

SOMERTON PARISH COUNCIL

Minutes of the MEETING OF THE PARISH COUNCIL meeting held on 5th July 2022 at The Village Hall, Cottage Road, Somerton at 7.00pm.

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

Clerk: Kate Martin-Smith

1 member of the public was present.

1 Minutes.

The Full Council minutes dated 3rd May 2022 were AGREED with one amendment to remove line 15.6

2 Apologies

To consider and approve apologies for absence – none were received

New councillor signed forms Acceptance of Office and Expenses Form

3 Declarations of Interest.

None.

4 Public Speaking.

4.1 County Councillor James Bensly. Not present

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

4.3 Police Representative. None present.

4.4 Public.

4.4.1 One parishioner mentioned that correspondence regarding footpaths had been sent to the PC, but not published under Correspondence. This was an oversight, however the letter had been circulated to the Councillors and the item would be discussed under Correspondence towards the end of the meeting.

4.4.2 One parishioner updated the PC that Openreach were working in the village, firstly focusing on updating the slower areas including Bloodhills, Burley Hall and The Street .

5 Matters for reporting from previous meetings.

No decisions may be taken under this item.

5.1 Coronation Lane/Mill Lane Permissive Path – still no response from EcoTricity wind turbine owners. EcoTricity to be contacted directly again.

5.2 End of year process - update. Clerk reported that we have missed the deadlines for the accounts so extensions have been requested and internal and external auditors have been contacted.

5.3 Amended policies to update on website. Further policies to forward to the councillors for review.

5.4 Polling cards were not required for the new councillor but GYBC to be contacted to ask if there were any costs incurred.

5.5 Fence/Access at ruined church. The planning department to be contacted to see if they are satisfied that all conditions have been met.

6 Planning.

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

6.1.1 06/22/0505/PAD – Coronation Farm Bloodhills Road Somerton Great Yarmouth NR29 4DU - Prior approval application for erection of new steel framed agricultural store 10.7m x 7.9m x 6.8m – no objection

06/22/0311/LB – Burnley Hall Estate, Dark Lane, East Somerton, Great Yarmouth, NR29 4DZ – Construction of a pavilion building incorporating a swimming pool with a basement plant room, and associated landscaping. Has this been approved as per planning procedure – no objection - Request that development be in accordance with the 'Dark Skies' policy - Proposed Cllr R Starling, seconded Cllr J Clift

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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- 6.2 To receive notification of any decisions taken by Great Yarmouth Borough Council and The Broads Authority.
- 6.2.1 BA/2022/0079/HOUSEH – Staithe Cottage, The Staithe, West Somerton, Somerton – Restore cottage. Rear extension. Replace garage & construct garden room. APPROVED – no objection

7 Administrative Matters.

- 7.1 Authority to Clerk to update correspondence address where needed – no objection
- 7.2 To consider anti-virus for the laptop of £20 p/a – Concern was raised by Cllr King that £20 p/a may be insufficient to buy suitable software. Agreed in principle with budget up to £40 p/a - Cllr K King to look into alternative packages
- 7.3 Insurance has been renewed for £349 (NB we were tied into this policy until 2023 so we could consider getting quotes next year) – noted
- 7.4 Bank account – RESOLVED to keep current bank account until seen as necessary to change account and to pre date wages cheques for clerk – Proposed Cllr R Starling, seconded Cllr R Walters.
- 7.5 To consider additional finance training from Sarah Hunt/ Kate Martin-Smith – K Martin-Smith to prepare budget variance report to discuss with the councillors, currently external training is not required
- 7.6 Unaudited accounts are to be forwarded to the internal auditor prior to approval at a special meeting on Tuesday July 19th 2022 at 7pm, Village Hall
- 7.7 Bank reconciliation report approval deferred until special meeting on Tuesday July 19th 2022 at 7pm, Village Hall
- 7.8 To consider any maintenance requirements for parish council assets – no action required
- 7.9 Poor's Land charity – Appointment of Trustees at September meeting (role of Parish Council) – public notice to be displayed of the vacancies. NALC to be contacted to ask guidance for the councillors - Proposed Cllr R Starling, seconded Cllr I Wright
- 7.10 Staffing committee – RESOLVED. Cllr K King will be third member, Cllr R Walters will be alternate - Proposed Cllr T Jones, seconded Cllr R Walters

8 Financial.

- 8.1 Donation to The Lion for defibrillator electricity – details regarding a charity grants for defibrillators to be forwarded to interest parties.
- 8.2 To agree payments:

	Nett	vat	total
Ink cartridge	£11.99		£11.99
Stamps	£5.70		£5.70
Broadland computers – Computer repairs	£93.33	£18.67	£112.00
Kate Martin-Smith – Mobile Phone (paid)	£69.00		£69.00
Kate Martin-Smith – May Salary (paid)	£250.47		£250.47
Kate Martin-Smith – June Salary	£250.47		£250.47
Insurance renewal (paid)	£349.36		£349.36
Ross Bird – Grass cutting April-May 2022	£390.00		£390.00
Mrs Sarah Hunt – Locum Clerk - deferred to April 2023	£445.00		£445.00

RESOLVED to make the above payments – Proposed Cllr R Starling, seconded Cllr R Walters.

Somerton Village Hall to be contacted to confirm the balance due for the hall hire.

9 Policies.

- 9.1 To review and adopt the following Policies:

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- 9.2 Grants and Donations Policy – to be considered and adopted at next meeting
- 9.3 Appointments to outside bodies – Current Appointments: Patient Participation Group - Cllr J Clift, Upper Thurne Working Group (UTWG) - Cllr K King and Borough Council/ Parish Council - Cllrs R Walters and D Crane – unanimously agreed.
- 9.4 Chairman Protocol – proposed that the Chairman will not seek re-election after a maximum of three years – to consider where/ how this should be recorded.
- 9.5 Induction pack/guidance for Councillors - to be considered and adopted at next meeting
- 9.6 Document retention policy. – to be considered and adopted at next meeting

10 Correspondence

Flegg CLT	Letter	An independent consultant has been instructed to do some site appraisals and that they would be grateful for any site recommendations	Noted
James Bensly	Email	Road Safety Community Fund (RSCF) - information on the process and next steps involved and explains developing road safety ideas.	Noted
Hemsby Parish Council	Email	Hemsby Neighbourhood Plan Pre-Submission Regulation 14 Consultation	Noted
Great Yarmouth Borough Council	Email	Work has started on preparing a new Local Plan to replace the existing Core Strategy and Local Plan Part 2.	To verify response time, Cllr R Walters to review.
Parishioner	Email	Parishioner enquired if there were any further foot paths which could be used for the local community	Discussed – to contact the library regarding an archive map of footpaths

11 Date of next meeting:

Tuesday July 19th 2022 at 7pm, Village Hall – Special Meeting.

Tuesday September 6th 2022 at 7pm, Village Hall – PARISH COUNCIL Meeting.

Next Agenda:

- To refer to NALC for guidance and templates for all new policies, to be circulated prior to, and then adopted at next Parish Council Meeting
- When was last VAT return submitted
- Footpaths
- September meeting – budgets and precepts – consider reserves required
- Flegg CLT updates
- Jubilee Trees for Norfolk
- Working parties and litter picks

The meeting closed at 9.13pm

Signed:

Dated:

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