

Fritton with St Olaves Parish Council

Chairman: Stannas Bellaby Vice Chair: Margaret Johnson

Annual Parish Council Meeting held on Thursday 6th May 2021 remotely using Zoom

Present:

Councillors Stannas Bellaby (Chair), John Burton, Margaret Johnson (Vice Chair), Peter Storey, Rowland Dunn, Judith Bosworth, Keith Leggett, Parish Clerk Kate Ruddock, and three members of the public including Borough Cllrs Adrian Myers.

The meeting commenced at 7.03pm

1.ELECTION OF CHAIRMAN

Cllr Johnson proposed Cllr Bellaby as Chairman for the Parish Council. Seconded Cllr Dunn. All In Favour. Cllr Bellaby confirmed he would be willing to accept the position. The acceptance of office form will be signed after the meeting.

2.ELECTION OF VICE CHAIR

Cllr Dunn proposed Cllr Johnson as Vice Chair for the Parish Council. Seconded Cllr Burton. All In Favour. Cllr Johnson confirmed she would be willing to accept the position. The acceptance of office form will be signed after the meeting.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Rose and Stephens. To accept the apologies proposed Cllr Bellaby, Seconded Cllr Johnson. All in Favour.

4. DECLARATION OF INTEREST

There were no declarations of interest.

PUBLIC SECTION

It was reported there are still problems with people starting fires which are being used as barbecues, along with litter being left in the Fritton Woods. The most recent incident has been reported but the problem is ongoing.

It was reported many vehicles are still being parked along New Road by members of the public visiting Fritton Woods, some of which cause an obstruction.

It was agreed the road must be kept clear to enable the emergency services to be able to access the road. All visitors must respect the Woods, there are two footpaths that run through the Woods, members of public should keep to the footpaths as the rest of the Woods are private property.

It was suggested if the Woods no longer continued to be promoted on social media platforms such as Facebook, it may help to reduce the volume of visitors to the area.

After some discussion it was agreed for the Clerk to send another letter to the owners of the Woods, Newcombe Estates to ask for an update concerning the possible reopening of part of the car park.

Borough Cllr Myers added he will look into possible funding and will obtain information from Suffolk County Council about designating the road as a quiet lane.

With no further business the public section was closed and the main meeting commenced at 7.30pm

5. MINUTES

Minutes from the meeting held on 25th March 2021 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 Storey. All in Favour.

6. MATTERS ARISING

- The Clerk confirmed the Parish Council has been successful in obtaining the 50% grant funding from NCC Parish Partnership Scheme to purchase a second SAM2 machine. It was confirmed the new SAM2 will be rotated between the two locations on the A143 in Fritton. The original machine will continue to be rotated around all other agreed locations in both villages.
- Borough Cllr Myers reported he has been approached by a resident asking for a second defibrillator to be purchased and installed in Fritton. It was agreed to add this to the next agenda for further discussion.
- Cllr Bosworth requested can NCC Highways be asked if a new location can be agreed in St Olaves for the SAM2. On the A143, on left hand side heading towards Fritton near the bus stop.
- Cllr Bosworth reported all drains are in need of being cleaned in both villages. There is an open cable that needs to be repaired by BT in Fritton. Can both village halls be written to too obtain an update concerning their hire changes.
- Cllr Johnson asked for an update concerning the Parish Councillor articles for the Village Voice articles. The Clerk stated she had been contacted by one Councillor that was not willing to provide an article for the magazine. After discussion it was agreed that no articles will be submitted to the magazine as it is felt it should be all or nothing.

7. FINANCIAL MATTERS

-The annual Parish Council insurance policy totals £334.23 for 2021/22, the insurer being BHIB.

