

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on
Wednesday 13th May 2020 at 7.30pm remotely on Zoom**

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

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

1. Apologies

Apologies for absence were received and approved from Leigh-Ann Medhurst.

2. Public Forum

a) Public
None.

b) County Councillor

Haydn Thirtle reported that the temporary mortuary at Scottow had not been used yet during the Covid-19 situation and that capacity within the NHS and undertakers facilities had been fine. A new bereavement service was available through Norfolk County Council. There had been 1,789 confirmed cases of Covid-19 in Norfolk with 300 deaths in hospitals.

Norfolk County Council had purchased PPE and was supplying care homes. The recovery programme was starting, following similar timescales to those nationally.

Borough Councillor

Adrian Thompson reported that the light at Filby Road had been completed on 24th April, and it was hoped that the rest would be painted and re-numbered.

The initiative relating to the Runham safety camera would be progressed in due course, following national Covid-19 guidance.

The new dog bin and black bin were being emptied regularly.

The Town Hall in Great Yarmouth was being used as a foodbank and there were volunteer initiatives in place. Great Yarmouth Borough Council would be using Zoom for their planning meetings, and the Mayor would continue for another year.

The Stokesby bulb display had received lots of compliments, and the bedding plants for the planter and village green were ready to be planted once the preparation work was completed.

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 12th February 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. Matters Arising

a) Street Light on Main Street

Covered in Borough Councillors report.

b) Installation of Dog Bin

Covered in Borough Councillors report.

c) Repair to Village Sign

Rob Lloyd reported that the Handyman was happy to continue to do work for the Parish Council, noting that the sand store needed a repair and that the post and rail at the roadway needed repairing – RL to speak with Handyman. **ACTION: RL**

The stone at the village sign had been cleaned and was looking better. The frame needed removing and re-coating.

d) Walkaround with Streetscene Inspector

Rob Lloyd reported that four councillors had met for a walk around the village, with potholes, signs and blocked drains identified for work. The Inspector took away a copy of the report and was happy to arrange the works. There was an overgrown hedge near the 'S' bend – Philip Crane agreed to speak with his neighbours who owned this. **ACTION: PC**

e) Roadway Repair

The Clerk reported that the Council had been awarded the 50% funding for the roadway repair, and that she had appointed the contractors to undertake the work once the Covid-19 situation allowed.

6. Finance

a) Payments

It was **agreed** to pay the following (signed off by Stuart Ward and Richard Youngs on Unity Trust online banking):-

| | | |
|--------------------------|---------------------------------|---------|
| C Moore | Salary – March 2020 to May 2020 | £350.18 |
| HMRC | PAYE – March 2020 to May 2020 | £87.40 |
| From Barclays | Transfer to Unity Trust | £586.86 |
| Pauline James | Internal Audit | £60.00 |
| C Moore | Bidefender Anti-Virus & Stamps | £25.51 |
| Community Action Suffolk | Insurance Renewal | £190.40 |
| E Wharton | Bulb for Defibrillator | £13.20 |
| R Dixon | Website Renewal Fee | £111.75 |

b) Accounts for Monitoring

The accounts to date were **noted**. On 30th April 2020 there was £4,872.93 in Unity Trust Current, £9,493.61 in Unity Trust Deposit and £586.86 in Barclays.

c) Internal Audit Report

The internal audit carried out by Pauline James was **noted**.

d) Review of Internal Controls

The internal controls document was **agreed**.

e) Approve Annual Governance Annual Return 2019/20

The Annual Governance Statement was **agreed**, proposed by Rob Lloyd, seconded by Richard Youngs, all in favour. The Annual Accounting Statement was **agreed**, proposed by Rob Lloyd, seconded by Richard Youngs, all in favour.

- f) Declaration of Exemption from Audit
It was **agreed** to declare the Council exempt from external audit, proposed by Rob Lloyd, seconded by Richard Youngs, all in favour.
- 7. Correspondence**
- a) Tree Preservation Order
It was noted that a new Tree Preservation Order had been placed on a group of trees south of St Andrews Church.
- b) General Correspondence
The general correspondence was noted.
- 8. Planning**
None.
- 9. Other Matters**
- a) Annual Parish Meeting
It was **agreed** that the Annual Parish Meeting would be delayed until physical meetings were allowed.
- b) Subscription to Norfolk Association of Local Councils
It was felt that a subscription to Norfolk ALC would be of benefit as they offered advice where needed. It was **agreed** to subscribe for this year. **ACTION: Clerk**
- 10. Reports from Parish Councillors**
Ed Wharton reported that there had been a car in the ditch at the bottom of Stokesby Road and the debris had not been cleared up. The railings were bent and needed replacing and re-highlighting, and setting back so that large vehicles could turn more easily. The Clerk was asked to report this to Norfolk County Council. **ACTION: Clerk**
Rob Lloyd reported that the village fete had been cancelled for 2020, the village hall was closed, however the new shop in the pub was open for essentials.
- 11. Date of Next Meeting**
The next meeting would be Wednesday 12th August 2020, 7.30pm at Stokesby Community Hall or via Zoom, depending on government guidance at the time.
- The meeting closed at 8pm

CHAIRMAN