

# CLEY PARISH COUNCIL

## Minutes of the Meeting held on Tuesday 5<sup>th</sup> June 2018 at 7.30 p.m. in the Social Club of the Village Hall

**Attending:** Cllr M Randell (Chairman), Cllr Richard Allen (Vice- Chairman), Cllr Tim Baker, Cllr Bruno High, Cllr Victoria Holliday, Cllr Judith Holman, Cllr Simon Read and Parish Clerk Gemma Harrison.

### 1. Welcome, apologies and reasons for absence.

Apologies received from P.C. Pegden, NCC Cllr S Butikofer, and NNDC Cllr David Young.

### 2. To receive declarations of Interest and requests for dispensations

Cllr Read lives along The High Street and therefore declared his interest in the Draft Traffic Management Plan which he has written with Cllr Holliday, the plan looks to tackle a number of traffic and parking issues along The High Street.

Cllr Holman also declared an interest in the planning item PF/18/0887 which was submitted by a family member.

### 3. Minutes of the Parish Council meeting held on 1<sup>st</sup> May 2018

On a **PROPOSAL** by Cllr High and **SECONDED** by Cllr Read the minutes were agreed and signed.

### 4. Matters Arising on the Minutes (for information only and not included on the Agenda)

Item No. 9 (May minutes) Community Toilet – Architect is drawing up plans on the proviso that he will only get paid if we get funding for the project.

Item 8 (May Minutes) Newgate Green – The clerk will approach the SoS for permission for the works to be carried out.

Item 7.4 (May Minutes) Insurance for Play Equipment – The Parish Council pay The Village Hall Committee £245 annually for the Village Hall to maintain and insure the Play Equipment. Therefore this can be removed from the insurance schedule in October 2018, saving the Parish Council some money at renewal.

## 5. Receive Reports

5.1 There was no police report received. Clerk to invite PC Pegden to next month's meeting and ask for a representative if he is unable to attend.

5.2. The clerk read NNDC Cllr David Young's report "The new Chairman of NNDC for the coming year is Nicholas Coppack. He has stepped down as leader of the Independent group which is now led by John Rest from Fakenham. Nick is the member for Gaunt Ward (Antingham, Knapton, Trunch area). The Vice Chairman is Brian Hannah, Lib Dem member for Sheringham North. There were no changes to the Chairs and Vice Chairs of Committees, which all remain held by members of the Liberal Democrats or the Independent group. Members were recently given an update on sports centres. The new Splash centre is planned to be opened in early 2021. The existing Splash building will stay open until then. Following its demolition, it is planned to develop the rest of the site. There seems to be little appetite for a hotel and thoughts are now turning to housing or to a "housing with care" complex. The council did bid for the adjacent land but its bid was rejected. The cost is budgeted at £10.7m and an application for a £1m grant from Sport England will be made in August. The Sports Hub based around new indoor tennis facilities at Cromer are on track for opening in May 2019. The cost is budgeted at £3.45m. From April 2019 the operation of the three leisure centres and dual use sports facilities (including the Cromer Hub) is to be under a new contract. There are 6 bids being evaluated and the new contract is expected to result in significant savings compared to the current arrangements."

5.4 Village Hall and Play Area. Cllr Baker reported that "Alexander Bennett the chartered account has recently audited the Village Hall accounts, a copy of which was given to the clerk for the Parish Council records. There was a reduction in income but expenditure almost halved leaving a surplus of £7160. Although fundraising was down the pop up café has been particularly successful. The Village Hall will provide themselves with their own smaller bins if the Parish Council decide to get rid of the recycling bins in the Village Hall car park. The Village Hall website does conform to the new legislation. Expert opinion has it that the hall floor is not repairable it needs replacing, cost estimates are £24,000,

whilst the Village Hall committee have nearly £3000 in the bank, various fundraising events will be needed, a project for 2019. Lastly could boat trailer owners be charged annually (by the Parish Council) for keeping their boat trailers in the Village Hall car park”.

5.5 Allotments. Cllr Holman reported that “The new signage is all now in place on the Allotments. Next thing organizing the skip to arrive and arranging for volunteers to fill it. Bonfires from the hedge cutting are still to be burnt, 3 larger ones waiting for the wind to be blowing in correct direction, I have burnt up the five smaller ones. Everything is growing at full pelt now up there so the ones we cleared are still improved, and thanks to Roy who has been keeping the edges down on the pathway. This is still work in progress and we still feel we will know after the rents go out this year as to who is doing what as several plots are not being attended to. I have now hopefully let another plot out and I am going to organize another working party at the end of the season.”

5.6 Harbour Project. Cllr Read reported that Cockle Day is on 17<sup>th</sup> June and 18 boats are expected on the morning high tide, your support is welcomed. Sheila has been producing some Harbour merchandise ahead of Harbour Day. Harbour Day itself has most things booked and has two sponsors, one Savills and the other wishing to remain anonymous. Land and Water have offered free advice on the next stages on the dredging project, a date will be arranged in June for a site visit with them.

5.7 Norse Grass Cutting. Cllr Randell reported that the last cut was just before the Bank Holiday weekend, Cllr Randell believed Newgate Green had been cut four times this year including today the 5<sup>th</sup> June. They were late starting and so Norse have stated that they will amend the invoices to reflect this. Cllr Randell to chase them on this. The Loakes up to Hilltop have been sprayed, the rubbish along Long Lane has not been cleared up and the concrete bench still requires strimming.

## **6. Highways**

### **6.1 Traffic Management Report**

6.1.1 Cllr Holliday updated the Parish Council on the recent Highways meeting, Highways have made it clear that any traffic improvements in Cley will have to be funded by the Parish Council. An order limiting the size of vehicles through the village was dismissed by Highways. It was suggested the best way forward was to use bollards and notices, clerk to arrange a separate meeting with the Local Police Constable Jason Pegden for advice on where best to place the bollards.

## 6.2 Church Lane

6.2.1 Clerk updated the Parish Council that preliminary design work has now started for the re-construction of a section of retaining wall at Church Lane.

## 7. The Hangs

7.1 An order has now been made and the Parish Council have been consulted upon. Councillors have used all the routes or have known the routes to be used (not including route H-G-F on the Order Plan) for over 50 years. Councillors have never been stopped from using the routes and so it was agreed that the Clerk would collate all the information and send in a response to the consultation.

## 8. Norfolk Access Improvement Plan (NAIP)

8.1 The NAIP was circulated prior to the meeting and was discussed, it was AGREED that Cley Parish Council would support the document and the clerk will draft a response incorporating Councillors comments and will circulate before submitting.

## 9. Asset Register

9.1 Cley Parish Council haven't updated their Asset Register since 2013, it was decided that ahead of the insurance renewal in October a review should take place. Cllr Read will record all parish assets at the Harbour, Cllr Holman will do the allotments, Cllr Baker will do the Village Hall and surrounding area, Cllr Holliday volunteered to do the road to the beach, Cllr Allen and Cllr High will look at Newgate Green and Cllr Randell will look at the High Street.

## **10. Planning**

10.1 To discuss planning applications received.

10.1.1 PF/18/0813 The Hideaway, Church Lane, Cley – single storey rear extension.  
No Objections.

10.1.2 PF/18/0887 Westering, Holt Road – Replacement Windows. No objections.

10.1.3 PF/18/0750 Barn Drift, Old Womans Lane, Single Storey side extension.  
No objections although Councillors wanted it to be noted that they believed the extension would alter the character of the building.

10.2 To receive any decision notices. There were none.

10.3 To discuss the proposed Planning Application Guidance and The Proposed Planning Policy. The proposed policy was discussed, Clerk to amend the policy to state that all Councillors should have the opportunity to comment on planning matters in the month of August, paper plans will be passed around and all comments given to the Chairman who will collate responses and pass to the Clerk to formally respond.

10.4 Planning concerns at Arcady were raised again, Clerk to contact Planning department at NNDC to seek clarification on the recent removal of trees.

## **11. To discuss correspondence received (Appendix 1)**

11.1 Parking at Hillrise Cottage was discussed and it was AGREED (by vote of six Councillors) that Cley Parish Council, after previously seeking advice from NNDC and NCC on the erection of the bollards, could not support their replacement with droppable bollards. Clerk to report back to residents.

## **12. Financial Matters**

12.1 The Budget 2018/19 was presented and AGREED (Appendix 2).

12.2 Agree Financial Statement 1<sup>st</sup> May – 5<sup>th</sup> June. The monthly statement was presented.

12.2.1 Receipts: £10 and £20 Allotment Donation

£ 504.05 Recycling Credits

12.2.2 Invoices Received: £90 Norfolk Parish Training and Support

£410 Josh.Biz

£1024.40 NNDC Village Hall Bins

£ 40.45 Di Dann expenses

£407.95 Di Dann (Locum Clerk Services)

£179.52 Gemma Harrison (Clerk Salary)

£18.17 Gemma Harrison (Clerk Expenses)

- 12.3 After studying the budget (Appendix 2) which shows Cley as having restricted finances and after recent problems with the bins being abused it was AGREED that the arrangement with NNDC to empty the recycling bins from the car park should be terminated. Cllr Randell stated that he would put a notice up on the bins to warn local residents of the Parish Council's intentions. Clerk to contact NNDC and pay for the bin emptying to date but cancel the contract from herein.
- 12.4 Due to a restricted budget it was AGREED to pay Di Dann's expenses and half of the timesheet submitted, and pay the other half at the end of September when the rest of the precept comes in. Clerk to update Di.
- 12.5 The Norse invoices received this month are not to be paid, Norse have offered Cley a discount due to the late cuts, Cllr Randell will speak with Norse to get updated invoices sent out.
- 12.6 The remaining invoices will be paid as above. Cllr Holliday PROPOSED the agreement of the financial statement which was SECONDED by Cllr Randell.
- 12.7 Due to tight budgets it was AGREED Cley Parish Council are unable to donate any money towards the grass cutting in Church Field. Clerk to update Mr Bland.

**Public Participation**

An opportunity for members of the public to raise questions or concerns

*A parishioner reported that there were a number of pot holes along Glanford Road, near to the bus stop and that a gulley was required. Clerk to contact Highways.*

*It was reported that the triangle where Glanford Road meets Bridgeford Lane had silt dumped on it which should be removed, there are also a number of pot holes in this area. Clerk to report to Highways.*

*A parishioner reported that there was a large pot hole on the footway on Lime Kiln Close. Clerk to report to Highways.*

*A Parishioner reported that a number of boat trailers in the car park was still an ongoing problem. The Village Hall Committee have suggested charging residents who wish to keep their boat trailers in the car park. It was commented that parking is at capacity in peak periods in the car park and it was agreed this area could be used for parking if the trailers were removed. The Clerk to investigate further.*

**13. Items for inclusion on the next agenda**

Environment Agency guest speaker Chris Smith, Traffic Management, Asset Register, Newgate Green

**14. To note the date of the next Parish Council meeting Tuesday 3<sup>rd</sup> July 2018.**

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Chairman

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Date

## Appendix 1 – Correspondence List

Cley Parish Council			
Correspondence for May Meeting 2018			
Date	Type	From	Subject
2nd May	e-mail	Josh.biz	Invoice for £35 for domain renewal (Cley website)
2nd May	e-mail	Norfolk PTS	Wedlome and Invoice £90 for PTS support
2nd May	e-mail	Environment Agency	Cley Flood Wall - Chris Smith to attend PC meeting on 3rd July
3rd May	Letter	NNDC	Invoice for £1024.40 Bin collections from the Village Hall
4th May	e-mail	NNDC	Community Transport Fund - applications now open
4th May	e-mail	NNDC	North Norfolk Arts and Culture Fund - applications now open
8th May	e-mail	Di Dann	SLCC have confirmed grant for recent clerk training
8th May	e-mail	NNDC Planning	PF/18/0813 The Hideaway, Church Lane, Cley - single storey rear extension
10th May	e-mail	NCC - waste	Confirmation that recycling credits were not reimbursed to Cley in 2017
10th May	e-mail	Natural England	Coastal Access proposals - Cley were not granted an extension to the consultation
11th May	e-mail	Allotment Holder	Cley Allotment Spraying
14th May	e-mail	Norse	3 invoices received for £473.93, £744.67 and £179.60
14th May	e-mail	Victory Housing	Confirmation of successful pilot in Cley as Shared Ownership property now sold
15th May	e-mail	NNDC Planning	PF/18/0887 Westering, Holt Road - Replacement Windows
17th May	e-mail	Victory Housing	Thank you letter from John Archibald - Shared Ownership scheme now being rolled out
17th May	e-mail	Indigo Waste	Recycling Credits 2017
20th May	e-mail	Gunhild Espelage	Village Hall Insurance and Invoices
21st May	e-mail	NNDC Planning	PF/18/0750 Barn Drift, Old Womans Lane, Single storey side extension
23rd May	e-mail	Peter Telford	Norse - Grass cutting update village hall and play area
23rd May	e-mail	Rob Burton	RE: arranging a meeting with the PC on the planning application at Barn Drift
23rd May	e-mail	NCC - Richard Hornbrook	Preliminary Design Work for reconstruction of a section of retaining wall at Church Lane
24th May	e-mail	NCC - Adele Smith	Confirmation of £504 recycling credits
25th May	e-mail	Roger Bland	Cutting Grass in Church Field
			Items received after 28th May 2018 will be reported to the meeting

## Appendix 2 – Budget 2018/19

### CLEY PARISH COUNCIL BUDGET 2018/19

No budget was presented to Cley Parish Council in November, when the precept was agreed  
CPC Budget to guide it through 2018/19

<b>INCOME Category</b>	<b>Completed Yr 2016/17</b>	<b>Budget 2017/18</b>	<b>Ant at 31st Mar 2018</b>	<b>Budget 2018/19</b>
Precept			£8,000	£9,000
Allotments			£670	£670
Grants			£720	£200
Refund (VAT)			£640	
			£2,570	
<b>TOTAL</b>			<b>£12,600</b>	<b>£9,870</b>

<b>INCOME Category</b>	<b>Completed Yr 2016/17</b>	<b>Budget 2017/18</b>	<b>Ant at 31st Mar 2018</b>	<b>Budget 2018/19</b>
<b>Staffing</b>				
Salary			£2,000	£2,080
Locum Clerk			£400	100
Travel			£50	£140
Training				£200
Home Allowance				£120
Payrol provider				£70
<b>Admin</b>				
Stamps				£10
Stat/Print/Equipt			£420	£30
VH Hire/Donation			£420	£300
Insurance			£510	£520
Ext Audit			£125	£200
Int Audit			£60	£60
Election				£1,000
ICO			£35	£35
Website			£375	£350
Contingency				£200
<b>Memberships</b>				
NPTS/NAL				
C			£125	£90
NAS			£55	£55
BAHS			£25	
<b>Open Spaces and Harbour</b>				
NORSE Contract			£3,300	£2,300
Digger			£8,250	
Toilet Hire			£1,050	£1,050
Glass collection			£120	£120
Dog Bins			£650	£650
Waste			£1,010	£1,010
Defib			£300	
Panels			£500	

	Path	£170	
	Car Park	£2,150	
	Bench	£50	
	Hedges	£1,300	
<b>Allotments</b>	Rent	£1,140	£1,140
	Maintenance	£100	
	Hedges	£350	
	Water	£50	£50
	<b>TOTAL EXPENDITURE</b>	<b>£25,090</b>	<b>£11,880</b>
	<b>Bal at 1st April 2017</b>	£21,155	
	ADD ant Receipts	£12,600	
	LESS ant Payments	£25,090	
	<b>Ant Bal at 31st March 2018</b>	£8,665	
	ADD ant Receipts	£9,870	
	LESS ant Payments	£12,885	
	<b>Ant Bal at 31st March 2019</b>	<b><u>£6,655</u></b>	