

CLEY PARISH COUNCIL

Minutes of the Meeting held on Tuesday 6th June 2019 at 7.30 p.m. in the Social Club of the Village Hall

Attending: Cllr Victoria Holliday (Chairman), Cllr Tim Baker, Cllr Bruno High and Parish Clerk Gemma Harrison.

1. Welcome, apologies and reasons for absence.

1.1 Apologies received from, Cllr Read, Cllr Allen, Cllr Holman, PC Pegden and County Cllr Sarah Butikofer

2.To receive declarations of Interest and requests for dispensations

2.1 Cllr Baker is the Cley Parish Council representative on the Village Hall Committee.

Cllr High PROPOSED minutes and SECONDED BY Cllr Baker.

3.Minutes of the Parish Council meeting held on 7th May 2019

3.1 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 abandoned car along The Fairstead has been reported.

5. Guest Speaker: Nick Morritt Norfolk Wildlife Trust (NWT)

5.1 Mr Morritt explained the reasons why the NWT were reluctant to install a temporary toilet at the beach car park. Challenges on maintenance, no infrastructure, NWT also had concerns about the security and vandalism. Financial cost is also a consideration. Cley Parish Council asked Mr Morritt to go back to the management team at NWT and suggest a trial of a portable toilet during the summer holidays to see if the anticipated problems occur.

- 5.2 Mr Morrirt offered to go halves with Parish Council on the costs of emptying the dog bin at the Beach Car Park. Clerk to check if the beach bin is on the CPC schedule to be emptied. If so the financial contribution would be welcomed.
- 5.3 Litter at the beach car park was discussed. Mr Morrirt stated the NWT stance was to encourage visitors to take their rubbish home with them. NWT rangers do litter pick and take rubbish away but Cley Councillors felt that the problem with litter was not being addressed adequately, a litter bin would be welcomed.

6. Receive Reports

- 6.1 Cllr Karen Ward gave her District Report. The committee report for planning application PF19/0089 is now available on the website. Clerk to draft a response from Cley Parish Council for Cllr Ward to read out on our behalf. Cley Parish Council originally objected to the flue at Western House, however it has been decided this is now permitted development, so the flue will remain. The Marshlands planning proposal for a gate will be going to next months committee. Two pre-applications have been received in Cley, one for Saltmarsh which is to join two properties together, (ref:IS190863). The second is for Cley Visitor Centre for 3 new pay and display machines and signage (ref: IS190762).
- Arcady update – NNDC have taken external advice from a barrister who has visited the site and legal action has begun, the parties have been given 28 days to reply. A decision for what action will be taken will be made by 21st July.
- 6.2 The Clerk read County Councillor Sarah Butikofer's County Report. Cllr Butikofer offered to find out if the Parish Partnership funding was available for orders associated with yellow line restrictions. Cllr Butikofer confirmed the SAM2 has been ordered. News from County is that there will be a Carers Day for those caring for others at The Forum Norwich on the 14th of June from 10am till 4pm. A mental health charity has been set up to target young male agricultural workers who are amongst those most at risk of committing suicide. To find out more and to promote in your local community look up YANA - You Are Not Alone. The County Council has now moved from a Committee system to a Cabinet which many of us are concerned will make it harder for us to raise issues of importance for local people. Particularly as it makes it much harder for

us to question the Cabinet in Public at Full Council like we have been able to do till now. In other news Lorne Greene appears to be changing his mind about retiring next year, and is also talking about reviewing his decision to not make a bid for control of the Fire Service. Please be assured we are watching his every move very closely.

Public Participation

An opportunity for members of the public to raise queries or concerns.

Hillside Cottage fencing was raised by a member of the public which will be discussed under correspondence.

6.4 Village Hall and Play Area. Cllr Baker reported that the Village Hall has had a good year with successful pop up café's and quiz nights. There has been a suggestion that some more play equipment should be purchased for older children. Finances in the last two months, £3239.73 in, £3683.64 out which includes £1734.59 for a new water heater. The village hall Committee do not like the suggested alternative for the community toilet in the Club Room and wish to continue to support the current proposal put forward by Cllr Holliday.

