**SOMERTON PARISH COUNCIL**

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

**TUESDAY 10TH MAY 2015 IN THE VILLAGE HALL AT 7.00 P.M.**

PRESENT:

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| Cllr R Starling (Chairman)Cllr N Grayling | Cllr D Van de Bulk (Vice Chairman) (after co-option and re-election) |
| Cllr J Clift | Cllr D Crane (part) |
| Cllr B Barker | Cllr T Jones |
| G Lack (clerk) |  |

The Chairman welcomed one resident to the meeting together with PCSO Paul Edwards. Borough Cllr Shirley Weymouth and County Councillor Jonathan Childs had sent their apologies.

1. **Election of Chairman of Parish Council**

The Chairman asked for nominations for a new Chairman and Cllr Grayling nominated Cllr Starling which was seconded by Cllr Crane. It was resolved that Cllr Starling be re-elected as Chairman of Somerton Parish Council with one abstention.

1. **Signing of Declaration of Acceptance by Chairman**

Cllr Starling duly signed the Declaration of Acceptance as Chairman of the Parish Council.

1. **Co-option to fill vacancy**. Cllr Clift nominated Cllr D Van de Bulk to fill the vacancy which was seconded by Cllr Barker and unanimously agreed. Cllr D Van de Bulk was duly co-opted to the Parish Council and joined the rest of the Parish Council for the remainder of the meeting.
2. **Election of Vice Chairman of Parish Council**

The Chairman asked for nominations for Vice Chairman. Cllr Clift nominated Cllr D Van de Bulk which was seconded by Cllr Grayling. It was unanimously resolved that Cllr Van de Bulk be re-elected as Vice Chairman of Somerton Parish Council.

1. **Apologies for Absence and date for receipt of Acceptance of Office forms.** Apologies for having to leave the meeting early were received from Cllr Crane. All Acceptance of Office forms were duly signed and countersigned by the Clerk.
2. **Return of Election Expenses**. All expense forms were duly completed.
3. **Declarations of Interest.** Cllr Starling noted an interest in Item 20 as a member of Norfolk Wildlife Trust.
4. **Signing of Declaration of Interest Forms.** The Clerk reminded the meeting about the difference between Personal and Fiduciary Interests and the different procedures attached to each one.

Declaration of Interest forms could not be signed since the Clerk had not received them from GYBC.

1. **Minutes of Annual Parish Council meeting held on 5th May 2015.**

The Minutes had already been approved and signed at the Parish Council meeting held on 2nd July 2015.

1. **Review of delegation arrangements to committees, sub-committees, local authorities and external bodies.** Cllr Clift agreed to continue as the Parish Councillor representative on the Patient Participation Forum, Cllr Starling agreed to continue to attend meetings of the Upper Thurne Working Group, Cllr Barker would continue to attend the meetings of the Broads Authority and Cllrs Starling and Crane agreed to continue to attend the Parish Liaison meetings. All members of the Parish Council agreed to the above arrangements.

**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 and seconded by Cllr Van de Bulk and unanimously approved.**

1. **Public Discussion – 15 minutes allowed**
* A resident asked if the plastic fencing had been removed along the Staithe and it was noted that the Broads Authority was in the process of doing this.
* The applicant involved in the Planning Application at Item 17 asked if he could be allowed to speak when that item was raised and this was agreed.
1. **Report from Borough Councillors/County Councillor if present. None present.**

**Reopening of the Meeting:-**

1. **Report from PCSO**
* PCSO Edwards reported that no crimes had been reported since the last meeting and 4 calls for advice had been received;
* 28 calls for assistance had been received during the past twelve months and out of those calls, 5 crimes had been investigated;
* It was noted that there were now only two officers covering 18 villages which was making it very difficult to serve the villages adequately.
* The Chairman thanked PCSO Edwards for attending the meeting and for delivering his report.
1. **To confirm minutes of the previous meetings held 1st and 22nd March and 11th April 2016**

Cllr Grayling proposed the minutes of 1st March, 22nd March and 11th April 2016 be confirmed and this was seconded by Cllr Jones 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**
* None noted
1. **Finance**
* To agree payments in accordance with the budget.

