

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on
Wednesday 10th May 2023 at 7.20pm at Stokesby Community Centre**

Present: Richard Youngs (Chairman)
Philip Crane
Dawn Lamb
Rob Lloyd
Leigh-Ann Medhurst
Stuart Ward
Ed Wharton
Catherine Moore, Parish Clerk

Also present: Borough Councillor Adrian Thompson and 4 members of the public were in attendance

1. Election of Chairman

Richard Youngs was elected as Chairman, proposed by Rob Lloyd, seconded by Philip Crane, all in favour. The Declaration of Acceptance of Office was signed.

2. Election of Vice Chairman

Leigh-Ann Medhurst was elected as Vice Chairman, proposed by Richard Youngs, seconded by Rob Lloyd, all in favour.

3. Register of Interest Forms

The Clerk reminded Councillors that they needed to complete their Register of Interests form by 6th June 2023.

ACTION: ALL

4. General Power of Competence

It was confirmed that the Council had been more than two thirds elected; and that the Clerk held the CiLCA qualification, therefore the Council **agreed** to adopt the General Power of Competence, proposed by Richard Youngs, seconded by Leigh-Ann Medhurst, all in favour.

5. Apologies

There were no apologies for absence. PC Gary May had sent his apologies.

6. Public Forum

a. Public

A member of the public spoke about the land on the corner of Filby Lane / Runham Road, expressing concern that it may be developed. It was noted that planning permission had been refused for a bungalow on the plot due to access concerns on two roads. It had been suggested that the plot was large enough to build on, but felt that the land would be nice to be kept for the village with some benches. It was noted that this was not common land, and was in private ownership. It was felt that the people who owned it should be approached to find out their intentions first. The Council did not have the funds to purchase this for the village. The Clerk was asked to send a letter asking whether the owner would consider selling or donating as public land, and at what price.

ACTION: Clerk

b. County Councillor

Not present.

c. Borough Councillor

Adrian Thompson had reported in the Annual Parish Meeting.

- d. Police
Police reports were circulated as received.
7. **Declaration of Interest for items on the agenda**
Richard Youngs declared an interest in item 14a as a relative.
8. **Minutes of the last meeting**
The minutes of the meeting held on 8th February 2023 were **agreed** and signed by the Chairman, proposed by Richard Youngs, seconded by Stuart Ward, all in favour.
9. **Matters Arising**
- a. Footpath to the River
Richard Youngs had met with the Environment Agency, with works being costly. Shingle had been put down by a resident which had dealt with the immediate safety concern.
- b. Play Area Annual Inspection Report
Cleaning and some maintenance had been done, the see-saw was broken. Adrian Thompson was dealing with this with the maintenance department at GYBC.
ACTION: LM / DL
- c. Geese at River
Seven geese had moved on, four were remaining. There were 11 swan eggs being sat on. It was felt that feeding them was keeping them in the area. The goose eggs were being removed so that more did not hatch off.
- d. Repairs to Village Green Roadway
Richard Youngs noted that this was getting worse. Ed Wharton re-iterated his offer to put down crushed concrete, and was waiting for a prolonged dry spell to complete this.
ACTION: EW
The issue was in the area that the contractors had skimmed the top, and was not in their main works which had held up fairly well. The corner was getting a bit muddy.
10. **Village Maintenance**
- a. Quarterly Report
The sand store was beginning to come apart, Richard would look at this and put a new piece of wood and hinges on, together with a better lock.
ACTION: RY
The posts around the Green were fine at the moment but could need replacing in the future. Wooden posts with rope through had been suggested, and the former Youth Club fund could be used to do this as it was part of play area safety.
Richard asked whether anyone had a key to the notice board on the bus shelter, a member of the public said that they may have one. This could be replaced at some point as it was dilapidated. It was suggested that a member of the public may be willing to have a lockable notice board on her property. Another suggestion was at the village hall or on the Green. The Clerk was asked to get prices for different options and price ranges.
ACTION: Clerk
It was noted that the common land by the river had become cluttered again, Richard Youngs would deal with this.
ACTION: RY
11. **Finance**
- a. Year End 2022/23
The accounts for 2022/23 were **noted**.

- b. Internal Audit Report
The internal audit report was **noted**.
- c. Annual Governance Annual Return
It was **agreed** to tick 'Yes' to the statements in the Annual Governance Statement. It was **agreed** to approve the Annual Accounting Statement. It was **agreed** to declare the Council exempt from external audit. Proposed by Stuart Ward, seconded by Rob Lloyd, all in favour. **ACTION: Clerk**
- d. Norfolk ALC Subscription
The Norfolk ALC subscription renewal had been invited at £141.38 which was a 20% increase on the previous year. Similar services, without the National ALC element, were offered by Norfolk PTS who had quoted £83.29 for subscription. It was **agreed** to move to Norfolk PTS, proposed by Richard Youngs, seconded by Philip Crane, all in favour. **ACTION: Clerk**
- e. Payments
It was **agreed** to pay the following, proposed by Stuart Ward, seconded by Dawn Lamb, all in favour:-
- | | | |
|----------------------|----------------------------------|---------|
| C Moore | Salary & Expenses March – May 23 | £475.25 |
| HMRC | PAYE March – May 23 | £115.00 |
| Kerrie Wilton | Internal Audit | £50.00 |
| Zurich Town & Parish | Insurance | £241.00 |

12. Correspondence

- a. General Correspondence
None.

13. Planning

- a. Applications
None.

- b. Applications Considered Between Meetings
BA/2023/0137/LBC Hall Farm, The Dairy, Runham Road: Internal alterations including some demolition. **NO OBJECTIONS**

- c. Decisions
BA/2023/0008/HOUSEH The Hermitage, Mill Road, Stokesby: To construct double timber framed 5m x 5m car port with tiled roof joined to existing garage. To construct a lych style front gate, timber framed with plain tiled roof. To construct a pitched roof over existing flat roof on house, incorporating an oak framed porch, with tiles to match existing. **APPROVED**

14. Other Matters

- a. Broads Authority – Mobile Home on Property
The Chairman noted that he had raised a concern about a mobile home parked on a property. It had been confirmed that this was not currently a breach of planning but that they were not allowed to stay in it overnight. The Parish Council had been asked to keep an eye on this matter and inform the Broads Authority if people were staying in it overnight.

b. SAM2 Sign – Deployment and Results

Richard Youngs reported that he was working through how to download the results. It was in Filby Road, and would be moved to the Acle end of the village shortly. It was noted that there was a small car regularly coming through the village at in excess of 60mph. Philip Crane was asked to send more information about the regularity and a description of the vehicle, which the Clerk would pass to the Police.

ACTION: PL / Clerk

c. Play Equipment Project

Leigh-Ann Medhurst reported that the funding had been received for some play equipment and Adrian Thompson had offered £700 towards a further piece. It was **agreed** to pay the deposit of 25% (£2,909.60 plus VAT), proposed by Richard Youngs, seconded by Ed Wharton, all in favour.

ACTION: Clerk

d. Painting of Village Sign

Thanks were placed on record for the refurbishment of the village sign. The Clerk was asked to send a letter of thanks.

ACTION: Clerk

e. Replacement Bench, Stokesby Green

It was noted that a generous donation had been offered to fund a new bench for Stokesby Green, it was **agreed** to accept this and order the bench, proposed by Richard Youngs, seconded by Stuart Ward, all in favour.

ACTION: Clerk

f. Review Standing Orders and Financial Regulations

The Standing Orders and Financial Regulations were adopted as presented, proposed by Ed Wharton, seconded by Leigh-Ann Medhurst, all in favour.

ACTION: Clerk

g. Review of Internal Controls

It was **agreed** to adopt the internal control document, proposed by Ed Wharton, seconded by Leigh-Ann Medhurst, all in favour.

h. Review Policy Documents

It was **agreed** to adopt the policies (Complaints Policy, Data Protection Policy, Disciplinary Policy, Equal Opportunities Policy, Filming at Meetings Policy, Freedom of Information Publication Scheme, Grant Awarding Policy, Grievance Policy, Health and Safety Policy, Risk Assessments, Training Policy) as presented, proposed by Ed Wharton, seconded by Leigh-Ann Medhurst, all in favour.

ACTION: Clerk

15. Reports from Parish Councillors

None.

16. Date of Next Meeting

Wednesday 8th August 2023 at 7.30pm at the Community Centre.

The meeting closed at 8.05pm.

CHAIRMAN