

SOMERTON PARISH COUNCIL

Notice of a meeting to be held on 29th March 2022 at
The Village Hall, Cottage Road, Somerton at 7.00pm.

30th March 2022

Dear Councillor,

Your attendance is required at the **Meeting of the Parish Council** to be held on Tuesday 5th April 2022 at 7.00pm in The Village Hall, Cottage Road, Somerton.

Members of the press and public are cordially invited.

Sarah Hunt

Sarah Hunt
Locum Clerk

AGENDA

1 Minutes.

To approve the Full Council minutes dated 29th March 2022

2 Apologies

To consider and approve apologies for absence.

3 Declarations of Interest.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interest Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- Your well being or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.
- That of another public body of which you are a member to a greater extent than others in your Parish.
- You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

4 Public Speaking.

- 4.1 County Councillor James Bensly
- 4.2 District Councillors; James Bensly and Noel Galer.
- 4.3 Police Representative.
- 4.4 Public. Members of the public are invited to address the Council on matters on the Agenda only. In accordance with Standing Orders no longer than 5 minutes per person and 15 minutes shall be allowed for this item.

5 Matters for reporting from previous meetings.

No decisions may be taken under this item.

- 5.1 Coronation Lane/Mill Lane Permissive Path – response from EcoTricity wind turbine owners.

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5.2 Sandbags – update on delivery and distribution. Cllr Walters.

6 Planning.

- 6.1 To consider consultee response to planning applications received from Great Yarmouth Borough Council and The Broads Authority.
- 6.1.1 06/22/0185/HH – 7 Bloodhills Farm, Bloodhills Road, Somerton, NR29 4DU. Proposed installation of 25 No. JA 380 watts Photovoltaic (PV) Solar Panels constructed on a Ground Mounted System consisting of 5 x 5 rows of panels measuring a surface area of 5.26m x 22m. Height of the proposed PV array 1.45m.
- 6.1.2 BA/2022/0079/HOUSEH – Staithe Cottage, The Staithe, West Somerton. Restore cottage, Rear extension. Replace garage and construct garden room.
- 6.1.3 BA/2022/0024/HOUSEH – Home Farm House, Horsey Road, West Somerton. Replacement Septic Tank.
- 6.2 To receive notification of any decisions taken by Great Yarmouth Borough Council and The Broads Authority.
- 6.2.1 BA/2021/0357/FUL – Staithe Farm, Sandy Lane, West Somerton. Change of use from agricultural to grazing, erection of stables RETROSPECTIVE. Approved subject to conditions.

7 Administrative Matters.

- 7.1 To agree membership of a Staffing Committee. 3 Members.
- 7.2 To agree Terms of Reference.
- 7.3 To receive costings and consider Full Council Training. Cllr Walters. (Item 17 – Meeting 1st March 2022.)
- 7.4 Cllr R Starling attended the Councillor Refresher Course on 28th March 2022 with NPTS. To receive feedback.
- 7.5 Cllr R Walters attended Being an Effective Councillor Course, March 2022 with Nalc. To receive feedback.

8 Financial.

- 8.1 Bottle bank financials. (Item 21 – Meeting 1st March 2022.)
- 8.2 To note that the year end paperwork has been received from P K F Littlejohn. The Council is an exempt authority. Deadline of Friday 1st July for return of paperwork.
- 8.3 Mr David Balls has agreed to undertake the Internal Audit. Clerk will send paperwork as soon as possible.
- 8.4 To confirm the cost of the new Kissing Gate (Item 3.a - Meeting 1st March 2022). Cllr Starling. Replacement field gate £395.00.
- 8.5 To consider and agree phone provision for Council:
Mobile phone contract Galaxy A59 AG - 25GB/month £20.83. 36 month contract.
Sim Only – Unlimited Lite £19.17/month. Vodafone.
Mobile phone purchase with PAYG credit. Samsung Galaxy A03 - £129.00
Virtual Landline – around £7.99/month.
- 8.6 To agree payments:

	Nett	vat	total
Norfolk alc – training – Being an effective Councillor.	£60.00	£12.00	£72.00
Refund Cllr R Starling – Councillor Refresher training	£45.00		£45.00
Norfolk alc – annual membership & website hosting.	£142.15		£142.15
Mrs Sarah Hunt – Locum Clerk			

Locum Clerk: Sarah Hunt

Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Tel: 07789001324 Email: clerksomerton@gmail.com

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8.7 To consider membership of NPTS at a cost of £50.00.

9 Policies.

To review and adopt the following Policies:

9.1 Planning Protocol.

9.2 Complaints Procedure.

9.3 To consider the need for a Reserves Policy.

10 Highways Matters.

10.1 Fence/Access at ruined church. To receive update and consider any future action. Cllr Walters.(Item 12 – meeting 1st March 2022).

10.2 To note Cllr R Starling is attending the Highways webinar on 20th April 2022.

11 Correspondence

Norfolk Resilience Forum	Email	Community Resilience	For response.
Norfolk Co Co	Email	Highways Act Section 31 (6) deposit	For information

12 Date of next meeting:

Tuesday May 3rd at 6.30pm, Village Hall – Annual PARISH Meeting.

Tuesday May 3rd at 7pm, Village Hall – Annual PARISH COUNCIL Meeting.

In accordance with the Public Bodies (admission to meetings) Act 1960 the meeting may RESOLVE to exclude the press and public during consideration of the following item due to the confidential nature.

13 Personnel Recruitment.

13.1 To receive an update on recruitment process and consider timescale.

SOMERTON PARISH COUNCIL

Minutes of a meeting to be held on 29th March 2022 at
The Village Hall, Cottage Road, Somerton at 7.00pm.

Present: Cllrs B Barker, J Clift, D Crane, T Jones, R Starling (chair – part), R Walters (chair – part), I Wright.

Clerk: Mrs Sarah Hunt
1 parishioner was present.

1 Minutes.

The Full Council minutes dated 1st and 8th March 2022 were AGREED and signed as a true and correct record by the Chair.

2 Apologies

None.

3 Declarations of Interest.

Cllr R Starling – Item 5 – Boat Owner and user of the Staithe and Boat Dyke. Cllr R Starling left the meeting for the decision at Item 5 and did not vote on the matter.

Cllr B Barker – Item 5 – Boat Owner and user of the Staithe and Boat Dyke. Cllr B Barker left the meeting for the decision at Item 5 and did not vote on the matter.

Cllr J Clift – Item 5 – Boat Owner and user of the Staithe and Boat Dyke .

4 Date of next meeting:

Tuesday April 5th at 7pm, Village Hall – FULL COUNCIL. NOTED.

In accordance with the Public Bodies (admission to meetings) Act 1960 it was RESOLVED to exclude the press and public during consideration of the following item due to the confidential nature. PROPOSED Cllr J Clift seconded Cllr I Wright.

5 Complaint.

Cllr R Starling stood down and Vice-Chair Cllr R Walters took the chair

Cllr R Starling and one member of the public remained by invitation.

Cllr Walters presented his report and explained that the Council had sought advice and been advised incorrectly originally. The Council now had more extensive and reliable guidance that informed his revised report.

The member of the public addressed the Council.

Cllr R Starling, Cllr B Barker and the member of the public left the meeting.

It was NOTED and AGREED by Councillors present that any complainant referring to a named Councillor should be informed that the Council cannot investigate or comment and they should contact the Monitoring Officer at Great Yarmouth Borough Council.

It was NOTED and AGREED that the Parish Council now understood that as Custodian Trustee its involvement in the Staithe Boat Dyke Trust Charity is limited to appointing Trustees and holding the Deeds.

SOMERTON PARISH COUNCIL

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It was RESOLVED that apologies be offered to ex-Trustees who had brought a complaint against the Council regarding item 19 on the agenda 2nd November 2022. The Clerk to send a letter to each on behalf of the Council. PROPOSED Cllr T Jones, seconded Cllr D Crane.

The Clerk advised Councillors that any individual who had concerns over any Charity should raise that matter with the Charity Commission as it was not a matter for Council.

The meeting closed at 7.46pm.

Somerton Parish Council Meeting 1st March 2022.

Public Discussion Item: Questions raised regarding the provision of the replacement kissing gate (Staithe Road – Somerton Footpath 6) and the disposal of the old gate.

