**Ormesby St Margaret with Scratby Parish Council**

**AGENDA**

You are hereby summoned to attend a meeting of Ormesby St Margaret with Scratby Parish Council

 **at** **the Village Centre Ormesby St Margaret**

 **on Monday 14th November 2022 at 7pm**

Members of the public and the press are welcome to attend. Should you wish to ask a question or highlight an issue or comment on anything on the agenda please contact the clerk at ormesbyclerk@outlook.com

**The Chair to welcome Councillors, County and Borough Councillors and members of the public.**

**1. To receive apologies for absence**

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

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare your interest; you may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

* Your well-being or financial position
* That of your family or close friends
* That of a club or society in which you have a management role.

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

**3. Approve minutes of the Parish Council meeting of 26th September 2022**

3.1 **Public Participation Forum–** an opportunity for the public to address the council – 10 minutes.

3.2 **Borough Councillors’ Reports**

3.3 **County Councillor’s Report**

**4.** **Finance: Agree on the schedule of invoices/payments for October and November 2022 and to authorise the bank transfer required. See Appendix 1**

**5. Correspondence Clerk to report**

5.1 Complaint in respect of the maintenance of an allotment.

5.2 Apologies from an allotment holder in respect of the maintenance of their allotment.

5.3 Planning permission decision notice 06/22/0200F, approval of library phone box Beach Road Scratby.

5.4 Planning permission decision notice 06/22/0684, approval of Flagpole Beach Road Scratby.

5.5 Email Rural Crime Update

5.6 Decision Notice, Information Commissioners Office Freedom of Information Request re Parishioner Complaint.

**6. Finance**

6.1 Update RFO

6.2 Request for an additional 25 additional hours for RFO to deal with outstanding financial requirements.

**7. Defibrillators**

 To confirm a monthly donation of £50 to Heart to Heart in recognition of their managing of all council defibrillators and boxes.

**8. To note Planning applications as follows, and to comment thereon to Great Yarmouth Borough Council in the capacity of consultee:**

**Application No: 06/22/0774/HH** Proposed demolition of existing conservatory and chimney stack and erection of single-storey rear extension

Location: 22 Wapping Ormesby St Margaret W Scratby NR29 3JY

**9. To consider and comment on Public Space Protection Order** (Cllr Grant)

**10. Open Spaces (Cllr Nathan)**

10.1 To confirm and agree proposed agreement with the football club.

10.2 Request to obtain quotes for the replacement of 2 doors to the football pavilion.

10.3 Confirm or decline permission to block up the rear door to the football pavilion

10.4 Permission for removal of metal mesh to rainwater gutters.

10.5 Request to obtain quotes for the replacement of existing rainwater gutters to the football pavilion.

**11. Website update (Cllr Nathan)**

PHILIP STONE (PARISH CLERK)

**3. Approve minutes of the Parish Council meeting of 26th September 2022**

**Ormesby St Margaret with Scratby Parish Council**

Minutes of the meeting held at Ormesby St Margaret with Scratby Parish Council on

 **Monday 26th September 2022 at 7pm**

**Ormesby Village Centre**

**Attendance:** Cllrs: Andy Grant (chair) Justin Rundle (Vice Chair) Jim Shrimplin, Sylvia Bigg, Mick Cheetham, Robert Hill, Phil Nathan, Kathryn Wendt (Minute taker) Claire Fraser (RFO) and Borough Councillor Ron Hanton. There were five members of the public present.

**1.To receive apologies for absence:** Cllrs:John Green, Geoff Freeman, Peter Holley, Simone Calnon Charlotte Hummel and Norfolk County Councillor James Bensley.

Chair Andy Grant explained that our scheduled meeting on 19th September 2022 was cancelled due to the death of the late Queen Elizabeth 11 and during the mourning period meetings could not be published so hence this meeting being moved to today.

**2. To receive declarations of interest on matters on the agenda:** Cllr Andy Grant under Item 10.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare your interest; you may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

* Your wellbeing or financial position
* That of your family or close friends
* That of a club or society in which you have a management role.

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

**3. Approve minutes of the Parish Council meeting of 9th August 2022.** Cllr Jim Shrimplin stated that under Item 1 Apologies: the word should read ‘prospective’ and not ‘perspective’ and again under Item 3 should read ‘prospective’ and not ‘perspective. It was unanimously agreed to amend these minutes.

3.1 **Public Participation Forum–** an opportunity for the public to address the council – 10 minutes

(1) A member of the public spoke about the parish Clerk sickness and the Council’s duty of care to the parish council’s Clerk. The Chair said that the Council could not comment on the matter as it was an HR issue for Council.

(2) A member of the public spoke regarding the Strawberry Fields proposed development. Stating that he and his wife were against this development. They have put their objections to Great Yarmouth Borough Council, but also wanted the parish council to hear their views.

(3) A member of the public talked about the wish to have a plaque placed on one of the benches along Beach Road, (which had been previously communicated to the clerk of the council) in memory of a parishioner who had raised funds for charities and was well known in the community.

(4) A member of the public stated that he had written to the parish clerk requesting details of our financial information for the year ended March 2022 and that he had not had a reply from anyone. The Chair of the Council apologised saying that he had tried to ring the person, but unfortunately he had the wrong number. He assured the parishioner that he would be in touch very soon. The parishioner also stated that the parish council had written to the Coastal Doctors’ Practice and to his knowledge they had not answered this letter. He also asked about the parish council’s attendance at the Patients Participation Forum. The parishioner questioned about the parish council’s website saying that it was not fully functional and still was not ‘live’.

3.2 **Borough Councillors’ Reports:** Cllr Ron Hanton said that he had sent in a report prior to this meeting. He also stated that the Town Hall in Great Yarmouth would be open on 9th October 11 – 3pm for people to view and there would also be stalls. This event is mainly for couples who are looking to get married to see the facilities on offer, but everyone is welcome.

3.3 **County Councillor’s Report:** Cllr James Bensley had sent in an email stating that he was dealing with: Complaints re: Appleton Drive parking issues, beach lowering at Newport and the damage to the gabions. Councillors requested that James sends in a ‘more local report’ applicable to our villages; for the gritting route and the potential ‘sink hole’ in the road by the Garden centre in Beach Road.

4. **Finance: Agree schedule of invoices/payments for September 2022 and to authorise the bank transfer required:**

D & F Cleaning Services £477.05

Darren Boden £860.42

Darren Boden £120.00

Gary Allen £580.00

Janet Simpson £155.00

Parish Clerk £1688.92

Parish Clerk £98.00

R. Scott £199.00

**Total £4178.39**

These payments were Proposed by Cllr Phil Nathan and Seconded by Cllr Andy Grant and passed unanimously.

Cllr Andy Grant introduced and welcomed Claire Fraser the parish council’s new Responsible Financial Officer (RFO).

**5. Correspondence:** Cllr Andy Grant said he had had the following communications:

1) Parking issues on Appleton Drive x 2

2) Request for an Ormesby to Hemsby footpath

3) Pipe leak on the Ormesby Green – which has now been repaired

4) Parishioners stating that they are not getting replies to their letters that they have placed in the post box at the Village Centre

**6. Open Spaces Advisory Group**

6.1 Appoint contractor for the Council’s ground maintenance contract from the tenders received. Cllr Phil Nathan stated that five contractors had been asked to quote for the ground maintenance. Two had given quotes of a similar price. Following a vote, which was evenly split the Chair of the council casted the deciding vote and Darren’s Gardening & Landscaping will be instructed to carry out the work for the council.

**7. Memorial Policy**

7.1 Agree a memorial plaque policy. After a short discussion where the general view was that if a parishioner pays for a bench then they should have a right to have a plaque put on it. That a sign should be placed that plaques should only be placed with the prior permission of the council. However it was Proposed by Cllr Andy Grant and Seconded by Cllr Mick Cheetham that the policy should be written by the Open Spaces Advisory Group and brought back to council to be agreed. Passed unanimously.

7.2 Consider a request for a memorial plaque to be placed on a bench at Beach Road Scratby in accordance with Council’s future policy. Proposed by Cllr Kathryn Wendt and Seconded by Cllr Phil Nathan. Passed unanimously.

**8. Village Centre**

8.1 To review and reconfirm the management of the Village Centre. Cllr Charlotte Hummel to be added to the Village Centre Management Team and Cllr Simone Calnon (subject to her agreement). Proposed Cllr Andy Grant and Seconded Cllr Phil Nathan. Passed unanimously.

**9. California Toilets**

9.1 To confirm opening times. The Chair stated that the opening of the toilets by the parish council had proved popular with visitors and locals. He suggested that they be open until the end of October 2022 at weekends 9am-5pm and open every day during October half term. The toilets will then be closed subject to further discussion at the parish council. Proposed Cllr Andy Grant and Seconded by Cllr Mick Cheetham. Passed Unanimously.

**10. Defibrillators**

10.1 To approve appointment of Heart 2 Heart to look after the parishes defibrillators. The Chair stated that all our defibrillators are ‘off the circuit’ and none of them are ‘live’. He said that Heart 2 Heart would charge the council £50.00 a month to do the checks and service all of them. Proposed by Cllr Andy Grant and Seconded by Cllr Mick Cheetham. Passed unanimously.

**11. To note Planning applications as follows, and to comment thereon to Great Yarmouth Borough Council in the capacity of consultee:**

**11.1 Application No: 06/22/0546/F** Proposed erection of 41 dwellings, vehicular access, landscaping,open space, footpath improvements and associated infrastructure, Land north of Scratby Road Scratby, Scratby NR29 3AJ

Cllr Wendt stated the following:

\*This development in not listed on the Great Yarmouth’s town plan

\*There are seven objections on the planning portal

\*The position of the development is uncharacteristic for the area

\*There are no links to Scratby village

\*Scratby is a tertiary village

\*There are highway safety issues – dangerous for pedestrians walking along Scratby Road into Scratby village

\*Loss of countryside views

\*This development sets a precedent – with the prospect of the rest of the filed being developed at a later date

\*No access to villages other than use of motor vehicles will put a burden on surrounding roads

\*No direct link to Hemsby/Ormesby

\*Strain on doctor and dentist surgeries

\*Affordable homes but no infrastructure – such as bus and transport links

\*Pathfinder Report questions the financial viability of this development

\*Proposed crossing to the garden centre would put pedestrians in danger due to the bend in the road along Beach Road.

\*This is agricultural land

Proposed to Object to this development by Cllr Kathryn Wendt and Seconded by Cllr Mick Cheetham. Passed unanimously.

**11.2 Application No: 06/22/0635/TRE** TPO no 5 1981-T1 Ash tree Proposed removal due to canopy being dead and multiple cavities upon the stem and main limbs leading to structural weaknesses. Location Sheldrake House Decoy Road Ormesby St Margaret NR29 3LG

No Objection

**11.3 Application No: 06/22/0683/TCA** Acer tree crown reduction by up to 2m due to annual growth affecting telephone wires. Wood House 5 the Green Ormesby St Margaret NR29 3JT

No Objection

**11.4 Application No: 06/22/0684/A** Installation of village flagpole junction of Beach Road & Scratby Road NR29 3AJ

No Objection

**12.1 To approve Sickness Policy –** Proposed by Cllr Andy Grant Seconded by Cllr Mick Cheetham to adopt the Sickness Policy dated 26th September 2022 to be placed on file.Passed unanimously.

**13.1 Exclusion of the public**

In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960 a resolution will be put that the public be excluded from the meeting for consideration of the business to be conducted therein as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be considered. To consider employment issues relating to clerk and responsible financial office.

Exclusion of the public Proposed by Cllr Andy Grant and Seconded by Cllr Kathryn Wendt. Passed unanimously.

**13.2 Personnel Matters**

The parish council were informed by the Chair that our parish clerk is off sick and he is due back to work on 3rd October 2022.

The meeting closed at 21.20.

Date of the next parish council meeting – this will be confirmed in due course.

3.2 **Borough Councillors’ Reports**

**Great Yarmouth Borough Council Update**

**03.11.22**

**Additional support available to help with rising energy costs.**

Residents who have already received their one-off payment to help towards rising energy costs but still struggling with energy bills may be able to receive further support.

The government has given local authorities extra funding to support those suffering financial hardship as a result of the rising cost of living called the “discretionary fund”. It is available to all council tax bands, depending upon individual circumstances and provides support for a range of different situations.

**Eligibility criteria:**

* Residents who are experiencing severe financial hardship and either live in Band E-H or live in a Band A-D property and have received one payment but are still struggling can apply, however evidence of the financial hardship will be required due to the limited funding available under this scheme.
* Those living in a house of multiple occupation (HMO), experiencing severe financial hardship and are responsible for their own energy bills could be eligible if they live in a house in multiple occupation (HMO), a hostel, or have a long-term rental agreement and the cost of council tax is included in their rent but are responsible for their own energy bills. Every household living in the property can, where this is the situation, apply for £100 each.
* Landlords of HMOs will not be eligible for any payment under the Discretionary Payment Scheme, even where they are the registered party responsible for council tax on 1 April 2022.

