

# SOMERTON PARISH COUNCIL

FINAL Minutes of the MEETING OF THE PARISH COUNCIL meeting held on 15<sup>th</sup> November 2022 at The Village Hall, Cottage Road, Somerton at 7.00pm.

Present: Cllrs J Clift, Cllr K King, Cllr T Jones, R Starling, R Walters (Chair), I Wright (arrived 7.02pm)

Clerk: Kate Martin-Smith

3 member of the public was 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 Starling declared an interest in item 9.2 as he will be attending the Upper Thurne Working Group as a member of the Norfolk Reed Cutters Association.

## 3 Public Speaking.

NB Before suspending the meeting to allow for public comments, Cllr Walters informed the meeting that a proposed Agenda item had been omitted in error. This was 'To consider reducing the number of Parish Council meetings to the statutory minimum'. This would be considered under item 6.2.

Cllr Walters also stated that at 8:30pm, if the meeting was still in progress, that the Council would consider item 11, after which the meeting would be closed.

3.1 District Councillors James Bensly and Noel Galer. Not present

3.2 Police Representative. None present.

3.3 Public – 1) VH representative said that they would be grateful if the Clerk could forward details of any relevant grant opportunities. 2) There has been damage to vehicles potentially caused by a drain cover – member of public advised to report the issue on the Highways portal. Clerk to contact Highways and report the issue. 3) It was queried why item 11 would require the exclusion of the press and public. It was explained that it concerned confidential matters of a commercially sensitive nature.

## 4 Minutes of Previous Meeting.

Item 5.2 delete 'contact GYBC' and change to 'contact Mr French at Highways NCC'

Item 9.2 Donations policy was agreed with awards to be funded from the Community Fund,

Item 11 - Footpaths should have include mention of missing footpath 1 –

Minutes with proposed Amendments were AGREED

## 5 Matters for reporting from previous meetings.

5.1 To advise communications with Ecotricity regarding the Coronation Lane/Mill Lane Permissive Path – Cllr R Walters contacted Ecotricity and a reply received stating that Ecotricity will contact insurers again but it is unlikely that there will be a different outcome. It was AGREED that Cllr K King and Cllr S Starling would form a Footpaths working party and are to continue with communications with Ecotricity on behalf of the Council

5.2 Fence / access at ruined church – No reply has been received from communications with NCC. It was AGREED to re send email and include Cllr J Bensly.

5.3 Bank Account access – a new mandate to be sent and payees to be contacted to inform them there will be a delay in payment, with the Council's apologies.

5.4 Poores Charity election – It was noted that The Poor's Charity Committee have been advised of the candidates the PC appointed.

5.5 Records disposal update – it was AGREED that Cllr King, Cllr Clift and Cllr Walters assist the Clerk to organise and archive the records.

5.6 Target setting for Clerk – Clerk target setting was done on 26<sup>th</sup> October 22 together with Cllrs Clift and Walters. Cllr J Clift to circulate targets with the other Councillors (agreed by the Clerk).

5.7 Low road vehicles use safety issues – it was decided that the Clerk will email Highways and CC Winterton and Cllr J Bensly in - Proposed Cllr T Jones Seconded Cllr J Clift

5.8 Autumn Litter Picking update – the litter pick was a great success, with new volunteerers, and 15 bags of litter was collected. This would be repeated in spring as standard.

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## 6 Budget

### 6.1 Updated financial position for 2022/23 –

- Safety Equipment – It was AGREED that £127.52 spent for the recent litter pick to be moved from Council costs to community fund
- Bus Shelters - Cllr Starling highlighted that the Council receives Concurrent Function of £250 a year for maintaining the bus shelters therefore the Council were obliged to do so in order to continue claiming these funds. It was AGREED to seek volunteers to clean bus shelters. Cllrs Walters, Jones and King all volunteered to assist cleaning the bus shelter. Clerk to contact the local newsletter, Cllr R Walters to publicise on local social media and on the notice board
- Churchyard Concurrent Function income – It was AGREED to check with external auditors if this is a proper function of the Council.

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	972.00	390.00		- 337.00
Village Hall Hire	100.00	60.00	60.00	36.00	- 56.00
Insurance	300.00	349.36			- 49.36
Clerk Salary	1,487.00	2,501.83	455.00	1,702.82	- 3,172.65
Clerk Expenses	50.00	37.69		60.00	- 47.69
Bus Shelter concurrent	250.00	-			250.00
Admin	170.00	558.00		70.00	- 458.00
Church concurrent	760.00	-	760.00		-
<b>Total</b>	<b>4,142.00</b>	<b>4,478.88</b>	<b>- 1,665.00</b>	<b>- 1,868.82</b>	<b>- 3,870.70</b>
<b>Parish Council Opening Balance</b>		<b>2,918.09</b>			
<b>Community Fund opening balance</b>		<b>3,029.24</b>			
Add: receipts		4,142.00			
Less: payments		- 4,478.88			
Less: VAT		- 18.67			
Community account income		5,000.00			
<b>Balance per Bank Statement as at 31.10.2022</b>		<b>10,591.78</b>			
<b>Estimated</b>					
Parish Council Closing Balance		2562.54	- 1,665.00	- 1,868.82	- 971.28
Community Fund Closing Balance		8029.24			8029.24
<b>Predicted Bank Balance (year end)</b>		<b>10,591.78</b>			<b>7,057.96</b>

### 6.2 Draft 2023/2024 budget.

- Cllr J Clift to contact GYBC to book appointment at the Town Hall to discuss loan options and to ask for details such as interest payable and repayable period for £1,000 loan, and to report to the Council on the findings – Proposed Cllr R Starling Seconded Cllr K King
- A motion was considered: 'Costs be reduced by changing from the present 6 meetings a year to the statutory minimum number of meetings. This was NOT AGREED and therefore the number of meetings will be maintained at current numbers.
- A motion was considered: 'To consult with the Clerk to consider reducing hours (as a cost saving measure), This was NOT AGREED. However, the Clerk agreed to maintain timesheets and Cllrs Clift and Walters would review and share with the Council at the May 2023 meeting.
- It was AGREED to approve the 2023/2024 Budget subject to grass cut quote agreement and to reduce the contingency by the loan costs and budget the loan costs separately

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Somerton Parish Council

## Budget 2023-2024

Forecasted Final Position 2022-2023

Title	2022-23 Budget	2022-23 Current Spend	Estimated Additional Forecast	2022-23 TOTAL	Variance	2023-2024 Proposed Budget Comments
Burial Exps. St Mary's PCC - Concurrent	760.00		760.00	760.00	-	760.00
Parks/Open Spaces - Concurrent	1,025.00	972.00	390.00	1,362.00	- 337.00	1,025.00
Parks/Open Spaces - Precept						613.00
Clerk's Salary	1,487.00	2,501.83	1,502.82	4,004.65	- 2,517.65	3,255.00 12 months of clerks current wages
Clerk's Expenses	50.00	37.69	60.00	97.69	- 47.69	120.00
Hire of Vill Hall	100.00	60.00	96.00	156.00	- 56.00	132.00 6 meetings; 4 extraordinary/ committee meetings and Annual Parish meetings
Insurance	300.00	349.36		349.36	- 49.36	419.23
Elections						1,600.00
Bus Shelters - Concurrent	250.00	-		-	250.00	250.00
Benches	-			-	-	200.00
Seminars/Training	-			-	-	300.00
Admin	170.00	558.00	70.00	628.00	- 458.00	339.00
Contingency						1,249.00
2022/23 Overspend						971.00
<b>SUB TOTAL</b>	<b>4,142.00</b>	<b>4,478.88</b>	<b>2,878.82</b>	<b>7,357.70</b>	<b>- 3,215.70</b>	<b>11,233.23</b>
Concurrent						2,035.00
Precept						9,198.23
Tax Base						114
						80.69

