

SOMERTON PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
TUESDAY 7TH MAY 2019 AT 7.00 P.M.

Present:

Cllr Starling (Chairman)

Cllr J Clift

Cllr B Barker

Cllr D Crane

Cllr T Jones

Clerk: G Lack

Also present: 1 resident and BCllr R Hanton

1. Nomination of Chairman of Parish Council

Cllr Clift nominated Cllr Starling and this was seconded by Cllr Crane and agreed by those councillors present with one abstention.

2. Signing of Declaration of Acceptance by Chairman.

3. Co-option to fill vacancies.

It was noted that notices had been displayed on the notice board and on the website. A meeting would be held in 2 week's time to co-opt 2 new councillors. **Clerk to send email with proposed date.**

4. Election of Vice Chairman of Parish Council

It was proposed by Cllr Crane and seconded by Cllr Barker to delay the appointment until after the co-option of new councillors.

5. Apologies for Absence and date for receipt of Acceptance of Office forms.

There were no apologies for absence. All Acceptance of Office forms were completed and signed by the Clerk.

6. Return of Election Expenses forms

All forms were completed and collected by the Clerk. All returns declared nil expenses.

7. Declarations of Interest Agenda Items.

None

8. Signing of Declaration of Interest Forms.

Completed and collected by Clerk.

9. Minutes of Annual Parish Council meeting held on 1st May 2018 already approved on 3rd July 2018

10. Review of delegation arrangements to committees, sub-committees, local authorities & external bodies

Cllr Clift agreed to continue on the Patient's Forum; Cllrs Starling and Crane would continue on the Parish Liaison Committee and Cllr Starling agreed to continue on the UTWG.

To consider a motion to suspend the meeting to allow members of the public and the Borough/County Councillors the opportunity to inform the meeting: -

11. Public discussion – 15 minutes allowed

- a. It was noted by a resident that the parish councillor vacancies had not been put in the newsletter. It was stated that it had been too late for the last edition and

that the Council had fulfilled its legal obligations by advertising on the notice board and the website.

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

- a. Cllr Hanton noted that Norfolk County Council had moved to a cabinet member system away from the committee system. It was thought that this would speed up decisions.
- b. It was noted that Andrew Proctor had been re-elected as Chairman and Graham Plant was elected as Vice Chairman.

Reopening of the Meeting

13. Report from PCSO - if present. Not present.

14. To confirm minutes of the previous meeting held on 5th and 26th March 2019.

Cllr Cliff proposed that the minutes should be confirmed and this was seconded by Cllr Crane and agreed by all Councillors present.

15. To report matters arising from the minutes not already on the agenda, for information only.

- a. 7(a) Sandy Lane pothole. This has still not been repaired. It was noted that the policy for potholes was to fill the hole rather than carrying out a proper repair;
- b. 7(c) Somerton War Memorial kerbing. An email had been received from NCC stating that the repair was imminent although it should have been done at the end of March.
- c. 12 Spring Litter Pick. It was noted that all roads had been included but that rubbish was now being dumped in dykes. This had been reported to GYBC but their staff were not equipped to remove rubbish from dykes. It was agreed to include this on the next agenda.

Cllr Starling stated that an increase in fly tipping in Somerton had been reported at the Parish Liaison Meeting but the response was that fly tipping had decreased.

16. Finance

- a. To agree payments in accordance with the budget. It was proposed by Cllr Barker that the payments already circulated be approved and this was seconded by Cllr Crane and agreed by all Councillors present. The approved cheque list is below:

Payee	Cheque No	Description	Amount
Somerton Staithe & Boat Dyke Charity	763	Donation ref Eastern Power Networks	11.92
Somerton Village Hall	764	Hire of village hall 12 months	100.00
G Lack	765	Clerk salary	198.40
HMRC	766	PAYE G Lack	49.40
David Balls	767	Audit fee	30.00
R Bird	768	Grass cutting	180.00
Came & Company	769	Insurance	294.17
NALC	770	Membership renewal	138.18
		Total	1002.07

- b. Receipt of Wayleave payment from Eastern Power Networks £11.92 (for information only).
 - c. Agreement to donate £11.92 to Somerton Staithe & Boat Dyke Charity Proposed by Cllr Clift, seconded by Cllr Crane and agreed by all Councillors present.
 - d. Payment of cheque to Somerton Village Hall of £100 for future hire of hall for meetings. Proposed by Cllr Clift, seconded by Cllr Crane and agreed by all Councillors present.
 - e. Approval and signing of Accounts Year Ended 31.3.2019 Proposed by Cllr Jones, seconded by Cllr Clift and agreed by all Councillors present.
 - f. Resolution to Exempt Parish Council from external review Proposed by Cllr Jones, seconded by Cllr Clift and agreed by all Councillors present.
- Insurance – details and renewal date. Cheque approved as above

17. Planning Applications and Decisions

- a. **Planning Application: BA/2018/0489/HOUSEH** Single storey rear extension. Grange Cottage, The Grange, Cottage Road, Somerton. Applicant Mr John Crooks. **Approved 29.3.19 subject to conditions**
- b. **Planning Application BA/2019/0078/PN.** Erection of straw barn. Farmhouse, Somerton Holmes Farm, Horsey Road, West Somerton. Applicant Lord Agnew. **Prior approval not required**
- c. **BA/2019/0139/PN** Relocate barn approved under **BA/2019/0078/PN south by 12m.** Farmhouse, Somerton Holmes Farm, Horsey Road, West Somerton. Applicant Lord Agnew. It was proposed by Cllr Clift and seconded by Cllr Crane that there be no objections and this was agreed by all Councillors present.
- d. **Planning Application GYBC 06/19/0187/F** Amendment to condition 1 of previously approved application **06/19/0002/F** - size of hut. 5 Bloodhills Farm Bluddles Bloodhills Road, Somerton, Great Yarmouth. Applicant Mr I Pallister. **Response from Parish Council - No Objections already submitted**
- e. **Planning Application BA/2019/0047/HOUSEH.** Erection of conservatory on west elevation. Top Farm House, Martham Road, West Somerton. Applicant Mr Graham Dodsley. **Application Approved**

18. Approval of clerk appointment and salary (new contract currently being prepared by NALC)

It was noted that the clerk would work an average of 10 hours per month at an annual salary of £1,486.80. Expenses would be submitted on a half yearly basis and would be for actual money spent with no recharge for internet or phone. This represented an increase of £480 over the year. A new contract should be available at next meeting. It was proposed by Cllr Jones and seconded by Cllr Clift that the clerk's term be approved and this was agreed by all Councillors present.

19. Approval of revised Standing Orders

Thanks were given to Cllr Barker for his work. It was proposed by Cllr Crane and seconded by Cllr Clift that the Standing Orders be approved and this was agreed by all Councillors present.

20. Approval of revised Financial Regulations

It was proposed by Cllr Barker and seconded by Cllr Clift that the Financial Regulations be approved and this was agreed by all Councillors present.

21. Council House refurbishment - Update R Starling

An email had been received from Jane Beck and already circulated. It was noted that the property would only be refurbished as the erection of a new building had not approved. The work would now be put out for tender and it was hoped that the work would commence by late summer.

22. Kissing Gate, Footpath No 6 (Staithe Road/River Bank path). To decide whether to undertake repairs/replacement of gate

The options are to either do the work ourselves and fund it out of the community fund or wait for GYBC to carry out the work. It was proposed by Cllr Barker and seconded by Cllr Jones that the work be put out for tender with a request that 2 prices be given, 1 for hardwood and 1 for tanalised wood. This was agreed by all Councillors present.

23. Matters dealt with between meetings - R Starling

- fly tipping Church Lane, Low Road, Horsey Road.
- a resident reported that the junction from Manor Farm Road onto Winterton Road was very overgrown making it dangerous to pull out. It was noted that NCC strimmed junctions twice per year. The resident had therefore strimmed it himself.
- SAM2 signed changed to Winterton Road from Horsey Road.

24. Flood & Coastal Risk Management - Update R Starling

A report had already been circulated. It was noted that decisions would no longer be made by Broads Authority officers but by elected officials and that meetings would be held locally and in public. A report from the Environment Agency about coastal flooding was expected shortly.

25. Correspondence received.

Date	Sender	Details	Action Taken
20.3.19	Kompan	Outdoor Fitness Bike	Email forwarded to Norman
21.3.19	Environmental Ranger, GYBC	Dog Fouling posters	Circulated by email
26.3.19	Groundwork Norfolk	Funding for health related projects in the community. Applications invited	
29.3.19	NALC	Bulletin	Circulated by email
1.4.19	Community Action Norfolk	April newsletter	Circulated by email
2.4.19	Calor Gas	Community Funding. Closing date for applications 29.4.19	Circulated by email

4.4.19	Mobile Library Service	Changes to timetable	Circulated by email
4.4.19	Sue Stephenson	Hickling Update	Circulated by email
9.4.19	Broads Authority Planning	List of decisions and validated applications. None pertaining to Somerton	
11.4.19	Pathmaker Trustee Vacancies	Application invited to become a Trustee. Request to promote in community	Circulated by email to councillors and newsletter
11.4.19	CPRE	Rural Housing Conference September 2019	Circulated by email
13.4.19	PC Potter	Policing report for GY	Circulated by email
15.4.19	CAN	Funding news	
15.4.19	Su Walden	Invitation Parish Paths Seminar 29.5.19	Circulated by email
15.4.19	BA	Validated applications and decisions	None pertaining to Somerton
16.4.19	NCC Norfolk Service	Change to timetable	Circulated by email. Copy available for meeting
23.4.19	BA	Validated applications and decisions	On agenda
24.4.19	BA	Final Report from Planning Inspector	Circulated by email
Various	Various	Complaint about poor visibility at corner of Manor Farm Road and Winterton due to overgrowth of vegetation	NCC informed. Future reporting of highways issues should be done through highways.norfolk.gov.uk
27.4.19	James Bensly	Warning about Storm Hannah	Circulated by email
30.4.19	BA	Broads Briefing	Circulated by email
30.4.19	GYBC	Highway Rangers in next 3 months	Circulated by email requesting suggestions
1.5.19	Julie Bower UTWG	Draft minutes of last meeting	Circulated by email
7.5.19	<i>Penny Beard</i>	<i>Request for £500 for newsletter.</i>	<i>Defer to next meeting.</i>

26. To receive items for the next agenda.

- Fly tipping
- Broadband update. Clerk to contact Better Broadband Norfolk to ascertain how residents who will not get broadband because of their location and who want to fund it themselves should proceed
- Request from community fund
- GL contract

27. To agree dates of future meetings for next 12 months. It was agreed to continue to meet bi-monthly at the same time on the first Tuesday of the month. Dates agreed were July 2nd, September 3rd, November 5th, January 7th, March 3rd, May 5th

There being no further business the Chairman declared the meeting closed at 20.05