Cllr Clift proposed a Motion that the following payments be made in accordance with the budget This was seconded by Cllr Barker and unanimously agreed by Councillors. IT WAS RESOLVED THAT the Motion be carried.

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| **Cheque No** | **Payee** | **Description** | **Amount** **£** |
| 100691 | G Lack | Clerk Salary & Expenses | 208.33 |
| 100692 | R Bird | Grass Cutting | 174.00 |
| 100693 | Somerton Staithe Trustees | Reimbursement of electricity income |  11,92 |
| 100694 | NALC | Annual Membership |  97.39 |
| 100695 | Came & Company | Annual Insurance |  276.49 |
| TOTAL |  |  | £768.13 |

* Cllr Clift proposed that Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements) of the Annual Return and Accounts for the Year Ended 31.3.2016 be approved. This was seconded by Cllr Grayling and unanimously agreed by the Council. Thanks were given to Barrie Sharrock for his timely internal audit and signing of the accounts.
* It was noted that the Staithe Trustees would contribute £100 towards the grass cutting of the Staithe.
1. **Amended Planning Application: BA/2016/0110/HOUSEH.** Change of use of existing detached double garage to residential annexe at The Firs, Staithe Road, Somerton. Under the previous Item 11 of these minutes it was agreed that the applicant be allowed to speak. The amendment was needed to include a covenant to remove certain aspects of the original application so that it could not be sold in the future as a separate residence. It was proposed by Cllr Jones and seconded by Cllr Grayling that no objections be made to the application and this was unanimously agreed by the Council.
2. **Proposal to purchase one SAM2 vehicle activated road sign from the Community Fund, to agree locations for road sign as per County Council requirements and volunteers to undertake moving sign, recharging batteries etc.** **R Starling**

It was agreed to delay this item until the next meeting pending further investigation regarding warranty, battery life etc and until receipt of the balance of the Community Fund income from the wind turbines amounting to £2,500.

1. **Broads Authority Conservation Area Review. Update Parish Clerk.**
* The Clerk reported that no progress had been made and it was noted, once again, that an open meeting should be held in the evening. It was noted that the 20th August should be avoided which was the day of the Fete.
* The Clerk also noted a response from NPLaw that the Parish Council did **not** have the last say on Broads Authority proposals regarding Conservation Areas, but that it could request the removal of the existing Conservation Area designation in Somerton.
1. **Upper Thurne Working Group Meetings – Update R Starling**

Cllr Starling read a proposed communication to be sent to the Chairman of the Upper Thurne Working Group. Cllr Barker proposed that this should be circulated to Councillors and then sent to the UTWG and this was seconded by Cllr Grayling and unanimously agreed by Councillors. The main point of the response was that the UTWG was very much a top down organisation which did not listen to or act on its member’s suggestions or concerns.

1. **Road Sweeping by Borough Council update:**

Cllr Starling noted that the village sweeping in May had been excellent and he had sent his thanks to GYBC for such a good job. The next sweeping would be in June.

1. **Correspondence Received. *Comments and decisions made at the meeting are noted in italics.***

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| **ITEM** | **FROM WHOM RECEIVED** | **CONTENT** | **ACTION REQUIRED** |
| 1 | Came & Co | Council Matters publication |  |
| 2 | GYBC | GYBC Adopted Local Plan Core Strategy and associated maps |  |
| *3* | *Resident* | *Question about increase in council tax demand.*  | *Cllr Starling had responded to explained why the Parish part of the Council Tax had been increased and noted that funding was gradually being withdrawn from the Borough Council.* |

1. **To receive Items for the next Agenda**
* SAM2 sign
* Election of Staithe Trustee for a 4 year term
* Election of 2 Poors Trustees for a 4 year term
1. **To agree dates of future meetings for next 12 months.**

It was agreed that meeting would be held on the first Tuesday of the month, where possible, commencing at 7.00 p.m. Dates are as follows:

July 5th, September 6th, November 1st 2016, January 3rd, March 2nd, May 2nd (Annual Parish and Annual Parish Council Meeting).

**There being no further business the Chairman declared the meeting closed at 20.12.**

The meeting was followed by the Annual Parish Meeting