

CLEY PARISH COUNCIL

Minutes of the Meeting held on Tuesday 4th September 2018 at 7.30 p.m. in the Club Room 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.

2. To receive declarations of Interest and requests for dispensations

Cllr Read declared his interest in the Traffic Management Plan, allotments and planning application No. PF/18/1470 Old Hall Barn, Coast Road, Cley.

3. Minutes of the Parish Council meeting held on 3rd July 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)

5. Guest Speaker : Ewan Carr deferred his main item until the next meeting in October, however he updated the Council on a couple of outstanding issues. The first being the Wildlife Trust's stance on litter, which is they encourage visitors to take all litter home with them. The bin and dog waste bin is emptied by volunteers and they currently have no plans to install any more bins in the vicinity, however Ewan will report back Cley Parish Council's dissatisfaction with this. Ewan also confirmed that car parking passes for Cley residents were available from the visitor centre.

6. Receive Reports

6.1 There was no police report, PC Pegden did contact the Clerk to congratulate the Parish Council on the success of using the traffic cones, put out as part of Cley's Traffic Management Plan.

6.2. Cllr Sarah Butikofer updated the Council on the last opportunity to vote to keep Fire and Rescue within Norfolk County Council. Cllr Butikofer also stated that she was continuing to fight to save the mobile libraries and to encourage an amnesty day once a month at the local recycling centres in the hope to reduce flytipping.

6.3 Cllr David Young read his report "The July Cabinet made a number of decisions, including:

- The waste contract with Kier is to be extended for another year to 31 March 2020. They had budgeted an extra £1m over the current cost but now expect the additional cost to be below £800,000. It is the intention to combine with some other authorities to negotiate a longer contract to start in April 2020.
- In dealing with the owners of sub-standard private rented properties, there is now an option to adopt a policy of financial penalties (up to £30k) instead of prosecution. This policy was agreed.
- The council is to negotiate the purchase and renovation of a car park next to North Walsham station.

The July Full Council meeting was uncontroversial. There was a small adjustment to the number of seats on committees due to the tenth defection from the majority Conservative Group. Of the ten, one joined the Liberal Democrats, one is Independent and eight are a group of Independent Conservatives.

Council also agreed to a variation of the Articles of Victory Housing Trust to enable its proposed partnership with Flagship Housing Group Ltd. It is proposed that Victory would be owned by Flagship but will retain its name, charitable status and identity. Its arrangements with its 7,000 or so current tenants will be unchanged and in addition it will manage another 7,000 Norfolk dwellings owned

by Flagship. Flagship will manage around 14,000 dwelling in the rest of East Anglia. The new arrangements are expected to produce considerable economies of scale. Flagship's ability to build market housing will also facilitate the ability of Victory to become involved in the development of Exception Sites where a small proportion of market housing is needed to make the scheme viable.

Neither Cabinet nor Full Council met in August, but no doubt there will be initiatives introduced as we move closer to the elections next May. Cabinet met on 3 September and at time of writing their decisions are not known.

Cabinet considered the recommendations from the Overview and Scrutiny Committee's recent review of the progress of the Local Plan. It recommended benchmarking against other similar authorities to ensure best practice in the approach to an appropriate housing mix, including those designed for an aging population and a more flexible approach to the mixed use of brownfield sites. It asked for further work to be undertaken in regard to innovations in the provision of affordable housing including the definition of what is "usefully affordable" across North Norfolk. It also recommends that the council reviews the introduction of the Community Infrastructure Levy and other options to generate funding for infrastructure.

Cabinet also considered further investment in developing the Egmore Business Zone Project that would involve leasing land for 99 years. However, Scrutiny's Asset Management Working Group recommends that this is not undertaken as it lacks evidence of the demand that would create extra jobs and economic development. It has a very long payback period and a rate of return of only 1.62%. [Cabinet decided to proceed against Scrutiny's advice.

Cabinet is also asked to recommend to Full Council the provision of a grant or interest-free loan of up to £425,000 to Housing and Care 21 to support the delivery of 66 "extra care" flats at Fakenham.