Cheque Number	Detail	Amount
100692	K. Ruddock- April Salary £439.91, less tax £87.80, plus £10 monthly tele/broadband allowance.	£362.11
100693	K. Ruddock – Refund for postage and stationary	£37.97
100694	Nalc – annual subscription	£179.99
100695	Dennis Cooper – Internal Audit Fee	£50.00
100696	BHIB- Parish Council Insurance	£334.23
100697	The Broads Society - Subscription	£19.00
100698	GYB Services – annual charge for emptying dog bin (vat 14.00)	£84.00
100699	K. Ruddock - May Salary £439.91, less tax £88, plus £10 monthly tele/broadband allowance	£361.91
100691	HMRC -Tax from K. Ruddock – April & May wage	£175.80
	Total	£1605.01

- To propose the above sheet for payment Cllr Bosworth, Seconded Cllr Storey. All In Favour.
- The Clerk reported she had obtained a quotation from Horizon for a new notice board on posts for St Olaves.

To purchase a 8 x A4 board £353.10 plus £30 shipping
To purchase a 6 x A4 board £295.90 plus £30 shipping

Cllr Johnson proposed to purchase the smaller notice board for £295.90. Seconded Cllr Bosworth. All in Favour. Cllr Bosworth stated her husband will install the notice board free of charge as long as the expenses are funded.

8. 2020/21 YEAR END ACCOUNTS

The Clerk had circulated to all members prior to the meeting a copy of the bank reconciliation, income and expenditure report, budget to spend report and Council reserves. The Clerk reported that due to the Parish Councils income and expenditure both being under £25,000 the Council can certify itself exempt from the external audit. Therefore the exemption certificate will be signed by the Chairman and will be sent to the Auditors. The AGAR and accounting statements will be published on the Parish Council website. A copy of the bank reconciliation is below, all other reports will be appended to and do form part of the minutes. To accept the year end accounts proposed Cllr Bellaby, Seconded Cllr Leggett. All In Favour.

Bank Balance as per statements as at 31st March 2021

Community Account	£6033.37
Business Account	£3635.86

	£9669.23

There were no unrepresented cheques as at 31st March 2021

Closing Balance as at 31st March 2021 **£9669.23**

Cash Book

Opening Balance 1 st April 2020	£8649.19
Plus Receipts	£8128.77
Less Payments	£7108.73
Closing Balance per cash book	£9669.23

9. INTERNAL AUDIT REPORT

The Clerk reported the Internal Audit Report had been completed by Dennis Cooper. 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

10. ANNUAL RETURN

The annual return had been completed by the Clerk. The governance statements followed by the accounting statements were read through by the Parish Clerk to Council for approval. To accept both statements en bloc proposed Cllr Bellaby, Seconded Cllr Johnson. All in Favour.

11. CONFIRMATION OF R.F.O. & BANK SIGNATORIES

Kate Ruddock was confirmed as the Responsible Financial Officer.
Cllrs Johnson, Bellaby, Julian and Burton as Bank Signatories.
Mr Dennis Cooper as Internal Auditor
Cllr Bosworth as Internal Control Officer
Proposed En Bloc Cllr Dunn, Seconded Cllr Bellaby. All in Favour.

12. PLANNING

The planning application below had been discussed and comments submitted to GYBC prior to the meeting.

06/21/0175/F Caldecott Hall, Beccles Road Conversion of store into office/reception
It was agreed to submit no objections subject to neighbours comments.

The Clerk reported she had been contacted by a member of public concerned that a local walkway may be gated. The walk way is at the end of Priory Road, the road splits off onto a tract which leads down to the river and the Poorlands.

After discussion it was agreed there is no public footpath in that area of the village, and it is understood that NCC are now not registering any new ones. It would be up to the land owner to allow any gate to be installed.

Cllr Storey added going back to the earlier discussion concerning New Road there is a 30mph sign that has been hit by a car which needs replacing.

Cllr Bosworth stated she would like to organise a group of volunteers to join the Great British Spring Clean. Borough Cllr Myers stated he would be able to provide the group with litter hoops, bags and pickers. Borough Cllr Myers and Cllr Leggett stated they would both like to volunteer to help.

Cllr Dunn reported the grit bin at the top of New Road is full and has a shovel in it.

13. TIME & DATE OF THE NEXT MEETING

The next meeting will be held on Thursday 29th July at 7.30pm at St Olaves Village Hall.

With no further business the meeting was closed at 8.38pm