

# SOMERTON PARISH COUNCIL

Notice of the PARISH COUNCIL meeting to be held on 7<sup>th</sup> March 2023 at  
The Village Hall, Cottage Road, Somerton at 7.00pm.

28<sup>th</sup> February 2023

Dear Councillor,

Your attendance is required at the **Meeting of the Parish Council** to be held on Tuesday 7<sup>th</sup> March 2023 at 7.00pm in The Village Hall, Cottage Road, Somerton.

Members of the press and public are cordially invited.

*Kate Martin-Smith*

Kate Martin-Smith  
Clerk

## AGENDA

### 1 Apologies

To consider and approve apologies for absence.

### 2 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.

### 3 Public Speaking.

- 3.1 County Councillor James Bensly
- 3.2 District Councillors; James Bensly and Noel Galer.
- 3.3 Police Representative.
- 3.4 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.

### 4 Minutes.

To receive and approve the Council Meeting minutes dated 19<sup>th</sup> January 2023.

### 5 Matters for reporting from previous meetings.

- 5.1 Bank Account access – correspondence address has been updated, a new cheque book has been received and all payees have now been paid.

Clerk: Kate Martin-Smith

Postal Address: 18 Hemsby Road, Martham, Great Yarmouth, NR29 4QG

Tel: 07513 093188 Email: clerksomerton@gmail.com

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- 5.2 The insurers have been contacted to discuss a claim for the locum Clerk – they will not give guidance without applying for a claim – to also consider excess to pay on the claim and insurance premium increase
- 5.3 Streetscene Inspectors met with Cllr T Jones and Cllr R Walters (Tuesday 14th Feb) and discussed the following:
- 5.4 Drain cover causing damage opposite 1 Horsey Road
- 5.5 Horsey Road conditions
- 5.6 Standing water
- 5.7 Update that The Lion Public House, Horsey Road, Somerton is an Assets of Community Value.
- 5.8 Broads access forum contacted requesting that they consider reopening Historic footpath 8
- 5.9 Ecotricity have been contacted again regarding a new permissive path
- 5.10 Bus Shelter – one parishioner has volunteered. Volunteers now Cllrs Walters, Jones and Cliff and 1 parishioner.
- 5.11 Burnley Hall Posts –Norfolk Trails have been contacted to inform them that the signage is incorrect as it should say ‘restricted byway’ and suggest to Highways that they may be liable for any repercussions for accidents caused by the bollards
- 5.12 Records Disposal Archive – no action – will have to consider as action with new Clerk
- 5.13 Upload Grants Award Policy to the website
- 5.14 Information for Home page and cover photo (Cllr R 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 BA/2023/0047/HOUSEH - Home Farm House, Horsey Road, West Somerton, Somerton – Replacement Gate
- 6.2 To receive notification of any decisions taken by Great Yarmouth Borough Council and The Broads Authority – None

## 7 Financial.

- 7.1 To agree payments:

	Nett	vat	total
Clerk Wages – January 2023 Salary	£252.20		£252.20
Clerk Expenses – Phone Top Up	£10.00		£10.00

- 7.2 Internal Audit – we have received a quote of £30 from Mr D Balls to complete Internal Audit again for the 2022/23 financial year
- 7.3 Financial Update below:

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## SOMERTON PARISH COUNCIL Summary of Receipts and Payments Year ended 31.3.2023

	Budget	Paid	Accrued	Estimated Future Expenses	Variance
	£	£			£
Grass Cutting concurrent	1,025.00	1,362.00			- 337.00
Village Hall Hire	100.00	120.00		48.00	- 68.00
Insurance	300.00	349.36			- 49.36
Clerk Salary	1,487.00	3,989.91		504.40	- 3,007.31
Clerk Expenses	50.00	37.69		20.00	- 7.69
Bus Shelter concurrent	250.00	-			250.00
Admin	170.00	558.00			- 388.00
Church concurrent	760.00	760.00			-
Total	4,142.00	7,176.96	-	- 572.40	- 3,607.36
Parish Council Opening Balance		2,918.09			
Community Fund opening balance		3,029.24			
Add: receipts		4,142.00			
Less: payments		- 7,176.96			
Less: VAT		- 18.67			
Community account income		5,000.00			
Balance per Bank Statement as at 28.02.2023		7,893.70			

### Estimated

Parish Council Closing Balance	- 135.54	-	- 572.40	- 707.94
Community Fund Closing Balance	8,029.24			8,029.24
Predicted Bank Balance (year end)	<u>7,893.70</u>			<u>7,321.30</u>

## 8 New Clerk

- 8.1 To hear update from Staffing committee re recruitment process
- 8.2 Confirm start date of new Clerk and last day of current Clerk
- 8.3 To consider hand over and mandate forms and other required processes for the new Clerk
- 8.4 Look at required training for the new clerk including 2023 Elections

## 9 Admin

- 9.1 Website – Update to Home page
- 9.2 Revisions to website and access by Councillors
- 9.3 Insurance is due for renewal on 1st June 2023 – quotes to be obtained
- 9.4 Confirm 2023/24 meeting dates

## 10 Other Matters

- 10.1 Spring Litter Pick
- 10.2 2023 Election Applications
- 10.3 Meeting with NWT
- 10.4 Chair networking forum 23rd February (R. Walters attended) – next session 21 April 2023. NB These are free of charge (organised by Norfolk PTS).

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## 11 Correspondence

- 11.1 Email received from GYBC – Concurrent Function/Precept of £10,984 has been approved
- 11.2 Email received from GYBC – ‘As you are aware the scheduled elections for all parish councils within the Great Yarmouth borough are due to take place on Thursday 4 May and will be held jointly with Great Yarmouth Borough council elections... completed nomination papers can be brought into the office during normal office hours, from Monday 27 March 2023. **ALL COMPLETED NOMINATION PAPERS MUST BE RETURNED TO ME BY 4 P.M. ON THURSDAY 4 APRIL, OR THEY WILL NOT BE VALID.**’
- 11.3 Email received from Parishioner regarding a vehicle being damaged due to a metal drain cover

## 12 Exclusion of Press & Public for Confidential Session.

- 12.1 Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of proposals for an update on Flegg CLT consultation. (2).(1)Public Bodies (Admission to Meetings) Act 1960(2)Local Government Act 1972 s 228.

## 13 Date of next meeting:

Tuesday May 2<sup>nd</sup> 2023 at 7pm, Village Hall – PARISH COUNCIL Meeting.

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