

Ormesby St Margaret with Scratby Parish Council

Minutes

For a meeting held at All Saints Parish Hall, Scratby at 7pm on Monday 11th February 2019

1. **Attendance: Present:** Cllrs. Bigg, Cheetham, Gingell, Green, Heelas, Hill, N. Lee, Scott-Greenard, Shrimplin, K. Wendt, R. Wendt, and five members of the public. **Chair:** Adrian Peck. **Clerk:** Jayne Morse (minute taker)

Apologies (438.02.19) Cllrs. Freeman, Jones, C. Lee and County and Borough Cllr. Hanton

2. **Declarations of Interest for matters on the agenda (439.02.19)**

Cllr. Peck declared an interest in finance – Community Newsletter invoice and cutting of keys for The village Centre.

3. **Approve the minutes of the meeting held on Monday 14th January 2019 (440.02.19)** **Agreed**

Proposed: Cllr. Shrimplin

Seconded: Cllr. R Wendt
Unanimous

4. Public Forum (441.02.19)

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| 4.1 Public participation – an opportunity for members of the public to address the Council | None |
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5. Matters Arising (442.02.19)

The Clerk provided the following updates:

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| 5.1 Notice Board outside Post Office: To be relocated to the bus shelter on Cromer Road when the Post Office closes. | Action
A Peck |
| 5.2 Yarmouth Road: Double Yellow line request - Parish Clerk checked - the road is adopted so request to be submitted to the Highways Department at the County Council | Action
Clerk |
| 5.3 Willow Tree: Appears to have been trimmed and is no longer obstructing the pavement, however it is still obstructing the street light so letter to be sent to the headmistress of Ormesby Middle School | Action
Clerk |
| 5.4 Cromer Road Overgrown hedge: Boundary Team have reported back to Meryl Sherry that this hedge is within their remit. Meryl reported that it will be cut in February 2019. | |
| 5.5 West Avenue Road markings: Mis-communication regarding location. Clerk to go back to Highways to raise this issue again and to make clear of the area of concern which is that the white lines on North Road, Opposite to West Avenue have not been replaced when the road was resurfaced, and this is a hazard as cars have nowhere to pull in when the traffic is busy | Action
Clerk |
| 5.6 Meadowcroft Road adoption – 22/01/19 email to parishioner to explain the road would need to be brought up to the necessary standard needed by the residents before Norfolk County Council or the Highways Agency would consider this. | |
| 5.7 Pippin Close, Ormesby: Update from County & Borough Cllr. Ron Hanton not given as not present. 04.02.19: Planning Department are discussing with the developers. | Carry
Forward |
| 5.8 SNAP Meeting: No Update on SNAP meeting which took place on 17 th January 2019 could be provided as no one attended. | |
| 5.9 Speeding signs: 30mph signs needed in Ormesby St Margaret – contact to be made with Meryl Sherry to request that 30mph signs be marked on the surface of the main roads in Ormesby St Margaret and Scratby. | Action
Clerk |

5.10	Petrol Station 24-hour alcohol license objection: Update from Cllr. N. Lee: the company wanted to serve coffee throughout the night and a 24-license alcohol license was needed and has been approved. However, Cllr. N. Lee met with the Regional Manager and he was very supportive of the concerns raised and has already stopped deliveries at unsociable hours.	
5.11	Lighting: Proforma letter – it was established that this letter was needed for overgrown hedges. Template to be used after Council have given their approval	Action Clerk
5.12	Any other updates - None	
6. Correspondence (443.02.19)		
	Email: Scope: Clothes Bank request – This was discussed. Scratby already has a clothes bank and there no suitable area was recommended in Ormesby St Margaret.	Action Clerk
7. Planning (444.02.19)		
<u>Notification of Decisions from Great Yarmouth Borough Council:</u>		
7.1	<i>To receive notifications of decisions:</i>	
	06/18/0664/F: 1 Beach Hut, Scratby Green – renewal of planning permission 06/13/0574/F for retention of beach hut – Expires 24/01/24	Approved
	06/18/0678/CU: Summerfields Holiday Village – change of use of land for the siting and use of static caravans and the use of built holiday accommodation from 1st February – 14th January while retaining the all year-round occupation for four existing flats for the care taker and immediate family	Approved
<u>Parish Council Comments on Applications received by Great Yarmouth Borough Council:</u>		
7.2	<i>To consider applications received from GYBC for comment:</i>	Action Clerk
	06/18/0056/CU: 41 California Crescent, California – Section 78 Appeal	
	Original objection submitted – we stand by our original objection submitted on the 15 th February 2018	
8. Finance (445.02.19)		
8.1	To authorise the month's expenditure, and to note receipts	Proposed: Cllr. J. Green
8.2	To authorise transfer of monies from savings account to current account	Seconded: Cllr. K. Wendt
8.3	To review bank reconciliation	
8.4	It was formally agreed to appoint Catherine Moore, Clerk for Winterton to carry out an Internal Audit for interim period for change of Clerk and also 2018/19 year end	Unanimous
9. Ongoing open agenda item for discussion and update regarding the need to replace Scratby Steps (446.02.19)		
- Possible bids/grants to be applied for Cllr. Heelas to look into grants available and a meeting to be set up with Joe Crabb at Lottery Funding to explore possibilities and get advice - Feasibility study to look at alternatives including the option of a ramp A report has been received from Barrie Burgess from Technicus Consulting. The quote was for £1950 and was agreed A working party to be formed. Members are Cllr. Peck Cllr. K. Wendt, Cllr. Heelas, Cllr. R. Wendt, Cllr. Biggs and Cllr. Gingell The proposed date for the first working party meeting is Tuesday 26th February 2019 at 4.30pm		
		Proposed: Cllr. S. Scott-Greenard
		Seconded: Cllr. Heelas 9 For / 2 against 1 abstention

Step by Step lunch at all Saints Parish Hall	Action Working Party
Cllr. Bigg suggested organising a carvery to raise funds. It was agreed that £200 should be given for set up costs which would be matched funded by the Trustees of the All Saints Parish Hall. This would enable the Parish Council to contribute to the cost of the replacement steps at Scratby.	Action Cllr. Bigg
10. Ongoing open agenda item for discussion regarding Coastal Erosion (447.02.19) Robert Stephenson was unable to attend this evening so no report was available. The next meeting is 28 th February 2019 at 2pm at the Town Hall	
12. To undertake the annual Review and adoption of the Council's Risk Register – amended version (448.02.19) Risk Register was discussed – some slight amendments to include: Separate the Halls and include Fire Risk, Emergency Lighting and GDPR	Agreed
13. To agree completion of annual risk assessments as conducted by Parish Councillors (449.02.19) Risk Assessments were returned apart from the one for the Burial Ground. This to be posted to the Parish Clerk in shortly	Action Cllr. Gingell
14. Unregistered Land (450.02.19) - Cllr. C. Lee - Not reported as apologies were given	
15. To receive and agree proposed actions from F&GP meeting held on Thursday 24th January 2019 (451.02.19) The minutes of the F&GP were circulated and agreed.	Proposed: Cllr. K. Wendt Seconded: Cllr. Scott-Greenard
16. Burial Ground Minutes from 02.02.19 (452.02.19) Changes to regulations were: - Grave diggers must not use the churchyard steps to the Burial Ground and only use the footpath from Station Road. - Grave diggers to ensure that any surplus soil after grave filling must be left in the allocated area provided. - Photographs will be allowed providing they are professionally made from enamel, guaranteed against cracking or fading for a lifetime and they are fully frost proof. Photographs must not be larger than 6" x 4" (152mm x 100mm) - Stone Mason to put the Row and Grave Number on the back of every headstone. - All photographs must be viewed and authorised by the Parish Clerk before submission to the Stonemason. - Catherine Jordan, Church Warden, to be co-opted onto the Committee as the Church Representative in place of Mandy Bishop due to her busy schedule.	Proposed: Cllr. Cheetham Seconded: Cllr. Green
17. To provide an update on the Parishioner Surgeries due to start in February 2019 (453.02.19) – Cllr. K. Wendt Cllr. K. Wendt thanked the Councillors for their attendance and support and reported a good meeting. Email to be sent to Highways regarding the queries raised at the surgery and parishioners to be copied in. The next surgery is taking place on the 2 nd March 2019 at All Saints Parish Hall between 10 – 12noon	Action Clerk
18. Matters for reporting and items for next agenda Matters for reporting: Cllr. Cheetham reported that the Secretary for Bracecamp Hall has retired. Cllr. R. Wendt reported that All Saints Parish Hall are also looking for a Secretary. Any interested parties please contact the above Councillors.	

Matters for next Agenda:

Gatekeeper for recreation ground
A-Frames for Advertising Surgeries

The meeting closed at 8.34pm

Date of next meeting:

The next Parish Council meeting will be held on Monday 11th March 2019 at The Village Centre, Ormesby St Margaret, at 7pm.

Signed: *Adrian Peck*

Dated: *11/03/19*

Adrian Peck

Chair

Ormesby St Michael with Scratby Parish Council

Appendix D

11th February 2019

Name	VAT No.	Amount Ex.VAT (£)	VAT (£)	Total (£)
Expenditure for January 2019				
Salaries & expenses		2,944.25		2,944.25
HMRC: Employers & Employees NIC & Tax		343.51		343.51
Nest Pension (DD): Employers & Employees Contributions		209.84		209.84
Pink Office - Stationery		218.21	43.64	261.85
Wave (Water - Recreation Ground)		71.73		71.73
Wave (Water - Allotments)		85.85		85.85
Technicusconsulting - Report for Scratby Steps		150.00	30.00	180.00
Bobby Dazlers (Bins)		75.00		75.00
NALC Training (AGAR)		30.00	6.00	36.00
Rodney Scott (Litter Pick and Hedge cut)		131.00		131.00
Adrian Peck (Key cutting)		19.50	3.90	23.40
MJ Woolston (Gates)		155.00		155.00
Newsletter Editor - Printing (paid by advertising income - see a/c *4660)		354.00		354.00
Total Expenditure		4,787.89	83.54	4,871.43
Income for January 2019				
Burial Fee		220.00		220.00
Interest - Lloyds Main Savings A/C ****2399		2.09		2.09
Interest - Lloyds Community Newsletter A/C ****4660		0.11		0.11
Total income		222.20	0.00	222.20
BALANCES at latest statements as at 31.1.2019				
Lloyds Current A/C ****1387		3,679.03		3,679.03
Lloyds Main Savings A/C ****2399		47,352.14		47,352.14
Lloyds - Savings A/C ****3568		1.19		1.19
Lloyds - Community Newsletter A/C ****4660		2,793.10		2,793.10
NatWest Savings A/C ****7090		64,159.55		64,159.55
Total as at latest available statements		117985.01		117985.01
Note: Breakdown of Councillor's/Clerks expenses and relevant invoices available on request				