

Minutes of the Meeting of Stokesby with Herringby Parish Council held on Wednesday 12th February 2020 at 7.30pm in Stokesby Community Centre

Present: Stuart Ward (Chairman)
Rob Lloyd
Leigh-Ann Medhurst
David Murison
Ed Wharton
Richard Youngs
Catherine Moore, Parish Clerk

Also present: Borough Councillor Adrian Thompson, County Councillor Haydn Thirtle and five members of the public were in attendance

1. Apologies

None received.

2. Co-option to Vacant Position

It was **agreed** to co-opt Philip Crane, proposed by David Murison, seconded by Leigh-Ann Medhurst, all in favour. Cllr Crane signed the Declaration of Acceptance of Office and took his seat at the meeting.

3. Public Forum

a) Public

A member of the public asked for an update on the replacement light at the junction of Filby Road – it was noted that this would be in the Borough Councillors report.

b) County Councillor

Haydn Thirtle reported that an application for an extension to the Caister Transfer Station would be submitted following public consultation in April. The funding had been allocated and this would address the increased pressure and lack of space at the facility.

The Boundary Commission was undertaking a review of Norfolk County Council's divisional boundaries as there was representational imbalance in some areas. South Norfolk Council had challenged the proposals, so this would be re-examined.

Norfolk County Council was undertaking budget setting, with a budget of £1.4M and savings of £35M needing to be made. It was likely that a precept increase of 1.99% would be applied, with another increase specifically for Adult Social Care to deal with increasing service demands.

Borough Councillor

Adrian Thompson reported that the light at Filby Road was scheduled for installation w/b 2nd March 2020.

Speedwatch was up and running in conjunction with Runham, and was being well supported by the local police officer.

Runham had made a bid for a SAM2 sign, and had receiving funding pledges from the County and Borough Councillors. Adrian's funding came with a condition that it should be used in Stokesby as well.

The roof at the bus shelter had been replaced.

New dog bins had been installed in other parishes, and Adrian offered a dog bin in Stokesby, which would be emptied by the Borough – it was agreed to gratefully accept this.

The Marina Centre was being demolished and replaced, and the Great Yarmouth market place was being redesigned, although parking charges were also being considered.

c) Police

Not present – police reports were circulated as received.

4. **Declaration of Interest for items on the agenda**

There were none.

5. **Minutes of the meeting held on 13th November 2019**

The minutes of the meeting were **agreed** as an accurate record and signed by the Chairman.

6. **Matters Arising**

a) Remaining Money in Barclays

The Clerk reported that £586.86 remained in the Barclays account. It was **agreed** to write a cheque for this value and bank this into the Unity Trust account, and then to leave the Barclays account with no money in until Barclays decide to close it due to inactivity.

ACTION: Clerk

b) Street Light on Main Street

Covered in Borough Councillors report.

c) Repair to Bus Shelter

Covered in Borough Councillors report.

d) Post and Chain Repair near Village Sign

There had been no response to communications with the Handyman, Rob Lloyd agreed to speak with him to find out whether he still wished to do any work for the Parish Council.

ACTION: RL

e) Repair to Village Sign

Rob Lloyd reported that the base was looking much better but the frost had got to the stone top, although it was not in any danger it could do with repair. The main frame needed tidying – RL to speak with Handyman.

ACTION: RL

f) Encroachment onto Common Land

Stuart Ward reported that the issue of encroachment had been raised with the relevant people. The fence posts at the old Post Office had been installed but no panels had appeared yet. The reed bed needed tending before the summer, and an area at the Candlemakers needed tidying. It was agreed to see what happened, and only send a letter if no action was forthcoming.

g) Overgrown Trees near BT Wires

The Clerk reported that Maple Tree Services had been asked to carry out the work at a cost of £350, and they would also be removing the deadwood at the same time.

