

CLEY PARISH COUNCIL
Minutes of the Cley Parish Council Meeting
held on Thursday 10th February 2022
at 6.30 p.m. at Cley Village Hall

Attending: Cllr Holliday (Chairman and NNDC District Cllr), Cllr Allen, Cllr Holman, Cllr High, Cllr Williamson, Cllr Meadows, Cllr Baker and Parish Clerk Gemma Harrison.

There were 20 members of the public present.

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

1.1 County Cllr Eric Vardy and Local Beat Officer Simon Blakeley gave their apologies in advance of the meeting.

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

2.1 None received.

3. Minutes of the Parish Council meeting held on Thursday 13th January 2022 to be approved.

3.1 The words *in land* needs amending on Pg 4. The minutes were PROPOSED by Cllr Baker and SECONDED by Cllr Williamson and AGREED by all.

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

- Boardwalk and Handrail – EA needs to extend the handrail opposite Picnic Fayre to the road (the new handrail falls too short) and the handrail for the steps on the footpath behind the mill, has been programmed in by NCC.
- Village Gates/ Signage project update – These have been paid for and will be installed before Easter.
- Cley Neighbourhood Plan – Cley now has an official Designated area. A meeting of the Steering Group will take place shortly. GH

5. Guest Speaker Anthony Hudson –

5.1 Anthony Hudson presented his planning proposals for Holly House. The application is for a new replacement dwelling for Holly House between Arcady and Watts Cottage.

5.2 Cllrs asked for confirmation that the house will be lower than the existing dwelling and it was confirmed that the proposed dwelling will be marginally lower than the existing Holly House.

6. Receive and Discuss Reports

- Police Report – none received.
- County Cllr Report – This was circulated prior to the meeting and read out by the Clerk.
- District Report – Cllr Holliday reported that if your property had an energy certificate for Band D or lower, then help is available to make your property more energy efficient. There is a campaign to recruit more Community First Responders. An extra car has now been allocated to the area which is brilliant news. Environmental projects for the community are being looked at with the new environmental incubator initiative.
- Allotments – The allotment hedges have now had all their gaps filled with new hedging. Some fencing has been donated to plug the gap between the Playing Fields and the allotments. A huge effort was made with regards the hedge planting and the Parish Council extends its thanks to everyone involved. The fridge which had been on the allotments has now been removed. The hedge along Church Lane is due to be cut by the end of the month. Another 15 rods have been let since the last meeting. A working Party will be arranged shortly along with a skip to take some further rubbish away. Cllr Holman and the Clerk are looking to produce another Allotment Newsletter. JH/GH
- Harbour Report – the de-silting works are ahead of schedule, and everything is running smoothly.
- Village Hall Report – None received.
- Jubilee Report – A hog roast has been secured for the event on 5th June. A separate meeting will be set up to discuss the day in more detail. RA/GH

Public Participation

- A member of the public commented on the Terms of Reference for Hilltop. They asked that the Parish Council are able to prioritise the conservation and biodiversity of the site. Concerns were raised about security and privacy by making Hilltop more accessible.
- Concerns were raised about the proposed Footpath so close to their cottage. Privacy and security and safety of users of the footpath were raised.
- A member of the public asked for there to be a vegetarian option for the Jubilee.
- A member of the public reported that the bottom part of the eastern Loke had a utility drain on it, the surface is uneven, and the resident had tripped over. Clerk to report hazard to highways. GH

7. Planning

7.1 PF/22/0009 Barn at The Cottage, Dawes Loke. – Taylors Loke. Cllrs supported the application provided that the applicant is made aware of CPC's Dark Skies policy. GH

7.2 PF/22/0029 Lane House, Old Post Office Lane. – the application was supported by Cllrs. GH

7.3 Updated plans for Arcady have been received, there will be a separate meeting later this month to discuss this application. GH

7.4 CPC's response to the Reg 19 Consultation for the NNDC Local Plan was discussed. It was AGREED to comment with concerns regarding the lack of new infrastructure in Holt and Wells (car parking and doctors), concerns were raised about sub-dividing homes in the countryside and second homes. It was noted that Anglian Water should be encouraged to be consulted on more planning matters. GH

8. EV Charging

8.1 Cley Parish Council have raised (through grant funding) three quarters of the money needed to install EV charging points in the Village Hall car park. Costs for installation, have risen by approximately £3000 in the last year. Cllrs raised concerns raised about the risk to precept and there were still so many unknowns regarding future use. Unfortunately, it hasn't been possible to find a turnkey solution, and it was noted there isn't a county wide or district strategy in place. It was AGREED not to progress the project further at this point. Clerk to go back to NNDC and Sheringham Shoal to inform them that the grant will no longer be needed. The project can be re-visited in a year to see if the situation has changed. GH

9. Terms of Reference:-

9.1 The draft terms of reference for the Neighbourhood plan was circulated prior to the meeting, it was PROPOSED by Cllr Holliday and SECONDED by Cllr Holman and AGREED by all. A copy can be seen at Appendix A. GH

9.2 The draft terms of reference for the Parish Land/ Hilltop Working Party was circulated prior to the meeting, it was PROPOSED by Cllr Allen and SECONDED by Cllr Holman and AGREED by all. The first meeting will be set up shortly. The document can be seen at Appendix B. GH

10. Finance

10.1 Payments, receipts and the bank reconciliation (Appendix C) was circulated prior to the meeting. The finances were PROPOSED by Cllr Holliday and SECONDED by Cllr Holman and AGREED by all. GH

11. Correspondence

11.1 Correspondence has been received on the Traffic Management Plan for the parish. Two residents have contacted the Parish Council to ask for an update and Norfolk County Council have submitted a proposal for consideration. A separate meeting will take place at the end of the month to discuss both Arcady and the traffic management proposal. GH

12. Toilet on the Beach

12.1 No update as the meeting was cancelled by NWT and will be re-arranged shortly.

13. The Hangs

13.1 The Clerk reminded everyone that 4th February – 4th March is the objection period for the Planning Inspectorate decision on The Hangs. An update will follow after 4th March.

14. Norfolk Coast Partnership Consultation

14.1 This item was deferred to the March meeting.

15. Items to be included on the Next Agenda

15.1 Norfolk Coast partnership Consultation, Parish Land/ Hilltop, Neighbourhood Plan, loo on the beach, Heritage Walk.

16. Time and Date of Next Meeting; 6.30pm Thursday 10th March 2022 in Cley Village Hall. Please note a separate extraordinary meeting will be arranged to discuss Arcady and Traffic Management.

20.02 meeting closed

Appendix A – Neighbourhood Plan Terms of Reference

CLEY PARISH COUNCIL NEIGHBOURHOOD PLAN STEERING GROUP Terms of Reference

1. Purpose of the Steering Group

1.1 Cley Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for their parish area. The Parish Council has agreed to delegate authority to exercise all relevant plan making functions to a Cley Parish Council Neighbourhood Plan Steering Group, which will oversee project management and decision-making and lead the preparation of the Cley Neighbourhood Plan. The Steering Group will guide and agree the content of the plan and all associated evidence and analysis up to the consultation draft stage.

1.2 The Group will

- Provide a locally accountable and representative lead for plan making.
- Agree a project timetable taking into account statutory consultation periods.
- Agree a project communication, consultation and engagement strategy.
- Liaise with NNDC planning officer Iain Withington and appointed planning consultant as appropriate.
- Approve all background and evidence-based reports prior to publication
- Agree subject to ratification by the Parish Council, a final submission version of the Cley Neighbourhood Plan
- Actively support and promote the preparation of the Cley Neighbourhood Plan.

1.3 The Steering Group will be established for a time limited period. The Project is intended to run until a plan has been presented for independent examination. The Steering Group will remain active until the independent examiners report is published.

2. Steering Group Objective

2.1 The objective of the Steering Group is to work with a planning consultant to produce a Heritage, Conservation focused and Design focused Neighbourhood Plan for Cley, that defines spatial planning policies specific to Cley, identified by the evidence base.

3. Steering Group Membership

3.1 The Steering Group will comprise of the following members;

- Chairman of Cley Parish Council (who will also Chair the Steering Group)
- 3 additional members of Cley Parish Council
- At least 3 members of the public or more if possible.

3.2 The Steering Group shall

- Appoint a Vice-Chairman.
- Review its membership from time to time as and when necessary.

3.3 Voting Rights

Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, each member shall have one vote. A simple majority will be required to support any motion, The Chair, or in their absence the Vice Chair will have one casting vote.

Members shall vote by show of hands.

If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

3.4 Quorum of the Steering Group

One half of the total membership shall constitute a quorum at meetings. If a quorum is not present or if during a meeting the number of members present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned, and business transacted at the next meeting or on such other day as the Chairman may fix.

Any subcommittee duly formed must comprise a minimum of 3 members.

Subcommittee or subgroup quorum must consist of 2 Members or two thirds of total membership whichever is greater.

3.5 Frequency, Timing and Procedure of Meetings

- The Steering Group shall aim to meet once a month.
- Three meetings per year shall be open to the public. Up to one hour will be allocated for Public Question Time at these meetings and each speaker will be limited to 3 minutes.
- Steering Group meetings shall be conducted in accordance with set procedure to be determined and agreed by the Steering Group.

