

STOKESBY WITH HERRINGBY PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 10th FEBRUARY 2016
IN THE COMMUNITY HALL AT 7.00PM

Present:

Chair: Cllr Ward, Vice Chair: Cllr Youngs , Cllrs:, Lloyd, Wharton, Murison, Fabb

Residents: 4.

1. Apologies

Cllr Crane - away on business - accepted. BCllr Thirtle will be attending a Cabinet Meeting. PCSO Paul Edwards

To consider a motion to suspend the meeting to allow members of the public and the Borough/County Councillors the opportunity to inform the meeting:

2. Public participation/County Councillor/Borough Councillor/Police report/website

The clerk had received a report from BCllr Thirtle: I would like to report that at last I am seeing some progress with the car park at Ferry Court. The council has submitted plans to the Broads Authority to extend and resurface the car park. I hope this can be dealt with as a matter of priority.

I am very concerned with the rubbish left from boat users in the village, I see this matter is on the agenda, if I can assist in any way would you please advise me as soon as possible.

Lastly I have a small amount of funding that I would like to use in Stokesby for a socially beneficial project, I would like to ask the councillors are they aware of a good cause from which the community will benefit? Could you forward their response to meRegards Haydn Thirtle, Borough Councillor.

Cllr Fabb noted that a cheque for E200 has been given to the Luncheon Club from the BCllr's Grant.

PCSO Paul Edwards reported to the clerk there had been no calls, and no recorded crimes .

Richard Dixon reported the website was getting up to date with everything. The clerk agreed to email all the 2015 minutes together for archiving. The Poors Marsh Trustees advert and application are on the website. A E150 was received towards the cost of the website to allow the Parish Council to meet the conditions of the Transparency Code.

Reopening of the meeting:-

3. Declaration of Interests

Cllr Fabb declared a possible interest in the footpath item.

4. Minutes for the meeting August 2015

Cllr Murison proposed the minutes be accepted as a true record of the meeting, seconded by Cllr Fabb. Unanimously agreed. The minutes were signed by the Chair.

5. To report matters arising from the minutes not already on the agenda, for information only. o The hedge has been cut in Filby Road.

o The hedge over the bridge over Muckfleet on the A1064 near the directional sign at the bottom of Filby Road, between the white railings to the main entrance has not been cut. The clerk will report.

Village Maintenance,

a) Risk Assessment/Safety Check

- Footpath potholes - update: it was decided to monitor the potholes and the paths. Cllr Wharton had repaired some but they will need further repairs in the summer. ● Broken chains on the green. Update: now repaired.
- Replacement of bench - update: Cllr Lloyd has contacted Russel and is waiting for a reply.

b) Mooring Notice - response from NCC and NPLaw by email: I am sure that this kind of thing will be permitted under the Advertisement Regulations without the need for express consent. The Parish Council is best to speak to the Planners at GYBC so that they can give the dimensions for the sign.

- The clerk was asked to notify the Broads Authority that 2 boats were moored on the 24hour mooring site since the Tuesday before last.

c) Bins near the Staithe - workshop feedback/update.

- No feedback has been received from the workshop. The clerk will email Hadyn Thirtle for feedback.

d) Noticeboard - update: Cllr Youngs reported the board needs a new back. Richard Dixon has a key. The clerk will check to see if a key was passed to her from the previous clerk.

6. Transparency code process update:

With effect from 2017/18 all authorities with neither income nor expenditure exceeding €25k will need to complete and publish an Annual Return. They will also need to complete an annual exemption form and submit this to the Smaller Authorities' Audit Appointments Ltd. by completing the form the council certifies that there is no requirement for a limited assurance audit review for the financial year in question.

7. Local Plan consultation feedback - Cllr Youngs has sent out letters inviting people to join the steering group and has 2 replies. Next month a basic plan will be available for the meeting of those interested to discuss, followed by a draft plan for the next Parish Council meeting.

8. Common Land - transfer of ownership

The clerk has been advised that the deeds are now in the post. When the documents arrive the Parish Council has given consent for the papers to be signed by the Chair and Vice-Chair. Proposed by Cllr Fabb seconded by Cllr Lloyd. Unanimously agreed.

It was reported that a resident had slipped on the path on the land due to mud caused by parking on the verge, where some cars have parked on the flower beds. Cllr Fabb pointed out that GYBC will expect the Parish Council not to allow parking on common land. The clerk will check with NPLaw that the council can issue a notice about those parking on common land and if a problem occurs or an injury, the person will be liable. Cllr Ward will approach those parking in the meantime to ask them to repair the damage to the grass verge.

9. a) Financial regulations - review. A draft of the Financial regulations had been sent to councillors for their consideration. Following discussion it was agreed to adopt the new regulations. Proposed by Cllr Fabb. Seconded by Cllr Wharton. Unanimously agreed.

b) Standing Orders - update: section IL- the draft amended standing orders regarding filming at meetings had been sent to councillors prior to the meeting. Following discussion it was agreed to amend the standing orders.

Proposed by Cllr Fab. Seconded by Cllr Young. Unanimously agreed.

10. Finance:

Invoices for approval and payment, bank reconciliation - papers given to councillors (attached).

Cllr Wharton proposed the payments be accepted, seconded by Cllr Lloyd. Unanimously agreed.

- A letter re the Parish Council bank A/C name & address was signed by the chair and vice-chair. A letter requesting View Only access was signed by the Chair and Vice-chair. ●the clerk

will check to see if there is information in the files about who the signatories are and let the Council know.

11. Clerk's report and Action Log

- The clerk requested an extra meeting date to accommodate completing the Annual Return and signing off the accounts in readiness for the Internal Auditor because the governance section will need to be approved by the Council after this audit, but before the external audit. A meeting was agreed for 19th April at 7.30 in the Community Hall. Cllr Ward will check to see if the Hall is free.
- The clerk has sent in the Precept request for 2016-17 as per the budget agreed at the November meeting.
- Fencing at Japonica House - A letter has been received in response to the clerk's. The clerk was asked to write to Highways and copy to the residents to make sure everyone is aware of and in agreement with the boundary.
- The Annual Parish Meeting will be held before the Annual Parish Council Meeting in May, at 7pm.