7. **Village Maintenance**

a) Quarterly Report

Nothing new to report.

b) Roadway Repair - Update

The Clerk noted that the outcome of the Parish Partnership Scheme application would not be known until March / April. If the application was not successful the Council would need to consider how to fund the remaining £2,700. It was felt that the work needed to go ahead without unnecessary delay, therefore **agreed** that if the funding was not forthcoming, the projected £1,000 underspend from 2019/20 would be earmarked to the roadway, and the remaining £1,700 would be borrowed from earmarked reserves and would be replaced in the precept in 2021/22, proposed by Rob Lloyd, seconded by Richard Youngs, all in favour. The Council had already precepted £2,700 in the 2020/21 budget which would make the repairs fully funded. It was **agreed** that the works could be commissioned as soon as the PPS application outcome was known.

ACTION: Clerk

8. Finance

a) Payments

It was **agreed** to pay the following:-

C Moore	Salary – Dec 2019 to Feb 2020	£350.18
HMRC	PAYE – Dec 2019 to Feb 2020	£87.40
K&CF PC	Training Contribution	£50.00
Broads Society	Subscription	£16.00
Stokesby PCC	Churchyard Maintenance	£800.00
C Moore	Expenses (Sandbags)	£72.00

b) Accounts for Monitoring

The accounts to date were **noted**.

c) Appointment of Internal Auditor

It was **agreed** to appoint Pauline James to undertake the internal audit for 2019/20.

9. Correspondence

Harnser magazine
Clerks and Councils Direct magazine

10. Planning

a) Applications

None.

b) Applications Considered Between Meetings

- i. 06/19/0638/F The Bungalow, Filby Road: Proposed front entrance porch. Side extension, rear extension and side covered way. **SUPPORT with comments**
- ii. BA/2019/0383/HOUSEH 4 Paved Yard, Croft Hill: Replace garden room with single storey entrance lobby and dining room. First floor extension over existing office and bathroom. **SUPPORT with comments**

c) Decisions

- i. BA/2019/0383/HOUSEH 4 Paved Yard, Croft Hill: Replace garden room with single storey entrance lobby and dining room. First floor extension over existing office and bathroom. **APPROVED**

11. Other Matters

a) Poppy Display at Remembrance

Rob Lloyd reported that he spoke to the RBL regarding the large poppies for lampposts and these were not something they supplied. He would find out more next time he was in the Derbyshire area.

b) Tree Inspections

The Clerk reported that she had been forwarded a quote from Crown Tree Services however it was not clear whether this was a report from a qualified arboriculturist which was a requirement for insurance purposes. Rob Lloyd agreed to enquire. It was **agreed** to wait until Maple had completed their works before deciding what further works and inspections were needed. **ACTION: RL**

12. Reports from Parish Councillors

It was noted that the Streetscene Inspector was due this week, the Clerk was asked to request that they make contact with Rob Lloyd to arrange a walkaround visit.

ACTION: Clerk

A member of the public asked when the dualling of the A47 at Blofield would be progressed. It was confirmed that Norfolk County Council was waiting for the money to be released.

It was reported that fly tipping had become worse over recent times, with a particularly bad incident over the weekend in Filby. It was felt that this had increased since charges were introduced at the tips.

13. Date of Next Meeting

The next meeting would be Wednesday 13th May 2020, 7pm for the Annual Parish Meeting, 7.30pm for the Parish Council meeting, at Stokesby Community Hall.

The meeting closed at 8.20pm

CHAIRMAN

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on
Wednesday 13th May 2020 at 7.30pm remotely on Zoom**

Present: Stuart Ward (Chairman)
Philip Crane
Rob Lloyd
David Murison
Ed Wharton
Richard Youngs
Catherine Moore, Parish Clerk

Also present: Borough Councillor Adrian Thompson, County Councillor Haydn Thirtle and one member of the public were in attendance

1. Apologies

Apologies for absence were received and approved from Leigh-Ann Medhurst.

2. Public Forum

a) Public
None.

b) County Councillor

Haydn Thirtle reported that the temporary mortuary at Scottow had not been used yet during the Covid-19 situation and that capacity within the NHS and undertakers facilities had been fine. A new bereavement service was available through Norfolk County Council. There had been 1,789 confirmed cases of Covid-19 in Norfolk with 300 deaths in hospitals.

Norfolk County Council had purchased PPE and was supplying care homes. The recovery programme was starting, following similar timescales to those nationally.

Borough Councillor

Adrian Thompson reported that the light at Filby Road had been completed on 24th April, and it was hoped that the rest would be painted and re-numbered.

The initiative relating to the Runham safety camera would be progressed in due course, following national Covid-19 guidance.

The new dog bin and black bin were being emptied regularly.

The Town Hall in Great Yarmouth was being used as a foodbank and there were volunteer initiatives in place. Great Yarmouth Borough Council would be using Zoom for their planning meetings, and the Mayor would continue for another year.

The Stokesby bulb display had received lots of compliments, and the bedding plants for the planter and village green were ready to be planted once the preparation work was completed.

c) Police

Not present – police reports were circulated as received.

3. Declaration of Interest for items on the agenda

There were none.

4. Minutes of the meeting held on 12th February 2020

The minutes of the meeting were **agreed** as an accurate record and would be signed by the Chairman at the next physical meeting.

5. Matters Arising

a) Street Light on Main Street

Covered in Borough Councillors report.

b) Installation of Dog Bin

Covered in Borough Councillors report.

c) Repair to Village Sign

Rob Lloyd reported that the Handyman was happy to continue to do work for the Parish Council, noting that the sand store needed a repair and that the post and rail at the roadway needed repairing – RL to speak with Handyman. **ACTION: RL**

The stone at the village sign had been cleaned and was looking better. The frame needed removing and re-coating.

d) Walkaround with Streetscene Inspector

Rob Lloyd reported that four councillors had met for a walk around the village, with potholes, signs and blocked drains identified for work. The Inspector took away a copy of the report and was happy to arrange the works. There was an overgrown hedge near the 'S' bend – Philip Crane agreed to speak with his neighbours who owned this. **ACTION: PC**

e) Roadway Repair

The Clerk reported that the Council had been awarded the 50% funding for the roadway repair, and that she had appointed the contractors to undertake the work once the Covid-19 situation allowed.

6. Finance

a) Payments

It was **agreed** to pay the following (signed off by Stuart Ward and Richard Youngs on Unity Trust online banking):-

C Moore	Salary – March 2020 to May 2020	£350.18
HMRC	PAYE – March 2020 to May 2020	£87.40
From Barclays	Transfer to Unity Trust	£586.86
Pauline James	Internal Audit	£60.00
C Moore	Bidefender Anti-Virus & Stamps	£25.51
Community Action Suffolk	Insurance Renewal	£190.40
E Wharton	Bulb for Defibrillator	£13.20
R Dixon	Website Renewal Fee	£111.75

b) Accounts for Monitoring

The accounts to date were **noted**. On 30th April 2020 there was £4,872.93 in Unity Trust Current, £9,493.61 in Unity Trust Deposit and £586.86 in Barclays.

c) Internal Audit Report

The internal audit carried out by Pauline James was **noted**.

d) Review of Internal Controls

The internal controls document was **agreed**.

e) Approve Annual Governance Annual Return 2019/20

The Annual Governance Statement was **agreed**, proposed by Rob Lloyd, seconded by Richard Youngs, all in favour. The Annual Accounting Statement was **agreed**, proposed by Rob Lloyd, seconded by Richard Youngs, all in favour.

- f) Declaration of Exemption from Audit
It was **agreed** to declare the Council exempt from external audit, proposed by Rob Lloyd, seconded by Richard Youngs, all in favour.
- 7. Correspondence**
- a) Tree Preservation Order
It was noted that a new Tree Preservation Order had been placed on a group of trees south of St Andrews Church.
- b) General Correspondence
The general correspondence was noted.
- 8. Planning**
None.
- 9. Other Matters**
- a) Annual Parish Meeting
It was **agreed** that the Annual Parish Meeting would be delayed until physical meetings were allowed.
- b) Subscription to Norfolk Association of Local Councils
It was felt that a subscription to Norfolk ALC would be of benefit as they offered advice where needed. It was **agreed** to subscribe for this year. **ACTION: Clerk**
- 10. Reports from Parish Councillors**
Ed Wharton reported that there had been a car in the ditch at the bottom of Stokesby Road and the debris had not been cleared up. The railings were bent and needed replacing and re-highlighting, and setting back so that large vehicles could turn more easily. The Clerk was asked to report this to Norfolk County Council. **ACTION: Clerk**
Rob Lloyd reported that the village fete had been cancelled for 2020, the village hall was closed, however the new shop in the pub was open for essentials.
- 11. Date of Next Meeting**
The next meeting would be Wednesday 12th August 2020, 7.30pm at Stokesby Community Hall or via Zoom, depending on government guidance at the time.
- The meeting closed at 8pm

CHAIRMAN

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on
Wednesday 3rd June 2020 at 7.30pm remotely on Zoom**

Present: Stuart Ward (Chairman)
Rob Lloyd
Leigh-Ann Medhurst
David Murison
Ed Wharton
Richard Youngs
Catherine Moore, Parish Clerk

Also present: None

1. Apologies

There were no apologies for absence.

2. Declaration of Interest for items on the agenda

There were none.

3. Completion of Roadway Repairs

It was reported that the main tarmacking of the roadway had been completed to a good standard. It had been suggested that the area outside the cottages should be repaired by filling the holes with type 1 and levelling with shingle. This would cost £2,000 (although Ed Wharton reported that he had negotiated this to £1,900), and Haydn Thirtle had offered £1,000 from his Highways fund. The remainder could be paid for from the 2019/20 underspend. It was **agreed** to go ahead with this work, proposed by Richard Youngs, seconded by David Murison, all in favour.

ACTION: Clerk

4. Finance

a) Payments

It was **agreed** to pay the following (signed off by Stuart Ward and Richard Youngs on Unity Trust online banking):-

JS Asphalt	Roadway repairs phase 1	£6,399.94
Maple Tree Services	Tree works around phone lines	£350.00
JS Asphalt	Roadway repairs phase 2*	£2,400.00

*Pre-approval of payment pending completion of works

5. Reports from Parish Councillors

An enquiry had been made about private moorings in Stokesby, it was noted that the Glebe Farms were thought to be run by the pub, and others in the village had private moorings that they let. The Clerk was asked to relay this information to the person enquiring.

ACTION: Clerk

The Clerk reported that the roadway railing repair at the main road would require a two day road closure at Acle Bridge, avoiding school term time. It was confirmed that there were no known events planned around the beginning of September. The Clerk was asked to feed this back to the Highways Officer.

ACTION: Clerk

It was reported that the footpath along the river bank had not been cut yet this year.

The Clerk was asked to report this to Norfolk County Council.

ACTION: Clerk

6. Date of Next Meeting

The next meeting would be Wednesday 12th August 2020, 7.30pm at Stokesby Community Hall or via Zoom, depending on government guidance at the time.

The meeting closed at 7.50pm

CHAIRMAN

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on
Wednesday 12th August 2020 at 7.30pm remotely on Zoom**

Present: Stuart Ward (Chairman)
Philip Crane
Leigh-Ann Medhurst
David Murison
Ed Wharton
Richard Youngs
Catherine Moore, Parish Clerk

Also present: Borough Councillor Adrian Thompson and County Councillor Haydn Thirtle were in attendance

1. Apologies

Apologies for absence were received from Rob Lloyd.

2. Public Forum

a) Public
None.

b) County Councillor

Haydn Thirtle reported that Recovery and Devolution White Paper would be published shortly which could give more power to Parish Councils, and would re-open the debate regarding Unitary authorities. Norfolk and Suffolk could be combined for County Council functions, with three district councils. Elected Mayors could be introduced.

Covid-19 had cost Norfolk County Council £64M, with 75% of this being met by government funding. PPE had been purchased, for potential supply if demand made sourcing difficult. The James Paget Hospital has given reassurances that they have enough PPE available.

£22M of funding has been provided to help improve roads.

Borough Councillor

Adrian Thompson reported that the SAM2 at Mautby had been purchased, and locations in Stokesby were to be agreed.

Stokesby would be supplied with 3,000 bulbs in the autumn ready for planting.

The local WhatsApp group for offering assistance had worked well. Locally, £5,500 had been raised for the Great Yarmouth Food Banks.

The government grant for those receiving Small Business Rate Relief had resulted in Stokesby Community Hall being revalued as it was still recorded as a doctors surgery, and a rebate given to the Trust.

The Great Yarmouth Marina Centre rebuild would start in September.

During Covid-19, 153 homeless people were taken off the streets, with 53 remaining in B&B accommodation. Great Yarmouth Borough Council had ambitions to eliminate homelessness in the Borough.

