

CLEY PARISH COUNCIL

Minutes of the Meeting held on Tuesday 3rd July 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 Chris Smith from the Environment Agency.

2. To receive declarations of Interest and requests for dispensations

Cllr Read declared his interest in the Traffic Management Plan, allotments and boat trailers in the village hall car park.

3. Minutes of the Parish Council meeting held on 5th June 2018

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

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

The parking notices have been re-done to include a map of the village hall on the back. Clerk distributed to Cllrs.

5. Guest Speaker : Chris Smith gave his apologies and has confirmed he will attend the next meeting in September.

6.

6.1 There was no crime reported. The Police have received 4 phone calls this month.

6.2. Cllr David Young read his report "Hilary Cox, a well-known councillor for Cromer Town, was made an MBE in the Queen's Birthday Honours List for services to the community and local government.

Full Council approved the provisional Outturn Report for the year to 31 March 2018. The revenue account shows an under-spend of £994,000 after slippage in capital projects has been removed. The surplus has been transferred to the Capital Projects Reserve and will help to fund the new Splash. The General Reserve stands at £2.2m while earmarked reserves bring total reserves up to £21.7m. The council's cautious forecasting suggests a deficit increasing to £2m over three years. There appear to be no specific plans in hand to address this, other than the underlying themes of efficiency savings, digital transformation and asset commercialisation. You may recall that the council employed a consultant, Gleeds that came up with four suggestions for asset commercialisation, three of which have been withdrawn. The council recently set up a £2m Local Asset Investment Fund to identify new opportunities. This will be subject to considerable oversight by the Overview and Scrutiny Committee. The council also voted to renew the leases of the two Gypsy and Traveller sites in Cromer and Fakenham, there being no realistic alternative. Although not greatly used, their existence enables the council to move on travellers from other unallocated sites, saving ongoing concern to those nearby and considerable saving in clear-up costs. The Liberal Democrats proposed a motion to the effect that the District Council should ask the County Council to reconsider its recently-imposed charges on DIY waste at council recycling centres, due to the effect on the incidence of fly-tipping. Unfortunately, all the Conservatives voted against and the motion was lost by the Chairman's casting vote. The council recently spent £250,000 from its £2.4m Community Housing Fund to help Holt Housing society acquire 4 dwellings; three new ones on the Kings Meadow development and one existing dwelling in the town."

6.3 The clerk read Cllr Butikofer's report, "Firstly, my sincere apologies I cannot be with you this evening – I am currently attending the Local Government Association Conference in Birmingham. Some of you may have seen me out on the Mobile Library service last week, you may also have heard me on the radio earlier this week – as I am writing this before the pre-recorded item is aired I

hope it went well. As you know the mobile library in its current format is under the threat of cuts by the County Council and I along with colleagues are trying to do what we can to keep the service running. The Norfolk mobile library was used by 7525 different people last year and of those 58% only used the mobile library. Of the people I met most use it for a personal reason of some kind, be it because they cannot carry heavy books far, are caring for someone they cannot leave for very long, or sadly because they don't see many other people as they have limited mobility. At a time when Norfolk County Council are running a campaign to ensure no-one has a lonely day what message are they sending by cutting back this service described to me by more than one user as 'a lifeline'!

Most residents will be aware that Orsted formerly DONG energy are planning to build a new windfarm off the coast. They have recently submitted plans to the Planning Inspectorate which are now under consideration. You may also be aware that there is a similar application in place just down the coast known as Vattenfall. The Vattenfall team have agreed to implement the use of DC (Direct Current) technology and we are keen to ask Orsted to do the same here, doing so would reduce the width of the cable corridor and remove the need for relay station, therefore significantly reducing the environmental impact on our countryside. As a result, The Rt Hon Norman Lamb MP will be hosting a Public Meeting with Orsted in Holt at the Methodist Church Hall, on Thursday the 12th of July at 6pm. Everyone is welcome to hear the debate and put forward their questions. Do please come and support this cause. The fight regarding charges at recycling centres goes on and I am sure David will share more information with you about that. I have passed information to Gemma and the Parish Council regarding the repairs to Church Lane and I am sure they will share as appropriate. I also see the new posts are now in position on the Coast Road and I do hope they are helping to solve the problems for residents. As always if at any time I can be of help or assistance on any matters relating to the County Council please do not hesitate to contact me.

6.4 Village Hall and Play Area. Cllr Baker reported that there had been no village hall meeting since the last Parish Council meeting.

6.5 Allotments. Cllr Holman reported that “There had been lots of positive feedback on the new signs. Some allotment holders are dumping grass cuttings and cardboard on some of the plots.” Cllr Holman also stated that she had placed an advert in the Glaven Valley News, and has also contacted *About with Friends* in an attempt to try and let more allotment plots. Opinion is divided between allotment holders on the use of spraying, it has been suggested by some that spraying is a quick practical solution to keeping the allotments tidy and under control, with some already choosing to spray their plants. While other allotment holders grow their produce organically and would prefer not to have any chemicals used at all. The footpath running through the allotments was discussed and it was suggested that the path is not on the track but instead legally it runs closer to the hedge.