6.5 Allotments. The Clerk reported that the Parish Council has produced an Allotment Newsletter which will be e-mailed and posted out to tenants over the coming week.

6.6 Harbour Project. The Clerk updated everyone that EA have suggested a new bridge will be needed across the creek for the new footpath. No details on location or design yet.

6.7 Community Toilet. T-shirt sales have increased, and Cley Parish Council are still receiving donations with people buying bricks and raffle tickets. We currently have a funding bid out with the Geoffrey Watling Trust, however unfortunately we were unsuccessful with the bid with Victory Housing. There will be an auction of promises held in the village hall on 3rd August to raise further funds for the toilet project.

6.8 The Clerk read PC Pegden's crime report which stated that there had been 4 calls to the police, 4 marine crime thefts on Cley Beach and 1 malicious

communication. Cllr Ward indicated that cameras for number plate recognition were soon going to be installed on the roads into Cley which will help identify the criminals.

7. Planning

7.1 Planning applications received. LA/19/0679 Sunbeams High Street NR25 7RN, internal, external alterations to facilitate part conversion of residential property to bakery and shop. Councillors AGREED to support the above planning application.

7.2 No decision notices have been received.

7.3 Local Plan Consultation. The deadline for the consultation is 19th June 2019. The only comments received so far have been Cllr Holliday's which were circulated at the meeting. Councillors to feed back to the Clerk ASAP on any comments they wish to be included on the online consultation. Clerk to submit the CPC response online.

8. Training

8.1 Cley Parish Council AGREED to pay for training for Cllr Holliday to attend the NPTS Chairman's course later this month.

9. To Discuss Correspondence Received (Appendix A)

9.1 Councillors have been asked to attend a meeting at Hillside Cottgae, the date agreed was Saturday 29th June at 9.30am at Hillrise Cottage. Clerk to update homeowners.

9.2 Items received after the Agenda was closed. Reports have been received regarding Coasthopper speeding through the village. Clerk to report the speeding to Sanders and to Cllr Sarah Butikofer. Mark Randell has given his thanks for the card and gifts he has received for his 16 years' service to the Parish Council.

10. Financial Matters

10.1 Agree the Monthly Financial Statement (7th May 2019 – 4th June 2019). The Bank reconciliation and Cash Book including payments to be made were circulated and can be seen at Appendix B. The additional payment of £40 for the

Information Commissioners Office was brought to the Clerk's attention and it was PROPOSED by Cllr Baker and SECONDED by Cllr High that the ICO payment be made by online transfer as the payment due is urgent. The remaining payments were PROPOSED for payment by Cllr Baker and SECONDED by Cllr High.

10.2 Approve the updated Financial Regulations Policy for Cley. The regulations were approved and signed on a PROPOSAL by Cllr Baker and SECONDED by Cllr High. The regulations are due to be reviewed again in a years' time.

11. Items for inclusion on the next agenda

11.1 Co- option, Traffic Management Plan, Flanders and an update on the wall at The Old Manor House.

12. To note the date of the Next Parish Council meeting on Tuesday 2nd July 2019

The meeting ended at 20.45 with 8 members of the public present.

Appendix A – Correspondence List

| CLEY PARISH COUNCIL 2019 | | | | |
|---------------------------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Correspondence for the meeting in June 2019 | | | | |
| Date Received | Correspondence | From | Detail | Action |
| 8th May 2019 | Letter | CWS Chambers | Cheque for Bricks for Cley Loo £50 | Note |
| 8th May 2019 | Letter | Brambles Farm | Invoice for April Toilet Hire £100.80 | Agenda |
| 8th May 2019 | E-mails | Lenard Simms | Cley Harbour EA works - FP4 works will be taking place this financial year, noted the importance of the creek. | Note |
| 8th May 2019 | E-mails | Josh Biz | Planned maintainance of website 10th-12th May | Note |
| 8th May 2019 | E-mails | NPTS | Course information Booking Chairing Successful Meetings | Agenda |
| 9th May 2019 | E-mails | Norfolk LAF | Parish Seminars on Wed 29th May 2019 | Note |
| 9th May 2019 | E-mails | Planning NNDC | LA/19/0679 Sunbeams High Street NR25 7RN, internal, external alterations to facilitate part conversion of residnetaisl property to bakery and shop | Agenda |
| 10th May 2019 | E-mails | NPTS | Training Invoice £60 | Agenda |
| 10th May 2019 | Letter | Victory Housing | Funding Bid (Cley Loo)Application was unsuccessful | Note |
| 10th May 2019 | E-mails | NALC | Newsletter | Note |
| 10th May 2019 | E-mails | Geoffrey Watling Charity | Confirmation of receipt for funding application | Note |
| 10th May 2019 | E-mails | NCC Highways | Norwich Western Link - still no preferred route, analysing consultation data. | Note |
| 10th May 2019 | E-mails | PC Pegden | Sending his belated apologies to the last meeting as he was on leave. | Note |
| 12th May 2019 | E-mails | Jess Cartner- Morley | Planning for possible flooding in Cley - request for advice from EA on predictive or planning works on flooding in the parish. | Note |
| 12th May 2019 | E-mails | Malcolm Ward | 3 moles trapped | Note |
| 12th May 2019 | E-mails | ClIr Karen Ward | Confimation that she will give ClIr High a call regarding 19/0089 | Note |
| 13th May 2019 | E-mails | NAS | Summer Newsletter | Note |
| 14th May 2019 | E-mails | Allotment Tenant | Request for tree and structure form | Note |
| 15th May 2019 | E-mails | Josh.Biz | Payment received with thanks | Note |
| 15th May 2019 | E-mails | Gunhild Espelage | Update on PC ClIrs and positions ahead of submitting their annual report. | Note |
| 16th May 2019 | E-mails | EA - Hannah | Passed information on of another team who may be able to help with long term future of EA assets. | Note |
| 17th May 2019 | E-mails | ClIr Karen Ward | 19/0089 has been called in to Committee for discussion on 6th June 2019 | Note |
| 19th May 2019 | E-mails | Allotment Tenant | Returning completed tree form | Note |
| 20th May 2019 | E-mails | NNDC Robert Alton | Swallow Cottage PF/18/1261 | Note |
| 24th May 2019 | E-mails | ClIr Simon Read | Invoice for Allotment Stall £88.96 | Agenda |
| After Agenda Closed | Mark Randell - Thank You | | | |

Appendix B – Financial Statement

2nd JUNE 2019

Cash Book

| | |
|------------------------------------|-----------------|
| Opening Bal at 4 th May | £5,213.59 |
| ADD Receipts | £0.00 |
| LESS Payments | £1101.46 |
| ADD Transfers In | £0.00 |
| Bal at 2 nd June 2019 | £4112.13 |

Community Account

| | |
|--------------------------------------|----------|
| Bank at 2 nd June 2019 is | £4205.97 |
| Less o/s Cheque no 101158 | £60 |
| 101171 | £33.84 |

Business Reserve

| | |
|----------------------------------------|----------|
| Bal at 2 nd June 2019 | £5109.92 |
| Less Transfer out | £0.00 |
| Interest due 3 rd June 2019 | £2.55 |
| Total | £5112.47 |

TOTAL in BANK **£9,224.60**

Cash Book for June Meeting 2019

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 101174 £17.82 Gemma Harrison - Clerk Expenses Stamps
4th June 15 £185.70 Gemma Harrison Clerk Salary
4th June 16 £100.80 Brambles Farm Toilet Hire 1st April 30th April
4th June 17 £60.00 NPTS Chairman's Course
4th June 18 £88.96 Cllr Simon Read - Expenses Allotment Stall Materials
4th June 19 £131.80 HMRC Tax Clerk Salary

Draft CPC Minutes 4th June 2018
5 pages 2 appendices