**MINUTES OF A MEETING OF**

**Ormesby St Margaret with Scratby Parish Council**

**Held on the 12th December at All Saints Parish Hall Scratby**

**7.05pm to 8.27pm**

**PRESENT:** Cllrs James Shrimplin, Justin Rundle (Vice Chair), Andrew Grant (Chair), Philip Nathan, Geoffrey Freeman, Sylvia Bigg, Kathryn Wendt, Simone Calnon

**IN ATTENDANCE**: Philip Stone (Parish Clerk) Clair Fraser (Responsible Financial Officer)

**MEMBERS OF THE PUBLIC:** 2

The Chair welcomed Councillors and members of the public and confirmed that Agenda item 10.3 is deferred to January’s meeting and items 12.2 and 13 (Brown & Co request) to February’s meeting.

1. **Apologies**

Received and accepted for Cllrs Cheetham, Hill, and Green.

Resolved to grant Cllr Green a leave of absence till the end of May.

1. **Declarations of Interest**

Cllr Freeman in respect of financial reimbursement under item 5.2

1. **Minutes of the previous Meeting on the 14th November**

**RESOLVED** to accept for accuracy and adoption as amended (abstention Cllr Bigg)

1. **Public Participation**

4.1 An opportunity for the public to address the council (10 minutes)

A member of the public stated that the previous minutes were wrong as they did not note the questions, he had raised at the previous meeting in respect of a hole in the road at Scratby and the patient forum and the gritting route.

Cllr Grant assisted by Cllr Freeman gave a verbal update in respect of the hole in the road confirming it is believed that it is Anglian Waters responsibility to carry out the repair.

Cllr Grant confirmed that there was currently no intention at the Borough Council of reinstating the gritting route to include Scratby and that he had requested a cost from the Borough Council for this service so it could be considered by council at a later date as to whether or not it is something they wished to pay for.

Cllr Wendt confirmed that the patient forum keeps getting cancelled and as such there was no information to report Cllr Grant confirmed that the council is looking to appoint a direct Cllr Contact as per item 11 of the Agenda.

The member of the public further raised a further question of what interaction was taking place by the council with the new beat policeman Gary May. Cllr Grant confirmed he would make direct with PC May to see what meeting/interaction could be arranged.

The member of the public raised a further question in respect of levelling up money being allocated for Norfolk and what benefit this might bring to the council. Cllr Grant confirmed that no money would be made available to Parish Councils and that the money was for the use of the new leader of Norfolk County Council/Mayor and was for office costs and revenue to borrow.

4.2. To receive reports from Borough and County Councillors (10 minutes)

No report received from Borough Cllr Hanton

County Councillor Bensly’s report was noted and no questions raised

Verbal report given by ward Cllr Freeman in respect of:

the Queens canopy confirming the council had been successful in its application for trees and that it will be receiving 135 trees on the 12th of January and that the intention is to plant a community orchard in the grounds of All Saints Parish Hall, some at Jubilee wood and two highway sites coming into Scratby and Ormesby.

Emphasised the need for a current up to date resilience plan for the parish council. Cllr Nathan confirmed that he is in receipt of version 5, Cllr Wendt confirmed she is in possession of a current copy which she will provide to Cllr Nathan (Chair of Open Spaces) who will circulate it to full council.

1. **Financial Matters Payments and Administration**

5.1 Bank accounts current balances NOTED

The RFO (Responsible Financial Officer) gave a verbal report and confirmed by reference to a revised payment list the current bank account balance as £172,484.45 on the 13th December.

Cllr Grant confirmed the revised payment list should be amended to include an additional payment of £18,653.69 making a total of £23,511.73.

RFO confirmed that she was still working through the existing financial backlog including the vat returns.

**Agenda Item 9** brought forward **resolved** to donate the sum of £100 to the Royal British Legion payment list to be amended by RFO to read donation as opposed to wreath.

5.2 Approval of schedule of income and expenditure for December Appendix 1, as amended (not available at the time of preparation of draft minutes, awaited from RFO)

**Resolved** to approve the payment list for December as amended by the chair.

5.3 **Resolved** to approve bank transfer in the sum of £23,511.73 from savings account to the current account to meet December payments.

5.4 **Resolved** to approve request for additional 25 hours for RFO to deal with outstanding work.

1. **Planning**

6.1 06/22/1022/TRE Proposed Tree Works 4 Chimney Springs Ormesby St Margaret NR29 3NE

**Resolved** no objection

6.2 06/22/0990/HH Proposed dormer extension to rear 26 Leathway Ormesby St Margaret W Scratby Great Yarmouth NR29 3QA

**Resolved** no objection

1. **Flagpole Scratby**

Cllr Grant confirmed the flagpole has been erected. The clerk confirmed keys for pole rope access are awaited together with a pivot pin from the manufacturer to complete the installation.