Residents receiving Council Tax Support or with no recourse to public funds will be prioritised.

To apply for the Discretionary Payment Scheme, residents will need to fill out the [online application form](https://myaccount.great-yarmouth.gov.uk/discretionary-energy-rebate-application) by Sunday, November 13. Discretionary payments will not need to be repaid.

**Do you have memories of the East Coast floods?**

Residents are being encouraged to share their memories of the East Coast floods as the 70th anniversary of the devastating event approaches.
On January 31, 1953, without any warning, floods hit Great Yarmouth, Gorleston, Lowestoft and Hunstanton, among other areas, killing 300 people and leaving thousands more without homes.

The council are asking people to share their memories of the flood to be included in an exhibit for the 70th anniversary remembrance service in January 2023.

The service, held at Great Yarmouth Minster, will be led by Revd Simon Ward, with the Mayor and other dignitaries in attendance. There will also be candles at the Minster for people to light for those lost during the floods.

**Policing in Norfolk**

Norfolk residents are being invited to a live question and answer session with

Police Crime Commissioner Giles Orpen-Smellie and Chief Constable Paul Sanford.

Two events will take place in the Borough on Wednesday 16th November 2022

1. Gorleston Library, 1 Lowestoft Road, Gorleston, Great Yarmouth NR31 6QU – 10am - 2pm.
2. The Supper Room, Great Yarmouth Town Hall, Hall Plain, Great Yarmouth NR30 2QF – 6pm - 8pm.

For more details [www.norfolk-pcc.gov.uk](http://www.norfolk-pcc.gov.uk)

All are welcome.

info: www.norfolk-pcc.gov.uk All are welcome When: Wednesday, 16 November, 10am to 2pm. Where: Gorleston Library, 1 Lowestoft Road, Gorleston, NR31 6QU. G

3.3 **County Councillor’s Report**

04/11/22 NCC Update.

**COVID-19 Trusted sources of information**

The most recent **verified data on cases in the UK and Norfolk** is available from [Public Health England](https://www.gov.uk/government/publications/covid-19-track-coronavirus-cases) and [Norfolk Insights](https://www.norfolkinsight.org.uk/coronavirus/).

Everyone has a key role in promoting [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) and [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) as trusted sources of information to the public. It is important to ensure people go to the right sources of information and keep up to date with how to look after themselves.

**Keep up to date**: We have [a dedicated webpage for coronavirus updates](https://www.norfolk.gov.uk/care-support-and-health/health-and-wellbeing/adults-health/coronavirus/) in Norfolk and impact on Norfolk County Council services. This is updated regularly so please do re-visit this page.

**Service updates:** The most up to date information on council services can be found at [Norfolk County Council services disruptions](https://www.norfolk.gov.uk/safety/service-disruptions).

**Avian flu update**

Further cases of highly pathogenic avian influenza (HPAI) H5N1 have been confirmed in Norfolk. The latest was confirmed in commercial poultry on 29 October at premises near Attleborough.

Information regarding the latest situation on Avian Influenza, including full details of the current cases in Norfolk, and the Prevention Zone requirements, can be found [here](https://www.gov.uk/guidance/avian-influenza-bird-flu#detailed-advice).

Please share this information with anybody you know that keeps poultry and encourage them to register with the Animal and Plant Health Agency (APHA) poultry register.

Mandatory housing measures for all poultry and captive birds will be introduced to all areas of England from Monday 7 November, following a decision by the United Kingdom’s Chief Veterinary Officer. The order will extend the mandatory housing measures already in force in Norfolk to the whole of England following an increase in the national risk of bird flu in wild birds to very high. Further information [here.](https://www.gov.uk/government/news/avian-influenza-housing-order-to-be-introduced-across-england)

If you have 50 or more birds, you are legally required to register but you can choose to register voluntarily if you have less than that. By doing so you will be kept informed on the latest bird flu information so you can take action to reduce the risk to your birds, which in turn reduces the risk to all UK poultry. It’s quick and easy to register [here.](https://www.gov.uk/government/publications/poultry-including-game-birds-registration-rules-and-forms?fbclid=IwAR3YXYCTDNwkWtJ6EhRE9GIEB5ORZxLPH69klS1kW0_97SasOLDoHI9eZsQ)

**Advice for the public**

The UK Health Security Agency has said that avian influenza is primarily a disease of birds and the risk to the general public’s health is very low.

The Food Standards Agency has said that avian influenza poses a very low food safety risk, and that properly cooked poultry and poultry products, such as eggs, are safe to eat.

The public are advised to keep to designated footpaths, not to feed wild birds, and keep dogs on leads. Don’t touch sick or dead birds, their feathers, or their droppings. If you see a dead bird, please report it to Defra’s helpline on 03459 335577. Sick birds should be reported to the RSPCA (0300 1234 999) who may be able to help.

**Government deadline for council tax rebate extended**

The Government has extended the deadline for claiming a £150 cost of living rebate on Council Tax, as whilst 99% of households have received the rebate, nearly 200,000 households had missed out on the payment.

The extension is thought to help councils support the hardest to reach households such as those that moved and did not provide any payment information.

Eligible households have until 30 November to claim the £150 payment, which does not have to be paid back.

Anyone who is yet to receive their rebate is urged to check their local council for more information and make a claim.

Further information [here](https://www.gov.uk/government/news/over-19-million-households-have-received-their-council-tax-rebate)

**Norfolk Libraries join the Warm Welcome campaign**

Warm Welcome is a national campaign which will work with community spaces, including churches and faith groups, businesses, and local authorities, to ensure that nobody is left to suffer on their own this winter.

Norfolk Libraries Service will be making all 47 of its libraries available as part of the Warm Welcome campaign.

Libraries across Norfolk remain open for all and provide a space for people to sit in comfort and access a variety of services on offer. These include reading, doing a jigsaw, playing a board game, or joining in Just a Cuppa or activities.

**Warm and Well bags**

From October 2022 until the end of March 2023, Norfolk libraries will be offering free bags of essential items.

Warm and Well bags contain a scarf, hat, gloves, blanket, socks and a hot water bottle. Adult and child bags are available.

Tea, coffee, instant soup, and hot chocolate are also available during staffed hours.

You can find your nearest library [here](https://www.norfolk.gov.uk/libraries-local-history-and-archives/libraries/your-local-library/locations-and-opening-times)

**Transport East: Regional Transport Strategy**

A regional transport blueprint that supports major schemes in Norfolk is set to receive county council backing.

Norfolk County Council’s cabinet will consider the Transport East strategy, which could pave the way for Government funding for key roads and public transport links.

The strategy says that “with the right investment in the right places”, transport schemes could help the economy of the East of England rise from £73 billion to £119 billion by 2050.

Schemes supported by the strategy’s delivery and investment plan include:

* Key roads, including the Norwich western link, the Long Stratton bypass and the West Winch Housing Access Road
* Boosting public transport, cycling and walking
* Supporting rail improvements, including strategic east west connections.

The strategy is aiming to achieve the following, by 2050:

* Better public transport connections, accessible to everyone
* Places that make it easy and attractive for people to move around sustainably
* More reliable business and freight journeys, due to less congestion and fewer incidents
* Increase accessibility for rural communities to education, training, services and jobs
* A healthier, more active population – by making it easier to walk and cycle more often
* Cleaner, greener transport, helping to protect our local environment and the world for future generations
* Fewer journeys being made, partly due to better online connections bringing services into our homes

Cabinet will consider the report when it meets at 10am on Monday, 7 November. You can watch the meeting, live or afterwards and read the reports [here](https://norfolkcc.cmis.uk.com/norfolkcc/CalendarofMeetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/1902/Committee/169/SelectedTab/Documents/Default.aspx)

**Children’s Services**

**Hundreds of children and young people well supported by council children's homes**

Norfolk County Council’s Council Cabinet is set to endorse the Annual Report for its Residential Service for 2021/22 about the quality of care provided and the proactive support for families.

The report says more than 350 children and young people have been well supported by children’s homes run by Norfolk County Council over the last year.

**Adoptive parents and foster carers receive excellent support from council services**

Cabinet members will also be updated on the performance of the Adoption Service and Fostering Service when they discuss Annual Reports and Statements of Purpose summarising performance and challenges over the last year.

The reports say people considering adopting or fostering a child with Norfolk County Council receive excellent support and training from specialist services which are leaders in their field.

Cabinet will consider the reports when it meets at 10am on Monday, 7 November. You can watch the meeting, live or afterwards and read the reports [here](https://norfolkcc.cmis.uk.com/norfolkcc/CalendarofMeetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/1902/Committee/169/SelectedTab/Documents/Default.aspx)

**Health and well-being**

**Ready to Change celebrity endorsement**

In July 2022 Norfolk Public Health announced their new [Ready to Change](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.norfolk.gov.uk%2Fcare-support-and-health%2Fhealth-and-wellbeing%2Fadults-health%2Fready-to-change&data=05%7C01%7Csue.boden%40norfolk.gov.uk%7C6245000bdad84e899ec208dabda15f6c%7C1419177e57e04f0faff0fd61b549d10e%7C0%7C0%7C638030798026453632%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=N%2BhNovrAdG7rEfcZSB4YPlDv04NhCbtiWz5OuEnExaQ%3D&reserved=0) online tool to help people start their own health improvement journey.  Developed with Behaviour Change specialists from the University of East Anglia, the platform contains lots of interactive tools and step-by-step guides that will help people make changes to their health, such as losing weight and eating healthily, moving more, drinking less and quitting smoking.

On 1 November Public Health launched Ready to Change officially to the media. They have partnered with two nationally renowned TV GPs: Dr Hilary Jones from GMTV, and Dr Zoe Williams from ITV This Morning, who will be supporting Ready to Change over the next two months to help promote the tool to our audiences.

With over 14,000 unique visitors since July and more than 1500 health quizzes completed already, we’re keen to promote Ready to Change further across Norfolk to continue to build awareness of the tool and encourage people to create their own health improvement plans.  We hope that you would be happy to join us in championing Ready to Change by:

* Including a link on your own webpages to signpost people to our Ready to Change site: [www.norfolk.gov.uk/readytochange](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.norfolk.gov.uk%2Freadytochange&data=05%7C01%7Csue.boden%40norfolk.gov.uk%7C6245000bdad84e899ec208dabda15f6c%7C1419177e57e04f0faff0fd61b549d10e%7C0%7C0%7C638030798026453632%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=OB8IOHRtrbsKJ20wbod5%2BBodZ1tkpNmWrwiMus7cDwI%3D&reserved=0)
* Sharing any Ready to Change social media posts you see
* Letting us know if you would like wording or visuals promoting Ready to Change for use in your own newsletters, or printed materials for use within your constituencies, by contacting Public Health Officer aiden.skeels@norfolk.gov.uk

**Norfolk Strategic Flooding Alliance - advice**

**Fight flooding**

The Norfolk Strategic Flooding Alliance is a taskforce, brought together in early 2021, to work so that Norfolk communities and infrastructure are safer and more resilient to the risks of inland and coastal flooding. The Alliance includes, among others, the Environment Agency, Anglian Water, the Association of Drainage Authorities, the Water Management Alliance, Water Resources East, the Norfolk Resilience Forum, the Broads Authority and Norfolk’s County, Borough, City, District and Parish Councils.

Flooding is a real threat in Norfolk through the winter: keeping even the smallest watercourses clear and flowing freely will help protect homes and businesses safe.

A build-up of flood water with nowhere to drain to can quickly turn a minor incident into a disaster for the home. By checking the drains and ditches on their own property, residents can take action to mitigate the effects of flooding on their home.

To keep your property, and those around you, safe from flooding, property owners must check ditches and watercourses on or adjacent to their land and keep them clear. Even smaller watercourses which may be dry for most of the year, play a key drainage role in wet weather.

For drains in public places and along Norfolk’s highways, the County Council’s Highways Team work to clear them and keep roads open. You can report any blocked or broken drains on Norfolk’s highways via the link below.

Links to further information, help and advice [here](https://www.norfolk.gov.uk/safety/floods)

**If I can be of any further assistance please do not hesitate to contact me.**

**Kind regards**

**james**

1. **Finance: Agree on the schedule of invoices/payments for October and November 2022 and to authorise the bank transfer required.**

**Appendix 1**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| October - List of payments |  |  |  |  |  |  |  |  |
| date | payee | inv no | ref | amount |  | PAID |  | notes |  |  |
| 15-Jun | ICCM | 14932 | Buriel Ground review | 660.00 |  |  |  |  |  |  |
| 30-Sep | Rodney Scott |  | moles/litter | 78.00 |  |  |  |  |  |  |
| 28-Sep | Velnet | 107839 | 2domains | 38.40 |  |  |  | Geoff to pay & claim back |
| 10-Sep | Velnet | 107829 | basic | 84.00 |  |  |  | Geoff to pay & claim back |
| 07-Sep | B Gas | bgl139858 | 29.45 |  |  | DD |  |  |  |
| 22-Sep | Zoom | 1.28E+08 |  |  |  |  |  | Geoff to pay & claim back |
| 26-Sep | Warnes |  | allotments | 150.00 |  |  |  |  |  |  |
| 28-Sep | Janet |  | gate | 150.00 |  |  |  |  |  |  |
| 31-Aug | Norfolk Pension |  |  |  |  |  | Claire to sort out with payroll |
| 30-Sep | Norfolk Pension |  |  |  |  |  | Claire to sort out with payroll |
| 23-Sep | Fiona Davies |  | village sign | 990.00 |  |  | half paid POA |  |  |
|  | Fiona Davies |  | village sign | 300.00 |  |  |  |  |  |  |
| 12-Oct | Birkett  | 823309 | Solicitors | 567.00 |  |  |  |  |  |  |
| 03-Oct | Phil Nathan | expenses | Amazon Laptop | 355.97 |  | PAID |  |  |  |  |
| 14-Oct | K Wendt | expenses | post box | 32.00 |  |  |  |  |  |  |
|  |  |  |  | 3434.82 |  |  |  |  |  |  |

November payment list not available at date of issue to be provided by RFO either prior to meeting to members or at meeting once available.

**5.1 Complaint in respect of the maintenance of an allotment. Complainant name and plot number quoted has been redacted email forwarded to Allotment Advisory Group**

I attempt to keep my plot in a tidy state, however I am finding this difficult due to weed encroachment from my neighbours plot (see attached photos).

The plot holder has consistently left the vast majority of the neighbouring land untended. His lack of appearance at the allotment means that I have not been in  a position to discuss the matter directly with him.

Weeds are rampant, and spreading to my plot so I would ask you to pass this matter to the allotment  committee to address.

As the plot has continued to be kept unkempt I would like to suggest some resolutions.

i) I would be keen to take on the plot if the current holder cannot manage to keep it in a satisfactory state.

ii) If this is not possible, and the current plot holder does not rectify the matter, then I would ask for permission  to strim a 1 metre deep buffer zone to try and prevent weed encroachment onto my plot.

I await your response in due course.

**5.2 Apologies from an allotment holder in respect of their allotment.**

﻿ Hi

Due to personal and family issues during the year I have not been to the allotments as much as I would liked. I have not yet received a rental request for the next year yet. Have they been sent out yet.

**5.3 Planning permission decision notice 06/22/0200F, approval of library phone box Beach Road Scratby.**

THE BOROUGH OF GREAT YARMOUTH

Town and Country Planning Act 1990

PLANNING PERMISSION

Part 1, Particulars of Application

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Number: 06/22/0200/F Submitted: 17th February 2022

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 2 - Particulars of Decision:

The Great Yarmouth Borough Council hereby give notice in pursuance

of the provisions of the Town and Country Planning Act, 1990 that

permission has been granted for the development referred to in Part 1

hereof in accordance with the application and plans submitted subject

to the following conditions.

Development at:

2 Beach Drive

Scratby

GREAT YARMOUTH

Norfolk

NR29 3NP

Agent:

Ormesby St Margaret with Scrtaby Parish

Council

Village Centre

Station Road

ORMESBY ST MARGARET

GREAT YARMOUTH

NR29 3PU

For:

Change of use of land to enable installation of

red telephone box for use as a library;

Installation of bench and planter

1. The development must be begun not later than three years beginning with the date of this permission.

The reason for the condition is :-

The time limit condition is imposed in order to comply with the requirements of Section 91 of the Town

and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase

Act 2004.

2. The development shall be carried out in accordance with the following plans received by the Local

Planning Authority:

-Photo showing K6 restored Phone Box to be sited received by the Local Planning Authority on 17th

February 2022.

-Photo showing Recycled Plastic Seating (Winawood Sandwick 3 Seater Bench) received by the Local

Planning Authority on 17th February 2022

- Photo Showing 1m Square Planter to be sited received by The Local Planning Authority on 17th

February 2022

**5.4 Planning permission decision notice 06/22/0684, approval of Flagpole Beach Road Scratby.**

THE BOROUGH OF GREAT YARMOUTH

Town and Country Planning Act 1990

Town and Country Planning (Control of Advertisements) Regulations 1992

CONSENT TO DISPLAY ADVERTISEMENTS

Part 1, Particulars of Application

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Number: 06/22/0684/A Submitted: 12th August 2022

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Part 2 - Particulars of Decision:

The Great Yarmouth Borough Council hereby give notice in pursuance of the above mentioned Regulations

that consent has been granted for the display of the advertisements referred to in Part 1 hereof in

accordance with the standard conditions 1 to 5 as set out overleaf and to the following additional

conditions:-

Development at:

Land - Junction of Beach Road & Scratby Road

Scratby

Great Yarmouth

Norfolk

NR29 3AJ

Agent:

Ormesby St Margaret & Scratby Parish Council

Village Centre

Statio Road

Ormesby St Margaret

Great Yarmouth

NR29 3PU

For:

Proposed installation of village flag pole

Applicant:

Ormesby St Margaret & Scratby Parish Council

Village Centre

Statio Road

Ormesby St Margaret

Great Yarmouth

NR29 3PU

1. The consent hereby granted shall expire at the end of 5 years from the date of this decision.

The reason for the condition is: -

To comply with Regulation 14 (7) (b) of the Town and Country Planning (Control of Advertisements)

Regulations 2007.

2. The development shall be carried out in accordance with the following revised plans received by the

Local Planning Authority on 12 August 2022:

Application form (unnumbered)

Specification for pole and base (unnumbered)

Specification for base plate (unnumbered)

The reason for the condition is:-

For the avoidance of doubt.

3. The Flagstaff shall not display any flag that requires the express consent of the Local Planning

Authority, by virtue of not falling within Schedule 1 Class H or Schedule 3 Class 7 of the Town and

Country Planning (Control of Advertisements) (England) Regulations 2007 (or any regulations

1 of 3

revoking and re-enacting the regulation).

The reason for the condition is :-

To comply with the requirements of the Town and Country Planning (Control of Advertisements)

(England) Regulations 2007.

4. The Flagstaff may display no more than 2 flags mentioned in paragraphs (a) to (i) of column (1) in

Class H of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007

(or any regulations revoking and re-enacting the regulation) at any one time, including the Union Flag

or Village Flag.

The reason for the condition is :-

To comply with Part 4A (21A) of the Town and Country Planning (Control of Advertisements)

(England) Regulations 2007.

5. The Union Flag should be flown in a superior position to any other flag flown from the same flagstaff

mentioned in paragraphs (a) to (i) of column (1) in Class H of the Town and Country Planning (Control

of Advertisements) (England) Regulations 2007 (or any regulations revoking and re-enacting the

regulation).

The reason for the condition is :-

To comply with Part 4A (21B) of the Town and Country Planning (Control of Advertisements)

(England) Regulations 2007.

6. The following conditions shall also apply: -

a - No advertisement is to be displayed without the permission of the owner of the site on which they

are displayed (this includes the highway authority, if the sign is to be placed on highway land);

b - No advertisement is to be displayed which would obscure, or hinder the interpretation of, official

road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport;

c - Any advertisement must be maintained in a condition that does not impair the visual amenity of the

site;

d - Any advertisement hoarding or structure is to be kept in a condition which does not endanger the

public; and

e - If an advertisement is required to be removed, the site must be left in a condition that does not

endanger the public or impair visual amenity.

The reason for the condition is: -

To comply with Schedule 2 of The Town and Country Planning (Control of Advertisements) (England)

Regulations 2007.

7. REASON FOR APPROVAL OF THE APPLICATION :-

The proposal meets the criteria of adopted policy A3 from the Local Plan Part 2.

8. STATEMENT OF POSITIVE ENGAGEMENT: In dealing with this application Great Yarmouth Borough

Council has actively sought to work with the applicant in a positive and proactive manner.

**5.5 Email Rural Crime Update**

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| Issue 29 | November 2022 |

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| Introduction |
| I am not sure where the past month has gone, it’s been a busy one! The beginning of the month saw us host our second rural crime briefing when we were joined by Norfolk’s Police and Crime Commissioner, Giles Orpen-Smellie. It was a fantastic event kindly hosted by Mr and Mrs Crisp in Gressenhall, and we had a good attendance and a healthy discussion around several issues and concerns.The following weekend, PC Chris Holmes, PC Alex Lovelock, SC Jonathan Jackson and I attended the rearranged Sandringham Game and Country Fair alongside the Environment Agency’s fisheries enforcement team - their decision to bring with them a tank of fish was a great attraction for the youngsters and all! The weather was fantastic for the time of the year, and it was a well-attended event.The following weekend PC Chris Holmes and I attended the National Rural and Wildlife Crime Conference in Staffordshire. It was a great opportunity to engage with our counterparts across the country and liaise with essential partner agencies like Defra, Natural England, RSPB, RSPCA, and many more. We took part in several workshops across the weekend which no doubt will prove very useful in our day-to-day work.I was also honoured to receive the WWF Rural Crime Enforcer of the Year 2022 award. I consider this very much a team effort, and as a team we have had some great results over the past year. The specialist knowledge of some of our partner agencies which have supported our investigations is invaluable – we are a small team and rely on colleagues from other teams, partner agencies and members of public reporting concerns to us.Addition from Chris’s line manager, *Sgt Matt Paine: “Chris speaks modestly about his work, specifically this month in remarking on his honour on receiving his award. For me and his colleagues, this award means an awful lot: it is a fitting recognition of his work over the last 12 months. His passion and enthusiasm are matched by his knowledge and understanding, and Norfolk police are proud to have him. I agree with him that we are a small team and do rely on the support and work of partners, but I’m sure you will all join me in thanking Chris for his work, and the impact he has had on rural crime enforcement within Norfolk. Well done, Chris!*To finish the month, we supported colleagues on Saturday night with policing the night-time economy because of the Halloween weekend.We attended the events I’ve mentioned above in addition to our rural policing work and delivering further training to our control room colleagues. |

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| Graphical user interface, application  Description automatically generated with medium confidence |
| PC Chris Shelley **|** christopher.shelley@norfolk.police.uk**|** 07900 407106 |

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| Wildlife Crime Result |
| Some of you may remember that more than a year ago now, I told you about the policing team carrying out a warrant in Weeting – it concerned birds of prey being killed. As with many of our jobs, we were unable to share any more information at the time because it had to go through the legal court process. Now this has been finalised and I can share with you what happened in court:A Weeting gamekeeper appeared in court today Wednesday 5 October 2022 and admitted shooting and poisoning several birds of prey.Matthew Stroud, age 46, of Fengate in Weeting, appeared at Norwich Magistrates’ Court today (Wednesday 5 October 2022) and admitted:Three counts of using poisoned bait on or before 19 August 2021 and 14 September 2021.Six counts of killing a Common Buzzard (a non-Schedule 1 wild bird) at Weeting between 10 August and 14 September 2021.One count of intentionally killing a Northern Goshawk (a Schedule 1 wild bird) at Weeting on or about 10 August 2021.One count of possessing a regulated substance - Strychnine Hydrochloride – without a licence on 14 September 2021.One count of possessing 4 shotguns to kill a Schedule 1 wild bird on 14 September 2021.One count of releasing 3,400 Common Pheasants into the wild between 1 June and 14 September 2021 contrary to the Wildlife and Countryside Act 1981.One count of incorrectly storing a biocidal product – Rentokil Phostoxin – on 14 September 2021 contrary to the Health and Safety at Work Act 1974.He received a 12-month Community Order and was ordered to do 200 hours of unpaid work, fined £692 and ordered to pay costs of £145, compensation of £288.72 and a victim surcharge of £95. The court also ordered the forfeiture and destruction of all Stroud’s firearms, mobile phones and any chemicals.The court heard how the investigation started when RSPB officers found a young pheasant dead in Belvedere Wood, Weeting, on 19 August 2021. Tests later confirmed the pheasant had been poisoned with Strychnine Hydrochloride.Further intelligence led Norfolk Police to execute a warrant at Stroud’s home, Belvedere Wood and Oisier Carr Wood on 14 September 2021 where the following discoveries were made:·         Three dead buzzards were found at two release pens in Oisier Carr Wood. Tests later confirmed they had been shot.·         Two pheasant carcasses with extremely high levels of Strychnine Hydrochloride and a poisoned Common Buzzard were found in Belvedere Wood - a Site of Special Scientific Interest because of its internationally important population of Stone Curlews·         Two bottles of Strychnine Chloride were found in the glovebox of Stroud’s all-terrain vehicle, and a bottle of Phostoxin discovered by officers in a lean-too style shed attached to his house.In addition, Stroud’s mobile phone contained photos of a dead Goshawk and five dead Common Buzzards. He later confessed to officers that all the photos were of birds he had killed.PC Chris Shelley, Norfolk Constabulary’s Rural Crime Officer, said: “This investigation is one of the biggest cases of its kind that we have dealt with in Norfolk.“Stroud actions were dangerous and inhumane – he shot and poisoned birds of prey as he saw fit, and at will, because it suited him to do so. He also used a highly dangerous poison - one that has been banned in the UK for the last 15 years – indiscriminately, which could have had a disastrous effect on other local wildlife and showed a scant disregard for the safety of others.“We’re committed to working with all partners to tackle rural crime and have worked closely with colleagues from the RSPB, the National Wildlife Crime Unit and Natural England throughout this investigation. It is because of this close collaboration with them that we have been able to bring this case to court.”Tom Grose, RSPB Investigations Officer, said: “Laying poison baits out in the open is not only illegal but extremely dangerous and irresponsible. Baits like those being used present a deadly risk to any animal or person that might come across it.“It is particularly troubling that this was happening on an SPA, a designated area where wildlife and nature should have the highest legal protection.“We would like to thank Norfolk Police for leading such a thorough investigation, and to Natural England, the National Wildlife Crime Unit and Crown Prosecution Service for their support.”Ashley Petchey of the Crown Prosecution Service said: “This was a case where Mr Stroud has, whilst in his position as a gamekeeper, killed wild birds by shooting and poisoning. He has also released non-native species into a SSSI. “The scale of the offences in this case demonstrates the lengths people will go to in order to persecute raptors.  “The Crown take all cases of raptor persecution seriously and where the full code test is met, bring offenders to justice.” |

