

# **Fritton with St Olaves Parish Council**

Chairman: Stannas Bellaby Vice Chair: Margaret Johnson

## **Parish Council Meeting**

**held on Thursday 29<sup>th</sup> September 2022 at St Fritton Village Hall**

### **Present:**

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

A minutes silence was held to reflect upon the passing of Queen Elizabeth II and was followed by a proclamation to King Charles III.

*The meeting commenced at 7.31pm*

### **PUBLIC SECTION**

- The question was asked can a letter be sent to Newcombe Estates requesting that once the logging has finished, please can the fencing be reinstated as part of the forest is now being used as a track by motorbikes. It was agreed the Clerk will send a letter to Newcombe Estates following the meeting.
- Borough Cllr Myers reported the GYBC ward budget has been decreased this year to £750. Parish Council's are not eligible to apply for funding from the ward budgets as they are precepting bodies, however any other groups/organisations within the Parish can do so.
- Councillor Dunn reported some members of the public have suggested if the Decoy PH can not be retained as a pub or restaurant, it has been suggested can it be used as a community centre instead?

*With no further business the main meeting commenced at 7.41pm*

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs Burton, Johnson and Bosworth, and Borough Cllr Cameron. To accept the apologies proposed Cllr Dunn, seconded Cllr Bellaby. All in Favour.

### **2. DECLARATION OF INTEREST**

There were no declarations of interest.

### **3. MINUTES**

Minutes from the meeting held on 28<sup>th</sup> July 2022 had been circulated to all members prior to the meeting. Cllr Dunn requested to add the following amendment to the minutes, in agenda item 5 Planning.

“Mr Stone added the owner of the Decoy P.H. is in contract with the developer so he should not and can not enter into a sale with another party.”

With the amendment made to accept the minutes as a true and accurate record proposed Cllr Julian, seconded Cllr Leggett. All in Favour.

### **4. MATTERS ARISING**

There were no matters arising.

## 5. ADMINISTRATION & FINANCIAL MATTERS

	Detail	Amount
BAC S	K. Ruddock- August Salary £448.93 less tax £89.80 plus £10 monthly tele/broadband allowance	£369.13
BAC S	K. Ruddock - September Salary £448.93, less tax £89.80, plus £10 monthly tele/broadband allowance	£369.13
BAC S	HMRC tax from K. Ruddock August £89.80 & Sept wage £89.80	£179.60
BAC S	St Olaves Village Hall- payment for July 2022 meeting	£30.00
BAC S	K. Ruddock – Refund for postage and stationary	£34.46
	<b>Total</b>	<b>£982.32</b>

To propose the above sheet for payment Cllr Storey, seconded Cllr Stephens. All in Favour.

## 6. REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

The Clerk had circulated the following report to all members prior to the meeting, with no amendments the report was accepted.

**Internal Control:** - Fritton with St Olaves Parish Council has approved financial standing orders which set out the way that Council's finances are to be managed which are approved annually.

Two signatories out of three sign have online access with Barclays Bank to authorise online payments which is in line with the financial documents. The clerk/ RFO shall have the delegated authority to make payments that are due if a Parish Council meeting has been cancelled for any reason. All payments will then be reported to Council as soon as possible. The signatories shall check each payment to ensure details are correct including the amount and payee .

The Parish Council has approved one Councillor as the Internal Control Officer for the Council (this Councillor will not be one of the signatories). This Councillor will check the bank reconciliation's plus check that the payments on the bank statement match up to the cash book, payment sheet.

The clerk is the responsible financial officer and is responsible for the day-to-day financial management of the Council and will report all payments to the Council.

**Internal audit** - The Council has appointed an independent and competent internal auditor and carries out a review of the effectiveness of the internal audit once a year, completes Section 4 of the Annual Return.

**External audit** - The Council's external auditors are PKF, the Parish Council income and expenditure is less than £20,000 the Parish Council has declared themselves as exempt from having to undertake an external audit, the completed signed exemption certificate is emailed to the External Auditors.

This review shall be carried out once a year and recorded in the Council's minutes.

## **7. NCC HIGHWAY MATTERS**

### ***Overhanging Vegetation***

A reply has been received from NCC concerning the vegetation coming from the verge on the Beccles Rd (A143), in Fritton outside of a "Sundial" which is now overhanging and encroaching the footpath.

The reply being "no action has been taken at this time but we will continue to monitor the problem -We have assessed that the defect does not currently meet our intervention criteria. We will continue to monitor as part of normal scheduled inspections." Cllr Dunn reported the property owners have actually cut back the vegetation themselves some time ago.

### ***Fritton with St Olaves – Informal Walkway***

The Clerk reported she had contacted the Highways Engineer and County Cllr Annison for an update about when the trod will be installed however no reply has been received.

The Clerk confirmed she had sent another application for funding towards the project to Great Yarmouth BID however they have replied stating they are only taking expressions of interest at the moment and will be in touch again shortly.

After some discussion it was agreed to contact County Cllr Annison to request an urgent update on the progress of the walkway before the next meeting on the 24<sup>th</sup> November. It was also agreed to ask County Cllr Annison to arrange a site meeting with Cllr Stephens and any other Councillors who are able to attend, with the Highways Engineer so it can be determined exactly what work to the walkway will be included within the agreed allocated funding.

Cllr Storey reported there is a section of vegetation next to the A143, as you drive out of Fritton along the bend near to Caldecott Hall that is in need of being cut back. There are also some white lines on this section of the highway that have not been refreshed.

It was reported vehicles are already being parked on the grass verge where the Fritton village sign is sited. The three new properties on the Ivy House site on Beccles Road in Fritton are now being built. There is concern once the houses have been built and are occupied vehicles will parked there constantly.

Borough Cllr Myers suggested the Parish Council applies to have some wooden posts or bollards installed to protect the verge which could be funded through his ward budget, using the heading- environmental.

Tractors which have been logging in the woods have encroached on the grass verge at the top end of New Road a repair will be needed when the works have finished.

NCC have patched some of the low areas of the highway on New Road however no tarmac has been added.

There is an problem with motorcyclists riding in the forest using the large dips as part of a track. The motorbikes do not have number plates on them, the riders have also been verbally abusive to some local residents. It was agreed to add this information to the letter sent to Newcombe Estates.

## 8. NEIGHBOURHOOD PLAN

The Clerk had circulated prior to the meeting to all members further information concerning undertaking a neighbourhood plan. The Chairman from Belton with Browston Parish Council was in attendance at the meeting to answer any questions from Councillors.

It was felt by some members that a neighbourhood plan would not be relevant to Fritton with St Olaves and could even be detrimental. Concern that Fritton and St Olaves may lose out as they are not classified as a primary village, and concern it could it join all three parishes together in the future.

Borough Cllr Myers explained a Neighbourhood Plan is specific to each area, it will give each Parish more of a voice concerning the types of development permitted in their village in future years.

All of the three Parishes will have equal input into what development they would and would not like to see in their own villages. The residents are consulted throughout the whole process including holding a referendum on the final draft of the plan. Once GYBC have adopted the plan it will then be part of their future planning policy and will influence decision making on future planning applications.

A working party will be formed with representatives from all Parishes which will include Parish Councillors and Residents.

After some discussion the vote was taken to on whether to join Belton with Browston Parish Council and Burgh Castle Parish Council to undertake a neighbourhood plan. Yes:3 , No:3.

The Chairman used his casting to vote to agree to proceed with undertaking the Neighbourhood plan. Carried.

## 9. FRITTON – RISK ASSESSMENTS

The Clerk had circulated to all members prior to the meeting a copy of the Parish Council risk assessment. With no amendments made the report was accepted, please note a copy of the risk assessment is appended to the minutes.

## 10. JUBILEE BENCH

The Clerk reported following the last meeting an Officer from the Broads Authority, Andrew Walters (Waterways and Recreation Officer) has emailed to confirm that they have received the request to have the bench installed and will be in contact again once they have attended a site visit.

## 11. PLANNING

***BA/2022/0278/FUL Longacre, Priory Road, St Olaves***

***Creation of a dyke, embankment and minor culvert, part retrospective***

It was agreed to submit no objections subject to neighbours comments for the above application. However after being contacted by concerned residents Cllrs Dunn and Julian attended a site meeting with neighbouring property owners, following the meeting it was agreed to update the Parish Council comments to the following:

Fritton with St Olaves Parish Council **objects** to the application above.

Two Parish Councillors attended a site visit to view the current alterations already made to the site. A dyke channel has already been recently excavated by the owners of Longacre, Priory Road. The gardens areas closest to the River Waveney for neighbouring properties Wavalley Rise and Crosswinds on Priory Road are considerably flooded. In the centre of the gardens, what should also be 'bone-dry' grassed lawn, is nothing short of sodden wetlands. Furthermore the natural bank to the old established dyke that is located just behind the main

river, has been compromised allowing the water in the established dyke to flood the new excavation. At the time of our visit the newly excavated channel did appear to have an outflowing tide see attached image, (15.03hrs 26.08.22), so at high tide in the River Waveney there is going to be significantly more water in the new dyke which could be the cause of the flooding to both gardens.

If indeed the reason for the new excavation detailed in the planning application was to assist in flood prevention and drainage, why during the driest summer in over 50 years is the land in question waterlogged and flooded?

The Clerk reported it has now been confirmed by the Broads Authority that the above planning application has been withdrawn. It was agreed for the Clerk to contact the Broads Authority to find out what is happening now the application has been removed, and to find out if the Environment Agency has been notified.

***BA/2022/0239/HOUSEH Freshfields , Priory Road, St Olaves  
Conversion of garage into additional living space, alterations to rear sun room including upgrading of roof, new windows and doors, new windows arrangement to rear elevation and new double garage to front driveway.***

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

The following application has been approved:

06/22/0509/HH	2 New Road, Fritton	Single storey rear extension
06/22/0599/F	Fairway Lakes, Caldecott Hall Estate	Erection of 4 Nord lodges for holiday use

- Cllr Dunn enquired why has there been no decision made on the Decoy PH planning application. Borough Cllr Myers replied this could be due to a number of reasons such as it may not have been processed yet. Borough Cllr Myers stated he will find out from the Planning Dept when a decision is due to be made.

- An email has been received from Caroline Jeffries at NCC concerning the Norfolk Mineral & Waste Local Plan- pre submission. Comments can now be submitted on the plan which when agreed will be in place until 2038. Waveney Forest is not listed on the attached document which lists all sites in Norfolk as sites for mineral extraction.

- The Clerk reported she had received a telephone call from a resident raising concern that the property owner of Waterside, Priory Road in St Olaves has now erected a gate next to their property that if shut will prevent members of public from accessing that track that leads to the riverbed. This track is also used by the reed cutters to access the reed beds.

Cllr Leggett reported he had taken a look at the site before the meeting and can confirm that two large gate posts along with a gate have been installed. It was agreed for the Clerk to write to the property owner to find out what their intentions are concerning the new gate.

## **12. DECOY TAVERN – NOMINATION AS ASSET OF COMMUNITY VALUE**

The Clerk reported the Parish Council received an email on 31<sup>st</sup> August from Great Yarmouth Borough Council stating the decision of the Council, as the responsible authority, that the Nominated Asset does satisfy the statutory test set out in section 88(2) of the Localism Act 2011 and shall be listed as an Asset of Community Value. The Council will add this

nomination to its List of Assets of Community Value for a period of five years.

A further email was then received from GYBC Planning Dept on the 21<sup>st</sup> September to inform the Parish Council that a request has been received by the owner of the Decoy Tavern to review the determination of the asset through a hearing. GYBC is therefore required by the ACV Regulations to undertake a listing review of the asset to decide whether or not the asset should remain on the list or be removed. As nominator of the asset the Parish Council is entitled to attend the hearing.

A copy of the May 2022 Parish Council minutes has been forwarded to GYBC which confirms the decision to proceed with the listing was agreed during a Parish Council meeting. The date of the hearing will be in the first two weeks of November 2022. A member of the parish council can attend the hearing and will have the opportunity to speak if they wish to do so. The hearing will be held at the Town Hall, and will last for up to two hours. The Chairman confirmed he would be willing to attend the meeting, the Clerk will also attend if it is permitted for two people to go.

### **13. SOMERLEYTON ESTATE**

Cllr Dunn reported he had spoken to the owners of the Post Office in Fritton. They wanted to know if the entrance to Fritton Lake is private property or a public right of way because a family member had recently had an incident when walking along the track. A water buffalo attacked a gentleman, he was not injured as he managed to get behind a tree for his own safety. However there is now concern the animals can access the PROW making it unsafe.

The Clerk reported she had also spoken to the resident. A member of their family have reported the incident to NCC who have confirmed the area in question is a public right of way, and an officer has attended a site meeting there.

After some discussion it was unclear as to the exact location where the incident took place, it was generally felt it occurred on the "avenue". It was agreed there must be adequate fencing in place to make sure none of the livestock can access the PROW.

It was agreed for the Clerk to contact County Cllr Annison to try and find out what action had been agreed at the NCC site meeting. It was suggested a letter could be written to the Somerleyton Estate if further information is needed.

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

The next meeting will be held on Thursday 24<sup>th</sup> November at 7.30pm at St Olaves Village Hall.

*With no further business the meeting was closed at 9.17pm*