**Minutes of the Ormesby St Margaret with Scratby Parish Council Meeting held on Tuesday 14th July 2020 at 7pm via ZOOM**

Present: Cllrs; S Bigg (part), M Cheetham, G Freeman, J Gingell, J Green, R Hill, B Jones, C Lee, S Scott-Greenard, J Shrimplin, B Shulver, K Wendt (chair), R Wendt.

Clerked: J Beardshaw, S Hunt.

1. **To elect a Chair.**

Steve Scott-Greenard was Proposed Cllr B Jones, seconded Cllr S Bigg.

Kathryn Wendt was Proposed Cllr M Cheetham, seconded Cllr J Green.

Proposed Cllr Jones and seconded Cllr Biggs that Standing Order 3t be suspended and a Ballot be undertaken. The meeting voted not to suspend.

A poll elected Cllr Kathryn Wendt to the chair by majority.

The Chair signed a declaration of office.

1. **To elect a Vice-Chair if necessary.**

Christine Lee was Proposed Cllr G Freeman, seconded Cllr B Hill. No other nominations, Cllr Lee was elected to Vice-Chair.

1. **To receive and consider apologies for absence**.

None.

**Cllr Sylvia Bigg left the meeting.**

1. **To receive declarations of interest on matters on the agenda.**

Cllr G Freeman notified the meeting that he is on the development control committee in his role as Borough Councillor.

1. **Minutes:**
   1. The minutes of the Full Council meeting held via Zoom on Monday 8th June 2020 were **AGREED** as a true and correct record and will be signed by the Chair in due course.
   2. The minutes of the meeting held on Monday 3rd February 2020 were **AGREED** as a true and correct record and will be signed by the Chair in due course.
   3. The minutes of the in-camera section of the meeting held on 13th January 2020 were **AGREED** as a true and correct record and will be signed by the Chair in due course.
   4. The notes taken at the Grievance Meeting held on June 30th 2020 were **RECEIVED** by the meeting and **AGREED** as a true and correct record.
2. **To Receive updates on Matters Arising. No decisions are to be taken under this item.**
   1. To receive confirmation that the two Complaints upheld in the Grievance have been reported to the Monitoring Officer.

The Councillors involved have been in contact with the Monitoring Officer. The Monitoring Officer has stated that a referral should only be made if the Councillors believed they had breached the Code of Conduct. The Councillors in question do not believe they have. No investigation is required by the Monitoring Officer as no complaint has been received by their office.

* 1. Update on Zurich Insurance cover towards Grievance investigation costs. Clerk: J Beardshaw reported that no cover is in place as the approach was retrospective after costs had been incurred
  2. Public Liability insurance – All Saints Parish Hall. Cllr Freeman reported to the Council that the Trustees are awaiting written advice. Next meeting.
  3. Public Liability insurance – Bracecamp. Cllr Cheetham reported that this is being investigated. Next meeting.
  4. Public Liability insurance – Bowls Club. None yet received. Cllr K Wendt to investigate. Next Meeting.
  5. Report on the Ramp signage. Clerk: J Beardshaw – see item 12.13.
  6. Confirmed that Cllr Scott-Greenard and the Clerk have notified all necessary emergency services of the new access code at the ramp.

1. **Correspondence:**
   1. Poppyfields Norfolk. Information regarding 67 new homes on ‘land North of Scratby Road’. Councillors confirmed receipt of email from The Clerk 26th June 2020.
   2. NOTED that Great Yarmouth Borough Council are working on the opening of playgrounds in the Borough.
   3. Noted that the Highways Rangers are attending the Parish on 17th August.
   4. Parishioner – concern over the grass cutting in the Burial Ground. Cllr K Wendt to organise a Burial Group meeting.
   5. Parishioner – concern over littering within the Parish. Noted.
2. **The meeting was adjourned for public speaking.**
   1. The Council was asked the procedure with regard to co-option from an applicant. Application to next agenda.
   2. County Council report: Cllr R Hanton has been producing regular reports for circulation to all Councillors.
   3. Borough Council report: Cllr G Freeman had circulated a report to Councillors.
   4. Borough Council report: Cllr Scott-Greenard continues work within the community. Borough Council is returning to full Council meetings in September 2020.

**The meeting was reconvened.**

1. **Financial Matters.**
   1. **CONFIRMED** that the bank statements have been checked and confirmed against payments and receipts records. The meeting **RECEIVED** the Bank Reconciliation showing an in-hand balance of £140,923.72.
   2. Receipts **NOTED** of £132.96.
   3. Payments **APPROVED** totalling £8567.10.
   4. **The internal audit report relating to the 2019/20 financial year was RECEIVED. Referred to Finance and General Purposes committee to make plans for addressing items highlighted within, including timescales.**
   5. **It was RESOLVED to approve Section 1 - the Annual Governance Statement on the Annual Governance and Accountability Return for the financial year 2019/20. The Chair signed the form.**
   6. **It was RESOLVED to approve Section 2 – the Accounting Statements on the Annual Governance and Accountability Return for the financial year 2019/20. The chair signed the form.**
   7. **The Chair of the Council agreed to chair the Finance and General Purposes committee.**
   8. To agree update to bank mandates – current signatories are:

Lloyds Main Account - \*\*\*\*1387 Cllr Freeman, Cheetham, Gingell, ex Cllr Peck (Cheetham, Freeman Gingell and Lee can authorise online Payments)

Lloyds Savings A/c - \*\*\*\*2399 Signatories as above.

Lloyds CNews A/c - \*\*\*\*660 Signatories as above.

Lloyds Expense Account A/c \*\*\*\*2060 Signatories as above.

Lloyds Savings A/c \*\*\*\*3568 Signatories as above.

Natwest A/c - \*\*\*\*7090 Cllrs Cheetham, Gingell, Ex Councillor Peck. Cllr Peck has online access.

Nationwide 125 Saver Cllrs Cheetham, Freeman and Gingell.

A debit card has been issued to the ex-clerk and ex-councillor Peck.

Finance and General Purposes to review at their next meeting. Cllr Freeman to see if access can be changed online to remove ex-employees.

1. **To receive Council reports as follows:**
   1. Cllr R Wendt. Community Newsletter update. Funding is held for the remainder of this year – until the end of the year if monthly publications produced, until May 2021 if bi-monthly publication takes place. Following this the publication will be digital only and no advertising will be sold.
   2. Cllr R Wendt. Sam2 update. Data has been circulated to Councillors. Prices are being sought for two additional brackets and one additional camera.

It was **AGREED** by the meeting to set up a ‘Safety Management Working Party’ of interested Councillors to address safety concerns within the Parish to include traffic speeding.

* 1. Cllr S Scott-Greenard. Reported on Duck Pond. Parishioners are keen to progress the project and are now awaiting contact by the Open Spaces Working Party of the Council. Email contact to be forwarded to Cllr K Wendt. Council to be mindful of ensuring that volunteers are protected under insurance cover by complying with necessary checks.

1. **To note Planning applications as follows:**
   1. **06/20/0222/F.** 14a Beach Road, Scratby. Variation / Removal of conditions as per building control (time extension approved until after meeting)

**06/20/0223/F. 14a Beach Road, Scratby. Variation of conditions. Access road altered (time extension approved until after meeting)**

**Response: The current access is a private drive and has not been constructed to adoptable Highways standards. Whilst Council do not wish to object to this application they would put on record that they would oppose any further development utilising this access onto Beach Road.**

* 1. **06/20/0212/F. Adj Willowmead, Yarmouth Road. Proposed two-storey dwelling. No comment made. No time extension given. Cllr Hill has responded.**
  2. **06/20/0253/F. 44 North Road, Ormesby. Conversion of existing outbuilding to create a detached dwelling. This is now an independent dwelling – the access is from Orchard Court rather than through the site. Response: Concerns over the drainage of surface water which is already known to be an issue in this area. Access is from an unadopted private road.**
  3. A licencing application made for the front beer garden of the First and Last. Noted.
  4. A licencing application made for Hirsts Farm Shop, Mill Lane Farm, Ormesby. Noted.

1. **Administrative Matters:**
   1. **The ‘Unplanned absence’ policy was AGREED as presented with the additional text to be added after *Norfolk Association of Local Councils* ‘,or any other organisation,’.**
   2. It was **RESOLVED** to hold the Annual Meeting of the Parish Council, delayed from May 2020, in May 2021. Proposed Cllr K Wendt, seconded Cllr C Lee.
   3. The ‘Virtual Meeting’ Policy was **AGREED** as presented with the additional text to be added at point 17 after *for minute-taking purposes* ‘in addition to statutory rights of recording’.
   4. The meeting received the update that the Scratby toilet block refurbishment is now completed, and the toilets are open. Invoice for £1,957.50 to be sent to Great Yarmouth Borough Council - £14.50/day for cleaning.
   5. The Code of Conduct was **REVIEWED** and **RE-ADOPTED** without change.
   6. Each Councillor present **AGREED** to abide by the Code of Conduct. Paper declaration to be sent out to each Councillor for signature.
   7. It was **RESOLVED** that the membership of the Personnel Committee would be six members; Cllrs M Cheetham, G Freeman, R Hill, B Jones, C Lee, R Wendt.
   8. The Terms of Reference for Personnel Committee were **REVIEWED** and **RE-ADOPTED** without change excepting the membership of the committee.
   9. The current shortlist of applicants for the post of Parish Clerk will be contacted and interviewed.
   10. Noted that there will be a Trustees meeting of the Recreation Ground Charity on Tuesday 21st July at 7pm. It was noted that all Councillors are Trustees but that they have to meet separately within a Trustees’ meeting to make decisions regarding the charity. Charity decisions cannot be made within Parish Council meetings.
   11. It was **AGREED** to renew the mobile telephone contract with EE.
   12. It was **AGREED** to renew membership of the National Allotment Society.
   13. To consider and decide on the ‘pedestrians only’ sign for the ramp. Draft signage previously uncirculated by Clerk. It was **AGREED** to delegate the decision to the Clerk following email consultation with Councillors.
   14. Improvements to the ramp area. It was **AGREED** that Finance and General Purposes consider a budget for the improvement and maintenance of this area. It was **AGREED** that letters of thanks be written by the Council to those businesses that contributed.
2. **Items for the next agenda.**
   1. Parish Plan – next steps and when to take them.
   2. Review Earmarked reserves spreadsheet.
   3. To consider a policy for plaques on benches.
   4. Allotment tenancy agreement – review. Particularly with reference to the size of sheds.
   5. To review the financial risk assessment and internal controls.
   6. To consider a Parish Council ‘diary’ of items for each month.
   7. To consider VAT registration – taxable supplies in 19/20 were £9,946 and the threshold is £5,000.
   8. Review Standing Orders – last reviewed November 2018.
   9. Policies: Equality and Diversity.

Disciplinary and Grievance.

Risk Management.

Training.

Complaints procedure.

Press and media policy.

1. **The next meeting:**

The next meeting will take place on Monday August 10th 2020 – likely to be a Zoom meeting. If parishioners wish to participate in meetings see the zoom link or telephone number on the agenda, on the PC website.

The meeting closed at 9.48pm