

CLEY PARISH COUNCIL

Minutes of the Meeting held on Tuesday 1st October 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 Roy Williamson and Parish Clerk Gemma Harrison.

1. Welcome, apologies and reasons for absence.

1.1 Apologies received from Cllr Read due to being away and County Cllr Sarah Butikofer. Apologies were accepted.

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 Baker is also on the Harbour Committee.

3. Minutes of the Parish Council meeting held on 3rd September 2019 to be approved and signed

3.1 The minutes were PROPOSED by Cllr Baker and SECONDED by Cllr High as accurate and correct, and AGREED by everyone.

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

- None

5. Receive Reports

5.1 County Council Report was read by the Clerk and can be found at Appendix A.

5.2 PC Pegden read out his police report. There has been no crime in Cley and Only 4 calls to the police. There has been crime reported at Morston and Blakeney where an outboard engine and trailer has been stolen, an arrest has been made. The cones were discussed and it was agreed the scheme (as part of the Traffic Management Scheme) had been a huge success.

5.3 District Cllr Karen Ward read her report. Cllr Ward reported that the Asset of Community Value application could not be re-submitted for the Swallows for another 5 years as the change of status of the George doesn't change anything. No further application (since their pre-application earlier this year) has been submitted by NWT. Cllr Ward has spoken to colleagues in the planning policy team regarding sewage problems, and more investigation is needed. Please e-mail all details to the Clerk of when and where there are problems and the Clerk will collate the information and share with Cllr Ward. Cley Parish Council now have planning permission for the Cley Loo. Cley, Morston and Blakeney have been identified as electric car hot spots and as such will feature in the NNDC study on electric car charging points in the county. The house on Old Woman's Lane has been withdrawn from auction and work is in progress for NNDC to take over the property.

Public Participation

- The school Bus comes down Old Woman's Lane and stops at the bottom, it was suggested some thought be given to the junction with the Coast Road as this could be dangerous in wet/icy weather.
- A report was received from one of the local flood wardens summarising the recent EA flood warning which was issued by mistake. There was a discussion on ways in which the local community can be educated about the flood wardens and their role.
- It was reported that Highways had not filled in the holes effectively on the Coast Road Track.

5.4 Village Hall Report. Cllr Baker read the report which stated that The Village Hall Committee had welcomed Billy Dawson to the team. Alice Atkinson will be meeting with solicitors to discuss land registry around the Village Hall. There will be a hog roast on 2nd November, doors open at 7pm. Tickets are £12 per head. 30th November is the Christmas Market and tables are £12 each. The disabled ramps are in need of repair and maintenance, this is being looked at. There will be electric hand dryers installed in the toilets. Huge thank you to all that helped with the village hall maintenance on 28th and 29th September.

5.5 Allotment Report. The report written by Cllr Holman was circulated prior to the meeting. Further to the report it was suggested that an Allotment Working Party should be set up to carry out works on the allotments and to help progress ideas and projects. The Draft Terms of Reference were circulated. Changes suggested was that the Parish Council should be informed of who is on the working party and the appointment of the Chairman will happen at the first meeting and the meeting following the Annual Parish Council. Cllr Holman PROPOSED that the terms of reference should be adopted, this was SECONDED by Cllr Allen. The Terms of Reference can be seen at Appendix B Two Cllrs were nominated to join the group these are Cllr Holman and Cllr Williamson. The quote for cutting the hedge alongside the Village Hall was discussed and it was PROPOSED by Cllr Allen to appoint Kevin Richardson to cut the hedge and this was SECONDED by Cllr Williamson and AGREED by everyone.

5.6 Cley Harbour – The report was circulated.

5.7 Cley Loo the report was circulated. Further to the report the planning application for the toilet has been successful and as such the grant money is being sent through and should be in the bank account within 10 working days. The Draft Terms of Reference for the Cley Loo Working Group was circulated and AGREED, this can be seen at Appendix C. Cllr Read, Cllr Holliday and Cllr Allen will form the Working Party. The architects bill was presented and will be paid at the next Parish Council meeting.

5.8 Newgate Green. – The Clerk updated everyone on Newgate Green. The works are being priced so the Parish Council will have an accurate up to date figure. Fundraising events were discussed in order to be able to raise the money needed. Pledges were suggested along with events on the green such as a car boot sale, Morris dancing etc. Cllr Allen to ask residents for pledges. Clerk to put on agenda for November.

5.9 Traffic management – No further update. Clerk to ask Cllr Butikofer for an update on the meeting with Saunders.

6. Events and Future Planning

6.1 It was decided to hold the Annual meeting on a separate night to the Annual Parish Council Meeting and make it an informal event which looks to engage with local residents. Clerk to circulate possible dates to Cllrs.

7. Planning

7.1 No planning applications have been received.

8. Correspondence

8.1 The correspondence list was circulated and can be seen at Appendix D.

8.2 Cllr Holliday updated everyone on ambulance response times. It is currently 10 mins for North Norfolk CCG residents instead of the targeted 7 mins response times. The average response time in the NR25 postcode to get an emergency ambulance in April to home is 11.33 minutes. Cllr Holliday is continuing with her campaign (which is fully supported by Cley Parish Council) to get ambulance response times reduced.

8.3 Cllr Holliday volunteered to be the NALC wellbeing for Cley and Cllr Holman volunteered to be the Environment well being representative in response to NALC's re-mail.

8.4 There was a brief discussion about attempting to re-register the Three Swallows as a Community Asset but unfortunately this cannot be applied for again so soon after the last application. Cllr Ward will ask about registering the George as an asset of community value.

9. Financial Matters

9.1 Cllr Allen PROPOSED the payments (as listed on the cashbook at Appendix E) to be made this was SECONDED by Cllr Holman. The payments included the Council insurance policy payment of £438.15 which was only received on the day of the meeting.

9.2 It was decided to defer the budget to the next meeting.

9.3 Cllr training was confirmed to be taking place at Cley Village Hall in the Club Room on Tuesday 15th October 2019. The training was being shared between Cley Parish Council, Kelling Parish Council and High Kelling Parish Council.

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9.4 Clerk to ask Norfolk Wildlife Trust for a contribution for buying and installing a new bin. It was PROPOSED by Cllr Allen that the Clerk look to purchase a litter bin up to the value of £200, this was SECONDED by Cllr Allen.

10. Sewage

10.1 This was discussed under item 5.3. Cllr Ward reiterated for any details relating to sewage to be sent to her so she can collate all the information and pass it onto Planning Policy Colleagues.

11. Village Hall Land Registry Request

11.1 The Parish Council are trustees of the village hall and as such have been asked to help the Village Hall Committee register land surrounding the building which is currently shown as unregistered land.

11.2 Cllr Allen PROPOSED that Cley Parish Council write a statement of truth and apply on behalf of the Village Hall Committee to register the land in question, this was SECONDED by Cllr High and AGREED by all. The Village Hall Committee are content to pay for any costs involved.

12. Items to be included on next month's Agenda.

12.1 Hilltop, budget, Newgate Green, events and flint walls,

13. To note the date of the next Parish Council meeting on Tuesday 5th November 2019.

The meeting closed at 20.59

Appendix A – County Councillor Report

After weeks of rumour I have finally received an email this afternoon confirming that the Norse Group are taking over the management of Norfolk's roads. They will be responsible for routine maintenance , pothole repairs and winter gritting. This will save the Council £500,000 per year by the fifth year of the contract. I am concerned that this is the reason we are already seeing a drop in service levels but am told that works not completed in the last few months had been put on hold until the takeover today, so fingers crossed for the items we have outstanding. These include the roped piece of the main road.

I have received several questions regarding the SAM2, hopefully this will help answer those questions. The SAM2 is sadly not for the sole use of Cley village, but a number of smaller villages who on their own cannot afford to purchase a sign. That is why Cley do not need to put it on their insurance as it will be covered by another of the villages. Sadly that means the surmise you made about how regularly you will have use of the camera is also true; but I do expect your first use to start in the beginning of November so long as we can get the poles put up in time.

I have asked that if the school bus is using the route it will now be gritted and am awaiting an answer, if I do not receive a satisfactory response, I will ask a question to the Leader at the next meeting of Full Council.

There is currently an ongoing review into the boundaries of County Council seats ongoing and updates will be provided as soon as they are available. The Parish Council will have the opportunity to comment later in the process.

We have asked again if in light of the Government funding decision for the next 12 months, changes to MIG (Minimum Income Guarantee) payments to our most vulnerable residents will be reversed. Sadly our colleagues decided that would not happen.

Finally a Motion proposed by Dr Marie Strong regarding concerns about the cleanliness of our rivers was adopted, and we will be pushing for flagship legislation to restore our waterways and to enforce against pollution incidents.

Once again sincere apologies I am not with you this evening, and please do not hesitate to contact me if I can be of help or assistance on any issue.

Sarah

CLlr Sarah Butikofer

Appendix B – Adopted Terms of Reference Allotment Working Party

ALLOTMENT WORKING PARTY TERMS OF REFERENCE

Name

This Working Party will be called ALLOTMENT WORKING PARTY.

Meetings

The working party will meet at least 4 times a year, and as and when needed in between. An agenda will be prepared for each meeting and action points written from each meeting. Action Points are presented to the next full council meeting by the Chairman of the Committee/ or the Clerk for adoption by the Council.

Membership

The Working Party will be made up of at least 2 councillors. All members must be reported to the next Full Council Meeting. A Chairman for the year, will be elected at the first meeting and then thereafter at the first meeting following the Annual Parish Council Meeting.

Aims and Objectives of the Working Party

The Working Party aims are to assist the Council in the management of the allotments, including general maintenance and providing recommendation to full council on improvements and enhancements.

Budget

The Working Party will have no budget, although they can make proposals to the Full Parish Council on how funds should be spent at the allotments.

Working Party Brief agreed by full council on 1st October 2019

Review date: 1st October 2022 or before if required.

Appendix C - Adopted Terms of Reference Cley Loo Working Party

CLEY COMMUNITY TOILET WORKING GROUP TERMS OF REFERENCE

Name

This Working Group will be called CLEY COMMUNITY TOILET WORKING GROUP.

Meetings

The working group will meet as needed. Action points will be written from each meeting and presented to the next full council meeting by a member of the Group.

Membership

The Working Group will be made up of at least 2 councillors. All members must be approved by full council.

Aims and Objectives of the Working Group

The Working Group aims are to assist the Council in building the community toilet. They will liaise with architect, contractors and village hall committee to build the toilet to budget, required specifications and timescale.

Budget

The Working Group will have no budget, although they will ask the Council and RFO to disburse the community toilet funds held in the Fundraising Account as required.

Working Group Brief agreed by full council on 1st October 2019

Review date: 1st October 2022 (if needed)

Appendix D - Correspondence List

CLEY PARISH COUNCIL 2019				
Correspondence for the meeting in Oct 2019				
Date Received	Correspondence	From	Detail	Action
04/09/2019	email	NALC - Community and well Being Rep	Request that every Parish Council allocates a Cllr to represent well being and Environment issues in Norfolk. (Max of 4 cllrs from each Council)	Note
05/09/2019	email	Disability Network Norfolk Group	Request to lobby Norfolk MP's and conservative Cllrs to spend more money on adult social care.	Note
08/09/2019	email	allotment tenant	Allotment Renewal	Note
09/09/2019	email	Norfolk PTS	Chairman's Networking Event	Note
09/09/2019	email	NNDC Environment Team	Invoicing NNDC Bin collectons - ask for a delay and revised quote	Note
09/09/2019	email	Cllr Karen Ward	Drainage Review - Cllr Ward to check with Planning Policy Team	Agenda
10/09/2019	email	NCC	Confirmation of Highways Meeting in Cley	Agenda
10/09/2019	email	allotment tenant	Confirmation of Payment	Note
11/09/2019	email	NHS Norfolk	Coastal North Norfolk Ambulance Response Times	Note
12/09/2019	email	Cllr Duncan Baker	Defibrillators and Funding	Note
12/09/2019	email	Police	Police Newsletter	Note
13/09/2019	email	NWT	Lost Rucksack at Beach Salthouse	Note
14/09/2019	email	allotment tenant	Forming an Allotment Group	Note
16/09/2019	email	Village Hall Committee	Land Registration at Village Hall - Asking for CPC support	Note
16/09/2019	email	SNAP	SNAP poster showing priorities	Note
16/09/2019	email	NNDC Environment Team	More information on invoicing and conirmation on extension.	Note
16/09/2019	email	BAHS	Membership Renewal	Note
17/09/2019	email	Lynn Shephard	Clerk Payroll - confirmation in Clerk's hourly rate	Note
17/09/2019	email	Norfolk PTS	Autumn Seminar - 20th November	Note
17/09/2019	email	Care Choices	Updated new Norfolk Care Guide	Note
17/09/2019	email	NCC - Highways	Pot holes on Coast Road will be looked at	Note
18/09/2019	email	NALC - Community and we	Newsletter	Note
19/09/2019	email	Norfolk PTS	Training Course Autumn/Winter	Note
19/09/2019	email	NCC - Highways	Confirmation of jobs raised in Cley after meeting	Note
23/09/2019	email	Di Dann	Cllr Training	Agenda
23/09/2019	email	Local Resident	Request for Electric Charging point in the VH car park	Note
Items received after the Agenda closed on 24th September will reported direct to the meeting				

Appendix E – Cash Book

1st October	36	101194		£185.70	Gemma Harrison Salary	Clerk Salary
1st October	37	101194		£7.32	Gemma Harrison expenses	12 Second Class Stamps
1st October	38	101195		£140.00	Kevin Richardson	Grass Cutting
1st October	39	101196		£834.72	NNDC - Bins	Empty Dog bins and Litter Bins
1st October	40	101198		£21.98	Wave - Anglian Water	Allotments
1st October	41	101199		£570.00	Brown & Co	Allotment Rent
1st October	42	101200		£100.80	Brambles Farm	Toilet Hire 01.08.19 - 31.08.19
1st October	43	101201		£25.00	BAHS	Membership 31st /08/2020
1st October	44	101202		£75	Laywell Accountancy Services	Payroll