

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on
Wednesday 11th May 2022 at 7.34pm at Stokesby Community Centre**

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

Also present: Borough Councillor Adrian Thompson and 5 members of the public were in attendance

1. Election of Chairman

Richard Youngs was elected as Chairman, proposed by Philip Crane, seconded by Leigh-Ann Medhurst, all in favour. The Declaration of Acceptance of Office was signed.

2. Election of Vice Chairman

Leigh-Ann Medhurst was elected as Vice Chairman, proposed by Rob Lloyd, seconded by Stuart Ward, all in favour.

3. Apologies

None.

4. Public Forum

a) Public

A member of the public reported that Stokesby was under the catchment of Acle Medical Centre and residents were entitled to attend the voluntary group on a Tuesday. Notices could be displayed in the Community Centre highlighting this, there were speakers and activities put on, and transport was available. On some days a lunch was provided. The Group was to help give carers some time out and social activity, and there was a charge for this.

b) County Councillor

Not present.

Borough Councillor

Nothing new to report.

c) Police

Not present – police reports were circulated as received.

5. Declaration of Interest for items on the agenda

None.

6. Minutes of the last meeting

a) Wednesday 9th February 2022

The minutes of the meeting were **agreed** and signed by the Chairman, proposed by Richard Youngs, seconded by Stuart Ward, all in favour.

7. Matters Arising

a) Code of Conduct

Councillors confirmed that they had read and understood the Code of Conduct.

8. Village Maintenance

a) Quarterly Report

The posts at the village green had become loose and needed re-digging and packing. The sand store needed two new bolts. The village green and trees were looking very good, and the bulbs looked superb. Some trees had been received from Adrian Thompson for planting in the village, and needed to be planted in the correct place where they would thrive.

b) SAM2 Device

The 50% funding had been confirmed, the Clerk would request that the pledges were paid and would order the device. **ACTION: Clerk**

9. Finance

a) Year End 2021/22

The accounts to date were **noted**. On 31st March 2022 there was £440.51 in Unity Trust Current, £12,432.49 in Unity Trust Deposit and £0.00 in Barclays.

b) Review of Internal Controls

The internal controls were reviewed and approved, proposed by Richard Youngs, seconded by Stuart Ward, all in favour.

c) Internal Audit Report

The internal audit report was received and noted. It was noted that the church donations needed receipts. The Clerk was asked to write to the PCC request details on what the last grant was spent on before paying the next grant. **ACTION: Clerk**

d) Annual Governance Annual Return

The Annual Governance Statement and Annual Accounting Statement were agreed, proposed by Stuart Ward, seconded by Rob Lloyd, all in favour. It was agreed that the Council would declare itself exempt from external audit. **ACTION: Clerk**

e) Insurance

The insurance quotation were summarised, noting that quotes had risen significantly and that the play equipment project would mean a significant increase in the price next year. It was agreed to take out the policy with Zurich at £241.00 proposed by Richard Youngs, seconded by Stuart Ward, all in favour. **ACTION: Clerk**

f) Financial Receipts to 30.04.2022

The first instalment of the precept and concurrent functions (£4,177) and VAT reclaim (£250) had been received.

g) Payments

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

C Moore	Salary & Expenses – Mar 22 to May 2022	£389.64
HMRC	PAYE – Mar 22 to May 2022	£97.20
Norfolk ALC	Subscription	£117.82
Kerrie Wilton	Interna Audit Fee	£45.00
E Wharton	Defib Spares	£100.80

Ed was thanked for his diligence with keeping the defibrillator maintained.

10. Correspondence

- a) General Correspondence
None.

11. Planning

- a) Applications
None.

- b) Applications Considered Between Meetings
None.

- c) Decisions
None.

12. Other Matters

- a) Play Equipment Project

Leigh-Ann Medhurst reported that she had not received any responses regarding the consultation, although the Clerk had received one. The lottery application stage one had gone in, and the Council would hear within three weeks whether they would move to the second stage. Three options had been put out for consultation in the newsletter. The application had gone in for the most expensive option. It was noted that the matting around the seesaw and at the end of the slide was unsafe, but the Borough Council had stated it was safe. Adrian Thompson agreed to apply pressure to get this repaired. More consultation responses were needed. **ACTION: AT**

- b) Flooding Concerns and Coastal Erosion

Philip Crane noted that there had been significant instances of coastal erosion, including having to move the Hemsby inshore lifeboat station. Concern was expressed that a breach at Winterton would reach Stokesby. It was noted that the rock berm at Hemsby would protect that area but not Winterton. It was suggested that a letter should be written to the Environment Agency stating that something needed to be done soon. **ACTION: Clerk**

It was noted that the measures in Scratby had held.

- c) Update on Vulnerable People in Resilience Plan

Richard Youngs reported that he had spoken to residents at Ferry Court who could cope for a few days but then would need help. It was felt that Councillors generally knew who was vulnerable and could make contact.

There were some errors in the Resilience Plan and this would be sent to Richard to review. **ACTION: Clerk / RY**

13. Reports from Parish Councillors

None.

14. Date of Next Meeting

Wednesday 10th August 2022 at 7.30pm meeting at the Community Centre.

The meeting closed at 8.10pm.

CHAIRMAN