

# **Fritton with St Olaves Parish Council**

Chairman: Allan Mendum

Vice Chairman: Stannas Bellaby

## **Minutes from the Annual Parish Council Meeting held on Thursday 16<sup>th</sup> May 2019**

### **At Fritton Village Hall**

#### **Present:**

Chairman - Allan Mendum, Councillors John Burton, Margaret Johnson, Jill Rose, Peter Storey, Rowland Dunn, Keith Nunn, Judith Bosworth, John Stephens, Parish Clerk Kate Palmer and one member of the public.

*The meeting commenced at 7.30pm*

#### **1.ELECTION OF CHAIRMAN**

Cllr Rose Proposed Cllr Mendum as Chairman, Seconded Cllr Nunn. All In Favour. Acceptance of office was duly signed.

#### **2.ELECTION OF VICE CHAIR**

Cllr Nunn Proposed Cllr Bellaby as Vice Chairman, Seconded Cllr Bosworth. All In Favour. Acceptance of office to be signed after the meeting.

#### **3. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Bellaby, Borough Cllrs Myers and Cameron and County Cllr Grant.

#### **4. DECLARATION OF INTEREST**

There were no declarations of interest.

#### **5.COUNCILLOR CO-OPTION**

Cllr Dunn Proposed to co-opt Mr John Stephens onto the Parish Council, Seconded Cllr Nunn. All In Favour. Acceptance of office was duly signed.

#### **6. MINUTES**

Minutes from the meeting held on 28<sup>th</sup> March 2019 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record Proposed Cllr Bosworth, Seconded Cllr Nunn. All In Favour.

#### **7. MATTERS ARISING**

##### **- Children's Playground, New Road Fritton Roadway**

It was reported the roadway outside the children's playground in New Road, Fritton, which has eroded has become a great deal worse. It is felt the area could be potentially hazardous to both children and their parents when accessing the playground. It was agreed to again report this to NCC Highways, and to suggest instead of repairing with loose soil, which was felt to be inadequate, to ask could they install a kerb, or to tarmac the area instead.

##### **-SAM2 Speed Sign Update**

Cllr Dunn reported the owner of Elm Farm has agreed for a post to be sited near to their property. Towards the north end of the plot, where there is a hedge opposite the entrance to 'Pine Trees' mini estate, against the wooden bollard which is already in place. This will then mean it is not affected by cars parking on the verge. It was agreed to suggest a post is erected further back towards Fritton near the entrance to a house called "Pippins", ( near the sign for St. Olaves Village ). It was also agreed to request a post be installed outside the entrance to

Heatherbrae on Herringfleet Road for safety reasons.

Cllr Storey suggested could another location be added this being further up towards the children's picnic area on New Road? Cllr Dunn stated this could be requested however he will require Cllr Storey to give him the exact proposed location so it can be checked with Highways.

## 8. LETTER TO RESIDENTS

-After discussion it was agreed to place a sign in all the Parish Council notice boards, rather than a village mail drop, to try and highlight the services provided by the Parish Council. Cllrs Stephens and Dunn to send the Clerk an example of what the notice could contain. It was also agreed the notice could be entered into the Village Voice and the Hexagon Magazine.

-It was agreed rather than to move the notice board from GDC to purchase a new one for Fritton New Road if the Chairman is unable to restore the current one with a budget of approximately £150.

## 9. BROADS AUTHORITY PARISH FORUM

Cllr Johnson reported a proposal had been received from the Broads Authority to add a new sign to the St Olaves village name sign as you drive into the village from Haddiscoe. The sign is to help indicate those villages that are part of the Broads area.

Following a request for comments from the Parish Council an objection has been submitted. This being it was felt the road is already very busy and there is concern the sign may be a distraction. It is obvious it is a boating area without adding a new sign, and there are already generally too many signs in the village.

### Broads Engage - Biodiversity Meeting

Around 50 people attended the workshop, including representation from parish councils, conservation organisations, local authorities, farming and landowners and environmental companies. An introduction on the status, location and importance of the Broads' key habitats, including water as a key asset.

Natural England set out a framework for action, looking at the main principles, policy opportunities and successful approaches for tackling priority issues including legislation, funding and environmental benefits.

Group discussion about the pressures facing the Broads Participants were asked. The problem of the concerning the amount of traffic travelling through the villages on the A143 was reported, and the question is there anything they can do to help with the problem was asked, however there were no answers forthcoming. Other issues such as flooding, water quality and food production were discussed.

At this point in the meeting it was reported there is a bad bump in the road as you travel over the big bridge towards St Olaves. It was agreed to report this to N.C.C Highways Dept.

## 10. FINANCIAL MATTERS

-The annual Parish Council insurance policy totals £328.49 for 2019/20, the insurer being BHIB.

Invoice Number	Cheque Number	Detail	VAT	Amount
1	DD	BT – Broadband (March invoice pd by DD in April)	£5.98	£35.88
2	DD	BT – Broadband (April invoice pd by DD in May)	£5.98	£35.88

3	100625	K. Palmer- April Salary		£343.71
4	100626	K. Palmer -May Salary		£343.51
5	100627	HMRC -Tax from K. Palmer – April & May 2019		£171.80
6	100628	BHIB – Parish Council Insurance		£328.49
7	100629	Norfolk alc subscription		£184.40
8	100630	K. Palmer – refund for mileage to Town Hall (6) and Upton for Internal Audit (26) total 32 miles @ 45p		£14.40
9	100631	Fritton Institute – Meeting Hire		£27.00
10	100632	Pauline James – Internal Audit fee		£56.00
			<b>Total</b>	<b>£11.96</b>
				<b>£1541.07</b>

-To propose the above sheet for payment Cllr Johnson, Seconded Cllr Burton. All In Favour.

## 11. PLANNING

06/19/0228/F Landscape, New Road, Fritton Static caravan to be used as an annexe

It was agreed to object to the above application. The following concerns were raised, why is a caravan being used as an annexe and not an extension to the house which would seem more suitable. Concerns this may set a precedent and may affect the views from neighbouring properties. Will the caravan be rateable for Council Tax, and what is the situation regarding electric and sewage supplies?

BA/2019/0081/HOUSEH | Replace and add to quay heading on river frontage & private mooring dock | Willow Tree Priory Gardens St Olaves Fritton And St Olaves NR31 9TB

Fritton with St. Olaves Parish Council would like to submit no objections to the application below, however the comment was made that galvanised sheet piling should not be used to undertake the repair wood piling should be used instead. It is felt this may set a precedent for further applications.

The following two applications have been granted:

06/19/0034/F Fritton Late, Church Lane, Fritton Enlargement of existing outdoor leisure area  
06/19/0127/F Herringfleet House, Herringfleet Rd, St Olaves Erection of garage

An application for appeal has been submitted for the following:

BA/2019/0004/REF Watergate, Beccles Rd, St Olaves New dwelling

## 12. 2018/19 YEAR END ACCOUNTS

The Clerk had prior circulated to all members a copy of the 2018/19 end of year bank reconciliation and income and expenditure accounts. In line with current legislation the Council is able to certify itself as exempt from external audit as the annual turn over is less than £25,000. The Chairman then signed the exemption certificate which will be sent to the Auditors.. The AGAR plus accounting documents will be published on the council website. To accept Proposed Cllr Dunn, Seconded Cllr Nunn. All In Favour

### Bank Reconciliation 1<sup>st</sup> April 2019

Bank Balance as per statements as at 31<sup>st</sup> March 2019

Community Account £5561.85

Business Account £3627.50

.....  
£9189.35

Less Unrepresented Cheques as at 31<sup>st</sup> March 2019

Cheque Number 100618 £333.14  
Cheque Number 100619 £333.14  
Cheque Number 100620 £166.40  
Cheque Number 100621 £19.00  
Cheque Number 100622 £27.00  
Cheque Number 100623 £13.92  
Cheque Number 100624 £100.00

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(£992.60)

Closing Balance as at 31<sup>st</sup> March 2019

**£8196**

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### **Cash Book**

Opening Balance 1 <sup>st</sup> April 2018	£7720.95
Plus Receipts	£7452.34
Less Payments	£6976.54
Closing Balance per cash book	<b>£8196.75</b>

### **13. INTERNAL AUDIT REPORT**

The Clerk reported the Internal Audit Report had been completed by Pauline James. Works had been undertaken to inspect payment and receipt accounts, financial regulations, risk assessments, budgets, payroll, assets and year end procedures. Page 4 of the annual return has been signed, the following observations have been made: some controls listed in the financial regulations are not undertaken and therefore need removing from the orders and some of the cheque stubs have not been counter signed.

### **14. ANNUAL RETURN**

The annual return had been completed by the Clerk. The governance statements followed by the accounting statements were presented to Council for approval. To accept both statements en bloc Proposed Cllr Bosworth, Seconded Cllr Dunn. All In Favour.

### **15. CONFIRMATION OF R.F.O. & BANK SIGNATORIES**

Kate Palmer was confirmed as the Responsible Financial Officer.

Cllr Mendun, Cllr Nunn and Cllr Johnson as Bank Signatories. It was agreed to ask Cllr Bellaby if he would like to replace Cllr Youngs as the forth signatory. All in agreement.

### **16. TIME & DATE PLUS ITEMS TO BE CONSIDERED AT THE NEXT MEETING**

**The next meeting will be held on Thursday 25<sup>th</sup> July, 7.30pm at St Olaves Village Hall.**

### **PUBLIC SECTION**

There was no public section.

***With no further business the meeting was closed at 8.37pm***