Cabinet is also to recommend to Full Council the establishment of a capital budget of £600,000 to fund phase 1 of the Public Convenience Strategy which, inter alia, involves rebuilding toilets in Wells and Sheringham and upgrading

buildings in Fakenham and North Walsham. Cabinet is also expected to appoint legal counsel to represent the Council during the examination stage of the applications for the three Development Consent Orders for offshore wind farms off Weybourne and Happisburgh, and also to approve spending £400,000 on the steelwork and decking below the end of Cromer Pier in advance of the £275,000 to be spent on the theatre roof. Based on figures to end July, there is a projected revenue underspend of £353,000 for this financial year. I recently nominated Cley Harbour for an environmental award to be decided at Greenbuild which takes place as usual at Felbrigg on 8th and 9th of September. I understand that the project has been short-listed. I also await news of a meeting between the Planning Department and the developers of Arcady in the light of discrepancies between the building and the approved plans.

6.4 Village Hall and Play Area. Cllr Baker reported that Fiona has stepped down from the Village Hall Committee and been replaced by Richard Kelham. The process of formally registering the ownership of the Village Hall continues. Hirers of the Village Hall will now be informed that they are expected to take their rubbish away with them. The Village Hall has created a surplus of funds totalling nearly £2000, money has been raised by Christine's pop up café and the Village Hall bar. There is now a boat trailer area at the top of the car park and so far 8 permits have been issue, 2 trailers are to be disposed of. The latest quote for replacing the floor to the main hall came in at £26,000 plus VAT.

6.5 Allotments. Cllr Holman reported that a lot of effort had been made by the Parish Council to attempt to tidy up the allotments. Most of the overgrown areas have now been cleared in an attempt to attract more tenants. The clerk reported that invoices had been sent out and all tenants were asked to return their payment and signed tenancy agreement by the beginning of October. There will be a few changes with new tenants and requests for fruit trees and sheds, these will be compiled in a list for circulation at the next meeting.

6.6 Harbour Project. Cllr Read reported that Harbour Day was a huge success, with over 700 people attending and all food and drink selling out. The event made £4500 profit which will be used towards ongoing maintenance of the River

Glaven. The Clerk reported that in her additional role in the Harbour Committee she has produced a pre-application document which will go out to all stakeholders in the coming week. The plans were shown to Councillors and the Clerk will forward the document for everyone so formal comments can be made at the next meeting.

6.7 Newgate Green. The planning application has now been submitted, however NNDC have asked for further supplementary documents to be produced.

6.8 Community Toilet. Cllr Holliday will be looking to put in a bid to The Big Society Fund for some of the funding needed to build the proposed disabled toilet. There has been some thought on building a Changing Spaces toilet but Cley as a destination may not be suitable, Cllr Holliday will be gaining further advice on this.

7. Highways

7.1 Traffic Management Report. Cllr Read reported on the success of the traffic cones put out over the summer holidays and Councillors all agreed that the cones should continue to be used during peak periods. Cllr Read agreed to cut the overgrown reeds on the corner by the Saltpan, Clerk to also raise ongoing maintenance issue here with Highways.

7.2 Church Lane. The works have now been completed and the road cleared.

8. Cley Quay

8.1 Registration has now been sent to HM Land Registry. There was some discussion on the vandalism/damage of the gabions on the Quay, one suggestion was to drill steel rods through the Gabions or to use appropriate signage. Councillors are to go away and investigate costs.

8.2 Bins on Quay. A parishioner has raised a query regarding the number of bins stored on the Quay and has suggested residents/holiday homeowners share bins to reduce the number of unused bins being stored there. Clerk to contact bin homeowners to raise the subject with them.

9. Hilltop Turning Area

9.1 A discussion took place regarding the overgrown hedge in the turning area up at Hilltop. Cley Parish Council Councillors suggested cutting the hedge to make turning a vehicle around much easier and so property boundaries can be easily seen. Local Hilltop residents preferred the hedge to remain as is as they did not want to encourage parking in the turning circle. It was agreed that residents would create a more detailed management plan and bring it to a Parish Council meeting for further comment.

10. Planning

10.1 To discuss any planning applications received;

10.1.1 PF/18/1374 – 4 Beau Rivage. Demolition of adjoining outbuildings and single storey rear extension. Councillors were concerned about the management of the project, where builders would park and store materials. It is imperative that Cley's Code of Practice is followed. There was also some disappointment on the removal of the pebble dash and some discrepancy in the plans regarding the roof lights. Clerk to report concerns on the planning portal.

10.1.2 PF/17/0924 – Newgate Cottage, allow for change from window to door. Councillors had no objection to the alterations.

10.1.3 LA/18/1315 and PF/18/1470 – Councillors have asked the Clerk to arrange a site visit for further discussion.

10.1.4 Clerk read to Councillors the two planning responses sent during the month of August when the Council did not meet but Councillors responded via e-mail. The planning applications were;

- PF/18/1261 Swallow Cottage – Councillors commented that they were disappointed about the proposed removal of the roadside flint wall, the ridge height of the extension will impact on light for the neighbouring cottage. The parking requirement following building work may impact on the available parking on the nearby Common Land.
- PF/17/0992 Astley – Councillors made no comments or objections

10.2 To receive any decision notices. There were none.

10.2.1 Councillors have all been invited to attend a Local Planning update meeting at NNDC offices on Thursday 30th October 6pm-8pm and Thursday 1st November 6pm-8pm.

11. To discuss correspondence received (Appendix 1)

11.1 Refer attached list. No comments.

11.2 Items received after the agenda closed on 26th August 2018. An e-mail from Josh.biz regarding a number of broken links on the website.

12. Financial Matters

12.1 To agree the monthly financial statement (4th July – 4th September).
(Appendix 2)

Cllr Richard Allen PROPOSED and Cllr Hollman SECONDED the agreed financial statement.

12.2 AGAR final statement.

12.2.1 The AGAR has not been completed in accordance with the Accounts and Audit Regulations 2015 as Section 2 was approved before Section 1. Clerk to ensure Section 1 is approved first in future.

12.2.2 The Exercise of Public Rights did not take place last year and therefore section 1 assertion 7 should have read no instead of yes. The Exercise of Public Rights has already taken place this year so this will not be a problem going forward.

12.2.3 Accounting statements were entered incorrectly, Clerk to take extra care when inserting end of year figures in future.

12.2.4 The authority was unable to confirm the basis on which the fixed assets in 2016/17 had been valued at. The Asset Register will be looked at in October's meeting.

12.3 Online Banking. Cley Parish Council now have online banking and it was discussed how this should be managed. Ideally another Councilor needs to have access to authorise payments, as well as Chairman Cllr Randell and the Clerk. The Clerk to investigate further.

Public Participation

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

- A member of the public commented on how the bins along the coast road had been emptied regularly this summer.
- A member of the public requested that they have some no parking notices to give out when cars parked inappropriately near their property. Clerk to look into this.

15. Items for inclusion on the next agenda

Guest Speaker Ewan Carr from Wildlife Trust, Asset Register, Budget.

Meeting closed to members of the public to discuss a personnel matter.

16. It was PROPOSED by Cllr Randell to increase the Clerk’s hours by an additional hour per week, this was SECONDED by Cllr Holliday and Cllr Baker.

