

SOMERTON PARISH COUNCIL

Minutes of the **Meeting of the Parish Council**
held on Tuesday 5th April 2022 at 7.00pm in
The Village Hall, Cottage Road, Somerton.

Present: Cllrs J Clift, D Crane, R Starling (chair), R Walters, I Wright.

Clerk: Mrs Sarah Hunt

11 members of the public were present.

1 Minutes.

The Full Council minutes dated 29th March 2022 were AGREED as a true and correct record and signed by the Chairman.

2 Apologies

The meeting noted the resignation of Mr Brian Barker.

Cllr T Jones apologies were ACCEPTED by the meeting – personal commitment.

3 Declarations of Interest.

Cllr J Clift declared an interest in Item 6.1.12 as a neighbouring property. The Cllr took no part in the discussion on the item but remained in the room.

4 Public Speaking.

4.1 County and District Councillor James Bensly sent apologies.

4.2 District Councillor Noel Galer – not present.

4.3 Police Representative – not present.

4.4 Public.

A Parishioner was advised to bring any complaints or data breaches to the attention of the Clerk outside of the meeting.

The Clerk was asked to provide a breakdown of the Community Fund Finances at the next meeting.

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. No response received.

5.2 Sandbags – update on delivery and distribution. No volunteers have come forward, so no sandbags will be obtained.

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. It was RESOLVED to send 'No Objection'. PROPOSED Cllr I Wright, seconded Cllr J Clift.

6.1.2 BA/2022/0079/HOUSEH – Staithe Cottage, The Staithe, West Somerton. Restore cottage, Rear extension. Replace garage and construct garden room. It was RESOLVED to send 'No Objection' but with the comment that outside lighting be kept to a minimum as it is within a conservation area. PROPOSED Cllr I Wright, seconded Cllr R Walters.

Locum Clerk: Sarah Hunt

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

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- 6.1.3 BA/2022/0024/HOUSEH – Home Farm House, Horsey Road, West Somerton. Replacement Septic Tank. It was RESOLVED to send 'No Objection'. PROPOSED Cllr J Clift, seconded Cllr D Crane.
- 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. NOTED.

7 Administrative Matters.

- 7.1 To agree membership of a Staffing Committee. It was RESOLVED that the vice-chairman, Cllr J Clift and Cllr I Wright form a Staffing Committee. This committee to short list for the current post of Clerk, interview with the Chair in attendance by invitation and bring a recommendation back to Full Council. PROPOSED Cllr D Crane, seconded Cllr I Wright.
- 7.2 Terms of Reference to be produced from first committee meeting and returned to Council for adoption.
- 7.3 Full Council Training. To be reviewed when new clerk is in post.
- 7.4 Cllr R Starling attended the Councillor Refresher Course on 28th March 2022 with NPTS. This was a valuable course and the notes have been circulated with Councillors.
- 7.5 Cllr R Walters attended Being an Effective Councillor Course, March 2022 with Nalc. This was a 5 hour course over two evenings. Grant/Donation policy to be produced for adoption by Council. Next Meeting.

8 Financial.

- 8.1 Bottle bank financials. The Bottle Bank is part of the Village Hall accounts and as such no report need be made to the Parish Council.
- 8.2 NOTED 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 NOTED that 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). Replacement field gate £395.00.
- 8.5 Phone provision for Council:
It was AGREED in principle that a mobile telephone be provided to the Clerk to utilise on Council business. New Clerk to bring recommendations to Council.
- 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 | £490.00 | | £490.00 |
| R I Bird | £94.50 | | £94.50 |
- 8.7 It was RESOLVED to review membership of NPTS at a cost of £50.00 at the October meeting.

9 Policies.

The following Policies were REVIEWED:

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- 9.1 Planning Protocol. Following clarification by the Clerk that an extension would be sought whenever possible to allow all applications to be discussed in public at meetings this Protocol was ADOPTED by the Council. PROPOSED Cllr I Wright, seconded Cllr D Crane.
- 9.2 Complaints Procedure. This was ADOPTED as presented. PROPOSED Cllr J Clift, seconded D Crane.
- 9.3 The council considered the need for a Reserves Policy and RESOLVED that no policy was necessary at this time following the Clerks recommendation.

10 Highways Matters.

- 10.1 Fence/Access at ruined church. Any concerns to be forwarded to the Clerk.
- 10.2 To note Cllr R Walters is attending the Highways webinar on 20th April 2022. The meeting was informed this training was Free of Charge.

11 Correspondence

Norfolk Resilience Forum	Email	Community Resilience	No plan to be taken up at present
Norfolk Co Co	Email	Highways Act Section 31 (6) deposit	NOTED

12 Date of next meeting:

Tuesday May 17th 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 RESOLVED to exclude the press and public during consideration of the following item due to the confidential nature.

13 Personnel Recruitment.

- 13.1 It was AGREED for the Staffing Committee to meet on the 9th April at 7pm to shortlist candidates. Interviews to take place on 27th April 2022. Committee to meet on Saturday 30th April and bring recommendations and terms and conditions of employment to 3rd May Parish Council meeting for formal appointment.

The meeting NOTED that the Council files and cabinets are held by Cllr R Starling currently.

The meeting NOTED that some minute books are at the Village Hall, to be taken to the Archive Centre. Cllr Starling to obtain. New Clerk to arrange deposit to Norwich.

The meeting closed at 8.37pm.

Signed:

Dated: