

## SMALLBURGH PARISH COUNCIL

7 January 2021

To All Councillors: Your attendance is required at the Remote Parish Council Meeting to be held on **Tuesday 12<sup>th</sup> January 2021** via Zoom video conferencing commencing at **7.30pm**.

### Members of the public

If you would like to join this meeting please either:

email [smallburgh@outlook.com](mailto:smallburgh@outlook.com) to be invited or:

Join Zoom Meeting

<https://zoom.us/j/92044966763?pwd=RXNqUEtXZm50Q3FPdG9vNzdaZXFmUT09>

Meeting ID: 920 4496 6763

Passcode: 870341

Signed

*J M Butler*

J.M. Butler

Clerk to the Council.

### AGENDA.

1. APOLOGIES FOR ABSENCE
2. MINUTES OF THE LAST MEETING
3. MATTERS ARISING – update on matters not on the agenda
  - a. Adopt a kiosk scheme – update from the Clerk
  - b. Highways issues reported – update from the Clerk
4. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA
5. PUBLIC PARTICIPATION, COUNTY AND DISTRICT COUNCILLOR REPORTS
6. CORRESPONDENCE
  - a. Norfolk & Waveney MIND: The Cove Project – bereavement support during the pandemic
  - b. NHS – Vaccination centre update
  - c. Transport East – invitation to take part in Transport Strategy survey
  - d. Stephen Thomason – Roads in Smallburgh
7. STREET NAMING
  - a. Hall Road
8. FINANCIAL AND ADMINISTRATIVE MATTERS
  - a. Budget report to date
  - b. Part-year check of accounts
  - c. Mooring fees 2021/22
  - d. Recruitment and selection update
9. INVOICES TO APPROVE FOR PAYMENT.

	£
a. Parish Clerk's salary and office expenses Dec	178.67
b. HMR&C – income tax deducted	41.40
d. CGM Playing Field (?? invoice)	87.50

**Total payments      £307.57**

Income:

Slipway fees and donations    £TBC

10. PLANNING MATTERS.

a. **Applications for consideration:**

None.

b. **Notifications:**

None.

c. **Outstanding:**

PF/19/1834 Chapel Farm Barn, Norwich Road, Smallburgh, NORWICH, NR12 9LU  
Demolition of farm buildings and redevelopment of agricultural land to provide 4 no.  
two-storey dwellings. **Status: Awaiting Decision**

PF/20/0089 Hillside Garage, The Hill, Yarmouth Road, Smallburgh, NR12 9AD. Two  
semi-detached two storey dwellings – **Status: Pending Consideration**

PF/20/0101 | Construction of 150,000m<sup>3</sup> clay-lined reservoir for the purposes of  
collecting rainwater from existing polytunnels, with associated drainage network and up  
to 9 water collection pits, and associated infrastructure | Land at Church Farm, Church  
Road, Tunstead, NR12 8RQ. **Status: Pending Consideration**

PF/20/2099 | Change the use of part of barn from agriculture to a brewery, taproom  
and storage | Church Farm, Knowles Lane, Smallburgh, NORWICH, NR12 9NB.

**Status: Pending Consideration**

PF/20/1925 | Change the use of part of barn from agricultural use to storage and  
distribution (Class B8) | Church Farm, Knowles Lane, Smallburgh, NORWICH, NR12  
9NB. **Status: Pending Consideration**

PF/20/2076 | Erection of detached garage and carport | Chapel Farm House, Norwich  
Road, Smallburgh, Norwich, NR12 9LU. **Status: Pending Consideration**

11. ITEMS FOR REPORTING FOR FUTURE AGENDA

12. DATE AND TIME OF THE NEXT MEETING.

The next meeting will be held on Tuesday the 9<sup>th</sup> February 2021 in the Village Hall  
commencing at 7.45pm. If the meeting is required to be held remotely due to Covid-19  
restrictions, it will take place via the Zoom video conferencing platform.

Email [smallburgh@outlook.com](mailto:smallburgh@outlook.com) for details of the link to join this meeting.

**Zoom Meetings Etiquette:**

In order for the Parish Council meeting to run as smoothly as possible, please ensure  
you are in a quiet environment, away from background noise as much as possible.

You will be asked to mute yourself and if you wish to speak you will need to raise your  
hand and unmute yourself once the Clerk has called your name.

**SMALLBURGH PARISH COUNCIL BUDGET REPORT**  
**31.12.2020**

	<b>Budget 20/21</b>	<b>Spend to date</b>	
<b>PARISH EXPENDITURE</b>			
<b>Administration</b>			
Insurance.	300	239.64	
Audit fees	100	40	
Town and Country News inserts.	50	9.42	
Repairs and Renewals.	50	0	
Subscriptions and Publications.	100	137.20	
Parish Clerk's salary.	2476	2063.24	
Printing, Postages, Stationery & administrative exps.	250	130.65	
Hire of Village Hall.	200	125	
Section 137 - charitable donations	420	200	
NNDC, possible election expenses.	0	0	
Councillor Training	100	0	
Clerk Training	100	0	
<b>Maintenance</b>			
Grass cutting - Playing field.	855	765.38	
Grass cutting - Burial Ground.	670	600	
Grass cutting - The Staithe	357	281.25	
Annual Risk Assessment - Burial Ground & Staithe	250	0	
Tree maintenance - Burial Ground	500	0	
Tree maintenance - The Staithe	100	0	
Mooring and Slipway	0	0	
<b>Total Parish expenses</b>	<b>6878</b>		<b>4591.78</b>
vat		243.25	
<b>Total</b>			<b>4835.03</b>
<b>PARISH INCOME</b>			
	<b>Budget</b>	<b>Actual to date</b>	
Precept	5720	5720	
Mooring fees	1312	1054.5	
Bank interest	20	5.39	
Slipway fees and donations	0	269.18	
Slipway donations Bank Boats	0	269.18	
<b>Total Parish income</b>	<b>7052</b>	<b>7318.25</b>	
VAT claimed from 19/20		637.45	
<b>Total including VAT claimed</b>	<b>7052</b>	<b>7955.7</b>	
104 to come from new moorings			1158.5