

**STOKESBY WITH HERRINGBY PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON TUESDAY 27TH FEBRUARY 2017 IN THE
COMMUNITY HALL AT 7.30 PM**

Present:

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

Also present: Cllr Haydn Thirtle

Residents: 5

1. Apologies for Absence

Vivienne Fabb - otherwise engaged. Unanimously accepted.

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

Police report from PC Gary May: Since the 08/11/2017 there were 7 calls to Norfolk

Constabulary, these include:

Road Related Incident

Missing Person x2

Sexual Offence (report made, offence in another area)

Suspicious Circumstances

Concern for safety

Domestic Related Incident (non-crime)

(please note, not all calls are crime related)

There has been 1 recordable incident during that same time period, this was:

Domestic Related Incident (non-crime).

Cllr Haydn Thirtle reported:

- The Broads Authority have bought the piece of land at Acle Bridge near the thatched shop. He is on the committee deciding what will be developed there, which will be tourism-based.
- Other National park bodies are advising the Broads following criticism of their management. Meeting will be in the villages and in the evening to enable parish councillors to attend.
- Haydn is a governor of the James Paget hospital. There has been high demand and Norfolk County Council are providing extra care spaces to free up beds.
- GYBC are proposing a month long Christmas festival to draw in tourists and residents to the town, at an estimated cost of £140,000.
- Cruise Liners will be visiting the port of Great Yarmouth.

Website

Richard reported 24,725 hits. The Safer Neighbourhood Watch no longer exists. The site will be moving to a new hosting service. He is currently looking at options and a decision will be needed by the parish council.

3. Declaration of Interests and requests for dispensations

None.

4. Minutes for Annual Parish Council Meeting November 2017

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

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

None.

6. Clerk's resignation and approval for advert, job and person specifications.

Papers had been sent to the councillors prior to the meeting and were approved with the addition of a closing date of 20/4/2018. It was unanimously resolved to pay the £25 to advertise on the NALC website in the first instance and advertise on the Parish Council website.

7. Village Maintenance

A blocked drain near the River Store has been reported by residents and the clerk. The Horse Chestnut on the corner of Ferry Lane needs pruning. The clerk will request Maple Tree Services to carry out the work and a visual survey of the other trees on the green.

8. Appointment of Internal Auditor

Cllr David Murison proposed Pauline James be appointed as Internal Auditor, seconded by Cllr Ed Wharton. Unanimously agreed.

9. Policy updates and amendments

Councillors had received copies of the Annual Risk Assessment, Standing Orders and Financial Regs with suggested amendments to comply with recommendations from the Internal Audit 2016-17 and current legislation. Cllr Rob Lloyd proposed these be approved, seconded by Cllr Richard Youngs. Unanimously agreed.

10. Finance:

Payments totalling £1963.82, which includes the annual payment for grass-cutting, and the Bank Reconciliation with an adjusted balance of £3876.91 were provided by the clerk, as attached. The clerk and RFO reported the Precept request had been confirmed.

The clerk reported the External Auditor Appointments and change to this year's Annual Governance & Accountability Return (AGAR, formerly the Annual Return).

Bank Mandate - approval of appointment of signatories Stuart Ward, Philip Crane, and Vivienne Fabb, and non-signatory Sarah Welsh as Bankers. Councillors were given the forms to complete and advised the appointed bankers will have to take their ID into a branch of Barclays again. Chair Stuart Ward will ensure the papers are completed and return to the clerk to submit.

It was unanimously resolved the above be agreed and approved.

11. Planning Applications: BA/2018/0002/FUL The Homestead, Mill Road Stokesby.

An extension was not granted. Councillors considered the application and had no objections.

12. Common Land - update re Legal Agreement and insurance.

The legal Agreement has been completed with the completion date being the 9th January 2018. Registration may take another few months due to a back log.

Came and Company have confirmed the defibrillator and cabinet are automatically covered up to £5000 at no extra cost. The current policy does not cover any loss or damage for any assets besides core covers. The clerk will ask the Insurers if the Staithe would be insured against tidal erosion.

13. Arrangements for Annual Parish Meeting

The Annual Parish Meeting will take place at 7pm, prior to the Annual Parish Council Meeting on Wednesday 19th May 2018. Invitations and reports will be requested from the Social Club, Village Hall, Church, Website. Cllr Ed Wharton will report on the Defibrillators and Chair Stuart Ward will provide a report from the Parish Council.

14. Local Plan consultation feedback- Cllr Young

Draft copies will be sent out to councillors before the next meeting in May.

15. Emergency Plan updates

The plan has been updated. The plan will be published on the website except the confidential section. A copy was signed by the Chair Stuart Ward.

16. Registration of pub as Community Asset - update

This will be completed for the next meeting by Cllr Youngs

17. 2018-19 parish council meeting dates

The draft list sent to councillors was unanimously approved. The clerk will send a copy to the website.

18. Correspondence

- a) Resident (by email) - reporting blocked drain outside Riverside Stores. The clerk reported to Highways.
- b) Resident (by email) - Are dogs allowed on the land adjacent to the river for training purposes? It was agreed that dogs are allowed on the green only if on leads. A trial period of two months was agreed.

19. Reports from Parish Councillors:

Cllr Vivienne Fabb is waiting for details from a South Norfolk clerk re a grant for litter picking.

Residents have complained to Cllr David Murison about the brightness of the light at the bottom of Croft Hill.

Chair Stuart Ward asked that Jonathan Winnet be invited to view the pot holes around the village with a view to repair. It was agreed the pot holes on Riverside Road should be put on the May agenda.

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

A resident reported the potholes outside Hero's were getting deeper and very slippery. There is also a hole by the bench on the village green.

A resident requested a new latch be put on the sand store. Cllr Youngs will put a bolt on.

Chair Stuart Ward will check with the resident reporting the drain that it has been repaired/cleared.

Cllr Haydn Thirtle reported residents were asking him about the residency criteria for Ferry Court following occupation by some younger residents. He confirmed according to the council, there are no specific occupancy criteria re age.

A resident asked if speeding lorries coming through the village can be on the next agenda. Cllr Richard Youngs confirmed this would be in the Village Plan. A 20MPH limit was suggested.

21. Date of the next meeting: Wednesday 19th May 2018, following the Annual Parish Meeting.

The meeting closed at 8.47pm.

Attachments: Draft payments list and Bank Reconciliation.

**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.

**STOKESBY WITH HERRINGBY PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 8TH AUGUST 2018 IN THE
COMMUNITY HALL AT 7.30 PM**

Present:

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

Also present: Cllr Haydn Thirtle, Richard Dixon, webmaster **Residents:** 2

1. Apologies for Absence

Cllr Rob Lloyd - otherwise engaged. Unanimously accepted.

**2. Public participation/County Councillor/Borough Councillor/Police report/website
Police report**

BCllr Haydn Thirtle reported the 3rd river Crossing documents are out for consultation and work is due to start in 2020. Norfolk County Council will have to make significant savings again in 2 year's time.

Cllr Thirtle has been appointed Chair of the Broads Authority. Cllr Philip Crane congratulated him but expressed concern about the plans for the new development at Acle Bridge and the cost of this. Cllr Vivienne Fabb expressed concern about the impact on traffic issues and parking. Haydn Thirtle confirmed the Broads Authority are putting in moorings, a new cafe and Education Centre. He confirmed there will be consultation about the development.

New bridges are needed at Somerleyton and Reedham.

Website

Richard Dixon reported the new website is up and running with the new service provider. He forwarded the invoice to the clerk for payment and the council agreed to issue a cheque at the meeting. A resident said they had had trouble loading the website, but the clerk had accessed it with no problem, suggesting it could load differently on different systems.

3. Declaration of Interests and requests for dispensations

None.

4. Minutes for Annual Parish Council Meeting May 2018

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

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

None.

6. Appointment of new clerk and arrangements for handover.

Catherine Moore has been appointed as the new clerk and a handover will be arranged between her and the current clerk. Catherine will begin on 1st September.

7. Village Maintenance

- Quarterly report including Staithe - no issues to report.
- Flood Retention Wall update. Chair Stuart Ward hasn't heard anything further and will chase up the issue.

8. Local Plan consultation feedback - Cllr Young

Cllr Richard Youngs has spoken with his contact at Great Yarmouth Borough Council who will come back to him.

9. Emergency Plan updates

The clerk will send the plan, not including the confidential section to Richard Dixon to place on the website.

10. Finance:

Payments totalling £738.33, which includes tree work and web hosting, receipts totalling £4204.48, representing the balance of the Precept and Concurrent Functions Grant funding from GYBC; and the Bank Reconciliation with an adjusted balance of £11316.70 were provided by the clerk, as attached.

Bank Mandate - re-approval of appointment of signatories Stuart Ward, Philip Crane, and Vivienne Fabb, and non-signatory Catherine Moore, as Bankers. Councillors were given the forms to complete and advised the appointed bankers may have to take their ID into a branch of Barclays again.

Cllr Ed Wharton proposed the above be agreed and approved, seconded by Cllr David Murison. Unanimously agreed.

The clerk gave an updated memory stick to Chair Stuart Ward, and 2 memory sticks were returned to the clerk.

Cllr Wharton will carry out a check of the governance and finances before the clerk leaves.

11. Quotes for grass cutting and village maintenance for approval

Grass Cutting: £300 @ £78/cut.

Village Maintenance: £305 in total.

It was resolved to approve both quotes.

12. **Insurance Renewed.** The council's Insurance has been renewed as directed at the last meeting.

13. **Planning Applications:** Broads Authority Article 4 retaining permitted development rights in the area. 'Retail sales from moored vessels requires consent (1972/3) at Stokesby.' The Broads Authority resolved to retain the Article 4 Direction.

14. Registration of pub as Community Asset - update

Cllr Youngs is consulting on the form and will complete it.

15. Correspondence

- a) Haydn Thirtle - Community Issues regarding communication with the authority- by email - discussed under item 2.
- b) Great Yarmouth Unemployed Workers Centre. The centre is open to all residents in the borough of Great Yarmouth.
- c) NPLaw - the transfer of the mooring to the Broads Authority is now complete and the documents are held by the clerk.

16. Reports from Parish Councillors:

- Cllr David Murison had received an email reporting the footpath along the river to Great Yarmouth is impassable in places due to overhanging trees and bushes. The clerk will report to Norfolk County Council.
- Cllr Philip Crane reported the willow tree overhanging the road and the overgrown hedge on the left-hand side of the Muckfleet to the Main Road. The signs are also obscured by the hedges. The clerk will report to Highways.

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

None.

18. Date of the next meeting: Wednesday 14th November 2018. Cllr Ed Wharton gave his apologies in advance.

Attachments: Draft payments list and Bank Reconciliation.

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on
Wednesday 14th November 2018 at 7pm in Stokesby Community Centre.**

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

Also present: Nine members of the public were in attendance

1. Apologies

Apologies were received from Ed Wharton.

2. Public Forum

A member of the public noted that a streetlight had been removed outside their property on Main Street, as a complaint had been made that it was bright and intrusive, and it was subsequently found to be located on private land. The Clerk was asked to follow this up. **Clerk**

A member of the public expressed concern about speeding in the village. It was suggested that the flashing sign could be requested for deployment in the village, and that the matter could be referred to the police. **Clerk**

A member of the public noted that the dangerous vans on the corner of Ferry Road / The Hill remained a problem. The Clerk was asked to follow this matter up. **Clerk**

A member of the public reported drainage issues from Ferry Road to Mill Road. It was suggested that this was probably a water leak, and Richard Youngs agreed to report this to the water company. **RY**

3. Declaration of Interest for items on the agenda

There were none.

4. Minutes of the meeting held on 8th August 2018

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

5. Matters Arising

a) Registration of Pub as Community Asset

Richard Youngs reported that he had completed and submitted the necessary forms.

6. Village Maintenance

a) Quarterly Report

The Chairman reported that there were still three potholes in the village and that these were being monitored. The broken post at the play area would be replaced by Richard Youngs. There was a small amount of tidying work required at the bus shelter and village sign. **RY**

b) Flood Retention Wall

The Chairman noted that he would chase up the Environment Agency about the cracks in the wall, especially with spring tides due shortly. **SW**

7. Finance

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

C Moore	Salary – Sept – Nov 2018	£341.77
HMRC	PAYE – Sept – Nov 2018	£85.40
The Poppy Appeal	RBL Wreath	£40.00
Maple Tree Services	Grounds Maintenance 2018	£1,248.00

- b) Accounts for Monitoring
The accounts to date were **noted**.
- 8. Correspondence**
- a) The Broads Society
It was **agreed** to join The Broads Society at a cost of £16/annum. **Clerk**
- b) Parish Council Elections
The Clerk briefed on a consultation to move the Parish Council elections to May 2019 to bring them in line with the Borough elections. It was **agreed** to support this proposal. **Clerk**
- 9. Planning**
- a) None.
- 10. Ongoing Matters**
- a) Grass Cutting and Maintenance 2019
This had been covered at the last meeting.
- 11. New Matters**
- a) Website
The Clerk noted that the Council did not have its own website and was reliant on a third party provider, and noted that the Council was required to publish certain information. A free community website was available. It was **agreed** that the current arrangements were fit for purpose and would not be changed. The Clerk was asked to review the Parish Council's documents on the website and ensure that everything was present. **Clerk**
- b) Draft Budget and Precept 2019/20
The draft budget and precept for 2019/20 was presented, and it was **agreed** to precept £4,095, representing a decrease of 31.72%, with Band D rate at £35.00, proposed by Richard Youngs, seconded by Philip Crane, all in favour. **Clerk**
- 12. Reports from Parish Councillors**
It was noted that the work done to the hedge on the access road was good.
- 13. Exclusion of the Press and Public**
It was **agreed** to exclude the press and public for the remainder of the meeting, as the matter to be discussed related to employment contracts.
- a) Clerk's Contract
The Clerk's contract was **agreed** and signed by the Chairman.
- 14. Date of Next Meeting**
The next meeting would be Wednesday 13th February 2019, 7.30pm at Stokesby Community Hall.

The meeting closed at 8.30pm

CHAIRMAN