

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on
Wednesday 5th 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 10th 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 31st 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 11th August 2021 at 7.30pm at the Community Hall.

The meeting closed at 7.20pm

CHAIRMAN