

CLEY PARISH COUNCIL

Minutes of the Meeting held on Tuesday 2nd October at 7.30 p.m. in the Club Room of the Village Hall

Attending: Cllr M Randell (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 Cllr Richard Allen (vice-Chairman), P.C. Pegden, NCC Cllr S Butikofer, and District Cllr David Young.

2. To receive declarations of Interest and requests for dispensations

Cllr Read declared his interest in the Traffic Management Plan and the allotments. Cllr Randell declared his interest in the Barn Drift planning application as he lives across the valley from the site location.

3. Minutes of the Parish Council meeting held on 4th September 2018

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

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

None

5. Guest Speaker: Ewan Carr from the Wildlife Trust gave his apologies.

6. Reports

6.1 Police – None.

6.2 District Cllr David Young sent his report in advance and the Clerk read it out, it has been included below.

“The September Cabinet decided to press on with the £2m investment in the Egmore Business Zone against the wishes of the Scrutiny Committee's Asset Management Working Group, which argued for an independent review of the business case, based on its reservations regarding risk and a yield currently

envisaged of only 1.62%. Consequently a motion was put to Full Council that Cabinet reconsiders its position at its next meeting. This motion was passed. Cabinet's meeting on 1 October nevertheless decided to ignore the wish for an independent review.

Full Council agreed without dissent the investment in "Extra Care" housing in Fakenham and the £600k improvements to toilets, both as mentioned in my previous report.

The October Cabinet also agreed to support the "hold the line" approach to the Mundesley Coastal Management Scheme and to progress the delivery of the Cromer Coast Protection Scheme Phase 2. A contribution of £25,000 has been budgeted towards the cost of the Head of Coastal Partnership East, a partnership arrangement with Great Yarmouth and East Suffolk local authorities. It also agreed to recruit a Coastal Adaptation Officer on a 2 year fixed term contract.

Cabinet also agreed to lease land and create a car park at Bacton. The creation of the car park is expected to cost £30,000. The cost of a 25 year lease was not disclosed but is expected to be covered by parking charges.

Cabinet also agreed to discuss with North Norfolk Beach Runners the possibility of arranging "Mammoth runs", namely a marathon and half marathon as part of the promotion of the Deep History Coast.

The Senior Planning Officer involved has been preoccupied with representing the Council at a Public Inquiry so I still 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".

6.3 County Cllr Sarah Butikofer gave her apologies and sent her report which was read out loud by the Clerk and can be read below.

"The County Council has now moved into the start of his Budget preparations for next year, as already reported the County need to save a further £95m over the next three years so there are more than likely to be some very unpalatable and

difficult decisions ahead, especially as I am hearing from colleagues that at the current time only £40m have been identified.

Many of you may already have read in the press about the consultation now underway about the closure of almost all the Children's Centre's in Norfolk. Whilst we are lucky in our area that Holt is not one of those earmarked for this programme of cuts, it is worrying that a vital service supporting babies very young children and their families is under threat. Please do go online read the information and have your say.

The campaign to try and save our mobile libraries has moved up a gear and colleagues have submitted a motion to next Full Council. However we have just been told that they have decided to press ahead with trials of new systems after all.

There is also a very full programme of events planned in Libraries around the county this October including libraries week next week and Black History Month.

The consultation on the PCC taking over the Fire Service has now closed and we await his report on the responses he received. Council are planning another extra meeting of the Police and Crime Panel to review this document in due course.

The Council have recently launched a new campaign to encourage middle aged men to take up the free health checks on offer as many don't and risk more complex problems with health in later life.

This campaign is being fronted by a former Norwich City player whose name I am sorry to confess escapes me as I write I think its Darren Eady?

Finally Norfolk is receiving an above average number of scam attacks at the moment, so please be very careful and keep a watch out for suspicious activity in the mail or on the phone. Sadly it has been proven that those who fall victim to these predators often suffer health problems as a direct result, and it can even shorten lives.

As always if I can be of help or assistance to anyone please do encourage them to get in contact with me.

Raising issue regarding gritting road which has not been added to the gritting programme”.

6.4 Village hall – nothing to report as no meeting has taken place since the last Parish Council meeting.

6.5 Allotments – Cllr Hollman updated everyone on the recent clearance works which have taken place at the allotments. There are 3 people keen to take over new plots at the allotments and 3 people keen to take over new plots and 2nd October was the deadline for allotment rents. The hedges requiring cutting again and some money has been put in next year’s budget for this. A new padlock has been put on the gate and the cost has been reimbursed by John Ebdon. There has been one fire burning up rubbish but we there are two more fires to go. Clerk to circulate report detailing confirmed rents and plots for the coming year.

6.6 Harbour – Cley Harbour have won the NNDC Environment Award and the prize was £500. This is fantastic recognition of all the hard work which went into phase one of the project. The judges recommend the project look at the Big Society Fund for future grant funding. The pre – App advice for planning is still in its first consultation, historic England have got back with no objection, MMO replied with a standard letter stating that a license would be required, Natural England submitted a comprehensive response. On 27th October The Salford original Whelker will be arriving in Cley on high tide at approximately 9.30am in the morning. The Environment Award will be awarded on 27th as well. Cley Harbour have received £1600 of donations, bringing the fund to £9500 so far.

6.7 Newgate Green

The NNDC Planning department have been in touch and they believe our proposed works at Newgate Green is change of use and therefore require further funds before processing our application. The Parish Council felt it was not change of use and the works are merely protecting the registered common land. Clerk to arrange a meeting with planners to discuss further.

7. Community Toilet

Cllr Holliday has looked into providing a Changing places toilet, however it wouldn’t be practical due to the toilet being open and available for use at all

times. The toilet is very expensive and could be subject to vandalism or inappropriate behaviour. Big Society Fund won't pay for the architect fees, Cllr Holliday is currently therefore looking into 3 different grant funding streams for the project.

8. Traffic Management Plan

The Parish Council AGREED to keep the traffic cones in place. The traffic in Cley has been massively improved since the introduction of the cones. It was agreed to continue for another year and then evaluate the situation once again. The Parish Council agreed for a local resident to put leaflets out over the hump. It was acknowledged that there is a problem opposite the George, the whole of the hump, including pavement area, right down to Zetland House Clerk to raise with PC Pegden regarding vehicles mounting the pavement, the Parish Council agreed that speed monitoring would be beneficial at this point.

- 8.1 The Parish Council have not been updated on The Hangs DMMO application. The Clerk to contact NCC to find out an update for Cllrs.

9. Cley Quay

- 9.1 The Parish Council have received correspondence from the Mill's solicitors Hamlins, regarding an easement for the mill. It was agreed that Eastlaw should act on behalf of the Parish Council to find out details relating to the easement which is being requested. Cllr Read PROPOSED the motion for Eastlaw to represent the Council and it was SECONDED by Cllr High.

10. Asset Register

- 10.1 A draft of the asset register was circulated. It was AGREED that all play equipment should be removed from the register as this is now covered by the Village Hall insurance. The beach shelter should be removed as this is now managed by Norfolk Wildlife Trust. The bus shelter requires some remedial work and the concrete bench also requires some repair. There is a bench on Lime Kiln which should be included. The County Wildlife Site behind Artemis should also be included. Cllrs are to all look at the condition of items listed and consider

appropriate valuation figures. Clerk to circulate amended Asset Register prior to next meeting, where it will be officially adopted.

11. Cley assets Community Value

11.1 Community assets in the parish of Cley were discussed and it was AGREED that the Three Swallows could be registered as a community asset. Cllr Holliday to investigate next steps.

11.2 Historical Walls

The recording of historical walls can take place under the latest Conservation review which is currently out at consultation. Cllr Holliday asked whether Cley Parish Council should formally respond if so an extension would need to be granted. Cllr Holliday to investigate further.

12. Planning

12.1 PF/18/1397 – Barn Drift. Cley Parish Council object to the Barn Drift planning application due to increased noise, light and sound pollution in a conservation area. The increase in weddings will mean more traffic along Old Womans Lane, more noise and the glass extension is overdevelopment of the wedding venue. The increase in light pollution will affect Cley's dark skies.

13. Correspondence List (Appendix A)

13.1 The correspondence list was circulated, no comments were made.

14. Financial Matters

14.1 The financial statement from 4th September – 2nd October 2018 was circulated, (Appendix B). It was PROPOSED by Cllr Baker and SECONDED by Cllr Hollman to agree the statement and authorise payments listed.

14.2 Budget 2019/20

The budget was circulated and discussed and AGREED, (Appendix C).

14.3 Precept **2019/20** Cllr Randell PROPOSED to increase the budget by £2000, this was SECONDED by Cllr Holliday. The 2019/20 precept will now cover all anticipated bills as highlighted in the budget.

Public Participation

There is going to be a Christmas event on Newgate Green, more details to follow shortly.

15. Items for inclusion on the next agenda

15.1 The Hilltop Management Plan, Asset Register.

16. To note the date of the Next Parish Council meeting Tuesday 6th November.

Appendix A – Correspondence List

Date	Type	From	Subject	Action
05/09/2018	LETTER	Brambles Farm	Invoice Toilet Hire £100.80	Agenda
05/09/2018	e-mail	Susan Shaw	Allotment Rent	Note
05/09/2018	e-mail	Norfolk ALC	New Training course - challenging Conversations	Note
05/09/2018	e-mail	Leo Batten	Hilltop Maintenance Plan to be discussed at Novembers Meeting	Note
05/09/2018	e-mail	Louise Alexander	Allotments	Note
06/09/2018	e-mail	Paul Rhymes	Cley Conservation Area Consultation now Live	Note
06/09/2018	e-mail	Norfolk ALC	Newsletter	Note
06/09/2018	e-mail	Indigo Waste	Chasing August Payment - Paid at Septembers Meeting	Note
06/09/2018	e-mail	CIlr David Young	Cley Harbour Environment Award	Note
07/09/2018	e-mail	Norfolk Parish Training	September Newsletter	Note
07/09/2018	e-mail	Grants 4 Norfolk	Funding Newsletter	Note
07/09/2018	e-mail	Lyn Shephard	Payroll - Payslip	Note
07/09/2018	e-mail	NNDC Supporting Communities	North Norfolk Big Society Volunteers	Note
09/09/2018	e-mail	CIlr Sarah Butikofer	School Bus and Builders - Children not getting to school	Note
10/09/2018	LETTER	Barclays	Bank Statement	Agenda
10/09/2018	letter	SLCC	CI/LCA SLCC Registration invoice £250	Agenda
10/09/2018	e-mail	Many Allen	Allotments	Note
10/09/2018	LETTER	NNDC	Bins in Village Hall Car Park bill reminder - now paid (Sep meeting)	Note
10/09/2018	e-mail	NNDC - Joseph Kenny	Bin in the Play Area - should be emptied once a week.	Note
10/09/2018	e-mail	Richard Kelham	Village Hall in the process of registering land with LR.	Note
11/09/2018	e-mail	Norse	Chasing previous payments - which have been paid.	Note
12/09/2018	e-mail	NNDC	PF/18/1397 Barn Drift Planning Application	Agenda
13/09/2018	e-mail	NNDC	Almshouses - Does Cley have any?	Note
13/09/2018	e-mail	Police	Cluster Newsletter	Note
14/09/2018	LETTER	wave	water bill allotments - £19.82	Agenda
14/09/2018	e-mail	Richard Kelham	Cones - Damaged cones on High Street	Note
17/09/2018	e-mail	Gemma Walker Wildlife Trust	Event Programme	Note
17/09/2018	e-mail	Kate Andrews- Hamlins Solicitors	Cley Quay Registration	Agenda
17/09/2018	e-mail	Norse x3 Invoices	£744.66 Village Hall £179.60 Town Works £473.93 Newgate Green	Agenda
17/09/2018	e-mail	Tom Findlay	New Fencing at Hillrise	Note
18/09/2018	e-mail	Jake Currier - NNDC	Cley Quay Registration	Agenda
18/09/2018	e-mail	Simon Lee	Allotment Enquiry	Agenda
20/09/2018	e-mail	NCC	Highways update - Coast Road reeds inspected.	Note
20/09/2018	e-mail	CIlr David Young	Swallow Cottage, Newgate Green - Copied me in to an e-mail where the planning officer has recommended approval	Note
21/09/2018	e-mail	BAHS	Talk 400 years at Holkham	Note
21/09/2018	e-mail	NNDC Planning	Newgate Green CPC Planning Application on hold	Agenda
21/09/2018	e-mail	NNDC - Jake Currier	Cley Quay Registration	Agenda

Appendix B – Financial Statement

CLEY PARISH COUNCIL

BANK RECONCILIATION

30th September 2018

Cash Book

Opening Bal at 27th August 2018	£3,408.41
ADD Receipts	£5,048.50
LESS Payments	£2,852.07
ADD Transfers In	£0.00
Bal at 30 th September 2018	£5,604.84

Community Account

Bank at 30 th September 2018 is	£5,829.84
Less o/s Cheque no 101120	£225.00
<i>£5,604.84</i>	

Business Reserve

Op Bal at 8 th June 2018	£5,102.28
Add Interest 3 rd September 2018	£2.54 £5,104.82
Less Transfer out	£0.00
	£5,104.82

TOTAL in BANK

£10,709.66

Appendix C – Budget

CLEY PARISH COUNCIL BUDGET 2019/20						
#NAME?		Budget 2017/2018	Budget 2018/19	Actual as at 30th Sep	Ant Budget 31st March 2019	Budget 2019/20
	Precept	£8,000	£9,000	£9,000	£9,000	£9,000
	Allotments	£670	£600	£440	£650	£600
	Grants	£720	£294	£294	£294	£294
	Recycling Credits (VAT)	£504	£500	£504	£500	£500
		£2,570				
TOTAL		£12,464	£10,394	£10,238	£10,444	£10,394
EXPENDITURE			Budget	Actual		Budget
			2018/19			2019/20
Staffing	Salary		£2,080	£880.56	£2,152	£2,543
	Locum Clerk		100	£820.45	820.45	£0.00
	Travel		£140	£15	£70	£140
	Training		£200	£518	£518	£50
	Home Allowance		£120	£60	£120	£120
	Payrol provider		£70	£90	£90	£70
Admin	Stamps		£10	£20	£30	£30
	Stat/Print/Equip		£30	£50	£100	£60
	VH Hire/Donation		£300		£300	£300
	Insurance		£520		£520	£520
	Ext Audit		£200	£240	£240	£0
	Int Audit		£60	£60	£60	£60
	Election		£1,000	£1,114	£1,114	£500
	ICO		£35		£35	£35
	Website		£350	£410	£410	£410
	Planning App			£117	£231	£117
	Legal Fees			£400	£600	£200
	Contingency		£200		£200	£200
Members	NPTS/NALC		£90	£90	£90	£90
	NAS		£55			£55
	BAHS			£25	£25	
Open Spa	NORSE Contract		£2,300	£1,107	£2,505	£2,506
Harbour	Toilet Hire		£1,050	£605	£1,050	£1,050
	Glass collection		£120	£60	£120	£120
	Dog Bins		£650		£650	£650
	Defib		£300		£300	£300
	Panels					
	Path					
	Car Park					
	Bench					
	Hedges					
Allotment	Rent		£1,140			£1,140
	Maintenance			£240	£240	£250
	Hedges			£950	£950	£1,000
	Water		£50	£40	£80	£80
	Signs			£310	£310	£0
	TOTAL EXPENDITURE		£11,170	£8,222	£13,931	£12,621
	Bal at 1st April 2018	£3,440				
	ADD ant Receipts	£10,394				
	LESS ant Payments	£13,931				
	Ant Bal at 31st March 2019	-£97				
	ADD ant Receipts	£10,394				
	LESS ant Payments	£12,621				
	Ant Bal at 31st March 2020	-£2,323				