

Fritton with St Olaves Parish Council

Chairman: Stannas Bellaby Vice Chair:

Annual Parish Council Meeting

held on Thursday 18th May 2023 at Fritton Village Hall

Present:

Councillors Stannas Bellaby (Chair), Catherine Richards (Vice Chair), Peter Storey, Rowland Dunn, John Burton, Bob Betts, John Stephens, Hayley Carruthers, Nigel Barnes Parish Clerk Kate Ruddock, and one member of the public.

The meeting commenced at 7.30pm

1.ELECTION OF CHAIRMAN

Cllr Richards 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 Richards as Vice Chair for the Parish Council. Seconded Cllr Storey. All In Favour. Cllr Richards 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 Borough Cllrs Carpenter and Murray-Smith and from County Cllr Annison.

4. DECLARATION OF INTEREST

There were no declarations of interest.

5. COUNCILLOR CO-OPTION

Letters had been received from Mr Nigel Barnes and Mrs Hayley Carruthers expressing an interest at being co-opted onto the Parish Council, a copy of the letters had been circulated to all Councilors prior to the meeting. Cllr Bellaby proposed to co-opt both Mr Barnes and Mrs Carruthers on to the Parish Council, seconded Cllr Dunn. All in Favour.

Acceptance of office forms were duly signed.

The public section commenced at 7.39pm.

PUBLIC SECTION

It was reported the road sweeper had been out and cleaned some roads in St Olaves including the layby on the A143, however the Herringfleet Road (inc layby) and Priory Close had not been done. The Clerk confirmed she will report this to GY Services.

With no further business the public section was closed and the main meeting resumed at 7.41pm.

6. MINUTES

Minutes from the meeting held on 16th March 2023 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record proposed Cllr Storey, seconded Cllr Burton. All in Favour

7. MATTERS ARISING

- Introduction to County Broadband

The Clerk reported a meeting has been arranged for Thursday 15th May, 7pm at Fritton Village Hall with Simon Poulton from County Broadband to obtain further information from the company about the proposed installation.

- The Clerk reported as there had not been any update from NCC about adding reflectors in the road in between the new trod and the highway on the A143 that she would contact the Highways Engineer about this.

8. FINANCIAL MATTERS

-The annual Parish Council insurance policy totals £403.43 for 2023/24, the insurer being BHIB.

	Detail	Amount
BACS	K. Ruddock- April wage £483.59 neighbourhood plan meeting 1 hr 17 th Jan & 1 hr 21 st March less tax £102.20 plus £10 monthly tele/broadband allowance	£419.29
BACS	K. Ruddock - May Salary £483.59 less tax £96.80, plus £10 monthly tele/broadband allowance	£396.79
BACS	HMRC tax from K. Ruddock April £102.20 & May wage £96.80	£199.00
BACS	St Olaves Village Hall- payment for March 2023 meeting	£30.00
BACS	Norfolk Alc - subscription	£249.21
BACS	Broads Society - subscription	£19.00
BACS	K. Ruddock – refund for ink cartridges (vat 6.17)	£36.99
DD	Information Commissioner – data protection	£35.00
BACS	Dennis Cooper- Internal Auditor	£50.00
BACS	BHIB – Parish Council Insurance Policy	£403.43
	Total	£1,838.71

- To propose the above sheet for payment Cllr Bellaby, seconded Cllr Burton. All in Favour.

Payments paid into the bank account:

HMRC – 2022/23 vat refund £32.19

GYBC – Precept first payment of two £4450.50

9. 2022/23 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.

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 Dunn, seconded Cllr Bellaby. All in Favour.

Fritton with St Olaves Parish Council - Bank Reconciliation 1st April 2023

Bank Balance as per statements as at 31 st March 2023	
Community Account	£9019.39
Business Account	£ 695.84

Closing Balance as at 31 st March 2023	£9715.23

Cash Book

Opening Balance 1 st April 2022	£ 8,576.05
Plus Receipts	£9023.87
Less Payments	£7884.69
Closing Balance per cash book	£9715.23

10. 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.

11. ANNUAL RETURN

The Clerk reported the 2022/23 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 Bellaby, seconded Cllr Richards. All in Favour.

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

Kate Ruddock was confirmed as the Responsible Financial Officer.
Cllrs Bellaby, Richards and Burton as Bank Signatories.
Mr Dennis Cooper as Internal Auditor
Cllr Betts as Internal Control Officer
Proposed En Bloc Cllr Bellaby, seconded Cllr Stephens. All in Favour.

13. JUBILEE BENCH

The Clerk reported Cllr Johnson had received the following email from the Broads Authority about the installation of a new bench on a section of their land in St Olaves.

Dear Margaret,

My apologies for the delay in responding to you.

My apologies also that I have given false hope of putting a bench at St.Olaves 24 hour moorings. I had misunderstood the Broads Authority's current stance on siting new benches on our moorings.

Whilst benches have been sited on moorings in the past, this is no longer the case. The Broads Authority currently does not place or maintain new benches on our moorings, even if there is external funding for it. The bench installed at the Dutch Tea gardens is a legacy project agreed several years ago but delayed by Covid.

My sincere apologies that you've had to wait so long for an answer and that in the end we have not been able to assist.

Kind regards Andrew Walters - Waterways and Recreation Officer

The Clerk reported Cllr Johnson had replied to the Officer at the Broads Authority expressing the Parish Council's disappointment at this decision. It was agreed by all members to ask the Borough Cllrs to do the same as it has taken in excess of 12 months for them to finally make a decision after many telephone calls and numerous emails from Cllr Johnson.

It was suggested other locations should now be looked into that would be suitable for the jubilee bench. It was suggested to contact the owners of The Bell, Enterprize to find out if the bench could be installed on a section of their land overlooking the broads, also to contact the owners of the boat shop to find out if they have a section of that that it could be installed. Cllr Barnes confirmed he will forward contact details for both of the above onto the Clerk.

14. HIGHWAY MATTERS

Installation of wooden posts on Fritton Village Sign grass verge

The Clerk there had not been any update on the installation of the posts from either NCC Highways or County Cllr Annison. It was agreed to continue to try and obtain from County Cllr Annison about this issue and also possibly Borough Cllr Carpenter as he is also a County Cllr. It was suggested if posts are not possible, could the Council look to obtain a new grit bin which could be sited on the piece of land, this would also prevent cars from being able to park there.

A143 – Near Cherry Lane

Following the latest fatal accident on the A143, options concerning various traffic calming measure was discussed. Cllr Dunn stated he had received a leaflet which featured a project that County Cllr Annison had been involved with in Bradwell. It was agreed to find out from County Cllr Annison what he could suggest could be done in Fritton to help prevent future accidents on the A143. Cllr Stephens reported the owners of Cherry Lane QD had offered some funding to be used on traffic calming measures on this stretch of the A143. It was agreed to ask County Cllr Annison to find out what had happened to this offer.

Fritton - Speeding

Cllr Stephens reported having Police presence is helping to reduce the number of vehicles speeding through the village. However there is a proportion of motorists that continue to travel at 60mph in the 30mph limit and also overtake vehicles in the section of the road.

Missing Footpath Sign

Cllr Storey reported the footpath sign at Tinks Wood has been knocked down and needs replacing.

15. PLANNING

Comments for the following two applications have been sent to GYBC & B.A. Prior to the meeting:

06/23/0179/TRE Fir House, Priory Rd, St Olaves Reduce 3no. Oak trees by 1.5m

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

BA/2023/0126/HOUSEH Thatched Cottage, Priory Farm, St Olaves Single storey rear extension

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

06/23/0338/TRE St Olaves Service Station Reduce trees crown by up to 30% in all directions to reduce damage risk to property and car stock (21st May)

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

Applications Approved:

06/23/0179/TRE Fir House, Priory Rd, St Olaves Reduce 3no. Oak trees by 1.5m

06/23/0095/CD Caldecott Hall Estate Discharge of cond 4 from pp 06/22/0862/F conversion of 3no. Barns into 6no. Holiday lets.

Applications Refused:

06/23/0137/O Forestry Cottage, New Rd, Fritton Outline plan proposed sub division of garden for one detached self build dwelling.

Cllr Cllr reported no decision has been made by the planning inspectorate concerning the Decoy Tavern.

The Clerk confirmed there has been no further update from residents concerning the flooding in some of the back gardens on Priory Road.

16. TIME & DATE OF THE NEXT MEETING

The Clerk reported the Parish Council meeting date is usually the last Thursday of the month. It is believed the Parish Council meeting dates will regularly clash with GYBC meetings. This will mean there will not be any GYBC or NCC representation at any future meetings as both Borough Cllrs and the County Cllrs, who is also a Borough Cllr, will not be able to attend the meetings.

It was therefore agreed to change the date of future meeting to possibly the second or third Thursday of the month. The Clerk will notify Councillors of the date once the dates of the GYBC meeting have been confirmed.

Date TBA - July 2023, 7.30pm at St Olaves Village Hall.

With no further business the meeting was closed at 8.32pm