From the Parish Council Minutes (Website);

1. Date 3rd March 2020. Kissing Gate: To consider options for replacement.
 - a). It was noted that no one had quoted for the replacement of the gate although this had been advertised in the newsletter.
 - b). A quotation had been received to replace the kissing gate with a field gate although there would be a slight difference in size albeit machinery would still get through.
 - c). It was proposed by Cllr. Barker and seconded by Cllr. Clift that the quotation from Discount Fencing for a new field gate of £395 plus VAT be accepted and this was unanimously agreed by all Councillors.
 2. Date 5th May 20: Replacement gate would be installed on 5th May 20.
 3. Date 7th July 20: Copy of padlock keys given to Broads Authority. (Note: the bottom hinge is padlocked to prevent lifting gate off hinges).
 4. Date: 1st Sept.20: Kissing gate at entrance to Footpath No.6 (River bank west side). To agree disposal/removal of the old gate.
 - a). This was raised by a resident at the Special Meeting held on the 25th August 2020. The Chairman had circulated a photo of the old gate and noted it was supporting the post at the moment. As a result the gate needed to be left in place until a new post could be erected. Everyone was in agreement with this proposal. It was confirmed that it was not unsafe or interfering with anyone who used the path.
 - b). Also raised also at the Special Meeting was a query as to whether a quote had been received from a third party and it was confirmed that it had not been received. The resident was asked to produce a copy of the quote.
 5. Date: 7th Sept 21: A resident asked when the old kissing gate was going to be removed. The Chairman noted that it was currently propping up part of the fence but this would be discussed at the next meeting.
 6. Date: 2nd Nov.21: To decide removal of old gate. This had been done by volunteers and the old gate recycled. Thanks were given to Cllr. Walters for the provision of the new post.
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Conclusion: The Parish Council agreed on the 1st Sept.20 to the disposal/removal of the old gate when a new post could be erected. A new post was later erected and the old gate disposed of as reported at the 2nd Nov.21 meeting. The plan was for Richard Walters to dispose of the old gate by taking it to Caister Recycling centre where disposal costs may have been incurred. As it was, after sawing up the gate, a nearby resident offered to take the pieces away.

Richard Starling
Chairman Somerton Parish Council
2nd March 2022

SARAH HUNT

58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH
Telephone: 07789001324

email: sbmr@hotmail.com

30th March 2022

To: Somerton Parish Council

For the provision of Locum Clerking Services

Week commencing 7 th March	4 hours	£80.00
Week commencing 14 th March	4.5 hours	£90.00
Week commencing 21 st March	16 hours	£320.00

TOTAL TO PAY		£490.00
		=====

SOMERTON PARISH COUNCIL

Planning Protocol

SUMMARY

This procedure sets out how Somerton Parish Council considers planning matters on which it is consulted by a Planning Authority. It takes into account that:

- the consultation period for planning applications is 21 days, which means that not all planning applications can be considered by Somerton Parish Council at its scheduled meetings;
- Somerton Parish Council believes parishioners are best served by the Parish Council responding to applications in a timely fashion;
- to ensure all consultations on planning applications are dealt with in time, the Parish Council has appointed the Clerk to facilitate the responses of the Council to planning matters.

Somerton Parish Council has therefore resolved that any substantive actions in respect of planning matters shall be taken by:

- the Parish Council as a whole; or
- by the Clerk acting on the outcome of an email consultation with Parish Councillors.

PLANNING PROTOCOL

Options For Responding To Planning Applications

One of the following options shall apply when notice of a planning application on which the Parish Council is invited to comment is received:

Option 1

If there is a scheduled Council meeting before the end of the consultation period then the Clerk will place the matter on the agenda for that meeting, and any decision will be taken at that meeting.

Option 2

If there is no scheduled Council meeting before the end of the consultation period, the Clerk will alert all members of the Parish Council to the application via email. Councillors will be asked to consider the application (as per agreed procedures at meetings of the Council, any councillor with a material interest in the application to be considered will be asked to declare such interests as required by the Somerton Parish Council Code of Conduct and will take no part in the discussion of the application or the resulting vote).

Councillors will be requested to respond to the Clerk's email within the deadline given. The deadline will be no less than five clear days from when the email was sent. Councillors shall respond to the Clerk's email in one of three ways: 'no objection', 'objection' or 'extraordinary meeting requested'. If the response is 'objection', the reasons for objection must be clearly stated. If the response is 'no objection', councillors may choose to include comments with their response.