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| Outbuilding BurglariesPolice are urging residents to keep outbuildings secure and remain vigilant following a series of rural burglaries.The appeal comes after the following incidents:Lowestoft Road, Hopton: At around 12.30am on 24 October 2022, two suspects forced access to three outbuildings and stole power tools, a till and horse-riding clothes.Jay Lane, Hopton: Sometime between 10.30pm on 24 October and 6.45am on 25 October, suspect/s forced access to a barn and a storage unit. Nothing was stolen.Browston Lane, Browston: Sometime between 6pm on 23 October and 8.30am on 24 October 2022, suspect/s forced entry to a stable and stole a red quad bike.Officers are investigating whether these crimes are linked and are keen to hear from any witnesses or anyone who has seen any suspicious activity in these areas at the times stated above.Detective Inspector Matt Jenkins said: “With nights drawing in there are more opportunities for criminals to strike during hours of darkness. Please ensure outbuildings are secure and well-lit, alarms are activated and items are secured with locks/chains if possible.”Officers are offering farmers and landowners in rural communities the following crime prevention advice:Try to note down the car registration number of any suspicious vehicle, if it’s safe to do so, and report it to us.If possible, remove all GPS kit from machines when not in use, especially if the machinery is left out overnight.Review security at your outbuildings, as well as any building where equipment is serviced. Always keep outbuildings locked and secure.Record the serial numbers of your equipment and take a photo of the serial number and keep it safe.Security mark all your kit, possibly with a UV marker or permanent black marker, with the name of your location and postcode – make it as visible as possible - to make it unattractive to a potential thief. |
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| Ivory ActSince June 2022 it has been illegal for individuals and traders/businesses to sell or offer to sell an ivory product (or offer for hire) unless the item has a valid exemption certificate which can be requested on the official .GOV website.[https://www.gov.uk/guidance/declare-ivory-you-intend-to-sell-or-hire-out](https://news.mailshot.norfolk.police.uk/2CC2897E2D0FD21427B5BB4EA0AB6A4CD67A669A209C3C0010A0CEB99D9E74D8/C1D31F10C4C44314D2B57EAB2384B3E8/LE35)More information is available here too:[https://www.gov.uk/guidance/dealing-in-items-containing-ivory-or-made-of-ivory](https://news.mailshot.norfolk.police.uk/58EB6EC3266115F728040047FE774D822228A01C7BB44BB5345BB8A5FB18B70E/C1D31F10C4C44314D2B57EAB2384B3E8/LE35)There are a few exceptions to this legislation, but these are quite limited. Please do not panic if you have ivory items at home. This is not a ban on items already owned but you won’t be able to sell an item unless you get a certificate.It’s also important to be aware of sellers offering ‘decorative bone’ for sale when in fact, it is ivory. This is illegal and we will act where appropriate. Anyone found breaking the Ivory Act 2018 faces fines of up to £250,000 or a custodial sentence.Should you see anything for sale, and you are concerned please contact us via email at operationrandall@norfolk.police.uk. |
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| Heating Oil - Secure it Now! |
| When looking at our fuel thefts, the current concern remains white diesel being stolen from building sites and compounds as per last month. Although we have had a very mild Autumn so far, we can expect that to change at some point so we would expect to see some heating oil thefts. Now is the time to think about your security before winter sets in. This means considering general security products such as CCTV (including mobile monitoring systems), lighting if the tank is overlooked, fitting alarms, and locking the yard/garden/shed housing the tank.Also, please consider fitting an alarm to the tank to alert you to a sudden drop in fuel levels or tampering with the lock. The use of PIR alarms can be effective. |
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| Hare Coursing and Wildlife InvestigationsWe are continuing to see a decrease year-on-year of reports of hare coursing. If a crime is in progress, please always call us on 999. We also encourage the use of What3Words to provide us with an exact location and please give us as much detail as possible, including descriptions of people and vehicles involved but only if it is safe to do so and doesn’t put you at risk.Other enquiries we’re looking into include a report of a cat being entangled in a snare and as I write this, we haven’t yet established if any offence has been committed. That said, it’s always important to remember that if you are using snares, please make sure you are using best practice, setting in appropriate positions, and checking them regularly to prevent untargeted species from being harmed.Further advice can be found on the BASC website here: [https://basc.org.uk/codes-of-practice/snares-for-fox-control-in-england/](https://news.mailshot.norfolk.police.uk/DD91B6C2D3BE3D542976512C9CD97FBE6BA92CD465862C8CBC882F08E2BDB6DB/C1D31F10C4C44314D2B57EAB2384B3E8/LE35) |

