

SOMERTON PARISH COUNCIL

FINAL Minutes of the MEETING OF THE PARISH COUNCIL meeting held on 3rd January 2023 at The Village Hall, Cottage Road, Somerton at 7.00pm.

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

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 K King.

2 Declarations of Interest.

None.

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

- Drain cover causing accidents (opposite 1 Horsey Road) – a Parishioner has reported and awaiting response from Highways. Will be raised as an issue during the next Streetscene inspection (Clerk)
- Overgrown hedge covering sign (Martham Road near The Lion) – Cllr T Jones volunteered to cut it back
- Posts along Somerton RB 11 – a Parishioner felt that these are beneficial as there to stop non-residents cars parking along the byway, sometimes leading to antisocial behaviour
- A Parishioner queried as to whether the Lion has been designated as Asset of Community Value – the Clerk to check minutes of previous meeting around 1 year ago.

4 Minutes.

The Council minutes dated 15th November 2022 – on condition of the following amendments - 2. Dec. of Interest and 9. Other Matters 9.2. – when referred to 'Norfolk Reed Cutters Association' it should refer to 'Broad's Reed & Sedge Cutters Assoc'. Item 11, should refer to the missing section of path at the southern end of Somerton Footpath No.1, which is in the Parish of Hemsby. 6. Budget - Safety Equipment should be amended to "It was agreed the £127.52 spent on litter picking equipment be reimbursed from the Community Fund" - were AGREED

5 Matters for reporting from previous meetings.

5.1 Mr Bird has been informed that his tender has been accepted and requested that they let us know when they are planning to do a grass cut prior to each visit in 2023/24. Unsuccessful tenderers have also been informed - noted

5.2 Bank Account access – new mandates have been sent and any due payees have been informed – AGREED for Clerk to ring Barclays on a weekly basis to check on status regarding new chequebook and to query with Barclays procedure to allow mandated Councillor to pay online (TBD)

5.3 Draft 2023/2024 budget – due for submission by 7th January (see points 6.1 & 11.2 below) - noted

5.4 Signage on Low Road Byway – AGREED for the Clerk to follow up with Mr B Grapes as there has been no further action

5.5 Bus Shelter Cleaning – Cllr T Jones has cleaned the shelter (and volunteered to do so again), a notice has been shared on social media looking volunteers, but currently no responses – a notice is to be included in the local newsletter. Cllrs Walters and Clift also listed as volunteers to clean bus shelter.

5.6 Burnley Hall Posts – it was AGREED for the Clerk to reply to Norfolk Trails (Adam Hinchliffe) to inform them that the signage is incorrect as it should say 'restricted byway' rather than 'footpath' (at either end). Also, to suggest to Highways that they may be liable for any repercussions for accidents caused by the bollards as they are on their land (cc Cllr J Bensly).

Clerk: Kate Martin-Smith

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- 5.7 Loan re 2022/23 Budget deficit – GYBC advised Somerton PC that a loan would be unlikely for the 2022/23 overspend due to a positive bank balance as the bank also contains the Community Fund balance. Therefore, SPC AGREED to pay underbudgeted precept cost from the Community Fund, with all spend recorded and paid back into the Community fund from 2023/24 Precept as advised.
- 5.8 Records Disposal Archive – to look at dates for Cllr J Clift, Cllr K King, Cllr R Walters and the Clerk to go through the records and archive accordingly.

6 Budget

- 6.1 Updated 2023/24 Draft budget for the reduced concurrent function following email received from GYBC - noted. Below is the final budget. Clerk to submit by 7th Jan 2023.

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
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
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
Insurance	300.00	349.36		349.36	- 49.36	419.23
Elections						1,600.00
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
SUB TOTAL	3,892.00	4,478.88	2,878.82	7,357.70	- 3,465.70	10,983.23

7 Planning.

- 7.1 To consider consultee response to planning applications received from Great Yarmouth Borough Council and The Broads Authority – None - NOTED
- 7.2 To receive notification of any decisions taken by Great Yarmouth Borough Council and The Broads Authority.
- 7.2.1 BA/2022/0380/TCAA - White House, Horsey Road, West Somerton, Somerton - Proposal: T1 (R2 on plan): Ornamental Cherry Tree – remove - no objection - NOTED
- 7.2.2 BA/2022/0374/COND - Staithe Cottage, The Staithe, West Somerton, Somerton, Norfolk, NR29 4EB - Paint the garage black, variation of condition 2 of permission BA/2022/0079/HOUSE H - Approve Subject to Conditions - NOTED

8 Financial.

- 8.1 To agree payments:

	Nett	vat	total
Clerk Wages – January 2023 Salary	£281.67		£281.67
Mrs Sarah Hunt – Locum Clerk	£445.00		£445.00

RESOLVED to make the above payments including Mrs S Hunt's Locum Clerk Pay.

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- 8.2 Clerk salary for January 2023 has been updated for new pay scale with adjustments for backdated pay and overpaid housing allowance
- 8.3 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		36.00	- 56.00
Insurance	300.00	349.36			- 49.36
Clerk Salary	1,487.00	3,253.24	455.00	786.07	- 3,007.31
Clerk Expenses	50.00	37.69		30.00	- 17.69
Bus Shelter concurrent	250.00	-			250.00
Admin	170.00	558.00	70.00		- 458.00
Church concurrent	760.00	760.00			-
Total	4,142.00	6,440.29	- 525.00	- 852.07	- 3,675.36
Parish Council Opening Balance		2,918.09			
Community Fund opening balance		3,029.24			
Add: receipts		4,142.00			
Less: payments		- 6,440.29			
Less: VAT		- 18.67			
Community account income		5,000.00			
Balance per Bank Statement as at 31.10.2022		8,630.37			

Estimated

Parish Council Closing Balance		601.13	- 525.00	- 852.07	- 775.94
Community Fund Closing Balance		8,029.24			8,029.24
Predicted Bank Balance (year end)		8,630.37			7,253.30

9 Highways

- 9.1 Drain cover causing damage to vehicles opposite 1 Horsey Road
- 9.2 Horsey Road conditions (outside village)
- 9.3 Standing water at Manor Farm Rd (east)/Low Road, East Somerton

Streetscene inspectors due to visit from 30th January. It was AGREED for the Clerk to contact them to include the above areas (also to clarify if the previous inspection was carried out). Cllr Jones plans to be in attendance when they visit once visit date is confirmed.

10 Other Matters

- 10.1 Footpaths
 - 10.1.1 Historic footpath 8 – It was AGREED for the footpath working group (Cllr Starling and Cllr King) to formulate proposal for Clerk to forward Broads access forum requesting that they consider reopening the footpath.

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- 10.1.2 Coronation Lane – AGREED for the footpath working group to email Ecotricity regarding a new permissive path (comms to be cc'ed to Clerk and Chair)
- 10.2 Potential of claiming Locum Clerk costs on insurance. – AGREED for Clerk to query with insurance if a claim can be made

11 Correspondence

- 11.1 Email received from GYBC (Matt Whitton) re Burnley Hall Fence – Apology sent from GYBC. '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. No further action required.**
- 11.2 Email received from GYBC – Somerton Parish Precept and Concurrent Grant Functions 2023/24 - In 2023/24 we will not be receiving £21 Council Tax Support Grant and £250 for bus shelters. - **noted**
- 11.3 Norfolk ALC - Norfolk Parishes Website Update – 'We are pleased to announce we have invested into our platform to give the sites a more modern look and feel that will work much better with mobiles and tablets. Your site will essentially receive a 'facelift' and your existing content will remain. The new theme is fully WICAG 2.1 AA compliant to comply with accessibility requirements'. – Cllr R Walters to draft something appropriate for the home page and ask the local community for suitable photos of the Parish for the Website – awards and donations policy also needs to be updated on the website
- 11.4 The Pensions Regulator - Your legal duties: workplace pensions re-enrolment - Third anniversary of your previous re-enrolment date: 20 April 2023 - Re-declaration deadline: 19 September 2023 - noted
- 11.5 Email from Highways - Highway Inspection Parish Visit – Somerton – 'Our Streetscene Inspectors are due to visit your parish from 30th January 2023 onwards if there is work identified for their attention.' – to include points 9 above
- 11.6 Email received 'Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27' is PKF Littlejohn - noted

12 Date of next meeting:

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

Next Agenda:

- Clerk target review
- Add Donations policy to website

The meeting closed at 7.57pm

Signed:

Dated: