

SOMERTON PARISH COUNCIL

Notice of the ANNUAL PARISH COUNCIL meeting to be held on 3rd May 2022 at
The Village Hall, Cottage Road, Somerton at 7.00pm.

27th April 2023

Dear Councillor,

Your attendance is required at the **Annual Meeting of the Parish Council** to be held on Tuesday 9th May 2023 at 7.00pm in The Village Hall, Cottage Road, Somerton.

Members of the press and public are cordially invited.

Clare Roullier

Clare Roullier, Clerk to Somerton Parish Council

AGENDA

1 Election of Chairman

Chairman to sign Declaration of Acceptance of Office.

2 Election of Vice-Chairman

3 Co-option to fill vacancy

To consider giving public notice of the council vacancy.

4 Apologies

To consider and approve apologies for absence.

5 Return of Election Expenses forms

6 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. When declaring an interest, you must say why the interest arises, so that it can be included in the minutes.

You have a Personal Interest in a matter to be discussed if it affects: 1) Your wellbeing or financial position, 2) That of your family or close friends, 3) That of a club or society in which you have a management role, 4) 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.

7 Receive Declaration of Interest Forms

8 Review of Delegation Arrangements to Committees, Sub Committees, Local Authorities and External Bodies

9 Review and Adopt Policies and Code of Conduct

10 Public Speaking

County Councillor, District Councillors, Police Representative and public.

Members of the public are invited to address the Council on matters on the Agenda only, in accordance with Standing Orders.

Clerk: Clare Roullier

Postal Address: Fairview, Cottage Road, West Somerton, NR29 4DL

Tel: 07513 093188 Email: clerksomerton@gmail.com

11 Minutes from Previous Meeting

To receive and approve the full Council minutes dated 7th March 2023.

12 Matters for reporting from previous meetings

- 12.1 Insurance claim locum clerk 2022: unable to proceed, insurance cover not provided.
- 12.2 Website home page: updated.
- 12.3 Permissive Path along Wind Turbine Track linking Coronation and Mill Lanes. Cllr Starling to advise.
- 12.4 Spring litter pick: 10 large bags of litter collected and fly tipping along Horsey Road reported.
- 12.5 Re-opening footpath No. 8: BAF are supportive. GYBC (Highways) emailed for their response. Cllr Walters to advise meeting.
- 12.6 Update on request for volunteers to clean bus shelter.
- 12.7 Records disposal archive – no action – look to organise when new clerk is settled in position.
- 12.8 Update on meeting with NWT on 28th March: Cllr Walters to advise meeting.

13 Planning

- 13.1 To consider consultee response to planning applications received from GYBC and the BA.
 - 13.1.1 06/23/0213/TRE – GYBC – Burnley Hall, Burnley Estate, Dark Lane, East Somerton, NR29 4DZ – Proposal to fell 5 no. roadside dead Acer trees. Somerton PC response: No Objection.
 - 13.1.2 06/23/0243/LB – GYBC - Burnley Hall, East Somerton, NR29 4DZ – Listed Building Consent for the proposed extension to potting shed to provide additional office accommodation. Somerton PC response: We are aware that the proposed project will alter the overall building and setting in a not insignificant manner. We also have concerns that some of the proposed materials may not match or be in keeping with the existing buildings. Burnley Hall is an important historic grade II listed building and we feel strongly that the views of specialist conservation and archaeological advisers should be sought, as per Historic England's suggestion. Therefore, Somerton Parish Council would like to OBJECT to the planning permission at the current time, subject to specialist advice from conservation and archaeological professionals, on the grounds that the proposed development may not be in keeping with the existing grade II listed historic buildings and therefore may be to the detriment of the site. Somerton Parish Council would be happy to revisit our decision should we see specialist advice as requested.
 - 13.1.3 16/23/0244/F – GYBC - Burnley Hall, Burnley Estate, Dark Lane, East Somerton, NR29 4DZ – Proposed extension to potting shed to provide additional office accommodation. Somerton PC response: As above.
 - 13.1.4 BA/2023/0139/HOUSEH – BA – Staithe Farm, Sandy Lane, West Somerton – Proposed garden room extension on original footprint.
- 13.2 To receive notification of any decisions taken by GYBC and the BA.
 - 13.2.1 BA/2023/0047/HOUSEH – BA – Home Farm House, Horsey Road, West Somerton – Replacement gate – APPROVED subject to conditions.

14 Administrative Matters

- 14.1 To agree Calendar of meetings for 2023/24.
- 14.2 Review insurance quotes and select.
- 14.3 Authority to Clerk to update name and address where necessary.
- 14.4 Authority to update Clerk name and address with Barclays Bank.
- 14.5 New bank mandate signatories required.
- 14.6 Approval to set up a Viking Direct account, in the name of the Parish Council, for stationery requirements. Set a limit for expenditure.
- 14.7 Stalham data breach: Cllr Walters to update meeting.

