

## Ormesby St Margaret with Scratby Parish Council

Minutes of a meeting held on Tuesday 15<sup>TH</sup> June 2021 at All Saints Parish Hall, Beach Road, Scratby at 7 pm

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**Present:** Cllr. C Lee (Chair), Cllr. M Cheetham (Vice Chair), Cllr. and Borough Cllr G Freeman, Cllr.J Green, Cllr. R Hill, Cllr. R Hirst, Cllr. P Holley, Cllr. J Rundle, Cllr. J Shrimplin Cllr. K Wendt, Cllr. S Bigg

**In attendance:**

**Officers :** Philip Stone Parish Clerk, John Gingell Responsible Financial Officer

**Borough Councillors:** Ron Hanton Geoff Freeman

**County Councillor:** James Bensly,

**Potential Co Opt Councillor** Joanne Beaumont

5 members of the public

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The Chair welcomed parish councillors, Borough Cllrs Freeman and Hanton, County Councillor Bensly and members of the public in attendance.

**1. To receive apologies for absence**

Apologies for absence were received from Cllr N Lee who had been detained at work.

**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 Development Control Committee of Great Yarmouth Borough Council ("GYBC") and of his expense claim

Cllr C Lee notified her interest in an expense claim

Cllrs Rundle, Holley & Bigg notified their respective interests as founder members of the Community Events Group, organisers of the Community Fete.

**3. To approve minutes of the Parish Council meeting held on 18<sup>th</sup> May 2021 and to review the action points thereon**

Approval of minutes proposed by Cllr Freeman and Seconded by Cllr Green. Unanimous.

**Review of action points**

**1. Proposed litter bin Scratby Premier Stores**

Update Cllr Holly confirmed Scratby Premier Stores would sponsor the cost of supply of the bin and circulated a photo of the proposed location. Councillor Freeman confirmed that the bin would be ordered.

**2. Telephone Kiosk Potential Funding**

Update Cllr Wendt Norfolk Foundation Grants have confirmed that this is something that they will no longer fund. Alternative funding could be obtained via the Lottery Community Grant, however in order to proceed in the name of the council one additional councillor was required to apply . Cllr Freeman agreed to assist with this.

### **3. Bracecamp Hall**

Cllr Bigg confirmed a committee had been selected and that she had been elected as chair of the Trustees and that she was in the process of formally removing Cllr Cheetham as a trustee with the Charities Commission (Action point for next meeting)

### **4. Sam2 Speed Camera**

RFO John Gingell report in respect of camera figures and locations, confirmed latest figures have been forwarded to Norfolk County Council, general discussion led by Cllr Rundle concerning the understanding of the colours allotted to speeding on the graphs to the monthly report and the predictability of locations chosen for siting of the camera. Cllr Lee noted the general concern of the meeting on this subject and the importance of the work being done in respect of reducing speed and confirmed the intention to set up a speeding and road safety committee upon the forthcoming review of committees and working parties as there was much important work to do here.

### **5. Beach Access Signs**

The job of looking at the cost and installation of these has still to be allocated. Request for a volunteer to look at the same. (Action point for next meeting)

### **6. Planning Notices**

A point raised by Cllr Holley at the May meeting concerning the way planning notices are given and the number of people that are notified : Cllr Freeman reported and confirmed comments from last meeting had been fed back to the relevant case officers. It was noted the form of planning notices being served and the numbers of residents so notified complied with current planning legislation, and that there was nothing the Parish Council could do to change the way current planning applications are advertised or notifications given as this was a matter of government legislation. It was emphasised that the public have the ability to comment on the weekly planning list online at the Borough Council website should they wish.

Clerk Philip Stone confirmed various applications for extensions to applications for the purpose of comment had been made but none had been confirmed as granted and that when enquiry was made of the planning department and messages left that no one was coming back. Cllr Freeman confirmed he will get direct contact numbers for the Planning Department in an attempt to ease the process of communication.

### **7. Risk Assessments**

Cllr Lee confirmed all risk assessments have been sent out and were now in the process of being forwarded to the internal Auditor.

### **8. Covid Memorial**

Cllr Wendt confirmed she will get details together for presentation to the F & GP meeting on Monday 21<sup>st</sup> June in order that a proposed budget for the proposed memorial and its form can be considered. Cllr Lee asked for all and any other ideas to be put forward asap to the Clerk.

### **4. Future meeting dates and venues**

It was confirmed that in view of the ongoing Covid restrictions the next meeting would be held at All Saints Village Hall Scratby, and the venue reviewed on a monthly basis in light of current restrictions.

### **9 Personnel Committee Report**

Co-option of Councillor for the Ormesby Ward report Cllr Freeman Chair of Personnel Committee confirmed that two applicants had been interviewed and one selected. Joanne Beaumont was introduced to council and gave brief personal details of her qualities, residency and her resolve to make positive changes and contribution in particular to the young people of the Parish. Questions were then invited for the proposed Councillor. Cllr Holley questioned the legality of the co option . Cllr Freeman and Cllr C Lee confirmed all elements of compliance had been dealt with and that the Borough Council were fully aware aware of the Co option which related to a longstanding vacancy from 2020. Proposer for adoption of Co opted Councillor Cllr Freeman Seconder Cllr Hill co option confirmed by unanimous vote

## 5. Correspondence

### Report from Clerk

- 1 Email from contractor concerning safety relating to painted stones on the green at Ormesby and the potential damage they can cause if they come into contact with machinery or the person, Report Cllr Freeman on action collection of stones safely placed in a box at the Village Centre suggest consideration given to permanent local display because of their importance to the public during lockdown.
- 2 Enquiry concerning the ownership of the seasonal toilets at California :Cllr Freeman who confirmed that they are owned by GYBC and not the parish.

## 6. Public Participation forum

Following questions and discussion, the following points were noted:

The alleged unnecessary noise and parking issues with Summerfields Holiday Park

:Cllr Freeman would continue to look at ways of developing the toilets at Scratby Green to allow for use by people with a disability.

### Report Borough Councillor Hanton

Cllr Hanton noted the many ongoing regeneration projects being undertaken in the immediate area including the Water Ways, South Denes, Wellesley Recreation ground feasibility study, new Marina Centre, Yarmouth Market Place redevelopment, the third river crossing , a lottery funding application for the Winter Gardens and a project called "Go Trade" bringing together 16 English and French partners with a view to increasing numbers in Gt Yarmouth through promotional events, video, market training etc as well as a project to redevelop the Conge area.

### Report Borough Cllr Freeman

There had been incidences of flytipping in the parish: this time on Nova Scotia Road. Cllr Freeman urged all councillors to go online and report flytipping, sufficient evidence would enable flytippers to be caught. Dense traffic and poor parking in Scratby and California had caused problems particularly over the Bank Holiday weekend and around Rottenstone Lane, including blocked driveways and buses unable to pass. Cllr Freeman had been in contact with Norfolk County Council Highways to voice his concerns over the Rottenstone lane California junction layout.

Speeding continued to be an issue in places like Spruce Avenue in Ormesby. Cllr Freeman reiterated his support for forming a committee of parish councillors who are prepared to work with the local authorities with Norfolk County Council, to address these matters.

Norfolk County Council Highways had repaired some of the reported potholes. A highways officer visit was awaited but this had been delayed by staff absence.

Mentioned at the last meeting, and repeated again, was the need for white lines outside the Premier stores junction with Beach Road Scratby. .

Great Yarmouth Borough Services Street cleansing team would be visiting the entire ward with Cllr Freeman next week, and he had highlighted with photographs where necessary all the relevant areas in this parish which required attention including Scratby, California and the estate areas of Ormesby.

Finally, Cllr Freeman requested that County Councillor Bensly take up the matter of the reinstatement of the gritting route through Scratby and California prior to the winter season.

### Report County Councillor Bensly

The reports sent through from Councillor Bensly to the clerk and onward to councillors were noted. Cllr Bensly reiterated his availability to help with county issues and was asked to do what he can to reinstate

Scratby on the route for road gritting, and to provide further information in relation to the requirements to have 30mph road speed limits at the entry point to villages.

## 7. Finance: Agree schedule of invoices/payments for May and to authorise bank transfer required

Cllr C Lee detailed the finance report. Income of £9,420.50 had been received which included part Neighbourhood Plan Grant and receipts of ground rent for day huts. Expenditure £7,845.69 included £960 for the design and build of new accessible Parish Council Website. Concerns had been noted as to the maintenance of the burial ground and it was noted that this would be discussed at the forthcoming Burial Ground Committee meeting.

| DATE                     | NAME                      | DESCRIPTION                                     | Invoice Number | NET            | VAT           | GROSS          |
|--------------------------|---------------------------|-------------------------------------------------|----------------|----------------|---------------|----------------|
| 03/06/2021               | EE                        | Parish Mobile Phone                             |                | 12.47          | 2.49          | 14.96          |
| 30/05/2021               | Christine Lee             | Sundry Expenses                                 |                | 45.00          |               | 45.00          |
| 22/01/2021               | Broadland Digital         | Design & Build Parish Website                   | INV - 14245    | 800.00         | 160.00        | 960.00         |
| 31/05/2021               | Mrs J Simpson             | Opening of Gates May 21                         | May            | 155.00         |               | 155.00         |
| 14/05/2021               | GYB Services              | Toilet Cleaning April 21 - March 22 196 Days    | 35IN-000753    | 2,842.00       | 568.40        | 3,410.40       |
| 19/05/2021               | GYB Services              | Tree Works carried as instructed                | 35IN-000758    | 95.39          | 19.08         | 114.47         |
| 19/05/2021               | Skippers Print & Design   | 15 of 2 x Parish Council Agenda & Info Booklets | 14742          | 246.40         |               | 246.40         |
| 18/05/2021               | Discreet Security Limited | Security as Annual Parish Meeting 18-5-21       | 2021-0503      | 60.00          | 12.00         | 72.00          |
| 19/05/2021               | CGM                       | Grass Cutting Week 19 Burial Ground             | 238740         | 125.00         | 25.00         | 150.00         |
| 31/05/2021               | Geoff Freeman             | 2x Waste Skips at the allotments                | 3090 / 3143    | 383.34         | 76.66         | 460.00         |
| 05/06/2021               | Lee Bowen                 | Strimming Burial Ground path                    | 9              | 120.00         |               | 120.00         |
| 31/05/2021               | Clerk's Admin Costs       | May admin fees for Parish Clerk                 |                | 530.16         |               | 530.16         |
| 31/05/2021               | Clerk's Admin Costs       | June admin fees for Parish Clerk                |                | 1,434.70       |               | 1,434.70       |
| 31/05/2021               | HMRC                      | Clerks HMRC Payments                            |                | 132.60         |               | 132.60         |
| <b>Total Expenditure</b> |                           |                                                 |                | <b>6982.06</b> | <b>863.63</b> | <b>7845.69</b> |

