

# CLEY PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting held on Tuesday 7<sup>th</sup> May 2019 after the Annual Parish Meeting at 7p.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. Election of Chairman for the following year

1.1 Cllr Read PROPOSED Cllr Holliday as the new Chairman, the motion was SECONDED by Cllr Baker and AGREED by everyone.

### 2. Election of Vice-Chairman for the following year

2.1 Cllr High PROPOSED Cllr Allen as Vice- Chairman, the motion was SECONDED by Cllr Holman and AGREED by everyone.

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

3.1 No apologies received.

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

Cllr Read declared his interest in the allotments, 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 and Village Hall Committee.

### 5. To approve the Minutes of the Parish Council meeting held on 2<sup>nd</sup> April 2019.

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

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

- The Asset of Community Value for the Three Swallows Public House was refused by NNDC as they felt there wasn't enough evidence to demonstrate the pub was the central to village life.

## **7. Reports Received**

**7.1 Police.** No report received.

**7.2 District Councillors Report.** Cllr Karen Ward announced that the Local Plan is now out at consultation with a number of consultation events taking place throughout the month. The nearest for Cley residents is taking place on 29<sup>th</sup> May in Blakeney Village Hall and 30<sup>th</sup> May in Wells. The consultation also includes the Design Guide which looks at what you can build and how you can build it. Cllr Ward updated parishioners on Cley's conservation plan which was recently adopted by NNDC. The Arcady documentation is with an external barrister for review to ensure the next steps taken are proportionate and appropriate.

**7.2 County Report.** No report received.

**7.3 Village Hall and Play area –** There has been no update since the last meeting.

**7.4 Allotments.** – Cllr Holman updated everyone on the successful Pop up café which raised £595.93. Everyone was really generous with their cakes donations. Thank you to Christine and Roy for their invaluable help. Cllr Read is building an allotment stall for tenants to sell their excess produce. Cllr Holman has successfully let another 15 rods. There have been complaints about tenants bringing items to burn on the allotments and a complaint received regarding someone driving over allotment plots. Tenants are reminded they are only allowed to drive on site to load and unload.

The Allotment Table Top Sale raised £288 table sale with £143 direct from allotment table. It was a successful event and thanks were given to Ann and David Ford for organizing the event. Clerk to contact tenants to see how they would like the fundraising money spent as well as reminding them about the rules and regulations.

**7.5 Harbour –** Cllr Read reported that on 25<sup>th</sup> May (Saturday morning) there will be a working party at the Harbour. There has been rubbish dumped down at the small car park which needs removing. Awaiting EA to approve the new moorings. 15<sup>th</sup> and 16<sup>th</sup> June there is the Cley open Gardens event being held in aid of the

Harbour. Volunteers are needed even if just for an hour or two. The Cockle Fleet will be visiting the Harbour again on 2<sup>nd</sup> June.

**7.6 Community Toilet** – Cllr Holliday reported that the Parish Council are very close to target with £22000 raised. A funding application to Victory Housing has been submitted for £5000. Cllr Holliday reported that another funding application will be submitted to the Geoffrey Watling Charity in the next week. The Planning Application is going to be submitted shortly, thank you to the Village Hall for their comments. There will be a 8 week consultation period. Future maintenance costs were discussed and again it was decided that building a donation box into the wall of the toilet would be the best option.

## **8. Traffic Management Plan**

**8.1** The future of the plan was discussed. The cones have been successful but there may be other solutions which would work better long term. Clerk to contact Cllr Sarah Butikofer to look at what funding would be available for a more permanent long term solution. The possibility of Yellow lines? Any other solutions we haven't thought of?

**8.2** Clerk to speak to Cllr Butikofer for an update on the SAM2. Clerk to put on the Agenda for next month.

## **9. Co –option Policy**

**9.1** The Co-option policy was circulated, on a PROPOSAL by Cllr Allen and SECONDED by Cllr Baker the policy was adopted and signed. Clerk to advertise the vacancy Cley currently has, anyone interested in being co-opted should contact the Clerk with a couple of paragraphs about themselves. The co-option will take place at the July meeting.

## **10. Highway Issues**

**10.1** There is a sign rusted through on Bridgefoot Lane towards Wiveton Bridge. The 30mph sign opposite Lime Kiln needs looking at along with the 30 mph sign along the coast Road in Cley by the pumping Station. Opposite Green Farm there is a pot hole (before Lime Kiln Close), there is also a pot hole on The Fairstead on the left hand side near the old joinery. Railings opposite Beach

Road still haven't been looked at. The Beach Road junction and Old Woman's Lane junction needs the white lines re-painting. The drains need cleaning at the bottom of Church Lane near the garden of rest and along the Coast Road past the sluice.

## **11. Planning**

**11.1** Western House PF/19/0578 – Cley Parish Council AGREED to OBJECT to the planning application as the flue was out of character and not in keeping. The Parish Council are concerned that not constructing a chimney here will set a precedent for future development in the parish, Cley Parish Council are keen to retain chimneys as they contribute to the character of the parish.

**11.2** Marshlands 19/0168 – The gate proposal has been amended. The Parish Council AGREED on a majority vote that the gate needed to be looked at again as it was still an unattractive design, and therefore the Parish Council OBJECT to the planning proposal.

**11.3** Sunbeams – PF/19/0678 – Clerk to ask for an extension as some Cllrs are concerned about possible parking issues and therefore the Parish Council are keen to see the Highway Officers response before commenting.

**11.4** Swallow Cottage – The flint wall at Swallow Cottage has been pulled down, this was not mentioned in the planning permission previously granted for the proposed works at the cottage. Clerk to raise this with NNDC's Planning Enforcement Team and Conservation Officer. Clerk to also ask advice regarding Article 4 – which gives us the opportunity to protect buildings and structures. Clerk to put on the Agenda next month. Councillors to identify which walls need protecting.

**11.5** There were no decision notices.

**11.6** Arcady. Already covered by Cllr Karen Ward's update.

## **12. Correspondence Received (Appendix A)**

**12.1** The correspondence list was circulated. The only comments made were regarding the missing mole traps from Newgate Green. It was AGREED that everyone will keep an eye on the green and report and suspicious activity.

### **13. Financial Matters**

- 13.1** The cashbook (including payments due to be made) was circulated. The 19/20 invoice for the website management was for £375, Cllrs thought this was a bit expensive, Clerk to look at reducing this cost for next year. The payments were PROPOSED to be made by Cllr Allen and SECONDED by Cllr Holman. The cash book can be found at Appendix B.
- 13.2** The amended budget was circulated and discussed and can be seen at Appendix C.
- 13.3** The Clerk read out the Internal Audit report. The full report can be found at Appendix D.
- 13.4** The Clerk read out the AGAR Annual Assurance Statement to the Council and it was PROPOSED as accurate and correct by Cllr Allen and SECONDED by Cllr Read and AGREED by the rest of the council.
- 13.5** The Clerk read the AGAR Accounting Statement to the Council, it was PROPOSED as accurate and correct by Cllr Holman and SECONDED by Cllr High, and AGREED by the rest of the Council.
- 13.6** Cllr Holliday updated the Council on the decision not to get a card reader as the process was more complicated than first thought.

### **Public Meeting**

- Clerk to report abandoned vehicle along the Fairstead.
- The new footpath (Cley FP4) will be built this financial year funded by EA and NCC.
- The boundary fence at Hillside Cottage was raised again, Clerk to arrange a meeting between the owners and Cllrs.
- The paper bank still has not arrived.
- Clerk to invite a representative from Norfolk Wildlife Trust to attend the next meeting to discuss a number of issues such as overnight camping, bins and toilet at the beach Car Park.

**14. Items for Inclusion on the next Agenda**

**14.1** Training, Financial Regulations, Newgate Green, Norfolk Wildlife Trust and Local Plan Consultation.

**15. Date and Time of Next Meeting 4<sup>th</sup> June 7.30pm in the Club Room.**

The meeting closed at 21.10 with 8 members of the public present.

**Signed** .....

**Date** .....

## Appendix A

Cley Parish Council				
Correspondence for May Meeting 2019				
Date	Type	From	Subject	Action
31st March	Letter	Brambles Farm	Invoice £100.80 Toilet Hire	Agenda
3rd April 2019	e-mail	Cllr David Young	Barn Drift 19/0469 - Highways response forwarded by David, that a change of speed limit would not be possible as the police would not support the proposal.	Note
3rd April 2019	e-mail	Aylsham Depot	Request for any information on any pot holes in the parish and any highway issues which are health and safety matters.	Agenda
3rd April 2019	e-mail	Blakeney Resident	Request for an allotment	Note
3rd April 2019	e-mail	Indigo Waste Services	Invoice £33.84 and annual waste transfer note	Agenda
4th April 2019	e-mail	NALC	Quote £128.16 for NALC services	Note
4th April 2019	e-mail	NNDC Election Team	Confirmation of uncontested election	Note
7th April 2019	e-mail	Allotment Tenant	chase for rent	Note
8th April 2019	e-mail	NNDC Election Team	Statement of persons nominated	Note
8th April 2019	e-mail	Glaven Valley Benefice	Invitation 20th May for special service for Rt Revd Jonathan Meyrick	Note
9th April	e-mail	Malcolm Ward	No update on moles on Newgate Green returning later in the week.	Note
10th April	e-mail	NCC Environment Team	Seeking new trustees for the Pathmakers group. Look to increase access to Norfolk's countryside. 8 hour per month volunteer role.	Note
10th April	e-mail	Cllr David Young	Marshlands - update required from Cllrs on the proposed gate.	Agenda
10th April	e-mail	NCC Highways Team	Temporary Road Closure - New Street and Town Close Holt	Note
11th April	e-mail	Police - Peter Davison	Police Newsletter	Note
11th April	e-mail	Di Dann - NPTS	Invoices - Internal Audit £40 and £68.10 Locum Clerk Services	Agenda
11th April	e-mail	Allotment Tenant	Volunteering for pop up café	Note
12th April	e-mail	NNDC Election Team	Euro Elections - Notice for Website	Note
13th April	e-mail	Allotment Tenant	Volunteer Pop up café	Note
14th April	e-mail	Allotment Tenant	Volunteer Pop up café	Note
15th April	e-mail	NNDC Planning Team	PF/19/0578 - Western House, Holt, Cley NR25 7TU	Agenda
15th April	e-mail	Di Dann	Internal Audit Report	Agenda
15th April	e-mail	NCC Environment Team	Invitation Parish Paths Seminar - Norfolk Local Access Forum want to meet with parishes to see how they could help with managing the Public Rights of Way Network.	Note
15th April	e-mail	Cley Resident	Bins on Beau Rivage - ongoing - awaiting a response from one householder	Note
15th April	e-mail	Cllr David Young	Amended proposal at Marshlands 19/0168	Agenda
15th April	e-mail	Rebecca Louise Pigott	Cley Loo - contributing 20% of proceeds from her business towards the toilet.	Note
16th April	e-mail	NNDC Planning Team	Marshlands - update required from Cllrs on the proposed gate will discuss at next meeting.	Agenda
17th April	e-mail	NPTS	Advice received regarding chip and pin reader - no problem with insurance	Note
17th April	e-mail	Norfolk ALC	Newsletter	Note
17th April	e-mail	Cllr David Young	Free Legal Advice drop ins	Note
17th April	e-mail	Allotment Tenant	Volunteer Pop up café	Note
18th April	e-mail	Allotment Tenant	Volunteer Pop up café	Note
19th April	e-mail	Allotment Tenant	Volunteer Pop up café	Note
23rd April	e-mail	East Law	Three Swallows Pub Asset of Community Value was unsuccessful	Note
23rd April	e-mail	Ann Ford	Table Top Sale raising funds for the allotments	Note
23rd April	e-mail	Malcolm Ward	Mole update - one more mole trapped but 18 traps have been removed from the green only 7 remaining. Malcolm has set a few more down but will be unable to continue if these go missing aswell.	Note
26th April	e-mail	NNDC Election Team	Euros - statement of persons nominated	Note
26th April	e-mail	NNDC Election Team	Acceptance of office form	Note
Items received after 29th April to be reported to the meeting.				

## Appendix B

2nd April	1	101162		£19.96		Wave - Anglian Water	Allotment water bill
2nd April	2	101163		£570		Brown & Co	Allotment Rent 11th Oct 2018 - 5th April 19
2nd April	3	101164		£179.50		Gemma Harrison	Clerk Salary
2nd April	4	101165		£280	£754.00	Kevin Richardson	Grass Cutting 5th and 28th March
2nd April	5	101167		£156		Chris Lubbock	Skip Hire Allotments
2nd April	6	101166		£124		R. High	Clearance of Allotments
29th April	R1		£22.50			Victoria Egan	Allotment Payment
30th April	R2		£5,500.00			NNDC Precept	Precept
30th April	R3		£134.00			NNDC Grant	Grant
7th May	7	101168		£100.80		Brambles Farm	Toilet Hire 1st March- 31st march
7th May	8	101169		£375		Josh.Biz	Word Press Maintenance, extra disc space, renewal of domain and web hosting
7th May	9	101170		£40.00		NPTS	Internal Audit
7th May	10	101170		£68.10		NPTS	Locum Clerk Services
7th May	11	101171		£33.84		Indigo Waste Services	01/01/2019 - 31/03/2019
7th May	12	101172		£185.90		Gemma Harrison	Clerk Salary
7th May	13	101173		£280.00		Kevin Richardson	Grass cutting 10th April and 30th April 2019
7th May	14			£17.82		Gemma Harrison - Clerk Expenses	Stamps



## Appendix C – Budget

CLEY PARISH COUNCIL BUDGET 2019/20				
		Budget 2017/2018	Budget 2018/19	Budget 2019/20
	Precept	£8,000	£9,000	£11,000
	Allotments	£670	£1,157.05	£1,017.25
	Grants	£720	£294	£294
	Recycling Credits (VAT)	£504	£734.91	£500
		£2,570	£585.73	
	<b>TOTAL</b>	<b>£12,464</b>	<b>£11,186</b>	<b>£12,811</b>
	<b>EXPENDITURE</b>		<b>Budget 2018/19</b>	<b>Budget 2019/20</b>
<b>Staffing</b>	Salary		£2,080	£2,543
	Locum Clerk		100	£0.00
	Travel		£140	£140
	Training		£200	£100
	Home Allowance		£120	£120
	Payrol provider		£70	£70
<b>Admin</b>	Stamps		£10	£30
	Stat/Print/Equipt		£30	£60
	VH Hire/Donation		£300	£300
	Insurance		£520	£423
	Ext Audit		£200	£0
	Int Audit		£60	£40
	Election		£1,000	£0
	ICO		£35	£35
	Website		£350	£375
	Planning App			£117
	Legal Fees			£200
	Contingency		£200	£200
<b>Memberships</b>	NPTS/NALC		£90	£94.50
	NAS		£55	£55
	BAHS			£25
<b>Open Spaces</b>	Grass Cutting		£2,300	£2,000
<b>Harbour</b>	Toilet Hire		£1,050	£1,050
	Glass collection		£120	£120
	Dog Bins		£650	£650
	Defib		£300	£150
	Panels			
	Path			
	Car Park			
	Bench			
	Hedges			
<b>Allotments</b>	Rent		£1,140	£1,140
	Maintenance			£250
	Hedges			£1,000
	Water		£50	£80
	Signs			£0
	<b>TOTAL EXPENDITURE</b>		<b>£11,170</b>	<b>£11,367</b>
	<b>Bal at 1st April 2019</b>	£886.55		
	ADD ant Receipts	£12,811.00		
	LESS ant Payments	£11,367.00		
	<b>Ant Bal at 31st March 2020</b>	£2,330.55		
	ADD ant Receipts			
	LESS ant Payments			
	<b>Ant Bal at 31st March 2021</b>			

## Appendix D

**To members of Cley Parish Council - 31<sup>st</sup> March 2019**

I have conducted an Internal Audit for Cley Parish Council for 2018/19. I would like to thank the Clerk for providing me with all the required paperwork for the audit.

I have undertaken random testing of key controls areas, such as book keeping, financial controls, risk management, payroll, VAT and budgetary controls.

I have been able to complete all boxes of AGAR (Page 4) with a YES response.

However, I have a few **advisory notes** for the council's consideration:

### **Website**

The Council should display its FOI Publication Scheme on the website.

The Council could exempt itself from an External Audit for the year 2018/19 but would then need to display the Exemption Certificate on its website, AGAR as well as the Electors Rights. There is also other information which needs to be published by an Exempt Authority. (I have given the Clerk a list).

### **Financial Regulations**

The Council should review its regulations in 2019/20, to reflect the fact that there is now access to banking online and that budget monitoring is to be done at the half year and end year points (Currently the regulations state "regularly".)

### **VAT**

A VAT claim had been made to December 2018. There is a small amount of money which could be claimed for 2018 when the next claim is submitted:

Paper June 2018	The Works	555261934	£1.33
Padlock	Homebase	233112755	£2.25
Bottle bank collections 9 <sup>th</sup> Oct 2018	Indigo	841739218	£8.00
Electrodes 22 <sup>nd</sup> Oct 2018	CHT	187551082	£7.60
Dog Bin emptying 1 <sup>st</sup> Nov 2018	NNDC	145899025	£134.07

### **External Audit recommendations in 2017/18**

Note that the Council must ensure that in the minutes of the meeting approving AGAR the Assurance Statement must be minuted as being **approved first** and then the Accounting Statement.

Thank you for asking me to undertake this work.

Di Dann B.Sc. (Hons) FSLCC CiLCA Qualified

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