If at least two members of the Parish Council (or the Chairman of the Council) request an extraordinary meeting to further discuss the planning application, then an extraordinary meeting will be arranged within the consultation period and any decision will be taken at that meeting.

If an extraordinary meeting is not duly requested before the Clerk's nominated deadline, then any response by the Council shall be deemed to have been delegated to the Clerk. The Clerk will consider all responses received from councillors to determine the outcome of the Council's 'vote' (as per the Council's Standing Orders, in the case of an equality of votes the Chairman of the Council will be asked to exercise his casting vote, whether or not he gave an original vote).

If the outcome of the Council's vote is 'no objection' the Clerk will respond to the planning consultation request with a simple 'no objection' (further comments may be included at the Clerk's discretion, based on any comments made by councillors).

If the outcome of the Council's vote is 'objection' the Clerk will submit this objection to the Planning Authority alongside the reasons for the Council's objection (to be compiled at the Clerk's discretion based on any reasons for objection stated by councillors).

The Clerk's written response to the planning application consultation will be duly noted at the next scheduled Parish Council meeting.

Procedures At Meetings Of The Council

- In those cases where a planning application comes before a full meeting of Soemrton Parish Council, then any residents will be able to speak at the meeting during public participation.
- If a request is received from the applicant to speak to the Parish Council then this will normally be permitted, unless the Parish Council (by a majority decision) determines otherwise.
- Any councillor with a material interest in an application to be considered will take no part in the debate, unless invited to speak by the Chairman, and will not be entitled to vote on any relevant motion.
- The Council shall consider the application in public session and will decide on what response, if any, shall be provided.

Adopted by Somerton Parish Council on 5th April 2022

Somerton Parish Council

COMPLAINTS PROCEDURE

The following is the Parish Council's procedure for dealing with complaints about the Council's administration or its procedures, a complaint against the Clerk. Complaints about a policy decision made by the Council will be referred back to the Council for consideration.

The procedure is based on the framework suggested by the National Association of Local Councils.

Definition of a complaint

Generally, this will be about the Parish Council's procedures or administration. It will be an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of a service - whether the action was taken (or the service provided by the Council) by the Parish Council or a person or organisation acting on behalf of the Council.

Complaints should always be directed through the Clerk (except for complaints about the Clerk, in which case, the Chairman takes the place of the Clerk in managing the process). It may be that the matter you are concerned about could be dealt with in a less formal manner. However, if you wish to use the procedure, please read on.

Making a complaint

We cannot please everyone all the time. What we can promise is to listen and to do what we can to deal with your problem.

It is not appropriate to deal with all complaints from members of the public under the formal complaints procedure. The Parish Council receives queries, problems and comments as part of its day-to-day business and they should not all be regarded as complaints. It is hoped that less formal measures or explanations provided to the complainant by the Clerk will resolve most issues. Any informal complaint will be reported to the Parish Council by the Clerk.

If your complaint about procedures, administration or the actions the Council's employee is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting your name and contact details and the nature of the complaint.

You will be asked to put the complaint in writing (letter or e-mail) to the Clerk to the Council. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.

When your complaint has been received, we will write to you within seven days to let you know –

- Who is responsible for dealing with the complaint.
- How it will be dealt with.
- When the complaint is likely to be dealt with.

What to do

Complaints can be made in any of the following ways –

Write, email or telephone the Clerk to the Parish Council (see Website for details).

Write to the Chairman of the Parish Council (see Website for details)

If the complaint is about the Clerk, telephone or write to the Chairman.

What happens next?

On receipt of your written complaint, the Clerk to the Council will seek to settle the complaint directly with you by explaining the Parish Council's position, if this is appropriate. Attempts will be made to resolve the complaint at this stage.

Generally speaking, complainants can expect to receive a response in full within a month of the acknowledgement of the complaint.

Complaint about the Clerk

If the complaint is about the Clerk to the Council, you should write to the Chairman. The Clerk will be formally advised of the matter and given an opportunity to comment.

Complaint about the ethical behaviour of a Parish Councillor

Members of Parish Councils sign a declaration to abide by a Code of Conduct and if they breach that code, there are consequences. A complaint alleging a breach of the Code of Conduct should be made in writing and addressed to Great Yarmouth Borough Council's Monitoring Officer at the Town Hall, Hall Plain, Great Yarmouth, Norfolk NR30 2QF.

Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should, or has been taken. These matters will be referred to the Parish Council by the Clerk with a summary of the issues and of the attempts made to resolve the complaint. The Parish Council may, in such

circumstances, decide that no further action can usefully be taken in response to the complainant and inform the complainant so, making it clear that only new and substantive issues will merit a response.

Anonymous Correspondence and Complaints

Anonymous correspondence (including withheld number phone calls) and complaints will be disregarded.

Formal Complaints

In certain circumstances, procedures/bodies other than the Parish Council may be appropriate in respect of the following types of complaint:

Financial irregularity – statutory right to object to Council's audit of accounts under S.16 Audit Commission Act 1998. On other matters, the council may need to consult its auditor.

Criminal activity – the Police

How will the procedure operate?

Complaints about the Council's procedures, administration or policies will be dealt with by the Parish Council. The outcome of the complaint will be published.

The Clerk will acknowledge receipt of your complaint within seven working days and will also advise when the matter will be dealt with by the Complaints Committee.

You will be invited to attend the meeting and to bring any representative if you wish.

Seven clear working days prior to the meeting, you are requested to provide the Parish Council with copies of any documentation or other evidence which you wish to refer to at the meeting. Similarly, the Parish Council will provide you with copies of any documentation which it wishes to rely on at the meeting.

Procedure at the Meeting

The Complaints Committee will consider whether the circumstances of the meeting warrant the exclusion of the press and public.

The Chairman will introduce everyone and will explain the procedure.

You, as the complainant, or your representative, will outline the grounds for complaint.

Members of the Complaints Committee will ask questions of you or your representative.

If relevant, the Clerk will explain the Parish Council's position.

Members of the Committee will be able to ask questions of the Clerk to the Council.

The Chairman will summarise the Parish Council's position and then you will be offered the opportunity of summing up.

You will be asked to withdraw from the meeting (together with your representative or anyone accompanying you) whilst Members reach a decision on whether or not the grounds for the complaint have been made. It may be appropriate in some circumstances for the Clerk also to withdraw from the meeting whilst Members reach a decision.

If any points of clarification are required, you will be invited to re-join the meeting whilst clarification is sought and then asked to withdraw again.

You will then re-join the meeting to be advised of the decision of the Committee, together with reasons for the decision, or, if necessary, to be advised when a decision will be made. Dependent on the detail of the reasons for the decision, it might only be possible to give you the decision at the meeting, with the detailed reasons following in the decision letter.

After the meeting

The decision will be confirmed in writing within seven working days, together with details of any action to be taken.

Complaints relating to the Clerk

These will be dealt with either by the Parish Council as an employment matter. Such complaints could result in disciplinary action or, in cases of gross misconduct, dismissal from the Council's employment. The matter will be dealt with internally to protect the employment rights to which employees of the Parish Council are entitled. The complainant will be informed of action taken.

What to do if you are still not satisfied

The decision of the Parish Council is final with no appeal process as the Local Government Ombudsman does not consider complaints in respect of Parish Councils.

Adopted: April 2022

NRF support to Community Resilience

Carter, Charles <charles.carter@norfolk.gov.uk>

28 February 2022 at 09:14

Dear Sir/Madam,

I apologise for this unsolicited email. Your details have been kindly passed to me by the Norfolk Association of Local Councils.

I am writing to you on behalf of the Norfolk Resilience Forum (NRF). The NRF is a multi-agency group that is made up of the Emergency Services, Local Authorities and other agencies. We work together to ensure that our approach to managing risks and emergencies is planned and coordinated.

In light of the 2021 [Integrated Review of Security & Defence](#), the Treasury Secretary allocated funding to each Local Resilience Forum (LRF) to assist in the task of developing national resilience. The pandemic, recent flooding and severe weather have highlighted the strength of Norfolk's community and parish level support structures. My intention is to invest some of the NRF's funding allocation in reinforcing these essential Community Resilience organisations.

So far, we have procured a cascade alert system which will enable the NRF (and specifically District Emergency Planners) the opportunity to warn and inform parishes and NRF partners of impending threats. It will enable the NRF to communicate (by SMS and email) local immediate threats (e.g. CoMAH site fires) or imminent risks (severe flooding, tidal locks etc).

We are also working with Communities Prepared, an organisation which helps to establish new community level resilience groups and develop those already in existence.

In order to intelligently allocate funding (and to scope the interest of parishes to be added to our cascade alert system) could I please request you respond to this email, appraising me of whether:

1. You have a community resilience group established as part of your parish (or wish for support in establishing one).
2. You wish to be added to our cascade alert system.

I must highlight that I am by no means attempting to replace the roles of your District Emergency Planning Officers (EPOs). I am merely attempting to bolster and add assistance to your organisations (and support your EPOs wherever possible).

If anyone wishes to discuss this, or other related matters, then please email me and I'll do my best to help (or signpost you to the most appropriate individual).

Many thanks for your support.

Best wishes

Charlie

Charlie Carter

Strategic Support Officer

Multi Agency Fusion Group – Norfolk Resilience Forum

|Scottow Enterprise Park, Lamas Road, Badgersfield, Scottow, NR10 5FB

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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

D22 21

King, Hayley <hayley.king@norfolk.gov.uk>

25 February 2022 at 14:49

Good Afternoon,

Highways Act 1980 Section 31 (6).

A deposit has been entered into the Register of Deposits and Declarations under the above legislation, the deposit within Rollesby, Fleggburgh, Somerton, Winterton-on-sea, Hemsby & Martham has been given the reference number D22 21 with the deposit date **26/01/2022**. I therefore thought it would be useful to provide you with some information regarding the deposit.

Deposits made under Section 31 (6) of the Highways Act 1980 relate to the establishment of public rights of way. A deposit relating to public rights of way does not affect any existing public rights of way that are recorded on the definitive map and statement; the public can continue to use existing public rights of way as normal. The deposit is a statement from the landowner that they do not intend to dedicate any *additional* public rights of way over their land. An admission by the landowner of existing rights of way usually forms part of the deposit.

Further information and copies of deposits can be found on our website at the following link:

<https://www.norfolk.gov.uk/out-and-about-in-norfolk/public-rights-of-way/register-of-declarations-and-deposits/about-register-of-declarations-and-deposits>

<http://www.legislation.gov.uk/ukpga/1980/66/section/31>

I hope this information has been helpful.

If I can be of any further assistance, please don't hesitate to get back in touch.

Kind regards

Hayley King

Register and Records Officer

Community and Environmental Services

Telephone: 01493 448390

County Hall, Martineau Lane, Norwich, NR1 2DH

Email: legalordersandregisters@norfolk.gov.uk

My normal working hours are Monday - Thursday 08:30-14:00 and Friday 08:30-17:00




Norfolk County Council





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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

 **D22 21.pdf**
1560K

SCHEDULE 1

Regulation 2(2)(a)

Application Form

Form CA16

Application Form for deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006**Please read the following guidance carefully before completing this form**

1. Guidance relating to completion of this form is available from <https://www.gov.uk/town-and-village-greens-how-to-register>. Please refer to these separate notes when completing this form.
2. Parts A and F must be completed in all cases.
3. The form must be signed and dated by, or by a duly authorised representative of, every owner of land to which the application relates who is an individual, and by the secretary or some other duly authorised officer of every owner of land to which the application relates which is a body corporate or an unincorporated association.
4. In the case of land in joint ownership all the joint owners must complete paragraphs 2 and 3 of Part A and complete and sign the application in Part F, unless a duly authorised representative completes and signs the form on behalf of all of the owners of the land. Paragraph 3 should be completed in full to clearly explain the capacity of each applicant e.g. trustee, landowner's managing agent, executor.
5. 'Owner' is defined in section 61(3) of the Commons Act 2006 and section 31(7) of the Highways Act 1980 and means, broadly, a legal owner of the freehold interest in the land.
6. Where the application relates to more than one parcel of land, a description of each parcel should be included in Paragraph 4 of Part A and the remainder of the form should be completed to clearly identify which statement and/or declaration relates to which parcel of land. This may require the insertion of additional wording. See separate notes for further guidance. Multiple parcels of land should be clearly identified by coloured edging on any accompanying map.
7. Where a statement or declaration requires reference to colouring shown on an accompanying map or previously lodged map, the colouring must be clearly specified and must match that shown on the relevant map. For example, if a footpath is specified in a Part C declaration as shown coloured brown, the accompanying map or previously deposited map referred to must reflect that colouring.
8. An application must be accompanied by an ordnance map, or (in respect of declarations under Part C or statements under Part D of this form) refer to a map previously deposited in accordance with the Commons (Registration of Town or Village Greens) and Dedicated Highways (Landowner Statements and Declaration) (England) Regulations 2013 or (if deposited before 1st October 2013) in accordance with section 31(6) of the Highways Act 1980. Any accompanying map must be an ordnance map at a scale of not less than 1:10,560 showing the boundary of the land to which the application relates in coloured edging.
9. An application must be accompanied by the requisite fee – please ask the appropriate authority for details.

10. 'Appropriate authority' means (a) in relation to a map or statement deposited or declaration lodged under section 31(6) of that Act, an appropriate council (as defined in section 31(7) of the Highways Act 1980); and (b) in relation to a statement and map deposited under section 15A(1) of the 2006 Act, a commons registration authority (defined in section 4 of the Commons Act 2006 and section 2 of the Commons Registration Act 1965). In practice, the appropriate council and commons registration authority will usually be the same body.

PART A: Information relating to the applicant and land to which the application relates
(all applicants must complete this Part)

1. Name of appropriate authority to which the application is addressed:

Norfolk County Council

2. Name and full address (including postcode) of applicant:

Jason Cantrill
Ceres Rural LLP
Crafton House
Rosebery Business Park
Mentmore Way
Norwich
NR14 7XP

3. Status of applicant (tick relevant box or boxes):

I am

(b) ☒ making this application and the statements/declarations it contains on behalf of Colin Barwood who is the owner of the land described in paragraph 4 and in my capacity as agent.

4. Insert description of the land(s) to which the application relates (including full address and postcode):

Grange Farm, Rollesby Road, Fleggburgh, Great Yarmouth, Norfolk, NR29 3AS
Land at Dairybarn Farm, Hemsby
Martham Road Farm, Hemsby, Great Yarmouth, Norfolk
Land at Marsh Farm, Acle, Norwich, Norfolk, NR13 3AX

5. Ordnance Survey six-figure grid reference(s) of a point within the area of land(s) to which the application relates (if known):

TG219232
TG460494
TG710739
TG887780

6. This deposit comprises the following statement(s) and/or declarations (*delete Parts B, C, or D where not applicable*):

PART B: Statement under section 31(6) of the Highways Act 1980

Colin Barwood is the owner of the land described in paragraph 4 of Part A of this form and shown red on the map accompanying this statement.

Ways shown yellow on the accompanying map are public footpaths.

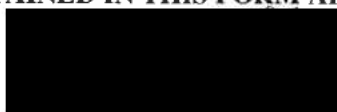
No other ways over the land shown yellow on the accompanying map have been dedicated as highways.

PART F: Statement of Truth
(all applicants must complete this Part)

WARNING: If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

I BELIEVE THAT THE FACTS AND MATTERS CONTAINED IN THIS FORM ARE TRUE

Signature (of the person making the statement of truth):