15 Financial Matters

- 15.1 To note receipt from GYBC Of £5,492.00.
- 15.2 To confirm Ear Marked Reserve Value of Community Fund.
- 15.3 To agree payments:

	Nett	VAT	Total
March salaries/HMRC/NI (paid)	£386.20	£0.00	£386.20
April salaries/HMRC/NI (paid)	£252.20	£0.00	£252.20

	Nett	VAT	Total
Somerton Village Hall – Hall hire	£ 60.00	£0.00	£ 60.00
NALC subscription & website 2023/24	£188.94	£0.00	£188.94
Clerk expenses mobile phone top up	£ 20.00	£0.00	£ 20.00
D Balls – internal audit	£ 30.00	£0.00	£ 30.00
Insurance, see point 14.2 above	£	£0.00	£

15.4 Website costs 2023/24 have increased from £35 to £70.

15.5 Internal Audit: Written quote of £30 from Mr D Balls. Clerk is arranging.

15.6 To receive financial report:

SOMERTON PARISH COUNCIL
Summary of Receipts and Payments
Year ended 31.03.2023

	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			- 20.00
Insurance	300.00	349.36			- 49.36
Clerk Salary	1,487.00	4,651.61			- 3,164.61
Clerk Expenses	50.00	47.69			2.31
Bus Shelter concurrent	250.00	-			250.00
Admin	170.00	430.48			- 260.48
Church concurrent	760.00	760.00			-
Total	4,142.00	7,721.14	-	-	- 3,579.14
Parish Council Opening Balance		2,918.09			
Community Fund opening balance		3,029.24			
Add: receipts		4,143.74			
Less: payments		- 7,721.14			
Less: VAT		- 39.92			
Community account income		5,000.00			
Community account payments		- 106.27			
Balance per Bank Statement as at 31.03.2023		7,223.74			
Estimated					
Parish Council Closing Balance		- 699.23	-	-	- 699.23
Community Fund Closing Balance		7,922.97			7,922.97
Predicted Bank Balance (year end)		7,223.74			7,223.74

16 Highways Matters

16.1 Streetscene Inspectors are visiting the Parish on 29th May 2023 to consider any highways maintenance issues raised. Highway maintenance issues to be raised:

16.1.1 Sign on Dark Lane near Burnley Hall which has been knocked over and propped up.

16.1.2 Reminder of poor state of Horsey Road and to extract a date for when repairs will be carried out.

16.1.3 Repairs made to the edge of Winterton Road (between The Street & Dark Lane) directs water away from the drain and it pools at the end of the drive to Somerton Hall causing hydraulic damage.

16.1.4 Signage for RB12 from Manor Road to Low Road is inadequate and cannot be seen by drivers.

16.1.5 Signage for Back Road RB11 still has the previous footpath signs. This needs to be updated.

16.1.6 Ask Streetscene Inspectors if they have any influence with satellite navigation providers, mainly Google, that still identify RB11 and RB12 as legitimate routes for vehicle drivers. The Councillors' submissions to Google for correction have not been successful.

16.1.7 Three potholes to be repaired along the side of Winterton Road.

16.1.8 Request cutting of the high growth within the visibility splays to the junction of Manor Farm Road and Winterton Road.

16.1.9 Consider any other highway maintenance issues to be raised prior to the inspection.

16.2 Review SAM speed data: Cllr Walters to advise meeting.

17 Other Matters

17.1 Consider consulting with Parishioners to reduce number of council meetings to statutory minimum.

17.2 Consider issuing Council statement regarding the Precept increase for 2023/24.

17.3 Seek quotes to paint bus shelters.

17.4 Consider providing dog waste bins at select locations.

18 Correspondence

- 18.1 Two emails from parishioners regarding the increase in precept for 2023/24 and requesting a statement from the Council in The Somerton News. See point 17.2.
- 18.2 Another email received from a parishioner regarding the increase in precept for 2023/24 and requesting dog waste bins. See point 17.4.
- 18.3 Email received from a parishioner regarding high growth reducing visibility at the junction of Manor farm Road and Winterton Road. Clerk to include in report to Streetscene Inspectors. See point 16.1.8.
- 18.4 Email received from Flegg Community Land Trust requesting attending Parish Council meeting in official capacity.
- 18.5 Email received from Hobby Club to request Yarn bombing the War Memorial for the celebration of the King's Coronation. PC responded politely requesting this did not go ahead as they felt it was not appropriate. The Council look forward to seeing the Yarn Bombing around the rest of the Village.

19 To Receive Items for the Next Agenda

20 Date of next meeting:

Tuesday May 23rd at 7pm, Village Hall – Annual PARISH Meeting.

Tuesday July 4th at 7pm, Village Hall – PARISH COUNCIL Meeting. To be confirmed.