A meeting would take place next month with the bus company looking to provide a service from Great Yarmouth to Norwich. It was possible that a stop could be included at the Acle Bridge layby.

Speedwatch would be receiving new training relating to Covid-19 and would be provided with PPE.

c) Police

Not present – police reports were circulated as received.

3. Declaration of Interest for items on the agenda

There were none.

4. Minutes of the meeting held on 13th May 2020

The minutes of the meeting were **agreed** as an accurate record and would be signed by the Chairman at the next physical meeting.

5. Minutes of the meeting held on 3rd June 2020

The minutes of the meeting were **agreed** as an accurate record and would be signed by the Chairman at the next physical meeting.

6. Matters Arising

a) Repair to Village Sign; and Post and Chain Repair

Richard Youngs reported that he had dug out the post and put it back in. He had also made a temporary repair to the sand store. He would ask Rob next time he saw him, whether Andy still wished to do the work, and if not he would make a permanent repair. **ACTION: RY**

b) Tree Inspections

The work to lift the branches from the telephone wires had been completed. Two quotes had been received for the tree inspection, it was **agreed** to ask Target Trees to undertake the work at a cost of £244.00 including VAT. **ACTION: Clerk**

c) Roadway Repair

It was noted that the roadway repair had been completed including the second phase. Haydn Thirtle was thanked for giving the Council £1,000 towards the second phase.

7. Village Maintenance

d) Quarterly Report

Stuart Ward reported that the village was tidy and repairs had been done.

8. Finance

a) Payments

It was **agreed** to pay the following (signed off by Stuart Ward and Richard Youngs on Unity Trust online banking):-

C Moore	Salary – June 2020 to August 2020	£349.98
HMRC	PAYE – June 2020 to August 2020	£87.60
C Moore	Expenses (Zoom)	£5.00
Information Commissioner	Subscription	£35.00

b) Accounts for Monitoring

The accounts to date were **noted**. On 30th July 2020 there was £1,973.57 in Unity Trust Current, £8,152.70 in Unity Trust Deposit and £0.00 in Barclays. The Clerk reported that all of the VAT relating to the roadway scheme had been reclaimed and received.

9. Correspondence

a) Parish Partnership Scheme 2021/22

The Clerk noted that the Parish Partnership Scheme was open for applications, which had to be made by early December 2020. It was suggested that quotes could be obtained for village gateways, with one set at either end of the main road through

Stokesby, and one set on the Filby road. The Clerk was asked to make enquiries into the cost.

ACTION: Clerk

A suggestion was made that additional play equipment for older children could be purchased for the village. It was **agreed** that Leigh-Ann and David would conduct a survey to demonstrate need, and funding sources would be explored.

ACTION: LM / DM

- b) General Correspondence
None.

10. Planning
None.

11. Other Matters

- a) Review of Standing Orders and Financial Regulations
The documents were reviewed and **agreed**.

- b) Review Grant Awarding Policy
The Policy was reviewed and **agreed**.

- c) Review Risk Assessments
The risk assessments were reviewed and **agreed**.

12. Reports from Parish Councillors

Leigh-Ann Medhurst reported that there had been encroachment on the common land at the riverside, it looked like the wood shed had been made permanent, and the hedge needed removing. The Clerk was asked to write to the owner of the property noting that they were encroaching on common land and asking them to remove the hedge.

ACTION: Clerk

It was confirmed that liability for injuries sustained on common land sat with the land owner.

It was noted that there had been no further encroachment on the previously reported common land issues. The Clerk held copies of the definitive common land maps which were also available from Norfolk County Council. Enquiries could be made directly to the Clerk who could research and respond to the enquirer.

Stuart Ward reported that he had communicated with Reedham Parish Council regarding removal of boat waste – the situation with bins would be monitored, and additional bins could be requested if required.

It was noted that the dog bin had been moved across the road to near the bus shelter where it was less intrusive.

13. Date of Next Meeting

The next meeting would be Wednesday 11th November 2020, 7.30pm at Stokesby Community Hall or via Zoom, depending on government guidance at the time.

