

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on  
Wednesday 8<sup>th</sup> May 2019 at 7.30pm in Stokesby Community Centre.**

**Present:** Stuart Ward (Chairman)  
David Murison  
Richard Youngs  
Rob Lloyd  
Ed Wharton  
Catherine Moore, Parish Clerk

**Also present:** Nine members of the public were in attendance

**1. Election of Chairman**

Stuart Ward was elected as Chairman, proposed by Rob Lloyd, seconded by David Murison, all in favour. The declaration of acceptance of office was signed.

**2. Election of Vice Chairman**

Richard Youngs was elected as Vice Chairman, proposed by Ed Wharton, seconded by Rob Lloyd, all in favour.

**3. Apologies**

None.

**4. Public Forum**

**a) Public**

A member of the public reported that the debris from tree cutting needed to be removed from opposite his drive. Stuart Ward and Richard Youngs agreed to look at this.

**SW /  
RY**

**b) County Councillor**

Haydn Thirtle reported that a new plan was being drafted for Norfolk, which was expected to have 1 million residents by 2036. 80,000 new homes were required by then. These were mainly planned for the smaller villages. Haydn reported that the Council was working on policies to combat climate change, and improve education.

**Borough Councillor**

Adrian Thompson reported that he was newly elected to the Borough, and spoke about speeding. He asked whether the Council was interested in Speedwatch, and it was **agreed** that this would be on the next agenda.

**Clerk**

**c) Police**

Not present.

**5. Co-option to two vacant positions**

**a) Position One**

Philip Crane was co-opted to the Council, proposed by Ed Wharton, seconded by Richard Youngs, all in favour. The declaration of acceptance of office was signed and Philip took his seat.

**b) Position Two**

Sylvia Reynolds was proposed by David Murison and seconded by Richard Youngs. Leigh-Ann Medhurst was proposed by Rob Lloyd and seconded by Ed Wharton. Following a vote with 4 in favour of Leigh-Ann and 2 in favour of Sylvia, Leigh-Ann

Medhurst was co-opted to the Council. The declaration of acceptance of office was signed and Leigh-Ann took her seat.

**6. Declaration of Interest for items on the agenda**

There were none.

**7. Minutes of the meeting held on 7<sup>th</sup> February 2019**

The minutes of the meeting were **agreed** as an accurate record and signed by the Chairman.

**8. Matters Arising**

**a) Street Light on Main Road**

The Clerk reported that GYBC were supposed to be looking at a suitable alternative location for the missing lamp. Cllr Adrian Thompson agreed to chase this up.

**AT**

**b) Roadway Repair**

The Clerk reported that she had made an application to the Love The Broads fund. A suggestion had been made that the Council could apply to the Parish Partnership Fund, however this would delay works until Summer 2020 if the application was successful. The cost would be around £5,000 - £6,000. The Public Works Loan Board could be a source of funds. Ed Wharton agreed to get a quote from another contractor.

**EW**

**c) Memorial Seat / Tree**

Rob Lloyd agreed to speak with the person who had made the enquiry.

**RL**

**9. General Power of Competence**

The Council **agreed** that two thirds of councillors had been elected, and that the Clerk was CiLCA qualified, and therefore the Council adopted the General Power of Competence, proposed by Rob Lloyd, seconded by David Murison, all in favour.

**10. Village Maintenance**

**a) Quarterly Report**

It was noted that Fabb Green needed cleaning up and the weeds spraying, this would make a good quiet area. There were no new maintenance issues. The Clerk was asked to present the street furniture earmarked reserve breakdown for consideration at the next meeting.

**Clerk**

**b) Flood Retention Wall**

The Clerk reported that the Environment Agency felt that no further works were required, and that damage was cosmetic. Stuart Ward and Richard Youngs agreed to speak with them further about this, as they felt that the cracks in the brickwork were due to over expansion.

**SW /  
RY**

**11. Finance**

**a) It was **agreed** to pay the following:-**

C Moore	Salary – March – May 2019	£347.31
HMRC	PAYE – March – May 2019	£86.80
Winterton-on-Sea PC	Practitioners Conference	£39.00
Pauline James	Internal Audit	£72.50

**b) Accounts for Monitoring**

The accounts to date were **noted**.

- c) Insurance Renewal  
Three quotes had been received for the insurance, and it was **agreed** to take out a policy with Community Action Suffolk at a cost of £190.40.
- d) Internal Audit Report  
The audit report was noted. The regular checks of the accounts would take place in August and February. A subscription would be taken out with the Information Commissioner, as this was a requirement for all data controllers. **Clerk**
- e) Review of Internal Controls  
The internal controls were reviewed and **agreed** as adequate.
- f) Annual Governance Annual Return 2018/19  
The Annual Governance Statement was **agreed**. The Annual Accounting Statement was **agreed**. Both documents were signed by the Chairman and the Clerk/RFO.
- g) Declaration of Exemption  
It was **agreed** to declare the Council as exempt from external audit, proposed by Rob Lloyd, seconded by Stuart Ward, all in favour.

## 12. Correspondence

- a) Untidy Areas  
A complaint had been received about untidy areas in Stokesby. It was noted that the trees could do with weed killer on the weeds, and the van was taxed. Stuart Ward and Richard Youngs agreed to speak with the owner of the van to ask for it to be moved. A clip was required on the sand store, Richard Youngs to look at this. **SW / RY RY**

## 13. Planning

- a) Applications  
None.
- b) Decisions  
None.

## 14. Policies and Statutory Documents

The following documents were **agreed** on block:

- i. Training and Development Policy
- ii. Data Protection Policy
- iii. Freedom of Information Publication Scheme
- iv. Complaints Procedure
- v. Disciplinary Procedure
- vi. Equal Opportunities Policy
- vii. Filming at Meetings Policy
- viii. Grievance Policy
- ix. Health & Safety Policy
- x. Risk Assessment Schedule

## 15. Ongoing Matters

None

## 16. Ongoing Matters

- a) Banking Arrangements

It was reported that Barclays still hadn't actioned the change of address, and that it was understood that all bank signatories had now been wiped. It was **agreed** to move the Council's banking to Unity Trust Bank, proposed by Rob Lloyds, seconded by Ed Wharton, all in favour.

**17. Reports from Parish Councillors**

Philip Crane asked why Norfolk County Council was reducing verge cutting and using weed killers instead. County Councillor Haydn Thirtle agreed to find out. It was noted that vehicles were being parked on junctions and the wrong way round, causing problems for other motorists. The Clerk was asked to report this to the Police.

**HT**  
**Clerk**

A question was raised regarding provision of a footway from New Road to Acle Bridge. It was noted that this would be hugely expensive, but could be funded through developer obligations.

**18. Date of Next Meeting**

The next meeting would be Wednesday 14<sup>th</sup> August 2019, 7.30pm at Stokesby Community Hall.

The meeting closed at 8.45pm

**CHAIRMAN**