1. **Parish Magazine monies held on account**

**Resolved** to allow the relocation of funds currently held on account

1. **Agree Donation to Royal British Legion** (dealt with under Agenda item 5)
2. **Matters arising/ Clerk report**

10.1 Phone Box

The clerk confirmed the phone box will be finished prior to Christmas and delivered in the first 2 weeks of January.

10.2 Recreation Ground Charity update

The Clerk confirmed all that is required by the Charity Commission has been provided and a date for removal from the charities register has been set.

10.3 Request for siting of Coast Watch lookout at carpark Rottenstone Lane

**Request noted** (to be dealt with as an Agenda item in January)

1. **Coastal Partnership Liaison**

**Resolved** to appoint Cllr Calnon as direct liaison contact

1. **Open Space Report Cllr Nathan**
	1. Coronation celebrations

Verbal report was given by Cllr Nathan who emphasised the need for the council to do something to mark the event appropriately in conjunction with parishioners and public groups. Suggested by Cllr Freeman that the council could consider the idea of supplying a commemorative of some sort to every school child.

* 1. Request to hold a Parish Community Fete event at the Recreation Ground

 22nd July 2023 (deferred as an agenda item to Februarys meeting)

1. **Matters for Future Agendas**

Request from Brown and Co to attend Council and speak on the planning pre-application stage for the land of Barton Way

Coronation celebrations

Cllr Freeman that the financial standing orders be reviewed and updated by Council in February

Cllr Freeman that the question of payment for Christmas trees is considered on Januarys Agenda (Cllr Freeman declared that he would not be meeting the cost of the Christmas Tree on the memorial green in Ormesby)

Cllr Nathan confirmed that the conservation group had been out to Jubilee wood and carried out considerable work and that we should consider what we can do in the new year to support them in the future in recognition of the work they do for the council at the wood.

Cllr Bigg raised the question of why the question of Christmas trees had not been brought to council so a decision could be made about where or if Scratby wanted a tree, Cllr Grant confirmed it had not been brought to council.

Meeting closed 8.27pm

**Philip Stone**

Clerk@ormesby.org

**Ormesby St Margaret with Scratby Parish Council**

Below are attachments relating to the above:

**Minutes of the previous Meeting 3.**

 **To approve the minutes of the last meeting of the Council on 14th November 2022**

**DRAFT MINUTES OF A MEETING OF**

**Ormesby St Margaret with Scratby Parish Council**

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

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

**PRESENT**: Cllrs Andrew Grant, Michael Cheetham, Justin Rundle, James Shrimpling, Simone Calnon, Philip Nathan, Geoff Freeman, Kathryn Wendt (arrived 7.12pm) Peter Holley (arrived 7.12 pm)

**IN ATTENDANCE**: Philip Stone (Parish Clerk) Clair Fraser (Responsible Financial Officer) Borough Cllr Ron Hanton

**MEMBERS OF THE PUBLIC: 1**

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

1. **Apologies for the absence**

Received and accepted for Cllr J Green, S Bigg, R Hill & C Hummel

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

None received.

1. **Minutes of the Parish Council meeting held on the 26th of September 2022**

**RESOLVED** to accept for accuracy and adoption

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

**MEMBER OF THE PUBLIC**

Representation made in respect of two personal Freedom of Information requests, including presentation to Council of a 5-page letter dated 13th November 2022 raising questions resulting from disclosure under the first request which requires Council’s formal reply, and confirmation that the second request remained outstanding.

Questions raised:

1. Why a fee had been incurred from Birketts Solicitors in October payments Cllr Grant Confirmed this was for HR advice.

2. Regarding the make-up of the management committee at the recreation ground and why the Recreation Ground Charity is currently active. The clerk confirmed that an appropriate charity meeting had been held earlier in the year at which a resolution was made to wind up the charity and an online application made to wind it up. Cllr Grant confirmed the clerk will investigate the issue as a matter of urgency to ascertain what more if anything is required to enable the winding up of the charity to be completed and report back to the member of the public.

3. Who currently sits on the management committee for the Village Centre confirmed by Cllr Grant as Cllrs Justin Rundle, Kathryn Wendt, Sylvia Bigg, Simone Calnon, Charlotte Hummel, David Troy and ANO

4. Why the Village Centre was 131 days behind in their yearly return, Cllr Grant confirmed he would obtain the information and email a reply as soon as he has spoken to the RFO.

* 1. **Borough Councillors’ Reports**

**Borough Cllr Ron Hanton,** written report received and noted no comments or questions raised. Cllr Hanton added that the Borough Council were in the process of choosing a name for the new Yarmouth bridge which would be whittled down to three options before being presented to the public for choice.

