

SMALLBURGH PARISH COUNCIL

Minutes of the meeting of the Parish Council held on the 9th April 2019 in the village hall, commencing at 7:45p.m.

Present: Councillors Mr. A D Urwin (Chairman), Mr. C Dean (Vice Chairman), Mr R Debbage, Mr. K Wilby, Mr. T Coleman, Mrs. A Cousins & Mr. T Hardingham.

In attendance: J Butler, Parish Clerk, two members of the public & Councillor Dixon (NCC) (for part of the meeting).

1. APOLOGIES FOR ABSENCE

None. Cllr Shaw (NNDC) did not send his apologies.

2. MINUTES OF THE LAST MEETING

The minutes of the last meeting were approved and signed as being a true record of the business of the meeting.

3. MATTER ARISING

There were no updates on matters not on the agenda.

4. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA

Item 5. Cllr A D Urwin.

5. DILHAM CANAL

a. Response from Broads Authority was circulated to Cllrs by email. The response will be shared for information only with Dilham Parish Council and other local interested parties.

Action: Clerk to share.

6. PUBLIC PARTICIPATION, COUNTY & DISTRICT COUNCILLOR REPORTS/POLICE REPORT

Public – nothing raised. Police – nothing raised.

Cllr Dixon had nothing to report and opened up the floor for questions.

A question was asked about the sand-scaping project at Mundesley, Walcott and Bacton and the nets that have been put up to prevent birds from nesting. Cllr Dixon reported that there has been a lot of Social Media coverage regarding this issue. NNDC liaised with the Environment Agency and RSPB regarding the nets but the fact the House Martins nest in active quarry's was not taken into account. The top nets will be taken down within the next 24-48 hours. The bottom nets will stay as they are there to prevent the lower nests being filled with sand when the beach level is raised. This work has to be done when the weather conditions allow for sand pumping therefore it cannot wait until nesting season is finished. It is a crucial piece of work to protect the gas site at Bacton where one third of the UK gas supply is provided.

A question was asked regarding the water shortage situation which has resulted in farmers having licenses revoked. Why is new housing being approved in the Ludham area as this adds to the water shortage problem, water appears to be having to be pumped there from Norwich. Cllr Dixon commented that there is a wider debate over how much water is being used/re-used/recycled and the population size world-wide. The allocation of housing being built in the local area and Nationally is only one small part of this wider debate.

7. CORRESPONDANCE

a. NNDC Local Plan update - noted.

b. Norwich Western Link consultation analysis update – key facts were noted including that option D was the most popular. SPC voted for option C.

c. Rural Services Network – it was agreed to look at the survey monkey questions and agree a response to support this initiative. **Action: Clerk to do.**

8. HIGHWAYS

a. Public right of way update – Highways sent a letter to the property concerned on 3 April therefore this matter should be resolved. **Action: Cllrs to report to the Clerk if this isn't the case.**

- b. Highways underspend – pot holes and resurfacing work has been scheduled and has already begun.
- c. Highway Ranger visit works to report – a give way sign has been knocked over by a lorry at the entrance to the Staithe. A 50mph sign opposite the entrance to the Staithe is rusty. The drains into the Hillfield estate need clearing again.

9. GROUNDS

- a. Tree Risk Assessment – Burial Ground & Staithe. This was carried out by Target Trees on 30 March and the report has been circulated to Cllrs. Recommendations have been made to undertake work within 6 months, 12 months and 18 months. Cllr Cousins proposed the suggestion to seek quotes for each timescale. There was some discussion on tree 0972 which may need brambles trimming earlier than the 18 months indicated, to review once quotes are in. All Cllrs agreed. **Action: Clerk to seek quotes from 3 companies for these 3 pieces of work.** It was noted that there are no TPO's.

10. FINANCIAL AND ADMINISTRATIVE MATTERS

- a. Budget report to date – the Clerk reported that these are the figures that will be presented in the final accounts at the June meeting. Cllr Debbage undertook a check of the accounts on 2 March 2019.
- b. External audit exemption – Cllr Dean proposed to be exempt again this year. All Cllrs agreed.
- c. Online banking update – Cllr Urwin needs to go into Barclays with identification in order to request online banking (access only).
- d. Annual salary increase for the Clerk from 1 April 2019 to SCP 22 as per contract of employment – noted.
- e. To consider grant applications – the Clerk's report identifies three requests for grant support. Cllr Dean requested that the Village Hall be added and it was agreed to consider all four requests at the June meeting. **Action: Cllr Dean to provide details of the request from the Village Hall Committee to the Clerk.** It was also noted that some funding had been promised towards the defib cabinet. £400 has been allocated for funding in the 2019/20 budget.
- f. To consider an annual check-up on the condition of assets for insurance renewal – Cllr Dean volunteered to complete the check. **Action: Cllr Dean to complete and send to the Clerk before insurance renewal is due 1 June.**
- g. To approve mooring fees for 2019/20 – fees have not been reviewed since 2013. Cllrs agreed that the fees were low compared to other moorings. Cllr Urwin proposed an increase of £1.50 per foot for local moorings tenants and an increase of £2 per foot for non-local moorings tenants. All Cllrs agreed. It was also agreed that the Clerk will put moorings fees on the agenda each January. **Action: Clerk to recalculate fees and issue invoices.**

11. INVOICES TO APPROVE FOR PAYMENT

	£
a) Parish Clerk's salary – mileage and office expenses	336.79
b) HMR&C – income tax deducted	74.00
c) CGM Playing field (February & March invoices)	167.00
d) Hire of village hall	180.00
e) NPTS annual subscription	57.20
f) Target Trees TRA	600.00

Resolved: to make all payments as listed above.

Income: Slipway fees and donations	TBC and paid in as income in 2019/20
Mooring fees	All paid

11. PLANNING MATTERS

- a. Applications for consideration: none.
- b. Notifications: PF/18/1855: Union Farm, Workhouse Road has been approved – noted

c. PO/18/1282 | Erection of 3 no. dwellings, Home Farm, Norwich Road applicant has logged an appeal - noted.

12. CLERKS REPORT

- a. Grant application – see minute 10 e.
- b. Mooring fees – see minute 10 g.

13. ITEMS FOR REPORTING FOR FUTURE AGENDA

None.

14. DATE AND TIME OF THE NEXT MEETING

14th May 2019 Annual Parish Meeting 7.30 p.m. followed by Annual Parish Council (AGM) Meeting both at Smallburgh Village Hall.

There being no further business, the meeting closed at 8:45 p.m.

Signed:

Chairman

Date: