following payment be made in accordance with the budget. This was seconded by Cllr Clift and unanimously agreed by Councillors. IT WAS RESOLVED THAT the Motion be carried. It was also agreed to approve in advance a cheque for £235.00 for Mr D Hobbs for refurbishment of the War Memorial railings, to be paid out of the Community Fund.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **Description** | **Amount**  **£** |
| 100683 | G Lack | Clerk salary and expenses | 167.00 |
| 100684 | R Bird | Grass cutting | 267.00 |
| 100685 | St Marys PCC | Church Maintenance contribution | 780.00 |
| 100686 | Mazars | Audit fee | 150.00 |
|  |  | TOTAL | 1,364.00 |

Opening balance 1.4.2015 3,121.14

Add receipts year to date 3,076.75

Less: Payments year to date (excl. above) (1,996.65)

Closing balance year to date £4,201.34

**Precept 2016/71**

The Clerk read out a letter from GYBC dated 16th October 22015 explaining and confirming the following:

* *Continued commitment to the double taxation policy;*
* *no growth to be agreed in any CCFG funding;*
* *to fully remove the contribution toward clerk salary from the 2016/17 financial year;*
* *to undertake a phased reduction of the CCFG from the 2017/18 budget across the following categories – Burial Grounds, Bus Shelters;*

The Clerk explained that for 2016/17 the contribution to the Clerk’s salary (£254 in 2015/16) would not be paid from the Concurrent Functions Grant but would have to be added onto the precept which would mean an increase in residents’ council tax.

In addition, there could be no increase in the Parks and Open Spaces Grant of £1,025 with the result that the quotation for grass cutting for 2016/17 of 14 cuts at £89 per cut (total £1246) would have to be renegotiated. Cllr Starling agreed to meet with Mr Bird to discuss this.

Cllr Starling suggested that the Clerk’s salary be increased to £1,000 per annum with an increase of expenses of £250 per annum. This would take into account additional work that all Clerks now faced because of the Transparency Code and an increase in costs due to the clerk moving away but agreeing to continue as clerk.

The agreed proposal for 2016/17 budget is as follows. This budget was proposed by Cllr Crane, seconded by Cllr Barker and unanimously agreed by the Parish Council.

|  |  |  |
| --- | --- | --- |
|  | **2015/16** | **2016/17** |
| *Burial Exps. St Mary's PCC* | 780 | 760 |
| *Parks/Open Spaces* | 1025 | 1025 |
| *Clerk’s Salary* | 795 | 1000 |
| *Clerk’s Expenses* | 205 | 250 |
| *Hire of Village Hall* | 100 | 100 |
| *Insurance* | 200 | 300 |
| *Audit Fees* | Nil | Nil |
| *Election Exps* | Nil | Nil |
| *Bus Shelters* | 250 | 250 |
| *Benches* | Nil | Nil |
| *Seminars* | Nil | Nil |
| *Subscriptions* | 95 | 95 |
| TOTAL | 3450 | 3780 |
|

It was noted once again that no detailed response had been received from the GYBC regarding the Parish Council’s detailed submission in which it had justified keeping the Concurrent Function grant at the same level.

**Quotation for Refurbishment of War Memorial Railings**

One quotation had been received from Mr D Hobbs for £235. It was proposed by Cllr Clift to accept the quote, seconded by Cllr Grayling and unanimously approved by the Parish Council.

Cllr Starling updated the meeting regarding the donation from the Community Fund to broadband provision in the Village Hall of £200, as requested by the Hobby and Computer Clubs. It was noted that a BT contract could only be taken out by an individual and no-one had volunteered to do this. Cllr Starling would attend the next meeting of the Village Hall to try to resolve the issue. In the meantime the Village Hall would not pay the cheque into its bank account and was accounting for it separately.

1. **Planning Applications and Decisions:**

**Applications:**

**06/15/0561/F.** Rear ground floor kitchen extension and first floor side bedroom extension, 7 Collis Lane. Cllr Jones proposed that there should be no objection to this applications and this was seconded by Cllr Grayling and unanimously agreed by the Parish Council.

**BA/2015/0317/HOUSEH** Front porch, rear single storey extension and conversion of garage to studio. White House, Horsey Road. Cllr Clift proposed that there should be no objection to this applications and this was seconded by Cllr Crane and unanimously agreed by the Parish Council.

1. **Review of Standing Orders**

Cllr Starling proposed the following addition, creating a new section 27:

“*Every public authority must in exercising its functions, have regard so far as is consistent with the proper exercise of those function, to the purpose of conserving biodiversity”.* This duty was created by Section 40(1) of the Natural Environment & Rural Communities Act 2006.

The clerk proposed the following change to Section 1(m) to take into account the requirements of the Transparency Code:

*“Any person who attends a council meeting may report on the proceedings of the meeting. A person present may not give an oral report or commentary during the meeting, but may: film, photograph or make an audio recording of proceedings; use any other means to enable people not present to see or hear proceedings as it takes place or later; use written reporting on the proceedings during or after the meeting; or use oral reporting after the meeting. Any member of the public in attendance has the right not to be filmed and the Chairman must inform members of the public of this right.”*

1. **Correspondence**. *Additional Correspondence and* *Actions/Comments noted/made at the meeting are shown in Italic.*

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **FROM WHOM RECEIVED** | **CONTENT** | **ACTION REQUIRED** |
| 1 | Norse | Specialist Ground Maintenance info |  |
| 2 | Norfolk Coast AONB | Election of Community Rep 2016 | Info and leaflet *Leaflet to be displayed on notice board* |
| 3 | Norfolk CC | 2026 deadline for registering historic public rights of way | *Put on agenda for next meeting* |

1. **Items for Next Agenda**

* Rights of Way

1. **Date of next Meeting: Tuesday 5th January 2016 in the Village Hall at 7.00p.m.**

The Chairman closed the meeting at 20.23