**Borough Cllr Geoff Freeman,** verbal report

1. Confirming current land supply for Borough Council now standing at 7.46 years.
2. Gabions Scratby Beach confirmed although damaged that they are still doing their job and that they are being monitored every 2 weeks and that the Borough council is working on a repair plan.
3. Most of the lamp posts in the parish that need replacing have now been replaced one outstanding in Scratby, but this is in the current work schedule to be done.
4. Tree Planting Scheme Queens Memorial has applied for the community orchard which consists of 10 mature trees. If successful there will be no cost for the trees, but payment would be required for tree guards and spirals for which funding would be sort from County Councillor Bensly.
	1. **County Councillor’s Report**

 County Councillor Bensly, written report noted and accepted no comments made

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

New RFO Claire Fraser was welcomed by the Chair of the council. The RFO confirmed that financial reports were not available for this month as various outstanding information was still required but reports would be presented at December’s meeting.

RFO confirmed that at an impromptu meeting in October herself and two members of the finance group authorised the October payments. Cllr Cheetham asked who authorised a non-contractual payment to Birketts solicitors Cllr Grant confirmed he had authorised the making of the payment of over £500 including vat in conjunction with Cllr Wendt and confirmed after authorising the payment that he had been advised that because there was no official clerk that the authorisation was not valid as it should have been authorised in conjunction with the clerk, Cllr Grant apologised to council for this.

The Clerk confirmed the situation in respect of authorising non-contractual payments and who should make such authorisation.

No advisory group has the authority to authorise payments of any type without formal authorisation.

No individual councillor can incur any fees or services on behalf of the council without appropriate authorisation.

Authorisation can only be made in accordance with the Council’s Financial Regulations in particular clause 4.1 any payments not authorised in this way being a direct breach of the financial regulations.

All authorisations should be evidenced by a slip signed by the clerk and the appropriate chair stating what the payment is for, whom it is made to and how much it is for.

**Under £500** By the Chair of the council or appropriate group in conjunction with the clerk evidenced by a slip signed by the clerk and the appropriate chair stating what the payment is for, whom it is made to and how much it is. The clerk confirmed that this figure including vat should be under £500, as although Vat is reclaimable at the time of payment any payment over the £500 figure exceeds the authorisation limit.

**Over £500 below £5,000** The Finance and General Purposes Committee

**Above £5,000** Full council

The clerk clarified that Cllrs Grant and Wendt were aware of the appropriate procedure in respect of appropriate authorisation having previously had authorities signed in conjunction with the clerk. The clerk suggested the issue had been caused by good intentions and inexperience and the council choosing not to follow their own policy relating to what to do when the clerk is sick and not having a temporary clerk in place to guide the situation and to authorise such payments.

**RESOLVED** to approve the schedule of payments for October

Cllr Grant proposed an amendment to the November payment list addition of £70 to enable payment of grass cutting and hedge cutting at the allotments payable to GYBS seconded by Cllr Freeman. **RESOLVED** to approve the amended payment schedule and the bank transfer of £5,274.60 to cover November payments.

Clerk confirmed that the payment to Birketts solicitors in October and the payment to GYBS for grass cutting at the allotments were both payments not authorised in accordance with the Council’s Financial Regulations.

October payment list

 Date Payee Invoice Nu Ref Amount

 15.06.2022 ICCM 14932 Burial ground review £660.00

 30.09.2022 Rodney Scott Moles/litter £78.00

 28.09.2022 Geoff Freeman 107839 Velnet 2 domains £38.40

 10.09.2022 Geoff Freeman 107829 Velnet basic £84.00

 7.09.2022 British Gas 139858 £29.45

 22.09.2022 Zoom 128408720

 26.09.2022 Warnes Allotments £150.00

 28.09.2022 Janet Gate £150.00

 31.08.2022 Norfolk Pension

 30.09.2022 Norfolk Pension

 23.09.2022 Fiona Davies Village sign £990.00

 Fiona Davies Village sign £300.00

 12.10.2022 Birkett 823309 Solicitors £567.00

 3.10.2022 Phil Nathan expenses Amazon laptop £355.97

 14.10.2022 K Wendt expenses Post box £32.00

 £3,434.82

November payment list

(as presented to the Parish Clerk, revised list not provided at time of issue)

 Date: Payee Invoice Nu Reference Amount

31.10.2022 Rodney Litter/moles £145.00

31.10.2022 J Simpson Gate £155.00

3.11.2022 D Boden Gardening £820.00

3.11.2022 P Holley yale lock £20.50

30.11.2022 P Stone Clerk salary £1,714.71

30.11.2022 Norfolk Pension Employer and employee contribution £713.70

30.11.2022 C Fraser RFO salary £270.00

5.11.2022 EE Parish mobile phone £16.36

6.11.2022 British Gas Electric recreation ground DD TBA

1.11.2022 CGM TBA

* + 1. GYBS \* Grass and hedge cutting allotments £73.16

Total £4,638.71

\* Added to payment list at meeting

1. **Correspondence Clerk to report**

5.1 Complaint in respect of the maintenance of an allotment**. Noted and passed to allotment advisory group to reply.**

5.2 Apologies from an allotment holder in respect of the maintenance of their allotment**. Noted and passed to allotment advisory group to reply.**

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

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

**Noted**

5.5 Email Rural Crime Update

**Noted**

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

**Noted**

 **6. Finance**

6.1 Update RFO confirmed working on the existing backlog and being able to have a full F&GP meeting in early December to enable the proposed budget to be presented at December’s meeting.

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

**RESOLVED** to grant RFO an additional block of 25 hours to clear the existing backlog of financial work.

 **7. Defibrillators**

**Noted** that the Green Farm defibrillator is of line and no longer on the Circuit as the Co-op (providers of the defib had refused to pay the outstanding bill for battery and pads to Heart to Heart.)

**RESOLVED** to make a monthly donation of £50 to Heart to Heart in recognition of their managing of all council defibrillators and boxes. RFO will deal direct with Heart to Heart in respect of monthly donations.

 **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

**Noted no comments made**

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

**RESOLVED** to support the Public Space Protection Order (No copy of order provided to council)

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

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

**RESOLVED** to confirm and agree to the proposed agreement

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

**RESOLVED** to authorise the obtaining of 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.

**RESOLVED** to authorise the blocking up of the rear door to the football pavilion

10.4 Permission for removal of metal mesh to rainwater gutters.

**RESOLVED** to authorise permission for the removal of metal mesh from the football pavilion, such work to be carried out by Cllrs Grant and Nathan at no cost to the council.

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

**RESOLVED** to authorise permission for obtaining quotes for the replacement of rainwater gutters to the football pavilion.

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

Confirmed he had been in touch with Broadland Digital (website designers) and that the site is due to go live in the immediate future at which time the clerk would be able to deal with the website and transfer of all appropriate information and policies to it. The Clerk confirmed under his current employment contract that his defined duties did not include dealing with or handling websites. Cllr Grant confirmed that this was a matter for personnel to address.

The meeting closed at 841pm

PHILIP STONE (PARISH CLERK)

**Public Participation 4**

**An opportunity for the public to address the council (10 minutes)**

Reports from Borough and County Councillors (10 minutes)

**Received from Borough Councillor Ron Hanton and County Councillor James Bensly**

**None received from Borough Cllr Freeman**

Borough Councillor Ron Hanton

**Great Yarmouth Borough Council Update**

**12.11.22**

**Forthcoming Xmas Events**

**Christmas in the Park**

Priory Gardens – Gorleston-on-Sea

Friday 18th November to Sunday 20th November 2022 – 10.00 – 1600hrs

A Christmas Market with decorated wooden chalets filled with festive delights such as food and drinks, arts, crafts and gifts.

**Christmas Lights Switch On & Fireworks**

High Street – Gorleston-on-Sea

Sunday 20th November 2022 – 1700hrs

**Christmas Market**

Brewery Plain Car Park – Great Yarmouth

Friday 2nd December to Sunday 4th December

**Opening Times:** Friday 2 December 12 noon to 8pm Saturday 3 December 10am to 4pm Sunday 4 December 10am to 4pm

Beautifully decorated wooden chalets and a large marquee will be filled with festive treats such as food and drinks, arts, crafts and gifts.Soak up the festive atmosphere with the sounds of entertainment, twinkly lights and the smell of delicious festive treats. Take a selfie in the tunnel of light!

**Christmas Lights Switch on and Fireworks**

Market Place - Great Yarmouth

Friday 2nd December 2022 – 1900hrs

The Great Yarmouth Christmas Lights Switch-On and roof top fireworks display takes place in the Market Place on Friday 2nd December. Hosted by local presenters Tim Lindon and Paul Carter, there will be a variety of festive entertainment taking place on the specially erected stage in the south market square (near Boots/Lloyds Bank) leading up to and following the big Switch-On by His Worship the Mayor and special guests and firework display at 7pm with town centre shops staying open until 8pm.

**Christmas Fayre in the Minster**

St. Nicholas Church, Church Plain, Great Yarmouth.

Friday 2nd December – Sunday 4th December 2022

The Great Yarmouth Christmas Fayre is a free entry 3-day festive craft, gifts and food market held annually in the historic Great Yarmouth Minster of St. Nicholas Church, Church Plain, Great Yarmouth. This year the Fayre will be open from 10am until 8pm on Friday 2nd December for the Christmas Lights switch-on and fireworks event, then from 10am – 5pm Saturday and 10am to 4pm on Sunday with over thirty specialist handcraft, food and gift stalls.

The Fayre will remain open until 8pm on the Friday for the Christmas Lights switch-on then 10am – 5pm Saturday and 10am to 4pm on Sunday

**Great Yarmouth Christmas Lantern Parade**

Saturday 10th December.

The Annual Town Centre Christmas lantern Parade returns with the festive spectacle of families and their handmade lanterns parading around the Market place. The Christmas Lantern Parade will from 4.00pm on Saturday 10th December and will include carol singing around the Christmas Tree in the Market Place supported by Harbour Radio. For people to join in the fun, a community lantern making workshop is being held at the Priory between 12pm and 2pm on Sunday 4th December. 2

**Christmas on the Mag**

Magdalen Square – Gorleston-on-Sea

Saturday 21st December 2022 – 1500-1700

Celebrate Christmas as a community: giant snow globe, free refreshments, grotto and sleigh, games and activities and Christmas craft. The Big Christmas Sing will take place at 4pm with Great Yarmouth Brass ensemble and the choirs of Peterhouse and Herman schools

**NCC Update CC Bensly**

**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.

**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).

**Public Health - Avian flu update**

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.

Further cases of highly pathogenic avian influenza (HPAI) H5N1 have been confirmed in Norfolk. The latest Norfolk outbreak was confirmed on 28 November. Details [here](https://www.norfolk.gov.uk/business/trading-standards/advice-for-businesses/avian-flu).

Government information regarding the latest situation on Avian Influenza, and the Prevention Zone requirements, can be found [here.](https://www.gov.uk/government/news/bird-flu-avian-influenza-latest-situation-in-england)

Mandatory housing measures for all poultry and captive birds were introduced to all areas of England from 7 November. The order extended 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 says 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 says 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 support for households to reduce energy bills**

The Government has announced new measures set to help hundreds of thousands better insulate their homes and reduce consumption while saving families hundreds of pounds each year.

A new ECO+ scheme will extend support to those who do not currently benefit from any other government support to upgrade their homes. Joining the existing £6.6 billion ‘Help to Heat’ energy schemes this new £1 billion funding will ensure more households benefit from new home insulation and with that, lower bills.

A new £18 million public information campaign will also offer technical tips and advice for people to cut their energy use, while also keeping warm this winter.

The Government intends to lay necessary legislation for the scheme to launch in spring 2023 and run until March 2026. The government also plans to work with energy suppliers to explore the potential for some earlier delivery in 2023.

Further information about the announcement [here](https://www.gov.uk/government/news/government-joins-with-households-to-help-millions-reduce-their-energy-bills)

Energy saving advice available from the government’s Help for Households site [here](https://helpforhouseholds.campaign.gov.uk/help-with-your-bills/energy-saving-advice/?utm_campaign=consumer&utm_medium=earned_&utm_source=press&utm_content=291122)

**Norfolk and Waveney Integrated Care System (ICS)**

**NHS organisations across Norfolk are calling all parents and carers of preschool children to get them vaccinated against flu.**

Children who are aged 2 and 3 years old (age on 31 August before flu vaccinations start in the autumn) will be given the free vaccination at their general practice.

Children and young people who are eligible and at school will be offered the vaccination in a school setting, with further opportunities to get the vaccine at alternative venues for anyone who miss the opportunity to get vaccinated at school.

Further information about the flu vaccine for children [here](https://www.nhs.uk/conditions/vaccinations/child-flu-vaccine/)

Talk to your GP, practice nurse, your child’s school nurse or your health visitor if you have further questions.

**Community-based services to deliver COVID-19 vaccinations closer to people’s homes**

Following a successful campaign to protect local people from Covid-19 over the last two years, temporary large-scale vaccination centres in Norfolk will close between 15 – 31 December 2022 after completion of the autumn booster programme. This is in line with the timing of the national autumn booster programme.

The vaccination programme will continue to operate from alternate locations so that those eligible for a vaccination will be able to receive these via pharmacies and other local services closer to their home, including outreach programmes which provides vaccinations in community locations, care homes and for the housebound.

If you haven’t had your autumn booster yet, there is still time to get vaccinated, either by walking into one of the large centres before they close or booking via the National Booking Service at one of their other locations.

Further details [here](https://improvinglivesnw.org.uk/community-based-services-to-deliver-covid-19-vaccinations-closer-to-peoples-homes/)

**Healthwatch Norfolk: survey about NHS health check experiences**

Healthwatch Norfolk is working with Norfolk County Council to understand more about people’s experiences and uptake of NHS Health Checks in Norfolk.

Whether you have had multiple NHS Health Checks or have never had one before, the team wants to hear your views to help Norfolk County Council get a greater understanding of whether the public are having the checks and their experiences.

The survey should take around 10 minutes to complete. All responses are anonymous and will be fed back to the county council.

The responses will also be used by Healthwatch Norfolk to make recommendations as part of a project report.

Complete the short survey by clicking [here](https://www.smartsurvey.co.uk/s/HWNHealthcheck/)

Further information about NHS health checks [here](https://healthwatchnorfolk.co.uk/nhs-health-check/)

**Children’s Services**

**Give the gift of reading to Norfolk's children in care this Christmas**

Giving a child in care the gift of a book at Christmas is the focus of Norfolk’s 16th Giving Tree Appeal.

The appeal, which is an initiative by Norfolk County Council’s Children’s Services and Waterstones, resulted in more than 1,000 books being gifted to children and young people last Christmas.

The Giving Tree is hosted in the Norwich Castle Street branch of Waterstone’s book shop every year. It is decorated with hundreds of tags which each represent a child and the book they would like to receive for Christmas.

There are requests for books from hundreds of Norfolk children and young people currently living in foster care or children’s residential homes. Some will have asked for a particular book or story they love by a particular author whilst others may have requested a certain genre or type of book they enjoy.

The Giving Tree Appeal is open until Saturday 10 December. To participate:

* Visit the store in Castle Street in person, select a tag from the Giving Tree and buy the book at the till.
* Email **norwich@waterstones.com** with Giving Tree Appeal in the subject line, request a full list of the books which have been wished for by children, choose one, and follow the instructions on how to purchase the book online.

The books are collected and delivered by Children’s Services staff so they reach children in time for Christmas. The team is already preparing deliveries so is encouraging people who wish to participate in the appeal to buy a book as soon as possible.

**Norfolk Record Office**

**History begins at home – tackling loneliness**

History Begins at Home is all about helping you connect with family and friends through conversations about the past. Chatting with the people you know and love gives a great sense of well-being.

Norfolk Record Office runs the History Begins at Home project in Norfolk. They have recently announced the first themes for 2023 to encourage people to have conversations about the past.

The themes are:

* January, having a conversation with somebody about the 1960s.
* February, reminiscing about love.
* March chatting about team spirit, which could be anything that involved people working towards a common goal.

The project began in 2020 to encourage intergenerational conversations and improve wellbeing by reducing loneliness. The initial idea was to inspire phone calls during lockdown, and the project has grown and now produces monthly conversation-starting question sheets which provide the perfect excuse to talk about the past.

These question sheets have been used by many organisations, such as libraries, schools, and youth organisations to encourage learning about the past, and promoting healthy conversation about topics which might normally not be discussed.

People can join in with the project by follow History Begins at Home on Twitter ([**@BeginsHistory**](https://twitter.com/BeginsHistory)) and Facebook ([**@historybeginsathome**](https://www.facebook.com/historybeginsathome/)).

You can find the conversation-starting question sheets for each month, as well as the entire back-catalogue [here.](https://www.historybeginsathome.org/)

**Thousands more trees and hedges to be planted in Norfolk this winter.**

As the nation celebrates National Tree Week (26 November – 4 December 2022) which marks the start of the tree planting season, Norfolk County Council is preparing to plant more than 75,000 young trees and hedges across the county in the months ahead as part of the 1 Million Trees for Norfolk project.

Following the pandemic the project is picking up pace rapidly, and early in 2023 the Council’s Hedge Restoration Fund will be planting 55,000 hedge and tree plants on six County Farms owned by Norfolk County Council. The project is funded by a grant from The Tree Council.

The Council has also recently been awarded £148,225 as part of the Woodland Creation Accelerator Fund. This will be spent on investing in new staff to accelerate the progress of the 1 Million Trees project.

Norfolk residents can now be part of the 1 Million Trees for Norfolk journey with a new planting progress map which plots all trees and hedges planted by parish as part of the scheme since November 2019.

Anyone in Norfolk can add their planting to this map by filling in the ‘Tell us where you’ve planted’ survey form. This will help the Council monitor where there are the highest opportunities for planting in the future, as well as giving communities and parishes the opportunity to celebrate their collective efforts. The data will be updated monthly.

Find out more about the 1 million trees for Norfolk project [here.](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/1-million-trees-for-norfolk)

**Norfolk apprenticeships rise for 4th quarter this year**

More and more people are electing to take up an apprenticeship in Norfolk. The results for 2021/22 have seen an increase in the number of people who start an apprenticeship.

Across England, new apprenticeship starts were up by 8.6% compared with 2020/21, whilst in Norfolk new starts were up by 17.7%, demonstrating the impact of work which organisations in Norfolk are doing in helping to buck the wider trend.

One of the areas with the largest increase compared with the same period last year was in Information and Communication Technology apprenticeships, which saw a 90% increase of people taking up an apprenticeship compared to 2020/21.

Apprenticeships Norfolk, a free and impartial service run by Norfolk County Council, offers a wide range of support for both apprentices and companies looking to take on an apprentice, including information and guidance, as well as financial support.

Further information about Apprenticeships Norfolk [here](https://apprenticeshipsnorfolk.org/)

**PUBLIC INFORMATION NOTICES:**

**Appeal from the Norfolk Coroner's Service for help tracing next-of-kin**

The Norfolk Coroner's Service is trying to trace the next of kin of Brenda BURKE, aged 81, Tonbridge, Kent.

Despite carrying out extensive enquiries, no next-of-kin have been identified by the Coroner’s Office.

It is thought Brenda Burke may have a daughter named Susan, and possibly a brother in the Dartford area.

Anyone with information relating to Brenda Burke should contact the Coroner’s Office in Norwich on 01603 774773.

**Appeal from the Norfolk Coroner's Service for help tracing next-of-kin**

The Norfolk Coroners Service is trying to trace the next of kin of John Leslie FRANKS, aged 82, died on 28/11/2022.

Despite carrying out extensive enquiries, no next-of-kin have been identified by the Coroner’s Office.

It is thought by a neighbour that John Leslie Franks has 2 relatives, 1 of which is likely to be dead and the other lives in Paris but no information for either relative.

Anyone with information relating to John Leslie Franks should contact the Coroner’s Office in Norwich on 01603 774773.

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

Have a very Happy and Healthy Christmas and New Year.

All the very best

Kind regards

james

NCC Update.

11/12/2022

**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.

**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).

**UK Health Security Agency update (UKHSA)**

**Scarlet fever and Group A strep**

Notifications and GP consultations of scarlet fever in England are higher than normal for this point in the season.

Notifications of invasive group A streptococcus (iGAS) disease are following a similar trend and are slightly higher than expected for this time of year. The relatively higher rates of iGAS in children are noted and may reflect increases in respiratory viruses.

Given the potential for severe presentations in children, it remains important that scarlet fever cases are treated promptly with antibiotics to limit further spread and reduce risk of potential complications in cases and their close contacts.

Scarlet fever is usually a mild illness, but it is highly infectious. Therefore, look out for symptoms in your child, which include a sore throat, headache, and fever, along with a fine, pinkish or red body rash with a sandpapery feel. On darker skin, the rash can be more difficult to detect visually but will have a sandpapery feel.

Contact NHS 111 or your GP if you suspect your child has scarlet fever, because early treatment of scarlet fever with antibiotics is important to reduce the risk of complications such as pneumonia or a bloodstream infection. If your child has scarlet fever, keep them at home until at least 24 hours after the start of antibiotic treatment to avoid spreading the infection to others.

Further information and advice [here](https://www.gov.uk/government/news/ukhsa-update-on-scarlet-fever-and-invasive-group-a-strep)

**Public Health - Avian flu**

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.

The latest Norfolk outbreak was confirmed on 28 November. Details [here](https://www.norfolk.gov.uk/business/trading-standards/advice-for-businesses/avian-flu).

Government information regarding the latest situation on Avian Influenza, and the Prevention Zone requirements, can be found [here.](https://www.gov.uk/government/news/bird-flu-avian-influenza-latest-situation-in-england)

Mandatory housing measures for all poultry and captive birds were introduced to all areas of England from 7 November. 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 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.

**County Deal devolution agreement: an historic day for Norfolk**

The County Council and the Government have agreed, in principle, to transfer funding and powers to boost jobs, regeneration, housing and transport to Norfolk**.**

Known as a County Deal, it includes a guaranteed £20 million per year investment fund for the next 30 years. It would also include control of the £10m budget for adult education, £7m for brownfield development, which could see sites in Norwich, Great Yarmouth and King's Lynn developed, plus £5.9m for housing, regeneration, and development.

Finalising a Deal would mean that, from 2024 onwards, we can do more to:

* Target funding and resources to Norfolk’s own growth and infrastructure priorities
* Attract and retain new and key businesses and sectors
* Invest in the skills we know we need
* Unlock housing and employment sites
* Raise our profile nationally, enabling our voice to be heard by Government and help shape future policies

As part of the deal, Norfolk County Council would have a Council Leader who is directly elected by the public, with the first election in May 2024.

We’re interested in what you think. In line with Government guidance, we will stage a formal public consultation, in 2023. You can find out more about the deal and next steps [here](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/corporate/county-deal) .

Please contact countydeal@norfolk.gov.uk if you have any questions or wish to register for updates.

**Norfolk Waste Partnership - Waste Services**

In 2021/22 Norfolk’s recycling rate increased by 2.1% to 44.2% and fly-tipping incidents were down by 4.5% to 10,761 reported incidents.

In the last two years the amount of leftover waste increased by 8.8% to 219,215 tonnes, driven by the effects of Covid-19 on householder behaviours, and this year levels are reducing towards those seen before the pandemic.

Much of the good work to reduce waste, increase recycling and fight the scourge of fly-tipping is delivered together with the District, City, and Borough Council’s working as the Norfolk Waste Partnership.

The Partnership’s most recent annual report provides valuable insights on where things go, what is in people’s bins and what national policy changes are coming our way, as well as showcasing varied initiatives across the county.

The report can be found [here](https://www.norfolkrecycles.com/wp-content/uploads/2022/11/Norfolk-Waste-Partnership-Annual-Report-2022.pdf)

**Funding secured for a Community hub in Kings Lynn**

Funding to build a multi-use community hub in the middle of King’s Lynn has been secured by the Borough Council of King’s Lynn and West Norfolk (BCKLWN) and Norfolk County Council (NCC). The Hub will create a place where residents can access a range of public services they value, alongside information and advice they trust, with library and learning at their heart.

The business case was approved in November by the Department for Levelling Up, Housing, and Communities (DLUHC) which secured the £7.4 million Town Deal Funding. The Business case was highlighted as being a best practice example that clearly demonstrated the need in the town.

This is a significant project for the town, with funding for the project predominantly coming from the Towns Fund and brings a brand-new library and associated facilities, alongside a range of NCC services and programming from Adult Learning and partners which will be tailored to the needs of King’s Lynn residents. This is a fantastic opportunity support the development of the Town Centre, which we know is the heart of the community for many, whilst also creating a brand new and improved community offer.

A tender will shortly be issued to provide the construction of the building, and the next stage of the design will start in spring next year. We are keen to involve the public throughout the process and will be carrying out a consultation to co-design the programmes and services that will be based at the hub, as well as help to shape the designs and branding as they develop. The hub is due to open in September 2025.

This range of services will provide a core environment of well-being, skills development, learning and information.

The current library in King’s Lynn will stay open until the opening of the hub in 2025.

**Children’s Services**

**Call for donations to give all 16 to 18 year olds in supported living a Christmas gift**

People across Norfolk are being invited to give 16-18 year olds in supported living a gift this Christmas as part of Norfolk County Council’s Christmas Appeal.

Organised by the Children’s Services Department, the campaign aims to give every child in supported living a gift, ensuring that young people have at least one present to open this Christmas.

More information on the campaign and how to make a voucher donation can be found on the [Christmas appeal webpage](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/christmas-appeal).

**Norfolk Fire and Rescue Service**

Two Norfolk fire stations are throwing their doors open to welcome members of the public in for festive treats and to learn more about Norfolk Fire and Rescue Service.

Fakenham Fire Station and King’s Lynn North Fire Station will be welcoming visitors between 1pm and 5pm, and members of the public of all ages are invited to drop by during this time on the following dates:

* 10 December: Fakenham Fire Station, Norwich Road, Fakenham NR21 8BB
* 17 December: King’s Lynn North Fire Station, Killham’s Way, King's Lynn PE30 2HY

The open days will offer residents a chance to learn more about Norfolk Fire and Rescue Service, with demonstrations by fire crews, a walk-through of an Urban Search and Rescue exercise and exhibits from the Norfolk Fire Museum.

In addition, the open days will offer fun for the whole family and a change to find unique Christmas gifts, with other displays including Santa’s Grotto, cakes stalls, craft stalls, hog Roast, mulled wine and refreshments, raffle and tombola.

Norfolk’s Fire Experience Unit will be on hand to answer any questions visitors have about fire safety, while younger visitors can learn more about the Fire Cadets, who provide young people with an exciting and unique opportunity to develop both personal and social skills by promoting self-discipline, teamwork and citizenship.

All proceeds raised by the open days will be shared between the Fire Fighters Charity and Andy’s Man Club, a men’s suicide prevention charity.

**PUBLIC INFORMATION NOTICE:**

**The Norfolk Coroner’s Service is appealing for help to trace the family of a woman who has died in Norwich.**

Andrea TUBBY aged 62, died at her home address in Norwich Norfolk on Sunday, 11 November 2022.

It is believed Andrea had relatives. Despite carrying out enquiries, officers have been unable to trace them.

Anyone who may have known Andrea should contact the Coroner’s Officer in Norwich on 01603 774773

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

Wishing you all a very Merry Christmas and a happy and healthy new year.

**Financial Matters Payments and Administration 5 (no details received from RFO at time of issue)**

5.1 Bank accounts current balances

5.2 Approval of schedule of income and expenditure for December Appendix 1

5.3 Approve bank transfer from savings account to current account to meet the above.

5.4 To approve the budget for 2023/2024

5.6 To confirm precept 2023/2024

**Matters arising/ Clerk report**

10.1 Phone Box



10.2 Recreation Ground Charity update



10.3 Coast Watch proposal lookout at carpark Rottenstone Lane

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**Please note that Cllr Nathan is dealing with this request direct before bringing back to council**

**Coastal Partnership Liaison**

Appointment of a direct Cllr Contact



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