Print full name: Jason Cantrill

Date: 24th January 2022

You should keep a copy of the completed form

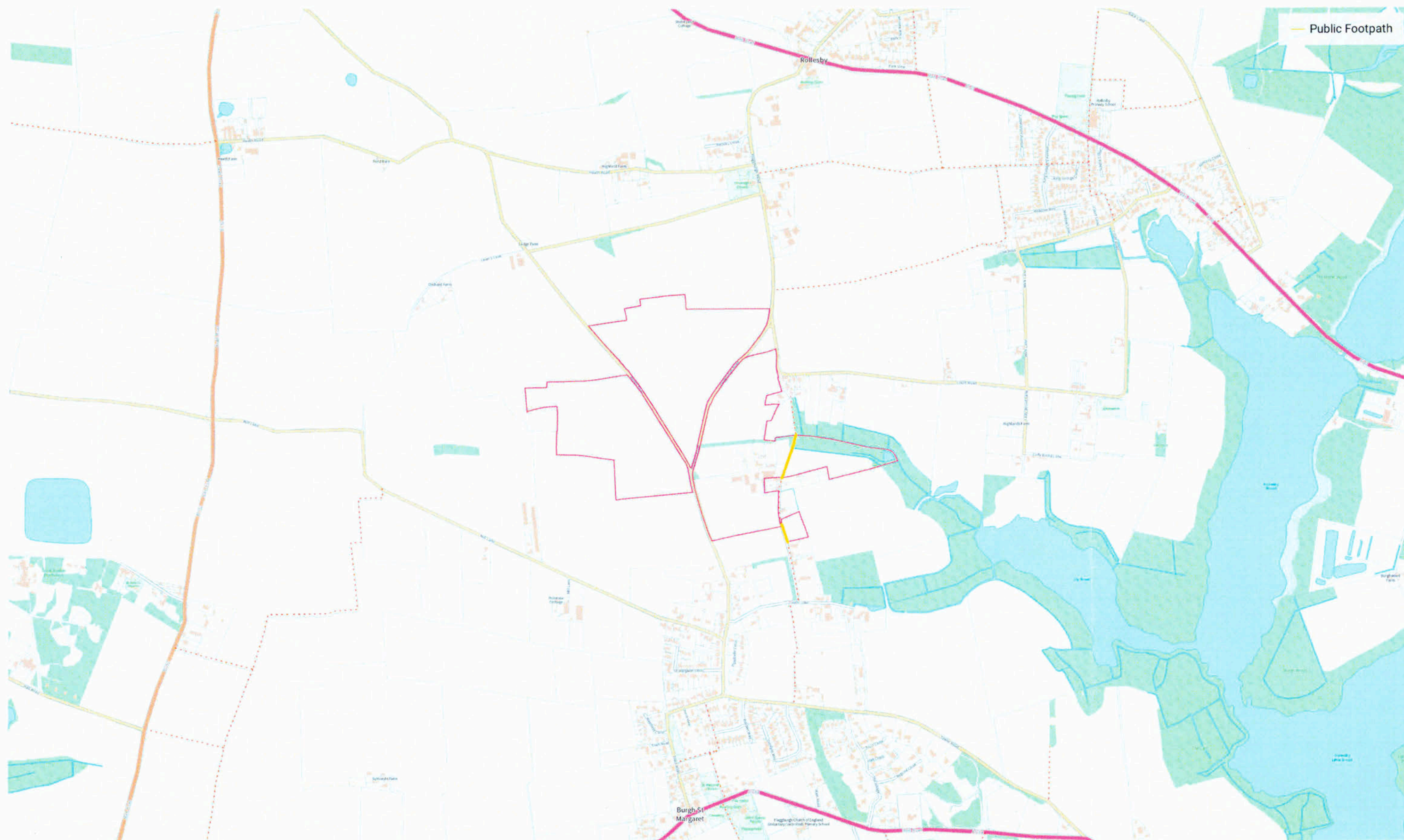
Data Protection Act 1998 - Fair Processing Notice

The purpose of this Fair Processing Notice is to inform you of the use that will be made of your personal data, as required by the Data Protection Act 1998.

The appropriate authority (see explanation of definition in above guidance notes) in England is the data controller in respect of any personal data that you provide when you complete this form.

The information that you provide will be used by the appropriate authority in its duties to process applications to deposit statements, maps and declarations under section 31(6) the Highways Act 1980 and statements under section 15A(1) of the Commons Act 2006. The information you provide will also be used by the appropriate authority in its duty to update the registers in which details of such deposits are recorded under the Dedicated Highways (Registers under Section 31A of the Highways Act 1980) (England) Regulations 2007 and the Commons (Registration of Town or Village Greens) and Dedicated Highways (Landowner Statements and Declarations) (England) Regulations 2013.

The appropriate authority is required by the legislation above to maintain a register which holds information provided in this form, which can be inspected online or in person by members of the public on request. It may also be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000. However, the appropriate authority will not permit any unwarranted breach of confidentiality nor will they act in contravention of their obligations under the Data Protection Act 1998.



C P Barwood - S31 (6): Land at Hemsby and Ormesby Broad