The meeting closed at 8.20pm

CHAIRMAN

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on
Wednesday 11th November 2020 at 7.30pm remotely on Zoom**

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

Also present: Borough Councillor Adrian Thompson and County Councillor Haydn Thirtle were in attendance

1. Apologies

Apologies for absence were received from David Murison.

2. Public Forum

a) Public
None.

b) County Councillor

Haydn Thirtle reported that the James Paget Hospital was expanding to provide a larger A&E by the end of December. A government payment of £8.3M had been received to help with the cost of Covid. The hospital was fully staffed and coping well, with three wards for Covid patients. There had been four deaths recently, and those requiring isolation were being sent to small hospitals in the towns. The hospital was only achieving 86.4% in the four hour wait time.

Norfolk County Council was ready for gritting season, with 48 lorries and 16,000 tonnes of salt available. Stocks would be replenished as required.

Borough Councillor

Adrian Thompson congratulated the community on the display of poppies on lampposts, these had received a very positive response. The SAM2 for Mautby was on order. Bulbs had been delivered and planted.

Delivery services during lockdown continued.

A bus service from Great Yarmouth to Norwich via Caister, Filby and Fleggburgh had been secured.

Great Yarmouth had been hit hard by Covid, however the Borough Council was trying to keep rough sleepers off the streets, with good success.

c) Police

Not present – police reports were circulated as received.

3. Declaration of Interest for items on the agenda

There were none.

4. Minutes of the meeting held on 12th August 2020

The minutes of the meeting were **agreed** as an accurate record and would be signed by the Chairman at the next physical meeting.

5. Matters Arising

a) Encroachment on Common

A letter had been sent to the householder and it was noted that works were expected to be done on Friday to tidy the hedge and move some sections.

6. Village Maintenance

b) Quarterly Report

Stuart Ward reported that a tree had been removed from the common, which had blown into The Old Carpenters. A couple of potholes had appeared in the newly surfaced roadway, the Clerk was asked to report these to the contractors for remedial works. **ACTION: Clerk**

7. Finance

a) Payments

It was **agreed** to pay the following, proposed by Rob Lloyd, seconded by Richard Youngs, all in favour (signed off by Stuart Ward and Richard Youngs on Unity Trust online banking):-

C Moore	Salary – September 2020 to November 2020	£376.02
	including backdated national pay award	
HMRC	PAYE – September 2020 to November 2020	£93.80
C Moore	Expenses (Zoom November meeting)	£5.00
Target Trees	Tree Inspections	£244.00
Maple Tree Services	Grounds Maintenance 2020	£1,170.00
The Poppy Appeal	Wreath	£40.00

b) Accounts for Monitoring

The accounts to date were **noted**. On 31st October 2020 there was £104.49 in Unity Trust Current, £13,652.70 in Unity Trust Deposit and £0.00 in Barclays.

Philip Crane left the meeting due to technology issues.

c) Appointment of Internal Auditor

It was **agreed** to appoint Sonya Blythe as Internal Auditor, proposed by Rob Lloyd, seconded by Leigh-Ann Medhurst, all in favour.

8. Correspondence

a) Tree Preservation Order St Andrews Church

The Clerk reported that the TPO had been extended to the belt of trees. It was noted that the trees required some attention, and that this could be done by having a formal inspection and making a planning application for tree works.

b) Wayleave Agreement outside Poultry Farm

The Clerk noted that a wayleave agreement had been signed following consultation by email, allowing access to move the transformer so it would be maintained and access from the road.

c) Norfolk County Council Division Boundaries

The Clerk reported that it was proposed that Stokesby would be moved into a new 'Bure' division, encompassing south Caister and north Yarmouth. Currently the parish was in West Flegg with other rural communities such as Rollesby and Filby. It was felt that this would be detrimental to the representation of the rural communities, whose needs were very different to the more urban areas, and that the division should be made up of similar communities to ensure that the elected representative was not focussed on urban issues with the majority of their electors, neglecting the

rural issues for a very small percentage of their electors. The Clerk was asked to respond to the consultation with these comments. **ACTION: Clerk**

Philip Crane re-joined the meeting.

- d) Speed Limit Signs on The Green roadway
Stuart Ward reported that he had received a complaint about excess speeds on the private roadway and a request for signage to assist with this. It was felt that excessive signage was not desirable, however the concerns were understood. It was suggested that Speedwatch could monitor the situation, and Stuart agreed to respond to the parishioner asking them to monitor the situation and pass on any specific details. **ACTION: SW**

- e) Trees near The Old Carpenters
This had been dealt with and reported earlier in the meeting.

- f) Norfolk County Council Budget Consultation
The Clerk summarised the key points that may be of direct interest to parishioners, these being the reduction of hours at the Recycling Centre from 5pm to 4pm in the summer months; and the reduction of rural verge cutting from two cuts per year to one cut. It was noted that fly tipping had increased with the move to winter opening hours. It was felt that verge cutting should remain at two per year, and it had only recently been dropped from three per year, and two was not enough. The hazard that this would present did not justify the saving that would be made. The Clerk was asked to respond with these comments. **ACTION: Clerk**

- g) Representative on Norfolk Association of Local Councils
The Clerk reported that Norfolk ALC had recently moved to a 'co-operative' model of governance and that all member organisations were entitled to nominate a representative for meetings. No representative was put forward.

- h) General Correspondence
An email had been received from a resident asking whether a cycle route to Acle could be considered. It was noted that the jurisdiction for Stokesby ended at the Muckfleet and that the footpath along the river was 'made up'. Haydn Thirtle noted that the County Council had also received and considered this request, and had made a bid for funding which was unsuccessful. However there was another potential funding stream which would be considered. The Council **agreed** that they were supportive of the concept of this proposal if funding became available. Stuart Ward agreed to draft a response to the resident. **ACTION: SW**

9. Planning

- a) Applications
None.

- b) Decisions
06/20/0373/F Whitegates Farm. Stokesby: Erection fo 7m x 7m single storey two bay cart shed. **APPROVED**

BA/2020/0250/LBC Hall Farm, Stokesby: Replacing seven of the timber sash windows on the southern and northern elevations of the property. **APPROVED**

10. Other Matters

a) Tree Works - Prices

The Clerk highlighted the prices for the works required to the trees as set out in the report. Councillors were not keen on the bracing solution for the horse chestnut, noting that it had some rot near the base but that they did not want to fell it if there was some years left in it. The ongoing maintenance costs of a brace were not clear, although the contractor had noted that it should last 15 years. Two other contractors, who were not qualified to give arboricultural assessments, had suggested that the brace was not necessary and given heavy pruning as an acceptable solution. The Clerk noted that the Council should ensure that they take qualified arboricultural advice if they planned to go against the recommendations of the report. The previous assessment by Crown Trees was reviewed, and it was noted that they had suggested that no works were required, but again this was an unqualified assessment.

It was **agreed** that Councillors would view the horse chestnut over the weekend, and **agreed** in principle that a second opinion would be commissioned for the horse chestnut, and that the contractor would be asked for a second opinion on the wild cherry (T6) as well, with a view to saving it instead of felling if possible. It was recognised that the fungus decay may be extensive. **ACTION: Clerk**

It was **agreed** to meet again in December to review the second opinion report and agree a way forward for all of the works.

b) Contribution to Practitioners Conference 2021

It was **agreed** to contribute £15 towards the cost of the Clerk's attendance at the 2021 virtual Practitioners Conference.

c) Parish Partnership Scheme

The cost of the village gateways was noted to be £4,731 for three sets, with the Council contributing £2,365.50. The reduced visibility at the village hall was discussed and it was felt that this was not acceptable. It was **agreed** not to proceed with an application for village gateways on the basis that only two would be practical, and that there were more pressing financial needs at present.

d) Ferry Inn – Asset of Community Value

Following the closure of the shop and the opening of a shop -'Pub is the Hub' – at the Ferry Inn, it was felt that another application should be made to list the pub as an Asset of Community Value. This had been rejected previously as the social club served drinks, however it was noted that boat traffic stopped at the pub and would not be able to access the facilities of the members-only social club. It was **agreed** to make a new application on this basis, the Clerk was asked to draft an application and send this to Richard Youngs and Adrian Thompson for comment. **ACTION: Clerk**

e) Budget and Precept 2021/22

The draft budget was considered. The village gateways were removed from the budget, and the miscellaneous line was made up to £962 to allow for a 0% increase in precept. The Clerk noted that the tax base figures had not yet been received despite a request for the draft figure, therefore the Council would need to agree their budget and precept at the additional December meeting.

f) Stokesby Play Area

Leigh-Ann Medhurst reported that she and David Murison had drafted a survey which could be circulated around the village. It was **agreed** that the draft survey would be

reviewed at the December Council meeting, and suggested that it should be circulated in the new year, with a view to making funding applications in the summer.

g) Food Concessions at The Green

Following the request from a pizza van owner to visit the village weekly, it was suggested that principles should be set down for future requests so that this could be dealt with in a timely manner. It was **agreed** that food concessions would be permitted, the charge would be £10/week and they could use the parking area at The Green. Vendors would be initially offered a four week trial, payable in advance, and that a licence could then be granted on a month by month basis.

11. Reports from Parish Councillors

It was reported that the hedge at The Homestead was out in the road, causing traffic to push across the road. The Clerk was asked to write to the householder requesting that this be cut back. **ACTION: Clerk**

The hedge in Filby Road opposite the council houses was overgrown, Richard Youngs agreed to take a look and identify the owner. **ACTION: RY**

Adrian Thompson was thanked for the bulbs supplied to the parish.
Streetlight number 6 had been reported as faulty.

12. Date of Next Meeting

The next meeting would be Wednesday 9th December 2020, 7.30pm on Zoom, with a short agenda to address the items listed above. The following meeting would be Wednesday 10th February 2021 at Stokesby Community Hall or via Zoom, depending on government guidance at the time.

A site visit would be arranged over the weekend to view the tree, and the Clerk reminded councillors that while this was permitted as necessary work during lockdown, Councillors should ensure that they adhere to rules on gatherings and Covid-secure meetings.

The meeting closed at 8.50pm

CHAIRMAN

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on
Wednesday 9th December 2020 at 7.30pm remotely on Zoom**

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

Also present: Borough Councillor Adrian Thompson and County Councillor Haydn Thirtle.

1. Apologies

Apologies for absence were received from Philip Crane and David Murison.

2. Declaration of Interest for items on the agenda

There were none.

3. Tree Inspections and Works

It was reported that a second opinion had agreed with the bracing of the horse chestnut but that the cherry tree could stay and be monitored. It was **agreed** to appoint Target Trees to undertake the works. **ACTION: Clerk**

4. Finance

a) Budget and Precept 2021/22

The budget was presented by the Clerk and **agreed**, proposed by Leigh-Ann Medhurst, seconded by Ed Wharton, all in favour. This resulted in a precept of £5,323.00, Band D £44.73, 0.00% increase.

b) General Reserves Policy

It was **agreed** that a general reserve of £5,000 would be maintained.

5. SAM2 Machine Loan from Runham

The Clerk reported that Mautby, Runham and Thrigby Parish Council had set some conditions on the loan of the SAM2 regarding insurance. It was confirmed that Stokesby's insurance covered public liability, but not the asset itself which Mautby was requiring. The Clerk had asked Mautby to provide a pro-rata price for 6 weeks of insurance for the element of the premium relating to the machine, however their insurers had not yet responded. It was **agreed** to delegate approval of up to £25 to the Clerk so that this did not need to wait until the February meeting. Volunteers were required to put up and take down the machine six times per year, Rob Lloyd, Stuart Ward and Richard Youngs volunteered to undertake this task.

6. Play Area Consultation

Leigh-Ann Medhurst presented the draft consultation which was **agreed**. The survey would be circulated to households in January, with funding applications being made in February or March. Leigh-Ann was thanked for undertaking this work. **ACTION: LM**

7. Other Reports

Haydn Thirtle noted that the County Council had an ambition to plant 1 million trees in five years, and asked the Council to let him know if they would like any tree or hedge planting done. There was a new hardship scheme available for low income

households to apply to through the County Council. The James Paget Hospital had begun Covid vaccinations in the over 80s.

8. Date of Next Meeting

The next meeting would be Wednesday 10th February 2021, 7.30pm at Stokesby Community Hall or via Zoom, depending on government guidance at the time.

The meeting closed at 7.50pm

CHAIRMAN