17. To note the date of the next Parish Council meeting Tuesday 2nd October 2018.

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Chairman

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Date

Appendix 1 – Correspondence List

30th June	Letter	Brambles Farm	Invoice Toilet Hire £100.80 01/06/18 - 30/06/18
4th July	e-mail	Ian Sharman	Valuaton Maps for Cley - NRO search sheet
5th July	e-mail	Nick Davidson	Poor mobile phone signal from Three in the village can PC investigate further
5th July	e-mail	Tom Findlay	Parking along the track near Hillrise
5th July	e-mail	NNDC Suoporting Communitiues	Gambling Policy Review
6th July	e-mail	EA- Chris Smith	Attending Cley's September meeting
6th July	e-mail	Indigo	Invoice £26.40 for mixed glass recycling
6th July	e-mail	NNDC - Freedom of Information Officer, Sean Knight	Second Home statisctis for Cley - Total 325 properties. 110 Second Homes, 68 non-domestic business rate, 55 holiday non-domestic business rates.
6th July	e-mail	Richard Pengelly - Sanders Coaches	In response to the clerk's letter regarding the Coasthopper bus, Sanders are in no position to change their fleet of Coasthopper buses.
6th July	e-mail	John Archibald - Victory Housing	Confirming that all future Victory properties in Cley would be offered on the Shared Ownership basis
8th July	e-mail	John Ebdon	Allotment Structure/ Tree application forms discussed
10th July	e-mail	Norfolk PTS - Newsletter	Monthly Update
10th July	e-mail	NNDC - Jake Currier	Registration of the Quay
10th July	e-mail	NNDC - Cleansing Team	In response to Clerks letter chasing bin collections
11th July	e-mail	NNDC - planning	Swallow Cottage PF/18/1261
12th July	e-mail	Start Traffic - Sales	Order Confirmation
12th July	e-mail	Richard Kelham	The Hangs Footpath Query
12th July	e-mail	Blakeney Parish Council	Invitation to Neighbourhood Plan Meeting
12th July	e-mail	Ian Sharman	Blank User Evidence Form for The Hangs
12th July	e-mail	SLCC	Mentor has been allocated to the Clerk - Tracey Bayfield Blakeney
12th July	e-mail	Peter Davison	Police Newsletter
13th July	e-mail	Start Traffic - Sales	Invoice £225 - Traffic Cones
14th July	e-mail	NCC - Highways	Update on Glandford Road pot hole repairs - completed
15th July	e-mail	Elaine Walker	The Hangs
16th July	e-mail	NCC - Highways	Newgate Green - chasing CPC for contractor instructions
16th July	e-mail	CIlr Sarah Butikofer	Winter Services - Holt to Cley Road was NOT added to the gritting contract,
16th July	e-mail	Michael Ortmans	The Hangs further evidence submitted
17th July	e-mail	Tim Ambler	The Hangs further evidence submitted
17th July	e-mail	Tina Kitcatte	The Hangs further evidence submitted
17th July	e-mail	Michael Ortmans	Request for Hangs Notice to go on noticeboard
18th July	e-mail	Ian Sharman	The Hangs - Confirmation of the consultation response sent from CPC
18th July	e-mail	NNDC - planning	PF/17/0992 Astley, Coast Road, Cley - Planning revision Change pitched roof to flat roof.
18th July	e-mail	Claxton Hall Architcture	Confrmmation of Site Visit
18th July	e-mail	John Ebdon	Allotments - Clare Butler Permission Granted
25th July	e-mail	Richard Hornbrook	Work for Church Lane was programmed in to start on 8th August
25th July	e-mail	Norfolk PTS	invoice - £200 for CilCA course
25th J+F40+A+A4	Letter	hm Land Registry	Quay Registration declined enclosed a cheque £40
26th July	e-mail	Tom Findlay	No Bin Collection along the Coast Road
26th July	e-mail	Norfolk ALC	Newsletter
26th July	e-mail	NCC - Highways	Newgate Green - coresspondence regarding Highway Contractors
30th July	e-mail	NNDC - planning	Invitation to attend update event 30th October or Thursday 1st November
31st July	e-mail	Norfolk ALC	Newsletter
31st July	Letter	Brambles Farm	Invoice £100.80 01/07/18 - 31/07/18
31st July	e-mail	SBA	AGAR Review - additional queries raised

Continued..

1st August	e-mail	Caroline Butler	
2nd August	e-mail	Charles Butler	The Hangs - further evidence submitted
3rd August	e-mail	Piers h	Cycling on Norfolk Wildlife Trust Site
7th August	e-mail	Sharon Garth	NNDC Arts and culture Grants now open
7th August	e-mail	Sharon Garth	NNDC Community Transport Grants now open
7th August	e-mail	SBA	Futher AGAR Update
7th August	e-mail	Henri Lacoste	The Hangs - Further Evidence update
7th August	Letter	Graphic Edge	Invoice £12
7th August	e-mail	Pauline Lacoste	The Hangs - Further Evidence update
8th August	e-mail	Allison Holmes	Bins on the Quay
9th August	e-mail	NCC - Highways	Norwich Western Link Consultation
9th August	e-mail	John Archibald - Victory Housing	Sale of Glandford Road Confirmed
10th August	e-mail	Peter Davison	Police Newsletter
10th August	e-mail	Norse - Christine Burns	Revised Invoice for Grass Cutting
10th August	e-mail	Wesley Hornigold	Local Policing
13th August	e-mail	Norfolk ALC	Newsletter
13th August	e-mail	Lyn Shepheard	Clerk Payroll - Payslip
13th August	e-mail	Norfolk PTS	Registration for CiICA
14th August	e-mail	PKF Littlejohn	AGAR Final Documents and Notice received
15th August	e-mail	Christine Williamson	Bins in Village Hall Car Park
15th August	e-mail	Norfolk Coast Partnership	AONB Newsletter
15th August	Letter		
15th August	e-mail	NNDC - planning	pf/18/1374 4 Beau Rivage, Cley - Demolition of out buildings and single storey rear extension
16th August	e-mail	NCC - Highways	TRO closure on Holt Road due to new electrical supply 3rd - 7th September
16th August	e-mail	Norse - Christine Burns	Another Revised Invoice for Grass Cutting
16th August	Letter	NNDC - Bins	Invoice £322.20 bins in Village Hall Car Park
16th August	e-mail	David Young	Cromer free legal advice work shops
16th August	e-mail	Christine Williamson	Bins in Village Hall Car Park
16th August	e-mail	John Ebdon	Change of Tenancy at Cley Allotments
17th August	e-mail	Blakeney Parish Council	Notices regarding Flytipping
17th August	e-mail	Charlotte Turner	New Allotment Tenant
17th August	e-mail	NNDC - Supporting Communities	WW1 Network Meeting
17th August	e-mail	Eastern IFCA	Consultation on two byelaws regarding protection of designated habitats
20th August	e-mail	John Ebdon	New Padlock on Allotment Gate
20th August	e-mail	NNDC - planning	PF/18/1539 Newgate Cottage - Variation of Condition
21st August	e-mail	NNDC - Joseph Kenny	Bins in Village Hall Car Park
21st August	e-mail	Amanda Holden	Traffic Cones in Cley
24th August	e-mail	Norse - Christine Burns	Revised Invoice for Grass Cutting tbc
24th August	e-mail	Simon Lee	New Allotment Tenant Query
24th August	e-mail	NorfolkALC	Renew Membership e-mail (which I have declined as we are with NPTS)

