SOMERTON PARISH COUNCIL

DRAFT MINUTES OF A VIRTUAL MEETING HELD ON TUESDAY 7th JULY 2020

AT 7.00 P.M.

PRESENT: R Starling (Chairman) R Walters (Vice Chairman)

 B Barker J Clift

 G Lack (clerk)

Also present was County Councillor R Hanton and one resident. Cllr Galer had sent his apologies.

1. To consider apologies for absence. Apologies were received from Cllrs Jones and Crane due to difficulties in connecting to Zoom.
2. Declarations of interest in items on the agenda. None noted
3. **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: -**

Public discussion – 15 minutes allowed.

* A resident had raised a concern about cars parked on the Staithe alongside the bollards and asked if small “no parking” signs could be attached to every other bollard at a cost of around £15 for 5 signs. It was agreed that this would be deferred until the next meeting when hopefully the Parish Council could hold a physical meeting. Cllr Clift to monitor the situation.
1. Report from Borough Councillors/County Councillor – if present
* Cllr Hanton noted that he had circulated much information about the coronavirus which the clerk confirmed had been forwarded to councillors.

**Reopening of the meeting:-**

1. Report from the PCSO – if present. Nothing noted.
2. To confirm the minutes of the previous meeting held on 5th May 2020.

It was proposed by Cllr Clift that the minutes be approved and this was seconded by Cllr Barker and agreed by all councillors present.

1. To report matters arising from the minutes not already on the agenda, for information only.
* Bus shelter cleaning. It was noted that bus shelters had been cleaned;
* Kissing Gate. A copy of the keys to the padlock had been given to the Broads Authority and the nearest property owner;
* Fencing at the Staithe. It was noted that the work had been to a very high standard and thanks would be given by Cllr Starling to Martin Hall for his work;
* Broads Authority Marketing & Viability Supplementary Planning Document. It was noted that the Broads Authority had followed the Parish Council’s suggestion to consult with other stakeholders.
1. Accounts
	1. To review year-to-date position. The clerk noted the bank balance of £7,402.92.

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| Summary of Receipts and Payments |
| Year Ended 31st March 2021 |
|  |  | Budget | Actual | Variance |  |
|  |  | £ | £ | £ |  |
|  | Grass Cutting | 1,025.00 | 94.50 | 930.50 |  |
|  | Village Hall Hire | 100.00 | - | 100.00 |  |
|  | Insurance | 300.00 | 340.64 | - 40.64 |  |
|  | Clerk Salary | 1,000.00 | 247.80 | 752.20 |  |
|  | Clerk Expenses | 250.00 | - | 250.00 |  |
|  | Bus Shelter | 250.00 | - 250.00 | 500.00 |  |
|  | Admin | 82.00 | 139.03 | - 57.03 |  |
|  | Church | 760.00 | - | 760.00 |  |
|  | Total | 3,767.00 | 571.97 | 3,195.03 |  |
|  |  |  |  |  |  |
|  | Opening Balance |  | 6,220.11 |  |  |
|  | Add: receipts |  | 2,071.00 |  |  |
|  | Less: payments (inc VAT) |  | - 54.19 |  |  |
|  | Movement on community account |  | - 834.00 |  |  |
|  | Closing Balance |  |  | 7,402.92 |  |

* 1. To agree payments in accordance with the budget. Cllr Clift proposed that the payments be approved and this was seconded by Cllr Barker and approved by all councillors present.

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| Payee | Cheque No | Description | Amount |
| G Lack | 796 | Clerk salary | 198.40 |
| HMRC | 797 | PAYE G Lack | 49.40 |
| R Bird | 799 | Grass cutting | 378.00 |
|  |  | Total | 625.80 |

* 1. To approve Accounts for Year Ended 31.3.2020 for submission to external auditors. The Clerk noted that all documents had been circulated prior to the meeting. Cllr Clift proposed that the accounts be approved and this was seconded by Cllr Barker and approved by all councillors present for submission to the external auditor. The following documents were approved for signature by the Clerk and Chairman:
		1. Certificate of Exemption - AGAR Part 2
		2. Section 1 - Annual Governance Statement
		3. Section 2 - Accounting Statements
	2. To note payment to Came & Company in the amount of £340.64. Payment approved at last meeting, amount unknown at the time.
	3. To note receipt of £250 reimbursement by the insurers with regard to the excess payment arising from the damage to the bus shelter railings.
1. Planning Applications and Decisions
	1. **BA/2020/0092/HOUSEH.** External wall insulation & render. Replace PVCu windows & Doors. Re-roof with slate to match (Retrospective). 3 Horsey Road. Applicant GYBC. Cllr Walters confirmed that he had spoken with both neighbours and neither had noted any objections. There were no objections from the Parish Council to the application except it was noted that bird nesting had now been prevented by the installation of plastic fascia boards. It was proposed by Cllr Walters, seconded by Cllr and agreed by all councillors present that this response be sent to the Planning Department.
2. Election of 2 Staithe Trustees
	1. Appointment of 2 Trustees to serve 4 year terms. Applicants i).Derek Clapinson. ii). Judy Clift. iii) Mike Langley. To agree to delay appointments until such time as Members of the Parish Council can meet to conduct a ballot. It was agreed to postpone this item to the next meeting in the hope that this would be a physical meeting due to the need to hold a ballot.
	2. b). Update of fence repairs. - R.Starling. See Matters arising above.
	3. c). Weed removal - To decide whether to authorise removal of weed by machinery as per quotations received, to be funded initially by Parish Council on condition cost to be reimbursed by Staithe Trust when functioning. Report- R.Starling.

The following quotations had been received:

a). CF Wharton Agricultural Contracting Services..... Total Cost £1,500.

b).Robert P.Thain, 360 Excavator Machine Hire........ Total Cost £960.

c).Water Management Alliance (Broads Drainage) ... Total Cost £360.

It was proposed by Cllr Barker, seconded by Cllr Clift and unanimously agreed by all present that the Water Management Alliance (Broads Drainage) quotation be accepted. The Parish Council would pay for this initially but would request reimbursement from the Staithe Trustees..

1. West Somerton Poors Charity - Appointment of 2 Trustees to serve 4 year terms. Applicants: i).Roger Davis. ii) Mike Lees. iii) Trevor Jones. To agree to delay appointments until such time as Members of the Parish Council can meet to conduct a ballot. It was agreed to postpone this item to the next meeting in the hope that this would be a physical meeting due to the need to hold a ballot.
2. Funding for additional litter pickers, hoops for bags & high visibility vests. To apply to Borough Councillors (James Bensly & Noel Galer) for funding from their ward fund allocations up to £200 to purchase equipment. It was proposed by Cllr Walters, seconded by Cllr Barker and unanimously agreed by all Councillors present that this be progressed.
3. Consideration of Permissive Footpath along Collis Lane. It was agreed to postpone this item to the next meeting in the hope that this would be a physical meeting to allow members of the public to attend in person.
4. Consideration of resurfacing work on The Street and Church Lane. It was noted that the members of the Parish Council had inspected the work and agreed that it had been carried out to a satisfactory standard. The clerk would inform the resident who had raised this.
5. Matters Dealt with since last meeting.
	1. SAM2 traffic speed sign moved from Winterton to Horsey Road.
	2. Damage to BT pole/equipment along Cottage Road - Reported to BT.
	3. Email from Parishioner regarding launching boat at Staithe & volunteering.
6. Correspondence

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| Date | Sender | Details | Action Taken/to be Taken |
| 14.5.20 | Broadlands Futures Initiative | Newsletter | Circulated |
| 18.5.20 | Skyblue Solutions | Lost rights of way | Circulated |
| 19.5.20 | GYBC | Grants for village halls | Circulated |
| 19.5.20 | Marie Curie | Request for donation | Circulated |
| 28.5.20 | BA | New Flood Risk SPC | circulated |
| 30.5.20 | GYBC | Final call for comments re key planning document | circulated |
| 30.5.20 | GYBC | Adoption of North Quay supplementary planning document | circulated |
| 30.5.20 | GYBC | Publication of final draft local plan | circulated |
| 30.5.20 | GYBC | Reopening of some council car parks | circulated |
| 30.5.20 | NCC | Coronavirus update May 2020 | circulated |
| 12.6.20 | Norfolk Constabulary | Parish newsletter | circulated |
| 16.6.20 | John Packman | June briefing | circulated |
| 16.6.20 | NALC | June bulletin | circulated |
| 17.6.20 | Sue Stephenson | Upper Thurne Update | circulated |
| 17.6.20 | NCC | Invitation to bid for parish partnerships 21/22 | circulated |
| 26.6.20 | NCC | Norfolk Infrastructure Fund open for applications | circulated |
| 1.7.20 | London Hearts | £200 grant for defibrillator | circulated |
| 2.7.20 | AONB | New fund available | circulated |
| 6.7.20 | Cllr Galer | Update re play areas from GYBC | circulated |
| 6.7.20 | John Packman | July briefing | circulated |
| 6.7.20 | NALC | July bulletin | circulated |

There have been many emails regarding Covid-19 which I have circulated but which I have not included on this list.

Other matters discussed:

* Cllr Clift to check with Steven Ashton regarding the opening of the children’s playground.
1. Items for next agenda
	1. Appointment of 2 Trustees to serve 4 year terms. Applicants i).Derek Clapinson. ii). Judy Clift. iii) Mike Langley.
	2. West Somerton Poors Charity - Appointment of 2 Trustees to serve 4 year terms. Applicants: i).Roger Davis. ii) Mike Lees. iii) Trevor Jones.
	3. Consideration of Permissive Footpath along Collis Lane.
	4. Reimbursement to The Lion of coronavirus expenses.
2. Date of next meeting 1st September 2020.