

**Minutes of a meeting and AGM of Ormesby St Margaret with Scratby Parish Council**  
**Held on Monday 14<sup>th</sup> May 2018 at the All Saints Parish Hall, Brach Road, Scratby at 7pm**

**Present:** Cllrs. Bigg, Cheetham, Eagle, Eyre, Freeman, Gingell, Green, Hill, Jones, C. Lee, N. Lee, K. Wendt, and R. Wendt, and approximately twelve members of the public.

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

**Election of Chairman (306.05.18)**

Cllr. Peck was nominated for Chairman by Cllr. Eyre and seconded by Cllr. Jones - unanimous. There were no further nominations. Cllr. Peck was duly elected as Chairman for the 2018/19 year. Cllr. Peck signed the Declaration of Acceptance of Office.

**Election of Vice-Chairman (307.05.18)**

Cllr. K. Wendt was nominated for Vice-Chairman by Cllr. Jones and seconded by Cllr. Hill - unanimous. There were no further nominations. Cllr. K. Wendt was duly elected as Vice-Chairman for the 2018/19 year. Cllr. K. Wendt signed the Declaration of Acceptance of Office.

**To accept apologies for absence (308.05.18)**

Apologies received and accepted from Cllrs. Shrimplin, Hanton and Reynolds.

**Declarations of interest (309.05.18):** None.

**Approve minutes of the 9<sup>th</sup> April 2018 (310.05.18)**

The minutes having been previously distributed were declared a true record and duly signed by the Chairman. Proposed Cllr. Freeman, seconded Cllr. Cheetham – Unanimous.

**Public Forum (311.05.18)**

**County & Borough Councillor:**

The following report was received from Cllr. Hanton:

Great Yarmouth Borough Council - Great Yarmouth Borough Council continues to operate a committee system of governance. In effect, this means that now most decisions are made at committee level and then go forward to Full Council for full approval. On the 3<sup>rd</sup> May 2018 the political governance of Great Yarmouth Borough Council has significantly changed. 14 Seats were contested, and 8 Conservatives and 6 Labour Councillors were elected.

Great Yarmouth Borough Council is now a Conservative led Council comprising of:

- Conservative – 23 members;
- Independent (formerly UKIP) – 1 member;
- Labour – 15 members.

Also worthy of note is the fact that in May 2019 all 39 seats will be contested as the Great Yarmouth Borough Council has agreed to adopt a four-yearly cycle of elections for all candidates. This mirrors the existing County Council elections.

Norfolk County Council -

Fire Service: As it could be the case that the Police Commissioner will advance a business case to present to the Government to take over the management of the Fire Service – the full Council have now decided to prepare its' own business case to provide evidence for its retention.

The Northern Distributor Road: The Broadland Northway is now completed and open. In effect, you can now traverse the northern side of Norwich City from the Postwick Hub to the Fakenham Road. Consultation is now taking place in respect of the proposed Norwich Western Link which would connect the Broadland Northway from the A1067 to the A47 west of Norwich.

**Police:**

PC Potter has now returned to full duties and hopes to be more visible in the village, he also confirmed that he will continue to provide Parish crime figures for the time being, but this may cease in the future.

Ormesby: 1 x Burglary Dwelling	Scratby: 1 x Assault ABH
1 x Theft	1 x Common Assault
	1 x Malicious Communication
	1 x Criminal Damage
	1 x Public Order
	1 x Theft

**Public:**

A Parishioner raised concern over a letter received stating that the land behind the pillbox / bus shelter on California Road was trying to be claimed through loss of deeds by someone living in London. A second Parishioner claimed his family owned the plot and the deeds were held with the family solicitors. Cllr. C. Lee recommended the land be registered with the Land Registry therefore providing evidence that the land is in fact owned and deeds held.

A Parishioner and representative from the Citizens Advice Bureau (CAB) put a proposal forward regarding providing a service to rural areas and asked the Parish for their support by providing a place free of charge to hold the service. All the Councillors agreed they would welcome this and referred him to Cllr. Eagle as Chairman of the Village centre and Cllr. Freeman as Chairman of ASPH.

The same Parishioner raised his disappointment about the continual overflowing of litter bins, in particular the one on Sharpe Way close to the children's play area. He has found on several occasions it is overflowing with used dog poo bags. Clerk to contact GYB Services regarding the frequency that these bins are emptied.

A Parishioner raised an ongoing problem with dog fouling outside her property in Scratby, this involves one particular member of the public and following contact with the Clerk, and GYBC, the Environmental Rangers have become involved however feel there is not enough evidence to take it further. Clerk to contact the Environmental Rangers to see if anything further can be done.

**Matters Arising (312.05.18)**

The Clerk raised the issue of overnight parking on the car park next to the public toilets on Rottenstone Lane, Scratby with Great Yarmouth Borough Council. They confirmed a sign could not be erected as it was not enforceable, Cllr. Freeman asked if it could become a pay and display area instead – Clerk to make enquiries.

The Clerk reported the reply from Norfolk County Council highways regarding arrows being place on the road outside the petrol station in Ormesby St Margaret re the one-way section. Highways feel the signage is adequate and is now a matter of enforcement.

The application to make the War Memorial a listed monument with Historic England has been submitted, with the process due to be completed in May.

The hedge work at the Burial Ground has now been completed by GYB Services.

The Clerk has submitted the application for the Coastal Community Funding regarding Scratby steps / ramp, and is waiting to hear if it will go through to the second stage.

**Correspondence (313.05.18)**

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

<b>Correspondence for Meeting 14th May 2018</b>			
<b>TYPE</b>	<b>FROM</b>	<b>CONTENT</b>	<b>ACTION</b>
Letter	Norfolk Public Law	Notice of proposed Tree Preservation Order	No Further Action
Letter	SLCC	Clerk Invitation to Regional Training Seminar	Noted
Letter	Beach Hut Owner (No. 2 & 3)	Request to upgrade Beach Hut 3	Granted
Email	Julie Devonshire - GYBC	Cultural development in the wider GY borough	Noted
Email	Norfolk Police and Crime Commissioner	Newsletter - April 2018	Noted
Email	SLCC Norfolk	Clerk & Councillors Invitation to Summer Conference	Noted
Email	Community Action Norfolk	Training Session Information re GDPR for village halls	Noted
Email	Meryl Sherry - NCC, Streetscene Inspector	Highway Ranger Visit	Clerk to reply
Email	Caister Parishioner	Sand on walkway between Caister and California	No Further Action
Email	Parishioner	Query re footpath ownership	Clerk to reply
Phone	Parishioner	Request re headstone to be erected in Burial Ground	Refused
Email	Norfolk Police	Monthly Newsletter	Noted
Email	Parishioner	Dog Fouling	See public forum
Email	Parishioner	Land behind bus stop and pill box	See public forum

**Planning (314.05.18)**

<b>Planning Decisions and Submissions for Meeting 14th May 2018</b>				
	<b>Applicant</b>	<b>Address</b>	<b>Work</b>	<b>Notes</b>
<b><u>Decisions</u></b>				
06/18/0146/F	Light of Life Baptist Church	Baptist Church, North Road, Ormesby St Margaret	Renewal of planning permission 06/15/0195/CU - Change of use to include an A3 community café, in addition to a place of worship	Approved
<b><u>Planning Applications</u></b>				
06/18/0190/F	Mr & Mrs Cobb	Scratby Methodist Hall, Scratby Road, Scratby	Proposed erection of brick walls to boundary	No Objection
06/18/0197/F	Mr B Self	25 Symonds Avenue, Ormesby St Margaret	Proposed single storey rear extension, single storey front extension and raising garage roof to provide room at first floor level	No Objection
06/18/0199/F	Mr D Gridlestone	12 Meadowcroft Bungalows, Yarmouth Road, Ormesby St Margaret	Sub division of garden to form plot for detached bungalow and garage	Object – back land development
06/18/0213/F	Ms L Hudson	30 Yarmouth Road, Ormesby St Margaret	Proposed annex accommodation	Object – see comments below
06/18/0226/F	Mr T Philpot	14 Beach Road (land adj), Scratby	Variation of condition 2 of planning permission consent 06/14/0604/F - sub-division of garden to form plot for detached dwelling, relocate proposed access so new dwelling and no. 14 do not share access	Object – see comments below

**06/18/0213/F (30 Yarmouth Road, Ormesby St Margaret)** - the proposed annex accommodation is separate from the main dwelling and is therefore open to be used as a completely separate property, as opposed to an annex. If planning permission were to be granted the Parish Council request conditions be included that the 'annex' can not be sold as a separate dwelling in its own right.

**06/18/0226/F (14 Beach Road, Scratby)** – the development sits on the bend of a busy beach access road, opposite entrances for a farm, village hall, and shop / garden centre. Driveways leading out onto this stretch of the road are a potential road safety hazard, therefore increasing the number of access points to the new dwellings increases the hazard. The Parish Council request that the application is not considered under delegated authority but at full Committee where Parish Councillors can present the case in more detail as to why this application should be refused.

**Finance (315.05.18)**

The following list of accounts for payment had been distributed to the Council together with a list of income for April 2018 and the latest available bank balances and bank transfer requests. Monthly expenditure - proposed Cllr. R. Wendt, seconded Cllr. Freeman - unanimous. Transfer £12,000.00. Proposed Cllr. Eyre, seconded, Cllr. R. Wendt - unanimous. The bank reconciliation and bank account balances were reviewed by Cllr. Gingell. Relevant papers had been sent out in advance of the meeting.

14th May 2018			
Name	Amount Ex.VAT (£)	VAT (£)	Total (£)
Clerk's Salary & Expenses	1152.42		1152.42
HMRC	102.83		102.83
Nest Pension (DD)	75.25		75.25
Warnes and Sons Ltd - Allotment Rent	150.00		150.00
NALC Annual Subscription 2018-19	647.66		647.66
E-on - Recreation Ground Electricity	58.33	2.92	61.25
Great Yarmouth Glass - California Road Bus Stop	172.68	34.54	207.22
Pink Office - Printer Ink & Stationary	197.96	39.59	237.55
Zurich Municipal	2,140.40	256.85	2,397.25
Norse - Village Green Grass Cutting	139.29	27.86	167.15
Norfolk PTS – Training	60.00		60.00
Rodney Scott - March 2018	20.40		20.40
MCI - Electrical Emergency Call Out - Recreation Ground	295.00	59.00	354.00
SSAF Window Films Ltd - Allotment MPH Signs	59.85	11.97	71.82
NALC - CiLCA Training	300.00	60.00	360.00
SLCC - CiLCA Training Material	77.60	0.80	78.40
Rodney Scott - April 2018 (Recreation & Burial Ground)	277.60		277.60
GYBS - Scratby Green Railings	748.00	149.60	897.60
NALC - CiLCA Training Material	19.99		19.99
Bobby Dazzlers - BG Bins & Bus Shelter	60.00		60.00
M. Woolston – Recreation Ground Gates	135.00		135.00
Andrew Tuddenham – Rec. Ground / Scratby Green / Bench	204.60	40.92	245.52
BH Accounting Services – Internal Auditor	50.00		50.00
GRD Electrical – All Saints Parish Hall	3,341.03	668.21	4,009.24
<b>Total Expenditure</b>	<b>10,485.89</b>	<b>1,352.26</b>	<b>11,838.15</b>
Income for April 2018			
Precept (Part 1)	41,250.00		41,250.00
Beach Hut Rental	83.05		83.05
Interest - Lloyds Main Savings A/C 07112399	1.77		1.77
<b>Total income</b>	<b>41,334.82</b>		<b>41,334.82</b>
<b>BALANCES at latest statements as at 30.04.2018</b>			
Lloyds Current A/C 00511387			1,609.95
Lloyds Main Savings A/C 07112399			78,547.10
Lloyds - Savings (Private Road Fund) 24183568			1.19
Lloyds - Savings (Village Centre) 24184660			2.02
NatWest Savings A/C 11237090			60,807.74
<b>Total as at latest available statements</b>			<b>140,968.00</b>

**Approve and adopt the Council's new General Data Protection Regulation (GDPR) policy, and Privacy Notice (316.05.18)**

Copies of the proposed new GDPR policy, and privacy notice were distributed to the Councillors in advance of the meeting. The Clerk informed Council that the House of Commons has agreed that all town, parish and community councils will be exempt from appointing a Data Protection Officer. Therefore, the job description for the Parish Clerk will remain unchanged. All other requirements of the GDPR will still apply. The GDPR policy and privacy notice were adopted by Council, proposed Cllr. C. Lee, seconded Cllr. K. Wendt – unanimous. The Clerk advised the Council that the new GDPR will include information obtained by the Village Halls when taking bookings and appropriate action should be taken by the appropriate trustees and/or Chairmen to ensure they operate within the new regulations. The Clerk also advised all Councillors to dispose of paperwork in the appropriate manner, and delete emails when no longer required.

**Approve the Annual Governance Statement for 2017/18 (317.05.18)**

The Council approved the Annual Governance Statement for 2017/18, proposed Cllr. Eagle, seconded Cllr. Freeman, - unanimous.

**Approve the Internal Audit Report and adopt the accounts and Annual Return for the year ending 31<sup>st</sup> March 2018 (318.05.18)**

The Annual Internal Audit Report and Accounting Statements for 2017/18 were distributed to the Councillors in advance of the meeting. The Council adopted the report and accounting statements, proposed Cllr. R. Wendt, seconded Cllr. Cheetham – unanimous. The accounting statements were signed by the Chairman.

**Discuss and accept ideas, and entry into the 'In Bloom' competition (319.05.18)**

It was agreed that the Parish will enter the 'In Bloom' competition again this year, with Ormesby keeping on top of the maintenance of all public areas such as village greens, etc, and encourage allotment tenants to keep their plots well tendered. The bedding areas and planters in Scratby need some attention this year, therefore it was agreed that a budget of £400 will be set aside for the year to cover this work, proposed Cllr. Jones, seconded Cllr. R. Wendt – unanimous.

**Agree quote for electrical work and testing at the Pavilion following the burst pipe (320.05.18)**

Cllr. Eagle gave an update on the work required at the Recreation Ground Pavilion following the burst pipe earlier in the year, a quote of £945 has been received to supply, fit and test the new equipment required. It was agreed that the Clerk will contact the insurance company Zurich to see if a claim can be made in the first instance.

**Discuss and agree quotation for work to be undertaken to Scratby Steps (321.05.18)**

Two quotations were obtained for the repair work to Scratby steps, the Council agreed acceptance of the quotations provided by JRP Carpentry for £685, proposed Cllr. Hill, seconded Cllr. R. Wendt – unanimous.

**Agree new date for the Community Litter Pick (322.05.18)**

It was agreed that the community litter pick will be postponed until the autumn after that last date was cancelled due to poor weather conditions.

**Discuss and agree permission for the Parish Council to run CCTV at the Recreation Ground (323.05.18)**

A report provided by Cllr. C. Lee regarding the requirements and considerations that must be taken before implementation of the CCTV at the Recreation Ground was distributed to all Councillors in advance of the meeting. The CCTV must be registered by the Parish Council as it is a public space. It was agreed that a public consultation will be undertaken with an invitation to Parishioners to make comment on the proposed plans, Cllr. C. Lee will undertake the work involved with the public consultation along with the Clerk. The findings will be reported at the June Parish Council meeting.

**Matters for reporting or items for next agenda (324.05.18)**

Matters for reporting:

Cllr. N. Lee reported that the current Parish flag is in a poor state, it was agreed that the union jack flag would be raised on 19<sup>th</sup> May 2018 for the Royal Wedding, and the current flag will not be re-raised until a new flag is purchased.

Cllr. Eagle reported the overflow pipe on the public toilets in Scratby is leaking – Clerk to report to GYB Services.

The allotment working party will be meeting on the evening of Tuesday 15<sup>th</sup> May, at 6.30pm.

The next Burial Ground Committee was proposed for Saturday 16<sup>th</sup> June, at 10am.

Matters for next agenda:

1. Coastal erosion (monthly item)
2. Community Resilience Plan Review

Date of next meeting:

The next Parish Council meeting will be held on Monday 11<sup>th</sup> June 2018 at the Village Centre, Station Road, Ormesby St Margaret, starting at 7pm.

The meeting closed at 8.59pm.

Signed: *Adrian Peck*

Dated: 11/06/2018