

**Minutes of a meeting of Ormesby St Margaret with Scratby Parish Council**  
**Held on Monday 12<sup>th</sup> February 2018 at the Village Centre, Station Road, Ormesby St Margaret, at 7pm**

**Present:** Cllrs. Bigg, Cheetham, Eagle, Eyre, Freeman, Gingell, Green, Jones, C. Lee, N. Lee, Shrimplin, K. Wendt, and R. Wendt, Cllr. Hanton, and seven members of the public.

**Chair:** Adrian Peck. **Clerk:** Lisa Callow.

**To accept apologies for absence (255.02.18)**

Apologies received and accepted from Cllr. Reynolds.

**Declaration of interest (256.02.18):** None.

**Approve minutes of the 8<sup>th</sup> January 2018 (257.02.18)**

The minutes having been previously distributed were declared a true record and duly signed by the Chairman. Proposed Cllr. Eyre, seconded Cllr. R Wendt. Abstained Cllr. Shrimplin – Cllr. Shrimplin raised concerns over the contract to fell the trees on the Village Green, he believes the contract should not have been signed until the minutes had been ratified at this meeting.

**Public Forum (258.02.18)**

**Borough Councillor:** None

**County Councillor:** Cllr. Hanton provided the Parish Council an update as follows:

- The County Council's share of Council Tax bills will rise by 5.99 per cent – increasing band D bills by an extra £74.79 per year;
- The Council is investing £34 million in adult social care over the coming year, plus £13 million in children's services;
- An options appraisal over the future of the Police & Fire service had been commissioned by PCC Lorne Green following the introduction of the Policing and Crime Act 2017 which included provision that enables PCCs to take responsibility for fire and rescue services. The County Council's Communities Committee has unanimously rejected such a proposal stating that their preferred option was to work closer together in the future. Mr. Greene is currently consulting with other authorities, and even if he does not get support, he can still present a business case to Government, who could still allow the Police Commissioner to take over the Fire Brigade and all its assets despite any opposition from any other democratic authorities. The Parish Council unanimously agreed that they objected to the plans proposed by PCC Lorne Green, and believe that the fire and rescue service should remain under the responsibility of the County Council;
- Great Yarmouth Borough Council are conducting an overarching review and scrutiny of their contractual relationships with Great Yarmouth Borough Services (Norse). A report on the findings is awaited.

**Police - Crime stats for January 2018 from PC Potter:**

Ormesby: 1 x Burglary  
                   1 x Making off without payment  
                   1 x Common assault  
                   2 x Treats to damage property (both linked)

Scratby: 2 x Criminal damage offences

PC Potter said that only 26 calls were made to the Police in this time, compared to this time last year when there had been 27 reported offences in the villages during January 2017. He thanked the Parish Council for everything it is doing to prevent crime and assisting with issues in the village.

The Chair attended the last SNAP meeting held in January and confirmed that SNAP meetings will no longer be held in rural locations, and instead held in Great Yarmouth with the town and rural parishes attending one, larger meeting.

**Public:** None

**Matters Arising (259.02.18)**

The Clerk provided the following updates:

- The County Council's Streetscene Inspector stated the road markings relating to the bus stop on Beach Road were never there following a check using Streetview from 2011. Following some discussion, the Councillors agreed that the road markings had not been there previously, and are not willing to pay £150 to have them put in situ, therefore no further action is required;
- The Parish's precept request forms had been submitted on time, and confirmation of receipt has been received;
- The cleaning of Scratby ramp will be undertaken this coming week;
- Paul Houghton of GYBS has stated that a new chain link panel of fencing will be erected to cover the hole in the burial ground fence;
- An update received from the County Council's Streetscene Inspector was read out regarding the list of highway problems in both villages, the Councillors asked the Clerk to also request the road arrows outside the petrol station in Ormesby be replaced;
- Cllr. Freeman gave an update on the problem of diggers being driven up the Church steps, this has now been rectified;
- Cllr. Bigg suggested erecting an oak noticeboard in Scratby purely for local advertising and suggested it should be linked in with the commemorating of 100 years since WW1; to be an agenda item for next month.

**Correspondence (260.02.18)**

The following correspondence had been forwarded to the Councillors prior to the meeting:

<b>Correspondence for Meeting 12th February 2018</b>			
<b>TYPE</b>	<b>FROM</b>	<b>CONTENT</b>	<b>ACTION</b>
Email	Parishioner	Dog fouling signs	Clerk to reply to Parishioner
Email	Cllr. Stuart Clancy	Norwich Western Link Support Request	Noted
Email	Parishioner	Jubilee Woods & fallen trees	Volunteers to be used to clear trees
Email	Alison Thomas - NCC	Invitation to the 'In Good Company Summit'	Noted
Email	Helen Carrier - Norfolk ALC	Invitation to the Spring Conference	Noted

Cllr. Freeman received a call from a Parishioner re a potential business being run from a private dwelling on North Road, Clerk noted the details and will report to Great Yarmouth Borough Council's Enforcement Team.

Cllr. Freeman received a call from a second Parishioner about a large close board fence which has been erected on the corner of Decoy Road and North Road, Clerk noted the details and will report to Great Yarmouth Borough Council's Enforcement Team.

Cllr. Cheetham also stated bins are being left out on Wapping again despite letters being sent 18 months ago, Clerk to write to the households involved once further details are obtained.

#### Planning (261.02.18)

Planning Decisions and Submissions for Meeting 12th February 2018				
	Applicant	Address	Work	Notes
<b>Decisions</b>				
06/17/0636/F	Mr S Craig	52 Beach Drive, Scratby	Proposed extension, demolition of existing garage, new garage and internal alterations	Approved with conditions
06/17/0723/F	Mrs Wellbourne	3 Tern Road, Scratby	Conversion and extension of existing detached garage to form a one-bedroom bungalow	Approved with conditions
06/17/0693/F	Mr B Lekerman	Tarn House, Yarmouth Road, Ormesby St Margaret	Proposed pitched roof porch extension to front elevation	Approved
06/17/0754/F	Mr M Stolworthy	4 Symonds Avenue, Ormesby St Margaret	Proposed detached garage	Approved with conditions
<b>Planning Applications</b>				
06/18/0009/F	Mr W Tuddenham	Tuddenham Caravan Park, California Road	Construction of detached steel frame workshop	No objections, suggested exterior be dark green in colour
06/18/0056/CU	Mr & Mrs Nichols	41 California Crescent, California	Change of use to house in multiple occupation	Objection – proposed plans are out of policy relating to houses of multiply occupation; and will exacerbate the current carparking issues
06/18/0060/F	Miss D Bennett	5 Gannet Road, Scratby	Extend first floor dormers of previously approved application 06/17/0407/F	Objection – severely affects the privacy of neighbouring properties

#### Finance (262.02.18)

The following list of accounts for payment had been distributed to the Council together with a list of income for January 2018 and the latest available bank balances and bank transfer requests. Monthly expenditure - proposed Cllr. Jones, seconded Cllr. R. Wendt - unanimous. Transfer £3,000.00. Proposed Cllr. Cheetham, seconded, Cllr. Shrimplin. - unanimous. The bank reconciliation and bank account balances have been reviewed by Cllr. Gingell. Relevant papers had been sent out in advance of the meeting.

12th February 2018			
Name	Amount Ex.VAT (£)	VAT (£)	Total (£)
Clerk - Salary / Mileage / Expenses	1,192.86		1,192.86
HMRC	96.45		96.45
E-on - The Pavilion, Rec Ground	40.88	2.04	42.92
GRD - Repair bus shelter lamp	111.63	22.33	133.96
R Bell UK Ltd - Tree Risk Assessment	400.00	80.00	480.00
Pink Office - Printer Ink Toner x 2	97.60	19.52	117.12
SLCC Annual Membership	159.00		159.00
Rodney Scott - January 2018	100.20		100.20
Bobby Dazzlers - BG Bins & Bus Shelter	60.00		60.00
M. Woolston – Rec Ground Gates	135.00		135.00
NALC – Clerk Training	50.00	10.00	60.00
<b>Total Expenditure</b>	<b>2,443.62</b>	<b>133.89</b>	<b>2,577.51</b>
Income for January 2018			
Burial Fee - Reid	220.00		220.00
Interest - Lloyds Main Savings A/C 07112399	1.97		1.97
<b>Total income</b>	<b>221.97</b>		<b>221.97</b>

<b>BALANCES at latest statements as at 31.01.2018</b>			
Lloyds Current A/C 00511387			1,903.70
Lloyds Main Savings A/C 07112399			47,344.01
Lloyds - savings - no 2 (Private road fund) 24183568			1.19
Lloyds - savings - no 2 (Village Centre) 24184660			2.02
NatWest Savings A/C 11237090			60,807.74
<b>Total as at latest available statements</b>			<b>110,058.66</b>

#### **Purchase of New Laptop for the Clerk (263.02.18)**

The purchase of a new laptop for the Clerk was agreed – proposed Cllr. Jones, seconded Cllr. N. Lee, unanimous.

#### **Allotment Water Meter (264.02.18)**

Cllr. Freeman provided an update regarding the allotments water leak, confirming the leak was our side of the tap and therefore the Council's responsibility. Cllr. Freeman and another member of the working party have volunteered to dig up the first tap where they suspect the leak is and hope to repair it. It was agreed the water will remain turned off at the allotments until the problem is rectified, and the Council unanimously agreed that the outstanding water bill was to be paid.

#### **Jubilee Woods (265.02.18)**

The Chair reported that five trees have fallen in Jubilee Woods in the last few weeks, and requested the Council allow volunteers to chop up and clear the wood. It was agreed that a date must be set, the woods closed, and the work appropriately managed. The Clerk is to check with the insurance company that the Council's public liability covers volunteers.

#### **New General Data Protection Regulation Update (266.02.18)**

The Clerk read out a report for the Council on the new General Data Protection Regulations (GDPR). The Council agreed the following:

- To register with the Information Commission's Officer at a cost of £35pa;
- Recognises that the Council is the Data Controller, and as such appoints the Clerk as the Data Protection Officer;
- The Clerk's Contract of Employment and job description will be amended to reflect this accordingly;
- The Clerk will write a privacy notice, GDPR policy, and amend the standing orders, all of which will be presented to Council for approval;
- The Risk Management Policy will be reviewed to include GDPR;
- An information audit will be conducted; and
- The F&GP Committee will oversee all aspects of the GDPR, reporting recommendations and findings back to full council.

Proposed Cllr. Eyre, seconded Cllr. N. Lee.

#### **Risk Assessments (267.02.18)**

The annual risk assessment forms were handed out to Cllrs. Cheetham, Eagle, Eyre, Freeman, Peck, and R. Wendt, and are to be returned and reviewed at full Council on Monday 12<sup>th</sup> March.

#### **Scratby Green Railings (268.02.18)**

A design and quote from GYBS has been received to make safe the hole in the Scratby Green fence following some of the cliff edge falling away, however many Councillors were unhappy with the design. Cllr. R. Wendt produced an alternative design and it was agreed that the Clerk would go back to GYBS and request a quote for the proposed redesign.

#### **Tree Risk Assessment Report – Burial Ground and Village Centre (269.02.18)**

Prior to the meeting the findings of the tree risk assessment at the Burial Ground and Village Centre provided by R. Bell were distributed. It was agreed that the Clerk seek quotations for the work identified in the report. Cllr. Eagle also requested that the Council considers felling and replacing the tree in the carpark of the Village Centre due to the damage it is causing, it was agreed the Clerk would seek quotations for this at the same time, and check that a Tree Preservation Order is not in place.

Cllr. Freeman raised concerns relating to a conflict of interests between R. Bell and the Arboriculture Officer at GYBS, as the Arboriculture Officer prepared the report for R. Bell. Cllr. Freeman requested that the Council query why this work was undertaken by the Arboriculture Officer at GYBS, and look at the terms of outsourcing contracts.

#### **Ormesby Lads Football Club (270.02.18)**

Cllr. Eagle has received a request from Ormesby Lads Football Club (OLFC) to hold their annual soccer tournament in June on the same terms as the previous year, proposed Cllr. Shrimplin, seconded Cllr. Freeman – unanimous.

Cllr. Eagle confirmed that the CCTV at the Recreation Ground had been installed but not connected, and requested a meeting be held between the Parish and OLFC to discuss it further. Cllr. C. Lee pointed out that due to the land being public open space owned by the Parish Council, the Parish Council would need to be the registered body. It was agreed that Cllrs. Eagle, Freeman, C. Lee, and Peck will meet with OLFC.

#### **Community Speed Watch Update (271.02.18)**

Cllr. R. Wendt gave an update on the community speed watch training, there were eight people in attendance and they have started undertaking speed watches in Ormesby and Scratby. More volunteers are required; therefore, it was agreed that posters would be put up on all Parish noticeboards, and a request put in the Parish magazine.

#### **Community Litter Pick (272.02.18)**

Cllr. Freeman requested holding a community litter pick before the summer season, it was agreed that one would be held on Friday 27<sup>th</sup> April from 6.30pm, and advertised on all parish noticeboards and in the Parish magazine.

**Election of Ormesby Ward Councillor (273.02.18)**

The Personnel Committee interviewed three parishioners for the post of Councillor for Ormesby ward and recommended Robert Hill to full Council. Robert was present and gave an overview of his background, with Councillors invited to ask questions. It was agreed that Robert would be appointed, proposed Cllr. Jones, seconded Cllr. Shrimplin – unanimous.

**Matters for reporting or items for next agenda (274.02.18)**

Matters for reporting:

The bus stop on Beach Road has the perspex missing from one side – Clerk to arrange quotes for a replacement.

There is a water leak on Wapping in front of the Chinese takeaway – Clerk to report to the water company.

The Chair confirmed that a meeting was due to be held with Shelia Oxtoby, Chief Executive of GYBC, on Thursday 15<sup>th</sup> February at 9.30am to discuss the future of Scratby steps, the Chair and Vice Chair will be in attendance.

The Annual Parish Council meeting will be held on Monday 9<sup>th</sup> April before the start of the main Parish Council meeting, and the AGM will be held on Monday 14<sup>th</sup> May.

Matters for next agenda:

Planning and the potential for large housing developments in the future – Cllr. Gingell

Date of next meeting:

The next meeting will be held on Monday 12<sup>th</sup> March 2018 at the All Saints Parish Hall, Beach Road, Scratby, starting at 7pm.

The next F&GP meeting will be held on Monday 5<sup>th</sup> March 2018 at the Village Centre, Station Road, Ormesby St Margaret, starting at 7pm.

The meeting closed at 8.57pm.

Signed:

Dated: