

Ormesby St Margaret with Scratby Parish Council

Minutes

For a meeting held at

Monday 11th November 2019, 7pm at The Village Centre, Ormesby St Margaret.

1. **Attendance: Present:** Cllrs. Bigg, Cheetham, Freeman, Gingell, Green, Hill, Jones, Lee, Scott-Greenard, Shrimplin, K. Wendt and R. Wendt, County Cllr. Hanton. Four members of the public attended. **Chair:** Adrian Peck. **Clerk:** Jayne Morse (minute taker)

Apologies (576.11.19) None

2. **Declarations of Interest for matters on the agenda (577.11.19)**

Cllr. Peck declared an interest in finance for CNL Newsletter and Amazon order for Recreation Ground

3. **Approve the minutes of the meeting held on Monday 14th October 2019 (578.11.19)**

Agreed

4. **Public Forum (579.11.19)**

- 4.1 To receive reports (if available) from County Councillor, Borough Councillors and the Police.

Report from County Cllr. Ron Hanton

£250k fund launched to support early years groups

Cllr Hanton reported that Community groups that support young children and their parents in Norfolk were being invited to apply to a new Community Fund designed to get our county's babies and pre-schoolers off to the best possible start.

The Norfolk Early Childhood Community Fund would hand out grants of up to £2,500 to projects to support children aged 0-5 to achieve their developmental milestones and ensure children and their parents or carers aren't lonely or isolated.

Groups might include music, creative, arts or physical play to encourage parents/carers to play alongside their child and give opportunities to make new friends close to home.

Up to £250,000 was available annually to help new groups set up or existing groups to expand. The money was being made available as part of Norfolk County Council's Early Childhood and Family service which launched last month. This can also provide advice and guidance on how to set up a new group, what things they need to consider and what support is available.

The fund is available to existing community organisations who provide activities for 0-5 year olds such as parent and toddler groups. People who are also thinking of setting up a new baby or pre-schooler activity in their area are also invited to apply for support.

The money can go towards new equipment, training, or set-up costs such as public liability insurance or promotional materials.

A grants panel made up of parents and local partners including Norfolk County Council, district councils, and Action for Children would decide which applications would be granted funding. The first panel would meet on 27th November to consider applications. The deadline for November applications was 20th November.

To apply visit www.norfolk.gov.uk/earlychildhoodfunding or email cs-0-5communityoffer@norfolk.gov.uk and request an application form.

Report from Borough Cllr. Scott-Greenard

Cllr. Scott-Greenard reported he had been communicating with Kay Silver, Project Manager for Northumbrian Water Limited with regards to some essential works being carried out at the Ormesby Treatment Works next year. The works would involve the installation of security fencing around the site and would cover the full boundary up to the water's edge. Cllr. Scott-Greenard discussed the impact with Kay and was satisfied that this Permitted Development was being handled appropriately and with the highest environmental regard. Northumbrian Water had a 10% gain policy to replace any removed vegetation. The total cost of the installation would be circa £1.6 million, a substantial installation given the whole UK budget for similar security works would be £30 million. The works to clear vegetation would commence April to June 2020 outside the nesting period and full works would commence in June 2020. It is expected that these works would take 6 months to complete. The fence would be 3m palisade style, possibly green powder coated. The fence would be fully alarmed with CCTV feeding back to the Thornbury security site. Any issues would be raised with the Police.

Report from Borough Cllr. Freeman

Cllr. Freeman reported that he had dealt with concerns regarding surface water flooding from recent heavy rainfall. Highways had requested to look at two areas in Ormesby and one in Scratby: In Ormesby outside the petrol station on North Road and on North Road near to nos. 52/54. It was suggested that the parish arranged for the drains on the Private Road on the green to be inspected and if necessary, for them to be cleaned.

Cllr. Freeman requested highways to contact the developer on Beach Road, Scratby: Mr Philpot as the works to connect various properties to the sewer have resulted in mud left at the side of the road blocking drainage water, requesting also that the gullies and drains in that area to be cleaned.

A number of residents are unhappy that when the road was closed there was no bus service into the village, one gentleman was unable to keep a hospital appointment. Cllr. Freeman requested that the Parish Council via Cllr Hanton contact NCC and review what happened as there were no temporary bus stops on the Coast Road and members of the public had to cross the road in dark and then had to walk to the end of Beach Road which was unacceptable. Any future applications for road closures needed to be checked very carefully (and monitored) by this Council.

He had also had a number of calls from residents regarding overgrown hedges

Cllr. Freeman received enquiries about road sweeping and Highways would clean the roads once the leaves had all fallen.

Cllr. Freeman was notified of a few streetlights which were not working, and these have been reported. Cllr. Freeman asked Councillors to also report any outages when noticed.

Cllr. Freeman reported that fly posting was becoming a big problem with estate agents boards appearing on verges and tied to street furniture. Cllr. Freeman had spoken to all three offenders, two had removed them within 12 hours, however, there was still one outstanding which still needs to be moved. This had been reported to NCC highways. Fly posting is on the increase and should be reported to the Clerk.

Cllr. Freeman had a meeting regarding new beach access, with Bernard Harris, Borough Council Engineer, Cllr. Peck, Chairman and Munnings contractors. It was established that the work can be carried out under "permitted development rights" as the ramp would be replacing an already existing access. Cllr. Freeman was still awaiting news from Great Yarmouth regarding the BID but was hopeful.

Borough Wide: Cllr. Freeman reported that due to the election, a number of the Committees are being postponed. Cllr. Freeman had been liaising with Development Control to try to establish more site visits with a view to help the committee to be better informed to help in the decision making process. Planning decisions were based on adopted policies and if these were not fully understood it could often appear that the incorrect decision had been made. Cllr. Freeman also hoped that a training event would be arranged by Planning for all Councillors in the New Year.

4.2

Public Participation - None

5. Matters Arising (580.11.19)

The Clerk provided the following updates:

5.1 Wayleave Form

The Clerk reported that a Wayleave form for the manhole on Ormesby Green had been submitted to BT Openreach on the 31/10/19.

6. Correspondence (581.11.19)

6.1 Request for Grit Bin - California

The Clerk had met with the parishioner to clarify this request. The parishioner said that it became slippery underfoot during winter on the pavement and the road. They reported that it was a constant worry that cars driving and turning in this area would skid and possibly crash into their cars parked at the front of their house. Cllr. Hanton to look into the gritting route and if this was feasible.

6.2 Traffic calming and signage Appleton Drive, Ormesby

The Clerk reported meeting with the Highway Engineer, Jonathan Winnett to explain the concerns in this area. It was suggested that a "School Warning Wig-Wag" with a "20mph when lights flash" text panel could be erected. Purchase and installation of each sign would cost £1515 with a further £500 per sign for maintenance (failure or damage). This would cover a 10 year period. An application to the Parish Partnership Scheme could be submitted. This to be brought to the F&GP Meeting on Monday 16th December 2019.

6.3 SAM2

A SAM2 sign, Bluetooth with 4 brackets have been ordered and 4 positions have been allocated. Two in Ormesby and 2 in Scratby. These will be placed on a rotational basis at a minimum of 4 weeks. The Chairman thanked Cllr. Hanton for funding this.

6.4 Tigger Time

An email was received from Margaret Parish to request help with the funding for Tigger Time at the Village Centre. It was agreed that the Village Centre Management Committee would look into this. Cllr. Hanton reported that funding was available for initial start up costs for new groups.

Bin Emptying – Burial Ground and Jubilee Wood

6.5

It was agreed to trial contractor CGM at a rate of £35.00 per week for the emptying of 6 bins (5 in the burial ground and 1 at the entrance of Jubilee Wood. The Chairman thanked Cllr. Jones for emptying the bins recently and the Chairman and the Vice Chairman were asked to find a suitable present as a thank you.

Hedge – The Dell, Yarmouth Road

6.6

The Parish Council had been copied into a letter from Norfolk County Council, which stated that the hedgerow did not constitute, in their opinion, encroachment at this point in time and that no immediate intervention is required. The Parish Council disagreed with this view and it was agreed that the Parish Council should send a letter to Aldreds Estate Agents to explain their concerns regarding the trees and how they affect the movement of traffic in this area.

Ormesby Village Sign

6.7

It was agreed that a further village sign was to be placed on Highways land near to the First and Last Public House to mark the boundary entering Ormesby St Margaret. The Chairman thanked Cllr. Hanton for agreeing to fund this.

7. Planning (582.11.19)

Notification of Decisions from Great Yarmouth Borough Council:

7.1 To receive notifications of decisions:

06/19/0481/D: Beechcroft, 74 Station Road, Ormesby St Margaret, NR29 3NH. Approval of reserved matters of Planning Permission 06/17/0364/0 – Appearance, landscaping, layout and scale.	Approved 10/10/19
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06/19/0255/F: 106 California Road, California, Scratby, Great Yarmouth, NR29 3QW. Demolition of existing house and construction of replacement dwelling.	Approved 17/10/19
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Parish Council Comments on Applications received by Great Yarmouth Borough Council:

7.2 06/190586/F: The Dog House, Filby Lane Farm, Filby Lane, Ormesby St Margaret, NR29 3JS. Proposed single storey detached accommodation for a manager with office facilities.	No Objection
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8. Finance (583.11.19)

8.1 To authorise the month's expenditure, and to note receipts.	Agreed. Proposed: Cllr. Cheetham Seconded: Cllr. Lee
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8.2 The following transfer of monies was agreed. £7000.00 from ****2399 to ****1387 £354.00 from ****4660 to ****1387	Proposed: Cllr. R. Wendt Seconded: Cllr. Freeman
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8.3 The bank reconciliation and bank account balances were reviewed by Cllr. Gingell and Cllr. Cheetham.	Noted
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It was agreed to make a donation to the Royal British Legion to the sum of £75.00.	Proposed: Cllr. Shrimplin Seconded: Cllr. Green
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Presented at Meeting held 11/11/19

Expenditure					
Date	Name	Description	VAT	Net	Gross
11/11/2019	Jayne Morse	Salary and expenses		1381.66	1381.66
11/11/2019	HMRC	Tax and NIC		373.62	373.62
11/11/2019	Nest	Pension		117.30	117.30
15/10/2019	Velnet - Knightmaster	Ormesby.org and Scratby.org	6.40	32.00	38.40
11/11/2019	EE	Mobile - October	2.40	12.00	14.40
11/11/2019	Royal British Legion	Poppy Wreath Donation		75.00	75.00
11/11/2019	Janet Simpson	Recreation Ground Gate		155.00	155.00
11/11/2019	D Starking Ltd	Hedge Cutting - Station Road	42.00	210.00	252.00
11/11/2019	Garden Guardian	Cut back footpath of Jubille Wood	12.00	60.00	72.00
11/11/2019	CGM Group	Grass Cutting - September	76.50	382.50	459.00
11/11/2019	GYBS	Grass cutting	337.26	1686.32	2023.58
11/11/2019	GRD	Heating Controller - Insurance Claim		968.78	968.78
11/11/2019	Stiebel Eltron	WPM Replacement Insurance Claim		224.40	224.40
11/11/2019	Rodney Scott	Strim and litter Pick Sept/October		111.20	111.20
11/11/2019	Adrian Peck	Amazon Order - Clamping Post x 2		15.02	15.02
11/11/2019	Lee bowan	Relocation of Notice Board and Grid		85.00	85.00
11/11/2019	Norse	Ormesby Green Grass cutting - October	28.69	143.46	172.15
11/11/2019	Heather Peck	Community News Letter		354.00	354.00
Total Expenditure			505.25	6387.26	6892.51

Income					
04/10/2019	Zurich Insurance	All Saints Lightning Strike			4,281.17
09/10/2019	Bank - Savings	Interest			3.16
15/10/2019	Ormesby Lads	Inv 18023			88.52
15/10/2019	Dabs and Crabs	Pledge for Scratby Steps			250.00
15/10/2019	Donation buckets	Donations			385.15
25/10/2019	Adrian Peck	Table top sale at Carvary			18.70
31/10/2019	Allotments	Various			1,174.50
31/10/2019	Adrian Peck	Carvery - October			431.00
21/10/2019	Lovick	CNL Advert			70.00
21/10/2019	Luxford	CNL Advert			70.00
24/10/2019	Wendt	Orchid			125.00
28/10/2019	Dabs and Crabs	CNL Advert			250.00
28/10/2019	Planet Spice	CNL Advert - 18-19 AND 19-20			167.00
31/10/2019	VocalVale	CNL Advert			70.00
					7384.20

Bank Balances as 30/09/2019					
31/10/2019	Lloyds Main A/C - ****1387			£	983.72
31/10/2019	Lloyds Savings A/C - ****2399			£	103,407.49
31/10/2019	Lloyds CNews A/C - ****660			£	805.61
31/10/2019	Lloyds Expense Account A/C ****2060			£	437.20
31/10/2019	Lloyds Savings A/C - ****3568			£	1.19
31/10/2019	Natwest A/C - ****7090			£	64,159.55
Total as at latest available statements					£ 169,794.76

Note: Breakdown of Councillor's/Clerks expenses and relevant invoices available on request

9. Term of Reference (584.11.19)

Personnel Working Party

Cllr. Lee reported that the Personnel Committee TORs had been updated to take into account the amendment agreed at the last meeting to item 7 - to explicitly state that any appeals committee will not be constituted from individuals who were party to the original decision (this is the last sentence of item 7).

Proposed:
Cllr. Scott-
Greenard

Seconded:
Cllr. Cheetham

Recreation Ground and Playgrounds Working Party

Cllr. Scott-Greenard distributed the Terms of Reference and these were approved. The Council asked for certain points to be reworded for clarification. The Proposal was put forward and would be agreed if amendments were made. It was agreed that the Working Party would apply for charitable status in the future. It was reported that their inaugural meeting was to take place on Monday 18th November 2019.

Proposed:
Cllr. K. Wendt

Seconded:
Cllr. Freeman

Allotment Working Party

Cllr. K. Wendt gave an overview of the Terms of Reference. It was agreed that the Working Party should consist of no more than 5 Parish Councillors and any number of co-opted (non-voting) personnel. It was also noted that the Chair should not be an allotment holder to ensure impartiality and to avoid a conflict of interest.

Cllr. Peck thanked everyone for the time and effort given in finalising the various Terms of Reference. Open Spaces, F&GP and Burial Ground still to be done.

10. Standing orders (585.11.19)

Cllr. Lee reported that the last approved standing orders, which were agreed in November 2018 (changes made then were primarily to add the new GDPR requirements and new financial contract limit sizes in the financial regulations).

Proposed:
Cllr. Lee

It was agreed to amend the standing orders to increase the time available for meetings from 2 hours to 2.5 hours, and a further 30 minutes with the consent of the majority of the Council.

Seconded:
Cllr. R. Wendt

Other minor changes included the removal of some deleted brackets present throughout the last draft, along with clarifying the references to the Personnel Committee in the staff section (again, no material changes, simply adding the name of the committee where relevant and removing previous brackets and deletions).

11. Speed Management Strategy (586.11.19)

Cllr. Freeman asked that an extension of the 20mph zone in Ormesby should be considered. It was suggested that the 20mph limit should start at the Pit and signs to be put at the bottom of Station Road, Claymore Gardens and Wapping. It was agreed to set up a meeting in the New Year with Jonathan Winnett, Highways Engineer and a group of Councillors to discuss this further. A survey will need to be carried out to ensure that parishioners are happy with any plans which may be agreed. A plan of the village to be sought.

12. Parish Plan (587.11.19) – Cllr. Peck to speak with Adrian Thompson, Chairman of Filby Parish Council.

Agreed

13. Resilience Plan (588.11.19) These need to be reviewed and updated. It was agreed that Cllr. Lee and Cllr R. Wendt would be co-ordinators.

Agreed

14. VE Day – Event in Friday 8th May 2020 to celebrate 75th Anniversary (589.11.19)

The Recreation and Playground working party to move forward with plans for this.

Agreed

15. Allotments (590.11.19)

Cllr. Wendt reported that Cllr. Jones had resigned from the working Party. She thanked him for his time and effort during his time with them. Cllr. Green had agreed to join the working party.

Agreed

16. Ongoing open agenda item for discussion and update regarding the need to replace Scrabby Steps (591.11.19)

Cllr. Peck confirmed that a final quote for Phase 1 had been received from Munnings and that Bernard Harris from the Borough Council was happy for the project to go ahead as permitted development. This meant that no planning permission was needed. It was agreed to submit a letter to Munnings to confirm that funds for this project are available and the project can start. Work will then commence 2 weeks after the submission of this letter. Parish Council funding will be submitted to the Borough Council who will be responsible for paying invoices.

Proposed:
Cllr. Jones

Seconded:
Cllr. Cheetham

Phase 1 expected Expenditure: £31230.26 plus VAT

Phase 2 expected expenditure: £8477.60 plus VAT
(if Phase 1 and Phase 2 are done separately, this will incur a further 5% cost making a total of £1735.35 plus VAT)

Income raised so far: £30567.52

It was agreed that the float of £200 used for the Carvery lunch should be put toward this project. *This has been included in these figures.

The Carvery had an income of £5577.48, rent paid to All Saints Parish Hall £580. £2569.08 spend on food.
Contribution made by the Carvery of £2428.40.

Cllr. Peck thanked everyone for their ongoing support and commitment over the last 2-3 years to get this project off the ground.

17. Ongoing open agenda item for discussion regarding Coastal Erosion (592.11.19) Nothing to report by Robert Stevenson.

18. Matters for reporting:

Cllr. R. Wendt reported that a hole had appeared in a bench on Scratby Green which was a Health and Safety issue. Cllr. Peck would ask the maintenance man to contact Cllr. R. Wendt to set up a meeting.

Cllr. Peck reported that he had sourced a gentleman to carry out general maintenance as required. He had a Public Liability Certificate which had been sent to the Clerk.

Cllr. Green reported that a fence near to the Pit in Ormesby needs cutting back. Cllr. Peck to visit the Parishioner.

Cllr. Cheetham reported that a Secretary was required for Bracecamp Hall. Cllr. Peck suggested that perhaps a Booking Clerk/Secretary could be sought to work across all of the Halls.

Cllr. Lee reported that interviews for the Co-option of Councillors for Ormesby St Margaret and Scratby Ward were being arranged and this will be reported on at the next meeting.

It was agreed to bring the Burial Ground meeting forward to 9am on Saturday 23rd November 2019.

Cllr. K. Wendt reminded the Parish Councillors that due to the forthcoming election, that they should be mindful that we are in a period of Purdah.

Matters for next Agenda:

Planning Training to be arranged in the New Year for all Councillors.

Meeting closed at 8.43pm

Date of next meeting:

The next Parish Council meeting will be held on Monday 9th December 2019 at The Village Centre, Ormesby St Margaret at 7pm.

Adrian
9th December 2019
Chair
Ormesby St Margaret with Scratby Parish Council
Published 17/11/19

Peck
Date: _____