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| What is happening in the countryside in October? |
| November on our farms can often be perceived as a quieter month, but I think to call any month in the farming calendar ‘quiet’ is a long shot. There might not be as much colour in the fields this time of year, as arable farms continue to plough fields in preparation for next year’s crops. Winter wheat continues to be drilled until middle of the month and our sugar beet fields turn from green to brown as they are harvested to produce our sugar for the next year. Around 50% of the UK’s sugar demand is supplied by British sugar beet, which now is nearly all grown in the eastern region.On livestock farms, the work never stops with most cattle now housed for winter. The daily jobs of feeding and bedding up with fresh straw and the like becomes a daily task. Livestock left out on grass will often need to be supplemented with extra food because the grass has stopped growing and its quality is no longer adequate.Although many people associate the 5th of November with Bonfire Night, traditionally, it is also an important date in a shepherd’s calendar because if you put your tup (male sheep) with your flock of ewes on the 5th of November, you ‘should’ have Spring lambs born on the 1st of April. Obviously with the modernisation of farming, many farmers now lamb slightly earlier to feed into the traditional Easter lamb market - in fact with some lambing at all times of year - but many do still lamb at the beginning of April with the opportunity to feed the milking ewes on better grass.In the countryside, the colours of the trees continue to change and by the end of the month many will be bare. Hedgehogs and other hibernating animals should be safely secured away for the colder months with the hope of not being disturbed! The deer rut is full swing so beware of deer’s spending more time close to the road.  |

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| **Recent Press Releases** |
| **Arrests following illegal rave - Thetford** |
| Police have arrested two people following an illegal rave near Thetford.Officers were called to an area of woodland between Methwold and Methwold Hyde in the early hours of yesterday morning (Sunday 30 October 2022), around 12.20am.The landowner reported a number of cars in the area and hearing loud music.Officers were deployed and discovered an illegal rave with around 100 people in attendance and 20 vehicles in the area.The event stopped at around 9.30am yesterday morning and two were arrested for offences relating to drug driving and the supply of controlled drugs.Officers seized one vehicle which had no insurance and the driver was reported for the offence. Speakers and a large nitrous oxide bottle was also seized. |
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**5.6 Decision Notice, Information Commissioners Office Freedom of Information Request re Parishioner Complaint.**

 **Decision (including any steps ordered)**

1. The complainant requested information relating to the financial records of Ormesby St Margaret with Scratby Parish Council (the Council) for the current financial year of 2022-2023. By the date of this notice the Council had not issued a substantive response to this request.

2. The Commissioner’s decision is that the Council has breached section 10(1) of FOIA in that it failed to provide a valid response to the request within the statutory time frame of 20 working days.

3. The Commissioner requires the Council to take the following step to ensure compliance with the legislation.

• The Council must provide a substantive response to the request in accordance with its obligations under FOIA.

4. The Council must take this step within 35 calendar days of the date of this decision notice. Failure to comply may result in the Commissioner making written certification of this fact to the High Court pursuant to section 54 of FOIA and may be dealt with as a contempt of court.

**Request and response**

5. On 4 September 2022, the complainant wrote to the Council and requested information in the following terms:

“I request under the freedom of information act to review and inspect all of the Financial records for this current financial year 2022 - 2023

The information I would like to review is as follows:

* • The Cash book for Payments and Receipts
* • Full detailed Management accounts
* • The expenses folder containing all the invoices
* • A copy of the latest Ear Marked Reserves Schedule
* • Bank Statements and Bank Reconciliations
* • The Minutes of the Finance and General purposes Committee”
* 6. The Council acknowledged the request on 5 September 2022. To date, a substantive response has not been issued.

**Scope of the case**

7. The complainant contacted the Commissioner on 8 October 2022 to complain about the Council’s failure to respond to their request.

8. The Commissioner has considered whether the Council has complied with its obligations in relation to the time for compliance at section 10(1) of FOIA.

**Reasons for decision**

9. Section 1(1) of FOIA states that:

“Any person making a request for information to a public authority is entitled –

(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and

(b) if that is the case, to have that information communicated to him.” Reference: IC-196325-P7P0

10. Section 10(1) of FOIA states that a public authority must respond to a request promptly and *“*not later than the twentieth working day following the date of receipt”.

11. On 17 October 2022 the Commissioner wrote to the Council, reminding it of its responsibilities and asking it to provide a substantive response to the complainant’s request within 10 working days.

12. Despite this intervention the Council has failed to respond to the complainant.

13. From the evidence provided to the Commissioner in this case, it is clear that the Council did not deal with the request for information in accordance with FOIA. The Commissioner finds that the Council has breached section 10(1) by failing to respond to the request within 20 working days and it is now required to respond to the request in accordance with FOIA.

Reference: IC-196325-P7P0

**Right of appeal**

14. Either party has the right to appeal against this decision notice to the First-tier Tribunal (Information Rights). Information about the appeals process may be obtained from:

First-tier Tribunal (Information Rights)

GRC & GRP Tribunals,

PO Box 9300,

LEICESTER,

LE1 8DJ

Tel: 0203 936 8963

Fax: 0870 739 5836

Email: grc@justice.gov.uk

Website: www.justice.gov.uk/tribunals/general-regulatory-chamber

15. If you wish to appeal against a decision notice, you can obtain information on how to appeal along with the relevant forms from the Information Tribunal website.

16. Any Notice of Appeal should be served on the Tribunal within 28 (calendar) days of the date on which this decision notice is sent.

**Signed ………………………………………………**

**Michael Lea**

**Team Manager**

**Information Commissioner’s Office**

**Wycliffe House**

**Water Lane**

**Wilmslow**

**Cheshire**

**SK9 5AF**

**8. To note Planning applications as follows, and to comment thereon to Great Yarmouth Borough Council in the capacity of consultee:**

08/11/2022

Dear Sir/Madam

Great Yarmouth Borough Council has received an application for planning permission and should be

grateful if you would let me have any comments you may wish to make on the proposal.

In accordance with the code of practice on consultations on planning applications, your comments should

be forwarded to me by 20th October 2022.

Planning and Growth

Development Management

29th September 2022

Parish Clerk to Ormesby St Margaret

Philip Stone

The Village Centre Station Road

Ormesby St Margaret

GREAT YARMOUTH

NR29 3PU

Application No: 06/22/0774/HH (Please quote on all correspondence)

Development: Proposed demolition of existing conservatory and chimney stack and erection of single storey rear extension

Location: 22 Wapping Ormesby St Margaret W Scratby NR29 3JY