A resolution was put to the meeting to approve the above set out schedule of expenses Proposer: Cllr R Hill, Seconder: Cllr J Green: unanimous.

A second resolution was put to the meeting to approve transfer of funds from the savings account to the current account in the sum of £8,000 to cover the expenses as set out above together with a further £18,653.69 to cover the scheduled Public Works Board Loan repayment. Proposer: Cllr Wendt seconder Cllr - R Hill: unanimous.

## 8. To review and approve the revised and updated Code of Conduct & Social Media Policy

Cllr Lee presented the revised Code of Conduct and Social Media Policies (agenda items 8.1 and 8.2). Following general discussion it was resolved that both policies be approved and adopted forthwith: proposed Cllr Freeman Seconder Cllr Hill carried unanimously with no alterations or amendments.

Copies of each policy were provided in the agenda packs for councillors' retention, each councillor then signed and dated a further copy of each policy for retention by the clerk confirming their acceptance and understanding of the same.

## 10 The Recording and broadcast of public parish meetings

Cllr C Lee updated the council on the current legislation regarding recording of meetings, and the use of Zoom Discussion followed and it was agreed that Cllr Freeman would look into the viability of a system that would allow for the same to be streamed from All Saints Parish Hall, noting however that only the public in the room at the meeting could contribute to the meeting during the Public Participation Section.

## 11. Patient Participation Group

Update from Cllr Wendt who confirmed she had received information from the British Medical Association about how Doctors have been coping during the pandemic. This would be circulated by email to all councillors.

## 12. To note Planning application and Parish Council comments as follows:

12.1 06/21/0321/F Willow Farm 20 Yarmouth Road Ormesby NR29 3QA **No objection**

12.2 06/21/0344/F 3 Scratby Crescent Scratby NR29 3QA proposed single storey extension **No objection**

12.3 06/21/0343/F 27 Leathway Ormesby NR29 3QA proposed rear extension **No objection**

**13. To note the following planning decisions reported by Great Yarmouth Burgh Council:**

13.1 06/21/0146/F 35 Yarmouth Road Ormesby St Margaret NR29 3QE detached self build four bedroom dwelling **Refused outside village development limits**

13.2 06/21/0006/F Low Barn Old Coast Road Ormesby St Margaret NR29 3QH first floor extension and detached barbeque building **Approved subject to commencement within 3 years**

**9pm Cllr C Lee suggested extending the meeting by 20 minutes in accordance with item 3(x) of the Standing Orders to deal with outstanding agenda items proposer Cllr Cheetham Seconder Cllr Hill carried unanimously**

**14. Community Fete Report**

Update from Cllr Rundle who confirmed the road closure was still in abeyance and was yet to be confirmed as being granted. Liability insurance has been looked into for the sums of either £1 or £10 million liability, however it had not yet been purchased.

General discussion followed when Cllr Rundle confirmed the intention was to have the Fete at Ormesby on the Green (common land) and that arrangements had been made for suitable risk assessments to be carried out for all activities and that all stalls would have appropriate insurance and that currently there were 16 volunteers.

In relation to contingency planning, Cllr Rundle confirmed when questioned that if the road closure was not granted, the Community Events Group would look to carry it out on the recreation ground. It was noted that if this was the case the requirements of the council's current insurer would be quite rigorous. for compliance purposes and it was therefore agreed Cllr Rundle would revert to the clerk as soon as there was news in respect of the road closure.

**15. Suggested items for next agenda**

1. Patient Participation
2. Overgrown hedge Beach Road Scratby
3. Hedge encroaching on Crossways, Jolly Farmers public house
4. Neighbourhood Plan

**16. Schedule of future meeting dates and Date of Next Meeting:**

Finance and General Purposes Committee Meeting 7pm Ormesby Village Centre

Extraordinary meeting 29<sup>th</sup> June 7pm All Saints Parish Hall to approve financial statements for the year ending 31<sup>st</sup> March 2021

**Date of next meeting**

Tuesday 13<sup>th</sup> July 2021 7pm All Saints Parish Hall Beach Road Scratby

**Christine Lee**

**Chair**

**Ormesby St Margaret with Scratby Parish Council**