

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on  
Wednesday 12th February 2021 at 7.30pm remotely on Zoom**

**Present:** Stuart Ward (Chairman)  
Philip Crane  
Rob Lloyd  
Leigh-Ann Medhurst  
Ed Wharton  
Richard Youngs  
Catherine Moore, Parish Clerk

**Also present:** Borough Councillor Adrian Thompson and County Councillor Haydn Thirtle and two member of the public were in attendance

**1. Apologies**

Apologies for absence were received from David Murison. It was **agreed** to accept David's extended absence from the Council, proposed by Stuart Ward, seconded by Richard Youngs, all in favour.

**2. Public Forum**

a) Public  
None.

b) County Councillor

Haydn Thirtle reported that there had been bad flooding before Christmas, and a local flooding strategy was being developed. 36 organisations were involved, and the aim was to take a more holistic approach to flood response and prevention. Haydn reported that there was a lack of IT equipment for some children to use for home schooling. The Council had put forward funding of £600K, enabling the purchase of 2,000 laptops. The County Council's budget was being set, with a total budget of £1.4B. An increase of 1.99% was anticipated, with an extra 2% on adult social care.

Borough Councillor

Adrian Thompson reported that the collection for the foodbank stood at £6,000, and this activity was now being administered through the Salvation Army. Additional closed business Covid grant support had been received for the Community Centre. The SAM2 machine would be coming to Stokesby for six weeks per year, with a proposed agreement to be put forward. There would be no cost to Stokesby as Adrian had kindly offered to fund this through his Borough salary. Councillors thanked Adrian for this generosity. Adrian had supported the application to list Stokesby Ferry Inn as an Asset of Community Value, with the result expected by 15<sup>th</sup> February 2021. Caister Old Hall were doing free Covid lateral flow testing, with results in 30 minutes. This, combined with the vaccine, was part of the recovery stages. There was no need to book an appointment. The village sign had been planted up.

c) Police

Not present – police reports were circulated as received.

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

There were none.

#### 4. Minutes of the meeting held on 11<sup>th</sup> November 2020

The minutes of the meeting were **agreed** as an accurate record and would be signed by the Chairman at the next physical meeting.

#### 5. Minutes of the meeting held on 9<sup>th</sup> December 2020

The minutes of the meeting were **agreed** as an accurate record and would be signed by the Chairman at the next physical meeting.

#### 6. Matters Arising

##### a) Roadway Repair

The remedial works under warranty had been completed to a satisfactory level.

##### b) Tree Works

The contractor was waiting for delivery of the brace, which was coming from the EU and had been held up.

##### c) Ferry Inn – Asset of Community Value

Covered in the Borough Councillor's report.

##### d) Hedge at The Hermitage

It was noted that this was not at 'The Homestead' as stated on the agenda. The hedge had been cut back and would be monitored. There was a pothole in the same location, and traffic continued to be pushed across the carriageway. It was noted that the white line was not aligned properly.

##### e) Play Area Consultation

This had not progressed due to concerns around Covid transmission and paper surveys.

#### 7. Village Maintenance

##### a) Quarterly Report

It was reported that delivery vehicle had removed a post from the fencing around the village green, driven across the green and play area, and caused significant tyre damage. The posts and chains needed repairing or possibly replacing. It was **agreed** that Richard Youngs would speak with the homeowner about not driving on the green and removing posts, and would work with Rob Lloyd to effect a safe repair. The gates on the sand store needed repairing, Rob Lloyd agreed to speak with Andy about whether he still wished to do work for the Council. **ACTION: RY / RL**

It was noted that Ed Wharton was still happy to do some hedge trimming around the village, particularly Filby Road.

#### 8. Finance

##### a) Accounts for Monitoring

The accounts to date were **noted**. On 31<sup>st</sup> January 2021 there was £85.67 in Unity Trust Current, £11,724.70 in Unity Trust Deposit and £0.00 in Barclays.

##### b)

##### c) Payments

It was **agreed** to pay the following, proposed by Rob Lloyd, seconded by Richard Youngs, all in favour (signed off by Stuart Ward and Richard Youngs on Unity Trust online banking):-

|         |                                    |         |
|---------|------------------------------------|---------|
| C Moore | Salary – Dec 2020 to Feb 21        | £359.67 |
| HMRC    | PAYE – Dec 2020 to Feb 21          | £90.00  |
| C Moore | Expenses (Zoom Dec & Feb meetings) | £10.00  |

|                    |                                     |         |
|--------------------|-------------------------------------|---------|
| St Andrews Church  | Grass Cutting Grant                 | £800.00 |
| Kimberley PC       | Training Contribution               | £57.00  |
| Innershed          | Domain Name Renewal                 | £57.00  |
| E Wharton (CHT)    | Defibrillator Battery Reimbursement | £204.00 |
| The Broads Society | Subscription                        | £16.00  |

## 9. Correspondence

### a) Broads Local Network

The Clerk reported that the clerk to Thorpe St Andrew Parish Council had floated the idea of a Broads Local Network. It was felt that this would be of interest, and **agreed** to nominate Stuart Ward to represent the Council. **ACTION: Clerk**

### b) Greater Norwich Local Plan Regulation 19 Consultation

The Clerk noted that the above consultation was open for comment, and was a test for legal soundness.

### c) General Correspondence

None.

## 10. Planning

### a) Applications

None.

### b) Decisions

None.

## 11. Other Matters

### a) SAM2 Sign – Loan from Mautby Parish Council

The draft agreement was presented. It was noted that the SAM2 would be covered by Stokesby's public liability insurance while in the village, but the physical asset was still covered by Mautby when on loan. Therefore it was felt fair that if the SAM2 was written off while in Stokesby, Stokesby would cover Mautby's excess up to £100 as set out in the agreement. **ACTION: Clerk**

### b) Annual Parish Meeting

It was **agreed** that the Annual Parish Meeting would take place on Wednesday 12<sup>th</sup> April 2021 at 7pm on Zoom. **ACTION: Clerk**

## 12. Reports from Parish Councillors

It was reported that street light 6R had not yet had the bulb replaced. Borough Councillor Adrian Thompson agreed to follow this up. **ACTION: AT**  
 Stuart Ward reported that the access to the river was very churned up with mud and slippery. He noted that he had an interest in this as it formed part of his property access. It was suggested that type 1 could be put down to help alleviate the slippery clay areas however this would need permission from the owners. The drain outfall needed to go into the road drain. It was **agreed** that Rob Lloyd and Stuart Ward would look into the problem and canvas opinion from neighbours. A member of the public offered his driveway to store materials, and volunteered to help with labour. It was noted that the Broads Authority would need to be consulted.

**13. Date of Next Meeting**

The next meeting would be Wednesday 12<sup>th</sup> May 2021 at 7.30pm, although this may be brought forward to Wednesday 5<sup>th</sup> May at 6.30pm if the legislation on virtual meetings was not extended.

The meeting closed at 8.20pm

**CHAIRMAN**

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on  
Wednesday 5<sup>th</sup> May 2021 at 6.30pm remotely on Zoom**

**Present:** Richard Youngs (Chairman)  
Philip Crane  
Leigh-Ann Medhurst  
Ed Wharton  
Catherine Moore, Parish Clerk

**Also present:** Borough Councillor Adrian Thompson was in attendance

**1. Election of Chairman**

Richard Youngs was elected as Chairman, proposed by Ed Wharton, seconded by Leigh-Ann Medhurst, all in favour. The Declaration of Acceptance of Office was signed and held up to the screen.

**2. Election of Vice Chairman**

Leigh-Ann Medhurst was elected as Vice Chairman, proposed by Ed Wharton, seconded by Richard Youngs, all in favour.

**3. Apologies**

Apologies for absence were received from Stuart Ward and Rob Lloyd.

**4. Public Forum**

a) Public  
None.

b) County Councillor

Not present, a report had been circulated. Councillors placed on record their thanks to Haydn Thirtle for his time as the area County Councillor.

Borough Councillor

Adrian Thompson reported that the Borough Council was working with businesses to ensure that they could open in a Covid-secure way. Restart Grants were being given out, which included Stokesby Community Hall.

A request had been made for the post box in the village to be moved by a few metres, and Adrian was dealing with Royal Mail for this.

Some more new planters were possibly becoming available.

Meetings were resuming in a face to face format at the Town Hall.

Adrian hoped to see the play equipment project move forward, and encouraged the Council to make an Awards for All application.

c) Police

Not present – police reports were circulated as received.

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

There were none.

**6. Minutes of the meeting held on 10<sup>th</sup> February 2021**

The minutes of the meeting were **agreed** as an accurate record and would be signed by the Chairman at the next physical meeting.

## 7. Matters Arising

### a) Tree Works

The tree works had been completed.

### b) Ferry Inn – Asset of Community Value

The Clerk reported that she had submitted a Freedom of Information request for the information relating to the unsuccessful application to list the Ferry Inn. The information had been circulated to Councillors and the Clerk had asked some further questions.

### c) Vehicle on Village Green

A post in the children's play area needed to be reinstated. Richard Youngs confirmed that he had spoken with the person who removed a post and had a delivery to their property, and understood this would not happen again.

### d) Play Area Consultation

This had not progressed due to concerns around Covid transmission and paper surveys.

## 8. Co-option to Parish Councillor Vacancy

There had been no applications for the position of Councillor.

## 9. Village Maintenance

### a) Quarterly Report

It was noted that Rob Lloyd had spoken with the handyman but there had been no further response. The post was being looked at. The Clerk was asked to chase up the play equipment repair. **ACTION: Clerk**

### b) Riverside Path

The Clerk reported that the Public Rights of Way Officer at Norfolk County Council had identified a funding stream that may be suitable for this project. This would followed up. **ACTION: Clerk**

## 10. Finance

### a) Accounts for Monitoring

The accounts to date were **noted**. On 31<sup>st</sup> March 2021 there was £116.00 in Unity Trust Current, £10,124.70 in Unity Trust Deposit and £0.00 in Barclays.

### b) Review of Internal Controls

The internal controls document was reviewed and **agreed**.

### c) Internal Audit Report

The internal audit report and action plan was presented and **noted**. The only recommendation was an audit trail for the donation for churchyard maintenance.

### d) Annual Governance Annual Return

The Annual Governance Statement and Annual Accounting Statement were shared on screen and **agreed**, proposed by Philip Crane, seconded by Richard Youngs, all in favour. It was **agreed** that the Council would declare itself exempt from external audit. **ACTION: Clerk**

e) Insurance Quotation

Four insurance quotations were received and it was **agreed** to renew with Community Action Suffolk at a cost of £181.90, proposed by Richard Youngs, seconded by Ed Wharton, all in favour.

**ACTION: Clerk**

f) Payments

It was **agreed** to pay the following, proposed by Richard Youngs, seconded by Ed Wharton, all in favour:-

|              |  |           |
|--------------|--|-----------|
| C Moore      | Salary & Expenses – Mar 2021 to May 2021 | £395.96   |
| HMRC         | PAYE – Mar 2021 to May 2021              | £89.80    |
| Target Trees | Tree Works                               | £1,500.00 |
| Norfolk ALC  | Subscription                             | £114.39   |
| Sonya Blythe | Internal Audit                           | £45.00    |

**11. Correspondence**

a) Tree Preservation Order St Andrews Church

The Clerk reported that the TPO at St Andrews Church had been confirmed. It was noted that four were planned to be removed, which would need planning permission.

b) General Correspondence

None.

**12. Planning**

a) Applications

None.

b) Decisions

None.

**13. Other Matters**

a) Review of Policies

The following policies were reviewed and **agreed**:

**ACTION: Clerk**

- Complaints Policy
- Data Protection Policy
- File Retention Policy
- Health and Safety Policy

b) SAM2 Sign – Locations and Volunteers

It was **agreed** that the SAM2 application would include the following locations:

- Outside the bus shelter
- First lamppost into the village, Filby Road
- Outside the sheltered housing

The Clerk was asked to make the application for these locations.

**ACTION: Clerk**

c) Dog Fouling

It was noted that there was an increasing problem of dog fouling on The Green. There was also signs of recreational drug use. It was suggested that a doggy bag dispenser could be installed near the bin to encourage people to use it. The Clerk was asked to get prices.

**ACTION: Clerk**

d) Play Equipment

Leigh-Ann Medhurst reported that she would speak with the Village Hall regarding what funding they would put forward towards the project. Some surveys had been

returned, and it was noted that a strong community backing was required for most funding applications. The survey would provide vital evidence of this. It was hoped that the Community Chest would also put forward some funding, and noted that the Youth Club Fund could be put towards this as the terms of the funding had expired. It was noted that first a scheme needed to be designed and priced, then funding sought.

**ACTION: LM**

e) Return to Face to Face Meetings

A report and risk assessment was presented noting that a return to face to face meetings was required now that Zoom meetings could no longer be held. It was **agreed** to hold the August meeting at the Community Hall – inside or outside depending on weather and vaccinations.

It was **agreed** that if another lockdown occurred and Zoom meetings were not legal, the Council would give the Clerk delegated powers in consultation with the all Councillors via a Zoom meeting, to be held on the scheduled date of the Council meeting, and to be open to the public to observe.

**14. Reports from Parish Councillors**

A reimbursement of £20 to Leigh-Ann Medhurst for printing the play equipment surveys was **agreed**.

**ACTION: Clerk**

**15. Date of Next Meeting**

The next meeting would be Wednesday 11<sup>th</sup> August 2021 at 7.30pm at the Community Hall.

The meeting closed at 7.20pm

**CHAIRMAN**



## Minutes of the Meeting of Stokesby with Herringby Parish Council held on Wednesday 11<sup>th</sup> August 2021 at 7pm outside Stokesby Community Centre

**Present:** Richard Youngs (Chairman)  
Rob Lloyd  
Leigh-Ann Medhurst  
Stuart Ward  
Ed Wharton  
Catherine Moore, Parish Clerk

**Also present:** Borough Councillor Adrian Thompson was in attendance

### 1. Apologies

Apologies for absence were received from Philip Crane.

### 2. Public Forum

#### a) Public

A member of the public asked whether the Council would be changing their response to the Tiedam planning application in light of the objections from neighbouring residents. It was explained that the Council submitted its response supporting the application on the same day that neighbours submitted their objections, and that no representations had been made directly to the Parish Council. The Clerk confirmed that it was for Councillors to look at the planning documents online and formulate their views, not for the Clerk to formulate a view for them, including at any re-consultation stage. The Chairman noted that a site meeting had taken place with the planning officer and neighbours, so the views had been heard by the Broads Authority. The Chairman noted that had they been made aware of the neighbours objections at an earlier stage, these would have been taken into account.

A member of the public read a letter on behalf of the residents of Ferry Cottage stating that they had no intention of taking over the common land in that area and that the community was welcome to use it. As a hedge had been planted giving the impression that it was private property, it was suggested that either an entrance be cut into the hedge, or a sign be put up stating that the public were welcome to use the space. The resident had conveyed their apologies for not seeking permission to plant the hedge.

#### b) County Councillor

Not present.

#### Borough Councillor

Adrian Thompson reported that revised plans were expected for the Tiedam application, and the architect was discussing this with the Broads Authority. A number of black sacks had been fly tipped at the bottle banks in Stokesby and had been cleared by the Borough Council. Adrian continued to discuss the feasibility of an hourly bus service from Norwich to Great Yarmouth via Filby and Fleggburgh, and hoped that this would start in March. Adrian was pleased to see that the SAM2 sign was up and running in the village, and noted that the results could be surprising. Residents seemed keen for it to be in the village more, and it was noted that the Council could fund one themselves through 50/50 Parish Partnership funding. Adrian offered £200 towards this, and it was **agreed** that this would be discussed at the next meeting.

**ACTION: Clerk**

- c) Police  
Not present – police reports were circulated as received.
3. **Declaration of Interest for items on the agenda**  
Stuart Ward declared an interest in item 10b as the applicant.
4. **Minutes of the meeting held on 5<sup>th</sup> May 2021**  
The minutes of the meeting were **agreed** as an accurate record and were signed by the Chairman.
5. **Matters Arising**
- a) Play Equipment Repair  
The Clerk reported that Great Yarmouth Borough Council had received the report relating to defects on the play equipment and had classified them as non-urgent.
- b) Riverside Path Resurfacing  
The Clerk was asked to chase up the Public Rights of Way Officer to find out what materials may be suitable and acceptable for this, so that an application to the Parish Partnership Scheme could be considered. **ACTION: Clerk**
- c) SAM2 Signs – Agreement of Locations  
The Clerk reported that three locations had been approved by Norfolk County Council. It was **agreed** to apply for a fourth location outside Gamekeepers Cottage. **ACTION: Clerk**
6. **Co-option to Parish Councillor Vacancy**  
It was **agreed** to co-opt Dawn Lamb to the Council, proposed by Leigh-Ann Medhurst, seconded by Stuart Ward, all in favour. The Clerk would contact Dawn to get the necessary forms completed. **ACTION: Clerk**
7. **Village Maintenance**
- a) Quarterly Report  
It was noted that the posts and chain around the play area were rotting and becoming dangerous. An access from the river was needed. It was **agreed** that Richard Youngs would remove the dangerous piece of chain to allow access. **ACTION: RY**
- b) Riverside Path  
The Clerk was asked to chase up the Public Rights of Way officer and confirm what materials would be acceptable for the footpath surfacing. **ACTION: Clerk**
- c) Grass Cutting Stokesby Green  
Rob Lloyd had spoken with the contractor and confirmed which areas were included in the specification. It was noted that the path at the back of the candlemakers was the responsibility of the three cottages, and included on their deeds. The Clerk was asked to send a letter reminding them to maintain this, and that it was common land. **ACTION: Clerk**
8. **Finance**
- a) Financial Update  
The accounts to date were **noted**. On 31<sup>st</sup> July 2021 there was £365.95 in Unity Trust Current, £11,624.70 in Unity Trust Deposit and £0.00 in Barclays.

b) Payments

It was **agreed** to pay the following, proposed by Richard Youngs, seconded by Rob Lloyd, all in favour:-

|         |   |         |
|---------|---|---------|
| C Moore | Salary & Expenses – June 2021 to Aug 2021 | £359.67 |
| HMRC    | PAYE – June 2021 to Aug 2021              | £90.00  |
| R Dixon | Website Annual Hosting                    | £111.75 |

**9. Correspondence**

a) Norfolk County Council Parish Partnership Scheme

The Clerk reported that the scheme had opened for applications, with a closing date of December 2021. The SAM2 and the riverside footpath resurfacing would be considered for this.

**ACTION: Clerk**

b) General Correspondence

None.

**10. Planning**

a) Applications

BA/2021/0266/HOUSEH Ferry Cottage, The Green: Alterations to Ferry Cottage to link two existing buildings. Layout updates to bring up to modern living standards including updates to existing roof lights to achieve required natural lighting.

The application was considered and councillors were happy with the alterations to the building. Concern was expressed regarding the loss of the garage which formed the parking space for the property. Councillors were concerned that cars would be parked out into the roadway around the Green. Councillors suggested that one car should be parked sideways on to the garage, and the other in the residents overnight parking area further up the Green, which was agreed by the applicant. It was **agreed** to support the revisions to the dwelling and note the concerns regarding the loss of parking, and request a condition that cars should be parked within the curtilage of the property.

**ACTION: Clerk**

b) Applications Considered Between Meetings

BA/2021/0181/FUL Land Adjoining Tiedam, Mill Road: Residential development of 2no. semi-detached townhouses and 2no. detached houses.

**NO OBJECTIONS**

c) Decisions

BA/2021/0203/HOUSEH Rose Cottage, Mill Road: Demolition of rear facing conservatory to allow the erection of a two storey extension on its footprint.

**APPROVED**

**11. Other Matters**

a) Common Land on River Frontage

Covered earlier in the meeting. It was confirmed that common land could be in private ownership but still retain commoners rights.

b) Review Risk Assessments

The risk assessments were reviewed and **agreed**.

The Clerk was asked to put a review of the Resilience Plan on the next agenda.

**ACTION: Clerk**

c) Planning Policy

The Planning Policy was reviewed and **agreed**.

