

## **CLEY PARISH COUNCIL**

### **Minutes of the Meeting held on Tuesday 3<sup>rd</sup> September 2019 at 7.30 p.m. in the Club Room of the Village Hall**

**Attending:** Cllr Victoria Holliday (Chairman), Cllr Tim Baker, Cllr Bruno High, Cllr Judith Holman, Cllr Richard Allen, Cllr Simon Read, Cllr Roy Williamson and Parish Clerk Gemma Harrison.

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

1.1 Apologies received from, County Cllr Sarah Butikofer.

#### **1.2 To receive declarations of Interest and requests for dispensations**

2.1 Cllr Baker and Cllr Williamson are also members of the Village Hall Committee, Cllr Read is on the Harbour Committee, Cllr Read lives on the High Street so will be affected by the Traffic Management Plan, and is an allotment tenant. Cllr Holliday has been leading on the Community Toilet project.

2.2 Dispensation granted to Cllr Holliday to discuss Larch Cottage planning application which shares the same architect (Hudson) as Cley Loo.

#### **3. Minutes of the Parish Council meeting held on 2<sup>nd</sup> July 2019 to be approved and signed**

3.1 PROPOSED by Cllr Allen and SECONDED by Cllr Read as accurate and correct, and AGREED by everyone.

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

- The school bus now uses a new route through the village, a question was raised on whether this route should now form part of the NCC gritting programme. Clerk to investigate further.
- Clerk to clarify latest correspondence regarding the SAM2 and its insurance with Cllr Sarah Butikofer.

## 5. Receive Reports

- 5.1 Village Hall and Play Area. Cllr Baker read the village Hall report which stated *“The Village Hall made a profit of £1900 between mid May to mid July. The Village Hall are considering better quality boards. The play equipment was inspected in July. The Club Room carpet is to be cleaned in the autumn. It was proposed to replace the Village Hall cutlery at a cost of £1000. The entrance to the car park has been re-surfaced and a new sign for the car park has been purchased. The Village Hall are investigating the likely costs of registering their land with the Land Registry. The August pop up café has raised approximately £2000 and the late Jennifer Murray has left the Village Hall £2000.”*
- 5.2 The Allotment Report. The report was circulated prior to the meeting. A discussion took place regarding the quote received for installing four water taps. On a PROPOSAL by Cllr Allen and SECONDED by Cllr Read it was decided to use the allotment funding raised to pay for the taps. Clerk to approach the Miss Knott Trust to see if they are able to contribute towards the costs and make up the shortfall. The Council received advice that new hawthorn hedges for the allotments should be planted in January, therefore hedges will be added onto the November Agenda for further discussion.
- 5.3 Cley Harbour – The EA are still being slow in getting back to the group with permissions. The Harbour Day was a huge success and attracted lots of people and raised £4700 for the Cley Harbour Project. Next event is Carols on the Quay.
- 5.4 District Report – District Cllr Karen Ward gave her report. The report stated that the Environment Forum had taken place and proved a popular event. NNDC are considering their response to climate change on 9<sup>th</sup> September. Cllr Ward updated everyone with regard to the shared property on Old Woman’s Lane which had been advertised as going to auction. The house has structural problems which has made it difficult for potential applicants to get a mortgage for the property. NNDC have asked for it to be withdrawn from auction to give them the opportunity to buy it. NNDC are in the process of setting up their own property company in order to buy back properties to keep for social housing,

ensuring that tenants requiring temporary housing can be housed within the district.

### Public Participation

- The owners of Arcady gave an update about the planning notice which has been served on their property and stated they would be appealing the decision.
- Speeding in the village was raised by a local resident. Clerk to arrange a meeting with Highways to discuss further with them what can be done to prevent speeding.

5.5 Cley Loo – There has been just over £19,000 of donations so far, the auction of promises raised over £10,000. The planning application may be delayed due to NNDC's suggestion to remove a roof light in the toilet. The architect will be pushing to retain this and ensure the planning application meets the original determination date. It was AGREED to set up a working group to help deliver the project going forward, Cllr Allen and Cllr Read volunteered to join the group along with Cllr Holliday.

5.6 Newgate Green – Clerk to approach Carbon for a revised quote for the works and arrange a meeting with Steve White to get a quote from NCC for the proposed works as a comparison.

5.7 Traffic Management – Two complaints have been received about speeding in the village. Speeding is occurring either end of the village rather than through the village. Cllr Holliday will mention a Traffic community speed watch in GVN to see if there is any interest to set up a group. There was a suggestion to move 20mph speed restriction further along to the sluice gates. Clerk to raise with Highways.

## 6. Norfolk Wildlife Trust

6.1 NNDC have sent their invoice out for the bins in the village. It was AGREED that the dog bin at the beach should be replaced with a litter bin. NWT have agreed to pay half the cost of emptying the bin. Clerk to invoice NWT for the cost and ask NNDC for a new revised quote. Clerk to order new bin and advise NNDC when it

is installed. It was suggested that the Parish Council remove the dog bin at Garden of rest, but keep the litter bin. Clerk to amend contract.

## **7. Lokes and Hedges and Green Space**

7.1 The maintenance of the lokes were discussed and it was confirmed that Taylors Loke and The Old Arch Loke would be looked after by Cllr Allen, Russ Loke and Post Office Loke would be looked after by Cllr Baker.

7.2 Cllr High advised he would speak to the landowner regarding to cutting the hedges across from the crossroads. There is a big branch overhanging the road near Lime Tree House. The hedge adjacent to the highway near to the sluice gates (towards Blakeney) is also getting very overgrown, Clerk to report to Highways/ EA.

## **8. Registration of Flint Walls**

8.1 Cllr Read to circulate a map to other Cllrs regarding registering the flint walls under Article 4.

## **9. Cley Quay**

9.1 Cllr Allen proposed to look at the gabions on the quay. Cllr Allen advised he would get a working party and that costs for materials would be minimal.

## **10. Planning**

10.1 PF/19/1161 Larch Cottage, The Fairstead, NR25 7RJ. Demolition of existing extension and conservatory. Erection of single storey rear and two storey side and rear extension. Overdevelopment. A discussion took place regarding the above planning proposal and it was decided that Cley Parish Council should Object siting overdevelopment as a concern.

10.2 LA/19/1147 Old Hall Barn NR25 7RY. Internal and external works relating to replacement windows and doors. Cllr Read abstained from the vote, all other Cllrs AGREED to Support the planning proposal.

## **11. Correspondence (Appendix A)**

11.1 The correspondence list was circulated.

11.2 Highways have visited the railings by the bus stop but have advised they will not be repairing them. The blocked drain opposite Zetland house needs reporting and the reeds need cutting. Cllr Read stated he would be happy to look at the reeds.

## **12. Financial Matters**

12.1 The financial statement between 2<sup>nd</sup> July – 3<sup>rd</sup> September was circulated and AGREED on a PROPOSAL by Cllr Holman and SECONDED by Cllr Allen. (Appendix B).

12.2 The updated budget was circulated showing updates and will be discussed in more detail at next month's meeting.

12.3 It was AGREED to ask for a revised bin quote from NNDC and defer their payment until October.

12.4 It was AGREED to cancel the cheque for £60 for Cllr Holliday for the payment of leaflets which is uncashed from the last financial year.

12.5 It was AGREED that Cley Parish Council would support joint Cllr training with surrounding parishes and split the £250 cost accordingly.

**13. Items for the Next Agenda** – Management Update for Hilltop to be considered at November's meeting, Budget, Flint Walls.

**Part 2 – Members of the public were asked to leave in order to allow Cllrs to consider a personnel matter.**

## **14. CILCA**

14.1 The Clerk has successfully completed and passed her CILCA qualification to become a qualified Clerk. As such it was AGREED to increase the Clerk's hourly pay to reflect the fact she is now qualified.

## Appendix A – Correspondence List

| CLEY PARISH COUNCIL 2019  |                |                            |  |        |
|---|----------------|----------------------------|--|--------|
| Correspondence for the meeting in Sep 2019  |                |                            |  |        |
| Date Received   | Correspondence | From                       | Detail   | Action |
| 08/07/2019  | email          | Grants 4 Norfolk           | Newsletter   | Note   |
| 03/08/2019  | email          | allotment tenant           | Request for tree approval  | Note   |
| 05/08/2019  | email          | CLlr Karen Ward            | NNDC Report  | Note   |
| 05/08/2019  | email          | Scribe                     | Advertising Scribe Accounts  | Note   |
| 05/08/2019  | email          | TWM Traffic                | Community Speed Watch  | Note   |
| 05/08/2019  | email          | NNDC                       | Checklist for Clerk details - Cley was all correct   | Note   |
| 06/08/2019  | email          | Local Resident             | 30 mph speed signs overgrown on Old Womans Lane - request for speed limit to be reduced to 20 mph  | Note   |
| 06/08/2019  | email          | NNDC                       | Bins at Beach Car Park and amended bin schedules agreed.   | Note   |
| 06/08/2019  | email          | NCC - Highways             | Newgate Green Quote - unable to attend evening meeting.  | Note   |
| 06/08/2019  | email          | NNDC - Planning            | PF/19/1161 Larch Cottage, The Fairstead, NR25 7RJ. Demolition of existing extension and conservatory. Erection of single storey rear and two storey side and rear extensions.  | Agenda |
| 07/08/2019  | email          | Local Resident             | Emailed photos of covered speed signs.   | Note   |
| 07/08/2019  | email          | National Allotment Society | Summer Newsletter  | Note   |
| 07/08/2019  | email          | John Ebdon                 | Draft text for publicity for the 100 years of the tenancy agreement.   | Note   |
| 08/08/2019  | email          | NPTS                       | August Newsletter  | Note   |
| 08/08/2019  | email          | NCC                        | Farming and the Highway - New web pages online now   | Note   |
| 09/08/2019  | email          | Ewan Carr                  | Signage on Beach   | Note   |
| 09/08/2019  | email          | Start Traffic              | Order dispatched   | Note   |
| 10/08/2019  | email          | Ewan Carr                  | Replaced brach signs as requested.   | Note   |
| 10/08/2019  | email          | Visitor                    | Allotment enquiry form a visitor to the area.  | Note   |
| 12/08/2019  | email          | Cancer UK                  | Permission for house to house charity collection - Clothes   | Agenda |
| 13/08/2019  | email          | Indigo waste               | Chase for July's Payment   | Agenda |
| 13/08/2019  | email          | NNDC - Planning            | LA/19/1147 Old Hall Barn, NR25 7RY, internal and external works associated with the replacement windows and alterations to entrance door.  | Agenda |
| 15/08/2019  | email          | Local Resident             | Cley Community Toilet - request for all disabilities to be considered.   | Agenda |
| 15/08/2019  | email          | RAF Benevolent Fund        | Raising Awareness and requesting we display poster on our Noticeboard  | Note   |
| 17/08/2019  | email          | Neighbourhood Plan Group   | Advertising workshops for Neighbourhood Plans  | Note   |
| 18/08/2019  | email          | Local Resident             | Wishing to place advert in the GVN. (I directed them to the editor)  | Note   |
| 21/08/2019  | email          | NCC - Highways             | ENQ900149545 - 0547, 9549- Highway issues reported along Beach Road and junction and status updated. White lines will be painted at junction and pot holes filled along Coast Rd. The railings will not be fixed bu NCC. | Note   |
| 21/08/2019  | email          | Friends of Horsey Seals    | Support for their campaign to ban flying rings, frisbee's etc.   | Note   |
| 24/08/2019  | email          | Lynn Shephard              | Clerk Payroll  | Agenda |
| 24/08/2019  | email          | Local Resident             | Allotment Request  | Note   |
| Items received after the Agenda closed on 26th August will reported direct to the meeting |                |                            |  |        |

## **Appendix B – Bank Reconciliation**

### **CLEY PARISH COUNCIL BANK RECONCILIATION SEPTEMBER 2019**

For meeting on 2nd September 2019

#### **Cash Book**

Opening Bal at 23<sup>rd</sup> June £3,633.83  
ADD Receipts £0.00  
LESS Payments £1163.29  
ADD Transfers In £00.00  
Bal at 26<sup>th</sup> August 2019 £2470.54

#### **Community Account**

Bank at 26<sup>th</sup> August 2019 is £2530.54  
**Less Cheque no 101158 £60**

#### **Business Reserve**

Bal at 3<sup>rd</sup> June 2019 £5112.47  
Less Transfer out £0.00  
Interest due 2019 £0.00  
Total £5112.47

**TOTAL in BANK £7583.01**

### **Fundraising Account**

#### **Community Account**

Balance at 26<sup>th</sup> August 2019 is £20,445.83

#### **Breakdown**

**Newgate Green – £172**

**Allotments – £850.17**

**Cley Loo – £19,423.66**