

SOMERTON PARISH COUNCIL

FINAL Minutes of the MEETING OF THE PARISH COUNCIL meeting held on 7th March 2023 at The Village Hall, Cottage Road, Somerton at 7.00pm.

Present: Cllrs J Clift, R Starling, R Walters (Chair), I Wright, T Jones and K King

Clerk: Kate Martin-Smith

3 members of the public were present.

1 Apologies

To consider and approve apologies for absence – apologies received from Cllr J Bensly and Cllr D Crane

2 Declarations of Interest.

Cllr R Starling regarding item 10.3 as member of the Norfolk Wildlife Trust

3 Public Speaking.

3.1 James Bensly. Not present

3.2 District Councillors James Bensly and Noel Galer. Not present

3.3 Police Representative. None present.

3.4 Public – nothing to note

4 Minutes.

The Council minutes dated 19th January 2023 were AGREED – Proposed Cllr J Clift Seconded Cllr R Starling

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 - Noted

5.2 The insurers have been contacted to discuss a claim for the locum Clerk – it has been agreed that the Council will proceed with making a claim proposed Cllr R Starling Seconded Cllr J Clift

5.3 Streetscene Inspectors met with Cllr T Jones and Cllr R Walters (Tuesday 14th Feb) who provided the following updates:

5.3.1 Drain cover causing damage opposite 1 Horsey Road – No official complaints ever received so there will be no further action, but it has now been locked in place

5.3.2 Horsey Road conditions – pot holes are to be repaired – date to be confirmed

5.3.3 Standing water – parishioner informed us that it has been agreed to that this area will be retarmacked

5.4 Update that The Lion Public House, Horsey Road, Somerton is an Assets of Community Value - noted

5.5 Broads access forum contacted requesting that they consider reopening Historic footpath 8 – to contact again as the BAF will be holding a meeting shortly

5.6 Ecotricity have been contacted again regarding a new permissive path – Cllr R Starling has contacted them again to try to ascertain the safe distance of the path to the wind turbine according to Ecotricity's insurers

5.7 Bus Shelter – Cllrs Walters, Jones, King and Clift along with one parishioner are volunteering to clean the shelter. One more volunteer is needed to allow each volunteer to do two biannual cleans each. It has been agreed to place an advert in the bus shelter for one month looking for a volunteer - Proposed Cllr I Wright Seconded Cllr J Clift

5.8 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 - noted

5.9 Records Disposal Archive – no action – will have to consider as action with new Clerk

5.10 Upload Grants Award Policy to the website - noted

5.11 Update the information for Home page and cover photo – see 9.1

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6 Planning.

- 6.1 To consider consultee response to planning applications received from Great Yarmouth Borough Council and The Broads Authority – None – NOTED
- 6.1.1 BA/2023/0047/HOUSEH - Home Farm House, Horsey Road, West Somerton, Somerton – Replacement Gate – no objection and to add standard clause for lighting – unanimously agreed
- 6.1.2 06/23/0147/LB - Burnley Hall Estate Dark Lane East Somerton Great Yarmouth NR29 4DZ - Amendment to approved scheme pp. 06/22/0311/LB - Construction of pavilion building incorporating swimming pool and associated works : replacing external staircase with internal staircase to rear of building – no objection – Proposed Cllr T Jones Seconded Cllr J Clift
- 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 – February 2023 Salary	£252.20		£252.20
Clerk Expenses – Phone Top Up	£10.00		£10.00

RESOLVED to make the above payments – Proposed Cllr R Starling Seconded Cllr K King

- 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 – approved once the Council has received written confirmation – Proposed Cllr R Starling Seconded Cllr J Clift
- 7.3 Financial Update below: - noted

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)		7,893.70			7,321.30

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8 New Clerk

- 8.1 To hear update from Staffing committee re recruitment process – discussed with item 12 - Exclusion of Press & Public for Confidential Session due to the confidential nature of the business to be transacted
- 8.2 Confirm start date of new Clerk and last day of current Clerk – it has been agreed that the new Clerk's start date is 13th March 2023 while the current Clerks last day will be 26th March (Cllr R Walters has the authority to extend the current Clerks leaving date by a further week if required) – Proposed Cllr R Starling Seconded Cllr I Wright
- 8.3 To consider hand over and mandate forms and other required processes for the new Clerk - noted
- 8.4 Look at required training for the new clerk including 2023 Elections – to look at training where needed and agreed to use NALC free mentoring program – unanimously agreed

9 Admin

- 9.1 Website – It has been agreed that Cllr K King is to update the information for home page and cover photo (to ask the local community to provide photos for the website) and to include 'East and West Somerton were dissolved to become Somerton as from the 1st April 1935'. Cllr K King will amend the website design only and will not amend or remove any statutory information. Councillors can comment once the changes have been made if Councillors are allowed to access the website on behalf of the Council. The Clerk will maintain the website with assistance from K King where needed – Proposed Cllr K King Seconded Cllr J Clift.
- 9.2 Insurance is due for renewal on 1st June 2023 – quotes to be obtained – Clerk to provide three quotes – Proposed Cllr R Starling Seconded Cllr J Clift
- 9.3 Confirm 2023/24 meeting dates – to confirm at the next meeting

10 Other Matters

- 10.1 Spring Litter Pick – Cllr R Walters proposed first week of April
- 10.2 2023 Election Applications – Notice needs to go on notice board, website, social media and newsletter regarding the role including details such as how long they stand for, etc. – Proposed Cllr R Starling Seconded Cllr J Clift
- 10.3 Meeting with NWT – Meeting agreed on 28th March to discuss possible initiatives to increase biodiversity. Cllr King and Cllr Clift to attend. NB Cllr Starling excused himself temporarily from the meeting.
- 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). – Cllr R Walters will go to the next meeting and request for suggested enquiries. Notice for Annual Parish Meeting asking for input from local community to be advertised in the notice board, newsletter and social media – Cllr R Walters to draft – Proposed Cllr R Starling Seconded Cllr K King

11 Correspondence

- 11.1 Email received from GYBC – Burnley Hall Fence Apology – 'This is now being logged as an enforcement case. As soon as I have the full site history I will check the site and update you on my conclusions'. – noted await response
- 11.2 Email received from GYBC – Concurrent Function/Precept of £10,984 has been approved - noted
- 11.3 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.**' - noted
- 11.4 Email received from Parishioner regarding a vehicle being damaged due to a metal drain cover - noted

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12 Exclusion of Press & Public for Confidential Session.

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 – there has been no change to the previous decision by the Council.

It was agreed that Ms C Roullier should be appointed as the new Parish Councils Clerk.

The Council also discussed a security breach of the Council as informed by Stalham Town Council – once further details are received, a special meeting to be held if necessary. (2).(1)Public Bodies (Admission to Meetings) Act 1960(2)Local Government Act 1972 s 228.

13 Date of next meeting:

Tuesday May 16th 2023 at 7pm, Village Hall – PARISH COUNCIL Meeting.

Tuesday May 23rd 2023 at 7pm, Village Hall – ANNUAL PARISH COUNCIL Meeting

Next Agenda:

- 2023/24 meeting dates
- Review and update policies at annual meeting
- Agree insurance quote
- Norfolk Records Archive – review
- Appointments to outside bodies
- Review SAM speed data

The meeting closed at 8.21pm

Signed:

Dated:

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