**ACTION: Clerk**

d) Dog Fouling – Bag Dispensers

The Clerk reported that bag dispensers were around £100. It was **agreed** to purchase a bag dispenser to be fixed to the post that the bin was attached to, noting that this could be extended with a bracket. The Clerk was asked to check the cost of refills. **ACTION: Clerk**

e) Play Equipment Project

Leigh-Ann Medhurst reported that the community survey had shown good support for the project, and that she was waiting for a meeting with a play area company. She would check whether Great Yarmouth Borough Council would include the item in their routine inspections. The Clerk was asked to send the contact details for the GYBC officer responsible for this. **ACTION: Clerk**

The Clerk was asked to put onto the next agenda replacing the chain link fence with a rope version. **ACTION: Clerk**

**12. Reports from Parish Councillors**

A request was made for a mini craft fair on the Village Green on Sunday 22<sup>nd</sup> August 2021. The Council **agreed** that this could take place, and the organiser was asked to provide a risk assessment including Covid mitigation. **ACTION: AD**

It was noted that there were ongoing issues of encroachment onto the common land, one resident had agreed to ask his contractors to remove their building materials. It was noted that personal items should not be placed on the common land areas as it made it hard for them to be maintained. The Council needed to make sure that the Commons Rights were asserted. Weeds had encroached onto the slipway ramp and needed to be cleared, this could then be maintained on an ongoing basis by the grounds contractor.

**13. Date of Next Meeting**

The next meeting would be Wednesday 10<sup>th</sup> November 2021 at 7.30pm at the Community Hall.

The meeting closed at 8pm

**CHAIRMAN**

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on Wednesday 10<sup>th</sup> November 2021 at 7.30pm at Stokesby Community Centre**

**Present:** Richard Youngs (Chairman)  
Philip Crane  
Dawn Lamb  
Rob Lloyd  
Leigh-Ann Medhurst  
Stuart Ward  
Ed Wharton  
Catherine Moore, Parish Clerk

**Also present:** Borough Councillor Adrian Thompson and 8 members of the public were in attendance

**1. Apologies**

None.

**2. Public Forum**

a) Public

Members of the public asked the Council to consider purchasing a SAM2 device for the village. It was noted that a 20mph speed restriction would not be viable under the funding available but that this was being explored nationally.

b) County Councillor

Not present.

Borough Councillor

Adrian Thompson reported that there was still money allocated for an hourly bus service through Filby and Fleggburgh. Bulbs had been delivered to the parish for planting. A request had been received to move the post box in Stokesby which was in the middle of the residents driveway. The TPO had been removed from the trees at Stokesby church and a tree planting policy was being considered. Great Yarmouth Borough Council would be making a decision on 9<sup>th</sup> December regarding the future of Concurrent Functions Grants to parishes, and it was suggested that parish councils start to precept a sum of money to mitigate a large rise if this is cut in future years. Bin collection rounds had been rationalised, making a big saving in mileage and carbon. Street lights were being replaced with LED lamps.

c) Police

Not present – police reports were circulated as received.

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

None.

**4. Minutes of the meeting held on Wednesday 11<sup>th</sup> August 2021**

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

**5. Matters Arising**

a) SAM2 Sign

It was noted that there was more speeding in the village when the main road was closed, and that Speedwatch could be set up in a targeted area. A SAM2 device

could be attached to the 30mph repeater signs provided it was approved by the County Council.

## 6. Village Maintenance

### a) Quarterly Report

Nothing new to report.

### b) Dog Fouling Bag Dispenser

The Clerk had this in hand.

**ACTION: Clerk**

### c) Chain Link Fencing replacement with Rope

It was noted that larger concrete posts would be needed instead of timber, Richard Youngs agreed to get a price for the next meeting.

**ACTION: RY**

### d) Riverside Path

It was reported that this was the responsibility of the Broads Authority and the Environment Agency and that the Parish Council had been advised not to make any remedial works. The path was part of the flood defence wall so the Countryside Access Officer had reported this to the Environment Agency. Richard Youngs agreed to chase her up on this matter.

**ACTION: RY**

### e) SAM2 Device

It was **agreed** to purchase this subject to receiving the 50/50 funding from the Parish Partnership Scheme.