6.6 Harbour Project. Cllr Read reported that Cockle Day was a huge success with 14 cockles and 3 support boats in attendance. The Harbour Project made £462.50 profit and they sold 90 bacon rolls. A meeting was held with David Bligh from Lane and Water, Simon, Andy and Gemma regarding the next stage in the dredging project. David will be coming back to the group with his synopsis on what he thinks the biggest challenges will be. Merchandise is set for release at Cley’s fete on 21st July 2018.

6.7 Newgate Green. The Clerk is in the process of consulting with a number of stakeholders including Natural England, Historic England, ANOB Conservation Board and Open Spaces Society. Once this has taken place the clerk will apply for planning permission for the proposed works.

7. Highways

7.1 Traffic Management Report. Cllr Read updated everyone with regard to the meeting with PC Pegden. There is no problem with villagers attempting to control traffic in the village, PC Pegden was supportive of the Management plan and of the notices which have been created. It was proposed that a pilot scheme should be put in place, using bollards (traffic cones) and parking notices to deter vehicles from parking inappropriately. The six areas being targeted are;

- a) Bottom of Town Yard
- b) Pinkfoot Corner
- c) Outside Bowling Green
- d) Rocket House to Carrisbrooke
- e) The Hump
- f) The Long House

The bollards will be in place throughout the summer and notices will be issued to vehicles parked in the above locations or parked on pavements. The pilot scheme will be reviewed in September's meeting. Cllr Read will procure the bollards and the supplier will be paid in September's meeting. Cllr Read PROPOSED the scheme and it was SECONDED by Cllr Allen.

7.2 Church Lane. Cllrs discussed the proposed works on the retaining wall and have asked for more clarification on the proposed works. Clerk to get in touch with Cllr Butikofer as requested.

7.3 Definitive Map Modification Order (DMMO) Consultation Hurdles Lane. The proposed DMMO was discussed and Cllrs believe the route to be a BOAT. Cllrs have used the path for at least 50 years, they believe it is signposted as a BOAT and in the past have driven and seen other people drive vehicles along the route. Horse riders and cyclists regularly use the route. The clerk to report this to Norfolk County Council.

7.4 Street Scene List for Highways. Norfolk County Council Highways have been in touch asking for a wish list of highway problems and issues which we would like to be resolved. Highway officers are working within the Cley area for the next couple of months, therefore Cllrs will work on comprising a list as a priority.

8. Asset Register

8.1 Cllrs submitted their updated Asset Register notes to the clerk to collate ready for the insurance renewal in October. Clerk to ensure that the figure of 8, the

defibrillator, the County Wildlife Site known as “the triangle” and the Allan Turret are all included.

9. Boat Trailers in Village Hall Car Park

9.1 The clerk read an e-mail from the Village Hall Committee stating “The proposed intention of the Village Hall Committee is to rope off a very narrow strip at the top of the car park, where cars rarely park. Allocate this area for the parking of a limited number of boat trailers (not boats), for Cley residents only. These to be registered with the Village Hall, and at some point charged a small fee, to ensure that individuals value this facility. Place notices to positively discourage other boat or trailer parking or elsewhere in the car park, the implementation of this will be discussed in detail in the near future.” Cllrs had no objections or comments on this proposal.

10. Community Toilet

10.1 Cllr Holliday is planning on canvassing opinion on the proposed disabled toilet over the August Bank Holiday weekend. Carrying out a consultation with members of the public will help when it comes to applying for funding. Clerk to provide Cllr Holliday with a badge.

11. CiLCA Learning Agreement

11.1 The clerk presented the learning agreement and updated Cllrs on the forthcoming CiLCA training course which the clerk will be attending in September. Cllrs all fully support the clerk in attending the course and acknowledge that the clerk will be building her portfolio of work using Cley as a case study.

12. Planning

12.1 To discuss any planning applications received. LA/18/1069 Cley Windmill, Internal alterations to provide an accessible bedroom. Cllrs discussed concerns regarding parking for the additional car which by the nature of the room would have to be located close to the Windmill, on land which belongs to the Parish Council. Cllrs were concerned that Historic England and the Environment Agency had not been consulted, however there was no objection to the proposal.

12.2 To receive decision notices. PF/18/0750 Barn Drift has been withdrawn.

12.3 Planning Policy Guidance. This new policy has been amended to reflect that all Cllrs will have the opportunity to be involved on planning applications which are received during August when the Parish Council do not meet. Cllr Holman PROPOSED the adoption of the policy and Cllr Holliday SECONDED the motion.

12.4 Local Plan update. The clerk updated Cllrs on the Local Plan Green Space allocation process which will be out at consultation in January 2019. Hilltop should be included in the plan, Clerk to contact planning department to see if this piece of land can be looked at.

12.5 Minerals and Waste Local Plan. Clerk updated Cllrs on the latest round of consultation regarding minerals and waste site allocations. The nearest site to Cley is Holt and therefore Cley is unaffected by the proposals.

13. To discuss correspondence received (Appendix 1)

13.1 The correspondence list was circulated and approved.

13.2 Cllr Randell updated everyone on the ongoing registration of land at Cley Quay. The Statutory Declaration has taken some time to be drawn up by NNDC, but now is ready to be submitted to Land Registry. Cllrs fully supported Cllr Randell in submitting the Statutory Declaration.

14. Financial Matters

14.1 An agreement of the monthly financial statement 5th June – 3rd July was presented. Payments made; Brambles Farm March £100.80 (delayed payment as was sent to previous clerk) and Brambles Farm May £100.80 for toilet hire, Anglian Water allotments £22.53, NNDC planning application fee Newgate Green £117, Clerk salary £179.52. Payments received; £109.10 John Ebdon allotments PROPOSED by Cllr Allen and SECONDED by Cllr Randell. (Appendix 2).

14.2 BAHS annual subscription. It was PROPOSED by Cllr Allen and SECONDED by Cllr Baker to renew the annual subscription to BAHS for £25.

14.3 AGAR. The Parish Council’s external audit has been completed. The external auditor has stated “The AGAR was not accurately completed before submission for review. Accounting statements for the 16/17 financial year, box 1 is entered this year as £18,425, whereas on last year’s AGAR submitted it was £19,425. The AGAR has not been signed/approved in accordance with the Accounts and Audit Regulations 2015 as Section 2 was approved before Section 1.”

Public Participation

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

A member of the public asked when The Wildlife Trust will be issuing car parking passes. Clerk to contact Ewan for more information.

A member of the public requested a poster/sign for the village hall car park which shows visitors where the Coasthopper bus stops are. Clerk to look into this.

A member of the public asked what was going to be put on the concrete slab in the village hall car park once the bins have been removed. Cllr Holman has been looking into a paper bank or can recycling.

15. Items for inclusion on the next agenda

Environment Agency guest speaker Chris Smith, Traffic Management, Newgate Green, Allotments, Online Banking

16. To note the date of the next Parish Council meeting Tuesday 4th September 2018.

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Chairman

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Date

Appendix 1 – Correspondence List

Cley Parish Council			
Correspondence for June Meeting 2018			
Date	Type	From	Subject
6th June	e-mail	NCC - Highways	Invitation to Bid Parish Partnership 2019-20
6th June	e-mail	Norfolk Parish Training & Support	Monthly Newsletter
6th June	e-mail	NCC - Highways	Norwich Western Link Consultation
6th June	e-mail	NNDC - Election Team	Housing Statistics
8th June	letter	Barclays	Business Account summary - £2.78 interest
8th June	e-mail	CPC resident	Re: Planting at Cley Harbour
8th June	e-mail	MP Norman Lamb	Village Tour 2018
10th June	e-mail	Thomas Allard	Ground Maintenance Company seeking work
10th June	e-mail	CPC resident	Re: Coast Road bin collections
12th June	e-mail	NCC - Highways	Re: Public Rights of Way request for equipment (denied)
12th June	Letter	John Ebdon	Cheque received £109.10 for allotment sign
12th June	e-mail	Norse	Grass Cutting Dates
12th June	e-mail	NNDC -	Big Society Fund Application Deadline 31st July
13th June	e-mail	CPC resident	New Allotment plot let
13th June	e-mail	Police	Police Newsletter
14th June	e-mail	CPC resident	confirmation of no contribution for the grass cutting in Church Field
15th June	e-mail	Josh Biz	Confirmation of payment
15th June	e-mail	BAHS	Annual Subscription Due
18th June	e-mail	CPC resident	Overgrown Footpath from Old Womans Lane to Church Lane
18th June	e-mail	Cllr Butikofer	Church Lane Retaining Wall
19th June	letter	NNDC - Planning	Local Plan New study published
20th June	e-mail	Care Choices - NCC	Care and Support for Adults press release
22nd June	e-mail	Morelock Signs	Vehicle Activated Signs - Sales letter
22nd June	e-mail	NNDC - Planning	Local Plan Summer Newsletter
22nd June	e-mail	NNDC - Economic Growth	Funding Bids Workshop Documents
23rd June	e-mail	David Bracey	Play Inspection Due
25th June	e-mail	NCC - Highways	Update on Lime Kiln Close - defect not found
25th June	e-mail	Norfolk PTS	CaLCA Course Update and Learning Agreement
25th June	e-mail	NCC - Highways	Streetscene Inspectors available in Cley Area to inspect works in next 3 months
			Items received after 25th June 2018 will be reported to the meeting

Appendix 2 – Bank Reconciliation

CLEY PARISH COUNCIL

BANK RECONCILIATION 27th JUNE 2018

Cash Book

Op Balance at 18th May 2018 - £4,545.88

ADD Receipts - £613.15

LESS Payments - £1,327.92

ADD Transfers In - £0.00

Bal at 27th June 2018 - £3,831.11

Community Account

Bank at 27th June 2018 - £4,205.74

Less Cheque No. 101104 -£90

Less Cheque No. 101106 -£284.63 £3,831.11

Business Reserve

Opening Balance at 19th April - £5,099.50

Add Interest 2.78 - £5,102.28

Less Transfer out 0

TOTAL in BANK £8,933.39