

## **CLEY PARISH COUNCIL**

### **Minutes of the Meeting held on Tuesday 5<sup>th</sup> March at 7.30 p.m. in the Club Room of the Village Hall**

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

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

No apologies received.

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

Cllr Read declared his interest in the allotments, and Traffic Management Plan and Harbour Committee, Cllr High declared his interest in Newgate Green as he lives nearby. Cllr Baker declared his interest in the Harbour Committee.

#### **3. To approve the Minutes of the Parish Council meeting held on 5<sup>th</sup> February 2019.**

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

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

- Clerk to contact holiday cottages with regards bins in village hall car park
- Paper bank has been arranged, Clerk to check delivery dates.

#### **5. Reports Received**

**5.1 District Report.** Cllr David Young read his report which can be found at Appendix A. Cllr Karen Ward also attended the meeting to introduce herself as the potential new District Cllr. With regards to Arcady, NNDC have had a final meeting to go through the detail of the planning breaches, which have now been signed off, so the grounds of the enforcement action are now clear. The holes along

Glandford Road have still not been filled in, Cllr David Young spoke to a new contact at Victory, a review is being undertaken and that they will then allocate works according to health and safety. Cllr Young to chase Victory as the hole in question is dangerous, (4 inches deep).

Sewage update – Confirmation of sewers operating correctly, however at holiday times the sewage treatment plant is operating under pressure requiring tankers to ship out the sewage. Blakeney sewers are being reviewed by Easter. Cley Parish Council will await the update from Blakeney and will keep the management of the Cley sewer treatment plant under review.

**5.2 County Report.** Cllr Sarah Butikofer reported that NCC have suffered from huge cut backs from central government. The budget has identified savings, the council tax is proposed to increase, savings will be on adult social care and children's services. The recent Western Link consultation has had just under 2000 responses, option D has been the most popular, Option C is the second popular. Police and Crime Commissioner will be putting up their precept. Grit bins are on their way. Sarah is purchasing a SAM2 from her highways fund, not just Cley's but it will move around the area. The Sam2 will cost Cley £20 a month and should spend a third of the year in Cley. SAM2 flashes the speed you are doing and can come with a recording device which records the pattern of speeding and this information can be given to the police. It was AGREED that CPC support the purchasing of the sign.

**5.3 Village Hall and Play area –** No update as no recent meeting has been held.

**5.4 Allotments.** – CPC would like to thank Cllr High for clearing the allotments on Sunday. When the brambles were taken there were two large gaps in the hedge line. Cllr Randell has reported this to the Village Hall Committee. Some form of sheep fencing and posts, or hawthorn would easily fill the gap, there is an unsafe conifer tree which has been taped off. Further discussion is needed with the Village Hall Committee, Clerk to contact VH Committee to progress further. Cllr Baker to report back at 14<sup>th</sup> March meeting. The vacant plots at the front of the allotments will be cultivated by Cllr High. Cllr Holman picked up the plot for rent signs which will be placed on the vacant plots next to the Public Footpath.

**5.5 Harbour** – Cllr Read stated that the committee are still looking into charitable status. The harbour requires more mooring space, the proposal is for a 70ft section to allow boats to moor up. CPC supported the proposal.

**5.6 Community Toilet** – Raised £5000 so far, sold 225 bricks. New sign outside picnic fayre. Ongoing maintenance is estimated at £2000. It was suggested that one idea would be to have a donation box for the toilet, one secure way which was suggested would be to have a donation box built into the wall of the toilet.

**5.7 Police report.** There have been 3 phone calls to the police in the last month. A car was broken into at the harbour car park. Operation Moonshot is underway, automatic recognition cameras will be installed around the parish in discreet locations.

## **6. Open Space and Recreation Policy**

**6.1** The policy was circulated, two amendments were made to include the Harbour Project and the pub garden at The George, Cley Parish Council (CPC) AGREED to submit the questionnaire.

## **7. Planning**

7.1 PF/19/0251 3 Beau Rivage, Cley. Rear single storey extension. No comments, CPC AGREED that they would support the application.

7.2 No decision notices were received.

## **8. Discuss correspondence received (Appendix B)**

**8.1** Local parishioner would like to install a bench at the bottom of Old Woman's Lane. In principle CPC support the idea, Clerk to find out what type of bench will be installed, CPC will then add it to the Asset Register once it has been installed.

**8.2** CPC discussed the Three Swallows pub application to register it as a community asset and it was AGREED that CPC support the application.

**8.3** The landowner of The Hangs DMMO (Definitive Map Modification Order) application has asked for a letter to be read out asking for support against the DMMO claim. The Parish Council also received correspondence from Norfolk

County Council stating the DMMO application had been sent off to the Secretary of State for determination.

**9. Election Update**

**9.1** Cllr Randell informed everyone that he will not be standing again in the May election after 16 years on the Parish Council.

**9.2** The Clerk updated everyone with details from the Election Briefing held at North Norfolk District Council Offices.

**10. Cromer Paramedics**

**10.1** The Rapid response unit from Cromer may be withdrawn and instead ambulances will be sent in their place. This could be problematic when ambulances get held up at Norwich Hospital. The paramedics are only guaranteed for the next couple of years, so further awareness on the proposal to withdraw the rapid response unit is needed.

**10. Financial Matters**

**10.1** The financial statement was presented. Cllr Holliday PROPOSED the statement was accepted and agreed and Cllr Read seconded the motion.

**10.2** It was PROPOSED by Cllr Allen that the handmade Norfolk Flag (costed at £100) was purchased by the Parish Council, the motion was SECONDED by Cllr Randell.

**Public Participation**

- A number of hedges are overgrowing the Public Footpaths in the village. The Clerk will write to landowners to remind them of their responsibility to cut their hedges.

**11.** Items for next meeting – Public Rights of Way Update.

**12. Date and Time of Next Meeting – Tuesday 2<sup>nd</sup> April 2019 7.30pm in the Club Room , meeting to be clerked by Di Dann.**

**Signed .....**

**Date .....**

## **Appendix A – Cllr David Young’s Report**

In addition to discussing the Budget, the Cabinet in February received a report from the Enforcement Board, which oversees the Combined Enforcement Team. The team was set up in 2016 and inherited a large backlog of planning enforcement cases. It has made good inroads into the backlog and new cases are responded to more quickly than previously. Its current caseload is just under 300 with around 170 cases closed and a similar number of new ones over the last 6 months. In the year to last October, the number of Long-Term Empty properties was reduced by 121. Compulsory Purchase is a long and difficult legal process, since depriving someone of their property is not taken lightly, so much of the progress made is through less formal means and encouragement to bring properties back into use.

Full Council took place recently and was a lengthy meeting. Council was informed that the plans to establish a Cromer Sports Hub had suffered a setback in the last few weeks when the Lawn Tennis Association went back on its previous agreement to provide funding of £500,000. To complete the project and provide some upgrade to other tennis courts in the District, would cost an additional £672,000 and bring the costs to £3m. Three members of the Cromer Lawn Tennis and Squash Association attended and spoke at the meeting: one in favour of the project and two against. Council approved the possible extra funding, but subject to a review of the business case in the light of the changed circumstances.

Council was also addressed by two constituents asking for action on climate change. The Cabinet member for the Environment was able to advise that the Council had recently signed the Courtauld Commitment 2025, a voluntary agreement to make the production and consumption of food and drink more sustainable. He was also able to advise that after some four years, the Council has reached agreement with J D Wetherspoon for the acquisition of the old Town Council building in North Walsham and was "ready to exchange".

The main item on the agenda was the Budget for 2019/20 and the consequent setting of Council Tax. As previously reported the estimated surplus for 2019/20 is £224,000 but the current forecasted deficit in 20/21 onwards has increased to just over £2m This stems from the government's steady reduction in funding; effectively devolving austerity to local government. The estimated surplus is to be allocated to local projects, including £33,000 to Community Transport, £100,000 as match-funding towards the cost of a roundabout at the top of Holway Road and £30,000 to keep public conveniences open during the winter months. A further £20,000 would be contributed towards Operation Moonshot, installing automatic number-plate recognition along roads used in the carrying out of marine crime along this part of the coast. The proposals also involved moving £2m from other reserves to set up a property investment company. This is to enable the Council to address directly the

shortage of local housing, while at the same time creating an income stream for the Council.

The redevelopment of the Splash facility, costing over £10m, is likely to require NNDC to borrow around £5m. This will be the first time that NNDC has had to borrow since the transfer of its housing stock to Victory Housing in 2006.

The Cabinet member for finance outlined a number of uncertainties looking into the near future. Gross car parking income is around £2.6m. In the government's Fair Funding Review it is mooted that such income would be taken into account before the government's future funding is calculated. This would be disastrous for NNDC and other District Councils, but would be advantageous to the County Council who would therefore favour it. It has yet to be established how and to what extent NNDC will benefit from the retention of Business Rates and there is talk that the government might decide that local authorities might have to bear the costs of appeals against the 2017 rate revaluation. The New Homes Bonus has been cut back several times and its future is in some doubt. These are uncertainties that could amount to an additional deficit to the £2m that already needs to be addressed – and that's without Brexit.

This time last year the various political groups got together before the Budget and some Lib Dem proposals were incorporated into the Tory plans so that the Budget could be supported by all. This time, the Conservatives produced a list of amendments that they wanted and submitted it half way through the meeting. Some of their proposals involved sums that could be funded through other NNDC sources, such as the Communities Fund. Their main suggestion was that we should not increase Council Tax in this election year. The above uncertainties on top of the projected deficit were again pointed out. While the loss of some £200,000 could be coped with this year, the cumulative effect over the coming years would soon give rise to an additional deficit that was simply unaffordable. It is also the policy of the Conservative government that future funding would assume that local authorities would raise locally as much as they were allowed to do.

After many tedious recorded votes, the Budget was passed without amendment. On average, and in round terms, the overall increase for a Band D property will be £70. This is made up of £40 for the County Council, £24 for the Police & Crime Commissioner, £5 for NNDC and £1 for Town & Parish Councils. For Cley, the new Band D charge is £1,797.51

## Appendix B – Correspondence Received

| Cley Parish Council                                                      |               |                                             |                                                                                                                                                                                                |                |
|--------------------------------------------------------------------------|---------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Correspondence for March Meeting 2019                                    |               |                                             |                                                                                                                                                                                                |                |
| Date                                                                     | Type          | From                                        | Subject                                                                                                                                                                                        | Action         |
| 31.01.19                                                                 | Letter        | Brambles Farm                               | Toilet hire 01.01.19 - 31.01.19 Invoice £100.80                                                                                                                                                | Agenda         |
| 7th Feb 2019                                                             | e-mail        | CIr David Young                             | Annual Parish Meeting - a reminder that the Annual Parish Meeting should be held as a separate meeting to the Annual Parish Council Meeting. Cleys will be held on the same night as the APCM. | Note           |
| 7th Feb 2019                                                             | e-mail        | Josh.biz                                    | Wordpress 5 update - Cley website has been updated.                                                                                                                                            | Note           |
| 8th February 2019                                                        | e-mail        | Tracey Holmes - Election Team NNDC          | Election Briefing 4th March 6pm at NNDC - Clerk to attend.                                                                                                                                     | Note           |
| 8th February 2019                                                        | e-mail        | Norfolk PTS - Training Newsletter           | Newsletter detailing all training and coffee catch ups.                                                                                                                                        | Note           |
| 8th February 2019                                                        | e-mail        | CIr David Young                             | Glandford Road - Cley. Canham Consulting are due to inspect the defect by the end of March                                                                                                     | Note           |
| 8th February 2019                                                        | e-mail        | CIr David Young                             | Anglian water update where they were not aware of any problems regarding the pumping of sewage over the Christmas / New Year period.                                                           | Note           |
| 9th February 2019                                                        | e-mail        | Malcolm Ward                                | Update on Moles on Newgate Green, traps are now set.                                                                                                                                           | Note           |
| 10th February 2019                                                       | e-mail        | Malcolm ward                                | Update on Moles - 1 mole trapped many traps were water logged                                                                                                                                  | Note           |
| 12th February 2019                                                       | e-mail        | British Red Cross                           | Looking for volunteers to carry our bucket collections                                                                                                                                         | Note           |
| 12th February 2019                                                       | e-mail        | Kevin Richardson                            | Grass Cutting Cley - Acceptance of job - Clerk to write contract.                                                                                                                              | Note           |
| 13th February 2019                                                       | e-mail        | Malcolm Ward                                | Update on Moles - no further movement                                                                                                                                                          | Note           |
| <b>13th February 2019</b>                                                | <b>e-mail</b> | <b>Online Website Message</b>               | <b>Permission to place a bench at the end of Old Woman's Lane. Resident to provide a bench.</b>                                                                                                | <b>Discuss</b> |
| <b>14th February 2019</b>                                                | <b>e-mail</b> | <b>Lawrence Malyon - NCC Definitive Map</b> | <b>The Hangs has been referred to the Secretary of State for determination.</b>                                                                                                                | <b>Discuss</b> |
| 14th February 2019                                                       | e-mail        | NCC Highways                                | They could not find the mud/silt on the road at the junction Glandford Rd and Bridgefoot Lane.                                                                                                 | Note           |
| 14th February 2019                                                       | e-mail        | Local Resident                              | Request to rent an allotment - ;passed to Judith                                                                                                                                               | Note           |
| 16th February 2019                                                       | e-mail        | Local Resident                              | Allotment plot let Plot 8A                                                                                                                                                                     | Note           |
| 18th February 2019                                                       | e-mail        | Norse                                       | Confirmation of the end of the contract with them for 2019                                                                                                                                     | Note           |
| 18th February 2019                                                       | e-mail        | Planning NNDC                               | pf/19/0251 3 Beau Rivage, NR25 7RW, Single storey rear extension                                                                                                                               | Agenda         |
| 19th February 2019                                                       | e-mail        | Allotment Tenant                            | Accepting the proposed rent increase.                                                                                                                                                          | Note           |
| 19th February 2019                                                       | e-mail        | National Allotment Society                  | Newsletter                                                                                                                                                                                     | Note           |
| <b>20th February 2019</b>                                                | <b>e-mail</b> | <b>East Law NNDC</b>                        | <b>Three Swallows Public House Community Asset registration</b>                                                                                                                                | <b>Discuss</b> |
| 21st February 2019                                                       | e-mail        | Allotment Tenant                            | Asking about where the money raised from the pop up café would be going - informed the tenant that all funds would go to the PC who would spend it on maintenance                              | Note           |
| 22nd February 2019                                                       | e-mail        | Emily Campbell                              | NNDC Open Space and Recreation Strategy reminder                                                                                                                                               | Agenda         |
| 25th February 2019                                                       | e-mail        | Election Team                               | Consent date having to be within a month of nomination deadline, the 4th March onwards.                                                                                                        | Note           |
| 25th February 2019                                                       | e-mail        | Allotment Tenant                            | Request for a shed/structure form                                                                                                                                                              | Note           |
| <b>25th February 2019</b>                                                | <b>e-mail</b> | <b>Cheverton Printers Invoice</b>           | <b>Leaflets for the Toilet 400 leaflets £60</b>                                                                                                                                                | <b>Agenda</b>  |
|                                                                          |               |                                             |                                                                                                                                                                                                |                |
|                                                                          |               |                                             |                                                                                                                                                                                                |                |
|                                                                          |               |                                             |                                                                                                                                                                                                |                |
| <b>Items received after 25th February to be reported to the meeting.</b> |               |                                             |                                                                                                                                                                                                |                |
|                                                                          |               |                                             |                                                                                                                                                                                                |                |
| 1st March 2019                                                           | e-mail        | Local Resident                              | Owner of Dawn Cottage on Newgate Green asking permission to remove a shrub and fill in the hole with gravel. Solve the problem with rising damp.                                               | Discuss        |
| 2nd March                                                                | e-mail        | NCC Highways                                | 30 mph sign replaced                                                                                                                                                                           | Note           |
| 2nd March                                                                | e-mail        | Malcolm Ward                                | Another mole has been caught on Newgate Green                                                                                                                                                  | Note           |
| 2nd March                                                                | e-mail        | John Ebdon                                  | Allotments                                                                                                                                                                                     | Agenda         |

## Appendix C – Financial Statement

### CPC Cash Book

|              |     |        |         |         |                        |                                           |
|--------------|-----|--------|---------|---------|------------------------|-------------------------------------------|
| 31st January | R25 |        | £100    |         | NALC                   | Grant for CiLCA                           |
| 1st February | R26 |        | £15     |         | Donation               | selling tools from Allotments             |
| 4th February | R27 |        | £734.91 |         | Norfolk County Council | Recycling Credit Claim 2018               |
| 5th February | 69  | 101151 |         | £245    | Village Hall           | Playing Field and Play Equipment Donation |
| 5th February | 70  | 101151 |         | £75     | Village Hall           | Club Room Rental July - Dec               |
| 5th February | 71  | 101152 |         | £570    | Brown & Co             | Allotment 6 months in arrears             |
| 5th February | 72  | 101154 |         | £65     | Malcolm Ward           | Mole Catcher                              |
| 5th February | 73  | 101153 |         | £166.95 | Gemma Harrison         | Clerk Salary                              |
| 5th March    | 74  |        |         | £100.80 | Brambles Farm          | Toilet Hire                               |
| 5th March    | 75  |        |         | £60     | Victoria Holliday      | 400 leaflets Cley Loo                     |
| 5th March    | 76  |        |         | £179.50 | Gemma Harrison         | Clerk Salary                              |
|              |     |        |         |         |                        |                                           |
|              |     |        |         |         |                        |                                           |

## CLEY PARISH COUNCIL BANK RECONCILIATION FEBRUARY 2019

**25<sup>th</sup> February 2019**

### Cash Book

|                                         |                 |
|-----------------------------------------|-----------------|
| Opening Bal at 28 <sup>th</sup> January | £1379.01        |
| ADD Receipts                            | £849.91         |
| LESS Payments                           | £1121.95        |
| ADD Transfers In                        | £0.00           |
| Bal at 25 <sup>th</sup> February 2019   | <b>£1106.97</b> |

### Community Account

|                                           |                 |
|-------------------------------------------|-----------------|
| Bank at 25 <sup>th</sup> February 2019 is | £1273.92        |
| Less o/s Cheque no 101153                 | £166.95         |
|                                           | <b>£1106.97</b> |

### Business Reserve

|                                        |       |           |
|----------------------------------------|-------|-----------|
| Op Bal at 2 <sup>nd</sup> January 2018 |       | £5,107.37 |
| Less Transfer out                      | £0.00 | £5,107.37 |
| Interest                               | £0.00 | £5,107.37 |

**TOTAL in BANK** **£6214.34**