**ACTION: Clerk**

### f) Grass Cutting 2022 Season

It was **agreed** to reappoint Maple Tree Services for the 2022 season. **ACTION: Clerk**

## 7. Finance

### a) Financial Update

The accounts to date were **noted**. On 31<sup>st</sup> October 2021 there was £4,700.70 in Unity Trust Current, £11,124.70 in Unity Trust Deposit and £0.00 in Barclays.

### b) Payments

It was **agreed** to pay the following, proposed by Stuart Ward, seconded by Richard Youngs, all in favour:-

|                     |   |           |
|---------------------|---|-----------|
| C Moore             | Salary & Expenses – Sept 2021 to Nov 2021 | £359.67   |
| HMRC                | PAYE – Sept 2021 to Nov 2021              | £90.00    |
| The Poppy Appeal    | Wreath                                    | £40.00    |
| Maple Tree Services | Grounds Maintenance 2021                  | £1,170.00 |

## 8. Correspondence

### a) General Correspondence

The Covid 19 Memorial Plaque was presented to the Council and it was **agreed** to put this into the Community Centre. The plaque was passed to Rob Lloyd.

**ACTION: RL**

A letter was read out from the Church noting that the tower required extensive structural work. The Clerk noted that the Parish Council was not permitted to give a grant to the church for anything other than the maintenance of a burial ground.

Richard Youngs reported that he would be attending a Norfolk ALC Zoom session regarding free trees and planting and would report back.

The willows at Milldyke Bridge and Furzedown were encroaching onto the highway, the Clerk was asked to report this to Norfolk County Council. **ACTION: Clerk**

## 9. Planning

### a) Applications

None.

### b) Applications Considered Between Meetings

None.

### c) Decisions

BA/2021/0266/HOUSEH Ferry Cottage, The Green: Alterations to Ferry Cottage to link two existing buildings, first floor extension to rear elevation of the outbuilding, and insertion of a recessed balcony on front elevation of the outbuilding. **APPROVED**

## 10. Other Matters

### a) Budget and Precept Setting 2022/23

The draft budget was considered, with a provisional 13.07% increase.

### b) Review of Resilience Plan

It was confirmed that Vivian was happy to stay at Emergency Co-ordinator. Area 5 would be covered by Dawn Lamb and Leigh-Ann Medhurst. The Chairman, Vice Chairman, Borough and County Councillor details would be updated. The Clerk was passed an annotated copy of the amendments and asked to make the updates for approval at the next meeting. **ACTION: Clerk**

Concern was expressed at coastal erosion at Winterton and Hemsby would result in increased flood risk for communities along the tidal Broads rivers. Lobby for sea defences was required. It was **agreed** that a letter would be sent supporting the rock berm works at Hemsby – Borough Councillor to supply contact details.

**ACTION: Clerk**

### c) Play Equipment Project

Leigh-Ann Medhurst reported that she was having difficulty getting companies out to quote for the project. The Borough Council would be reviewing all play equipment and, where replacement was required, would be consulting with the community on designs. It was not clear whether Parish Council owned equipment could be included in the Borough Council inspection regime.

## 11. Reports from Parish Councillors

Ed Wharton agreed to arrange for the hedge cutting later in the week. **ACTION: EW**

The A47 from Acle to Postwick would be closed for 15 weeks with diversions via Beccles, meaning local traffic would use Stokesby. These would be overnight closures.

A query was raised regarding the area next to Fabb Green, it was confirmed that this was owned by the Village Hall and would be tidied up.

## 12. Date of Next Meeting

An extraordinary meeting would be held on Wednesday 5<sup>th</sup> January 2022 at 7pm at the Community Hall to set the budget and precept, approve the Resilience Plan and look at the quotes for play equipment.

The date of the next ordinary meeting would be Wednesday 9<sup>th</sup> February 2022 at 7.30pm at the Community Centre.

A member of the public suggested a poster with key information from the Resilience Plan could be posted on the notice board.

It was **agreed** that Ed Wharton would bring up the replacement of the trees at the Muckfleet at the next Internal Drainage Board meeting, although it was noted that these had been damaging the bank and causing a flood risk. **ACTION: EW**

It was noted that a blocked dyke was causing a flood risk in the village, the member of the public was advised to report this to the Environment Agency.

The meeting closed at 8.45pm

**CHAIRMAN**