

Ormesby St Margaret with Scratby Parish Council
Minutes of a meeting held on Monday 14 September 2020 at 7pm via ZOOM

Present: Cllr K Wendt (Chair), Cllrs S Bigg, M Cheetham, G Freeman, J Gingell, J Green, R Hill, B Jones (part of meeting), C Lee, J Seggie, J Shrimplin

In attendance: S Scott Greenard (Borough Councillor), 5 members of the public including Mr Terry Harper and Mr Chris Neve

1. To welcome councillors and members of the Public

The Chair welcomed all councillors and members of the public to the meeting, and introduced Mrs Julia Seggie, the newly co-opted councillor for the Scratby ward and Mr Chris Neve, who was observing the meeting and would shortly be commencing employment as the Parish Clerk. Cllr Wendt also reminded the meeting that Borough and County Councillors may only speak in the public participation section.

It was noted that the meeting was being recorded for the purposes of minute taking and transparency.

Cllr Shrimplin joined the meeting.

2. To receive and consider apologies for absence.

Apologies for absence had been received from County Councillor Ron Hanton and Cllr Byron Shulver.

3. To receive declarations of interest on matters on the agenda.

Cllr Lee declared her interest in Finance in relation to an expense claim.

Cllr J Gingell notified his interest in finance as he had prepared the accounts in the absence of a clerk.

In connection with Planning, Cllr G Freeman notified the meeting of his position on the development control committee of Gt Yarmouth Borough Council.

4. Public Participation

The meeting was adjourned for the public participation session.

4.1 Cllr Scott Greenard read out a written query from a parishioner concerning the recent publication of the Council's Notice of Public Rights in relation to the 2019/2020 audit which had been displayed outside the statutory deadline.

4.2 Cllr Lee confirmed that the auditors were fully aware of the situation: following the departure of the last interim clerk, when the Annual Governance and Compliance Report (AGAR) was approved by council this was immediately sent to PKF Littlejohn, the council's auditors. However, as there had been no handover, no statement of public rights had been prepared in advance and councillors not informed. As soon as this was brought to our attention by the auditors a notice was immediately prepared and published. Parishioners maintained the same statutory rights to view the accounts, but as the notice itself was published outside the statutory deadline, this would require a note on the audit report. This was not an issue provided, as demonstrated that the issue was due to particular circumstances and not a wider systemic failure.

4.3 Cllr Gingell detailed further parishioner concerns relating to speeding and parking generally on Beach Road Scratby. The last SAM 2 camera report noted a volume of 50,000 cars through Scratby within one month. Whilst partly due to an exceptional year considering those holidaying in the UK due to the pandemic, this number demonstrated the generally large volumes passing through in the holiday season.

Cllr Jones joined the meeting.

In addition, cars parking on California avenue to the left of Beach drive were causing problems meaning the bus could not turn around. Signs stating "no beach access" were suggested. It was also suggested that the bus company additionally be encouraged to make a complaint, and Cllr Shrimplin also observed that if the bus company were being obstructed, the matter should be referred to the police. The matter was referred to the proposed Speed Safety committee.

4.5 *Borough councillor's report: Cllr Scott Greenard*

GYBC had recently undertaken its 5 yearly licensing policy review, with no major changes. Norfolk's area of enhanced support had now been removed. Voluntary Norfolk had been helping with covid 19 testing for the Banham poultry workers resident in Gt Yarmouth following that local outbreak, and the organisation would now be going into GP practices to assist with flu jabs. The Norfolk Assistance Scheme for covid and other hardship generally was able to make grants, and affected parishioners were encouraged to make application either through either borough councillor or direct via the Norfolk County Council website. Due to the rise in staycations the beach huts at Gorleston were now fully utilised. The tearoom facility at Gorleston crematorium had been postponed to Spring 2021. Finally, the last Borough council meeting had reviewed funding agreements for affordable housing and rental properties for the homeless.

4.6 *Borough Councillor's report: Cllr Freeman*

The borough was now largely back to business as usual, but within the constraints of many officers still working from home. The Environmental health department had done an excellent job in dealing with the Banham Poultry covid outbreak. At this stage there did not appear to be further transmission into the community, but obviously this would continue to be monitored closely. The Town Centre plan was moving forward with the 6-day market redevelopment starting January 2021. Existing stallholders would be able to move back and additional units would be available at affordable rents.

The South Denes hub (project for operations and maintenance) was an exciting prospect with the possibility of the creation of 600 skilled jobs within the borough to support the outer harbour and offshore wind industry.

(central gov funds) Funds were still available for Tourism businesses in the borough which had been adversely affected by the pandemic.

Following much parishioner comment the Licensing decision for the former First and Last site in Ormesby had been made – police had concerns – common sense had prevailed.

Development control meeting concerning the proposed development of at Foster Close Ormesby would be held (Wednesday next week)

Recreation ground in Ormesby – dangerous state of ground underneath swings had been brought to his attention. The Borough had rapidly closed off and repaired the area and would continue to keep under review.

4.7 The meeting was reconvened.

5. Minutes:

5.1 The minutes of the Full Council meeting held via Zoom on Monday 10 August 2020 were agreed as a true and correct record and would be signed by the Chair in due course. Proposed: J Shrimplin, Seconded M Cheetham, APPROVED, unanimous.

5.2 The Minutes of the Extraordinary meeting held in camera on 2 September 2020, including the report of the personnel committee thereto, were agreed as a true and correct record and would be signed by the Chair in due course. Proposed: J Shrimplin, Seconded M Cheetham, APPROVED, unanimous.

6 To Receive updates on Matters Arising. No decisions are to be taken under this item.

6.1 Cllr Freeman confirmed that the ramp at Scratby had been added to the council's public liability insurance policy for a blanket sum of £50,000, and the SAM 2 camera for a sum of £5,000. A new policy would be received in due course.

6.2 The council's insurers had also confirmed prior conversation concerning the status of the insurance for All Saints Parish Hall Scratby and the Village Centre Ormesby – both of which were covered in each case by virtue of (a) the trust deed requiring individual parish councillors to be trustees and (b) the parish council itself being the sole corporate trustee.

6.3 Cllr Gingell reported that The SAM 2 camera report for Beach Road Scratby had been circulated to all councillors and was noted. The camera data was now being fully interrogated. The camera would shortly be moved to Yarmouth Road Scratby. The (speeding and safety committee) would need to review (a) the already NCC approved site by the recreation ground on Station Road Ormesby and b)proposed locations at the former Royal Oak site in Ormesby and c)on West Road Ormesby by the Pit.

- 6.4 Cllr Lee reported that following Cllr Scott Greenard's query on 10 August 2020 the NALC county officer had confirmed that the council had followed appropriate process for technical issues during a virtual meeting, and that it had been validly held in accordance with standing orders and its virtual meeting policy.
- 6.5 Cllr Wendt noted that the matter of reporting the leak of a confidential employment report to the monitoring officer was discussed at the last meeting, but no decision taken. Following discussion, it was resolved that the matter be referred to the monitoring officer for her advice (11 in favour with Cllr Shrimplin abstaining).

7 Financial Matters.

- 7.1 It was confirmed that the bank statements had been checked and confirmed against payments and receipts records. The meeting received the Bank Reconciliation on 31 August 2020 showing an in-hand balance of £127,134.21
- 7.2 Income of £13,060.19 had been received, this sum included a VAT refund of £11,102.33 following the completion of all outstanding VAT returns, and the toilet grant of £1957.50 from GYBC. Total receipts of £62,448.86 for the year to date were noted. By way of a note Cllr Gingell reported that total receipt for the whole year of £4,825 from the Scratby ice cream concession had previously been received.
- 7.3 Expenditure of £2,417.22 was approved
- 7.4 No bank transfers were required this month.

8 Highways report

- 8.1 Cllr Freeman noted that the following had been reported to the NCC Highways officer at their meeting on 19 August 2020:

Ormesby

- 8.2 Yellow Lines East side of West Road adjacent to the pit. Will require a Traffic Regulation Order, as the council is commencing work on a speed management/safety strategy for the whole parish, this needs to be incorporated into any scheme.
- 8.3 Inspected various locations for SAM camera on North Road: information will be shared with the team by site visits shortly.
- 8.4 Further requested the bus stop to be marked on the road adjacent to the school.
- 8.5 Drains on North Road adjacent to the school and Firs Avenue to be cleaned.
- 8.6 Confirmation that the drain on the East side of North Road adjacent to the garage forecourt was completely cleared in June 2020
- 8.7 Trees on Elliot's Loke near school to be trimmed back. -Highways Land.
- 8.8 Trees overhanging the footway at same location parish council to contact the landowner.
- 8.9 Loose kerb stones at entrance to Chimney Springs.
- 8.10 Road signs on Private Road hit by farm vehicle. The officer produced steps and spanners and fixed the signs immediately.
- 8.11 The camera on north Road (coming from Hemsby) obscured by foliage, this will be cut back asap.
- 8.12 Trees and bushes on North Road growing into the road, obscuring the road sign and covering the streetlight. Programmed in for attention as soon as possible.
- 8.13 Road line markings on junction North and West Road: worn away and in urgent need of repainting.
- 8.14 Footpath Private Road to Firs Avenue, overgrown hedge and dangerous fence. We are being asked as a council to make the first approach to the resident.
- 8.15 Streetlight on the above footpath is covered in foliage so permanently lit reported by Cllr Freeman to GY Norse.
- 8.16 Footpath from Yarmouth Road into the churchyard in need of resurfacing.
- 8.17 Trees opposite the church - letter on file from new owner.
- 8.18 New street sign required for junction of Spruce and Firs Avenue.
- 8.19 Playing field, discussion over road width. Road drains are covered by soil, identified as many as possible and these are now programmed for cleaning as well as the pipe under the road.
- 8.20 Have requested a meeting with regards to the possibility of a footway on the north side of the road.
- 8.21 Visited various sites on Station Road to agree sites for SAM cameras to be fitted.

Scratby

- 8.22 Inspected the fence and now hedge encroaching onto highways land at the top of Beach Road. NCC are taking enforcement action. County Councillor Ron Hanton is progressing.
- 8.23 White lines on the junction of Beach Road and Yarmouth Road need repainting as do the lines on the junction into the Premier Supermarket
- 8.24 Discussion on land that has been taken into the boundary of the property opposite to the entrance to the supermarket/hall/farm.

- 8.25 Requested enforcement action to be taken as with the entrance from the development onto Beach Road visibility is well below requirements.
- 8.26 Inspected various drains that appear to be blocked on Beach Road
- 8.27 Discussed possibility of “No Beach Access” signs on Beach Drive.
- 8.28 Inspected all drains along Rottenstone Lane, these are all interconnected and are partially soakaways and partially connected to a road sewer. These have been programmed for cleaning
- 8.29 Discussed the possibility of a road priority change where Rottenstone Lane meets California Road, solely on the grounds of safety.
- 8.30 The hedge belonging to the holiday camp has not been cut as agreed, it was cut back a bit but not sufficient
- 8.31 Road Sign missing at the west end of California Road: replacement requested

- 8.32 The meeting noted the possibility of setting up a specific domain email for parishioners to report highways issues to the parish for onward progression.

9 Ramp at Scratby

Cllr Wendt noted that the ramp had suffered a significant degree of sand and stones falling from the embankments from following the ramp’s installation and the prolonged dry weather. A contractor had been hired to clear the debris, but a permanent solution was required and to this end she and Cllr Lee would shortly be having a site visit with Technicus consulting (structural engineer) and Munnings construction to discuss this further.

10 Committees

- 10.1 The proposed membership of each council committee and working party as set out in the report presented to the meeting was agreed. It was noted that two new committees – Connecting with the Community, chaired by Cllr Seggie and the Speed Safety committee chaired by Cllr Shulver. In addition, a working party to liaise with the village schools and faith groups in the parish was noted.
- 10.2 Separate proposals from the Speed Safety Committee and the Communications (“Connecting with the Community”) Committee were received, endorsed and approved.

11 Correspondence

- 11.1 A petition presented by a parishioner concerning vehicular traffic concerns around the area of Crossways in Ormesby was noted and referred to the Speed Safety Committee.
- 11.2 A parishioner had queried the planning status of land to the North of Barton Way, Ormesby. It had been confirmed that whilst no planning application had been received by GYBC for this site, it was one designated as suitable for development under the Local Plan 2.
- 11.3 A request had been received from “The Piazza wheel”, a mobile pizza van, to pay £10 per week to use the forecourt of the Village Centre Ormesby. During discussion concerns were raised as to parking and hall accessibility when the centre reopened, traffic congestion and insurance coverage. It was unanimously resolved for these reasons not to grant permission, however the enterprise was wished well and referred to other possible sites in the parish.
- 11.4 Correspondence concerning “Britain’s disappearing coastline” had already been circulated to councillors.

12 Planning – public session

- 12.1 06/20/0313/F Land at Scratby Road Scratby, erection of 67 dwellings, vehicular access, landscaping, open space and associated infrastructure. A number of members of the public had attended to comment on this proposal, and Mr Terry Harper was present to answer questions on behalf of the developer, Badger homes. Accordingly, it was agreed to adjourn the meeting to allow public participation on this point. Parishioners then raised concerns as to traffic volumes on Beach Road, leading onto Yarmouth Road, speeding, and sewer capacity. The meeting was then re-convened.

13 To note planning applications as follows (in the council’s role as consultee):

- 13.1 06/20/0313/F Land at Scratby Road Scratby: the need for new homes to be built was recognised and it was accepted there was currently an approved outline application on part of the site.

There were safety concerns with high volumes of traffic entering the site over the busy summer period, the current speed limit past the site entrance was 40 mph and the majority of vehicles drive at speeds in excess of that. The council welcomed the developer’s commitment to work with the relevant authorities towards traffic regulation orders and physical charges along the road to achieve a significant reduction in speed.

With the development entrance on Scratby Road and the provision of a crossing point of Scratby Road the impact on the parish would be considerably lower than if it was onto Beach Road.

The proposal for a footway to the north with a crossing on Beach Road to access the village shops, parish hall and the beach was welcomed along with the proposal for a footway being to the South hopefully as far as California Crossroads.

It was agreed that the council would like to see a speed limit reduction on the Scratby Road from 40mph to 30mph. In support of the speed reduction request we note that between the California Road and Station Road crossroads and the northern limit of the village there are 5 road junctions and 8 additional entrances to properties.

It was agreed that the developer's proposals for the open space area would soften the impact of the development. Given the size of the development and the fact there is no play equipment in the locality the council would also request that consideration is given to the provision of this.

The council would require assurances that the development will not cause issues with sewage entering a system that is often at peak capacity.

Finally, the council would wish to have have conformation that a management company would be responsible for the maintenance of the shared parts of the estate.

13.2 06/20/0319/f- 12 Leathway Ormesby – demolish existing garage and build new detached annexe – No objection- however the council requests that the annexe remains part of the property and is not to be sold off separately,

13.3 06/20/0366/F Hirst Farms amended shop opening hours – 5am to 11p at 69 North Road Ormesby – No objection

13.4 06-20/0365/F Corner Cottage, Yarmouth Road Ormesby – single storey extension to existing one-bedroom bungalow

13.5 06/20/0369/MM Proposed installation of 15m telecommunications phase 8 monopole with 4 new equipment cabinets – no objection, but the council requests that it is notified prior to work starting so that the area can be photographed to check for any subsequent damage (site is next to the bus stop).

The following planning permissions granted by GYBC were duly noted:

13.6 06/20/0286/F 104 Spruce Avenue Ormesby – single storey front extension

13.7 06/20/0295/F 20 Pippin Close Ormesby – Front porch extension and extension to rear

13.8 06/19/0507/F Dairy Farm 37 Yarmouth Road Ormesby – revised site boundary line, minor alterations to position of unit 6 and layout change to unit 3

13.9 06/20/0362/NMA Non-material amendment of planning permission 06/19/0610/F reduction of fenestration and first floor finishes to front elevation of 26 Spruce Avenue Ormesby.

14 Notice Boards

14.1 It was noted that the current location of the five parish noticeboards was not optimal: The matter was referred to the Open Spaces committee for a recommendation.

15 Neighbourhood plan

Cllr Seggie was now taking the lead on this plan. Contact had been re-established with Collective Community Planning and it was planned to organise a re-cap presentation with the newly formed committee to take the matter forward.

16 Risk Assessments

It was resolved that in view of the disruption caused by the pandemic, risk assessments be reissued to volunteers for completion and possible subsequent redesign by each relevant committee.

17 Memorial plaques on benches

Requests had been made from members of the public to place memorial plaques on existing benches at Scratby green, some of which had existing plaques. The benches were owned and maintained by the parish

council following donations by individuals. It was agreed that the matter be referred to the Open Spaces committee for recommendations.

18 Policies

The following policies required adoption and or updating as appropriate, and it was resolved that they be referred to the relevant committees as follows:

Disciplinary and grievance policy – personnel committee

Risk Management policy – Finance and General purposes committee

Training policy – personnel committee

Complaints procedure – next parish meeting

Press and media policy – Connecting with the Community Committee

Equality and diversity policy – personnel committee

19 The next meeting:

The next meeting would take place on Monday 12 October 2020 and was likely to be a Zoom meeting. If parishioners wish to participate in meetings, they are asked to see the zoom link or telephone number on the agenda, on the PC website.

The meeting closed at 9.28 pm

Chair