

**Minutes of the Meeting of Stokesby with Herringby Parish Council held on  
Wednesday 8<sup>th</sup> May 2024 at 7.25pm at Stokesby Community Centre**

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

**Also present:** Borough Councillor Adrian Thompson and 5 members of the public were in attendance

**1. Election of Chairman**

Richard Youngs was elected as Chairman, proposed by Philip Crane, seconded by Rob Lloyds, all in favour.

**2. Election of Vice Chairman**

Stuart Ward was elected as Vice Chairman, proposed by Philip Crane, seconded by Rob Lloyd, all in favour.

**3. Co-option of Parish Councillor**

Richard Ager was co-opted as a Parish Council, proposed by Richard Youngs, seconded by Rob Lloyd, all in favour. The Declaration of Acceptance of Office was signed.

**ACTION: Clerk**

**4. Apologies**

Apologies for absence had been received from Leigh-Ann Medhurst.

**5. Public Forum**

a. Public

A member of the public asked for the residents of Croft Hill to be reminded that inconsiderate parking was causing an obstruction. There was also issues with parking near the bus shelter.

A member of the public noted that a zoologist had asked where the geese were going who had also expressed concern about swans not breeding. It was noted that the swans were too old for breeding, and that one of the geese had been caught by a fox, with another now nesting across the river. Richard Youngs would speak to the resident who was feeding them again.

**ACTION: RY**

A member of the public noted that there was rubbish piling up outside a property, it was noted that this was being cleared out and a skip was coming in every so often.

b. County Councillor

Not present.

c. Borough Councillor

It was **agreed** to accept the offer of a free flagpole which would be sited on the village green. This would be added to the asset register.

**ACTION: Clerk**

d. Police

Police reports were circulated as received.

## 6. Declaration of Interest for items on the agenda

None.

## 7. Minutes of the meeting held Wednesday 24<sup>th</sup> January 2024

The minutes of the meeting were **agreed** and signed by the Chairman, proposed by Stuart Ward, seconded by Richard Youngs, all in favour.

## 8. Minutes of the meeting held Thursday 28<sup>th</sup> March 2024

The minutes of the meeting were **agreed** and signed by the Chairman, proposed by Richard Youngs, seconded by Ed Wharton, all in favour.

## 9. Matters Arising

### a. Removal of Boat from Public Mooring

The boat had not yet been removed. Richard Youngs would speak to the resident in question. **ACTION: RY**

### b. Tidying of Common Land at Riverside

Richard Youngs reported that some items had been removed, including the large boat. Richard Youngs would remove the trailer. It was noted that some people were asking the grass contractor to not cut the common, however he needed to take his instructions from the Parish Council – Richard Youngs would speak with the contractor. **ACTION: RY**

### c. A1064 Junction

The response from Highways was received. It was noted that the railings had not been put back, the Clerk was asked to chase this up and suggest that reflective paint should be used, and the railings set back slightly. **ACTION: Clerk**

### d. Repair to SAM2 Device

The device had been repaired under warranty.

### e. 20mph zone through Stokesby

The response from Highways was received.

## 10. Village Maintenance

### a. Quarterly Report

The roadway repairs would be completed shortly with a digger supplied by Ed Wharton, this would need to be done annually.

## 11. Finance

### a. Financial Update 2024/25

The accounts for 2024/25 to date were **noted**, with £6,019.37 in the current account and £17,338.59 in the deposit account at 30.04.2024. Of this, £16,335.51 was in reserves. Receipts since the last meeting were:

- £120.65 bank interest
- £3,870 precept and concurrent functions
- £2,009.54 VAT reclaim

### b. Year End Finances 2023/24

The year end accounts were **noted**.

- c. Review of Internal Controls  
It was **agreed** to adopt the Internal Controls, proposed by Richard Youngs, seconded by Rob Lloyd, all in favour.
- d. Receive Internal Audit Report  
The internal audit report was received and **noted**.
- e. Approve Annual Governance Annual Return  
The Annual Governance Statement and Annual Accounting Statement were **agreed**, proposed by Stuart Ward, seconded by Ed Wharton, all in favour. It was **agreed** to declare the Council exempt from external audit, proposed by Stuart Ward, seconded by Ed Wharton, all in favour. **ACTION: Clerk**
- f. Payments  
It was **agreed** to pay the following, proposed by Rob Lloyd, seconded by Ed Wharton, all in favour:-
- |                          |                                    |         |
|--------------------------|------------------------------------|---------|
| C Moore                  | Salary & Expenses March May 24     | £507.58 |
| HMRC                     | PAYE March – May 24                | £122.80 |
| Norfolk PTS              | Subscription                       | £69.28  |
| Community Action Norfolk | Play Area Inspection Training (RY) | £60.00  |
| K Wilton                 | Internal Audit                     | £100.00 |

## 12. Correspondence

- a. General Correspondence  
The Harnser magazine was circulated.
- b. Great Yarmouth Borough Council Draft Local Plan  
There was no proposed development in Stokesby in the Local Plan.

## 13. Planning

- a. Applications  
None.
- b. Applications Considered Between Meetings  
None.
- c. Decisions  
BA/2023/0457/LBC and 0456/HOUSEH Martin Staithe, The Green, Mill Road (track), Stokesby: Replacement garden room with loggia and insert pedestrian access gate in existing internal garden wall. **APPROVED**

BA/2024/0019/HOUSEH Summerdown, Mill Road: Replace 67m of quay heading with steel. **APPROVED**

It was noted that the application to develop the land at Filby Road had been refused, and a Tree Preservation Order had been applied to the land.

## 14. Other Matters

- a. SAM2 Sign – Deployment and Results  
The device would be moved to near the Community Centre shortly. The results needed analysing, Richard Ager **agreed** to take this role on.

- b. Play Equipment – Risk Assessment and Inspections  
Richard Youngs was due to attend the training the following week. The risk assessment was incorporated into the Council's main risk assessment, to be reviewed later in the agenda. It was noted that the flagpole ropes could be a hazard, it was **agreed** that one with internal ropes would be supplied.
- c. Oak Notice Board  
A quotation from a local carpenter had been received for £1,464. The notice board would be installed next to the bus shelter, and the dog bin would be moved to the other side. It was **agreed** that the notice board would be funded from the previous years underspend, proposed by Rob Lloyd, seconded by Ed Wharton, all in favour. Richard Youngs would liaise with the carpenter to commission this. **ACTION: RY**
- d. Biodiversity Policy  
The Policy was **agreed**, proposed by Richard Youngs, seconded by Stuart Ward, all in favour. **ACTION: Clerk**
- e. Review File Retention Policy  
The Policy was **agreed**, proposed by Richard Youngs, seconded by Stuart Ward, all in favour. **ACTION: Clerk**
- f. Review Risk Assessments  
The Risk Assessments were **agreed** as presented, proposed by Stuart Ward, seconded by Rob Lloyd, all in favour. **ACTION: Clerk**
- g. Tree Survey Quotes  
The Clerk noted that she had approached four suitable businesses, with two offering quotes. It was **agreed** to appoint Target Trees at £250, proposed by Stuart Ward, seconded by Ed Wharton, all in favour. **ACTION: Clerk**
- h. Burial Ground Concurrent Function Grant  
The Clerk noted that Great Yarmouth Borough Council was gradually removing concurrent function grants, and that the Council could reasonably expect the burial ground grant to go next. It was **agreed** that this would be discussed with the PCC representative at the next Parish Council meeting, and they would be asked to supply information on what the cutting was costing.
- 15. Reports from Parish Councillors**  
Richard Youngs noted that there would be an application shortly to remove the thatch and replace with reclaimed tiles on a listed building.
- 16. Date of Next Meeting**  
Wednesday 14<sup>th</sup> August 2024, 7.30pm at the Community Centre.

The meeting closed at 8.25pm.

**CHAIRMAN**