

Minutes of the Cley Parish Council Meeting

Held at 6.30pm on Thursday 12th September 2024 in

Cley Village Hall, the Fairstead

Attending: Cllr Holliday (Chairman), Cllr Allen (Vice-Chair), Cllr High, Cllr Williamson, Cllr Holman, Cllr Deane, Cllr Baker and Parish Clerk Gemma Harrison.

11 members of the public were present.

1. Welcome and to consider apologies and reasons for absence.

1.1 Cllr Holliday welcomed everyone to the meeting.

1.2 County Cllr Eric Vardy sent his apologies.

2. Guest Speaker - Environmental Agency – Sarah Hollingham (Flood Risk)

2.1 Sarah Hollingham from the EA Flood Resilience Team attended the meeting.

In Cley, Sarah stated that they try and give residents 6 hours' notice when issuing a Flood Warning. A Flood Warning means properties may be at risk of flooding; a Flood Alert means flooding may cause a nuisance e.g. roads being flooded. Cley is part of two flood areas, one covers Glaven to the west and the other is the Salthouse area. Tidal triggers which are used as reference points come from the Wells gauge.

2.2 Cley attracts a number of visitors who may not be aware of the flood risks. Coastwise carried out a survey which attracted 958 responses with many responses suggesting an information board about flood risk would be helpful. EA have liaised with NNDC and are now in the early stages of the design process. The intention is to have flood risk interpretation boards installed along the coast before the end of the financial year. The suggested location is on the main flood bank on top of the embankment.

2.3 The board will ideally contain the EA, NNDC and CPC logo. It will be A1 with a map showing the flood alert areas in the middle. The flood defenses and sluice will be shown. There will be information about the flood bank and QR codes linking to the Government website. Information about the flood wardens will also be included. It was agreed some information on tidal surges, wind direction and Spring tides would also be useful.

2.4 Cllr Holman asked a question about the maintenance of the bank, a CPC bench was recently damaged by a machine cutting the bank and Cllrs wondered whether there is a better way in maintaining the bank. Sarah agreed to pass the comment back to the EA Asset Management Team for comment.

2.5 Sarah stated that it would be a good opportunity to update the CPC website on flood risk. CPC will work with the EA on what information should be included. It was suggested personal flood plans and business flood plans should be included. Clerk to liaise with Sarah. **GH**

2.6 Cllrs all AGREED to support the information board project, to share the CPC logo and update the CPC website accordingly. Clerk to liaise with Sarah. **GH**

Cllr Allen left the meeting with Sarah at 18.50 to inspect the Artemis Steps together.

3. To receive declarations of Interest and requests for dispensations by councillors in any of the agenda items listed.

3.1 Cllr Deane and Cllr Baker stated that they are members of the Harbour Committee.

3.2 Cllr High stated he was a resident of Newgate Green.

4. Minutes of the Parish Council Meeting held on 11th July 2024 to be approved.

4.1 The minutes were circulated prior to the meeting. They were PROPOSED by Cllr Deane as accurate and correct and SECONDED by Cllr High and AGREED by all. The minutes were signed by the Chairman.

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

- Water Testing (Anglian Water Community Water Testing Scheme) – Awaiting an update from the Glaven River Conservation Group.
- Edgefield proposed foul pipe extension to Holt sewage works – Clerk to ask Anglian water to attend a meeting to share details of the scheme with Cllrs. **GH**
- Newgate Green Works – The Clerk stated that the works were due to take place during the Autumn, the Clerk was having difficulty paying the remaining amount owed and is waiting for a reference number which will then allow the payment to be made. It was AGREED in the meantime that Cllr Deane would remove the cones from site which were now looking untidy. **GH/RD**

- Handrail on Coast Path – The Clerk has chased twice since the last meeting. The works are believed to be ordered and will take place in the Autumn. Clerk to chase for a start date for the work. GH

6. Reports

6.1 Receive and Discuss Reports.

- Police Report – The Clerk gave an update from the recent SNAP meeting and confirmed that the new priorities were moped noise and electric scooters.
- County Cllr Report – None.
- District Report – Report circulated and can be seen in full at Appendix A. A member of the public reported that their brown bin had not been collected. Clerk to email Andy Smith to report. GH

Cllr Allen rejoined the meeting at 19.09.

- Allotments – the concrete from the old shed has been cleared and the skip has been removed. The allotment stall has made £23.79 since July. Clerk to do a bit of promotion on the money raised and install more prominent signage to encourage donations. Allotment rents are now due, Clerk to send out a reminder on WhatsApp. GH
- Harbour Report – Cllr Deane gave his report. Harbour Day had a good turnout. Food catered in house and sold out. The band was well received. Carols on the Quay will take place on Saturday 14th December. The group are looking at carrying out some talks, more information to follow.
- Village Hall Report – A new door is being installed for the Club Room. Committee members are looking at table tennis and other adult equipment to be installed at the end of the playing field. They are hoping to install the equipment using grant funding. The Village Hall AGM is 24th September and thr Christmas Fair will take place on 7th December.

Public Participation

An opportunity for members of the public to ask questions and request to speak on agenda items

- A member of the public asked whether there were any plans to tackle parking on the corner by Arcady. Cllrs felt the parking on the corner is currently ok, with contractors parking elsewhere, but acknowledged concerns for when the build starts. It was agreed to monitor the situation.
- Cllr High raised concerns about Cooks Marsh, stating holidaymakers with dogs are walking on the marsh and it is dangerous given the high levels of water. Cllr Holliday updated Cllrs that a porta cabin will be placed in front of the barn and work will start to drain the barn and carry out restoration works shortly.
- It was noted that the hedge along Glandford Road needs pollarding. Cllr High to speak to the landowner. **RH**

7. Planning

7.1 To approve the Planning Report (which was circulated prior to the meeting) for applications received since the last meeting, namely;

Report.

- PF/24/1669 Westering, Holt Road, Cley.
- PF/24/1291 Claia bourne, Church Lane (Decision Notice Approved)

A member of the public stated that access is an issue and requested that the drive is kept clear and rubber matting used for deliveries. Clerk to make the Agent aware.

GH

7.2 Clerk reported that there were no further planning applications which have been received since the agenda has been published.

7.3 The Planning Report was AGREED by all.

8. Finance

8.1 The payments, receipts, and bank reconciliation for July and August were circulated prior to the meeting.

The payments for July were £2880.24, payments for August £1637.75 and receipts for both July and August were £952.06. The bank reconciliation can be seen at Appendix B.

The above finance was PROPOSED by Cllr Holliday and SECONDED by Cllr Williamson and AGREED by all.

8.2 The Clerk shared the insurance questionnaire with Cllrs and raised some of the areas which CPC are currently covered for. The Clerk suggested cover for office equipment could be reduced, Clerk to circulate questionnaire to Cllrs for comment and add insurance to next month's agenda. GH/ALL

9. Bins

9.1 It was reported by NNDC that the bins on the Fairstead have now been removed, however there were reports from Cllrs that a number of the bins were still present. Clerk to go back to NNDC with an update. It was noted that the bins at Green Farm are on private land. GH

10. Heritage Walk (Leaflet and Interpretation Board)

10.1 The quote for the Heritage Leaflet reprint for £230 was circulated prior to the meeting. It was PROPOSED by Cllr Allen and SECONDED by Cllr Deane and AGREED by all. Clerk to organise. GH

10.2 The Heritage Walk interpretation board will not be installed until the works on the green have been completed. Clerk to email Richard Jefferson with update. GH

11. Code of Construction Practice

11.1 The amended Code of Construction Practice was circulated prior to the meeting. It was AGREED that an extra sentence on rubber matting for deliveries and access roads to be kept clear needed to be added. Clerk to circulate some words to Cllrs for approval. On this basis the amended policy was PROPOSED by Cllr Holliday and SECONDED by Cllr Williamson and AGREED by all. Clerk to amend and put on the CPC website. GH

12. Correspondence

12.1 Section 31 Deposit (National Trust) – Clerk to put maps from the National Trust Section 31 Deposit on the website. GH

12.2 Correspondence regarding noise nuisance associated with Knotting Hill and the Mill has been received. Cllrs stated that parishioners need to be encouraged to report to NNDC. The powers for dealing with nuisance noise lies with the District Council and to ensure all the details are correctly reported, individuals should report direct. Clerk to respond to residents who have complained to encourage them to contact NNDC. GH

12.3 Adults First Aid Course (over 19 years) – 8th October 2pm at the Community Cafe

12.4 CPR course 23rd September – Cley Village Hall.

12.5 The access road in front of 11 Glandford Road has potholes and needs repairing. Clerk has reported to Flagship who are responsible for repair. GH

12.6 Power Outages – There have been two power cuts, one in April and one in August, both caused by trees falling on overhead lines. Clerk to ask for another proactive sweep of the lines. GH.

12.7 North Norfolk Ambulance Response Times Meeting- see Appendix A.

12.8 NCC Free Training – free online training available, Clerk to put details on the CPC website. GH

12.9 Hedges along the footway along the Coast Road have been reported as overgrown, Clerk to report to Highways. GH

12.10 Dog fouling – clerk to put on next month's agenda to discuss purchasing Public Space Protection Order signs. In the meantime, the Clerk to raise awareness of dog fouling via the website and social media.

13. Artemis Footpath

13.1 Cllr Allen has shown Sarah from the EA the hole at the bottom of the steps and Sarah will report back to the EA Asset Management Team.

14. Newgate Green – run off from Holt Road

14.1 The rain comes down the hill from Holt Road and is washing away the green. Cllr Deane has raised concerns and would like to know what options are available to resolve the problem. Clerk to arrange a meeting with NCC Officer Chris Purvis to discuss. GH

14.2 Cllrs requested that the salt bin near Bayfield, needs relocating to the other side of the road. Clerk to contact Highways to arrange. GH

15. Items to be included on the Next Agenda

15.1 Hilltop Working Party on 28th 9am – 12pm, (clerk to send village email reminder), Litter Pick Clerk to schedule a litter pick on a Friday, Insurance, Budget, Artemis Steps, parking in Church Lane, dog fouling and public space protection orders, Anglian Water sewage meeting and water testing.

16. Time and Date of Next Meeting; Thursday 10th October 6.30pm in Cley Village Hall.

Meeting ended 20.00

Appendix A – NNDC Report

District Councillor's Report Sept 2024

From NNDC:

Planning

There will be further public consultation on any proposed changes to the New Local Plan towards the end of the year.

The Wells Neighbourhood Plan has been voted in at local referendum and should now be brought into force.

Benefits

Please contact the Financial Inclusion team at NNDC if you think you are missing out on any benefits - many are. Email Financial.Inclusion@north-norfolk.gov.uk. Pension credit is especially important at the moment with the new means testing of Winter Fuel payments. You may be eligible even if you own your own home or have savings. To check your eligibility for pension credit, go to gov.uk/pension-credit or call 0800991234

You can also contact NNDC Social Prescribers for questions about isolation, finances, benefits, legal matters, and power of attorney.

Infrastructure

Construction of a new roundabout on the Fakenham bypass is due to get underway in October and last till spring 2025. This will facilitate the build of the housing development to the north of Fakenham. Some disruption to traffic along the A148 will unfortunately occur so I would check the Planned Roadworks page on the Norfolk County Council website if you're heading that way.

Environment

Through its collaboration with Animal Warden Services, NNDC has again won a gold RSCPA Pawprint award for the care and welfare of stray dogs.

Finance

NNDC is currently forecasting a budget deficit for 24/25 of £1.325million. Efficiencies are being sought in how essential services are provided and some non-essential services, such as public toilets, are being scrutinised.'

Blakeney Surgery

Holt Medical Practice is working constructively with Blakeney Parish Council to find an alternate method of medicines collection.

Ambulance Response Times/Community First Responders

The North Norfolk Coastal Ambulance Response Times Working Group had a productive meeting with the ambulance trust. Response times vary with the delays in handing patients' care over to the hospitals. The ambulance trust is working hard to keep as many patients as possible in the community when it is safe so to do- latest figure is that they are only taking 40% to hospitals. We are keeping the two rapid response vehicles in Cromer and the cycle paramedic in Wells which are all critical to our emergency care.

We are hugely fortunate to have excellent Community First Responders in our area but not all villages are covered. The Ambulance Trust is always very pleased to hear from residents who are interested in taking up this critical voluntary role. Email CFR@eastamb.nhs.uk for more details.

Dementia Care in the Community

As part of my Chairman's Year at NNDC, I have been visiting some of the wonderful community groups helping those living with dementia and their carers. We are very fortunate to be so well served in North Norfolk. I am planning a seminar early next year to bring volunteers together to share good ideas and celebrate the fantastic work that is being done in our district to make lives better for dementia patients and their carers.

Appendix B – Bank Reconciliation

Cley Parish Council

31 August 2024 (2024-2025)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/08/2024

Cash in Hand 01/04/2024 13,972.63

ADD

Receipts 01/04/2024 - 31/08/2024 13,046.97

27,019.60

SUBTRACT

Payments 01/04/2024 - 31/08/2024 10,092.63

A Cash in Hand 31/08/2024 16,926.97

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/08/2024 0.00

Community Account 1 31/08/2024 4,418.61

Business Premium Account 31/08/2024 5,214.58

Community Account 2 31/08/2024 7,293.78

16,926.97

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 16,926.97

16,926.97

A = B Checks out OK