## 7 Planning.

- 7.1 To consider consultee response to planning applications received from Great Yarmouth Borough Council and The Broads Authority.
  - 7.1.1 BA/2022/0374/COND - Staithe Cottage, The Staithe, West Somerton, Somerton - Paint the garage black, variation of condition 2 of permission – The Council had NO OBJECTION to this proposal
  - 7.1.2 BA/2022/0380/TCAA - White House, Horsey Road, West Somerton, Somerton - T1 (R2 on plan): Ornamental Cherry Tree – remove – The Council had NO OBJECTION to this proposal
- 7.2 To receive notification of any decisions taken by Great Yarmouth Borough Council and The Broads Authority.
  - 7.2.1 BA/2022/0245/FUL - Primary House, Horsey Road, West Somerton, Somerton, Norfolk, NR29 4DW - Change of use from allotment land to domestic curtilage and change of use of workshop to living accommodation and all associated works - Approve Subject to Conditions – This was NOTED.

## 8 Financial.

- 8.1 To agree payments:

	Nett	vat	total
Somerton Village Hall – Hall hire May – Sep 2022	£60.00		£60.00
Clerk Wages – October 2022 Salary	£250.47		£250.47
Clerk Wages – November 2022 Salary	£250.47		£250.47
Clerk Wages – December 2022 Salary	£250.47		£250.47
Ross Bird – Grass cutting – July – August 2022	£390.00		£390.00
Mrs Sarah Hunt – Locum Clerk - deferred to April 2023	£445.00		£445.00
And £760 for Church Grass cut			

It was RESOLVED to make the above payments

- 8.2 Clerk courses – The clerk attended the new clerk course (£100.00) and is booked on to the Elections course in January 2023 (£40.00). Rollesby Parish Council agreed to pay 50%. – It was AGREED to reimburse the Clerk for the other 50% training costs (£70), payable next year from the 2023/24 training budget.

## 9 Other Matters

- 9.1 Footpaths – Review 'lost' footpaths – to carry forward to next agenda
- 9.2 Upper Thurne Working Group – upcoming meeting on 24th November – Cllr R Starling will be attending as a representative of the Norfolk Reedcutters Association.
- 9.3 Potential of claiming Locum Clerk costs on insurance – to Carry forward to next agenda

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## 10 Correspondence

- 10.1 Email received – The VH Committee have discussed Somerton look for a project to mark the Queen's reign, but felt this was more for the village than VH. The VH are happy to take part but would welcome ideas from the Parish Council. – It was suggested that parishioners be asked for their ideas via the Village Newsletter. No action required by the PC.
- 10.2 A member of the public has updated us on their communications with NCC regarding standing water at Manor Farm Rd (east)/Low Road, East Somerton – NCC responded that the is 'defect is in the system and will be addressed but doesn't have urgency compared to health and safety defects'.
- 10.3 Road Safety Community Fund (RSCF) – 'The RSCF funding is similar to your Local Member Fund (LMF) as you can prioritise and decide where you believe the greatest benefits can be achieved. Whilst there is no limit to the number of bids you can submit, the available budget is £11,250 per Member based on all Members making a submission' – to include on next agenda

## 11 Exclusion of Press & Public for Confidential Session.

- 11.1 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 & grass cutting of parish owned land. (2).(1)Public Bodies (Admission to Meetings) Act 1960(2)Local Government Act 1972 s 228. Two proposals for the grass cutting were considered. It was AGREED to award the 2023/2024 grass cutting contract to Mr Ross Bird at an average rate of £117 per cut (for an expected total of 14 cuts). It was requested that Mr Bird keep the Clerk informed a week before he intends to do the grass cutting.

## 12 Date of next meeting:

Tuesday January 4th 2023 at 7pm, Village Hall – PARISH COUNCIL Meeting.

### Next Agenda:

- Drain cover causing damage to vehicles
- Horsey Road conditions – urgent inspection required
- Footpaths – Review 'lost' footpaths
- Potential of claiming Locum Clerk costs on insurance.
- Road Safety Community Fund (RSCF)
- Standing water at Manor Farm Rd (east)/Low Road, East Somerton

The meeting closed at 9.02pm

Signed:

Dated: