

SOMERTON PARISH COUNCIL
DRAFT Annual Parish Council Meeting held on 1 May 2018

Minutes of the Annual Parish Council meeting held on Tuesday 1 May 2018 in the Village Hall, Somerton commencing at 7.30pm or straight after the Annual Parish meeting

PRESENT

PCllr Starling (Chairman), PCllr D Van de Bulk (Vice Chairman) PCllr Barker, PCllr Clift, PCllr Crane, PCllr Grayling & PCllr Jones, CCllr Hanton and 10 members of the public and S Weymouth as BCllr and PClerk.

1.Election of Chairman of the Parish Council

After discussions PCllr Crane proposed PCllr Starling, seconded PCllr Grayling, there were no other nominations, all in agreement

2. Signing Declaration of Acceptance by the Chairman

PCllr Starling signed his declaration of acceptance and it was countersigned by the Parish Clerk.

3. Election of Vice Chairman of the Parish Council & signing Declaration of Acceptance

After discussions PCllr Clift proposed PCllr Van de Bulk, seconded PCllr Grayling, there were no other nominations, all in agreement

PCllr Van de Bulk signed his declaration of acceptance and countersigned by the Parish Clerk.

4. To consider apologies for absence

BCllr Bensly who is involved with the coastal implications in Hemsby.

5.Declaration of interest in items on the Agenda

PCllr Crane declared a pecuniary interest on Agenda 16 TPO.

PCllr Jones declared a personal interest Agenda 19a Tree House – this was his son that made the enquiry.

6.Review Declaration of interests

With the General Data Protection Regulation all PCllrs need to complete a replacement Register of Interest – these were completed and will be copied for PCs records and sent to GYBC for their records and to be put on their website.

7. Minutes of the Annual Parish Council meeting held on 2 May 2017

The meeting was advised these had been approved at the July 2017 meeting and any action needed to be taken had been taken at that meeting.

8. Review of delegation arrangements to committees, sub committees, local authorities and external bodies

The Chairman asked PCllrs if they were happy to extend their term for another year on the following delegated arrangements, which they were.

Patient Participation Forum – PCllr Clift

Upper Thurne Working Group – PCllr Starling

Broads Forum – PCllr Barker (appointed by NALC)

Parish Liaison meetings – PCllr Starling & PCllr Crane

The meeting closed

9. Public discussion

15 minutes allowed

1. Burnley Hall – PA for a reservoir – a parishioner wanted to know if a decision has been made – it was reported none has been received.

2. Length of time given to viewing correspondence and over running the 15 minutes allowed for public discussion and over running the 2hrs for the meetings – this was noted.

3. Landfill in the parish – this will be an Agenda item for the next PC meeting

4. Mill Lane footpath – repairs have not been carried out and it is not walkable, the contractor is to be asked to carry out these works..

5. The Staithe – flowers planted in the grassed area – as this is a matter for the Somerton Staithe & Boat Dyke Trustees – it will be discussed at their next meeting – Autumn 2018.

6. Agenda for the Somerton Staithe & Boat Dyke Trustees – copy not in the PC Notice Board, it was reported it had been put in there by a Committee member who was at the meeting, the date was in the Somerton Newsletter, the website and in the Great Yarmouth Mercury.

7. Collis Lane fire damage to the highway in the parish of Hemsby – it was agreed an email would be sent to Hemsby PC.

10.Report from Borough Councillors/County Councillor – if present

CCllr Hanton reported

He had sent in an Annual Report to the PC, this had been emailed to PCllrs and a copy kept on file.

Reported this evening:

Fire Service

Because it now seems likely that the Police Commissioner will advance a business case to present to the Government to take over the Fire Service – The Full Council have now decided to prepare its' own business case to provide evidence for its retention

The Northern Distributor Road

The Broadland Northway is now completed and open. In effect, you can now traverse the northern side of Norwich City from the Postwick Hub to the Fakenham Road.
Consultation will now take place in respect of the proposed Norwich Western Link which would connect the Broadland Northway from the A1067 to the A47 west of Norwich

Recycling Centre

The Chairman reported at the Parish Liaison meeting discussions were held around the changes to the Recycling Centre in Caister where disposal of items will incur a charge, so there are concerns at additional flytipping – CCllr Hanton stated at present this has not occurred but it is being monitored.

BCllr Bensly

Not at the meeting

BCllr Weymouth

Nothing other than report to be given on Agenda 14.

BCllr Weymouth stated this would be her last meeting as a BCllr it had been great honour and privilege to represent you all. She thanked everyone for their support and help over the last 14 years, she hadn't made the decision lightly not to be re-selected but with moving to Caister she thought it was important for the BCllr to live in the Ward.

a.Council House renovation – it is on the Agenda No 14

11.Police

The meeting was reminded there are no longer any PCSO's
PC May emailed report as he cannot attend the meeting.

1.Due to the report sent in at the March 2018 meeting an email had been sent to the Chief Inspector advising him that the Parish Council report is not covering all the incidents that have occurred over the last two months. On investigation it was identified that there are a number of areas where the Police can get their information and the local Police who was new to the post was not aware of that fact.

2.With the PCSO's finishing in future there will not be parish crime reports there will be a –rural villages crime updates emailed on a monthly basis, which will be emailed to the PC and that will be forwarded to PCllrs.

3.PC Gardiner has been moved to Lothingland her replacement is PC Dan Potter who sent an email introducing himself and he said he will try and attend PC meetings...

The meeting re-opened

12. To confirm the Minutes of the previous meeting held on 6 March 2018

With PCllr Jones amendment to Agenda 17 The Stile on footpath 5 PCllr Jones asked the councillors and also included the public attending if anybody know who had erected the stile and had responsibility for it no information was forthcoming PCllr Van de Bulk proposed the Minutes be accepted as a true record, seconded PCllr Grayling, all in agreement – the Minutes were signed.

13.Matters arising

To report on matters arising from the Minutes if not already on the Agenda for information only.

a.Broads Authority Parish Forums

Mr Packman has replied stating it will be an Agenda item for that meeting.

The PC requested a copy of that Agenda, none received.

CCllr Thirle was contacted and the only thing he reported was that those at the meeting were happy for the meetings to be held in Norwich.

b. CLT

Meeting held with PCs on the 13 March 2018 at All Saints Hall, Scratby, decisions will be made at their next meeting that has already taken place on the 26 April 2018

c.Mill Lane Footpath

The contractor has emailed advising he will carry out repairs to the footpath as soon as the land has dried out – from Agenda 9 enquiry it was agreed an email will be sent to the contractor requesting he carries out repairs urgently.

c. Horsey Road

NCC email states they have resolved the problem, though the edge on the western side of the highway still needs to be repaired an email is to be sent asking for them to review the situation.

e.Staithe Road highway

Email from NCC has stated the issues raised will be resolved, a parishioner had reported to the Chairman that the gully is still blocked, it could be a collapsed drain and further investigations need to be carried out – NCC to be informed.

f. Common Road 30 mph sign

It has been replaced

g.Registering Poor's Trustees Land

PCllr Grayling stated nothing further to report

h. Ivy House highway drain cover damaged
NCC has carried out the repairs.

i. Common Road ditch

Has been damaged by a vehicle - NCC has carried out the work.

j. War Memorial Railings

PCllr Van De Bulk at the March meeting it was agreed he could fill it with a special filler – this work has been carried out.

k. Parish Liaison meeting

The Chairman reported he and PCllr Crane attended, when the Minutes are available they will be emailed to PCllrs for guidance.

l. Permissive footpaths

- a. Collis Lane along the Winterton Road thro to High Barn Farm – the PClerk had made an error in sending the email to Burnley Hall she had sent it to the Chairman – copy email to be forwarded to Burnley Hall.
- b. Low Road – email sent to Winterton PC who agreed at their PC meeting last week in the first instance they will contact NCC for guidance.
- c. Winterton to Flegg High School - this was looked at when NCC were removing school transport, in light of investigations it was resolved walking across a field was totally unsafe

14. Asset Register

Emailed to PCllrs prior to the meeting the Register at 31.3.17 – there is an addition SAM Signs and consideration should be given to any increases in values on the Register.

After discussions PCllr Clift proposed the following:

War Memorial and rails	£10,000
Bus shelter seats x 2	£ 520
Bus shelter x 2	£ 4000
Staithe and boat dyke village sign	£ 2000
Staithe benches x 3	£ 780
Seat benches bus shelters x 2	£ 520
Parish Council Notice Board	£ 774
Computer, printer and software	£ 667
SAM signs	£ 3417
Total	£22678

Seconded PCllr Grayling

All in agreement

15. Accounts

a. To agree payments in accordance with the budget

Chq 736 S Weymouth (Dec-Jan) Net salary	£166.66 less tax	£133.46
Chq 737 HMRC salary tax		£ 33.20
Chq 738 NALC renewal of subs		£131.24
LATE ACCOUNTS		
Chq 739 CAME Ins renewal		£285.60
Chq 740 R Bird grasscutting April 2018		£178.00
Chq 741 Somerton Staithe & Boat Dyke Trust (UK easement)		£11.92

Banking

Community Fund (banked in March 2018- last financial year) £2500

PCllr Clift proposed the accounts be paid, seconded PCllr Grayling, all in agreement

a. Cash book/bank reconciliation and financial statement to year end

All documents emailed to PCllrs prior to the meeting, they were noted.

b. Internal Audit – PC

PCllr Barker has carried out the PC internal audit and there were no problems

c. Signing off cash book for year ending 31.3.18

PCllr had been emailed with the cash book throughout the year and they hadn't any queries.
PCllr Jones proposed the cash book be signed off, seconded PCllr Grayling, all in agreement

d. Audit Statement of Accounts

1. Internal Auditors Report

Mr Sharrock advised he has carried out the Internal Audit and he was happy with the way the Accounts were carried and he found no issues that needed to be raised.

2. Annual Return

Section 1, 2 of Annual Return & Certificate of Exception

Copies of all the paperwork relating to the Annual Return were given to each PCllrs.

PCllr Jones proposed they be signed off, seconded PCllr Clift, all in agreement

Renewal of insurance (paid this evening)

PCllr Clift proposed the insurance should be renewed, seconded PCllr Crane, all in agreement.

Financial Regs NALC

It was agreed these would be emailed to PCllrs prior to the next PC meeting and there will be an Agenda item at that meeting to make a decision.

16. Planning applications – for consideration, TPO and planning decisions

Tree Preservation Order App BA/2018/0008/TPO at The Pyghtle, Sandy Lane

PCllr Crane declared pecuniary interest and left the room during discussions and decision.

On making contact with the BA it would appear they were just updating their records.

PCllrs had no objections to this TPO updating

PCllr Crane returned to the meeting.

Planning applications

None

Planning decisions

BA/2018/0054/HOUSEH

Single storey rear ext – Fieldlands, Horsey Road, West Somerton - granted

BA/2018/007/FUL change of use of outbuildings 2No holiday lets Ivy House, Horsey road, West Somerton – approved with conditions.

BA/2018/0063/HOUSEH replacement conservatory – Primary House, Horsey Road,, West Somerton - granted

17. Update on Council House Renovation

The PC Clerk reported:

1. Email from GYBC - pest control have been requested to attend as there had been a fly issue previously.
2. The development designs are not due back from the Architect until the end of April, these will then be presented at Housing & Neighbourhoods in June for a decision..

18. Bus shelters

Mr Hammond was advised his quotation had been accepted and that the PC would need a copy of his insurance policy – to date this has not been received and the work has not been carried out. He has been contacted when weather permits he will carry out the work.

19. Incidental matters dealt with since the last meeting:

- a. Tree house construction – advised to contact the Broads Authority Planning 20.3.18 PCllr Jones declared a personal interest as it was his son that made the enquiry. The BA advised the parishioner that anything above 30cm from the ground would need planning permission.
- b. Staithe Road – damage to verges – advised to contact NCC Highways
- c. Staithe Road – complaint highways encroachment – informed NCC Highways and they are going to hold a site meeting where the Chairman will be attending representing the PC.
- d. Horsey Road – complaint overgrown hedge – householder informed – no action, to late as birds nesting.
- e. Footbridge rail – it is going to be repaired by NCC

20. Stile in The Street

Email from NCC advises that any structure on a footpath is illegal and the PC would be held responsible for incident or injury incurred by the public.

On contacting the Parish Councils insurance company they stated:

If NCC agree to any replacement then the PC insurance would cover any incident or injury.

The meeting closed to allow members of the public to take part in the discussions

Various options were put forward. A parishioner advised the meeting if the stile was not removed within two months then he would remove it.

The meeting re-opened

After discussions PCllr Crane proposed the matter be left with the Chairman of the PC to hold further discussions with NCC Officers, he will produce a drawing of what would be acceptable to them, the PC would submit the drawing so that their response could be discussed at the next PC meeting, seconded PCllr Jones, all in agreement.

21. Data Protection

PCllr Barker handed out a copy of the report he had given in March 2018. He is up to No 7 or the 12 points to produce a policy. He will try to get everything in place by the 25 May 2018. (update from NALC emailed to all PCllrs prior to the meeting)

The PC Standing Orders need to be updated and amended to take into account the DP, copy of the SOs will be emailed to PCllrs prior to the next meeting, and it will be an Agenda item for that meeting..

22. Community Fund – summary of amounts received and amounts paid out

The meeting closed to allow an employee of Burnley Hall to speak.

Through the employee of Burnley Hall - Somerton ELT had put £2500 into the PC bank account at the end of March 2018. An email had been sent to the PC with this information from Mr DeWinter, but this had not been received. Requesting it be sent again via the Burnley Hall employee, it still hasn't been received.

The employee stated another email had been sent on Sunday which stated they believe Somerton Energy agreed to pay £2,500 annually for 5 years, and it is understood 3 payments have been made (this is correct) and two payments are remaining. So the final two payments are due 01/04/19 and 01/04/20.

If was left with the employee to find out about the other turbine payments from Acre, to date two of £2500 have been received.

The meeting re-opened

23. Correspondence

All the correspondence was available for parishioners to view from 18.30 to 18.50pm
CORRESPONDENCE at 17.4.18

Items with a * have already been emailed to PCllrs prior to the meeting

- a. Nuisance Motorcycling on public footpath and on Sandy Lane
Email received from a parishioner, sent to the Police who replied stating this sort of incident should be reported on 999 as it is extremely dangerous. PClerk left a message for the parishioner telling the Police response
- b. Somerton Newsletter email concerning how companies use customer information* noted
- c. Changes to bus time tables* None relates to GY area - noted
- d. Hicking update* - noted
- e. Broads Local Plan *
Examination stage – they are on their website or at GYBC Town Hall - noted
- f. NCC Parish Council Annual Review 2017-18* - noted
- g. NCC Roadshow – at Diss * - noted
- h. GYBC Culture Strategy * - noted
- i. Norfolk Accident Rescue Service – looking for a donation – noted
- j. Greater Yarmouth Tourism & Business Newsletter April 2018 - noted
- k. BA Broads Briefing * - noted
- l. BA Flooding Workshop* - no one able to attend

LATE CORRESPONDENCE

- m. Norfolk training - noted
- n. BBC Countryfile programme 22 April in the Norfolk Broads - noted
- o. Hopton PC – would like a group set up for the 'Southern Parish Councils' - noted
- p. Parishioners email concerning hedges adjacent to the highway
Meeting closed to allow the parishioner to speak
He was advised the PC response was in the March Mins and he was asked what was he looking for. He wants all the hedges in the village looked at into their locality to the highway and they should all be set up to allow people to walk off the highway. It was agreed to request the NCC Highways Inspector to investigate the matter and advice if any action is needed. Agenda item for the next PC meetings
- q. Parishioners email concerning a missing bend sign near the bus shelter – School House side the parishioner was informed he can go online to NCC and report the missing sign, but the PC had already reported this and were not aware when the sign would be replaced..
- r. BA Conservation Area brief update from BA Conservation Officer:
The consultation responses were reported to the Heritage asset review group of Members and each of the issues raised were looked at in turn.
The various representations for inclusion and exclusion were discussed and the general feeling was that the consultation had a good level of response.
The exclusions suggested by the Parish Council regarding the houses on Horsey road and Staithe farm house and yard.
Whilst it is understood that the PC feels that these elements are not worthy (in terms of their individual contribution) for inclusion these sites do occupy key locations within the area as a whole. In the case of Staithe Farm House this is already within the area. Given this in terms of assessment, The BA opinion remains at this stage that these should be included within the proposed boundary. To be clear the Horsey road properties and Staithe house farm be retained within as they are currently within the area and Staithe house farm yard added because of its key location within the area and at the head of the dyke. The BA accept it's a working farm has been historically and in terms of character of the area makes a consequent historical contribution.
The BA accept that the other properties within Staithe road make less of a historical or visual contribution but there may be an argument to retain them within the boundary for completeness.
As regards the non-inclusion of the village hall the feeling currently is to continue to exclude this. The same for the fields that were suggested for inclusion as part of the consultation, and the properties to the South West of West Somerton along Horsey road up to the junction.
As regards the extensions at Sandy lane and East of Burnley Hall the feeling is currently to include them.

As you know this process has been undertaken in close consultation with the Parish Council and residents, we will however ultimately have to make a recommendation to Planning committee based on professional judgement as well as and fully including all representations. Planning Committee will make a decision based on this.

Given the above and your previous representations perhaps the PC could consider the above points and provide any additional information or justification that the PC have regarding your representation – this will be duly reported back to Members.

The BA will then of course both let the PC know when a final report is likely to go before Members and inform you when the relevant papers are available on our website in advance of the meeting.

After discussions PCllr Crane proposed the following reply:

The Somerton Conservation Area review was considered by Parish Councillors yesterday evening. Your email of the 30th April was read out to the meeting. Somerton Parish Council would like to make the following comments which we trust will be forwarded to the Members of the Authority's Planning Committee for consideration;

1. Staithe House Farm yard & adjoining properties on the NE side of Staithe Road (Second Cottage & Sunways);

There is very strong opposition from the owners for the proposal to include the farm yard and the property Sunways. The Parish Council considers that the proposals are in effect conserving modern asbestos roof agricultural buildings that have no historical or architectural interest or significance. It is

what buildings are there now which merits the justification for conservation area status and these buildings do not contribute in any way to the conservation area character. It may be a key location from the Broads Authority point of view but we feel, at this particular time, there is no justification for conserving these modern buildings. The same reasons apply to the property Sunways.

Perhaps, changes may come to the site in the future and another review may well be justified but at this particular moment in time, we ask that this area be left as it is i.e. outside the conservation area.

2. Sandy Lane: The owner of the property indicated at the consultation in the village hall that he was happy with the proposal. The Parish Council therefore supports this.

3. Village Hall: The Parish Council supports the view of the Village Hall Committee not to include the village hall.

4. The Parish Council objects to the Broads Authority making any decision regarding properties outside the Authorities Executive area and we feel that this remains a decision for Great Yarmouth Borough Council.

Could we also point out that it was the Parish Council who first suggested conservation areas should be designated in Somerton. We worked with the Borough Council and we feel we have areas designated which have local support. Unfortunately, some of the Authority's suggestions have strong opposition and we feel that unless the proposals have both owners and locals support, there would be little purpose in having a conservation area in the first place, seconded PCllr Jones, all in agreement.

24. Items reported to Parish Councillors

1. Pot hole outside Heimdal – NCC to be informed.

Members of the public wished to speak – the meeting closed

1. Leaning electricity pole at Somerton Holmes – if it comes down there would be loss of power – it was reported there are two ways the electricity coming into Somerton also from Martham.

Meeting re-opened

25. Items for the next Agenda

Financial Regs
Standing Orders
Hedges around the parish
Poorsland Charity PC trustees (2 No)
Somerton Staithe & Boat Dyke Trust PC trustees (3No)
Landfill in the parish

26. Date of the next meeting

Meeting dates for the rest of the municipal year:

3 July 2018 commencing at 7 00pm
4 Sept 2018 do
6 Nov 2018 do
8 Jan 2019 do
5 Mar 2019 do
7 May 2019 do

The meeting closed at 9 12pm the Chairman thanked everyone for attending.