

Minutes of the Cley Parish Council Meeting

Held at 6.30pm on Thursday 8th February 2024 in

Cley Village Hall, the Fairstead

Attending: Cllr Holliday (Chairman and NNDC District Cllr), Cllr Allen (Vice-Chairman), Cllr High, Cllr Williamson, Cllr Holman, Cllr Deane, Cllr Baker and Parish Clerk Gemma Harrison. 8 members of the public present.

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

1.1 Cllr Holliday welcomed everyone to the meeting.

1.2 No apologies received. It was noted that Cllr Allen was running late.

2. Police Report

2.1 PC Graham Gower-Smith gave his report. A discussion took place regarding the location of 20 mph signs on Holt Hill. It was AGREED that a site meeting should be held between Graham and Cllr Deane to look at the position of the signs. Clerk to arrange. GH

(Cllr Allen joined the meeting)

2.2. Graham stated that the Police do not enforce 20 mph zones, he explained the road traffic management and associated traffic order was usually enough to ensure speeding could not easily take place. Where there is clear evidence of noncompliance then education is used first before enforcement.

(PC Graham Gower- Smith left the meeting)

3. County Councillor Report

3.1 County Cllr Eric Vardy gave his report which was circulated prior to the meeting and can be seen at Appendix A.

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

4.1 Cllr High declared an interest in Newgate Green and Cllr Deane and Cllr Baker stated they were both members of the Harbour Committee.

5. Minutes of the Parish Council meeting held on 18th January 2024 to be approved.

5.1 The minutes were circulated ahead of the meeting; they were PROPOSED as accurate and correct by Cllr Holman and SECONDED by Cllr High and AGREED by all. The minutes were signed by the Chair.

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

- Neighbourhood Plan – The Parish Council are waiting for comments from NNDC on the draft policies submitted. Once comments are received back these will be shared with Cllrs and the policies redrafted accordingly. **GH/ ALL**
- Newgate Green Improvement Works – Payment to NCC needs to be made in order for the works to be programmed in. It was noted that the previous works opposite the Three Swallows was looking untidy and so a higher specification would be needed to ensure this area of the green doesn't suffer in the same way. Clerk to liaise with Highways and provide budget breakdown to the PC. **GH**
- Bins on the Fairstead and Green Farm – Clerk to write to NNDC regarding the bins at Green Farm and liaise with NNDC on what is happening with the bins abandoned on the Fairstead. **GH**
- Rubbish on track leading to Cooks Marsh – Cllrs confirmed that there is public access to the top marsh along the access track to Cooks March. Clerk to update Environmental Protection Team regarding the asbestos on the track. **GH**
- Second Defib for the Parish – Clerk to investigate whether CPC own the phone box and whether the phone inside can therefore be switched off. If the phone box belongs to CPC, then the Clerk will apply for grant funding for a defib to be installed in the phone box. **GH**
- Post Office Loke FP8 – it was AGREED to arrange a visit with Cllrs to walk along the Loke to agree what works were needed. Clerk to report the missing bricks/ dangerous surface to NCC Highways. **GH/ALL**
- Village Gates Cleaning – It was AGREED that Cllr Deane, Cllr Williamson and Cllr Allen will clean all the Village Gates. **RD/RW/RA**
- Speeding along Old Woman's Lane – The Sam2 will be located on OWL to monitor traffic and speed. It was noted that the 30 mph signs were hidden in the hedge, Clerk to report to Highways. **GH**
- Life rings on the Quay – It was noted that two rings were purchased in 2017 and 3 in 2020, with an average life of 10 years the rings were believed to be in good condition. Cllr Deane volunteered to inspect the life rings. Clerk to draft an inspection form and send to Cllr Deane. **GH/RD**

- Steps on Coast Path at Artemis and east of Zetland House (as you walk up to the Saltpan) were discussed. It was noted that the handrail had not been replaced on the steps near to Zetland House. The steps still need looking at Artemis as they are dangerous. Clerk to look to arrange a meeting with NCC/EA and Cllr Allen. RA/GH
- Yew Tree on Town Yard – Clerk to check whether this has now been removed. GH

7. Reports

7.1 Receive and Discuss Reports.

- District Cllr Report - Cllr Holliday stated that the Local Plan Hearings were still taking place at NNDC, any minor modifications proposed by the examiner will go out to consultation. Major modifications will be approved by the Inspector. The NNDC budget is proving difficult to balance with the deficit being taken from the reserves. The main pressure on the budget is due to the high homelessness payments with only a small gesture from the Government to offset costs. Blakeney Surgery closure will be decided on meeting broadcast virtually a 1.30pm next Tuesday 13th February 2024. Clerk to post link on social media and send to the mailing list. GH
- Allotments – 4 more plots have been let.
- Harbour Report –The last couple of hundred metres of the river have now been dredged, there are no longer any sunken banks. The work came in under budget and has been part of an 8-year project. Cllrs welcomed the news and thanked the Committee for their hard work.
- Village Hall Report – none.

Public Participation

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

- A fallen tree is obstructing the 20-mph sign on Holt Road at the bottom of Town Yard.
- A large pothole was reported at the junction of Glandford Road and Bridgefoot Lane.
- Clerk to report the above two highway defects to NCC. GH

8. Planning

8.1 The planning report was circulated prior to the meeting.

- PF/24/0161 – Hillrise Cottage – No objection, reduced transmission glass on the rooflights, Cllrs noted it was a shame to lose the Loke Wall.
- PF/24/0142 – Greystones – No comment.

The report was PROPOSED by Cllr Holliday and SECONDED by Cllr Deane and AGREED by all. The Clerk was reminded to send a copy of the Code of Construction Practice out when decision notices were received. Clerk to respond with the above comments on the NNDC website. GH

8.2 To note the Extraordinary Meeting on Tuesday 20th February 2024 at 6pm, to discuss the Planning Application PF/24/0101 for Arcady. Clerk to publish the agenda. GH

9. Finance

9.1 The payments, receipts and bank reconciliation were circulated prior to the meeting and read aloud by the Clerk in the meeting. The finance was PROPOSED by Cllr Allen and SECONDED by Cllr Holman and AGREED by all. The bank reconciliation can be seen at Appendix B.

9.2 Clerk to add the community fund to next month's agenda. Any feedback is welcomed on the electric blankets, which have been donated to the community. The distribution of Tesco Vouchers was discussed, and it was AGREED that households with more than 3 residents should receive £100 vouchers instead of the standard £50.

9.2 It was noted that a Booker account for Café supplies has been opened for Cley Parish Council. It was AGREED that the account should be set up with a direct debit. GH/VH

10. Cley Quay

10.1 Simon Read introduced the proposal by the Harbour Committee to carry out repairs to the gabions, making them more robust and adding wooden tops to them to create additional seating. The Committee also suggested installing a bench where the canoes were located. Cllrs all AGREED and granted permission for the works to take place.

11. Biodiversity Policy

11.1 The draft biodiversity policy was circulated prior to the meeting. It was AGRRED as an additional amendment that any planting of hedgerows or trees should be a native species. The policy was PROPOSED by Cllr Allen and SECONDED by Cllr Williamson and AGREED by all. The policy can be seen at Appendix C. Clerk to put a copy on the website. GH

12. Litter Pick

12.1 Clerk reminded everyone about the forthcoming Litter Pick on 29th February. 10am – 1pm. Volunteers were reminded to bring their own gloves. Clerk to reshare on social media. **GH**

13. Speeding in Cley

13.1 Speeding was discussed earlier in the meeting under the Police Report.

14. Toilet on the Beach

14.1 The campaign for the toilet on the beach was discussed. It was AGREED Cllr High will show Cllr Holliday where the cesspit is located, and both Cllr Holman and Cllr Holliday will speak to someone more senior at **NWT, VH, JH, RH**

14.2 It was noted the bin is regularly overflowing at the beach, Clerk to check who is paying for it to be emptied and to ensure it is on weekly collections. **GH**

15. Correspondence

15.1 Toad Watch - Hi viz Jackets available, please contact the Clerk if you want to be added to the WhatsApp Group.

15.2 Fallen Tree Quay – now removed.

15.3 Tesco Vouchers - as discussed above under finance.

15.4 Three Swallows Extractor Fan – work now completed.

15.5 Defib training – Clerk to investigate availability for community defib training. **GH**

16. Items to be included on the Next Agenda

16.1 Overgrown hedge alongside footpath at The Hangs, Neighbourhood Plan, Toilet on the Beach, Blakeney Surgery, Community Fund.

17. Time and Date of Next Meeting; 6.30pm Thursday 14th March in Cley Village Hall.

Appendix A

NCC Report

More than ten thousand Norfolk children benefit from mental health programme in first year

A children's mental health and wellbeing programme, funded by Norfolk County Council, has supported more than 10,000 in its first year.

The Rise Up programme gives children and young people valuable knowledge and strategies to support their mental health and is being delivered in secondary and special schools across the county. 93% of young people said that their ability to manage their wellbeing improved after completing the programme.

Created and delivered by Future Action, in partnership with Norfolk County Council's Virtual School for Children in Care, Previously in Care and Children with a Social Worker, the course aims to help children build confidence, reduce their anxiety, and create a sustainable wellbeing programme within 90 days.

More than 350 teachers across 62 secondary and special schools in Norfolk have taken part in the online training programme, which delivers a nine-step programme to help support the mental wellbeing of children and young people.

The RISE Up toolbox of strategies, physical activities and comprehensive set of resources allows teachers to deliver classroom and small group-based work which helps young people improve their wellbeing, understanding the challenges facing their mental wellbeing and approaches to overcoming them.

NCC said "Tackling the growing concerns around the mental health and wellbeing of children and young people is vitally important and the RISE Up programme is a brilliant tool to help us do that." "Teachers are perfectly placed to play a part in supporting young people to understand stress and anxiety, the impact it can have and how we can look after ourselves and those around us."

Rob Connelly, Executive Headteacher at Harleston Sancroft Academy said: "As a community, we have benefitted greatly from the ongoing work and support offered by Norfolk County Council's Rise Up programme. It has played a crucial role in developing our curriculum, aligned to our vision where all members of the community are supported to experience 'Life in All Its Fullness'.

"We are acutely aware of the ongoing and ever-changing pressures and challenges faced by children and the wider community, and we have a shared responsibility to provide support, both within, and beyond the classroom because people matter."

Neil Moggan, Founding Director of Future Action, said: "We are delighted to continue our collaboration with Norfolk County Council, our partner schools and brilliant teachers across the county who give so much to our young people. It is vital that our teachers are equipped with the skills to support young people in a post lockdown education world so our children can thrive."

"We have been delighted with the take up from colleagues, their reviews of the course and the impact it is having in the classroom. We love showcasing their stories and highlighting the brilliant work they are doing on a daily basis. Norfolk County Council is leading the way on a national level with more and more areas of the country following their lead. We encourage any teachers and schools in Norfolk who want to be part of programme to reach out to us."

Following the successful partnership between Future Action and the Virtual School for Children in Care, Previously in Care and Children with a Social Worker, Norfolk County Council has commissioned the programme for a second year.

In its second year, the programme aims to embed the programme across more schools and staff to enable teachers:

- To identify individual young people struggling with their mental health and direct them to the specialist support they need as early as possible
- To provide more young people with a range of self-care strategies to protect and build their mental wellbeing to transform their life chances and reduce the pressure on upstream services
- To teach the link between physical activity and mental wellbeing

In addition, the council has commissioned a 'Trauma Informed PE' programme, also delivered by Future Action. The aim of the programme is to:

- Educate PE teachers about the impact of childhood trauma and the eight protective factors
- How colleagues can create psychological safety to transform outcomes in the short and long term
- The link between physical activity, play and mental wellbeing

Secondary and special school teachers or teaching assistants within Norfolk can contact futureaction.co.uk to access the courses.

Further information about the Virtual School and the offer to Children in Care, Previously in Care and Children with a Social Worker can be found by emailing Virtual.SchoolsCwSW@norfolk.gov.uk

Focus on prevention and supporting people to live independently as council refreshes strategy for Adult Social Care

Supporting people to live independently is at the heart of Norfolk County Council's proposed five-year strategy for Adult Social Care, as the council reshapes its approach based on feedback from residents and service users.

Members of the People and Communities Select Committee met on 19th January and heard about how the council proposes to respond to the challenges facing adult social care and how it has used people's views to inform its proposed strategy.

Councillors were asked to endorse the strategy, which focuses on three key areas – prevention and early help, supporting people to live independently, and ensuring there is the right support for people with multiple and complex needs.

Over the summer, the council held focus groups, ran a survey and worked with partners to facilitate a range of conversations about adult social care.

The responses have been grouped into six themes, which have helped to shape the strategy.

People told the council:

- They would like to understand more about the services we provide
- The council should ensure information is easy to find
- The council should be consistent in the way it communicates with people
- Some carers would like more support in certain areas
- People with sensory support sometimes feel they would like more support accessing information
- Co-production and engagement should be a priority

The strategy will need to be considered by the council's Cabinet and Full Council before it can be fully adopted.

Appendix B

Bank Reconciliation

Cley Parish Council

2 February 2024 (2023-2024)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 02/02/2024

Cash in Hand 01/04/2023 12,959.34

ADD

Receipts 01/04/2023 - 02/02/2024 29,638.90

42,598.24

SUBTRACT

Payments 01/04/2023 - 02/02/2024 25,639.84

A Cash in Hand 02/02/2024 16,958.40

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 02/02/2024 0.00

Community Account 1 02/02/2024 4,395.32

Business Premium Account 02/02/2024 5,175.79

Community Account 2 02/02/2024 7,387.29

16,958.40

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 16,958.40

16,958.40

A = B Checks out OK

Appendix C

Biodiversity Policy



Cley Parish Council Biodiversity Policy

1. Background

1.1 In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Cley Parish Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective. This duty also means that town and parish councils can spend funds in conserving biodiversity.

2. Definition

2.1 According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet. Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

3. Aims and Objectives

3.1 The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area. The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as

required. In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support people to continue to carry out their ancient and natural rights.
- Encourage and support locals to be able to sustain livelihoods.
- support residents and local organisation activities to enhance and promote biodiversity.

4. Actions

4.1 Planning applications The Council will try to:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats, including the inclusion of bat boxes and bee and insect hotels.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

5. Land and property management

5.1 The Council will try to:

- Cooperate with other organisations as they carry out their own audits.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation,

application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.

- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use.
- consider biodiversity issues and the implementation of changes when managing its buildings.
- regularly test the water in the River Glaven to monitor water quality.

6. Local community

The Council will try to:

- raise public awareness of biodiversity issues, including through its website and newsletters and encourage residents to have insect hotels, bee hotels and bat boxes.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example native tree planting, wildflower meadows, birdbox making.

7. Partners

7.1 The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area and share audits. It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs), nature reserves etc. and consider how it may become more involved in implementing the strategies' recommendations.

8. Monitoring

8.1 This policy was adopted on 8th February 2024 (Minute reference 11.1) and will be reviewed in three years or sooner should legislation dictate.

Model Action plan

SITE/ OBJECTIVE	ACTION	OUTCOME	TARGET	REPORTING/ PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Social Media, website, GVN
Protect and support biodiversity	Encourage suitable native planting to support biodiversity	Connect and diversify habitats to meet the needs of wildlife species	Ongoing	Mapping
Allotments	Support native tree and hedge planting Encourage permeable boundaries	Sustain and enhance natural habitats.	Ongoing	Allotment WhatsApp Group Email Website Facebook
Open Spaces including Newgate Green	Encourage residents to remove litter and pick up after their dogs. Work with the County Council on verge management, favouring biodiversity but noting which areas may need cutting for safety. Encourage residents to adopt areas to look after.	Sustain and enhance natural habitats. Protect habitats /enhance habitats. Regular attention.		Email Website Facebook
The Build Landscape	Encourage hedgehogs/small animals highways with permeable boundaries.	Extending habitats.	Ongoing	GVN Email Website Facebook
Increase community awareness	Ask residents for their views on what they would like to be done to conserve biodiversity. Raise awareness of the importance of gardens as habitats for wildlife.	Engagement/ ownership of biodiversity. Promote biodiversity.	Ongoing	Neighbourhood Plan consultation Email Website Facebook

	Encourage local farmers to contribute Discourage external lighting.	Protect nocturnal animals.		
Support Community Projects	Support native hedge/tree planting Offer volunteering opportunities to support biodiversity, working with local organisations.	Extending habitats. Promote biodiversity.	Ongoing	Email Website Facebook GVN