12. Appointment of Internal Auditor

Pauline James has agreed to undertake the Internal Audit for 2015-16.

It was proposed by Cllr Murison that Pauline James of Beech Farm, 15 Marsh Road Upton NR13 6BP be appointed as Internal Auditor for the 2015-16 Annual Return and seconded by Cllr Wharton. Unanimously agreed.

13. Planning

06/15/0766/F Proposed single storey rear extension and conversion or rear addition to utility room and bathroom. 11 Filby Road Stokesby GY NR29 3ET No objections.

BA/2016/0042/HOUSEH Proposed sunroom, greenhouse and attached garden store. Braid Barn Hall Farm Runham Road Stokesby No objections.

BA/2016/0042/LBC Proposed sunroom, greenhouse and attached garden store. Braid Barn Hall Farm Runham Road Stokesby (listed building consent) No objections.

14. Correspondence

- East Anglia Children's Hospice request for donation. The councillors agreed not to use the funds for a donation.
- Notice of the adoption of the Local Plan Core Strategy for Great Yarmouth. The Core Strategy sets out the strategic planning policies for the borough of Great Yarmouth to the year 2030. The full plan can be seen at <http://www.great-yarmouth.gov.uk/article/2567/Adopted-Local-Plan-Core-Strategy> o Broads Consultation document had been passed to councillors. Cllr Youngs stated the Local Plan will include consideration of parking.

15. Reports from Parish Councillors:

Re rubbish being left near Staithe - the clerk was asked to find out the cost of renting a large wheelie bin and the cost of emptying.

The clerk was asked to confirm if the council would be covered if it made a charge for mooring on the Staithe, with the Insurance company.

It was noted that Cllr Crane attended the meeting about the Staithe.

Cllr Ward will arrange to meet with BCllr Haydn re the meeting about the Staithe.

Cllr Youngs noted the amount of rubbish left along the main Road and into the village. The clerk will contact McDonalds at Blofield to see if they will arrange a clean-up.

The upgraded light near the corner of Mill road is causing problems shining into nearby housing. It is a designated dark area. the clerk will ask for a shield to put on it.

Cllr Fabb asked that the footpath on her property could be put on the Agenda so she can ask the advice of the Council on changing it.

16. Final word from members of the public/Borough Councillor and County Councillor

A parishioner reported they had been asked by a resident of Ferry Court to ask about parking there - refer to the BCllr report above.

Ferry Lane outside the shop and Pub is full of mud. It was felt the drains need clearing out. The clerk will report to Highways.

17. Date of the next meeting: Tuesday 19th April 2016 at 7.30pm in the Community Hall.

Attachments: Draft payments list. Bank Reconciliation.

ATTACHMENT 1 MINUTES gas

Stokesby with Herringby

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 19 to 24

Vchr.	Cheque Cde.	Name	Description	Amount
19	541	5	Stokesby Community Centre Room Hire April 2015 - March 2016	60.00
20	542	7	Winterton-on-sea Parish Council CilCA Course registration (proportion) Proportion of clerk's Cilca Registration fee (paid in full by WPC)	39.50
21	543	7 S Welsh	Clerk's Salary 286.77	22 543 17 S Welsh Clerk's Salary 84.00
Subtotal Cheque No. 543				370.77
23	544	7	S. Welsh Admin 48.23 Office expenses, mileage, postage	
24	545	3	HMRC PAYE 29.40	

TOTAL

547.90

Vchr. Ref Cde. Name Description Amount 15 Direct pa: 11 Barclays Saver DepositA/C Bank Interest 0.25

16 Direct pa 14	NCAPTC	Grant re Transparency Code	156.08
	Norfolk County Association of Parish and Town Councils (UK)		

TOTAL

156.33

ATTACHMENT 2 FEB. MINUTES 2016

Stokesby with Herringby

A	Bank Reconciliation at 10/02/2016		
	Cash in Hand 01/04/2015		
	ADD		3,492.77
	Receipts 01/04/2015 - 10/02/2016		6,664.63
	SUBTRACT		10,157.40
	Payments 01/04/2015 - 10/02/2016		4,303.33
	Cash in Hand		5,854.07
	10/02/2016 per Cash		
	Book		
B	Cash in hand per Bank Statements	0.00	
	Cash	4,435.86	
	Community A/C 20846724	1,966.11	
	Saver A/C 20458058		
	Less unrepresented cheques		6,401.97
			547.90

As attached	5,854.07
Plus unpresented receipts As attached	0.00
Adjusted Bank Balance	5,854.07
A = B Checks out OK	

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Stokesby with Herringby
Uncashed payments\transfers out (All banks)
(Upto 10/02/2016)

Voucher	Date	Cheque No.	Description	Total	Bank	
19	10/02/2016	541	Room Hire	60.00	Community 20846	A/C
20	10/02/2016	542	CiLCA Course registration (propo	39.50	Community 20846	A/C
21	10/02/2016	543	Clerk's Salary	286.77	Community AIC 20846	
22	10/02/2016	543	Clerk's Salary	84.00	Community 20846	A/C
23	10/02/2016	544	Admin	48.23	Community 20846	A/C
24	10/02/2016	545	pAYE	29.40	Community 20846	A/C
Total— —————				547.90		

Minutes of Stokesby with Herringby Annual Parish Meeting
Wednesday 11th May at 7pm in the Community Hall

Present: Chair Stuart Ward, Vice Chair Richard Youngs, Cllrs Vivienne Fabb, Philip Crane, Ed Wharton, BCllr Haydn Thirtle, CCllr Michael Cartiss and 5 residents.

1. Welcome

Chair Stuart Ward welcomed everyone to the meeting.

2. Apologies

Cllr Murison.

3. Minutes of the previous Annual Parish Meeting held in May 2015 Cllr Fabb proposed the minutes were agreed as a true record of the last meeting, seconded by Cllr Youngs. The minutes were signed by the Chair.

4. Matters arising

Grass cutting - the bare area on the green has self-sown now.

Replacement bench - Russell Cannon will look for a suitable replacement.

5. Chairs' Report

Attached as Appendix 1

Cllr Ward commented the report was similar to last year. Rubbish on the Staithe is an on-going issue. BCllr Thirtle had contacted Angie Leaper and reported back and will continue to follow up the issue with the Broads Authority. Cllr Youngs reported that the Broads Authority lease the mooring from Stokesby Parish Council. It was suggested that if there is photographic evidence of who is using or placing their rubbish in other's bins, they let the Parish Council know. Cllr Fabb commented that the shop is profiting from the boater's custom, but is not providing facilities. A resident pointed out the mooring owners are collecting fees, but not providing facilities. The village has no mooring so shouldn't pay for rubbish disposal.

6. Statement of Accounts for year ending 31st March 2016 Attached as appendix 2

Copies of the Statement were given out - there were no questions. The clerk pointed out that the Annual Return will be on display later in the year.

7. Reports and Accounts from various organisations in the parish.

Reports were received/read out for the following groups:

● PCC - St Andrews Church Appendix 3

Cllr Fabb - there is a church council for each business, but they are combined. Cllr Youngs confirmed that any monies raised still goes to Stokesby Church. The church has three grounds men now. ● Poors

Marshes - Cllr Fabb: there were 20 recipients and £1500 was raised from the Marsh lettings. If residents want to apply, they need

to be of pensionable age and have lived in the village for 2 years. An ad will be placed in the Mercury to let people know when and how to apply.

- Stokesby Website - Richard Dixon Appendix 4

- Stokesby Community Centre - Richard Dixon Appendix 5

- Stokesby Sports and Social Club - Lucy Griffen Appendix 6

8. Consideration of any resolution on which written notice has been given None received.

9. Items for discussion

- A resident has had more rubbish placed in her trade bin and had to remove her own bins to prevent them being used by others. She proposed that the glass recycling bin be moved to the Community Centre. An increasing number of people are asking where they can put their rubbish.

- The 'Clean up your dog poo' sign on the Green is lying on the floor. ● The Parish Council was asked to check the emptying cost of bins and to ask the Rangers for signs for picking up poo and information about fines.

- BCllr Thirtle will send a note reinforcing resident's and the parish Council's concerns to the Broads Authority

- A resident suggested stakeholders should be invited to a meeting in Stokesby. Cllrs Ward and Youngs will get everyone together. ● The sandpit needs checking Cllr Ward will see to this.

10. Any other business.

There are lots of village notices on the Green, bus shelter, sand bank that need removing. Notices should not be placed on trees.

Cllr Youngs has a key to the noticeboard. Those pinning notices to trees should be challenged. Notices should be put on the noticeboard by Ferry Court and/or on the Website.

11. Next Meeting: May 2017

The meeting closed at 8.10pm.

Stokesby with Herringby Annual Parish Meeting 11th May 2016

CHARS REPORT

- Many thanks to Parish Councillors for their support and hard work

- PC Cook has attended some of the meetings in the year, and when off duty has had other officers stand in, so thanks for his help and dedication

- BCllr Thirtle and CCllr Carttiss have attended some meetings giving the PC their support, so thank you, it has been greatly appreciated.

- Parish Council hold their meetings in line with the adopted Code of Conduct, Standing Orders and Financial Regulations.

- Residents are invited to attend Parish Council meetings and time is allotted for any comments they may wish to make.
 - There has been no increase in the Precepts this year, but there is likely to be an increase next year to cover cuts in then concurrent functions grant.
 - Risk Assessments Management Policy was amended in 2015 relating to the PC and their Assets and will be reviewed at the Annual Parish Council Meeting. Risk Assessments have been carried out quarterly by myself, Cllr Wharton has carried out financial risk assessment, so thanks to him. • PC meetings have continued to be held quarterly on the 2nd Wednesday of a month unless notified otherwise.
- Our Parish Clerk, Sarah Welsh who has been with us since November 2014 has attended training course and supported us all very well over the year, I would like to thank her.
 - The PC has a website thanks to Richard Dixon and in line with the Transparency Code being introduced this year for smaller PCs, the PC will continue to publish minutes, agendas, governance and financial information , so thanks to Richard for his work on the Website which also includes community news and events.
 - Maintenance in the village - grass cutting, posts and chains - the work has been carried out by the same contractors with a cost increase after several years with no increase.
- Footpaths I wish to thank PCllr Wharton for cutting of several footpaths that were in urgent need of a cut, and as this is an ongoing project we offer our appreciation for further works
- Planning applications - the PC has put forward their observations to the BA and GYBC who make the final decision. There were 2 planning applications to GYBC and one approval. There were 8 applications to the Broads Authority, 7 approvals and 1 refusal.
 - Community Resilience Plan is in place, and has been up dated with a copy on the website and details who the Community Contacts are, who are to be contacted in an emergency. • GYBC Independent Annual Play Equipment Inspection-replacement the see-saw has been removed due to the dangerous state of repair, and not replaced. • AW sewerage seems to be working fine after a few teething problems
 - The PC is still looking after the Youth Club money and suitable recipients/projects for the money are being considered.
 - Defibrillator and Cabinet being maintained and available for Villagers and members of the public • Village events — Fate and social club events pantomime.
- Village Hall roof — Still awaiting the cleaning of cement residues .
 - Common Land - the registration of the land on the north and south side of and lying to the south of The Street, Stokesby was completed in the previous year, and the Vice Chair & Chair signed the papers for control being handed to the Parish Council, from the Borough.
 - Rubbish collection- We still have the unresolved problem with the rubbish collection that was ceased by the Borough Council, rubbish has been dumped in various areas and in people's personal bins, I have witnessed this myself. I'm not sure how we proceed with this as the, Borough council, Broads Authority, and local business that benefit from the boat trade seem reluctant to offer any solution, I have been in contact with BCllr Thirtle over the matter as he was involved in meeting with the parties concerned
 - We hope the Parish Council has continued to make Stokesby a pleasant place to live for its residents.

Stuart Ward.
Chair.

11 April 2016 (2015-2016)

Stokesby with Herringby STATEMENT OF ACCOUNTS

RECEIPTS

PAYMENTS

Balance at Bank	812.00	3,492.77	
Churchyard	11919.00		800.00
Open Spaces	1,007.45		1,560.80
Clerk's Salary Precept	130.00		965.56
Audit	160.00		76.50
Hire of Hall	540.00		60.00
Insurance	165.00		538.23
Administration	120.00		
Website	1.01		99.00
Bank Interest	11.50		
Miscellaneous	156.08		
Grants	285.29		
VAT	341.00		338.50
Clerk's Salary concurrent	1,016.55		
Other		6,664.88	19.80
VAT			4,664.13
<hr/>			
Closing Balances:			
Balances in Bank Account			5,493.52
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TOTAL		10,157.65	10,157.65

The above statement represents fairly the financial position of the council as at 31 Mar 2016

Signed S. Welsh
Responsible Financial Officer

Date 11th April 2016.

To Be Read Out

3

St Andrew's Church, Stokesby with Herringby.

Secretary's Report.

After many months of discussions with our neighbouring parishes, guidance from Graham and the Archbishop, the decision to become one parish was agreed. It has been a challenging process, and one that has not been undertaken lightly, but it is one that looks to the future of this Benefice in a positive way with us all working together. Our thanks go to Graham for him guiding us through this.

We continue to hold a monthly traditional communion service, sadly our mission has not reached any newcomers but we are always well supported by our friends from Mautby for which we are thankful.

Plans for developing St Andrew's have been discussed and the need for a kitchen and toilet is of great importance. Consideration of St Andrew's becoming a Heritage Site with artefacts discovered locally being displayed for visitors and local schools. It is an enormous challenge and would be a great undertaking and although we have the support of a resident to guide us through the process and help organise and hopefully secure fundraising it was felt that we should wait and gain some first-hand experience from the organiser of the works being carried out at Fleggburgh Church at the present time.

We continue to be committed to St Andrew's and mission to encourage people into sharing our faith.

Our thanks go to the loyal hardworking groundsmen that keep the churchyard in such good condition and to Great Yarmouth Borough Council for their financial support with this.

This year we have seen:

The electoral roll stands at:

Christenings 1

Weddings 1

Burials 2

Interment of Ashes 3

Stokesby Web Site

Report for Parish Council AGM 2015/16

With now over 16,600 visit since I took over the site I think we can safely say the Stokesby web site is well and truly established as a source of local and wider information on what's happening in Stokesby as well as promoting what a superb village we live in.

The redesigned site is working well and the new wire free internet provider in the area has made updating the site much quicker.

I will be looking at refreshing the colour scheme of the site, again just to keep regular visitors interested.

Again thank to the Parish Council for the funding to keep the site and the domain name going.

I am still happy to continue with the day to day management of the site and welcome any suggestions to improve its presentation.

Richard Dixon

Stokesby Community Centre

Runham Road. Stokesby. NR29 3AL

Chair Richard Dixon 01493 754136

Chairman's Annual Report 2015/16

As with the last few years the Village Hall has seen an increase in use from not only local residents but from outside groups as well.

The most common comments from these outside groups is how beautiful the building is and how well it is kept. I see this as a tribute to all the people from both the Village Hall Committee and the Social Club Committee for all the hard work they put in, to ensure the building always looks it's best.

Last year the building was connected to the new mains drainage system. This left us without a car park for several weeks and even when it was completed the contractors had to return several times to deal with the subsidence where they had laid the new pipework. We still had to wait several months for the area to be resurfaced with tarmac. This is now completed.

Although the roof was completed last year we are still attempting to get the builder to return to remove the cement stains which are quite unsightly. We have been promised by the builder that it will be done. We will continue to liaise with him.

Internally there have also been changes. The area above the bar in the Social Club has been stripped back and re-plastered. A small working group of both committees has been set up to decide on the new colour scheme for the Social Club. We are also looking at reshaping the bar area.

Several new groups have started using the hall and we hope to get them on a regular basis as their rent is an important revenue for the building.

We have reviewed the hiring charges taking into account what other local halls charge. It was decided that they would remain the same for the foreseeable future.

The new village hall in Filby has had an impact on us, in that they hold a Craft Fair every month.

This has had impacted on the stall holders not wanting to commit to our smaller venue. We will review the situation later in the year.

Charity Number 304076

Our major event for the year had to be Stokesby's very own 'Cinderella', performed by local people in front of their neighbours and friends. From the comments made to Maggie Parker and Ann Dixon, the co-producers, and on Facebook - it was the best thing ever performed in the Village Hall.

Who knows what's in hand for next year. Peter Pan on Ice'???

Every year I mention that the excellent cooperation between the two committees makes the Community Centre so successful a venue for visitors. This last year has been as good as it gets, from the lady who cleans, the magnificent team who prepare food for our events, the always smiling bar staff, the hall booking officer, our minute's secretary and our treasurer.

May I personally thank them for their support and for all the work they do behind the scenes. This will be my last year as chair and I wish my predecessor all the best in the post.

Richard Dixon

Chair

6

Stokesby Sports and Social Club

Report to Parish Council 2015/2016

The Club continues to be a hub for convivial socialising on Friday nights and for music and other themed events. There has been an increase in turnover this year and with the bar prices held at April 2014 figures the gross profit is 45% for 2015/2016.

