

**STOKESBY WITH HERRINGBY PARISH COUNCIL
MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY
9TH MAY 2018 IN THE COMMUNITY HALL AT 7.30 PM**

Present:

Chair: Stuart Ward, Vice Chair: Cllr Richard Youngs , Cllrs: Philip Crane, Rob Lloyd, Ed Wharton, David Murison, Vivienne Fabb. Clerk Sarah Welsh

Also present Residents: 5

1. Election of Chair and Vice Chair

Cllr Rob Lloyd proposed Stuart Ward as Chair, seconded by Cllr Vivienne Fabb
Cllr Phil Crane proposed Richard Youngs as Vice-chair, seconded by Cllr David Murison. Unanimously agreed.

2. Declaration of Acceptance of Office

Stuart Ward completed and signed the acceptance of office, also signed by the Proper Officer (clerk)

3. Apologies for Absence

All present.

4. Public participation/County Councillor/Borough Councillor/Police report/website

Apologies were received from CCllr and BCllr Haydn Thirtle.

A resident reported parked cars are obstructing views between Croft Hill and Ferry Lane on Mill Road and there was a near miss today. Cllr Phil Crane confirmed another resident had complained about this. The Chair will email contact details for the clerk to write to those causing an obstruction and to make the police aware, particularly the dangers when children are getting off the school bus.

The police will no longer be sending local reports, which have been replaced by the area Newsletter. This is available to view on their website.

A resident reported loose coping stones on top of the flood retention wall. The clerk will report to the BA Rangers.

5. Declaration of Interests and requests for dispensations

None.

6. Minutes for the meeting February 2018

Proposed as a correct record of the meeting by: Cllr David Murison, seconded by Cllr Ed Wharton. Unanimously agreed, and signed by the Chair.

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

The Horse Chestnut on the Green cannot be pruned whilst in leaf.
The blocked drain on Riverside has been resolved.

8. Annual resolutions.

- a) Annual Risk Assessment, Standing Orders and Policy Review - amended at last meeting.
- b) Data Protection Audit, update and Policy, Privacy Notices.
- c) Schedule of assets 2018-19
- d) To appoint a member of the Council to undertake the periodic review of the administration and accounting procedures.

Items b) and c) were proposed for approval by Cllr Ed Wharton, seconded by Cllr David Murison.

Item d) Ed Wharton was proposed by David Murison, seconded by Cllr Richard Youngs.

Unanimously agreed.

Following review of items d) it was suggested that vulnerable properties are put in the confidential section of the Emergency Plan. The clerk will forward the policies and privacy notices to be put on the website.

9. Items from the Annual Parish Meeting

Cllr Vivienne Fabb reported

- the allocation from the Poors Marshes was the same as last year.
- PCC - is paying for some grass cutting but individuals will have to maintain the areas around their own graves because the grass cutter does not want to risk damaging or removing and replacing vases etc. The last bit of the fallen tree which smashed some graves and damaged the wall needs to be cleared. The War Memorial needs repairing.
- Other items are already covered on the Agenda.

10. Finance

- Receipt of Precept - a sum of £4203.50 has been received for the half year. The balance will be due in September.
- Staff Pay Award - .18p/hour increase for SCP 22
- Payments and receipts list for approval against the budget. Total payments of £848.84 which includes the annual insurance premium of £280. Bank reconciliation £8081.39 Papers sent to councillors prior to meeting - as attached.
- Internal Audit report - given to the Chair
- Annual Governance and Accountability Return - Signing of Governance Statement and Statement of Accounts. These were explained and approved and signed in this order.
- Youth club funds. £773.01 still remains to be distributed.
- Bank Mandate - Officers and online banking. It was agreed to delay this pending the resignation and replacement of the clerk and RFO.

11. Website - update

Richard Dixon reported the site still receives a significant number of hits. He is in the process of changing the website and hosting to Wix which should be a bit cheaper. Richard thanked the Council for funding the website. There is a pending invoice from the current hoster. The clerk is following up.

12. Insurance review.

The council agreed the current cover was appropriate and it would not seem cost effective in view of the insurer's comments about insuring the Staithe.

13. Applications for Clerk's position - update and agreement re interviewers .

The clerk reported there had been no applications and the post has been re-advertised on the NALC website with a closing date at the end of June. The clerk will send a new notice to the Mercury Village News.

14. Village Maintenance

- Quarterly report, including Staithe - Chair Stuart Ward had carried out an inspection. The clerk will report the loose chains on the village green to Andy Etheridge for repair.
- Blocked drain in road near Riverside Stores reported.
- Tree Survey - Maple Trees - Chair Stuart Ward confirmed Maple Trees will prune the chestnut tree.
- Potholes - meeting with technician Stuart Blake. Chair Stuart Ward reported Highways don't carry out site meetings but the potholes have been marked and will be added to the repair programme.

15. Planning - applications and decisions.

Application: BA/2018/0064/NONMAT Change to hip end to gable-end roof, non-material amendment to BA/2010/0426/FUL Chandlers End, Mill Road Stokesby.
Decisions:

- BA/2018/0002/FUL The Homestead, Mill Road Stokesby. Approved.
- BA/2018/0064/NONMAT Change to hip end to gable-end roof, non-material amendment to BA/2010/0426/FUL Chandlers End, Mill Road Stokesby. Approved.

16. Common Land - update re Legal Agreement and Insurance.

The council have received the completed registration and transfer of the 24 hour mooring.

See item 12.

17. Local Plan consultation feedback - Cllr Youngs.

Richard will consult with Natalie and there will be a general questionnaire for public consultation.

18. Emergency Plan updates

See item 8. David will pass on details of a vulnerable person to the clerk for the confidential part of the plan.

19. Registration of pub as Asset of Community Value - update. Cllr Richard Youngs will look at the form and complete then pass back to the clerk for submission.

20. Correspondence

- a) Age UK - appeal for donation
- b) Adnams community Trust - appeal for donation.
- c) Broads and Norfolk Rivers - request to attend meeting/have a pre-meeting
- d) Broads Authority - update Local Plan
- e) Response Service - appeal for donation.

Re a), b) and e) it was agreed there no spare funds following the repairs to the Staithe.

Re c) Cllr Ed Wharton noted water is leaking through the flood wall bank and there are plans to repair it. Several trees will be taken out to avoid further damage.

21. Reports from Parish Councillors

Stuart, Richard - report from Broads Parish forum. Cllr Richard Youngs reported Stokesby can have a free sign to promote the parish as part of the National Park.

Cllr Vivienne Fabb reported the hedges up Newgate Lane are part of a hedge planting scheme and cannot be cut for 3 years. There are concerns about the restriction of view on the highway.

22. Final word from members of the public/Borough Councillor and County Councillor

A lamp has been placed on the corner outside the Community Hall.

23. Date of the next meeting: 8th August 2018.

The meeting closed at 8.55pm

Attachments: Draft payments list.