

Ormesby St Margaret with Scratby Parish Council

Minutes of a meeting held on Tuesday 18 May 2021 at All Saints Parish Hall, Beach Road, Scratby at 7.25 pm following the conclusion of the Annual Parish meeting.

Present: Cllr. K Wendt (Chair to item 3), Cllr. C Lee (Chair from item 3), Cllr. and Borough Cllr G Freeman, Cllr. M Cheetham, Cllr. Green, Cllr. R Hill, Cllr. R Hirst, Cllr. P Holley, Cllr. N Lee, Cllr. J Rundle, Cllr. J Shrimplin

In attendance: Borough Cllr. R Hanton, Mr. J Gingell – Responsible Financial Officer, Mr. P Stone – clerk designate and five members of the public.

The Chair welcomed newly elected Borough Cllr Hanton, and Borough Cllr Freeman, noted and welcomed in his absence newly-elected County Cllr Bensly and extended a welcome to new parish councillors Holley and Rundle, and to Cllr Hirst to his first physical meeting. In addition, this was Mr Gingell's first meeting as Responsible Financial Officer and also in attendance and welcomed in an observational capacity was Mr Philip Stone, who would shortly be taking up his post as Parish Clerk.

1. To receive apologies for absence

Apologies for absence had been received on 30 April 2021 from Cllr Bigg, who was attending a Trustee meeting of the Bracecamp Hall. Apologies had further been received from newly-elected County Councillor James Bensly, who was attending a Norfolk County Council induction.

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

Cllr Freeman notified the meeting of his interest in planning as a member of the GYBC Development Control Committee.

3. Election of Chair and Vice Chair

Cllr Christine Lee was proposed as Chair by Cllr G Freeman and seconded by Cllr Green.

It was proposed by Cllr Holley and seconded by Cllr Rundle that Item 3(t) of the Standing Orders be not suspended, so as to enable a Secret Ballot. 2 Votes for, 9 votes against.

Cllr Christine Lee was duly elected as Chair and signed a Declaration of Office.

Cllr Michael Cheetham was proposed as Vice Chair by Cllr R Hill and seconded by Cllr N Lee. Cllr Cheetham was duly elected as Vice-Chair and Signed a Declaration of Office.

Cllr J Rundle left the meeting. Cllr C Lee proposed a vote of thanks to Cllr Kathryn Wendt for her service and duty to the council during the past year.

4. Minutes of the meeting held on 19 April 2021 and action points thereon

- 4.1 The minutes of the meeting held by zoom on 19 April 2021 were approved for signature by the Chair as a correct record of the meeting. Proposed: Cllr M Cheetham, Seconded: Cllr K Wendt.

In relation to the action points and following further discussion:

- 4.2 It was resolved that Cllr Holley approach Premiere Stores, Scratby with the suggestion that they sponsor a litter bin at an initial cost of £360 to be supplied, and that the council would pay the emptying fee of approximately £1 per week.

Cllr Freeman left the meeting.

- 4.3 In relation to the proposal for a disused telephone kiosk to be sourced and used as a lending library, it was resolved that Cllr Wendt undertake further research as to available community grants and revert back to council.

Cllr Freeman and Cllr Rundle returned to the meeting.

- 4.4 The completion of action points on the list was noted. Item 5 in relation to the Bracecamp hall was deferred to the next meeting in the absence of Cllr Bigg.
- 4.5 It was noted that the SAM 2 speed camera, currently located on Beach Road Scratby would shortly be relocated to Station Road Ormesby and the schedule of speeds registered prepared by Mr Gingell previously circulated to council was noted.
- 5. Minutes of the Personnel Committee dated 28 April 2021 by zoom**
The minutes of the Personnel Committee meeting held on 28 April 2021 were duly noted.
- 6. Minutes of an Extraordinary meeting held on 6 May 2021 by zoom**
The minutes of an extraordinary meeting duly convened and held on 6 May 2021 in relation to the appointments of the Parish Clerk and of the Responsible Financial Officer were duly noted.
- 7. Minutes of the Finance and General Purposes Committee**
The minutes of the Finance and General Purposes Committee held on (i) 4 May 2021 via zoom and (ii) 12 May 2021 at All Saints Parish Hall were duly noted and the recommendations therein accepted.
- 8. Public participation forum**
- 8.1 In relation to prior discussion in action points concerning “no beach access” signs, at the end of California Avenue and further clarification from Mr Gingell and Cllr Hanton in his prior capacity as County Councillor, it was resolved that the council look further into the cost of producing a private sign.
- 8.2 In relation to a parishioner’s query relating to their personal concerns as to the subject of alleged bullying and recent social media commentary, the Chair replied that factually incorrect social media commentary, was always problematical, and that in relation to any formal allegations, councillors would always be bound by due legal process. This matter was extremely important and indeed one of her first actions as incoming Chair had been to ensure that the appropriate anti-bullying, and anti harassment policies were adopted, codifying but underlining the council’s approach, in addition to updating to the council’s equal opportunities policy. These would be discussed and hopefully adopted later in the meeting: inappropriate behaviour in any form, either towards councillors, officers, or members of the public would not be tolerated.
- 9 Borough Councillors’ Report**
Cllr Freeman reported as follows:
- A number of issues had arisen from the sudden thunderstorms and resultant flash flooding of the past few days, and a number of areas of concern had been reported to both NCC highways and Cllr Bensly. The white line road markings outside the Beach Road Scratby junction from the Premiere supermarket had almost completely disappeared: he had requested urgent attention as teams were currently out doing road surface dressing.
- Secondly, in relation to the removal of a Borough Council lamp post on Beach Road Scratby without permission: Cllr Freeman has asked the Borough to look into both legal and practical rectification of this matter as soon as possible, including the reinstatement of the post, ensuring that the appropriate person is billed for this cost.
- Thirdly, in preparation for the coming summer season, the new GYBS manager Chris Shilton had been to visit the parish and Cllr Freeman had asked for a deep clean of all the road gullies, to up as far as California Avenue, which was in a poor state, and all the estate roads in Ormesby, Scratby and California. Finally, Cllr Freeman reiterated that any potholes or lighting outages should be reported directly via the Borough Council website, Norfolk County Council website or via an email to Cllr Freeman.
- 10 County Councillor Report**
There was no County Councillor’s report on this occasion, Cllr Bensly having given his apologies.
- 11. Finance:**
11. The current monthly statement of income and expenditure as appended to the agenda was noted, together with the statement of total bank balances at 30 April 2021 (£183,240.47). Expenditure totalled £4,236.80, which included the £2,606.40 insurance premium for the council’s employer’s liability and public liability

insurance. Total income of £55,389.66 was principally accounted for by the receipt of the precept monies of £48,166.50 from GYBC. In addition, £1,625 had been received from the ice cream concession, and £2,969.67 by way of a VAT refund.

The statement of income and expenditure, including payments to be made was duly approved.

Proposer: Cllr Wendt, Seconded: Cllr R Hill: unanimous

- 11.2 It was resolved that in order to meet the expenses incurred above, £4,500 be transferred from the council's Savings account to its Treasurers account, and that the schedule of payments be signed accordingly.

Proposer: Cllr M Cheetham, Seconded: Cllr J Green: unanimous

12. Correspondence:

- 12.1 Correspondence had been received from two separate parishioners detailing their concerns as to the locked gate over the public footpath access to Jubilee Woods. Cllr Freeman confirmed that he had been in contact with both the developer who had erected the gate for security purposes, in addition to the diocese of Norwich and the tenant farmer who also both had rights of way. Access was still possible around the side of the gate, and the developer had agreed to remove the gate upon completion of the works, and to reinstate the right of way sign.

- 12.2 Correspondence had been received from one parishioner concerning reports of the creation of allotments in Scratby, which they understood would border their property. The council discussed at length the difficulties encountered through erroneous reporting on social media and elsewhere. The chair confirmed that she had reassured the parishioner that no such proposal had been considered or approved by the parish council.

13 To note Planning applications as follows:

Cllr R Hill detailed his review of the following:

- 13.1 06/21/0264/F Proposed single storey rear extension 22 Bracecamp Close, Ormesby NR29 3PR – no comments
13.2 06/21/0250/F Proposed replacement of conifers on NW boundary with 2 metre concrete post and close boarded fence at 1 Filby Lane Ormesby NR29 3JR – no comments

The council agreed with these recommendations, that it had no comment to make on the above applications in its capacity as consultee an GYBC be notified accordingly.

It was noted that the planning application in relation to a proposed residential care home at Nightingale close Scratby would come before development control for a decision on 19 May 2021. It was noted that some residents had received notifications from GYBC detailing their right to make representations at this meeting too late to reasonably allow comment, and as a separate point it was confirmed that Cllr Freeman would raise this with the Borough.

14 Review of policies and procedures

The Chair noted that the Finance and General purposes committee had, in its meeting of 4 May 2021 recommended the following new policies, as previously circulated to councillors:

- 14.1 NALC Model Standing Orders 2018 for England (Revised 2020).

The council reviewed the above document. It was noted that the principal change from the previous standing orders was the abolition of the non-standard clause allowing for a secret ballot to be held at the chair's discretion. This was in the interests of openness and transparency.

Following discussion, it was resolved that the new model standing orders as presented to the meeting be adopted. Proposer: Cllr Shrimplin Seconded: Cllr Wendt Unanimous

- 14.2 NALC Model Financial Regulations 2019

Following discussion it was resolved that the new model financial regulations as presented to the meeting be adopted. Proposer: Cllr Freeman Seconded: Cllr Green: unanimous

- 14.3 Anti- Harassment and Bullying Policy
14.4 Equal Opportunities and Diversity Policy
14.5 Grievance Procedure
14.6 Disciplinary Procedure

The council reviewed the above documents, as presented to the meeting. It was resolved that items 12.3 to 12.6 inclusive as presented to the meeting be adopted. Proposer: Cllr N Lee, Seconder: Cllr R Hill : unanimous

15 Annual Risk Assessments

It was noted that risk assessments in relation to the council's principal public open spaces would shortly be circulated to certain councillors for completion as part of the annual audit.

16 Proposed Covid 19 memorial(s)

Following discussion council were all supportive of this idea, however in need of firm suggestions in addition to the original proposal of sundial(s). All councillors were asked to submit ideas so that costings for a suitable budget could be presented to the next meeting of the Finance and General Purposes committee.

17 Proposed Fete

Cllr Rundle detailed his plans for a fete to involve all three communities of the parish, to be organised by the community. Councillors were all broadly in favour of an event, however, the following points were discussed and agreed as essential guiding principles:

- Organised by Cllr Rundle in a personal capacity with community volunteers.
- Possible locations could include any or all of the following: the village green at Ormesby (common land) the Edgar Tennant Recreation Ground; or Scratby green. Cllr Rundle's preference was for the village green
- The importance of a road closure for safety reasons if an event was held on the Village Green at Ormesby,
- The need to factor in Norfolk County Council timescales for road closures
- Subject to the above Saturday 31 July was the working date.
- Requirement for the organisers to ensure that all participants held correct current public liability insurance, that food vendors likewise had food hygiene ratings, and that public liability insurance was sought by the group itself for the event.
- For risk assessments to be carried out for each activity
- And that in all cases government rules as in force at the time in relation to covid 19, social distancing and track and trace etc were complied with.

Whilst the event was not being organised by the parish council, it was however keen to receive an update on the group's activities and progress to date at the next meeting.

18. Schedule of future meeting dates

It was agreed to defer the schedule of future meeting dates and locations to the next meeting for approval.

The meeting closed at 9.22 pm and the Chair thanked all for their time and for the members of the public for their interest and attendance.

Date of next meeting

Tuesday 15 June at 7pm, location to be confirmed (to ensure covid compliance).

Christine Lee

Chair

Ormesby St Margaret with Scratby Parish Council