**Appendix 2 – Bank Reconciliation and Cash Book incl 4th Sep
payments (July and August)**

**CLEY PARISH COUNCIL
BANK RECONCILIATION 31st July 2018**

Cash Book

Op Bal at 27th June 2018 £4,205.74

ADD Receipts £20.00 allotment donation
£22.50 SLCC training bursary

LESS Payments £244.18 Di Dann
£22.53 Anglian Water
£201.60 Brambles Farm
£179.52 Clerk Salary
£25 BAHS
£90 NPTS

ADD Transfers In £0.00

Bal at 31st July 2018 £3485.41

Community Account

Bank at 31st July 2018 is £3485.41

Business Reserve

Op Bal at 19th April 2018 £5,099.50
Add Interest 2.78 £5,102.28
Less Transfer out 0

TOTAL in BANK £8584.91

BANK RECONCILIATION 27th August 2018

Cash Book

Op Bal at 27th August 2018 £3485.41

ADD Receipts £40.00 Reimbursement Land Registry

LESS Payments £0.00

ADD Transfers In £0.00

Bal at 27th August 2018 £3525.41

Community Account

Bank at 27th August 2018 is £3525.41

Business Reserve

Op Bal at 19th April 2018 £5,099.50

Add Interest 2.78 £5,102.28

Less Transfer out 0

TOTAL in BANK £8627.69

Cash Book

3rd July	26	101112	£100.80		Brambles Farm	Toilet Hire 01.05.18 - 31.05.18
	27	101112	£100.80		Brambles Farm	Toilet Hire 01.03.18 - 31.03.18
	28	101113	£179.52		Gemma Harrison	Clerk Salary
	29	101114	£22.53		Anglian Water - Allotments	Allotments
	30	101116	£25.00		BAHS	Annual Subscription
	31	101115	£117.00		NNDC Planning	Newgate Green Planning App
17th July	R8		£20		Allotment Donation	DW John
	R9		£22.50	£3,485.41	SLCC	Training Costs reimbursed
20th August	R10		£40.00	£3,525.41	H M Land Registry	Quay Caution reimbursed
4th September	32		£100.80		Brambles Farm	Toilet Hire 01.06.18 - 30.06.18
	33		£100.80		Brambles Farm	Toilet Hire 01.07.18 - 31.07.18
	34		£322.20		NNDC - Environment	Bins waste and recycling Village Hall car Park
	35		£26.40		Indigo Waste	Bottle Bank Collection 1st Apr - 30th June
	36		£225		Start Traffic	Traffic Cones
	37		£359.04		Gemma Harrison	Clerk Salary July and August
	38		£138.96		Gemma Harrison	Clerk Expenses June, July and August
	39		£200		Norfolk PTS	CILCA invoice
	40		£12		Graphic Edge	A4 Aluminium Signboard - Hilltop
	41		£19.00		TBC	Solicitors - Caution on Quay
	42		£1107.88 tbc		Norse	Grass Cutting
				£913.33		