



6. To confirm the minutes of the previous meeting held on 3rd March 2020. It was noted that there was a correction to the minutes because Cllr Jones' attendance at the meeting had been omitted. Cllr Clift proposed that the minutes be confirmed and this was seconded by Cllr Barker and unanimously agreed by those councillors present.
7. To report matters arising from the minutes not already on the agenda, for information only. The Chairman had previously circulated a report as follows:
- 8 (i) Bus Shelter cleaning – suspended owing to coronavirus.  
(ii) War memorial refurbishment - suspended owing to coronavirus.
- 9.(d) Replacement of SAM2 Batteries – 2 batteries purchased and delivered by Westcotec (SAM2 sign manufacturers). Working well.
11. Spring Litter Pick – cancelled owing to coronavirus.
- 14 (b) Broadland Futures Initiative (Future Flood Risks): Notes from meeting with Environment Agency in Norwich on 9th March have been circulated to all Parish Councillors. Assume future progress/meetings with this project are now delayed owing to coronavirus.
15. Highway Matters: Email received from NCC informing repairs had been carried out to Manor Farm Road (near junction-bend with unsurfaced Low Road)
- 16.Kissing Gate: Email received from Discount Fencing of Gt.Yarmouth informing that the replacement gate would be installed in the afternoon on Tuesday 5th May. Discount Fencing would be supplying padlock and keys to fit hinge lock device (to prevent gate being lifted off hinges)
19. Election of 2 Staithe Trustees (Item for next agenda)  
There has been interest from 3 Parishioners willing to serve as Trustees. Unfortunately, we are unable to hold a ballot as we normally do at our meetings so this election will have to be delayed. When the coronavirus restrictions are lifted we could have a special meeting to carry out these appointments to avoid further delay.
- 19 (b) Low Road : We have requested a site meeting with NCC to discuss repairs and maintenance but this has been delayed owing to Coronavirus.

**Matters dealt with since last meeting :**

- The SAM2 sign was being moved each month as normal.
- There was a request by a Parishioner for Parish Council to approve placing coronavirus related signs in the village for visitors. The majority of Councillors responded not to approve signs.

8. Accounts

- a. To review year-to-date position. The clerk had already circulated the papers to Parish Councillors. It was noted that there was a slight overspend at the year end but that £250 of that was due to the Council having to pay the excess on their insurance policy regarding the damage to the railings at the bus stop. The clerk had followed up with the broker to chase if this payment could be recouped and was awaiting a response.

	Budget	Actual	Variance
	£	£	£
Grass Cutting	1,025.00	1,204.00	- 179.00
Village Hall Hire	100.00	100.00	-
Insurance	300.00	294.17	5.83
Clerk Salary	1,000.00	1,486.80	- 486.80
Clerk Expenses	250.00	43.30	206.70
Bus Shelter	250.00	250.00	-
Admin	82.00	168.18	- 86.18
Church	760.00	760.00	-
<b>Total</b>	<b>3,767.00</b>	<b>4,306.45</b>	<b>- 539.45</b>
Opening Balance		5,629.49	
Add: receipts		3,768.45	
Less: payments (inc VAT)		- 4,792.23	
Movement on community account		1,614.40	
<b>Closing Balance</b>			<b>6,220.11</b>

- b. To agree payments in accordance with the budget. Cllr Barker proposed that the cheques be approved and this was seconded by Cllr Walters and approved by all Councillors present. Cllr Starling proposed that the Clerk should submit a claim for overtime because of the extra work that the coronavirus had caused and this was agreed by all Councillors present.

Payee	Cheque No	Description	Amount
G Lack	796	Clerk salary	198.40
HMRC	797	PAYE G Lack	49.40
Martin Hall	798	Fence at Staithe	168.00
R Bird	799	Grass cutting	94.50
NALC	800	Renewal of subscription	139.03
Westcotec	801	Replacement batteries for SAM2 signs	192.00
Came & Company due 1.6,20	802	Amount to be determined	TBC
Discount Fencing	803	Kissing Gate	474.00
		Total	1315.33

- c. To agree in principle the renewal of the Council's insurance with Came & Company due 1st June 2020. Last year's premium was £294.17. Cllr Clift proposed that the renewal be approved and this was seconded by Cllr Barker and approved by all Councillors present.