The knock on effect of extra turnover is that the general "housekeeping" duties are also increased. There is a good team of volunteers who buy in stock, sort the float monies out, get rid of the empties, set up and clear away after club nights and functions.

Going forward, now that the roof has been repaired, the smaller club room and bar are in need of a makeover. At present an estimate of has been given for the proposed work. There will be other cost associated with this. The club also needs a new under counter chiller cabinet and steam cleaner for the floor. The dish washer might also need to be replaced.

The club purchases most of the cleaning materials and disposables for the village hall, contributed to the fête and was able to donate E2,000.00 towards the sewage connection.

Thanks go to the club members who have shown continued support and those who help on a daily basis to maintain the smooth running of the Club.

This year, 2016/17 78 members have so far joined, this includes several new faces.

The bank balance as of 31 march 2016 stands at E4980.46

Lucy Griffen

6th May 2016

Grant?

STOKESBY WITH HERRINGBY PARISH COUNCIL
MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 11th May 2016 IN
THE COMMUNITY HALL AT 7.30PM

Present:

Chair: Stuart Ward, Cllrs: Ed Wharton, David Murison, Vivienne Fabb, Philip Crane, Rob Lloyd, Richard Youngs BCLr Thirtle, CCllr Cartiss

Residents: 4

1. Election of chair and Vice Chair

Cllr Fabb proposed Cllr Ward as Chair and Cllr Youngs as Vice Chair, seconded by Cllr Lloyd. Agreed unanimously.

2. Declaration of Acceptance of Office

The Chair signed the acceptance of office witnessed by the clerk.

3. Apologies

Cllr Murison, otherwise engaged. Accepted.

4. Public participation/County Councillor/Borough Councillor/Police report/website

CCllr Cartiss informed the meeting about the new Conservative administration, the details of which had been reported in the Eastern Daily Press. He explained that he had not attended Parish Council meetings for some time because they often clashed with other meetings. CCllr Cartiss expressed concern about the Broads Authority not getting more closely involved with the issue of rubbish on Stokesby staithe and other areas. He suggested the Parish council write to their MP because the Broads Authority was set up to protect the environment. CCllr Cartiss was thanked by the Chair.

BCLr Thirtle is hoping to get elected onto the Broads Authority. He confirmed with the a member of the Village Hall Committee that they had not applied for a grant for the Queen's Birthday. BCLr was thanked by the Chair.

5. Declaration of Pecuniary Interests None.

6. Minutes for the meeting April 2016

Cllr Fabb proposed the minutes be accepted as a true record of the meeting, seconded by Cllr Ward. Unanimously agreed. The minutes were signed by the Chair.

7. To report matters arising from the minutes not already on the agenda, for information only. None.

8. Annual Resolutions

a) Annual Risk Assessment and Policy Review - Amendments reflecting the move from bi-monthly to quarterly meeting and compliance with the Transparency Code were highlighted. Cllr Youngs proposed the amendments be accepted, seconded by Cllr Lloyd. The clerk provided Declaration of Pecuniary Interests forms for the Councillors to update their details.

b) There had been no further changes to the Schedule of assets, and this was approved.

- c) To appoint a member of the Council to undertake the periodic review of the administration and accounting procedures. Cllr Wharton was proposed by Cllr Youngs and seconded by Cllr Lloyd.
- d) To consider Insurance provider for 2016/17. The clerk provided three quotes for insurance renewal, including the current insurers, and it was agreed to accept the quotation from Came and Company for Hiscox insurance on a 3 year term basis for £273.75
- e) To Approve Schedule of meetings for 2016/17. Acceptance of the schedule for quarterly meetings was proposed by Cllr Fabb, seconded by Cllr Lloyd.

9. Village Maintenance,

a) Risk Assessment/Safety Check

These will continue to be carried out on a quarterly basis. The last check revealed: ●

1 post and rail by the road sign needs attention.

● a deep pothole by the road around the Village Green has been created by people avoiding the speed hump. Cllr Fabb suggested some boulders be placed along the edge to prevent cars creating damage along the edge.

Cllr Ward will follow up.

● Fabbs Green has been tidied by Kevin Ramply. The Village Hall Committee are custodians of that area. Cllr Fabb will supply grass seed for re-seeding.

● The Environment Agency had put in a post 18 months ago after a refuse collection lorry had hit the wall on the corner outside the entrance to the Ferry inn.

● The posts and rails on the corner of the green are rotting and falling down. The situation will be monitored. ● the road sign on the corner of Filby/Runham Road opposite the Community Centre needs attention ● There is still no cover on the light reported earlier in the year. The clerk will chase up.

10. Finance:

- Invoices for approval and payment: a draft payments list and Bank Reconciliation were given to councillors and read by the clerk - attached.

Cllr Fabb proposed the payments be approved, seconded by Cllr Youngs. Unanimously agreed.

- Internal Audit report. The report from the auditor was read and recommendations noted. ● Approval of governance section (1) of Annual Return.

Proposed by: Cllr Lloyd, Seconded by: Cllr Ward

Unanimously agreed and signed by the chair and clerk.

- The Council agreed to apply for funding to enable them to meet the requirements of the Transparency Code. Richard Dixon confirmed that the cost of hosting was as requested previously. The clerk informed the Council they could also apply for a computer, scanner and software to provide documents for the website. The clerk will submit an application.

11. Local Plan consultation feedback - Cllr Young Work is still on-going on the plan.

12. Planning None.

13. Clerk's Report and Action Log May 2016

● The hedge over the bridge over Muckfleet on the A1064 near the directional sign at the bottom of Filby Road, between the white railings to the main entrance has not been cut. Update: The clerk has reported this. There has been no progress.

● A resident reported at the last meeting: Ferry Lane outside the shop and Pub is full of mud. It was felt the drains need clearing out. The clerk has reported to Highways. Update: The gullies are not actually due until January, so will get my inspector to check the drains. If he thinks they can be easily hand cleansed by our operatives, we'll do so rather than sending the large tanker. Bob West. A resident has cleared outside the shop area.

- Fencing at Japonica House - Update: information from Highways NCC a response by email had been received outlining the Highways boundaries. Cllr Fabb suggested a copy be sent to the residents for their information. The clerk has sent a copy.

- The clerk was asked to confirm if the council would be covered if it made a charge for mooring on the Staithe, with the Insurance company. The clerk is waiting for a response from Jonathan Meisles, Zurich Insurance.

- Bins on Staithe - Update: response received from the Broads Authority - The Broads Authority is still working hard on the issue of rubbish although as you are aware it is not in the remit of the Broads Authority but of the local authorities. The members of the Authority have asked to hold a workshop regarding waste facilities within the Broads area and this has been set for July when the members will consider all of the facts put before them. We are also trying to meet with the operational group of the Norfolk Waste Partnership (all local authority officers and Norfolk County Council) early June. We are continuing to monitor the situation and have provided waste facilities on sites where the Broads Authority owns the land and have increased provision at both Norwich and Great Yarmouth Yacht Stations (where the amount of waste has increased significantly within the last year)

- There are potholes on the highway near the village sign. Cllr Fabb said this was privately owned land and the clerk would need to contact the landowners. Cllr Murison will supply the clerk with the address. Update: the clerk has written asking for them to be filled.

- The potholes around the green still need to be monitored.

- 1 post protecting the river wall has rotted and been knocked over. the clerk will report to the Environment Agency. They don't think it's theirs - need more info. Reported to Broads authority - left message.

- There is 1 chain loose opposite the Riverside Stores - the clerk will ask Andrew Etheridge to repair it.

- No Mooring Sign. A reply had been received from Broad Authority Planning outlining the conditions needing to be met for consent to place the notice being deemed to have been given.

14. Correspondence

- a) Louise Hampton Neighbourhood Manager - request for permission to place Public Space Protection Order (PSPO) signs re alcohol consumption on fences and railings on PC land.

It was agreed that this would be refused

- b) Information about Broadband service.

- c) donation request from Magpas Air Ambulance. It was decided not to make a donation.

- d) Adnams Charity - accounts and report - request for donation/application for funding. This would be passed to the Village Hall Committee as a possible source of funding.

- e) GYBC Local Plan: core Strategy. This was passed to Cllr Lloyd.

- f) Pensions Regulator - staging date for the PC 1.4.2017

- g) Trading Standards - Market Fair Scheme.

15. Reports from Parish Councillors: None.

16. Final word from members of the public/Borough Councillor and County Councillor None

17. Date of the next meeting: Wednesday 10th August at 7.30pm in the Community Hall. the meeting closed at 9pm.

Vchr.	Ref	Cde.	Name	Description	Amount
1	BACS	1	GYBC	Concurrent Grant	812.00
2	BACS	2	GYBC	Concurrent Grant	1,919.00
3	BACS	3	GYBC	Precept	1,629.00
4	BACS	5	GYBC	Precept	195.00
5	BACS	4	GYBC	Precept	130.00
6	BACS	6	GYBC	Precept	575.00
7	BACS	7	GYBC	Precept	250.00
8	BACS	8	GYBC	Precept	120.00
9	BACS	18	GYBC	Precept	240.00
				Subtotal Cheque No. BACS	5,870.00
TOTAL					5,870.00

Stokesby with Herringby

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 1 to 4

Vchr.	Cheque Cde.	Name	Description
1		S Welsh	Clerk's Salary
		HMRC	PAYE
		S Welsh	Office Expenses

78.00

TOTAL

504.88

547	3		
2	548	3	
3	549	7	
			Office 26, mileage 20.70
4	550	4	Pauline James Accounts Audit
			Internal Audit for AR

Stokesby with
Herringby

A	Bank Reconciliation at 10/05/2016		
	Cash in Hand 01/04/2016		
	ADD		5,493.52
	Receipts 01/04/2016 - 10/05/2016		5,870.00
	SUBTRACT		11,363.52
	Payments 01/04/2016 - 10/05/2016		0.00
	Cash in Hand 10/05/2016 per Cash Book		11 363.52

10 May 2016 (2016-2017)

	Cash in hand per Bank Statements	0.00	
		9,397.16	
		1,966.36	
	Cash 06/11/2015		
	Community A/C 20846724 29/04/2016		
	Saver A/C 20458058 29/03/2016		
			11,363.52
	Less unpresented cheques		0.00
	As attached		
	Plus unpresented receipts		11,363.52
	As attached		0.00
B	Adjusted Bank Balance		11,363.52
	A = B Checks out OK		

STOKESBY WITH HERRINGBY PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 9TH NOVEMBER
2016 IN THE COMMUNITY HALL AT 7.30 PM

Present:

Chair: Cllr Ward, Vice Chair: Cllr Youngs, Cllrs: Crane, Lloyd, Wharton, Murison.

Also present: 5 Residents, BCllr Thirtle, PC Cook.

1. Apologies

Cllr Vivienne Fabb - on leave. The clerk was delayed and the meeting started at 7.45.

2. Public participation/County Councillor/Borough Councillor/Police report/website
BCllr Haydn Thirtle informed the meeting that Great Yarmouth Borough Council (GYBC) had to make significant savings by 2020. Discretionary rates may be abolished for Village Halls. The houses in Croft Hill have been tidied up following a resident's complaint.

PC Cook reported 12 calls and 4 responses, 3 domestic and 1 concerning the mower shed at the Church. PC Cook is retiring and this will be his last meeting. The Chair thanked him for his support to the community over the years.

Website: Richard reported all was okay with the website and it had received 18,000 hits.

3. Declaration of Interests None.

4. Minutes for the meeting August 2016

The clerk pointed out an error under Item 10 - finance. It should read: " representing an increase of .10p/hour and a back-payment of E2.66 to April 2016", not " representing an increase of .37p/hour and a back-payment of E9.83 to April 2016." The clerk's salary payment will be adjusted accordingly. The minutes were amended and proposed as accepted by: Cllr Lloyd seconded by: Cllr Murison and signed by the Chair.

5. To report matters arising from the minutes not already on the agenda, for information only.

Replacement bench - the bench was broken by Braid Barn Construction, Paul Desborough Braid Barn, Stokesby and they have agreed to replace it. The clerk will write and ask them to arrange to replace it.

6. Village Maintenance o Quarterly report

The village will need some maintenance work following works by Essex and Suffolk Water, the verges will need attention. Councillors will take photos of the work and request a meeting. The clerk will write in consultation with Cllr Lloyd, asking for the road around the Ferry Inn (down to the pub, turning right to the car park area and road,) to be put back in the condition it was in.

Updates: Flood wall in need of repair. Clerk reported to the Environment Agency (EA). Chair Stewart Ward offered to meet with the engineer to help them locate the problem. The EA want to put a railing and hand rail up and a ramp where steps go up onto the bank.

- The chains by the children's roundabout are hanging down. The clerk contacted Andy Etherage to repair.

● Council Service: Highways Maintenance: Hedges and Trees

New Status: We could not find the problem and so have not taken any action at this time.

Address: MAIN ROAD AI 064 Update: there is one tree down near Billockby between the railing and Muckfleet. The clerk will contact Highways again, offering the Chair's assistance to show them the area.

● Hedges and Trees Main Road near Foundry cottages - problem is being investigated.

7. Local Plan consultation feedback - Update.

The plan should be out just before the new year.

8. Fete Working Party - Council approval of decisions. The clerk explained the difference between a Working Group and a Committee with decision-making and devolved powers. Peter thanked the group who've raised so much money over the past 3 years. The Fete Working Party will agree a budget with the Parish Council in the spring. It was approved that a E 1000 would be donated to the Church grounds maintenance, a E1000 towards the upkeep of the Village Hall and E1000 would be held by the Parish Council as a community chest fund to which local groups could apply. The clerk will liaise with Cllr Lloyd concerning the funds.

9. Draft Budget and Precept request for 2017-18

The clerk explained the budget and how this would impact on the Precept request for 2017-18. It was proposed by Cllr Richard Youngs and seconded by Cllr Rob Lloyd, that the budget reflects the financial needs and state of finances of the Council and the total precept that should be requested is: E5870

10. Finance:

● Proposals for transparency code funding. The clerk circulated proposals for a laptop, scanner and software. The council resolved that these should be purchased. Proposed: Cllr Phillip Crane, seconded: Cllr Rob Lloyd.

● Bank Reconciliation and Payments and receipts list for approval against the budget.

Proposed by: Cllr Rob Lloyd seconded by: Cllr Philip Crane, that the payments be approved and the bank statements represent the state of accounts. Unanimously agreed. The cheques were signed by two councillors.

11. Planning

- BA: BA/2016/0372/LBC Out building conversion Staithe House The Green Mill Road (track) Stokesby with Herringby. The Council offered no objections.
- 06/16/0639/F Conversion of existing single storey cart barn and stable to single four bedroom house. Woodlands Farm Private Road, Stokesby NR29 3DX. The Council offered no objections.

12. Common Land - update

Joy Savill has been waiting for the Council's approval of the terms. Cllr Ward proposed these be accepted, seconded by: Cllr Youngs.

13. Broads Authority and Rubbish on/near the Staithe - update

The location of the bin was discussed at the last meeting- suggestions including:

- o the Community Hall - Cllr Rob Lloyd will raise at the next Community Hall committee meeting
- o Chair Stuart Ward will ask if the Ferry Inn car park could be an option and is willing to move the bin to wherever it is finally located.
- o Cllr Ed Wharton suggested by the sand store.

No further decision was made about the location of the bin.

14. Quay Heading - Staithe.

The council have received a letter from the BA about the quay heading asking for it to be made safe (incl. jagged tops where capping has come off) and for the following proposals to be made:

- description of proposed remedial action - to remove the piles and dangerous obstacles above and below the water line and allow the area to revert back to its natural state.
- Proposed methods - request quotes to carry out the work from appropriate contractors.
- Parish Council/Contractor Risk Assessment/s
- Timescale for completion - work to commence by the end of November

15. Correspondence

- a) GYBC- Workshop - From Drought to Downpour Thursday 1st December 4-7pm Scratby All Saints Hall NR29 3AJ. Delegates: Cllr Richard Youngs will book in 2 councillors.

Correspondence with response due before this meeting sent to councillors:

- Parish Liaison Meeting
- o Dog Control consultation GYBC
- Great Yarmouth Local Plan - call for sites and policy suggestions to 30th September
- Invite from local police on 20th October

16. Clerk's Annual Leave. The clerk will be on leave on 12th and 13th December and between 19th and 30th December.

17. Reports from Parish Councillors:

Street light 1 IR still not working. The clerk will report. Wi-Fi is available in the village hall now.

18. Final word from members of the public/Borough Councillor and County Councillor

- A resident asked when the Community Chest funding will be available. Information will be placed on the website.
- A resident reported a problem with the drain outside of their property and near the pub car park - no. 1 outfall. The chair will follow up.
- BCllr Thirtle reported the residents are happy with the new car park at Ferry Court.
- A resident reported there is still no cover on the new bright lamp. The clerk will request it again.

19. Date of the next meeting: 8th February 2017, 7.30pm in the Community Hall.

The meeting closed at 9.30pm.

Attachments: Draft payments list and Bank Reconciliation.

16/12/2016

Gmail - Fwd: Stokesby Parish Staithe

M Gmail

Parish Clerk <clerkstokesby@gmail.com>

Fwd: Stokesby Parish Staithe

1 message

Stuart Ward <stuart@awplant.co.uk>

16 December 2016 at 16:40

To: Parish Clerk <clerkstokesby@gmail.com>

Hi Sarah,

Just got this quote in from Amispiling for the staithe.

Regards Stuart.

— Begin forwarded message —

From: Martin Dade <amispling@gmail.com>

Date: Fri, 16 Dec 2016 +0000

To: stuart@awplant.co.uk

Subject: Stokesby Parish Staithe

Hi Stuart

Had a look at staithe this morning.

My suggestions would be to re-pile with galvanised steel sheet piles, so much better life span and will be able to be driven in the extremely hard ground.

Timber can be used but once backfilled and the rise and fall of tide, the toes of the piling may move.

Also, the heavy boat traffic will also be a significant factor.

Galv steel has never been so close to timber piling and expect it to change.

The options are to replace using:

Timber - E4768+vat

Or

Galv Steel - E5250+vat

Both prices include removal and backfilling.

I can supply a detailed quote, if you wish to proceed. Unfortunately, because it is a short run of work, rates per metre cannot be used, due to the labour hours required.

Kind Regards

Martin Dade

Sent from my iPhone

APPENDIX

9

Stokesby with Herringby

~~DRAFT PAYMENTS LIST: (Cheque order) Vouchers 13 to 16~~

Vchr.	Cheque Cde.	Name	Description	Amount
		S Welsh	Clerk's Salary	382.38
		HMRC	PAYE	32.40
		Maple Tree Services	Grass Cutting	1,232.00
		Grass cutting 2016		
		S Welsh	Office Expenses	33.18

TOTAL 1,679.96 u^dtosq.qt

TOTAL: > 231 q & 7

13 557

3

14 558

3

15 559

2

16 560

7

Office costs 212; postage E7, 68; mileage x 2
213.50

annex, software welsh

I-apk>Pi 5 S.

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Stokesby with Herringby

A	Bank Reconciliation at 9/11/2016		
	Cash in Hand 01/04/2016		
	ADD		5,493.52
	Receipts 01/04/2016 - 09/11/2016		6,640.50
	SUBTRACT		12,134.02
	Payments 01/04/2016 - 09/11/2016		4,646.78
	Cash in Hand 09/11/2016 per Cash Book		7 487.24

Uncashed payments\transfers out (All banks)
(Upto 09111/2016)

Voucher	Date	Cheque No.	Description	Total	Bank	
6	10/08/2016	553	PAYE	64.00	Community 20846	A/C
8	10/08/2016	554	Web hosting	118.80	Community 20846	A/C
13	09/11/2016	557	Clerk's Salary	382.38	Community 20846	A/C
14	09/11/2016	558	PAYE	32.40	Community 20846	A/C

November 2016 (2016-2017)

15	09/11/2016	559	Grass Cutting	1232.00	Community 20846	A/C
16	09/11/2016	560	Office Expenses	33.18	Community	A/C
Total-----				1,862.76	20846	

BUDGET FOR YEAR ENDING 31ST MARCH 2018									
Cost Centre/Code	Item	2015-16	Budget 2016-17	Actual 13.10.16	Estimated to 31.3.17	Budget 2017-18	Reserve fund 2016-17	Reserve Fund 2017-18	Notes
PAYMENTS SUMMARY									
CONCURRENT									
Churchyard	Maintenance	£800.00	£812.00	£1,600.00	£1,600.00	£812.00			
	Grass-cutting	£1,560.80	£1,919.00	£0.00	£1,919.00	£1,919.00			2016-17 payment Includes 2015-16 payment.
	Maintenance								
Concurrent Clerk		£338.50	£0.00	£0.00	£0.00	£0.00			Cut from concurrent grant from 2016-17
PRECEPT									
Precept Clerk	Clerk's Salary	£965.56	£1,628.38	£824.79	£1,637.59	£1,724.42			There was a National Salary Award in 2016-17 of .10p/hour. A increase to SCP 22 was awarded from November 2016 of .26p/hour A further increase of .10/hour is due in 2017-18 A SCP increase of 1 is due on successful completion of the CILCA
Audit & AR	Fees	£76.50	£130.00	£76.50	£76.50	£100.00			
	Hire of Hall	£60.00	£195.00	£0.00	£60.00	£75.00			Not invoiced yet.
	Insurance	£538.23	£575.00	£273.75	£273.75	£275.00			Insurance provider was changed in 2016 at reduced rate.
Administration		£205.74	£250.00	£65.51	£132.00	£250.00			2017-18 Includes training costs for councillors
Website	Localism Act	£99.00	£120.00	£99.00	£120.00	£120.00			Transparency Code compliance.
Grants	Transparency Code				£770.00				
Miscellaneous		£1,566.67							On-going Replacement costs.
TOTAL		£6,211.00	£5,629.38	£2,939.55	£6,588.84	£5,275.42	£2,973.01	£4,013.01	
RECEIPTS SUMMARY									
Precept		£2,830.00	£2,808.00	£2,808.00	£2,808.00	£2,808.00			
Council Tax support									
Grant		£309.00	£331.00	£331.00	£331.00	£331.00			
Concurrent functions									
Grant		£3,072.00	£2,731.00	£2,731.00	£2,731.00	£2,731.00			
Bank Interest				£0.25	£0.25	£0.00			
Grant	Transparency Code			£770.00	£770.00				Grant for office equipment
TOTAL		£6,211.00	£5,870.00	£6,640.25	£6,640.25	£5,870.00			

Finance summary					Earmarked Reserves
Balance at 1st April 2016					
Add net receipts			(1 - 2)	£5,493.52	
				£51.41	
Anticipated balance at 31st March 2017				£5,544.93	
Anticipated balance at 1st April 2017				£5,544.93	
Less anticipated net expenditure			(4 - 3)	£5,275.42	
				£269.51	
Add precept & Concurrent function Grant			(AT CURRANT, 2016)	£5,870.00	
Anticipated balance at 31st March 2017				£6,139.51	£4,013.01
Less Earmarked Reserve				£4,013.01	
Working Balance (General Reserve)				£2,126.50	

