

# **Fritton with St Olaves Parish Council**

Chairman: Stannas Bellaby Vice Chair: Margaret Johnson

## **Annual Parish Council Meeting**

**held on Thursday 26<sup>th</sup> May 2022 at Fritton Village Hall**

### **Present:**

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

*The meeting commenced at 7.30pm*

### **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 was duly signed.

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

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

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

Apologies for absence had been received from Cllr Rose and Borough Cllr Cameron. To accept the apologies proposed Cllr Leggett, seconded Cllr Bellaby. All in Favour.

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

There were no declarations of interest.

### **PUBLIC SECTION**

Two members of the public attended the meeting to ask the Parish Council what can be done to resolve the issue of vehicles travelling at speed through the villages, in particular along the A143 in St Olaves, and along the Herringfleet Road?

It was explained the issue of speeding traffic has been an ongoing problem for both villages for many years, and has been discussed within every Parish Council meeting for sometime. The Parish Council have recently purchased two SAM2 speed signs to try to help relieve the problem in both villages. Cllr Stephens is part of the Fritton Speedwatch group, the Police had stated sometime ago that a Police speed camera would be sited in the village, however following another meeting this was relocated to an area in Norwich.

The Chairman reported the Clerk has arranged for Cllrs Johnson and Stephens to meet with Brandon Lewis MP and possibly County Cllr Annison on Tuesday 31<sup>st</sup> May. The issue of speeding in the villages will be discussed during the meeting, and all concerns from residents will be raised.

It was agreed a permanent solution needs to be found before another major incident happens. The Police need to deploy a speed camera unit regularly, this would help tackle the problem.

Borough Cllr Myers added another avenue to explore to help reduce the speeding of HGV lorries would be to record the TACO and registration details of each vehicle seen travelling at speed, this can then be reported to the company and the Eastern Region Operators.

The question was asked what can be done to get the paths and curbs cleaned in the villages?

Borough Cllr Myers stated it is the responsibility of NCC Highways Dept to keep the footpaths and roads clean. Due to a back log of issues already reported it is very difficult matters resolved at the moment.

Borough Cllr Myers reported he now has the bags needed for the village litter pick. If Councillors let him know where the bags will be left he will arrange for GYBC to collect them.

Cllr Storey added during the last year New Road in Fritton is the cleanest its ever been, there has been no problem with littering at the picnic area and passing places.

Borough Cllr Myers reported he had recently attended a site visit at the new Marina Leisure Centre. The new facility is looking very impressive. There are three swimming pools, a climbing wall, gym, dance floor and large activity centre which is four courts wide, and the floor has been built so it can accommodate roller skating.

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

## **5. MINUTES**

Minutes from the meeting held on 31<sup>st</sup> March 2022 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record proposed Cllr Julian, Seconded Cllr Stephens. All in Favour.

## **6. MATTERS ARISING**

### Queens Jubilee Commemorative Bench

Cllr Johnson reported following the last meeting she had been in contact with both the Broads Authority and the Somerlayton Estate Office to make enquires on who owns the land where the new bench would go.

The Broads Authority have been very helpful. They have confirmed the land where it has been suggested that the bench would be sited does belong to the Authority. This being near to the Broads Authority moorings and the windmill in St Olaves. The new bench will cost approximately £600-£700, plus extra for the installation. The Officer is due to have a meeting next week with the newly appointed Finance Manager, the funding of a new bench will be discussed during this meeting. It was also suggested to possibly arrange a site meeting with the Broads Authority Officer to discuss this further.

It was generally agreed the Parish Council could not afford to fully fund the bench but would be able to make a contribution towards it.

Borough Cllr Myers suggested the Parish Council could apply for some funding from his and Borough Cllr Camerons next ward budget, also to make an application to the Village Voice for a grant.

Cllr Johnson added Somerlayton Estate have not confirmed as yet if the bench would encroach on any of their land. This matter will be an agenda item at the next meeting.

### Community Asset

The Chairman reported he would like the Parish Council to look into the process of listing the Decoy Public House as a Community Asset.

Borough Cllr Myers added the process to do this is fairly simple, an application form has to be completed and submitted to GYBC. If the application is agreed it would slow down any future planning applications and if the pub is put up for sale the Parish Council would have the opportunity to bid for it.

After some discussion it was agreed by all members to look into the process and to submit an application. Borough Cllr Myers stated he will send the application form to the Clerk so it can be filled out online. This item will be on the next agenda for further discussion.

Cllr Leggett stated he will email the Clerk details of some items that have been fly tipped on Blocca Run so it can be reported to GYBC

## 7. FINANCIAL MATTERS

-The annual Parish Council insurance policy totals £368.55 for 2022/23, the insurer being BHIB.

Cheque Number	Detail	Amount
BACS	K. Ruddock- April Salary £448.93 plus 2021/22 backdated pay rise 108.16, less tax £111.40.00, plus £10 monthly tele/broadband allowance.	£455.39
BACS	K. Ruddock – refund for ink cartridge	£14.52
BACS	K. Ruddock - May Salary £448.93, less tax £89.80, plus £10 monthly tele/broadband allowance	£369.13
BACS	HMRC tax from K. Ruddock April wage 111.40 and May wage £89.80	£201.20
BACS	St Olaves Village Hall- payment for March 2022 meeting	£30.00
BACS	BHIB – Parish Council Insurance	£368.55
BACS	GYB Services – annual charge for dog foul bin (vat 14.00)	£84.00
BACS	Nalc - Subscription	£184.34
BACS	Broads Society - subscription	£19.00
BACS	Dennis Cooper - Auditor	£50.00
	<b>Total</b>	<b>£1,776.13</b>

- To propose the above sheet for payment Cllr Bellaby, Seconded Cllr Bosworth. All In Favour.

## 8. 2021/22 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 Johnson, seconded Cllr Leggett. All in Favour.

**Fritton with St Olaves Parish Council**  
**Bank Reconciliation 1<sup>st</sup> April 2022**

Bank Balance as per statements as at 31 <sup>st</sup> March 2022	
Community Account	£5610.83
Business Account	£3460.22
.....	
	£9071.05
Unrepresented cheques as at 31 <sup>st</sup> March 2022	
CQ Number 100716	-165.00
CQ Number 100717	-330.00
Closing Balance as at 31 <sup>st</sup> March 2022	<b>£8,576.05</b>

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**Cash Book**

Opening Balance 1 <sup>st</sup> April 2021	£ 9,669.23
Plus Receipts	£ 9,965.53
Less Payments	£11,058.71
<b>Closing Balance per cash book</b>	<b>£ 8,576.05</b>

**9. INTERNAL AUDIT REPORT**

The Clerk reported the Internal Audit Report had been completed by Dennis Cooper. All accounting documents have been checked including bank statements, invoices, payment and receipt accounts, financial regulations, risk assessments, budgets, payroll, assets and year end procedures. All items were in good order with no problems being found. Audit rating for the year being very good and Page 4 of the annual return has been signed.

**10. ANNUAL RETURN**

The Clerk reported the 2021/22 annual return has now been completed. The governance statements followed by the accounting statements were read through by the Clerk for Council to approve. To accept both statements en bloc. Proposed Cllr Julian, 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 and Julian as Bank Signatories.

Mr Dennis Cooper as Internal Auditor

Cllr Bosworth as Internal Control Officer

Proposed En Bloc Cllr Storey, seconded Cllr Legget. All in Favour.

**12. FRITTON DEFIBRILLATOR**

The new defibrillator for Fritton has now been delivered to Cllr Stephens

Thanks to both Borough Cllr Myers and Cameron for funding the unit from their ward budgets. The defibrillator will be installed on the outside wall of the barn which is next to the A143, it was agreed this is the best location and will easily be seen by drivers and pedestrians.

Thanks was given to Cllr Stephens for agreeing to have the unit installed on the outside wall of the Decoy Barn Bed & Breakfast.

**13. GREAT YARMOUTH BID FUNDING FOR A143 WALKWAY**

The Clerk reported following the last meeting the Highways Engineer has confirmed County Cllr Annisons highways budget can be used to fund the remaining 50% to install the informal footpath linking Fritton with St Olaves. Therefore the project will be fully funded by Norfolk County Council. The Clerk reported she has asked the Highways Engineer to confirm that the whole stretch of the walkway will be done within the

£6000 total budget, however no reply has as yet been received.

Borough Cllr Myers suggested the Parish Council press County Cllr Annison to ensure that his Highways budget is spent in the most cost effective manor.

#### **14. PLANNING**

06/22/0392/TRE Woodland Rise, Priory Road, St Olaves Works to birch trees, remove low stump

It was agreed to submit no objections subject to neighbours comments for the above application.

#### **13. TIME & DATE OF THE NEXT MEETING**

The next meeting will be held on Thursday 28<sup>th</sup> July at 7.30pm at St Olaves Village Hall.

Cllr Dunn reported a summer fair is going to be held at Fritton Village Hall on Saturday 2<sup>nd</sup> July from 6pm to 8pm.

*With no further business the meeting was closed at 8.30pm*