

SOMERTON PARISH COUNCIL

Minutes of the MEETING OF THE PARISH COUNCIL meeting held on 3rd May 2022 at The Village Hall, Cottage Road, Somerton at 7.00pm.

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

1 Election of Chairman.

Cllr R Walters was proposed as Chair by Cllr Starling, seconded Cllr Jones and elected to the post. Cllr Walters signed a declaration of acceptance of office and assumed the Chair of the meeting. Thanks were expressed to Mr Starling for his long term of service, and his hard work on behalf of the Parish.

2 Election of Vice-Chairman.

Cllr J Clift was Proposed by Cllr Jones and seconded by Cllr Starling.

3 Minutes.

The Full Council minutes dated 5th April 2022 were AGREED subject to an amendment on item 13.1 where Cllr R Walters was to obtain the minute books from the Village Hall not Cllr R Starling.

4 Apologies

To consider and approve apologies for absence.

To note that an election will be held to fill the current vacancy. Polling Day will be Thursday 16th June 2022. It was RESOLVED to send out polling cards – cost to be advised – Proposed Cllr R Walters, seconded Cllr Jones.

5 Declarations of Interest.

None.

6 Public Speaking.

6.1 County Councillor James Bensly. Not present

6.2 District Councillors; James Bensly and Noel Galer. Not present

6.3 Police Representative. None present. The next SNAP meeting will take place at 7pm on Thursday 12th May 2022 at Smudges Bar, Great Yarmouth. All members of the public are welcome to attend.

6.4 Public. The Council was invited to send any information out with the Village Newsletter.

7 Matters for reporting from previous meetings.

No decisions may be taken under this item.

7.1 Coronation Lane/Mill Lane Permissive Path – still no response from EcoTricity wind turbine owners. Clerk to chase response.

7.2 End of year process - update. Clerk reported that bi-monthly bank statements had still not been received to end March 2022 therefore no year end could be completed. Council to look at online access. Clerk.

7.3 Fence/Access at ruined church. No communications received. Clerk asked to take to next meeting and report whether the planning department are satisfied that all conditions have been met.

7.4 Minute Books. Received by Clerk for depositing at Archive centre.

8 Planning.

8.1 To consider consultee response to planning applications received from Great Yarmouth Borough Council and The Broads Authority.

Locum Clerk: Sarah Hunt

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

Tel: 07789001324 Email: clerksomerton@gmail.com

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- 8.1.1 BA/2022/0079/HOUSEH – Staithe Cottage, The Staithe, West Somerton. Restore Cottage, Rear extension. Replace garage and construct garden room. Response sent last month – no comment.
- 8.2 To receive notification of any decisions taken by Great Yarmouth Borough Council and The Broads Authority.
- 8.2.1 BA/2022/0024/HOUSEH – Home Farm House, Horsey Road, West Somerton. Replacement Septic Tank. APPROVED. Noted.

9 Administrative Matters.

- 9.1 The Calendar of meetings for 2022/23 was AGREED as submitted. Village Hall to be advised. Clerk.

10 Financial.

- 10.1 To note receipt from GYBCo. Of £2,071.00.
- 10.2 To confirm Ear Marked Reserve Value of Community Fund is £3,404.24 and a further £5,000 has been invoiced – this is the last sum due.
- 10.3 To agree payments:

	Nett	vat	total
Somerton Village Hall – Hall hire	£60.00		£60.00
Richard Starling – refund of key cutting costs.	£9.00		
Mrs Sarah Hunt – Locum Clerk	£445.00		£445.00
Mrs Gill Lack – final payment	£324.48		324.48

RESOLVED to make the above payments – Proposed Cllr D Crane, seconded Cllr J Clift.

11 Policies.

The meeting reviewed and adopted the following Policies as presented subject to the amendments noted. Proposed Cllr Clift, seconded Cllr Wright.

- 11.1 Terms of Reference – Staffing Committee. Page 1 – Stanwick Parish Council to be replaced with Somerton Parish Council.
Next meeting to consider additional staffing committee member as Cllr R Walters now chairman of the Council. Agenda Item for staffing meeting: Programme of Training.
Second Item – Display Screen Assessment. Meeting to be called during August.
Clerk.
- 11.2 Grievance Procedure.
- 11.3 Disciplinary Policy.
- 11.4 Expenses Policy. Under item 'Training' to put values in. To be taken to Staffing for agreement. Clerk.
- 11.5 Sickness Absence Policy. Point 22.2 – if unsatisfactory response from Chair of Staffing to be referred to Chair of Council.
- 11.6 Equality and Diversity Policy.

12 Highways Matters.

- 12.1 Cllr R Walters provided feedback following attendance at Highways webinar on 20th April 2022. This was valuable, free, and to be recommended.

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13 Correspondence

Poor's Charity	Email	Accounts – will no longer be provided at AGM.	Noted.
J Bensley	Copy email	Jubilee Celebrations – possibility of £100 funding for Jubilee events.	Noted. Village Hall have requested.
Broads Auth.	Email	Notification of Design Guide consultation online.	Noted.

14 Date of next meeting:

Tuesday May 17th at 7.00pm, Village Hall – Annual PARISH Meeting.

Tuesday July 5th 2022 at 7pm, Village Hall – PARISH COUNCIL Meeting.

Next Agenda:

2 Trustees to be nominated to Poor's Land charity.

Grants and Donations Policy

Appointments to outside bodies.

Chairman Protocol.

Induction pack/guidance for Councillors.

Staffing Committee membership

Document retention policy.

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.

15 Personnel Recruitment.

15.1 The Staffing Panel recommended the appointment of Kate Martin-Smith following interviews. Mrs Martin-Smith was APPOINTED.

15.2 The contract detailing Terms and Conditions of employment was AGREED as recommended.

15.3 A budget of £60.00 was AGREED to purchase a mobile telephone for the use of Council business on a pay as you go basis. Mrs Martin-Smith to purchase.

15.4 It was AGREED that the computer be professionally cleared by Broadland Computers to improve usability.

15.5 Council printer to be stored by D Crane.

15.6 To agree candidate to fill the position of Clerk/RFO and starting date.

The meeting closed at 8.49pm

Signed:

Dated:

Locum Clerk: Sarah Hunt

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

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