9. Planning Applications and Decisions

- a. **06/19/0709/F**. Conversion of existing barn to dwelling. 10 Collis Lane, East Somerton. **GYBC approved 17.3.2020**. Noted

10. Fence at the Staithe. Proposal to replace for health & safety reasons. R Starling

This refers to the length of wooden posts and rails fencing on the north side of the boat dyke next to the Horsey Road where cars pull in. Unfortunately 4 sections of this fence have rotted and broken and are now leaning over.

The Staithe Trustees have carried out repairs to the fence previously. Currently the Staithe & Boat Dyke Charity are unable to function owing to being 2 Trustees short leaving only 2 serving Trustees. The Charity's scheme states "There shall be a quorum when 3 Managing Trustees are present at a meeting"

As the collapsed fence could present a hazard, the Parish Council needs to decide whether to initiate repairs to the fence or not.

Existing Staithe Trustee Martin Hall has obtained a quotation for materials to undertake necessary repairs. Timber posts and rails would cost £148 plus £20 for 4 bags of Postmix. Martin has kindly offered to undertake the work free of charge.

Cllr Clift proposed that the Parish Council authorise payment of £168 i.e. to purchase the materials needed on condition that the Staithe Trustees reimburse the Parish Council when they are able to function properly again? This was seconded by Cllr Barker and agreed by all Councillors present.

11. Application to list The Lion Public House as an Asset of Community Value approved 14.3.2020 for information only.

12. Correspondence

Date	Sender	Details	Action Taken/to be Taken
4.3.20	Cllr Galer from GYBC	Press releases Coronavirus, Winter Gardens, Comments GYBC Planning Document	Circulated
4.3.20	Sue Stephenson	Hickling Update	Circulated
4.3.20	NALC	Bulletin	Circulated
6.3.20	Calor Gas	Funding for community projects	circulated
10.3.20	NCC Highways	Response to request regarding Low Road. No further action will be taken at this time.	Information passed to Cllrs Starling, Walters and Hanton
14.3.20	BA	Consultation on 2 planning documents	Circulated <i>See comments below **</i>
16.3.20	Cllr Hanton	NCC update smoke alarms	circulated
14.4.20	Sue Stephenson	Hickling Update April 2020	circulated
29.4.20	Sue Stephenson	Upper Thurne Update	circulated
29.4.20	Norfolk Constabulary	Parish newsletter	circulated
29.4.20	Public Sector Network	Newsletter	circulated

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

***\*\*The Broads Authority Marketing & Viability Supplementary Planning Document. This may be a somewhat controversial proposal effecting tourism related planning applications in the Broads Authority (BA) area. The guide, according to BA, sets out marketing and viability standards. This could have financial implications for future applicants and further clarification is awaited from Natalie Beale at BA Planning Dept. Great Yarmouth Tourism Authority have been made aware of this consultation and are also seeking clarification from BA.***

*The Chairman asked the Council to consider the following letter be sent to the Broads Authority. This was proposed by Cllr Walters, seconded by Cllr Cliff and agreed by all Councillors present.*

*“It is felt that the proposals will deter investment in the Broads area and in particular from small scale and/or first time tourism ventures. The costs of appointing an independent expert to assess the viability study on behalf of the Broads Authority will have to be paid for by the applicant. We consider this a ‘pay twice’ proposal. This expenditure could be considerable and come on top of existing planning requirements i.e. landscape character assessment, flood risk assessment, bat and nesting bird survey and, perhaps the most expensive, a heritage statement report.*

*Can we suggest that the Authority enters into discussions with representatives from local tourism bodies and surrounding District planning departments to agree a common approach, otherwise the Broads area may well become a no-go area for small scale, independent tourism investment. With the significant impact on tourism from the coronavirus, the industry recovery will not be helped by imposing additional costs.”*

13. Items for next agenda
  - a. Election of 2 Staithe Trustees
  - b. Poors Trustees - Appointment of 2 Trustees for 4 year terms each
  - c. Consideration of Permissive Footpath along Collis Lane
  - d. Consideration of resurfacing work on The Street and Church Lane.
  
14. Date of next meeting 7th July 2020

There being no further business the Chairman declared the meeting closed at 19.20