3.6 Steering Group Conduct

All members of the Steering Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership or interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

Members must ensure that there is no discrimination in the plan making process and that it is an inclusive open and transparent process. Members of the Group will work together for the benefit of their community and treat other members of the Group with respect, allowing Members to air their views without prejudice and interruption.

4. Administrative Support

- 4.1 The Parish Clerk shall ensure that appropriate clerking arrangements are in hand for all Steering Group meetings.
- 4.2 Notice, agenda and associated papers shall normally be despatched three clear days before the date of the meeting by e-mail.
- 4.3 The Steering Group shall keep minutes of proceedings.

5. Reporting and Communication

- 5.1 The Steering Group is established having full delegated authority from the Parish Council to deliver its plan making functions up to and including publications of a preferred options consultation Draft Neighbourhood Plan.

The group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Neighbourhood Plan prior to publication for consultation and independent examination.

- 5.2 The plan making process remains in the control of the Parish Council as local authority and qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of Cley Parish Council.

6. Finance

- 6.1 The Steering Group will have no budget. All expenditure will be approved by Cley Parish Council, any grant funding received will be awarded to the Parish Council and managed by the Clerk. Any financial reporting/updates to the Steering Group, Locality or NNDC will be given by the Clerk.

7. Distribution of Terms of Reference.

A copy of the Terms of Reference shall be given to each member of the Steering Group. The Clerk shall ask each member to sign a declaration of receipt of this document (or any superseded version).

Appendix B – Terms of Reference Parish Land / Hilltop

CLEY PARISH COUNCIL Parish Land - Hilltop Working Party Terms of Reference

8. Purpose of the Working Party

8.1 Cley Parish Council have agreed to set up a Working Party to look at management of the area of parish land between Hilltop and the Coast Road (Hilltop land).

8.2 The Working Party will

- Represent the whole community and work together to find a solution to how Hilltop land is managed and accessed.
- Agree, subject to ratification by the Parish Council, a management plan for the site for the next 5 years.

8.3 The Working Party will be established for a time limited period. The group is intended to run until a plan has been presented and approved by the Parish Council.

9. Working Party Objective

9.1 The objective of the Working Party is to produce a Management Plan for the land at Hilltop which is agreed by the Parish Council, adjacent landowners and parishioners.

10. Working Party Membership

3.1 The Working Party will comprise the following members;

- Chairman of Cley Parish Council (who will also Chair the Steering Group)
- 3 additional members of Cley Parish Council
- 3 members of the public who each represent the Hilltop residents, Coast Road residents and the rest of the parish.

3.2 The Working Party shall

- Appoint a Vice-Chairman.

- Review its membership from time to time as and when necessary.

3.3 Voting Rights

Decisions made by the Working Party should normally be by consensus at Working Party meetings. Where a vote is required, each member shall have one vote. A simple majority will be required to support any motion, The Chair, or in their absence the Vice Chair, will have one casting vote.

Members shall vote by show of hands.

If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

3.4 Quorum of the Working Party

One half of the total membership shall constitute a quorum at meetings. If a quorum is not present or if during a meeting the number of members present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned, and business transacted at the next meeting or on such other day as the Chairman may fix.

3.5 Frequency, Timing and Procedure of Meetings

- The Working Party will meet as and when needed, with the intention to meet regularly until the Management Plan has been agreed.
- Working Party meetings shall be conducted in accordance with set procedure to be determined and agreed by the Working Party.

3.6 Working Party Conduct

All members of the Working Part must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership or interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Working Party.

Members must ensure that there is no discrimination in the plan making process and that it is an inclusive open and transparent process. Members of the Group will work together for the benefit of their

community and treat other members of the Group with respect, allowing Members to air their views without prejudice and interruption.

11. Administrative Support

- 4.1 The Parish Clerk shall ensure that appropriate clerking arrangements are in hand for all Working Party meetings.
- 4.2 Notice, agenda and associated papers shall normally be despatched three clear days before the date of the meeting by e-mail.
- 4.3 The Working Party shall keep minutes of proceedings.

12. Reporting and Communication

- 5.1 The Working Party will deliver the management plan (once drafted) to the Parish Council for approval.
The group will report to the Parish Council setting out progress on its work.
- 5.2 All publications, consultation and community engagement exercises will be undertaken by or on behalf of Cley Parish Council.

13. Finance

- 13.1 The Working Party will have no budget. All expenditure will be approved by Cley Parish Council, any grant funding received will be awarded to the Parish Council and managed by the Clerk.

14. Distribution of Terms of Reference.

A copy of the Terms of Reference shall be given to each member of the Working Party. The Clerk shall ask each member to sign a declaration of receipt of this document (or any superseded version).

Appendix C – Bank Reconciliation

Cley Parish Council

8 February 2022 (2021-2022)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 08/02/2022		
Cash in Hand 01/04/2021		
ADD		
Receipts 01/04/2021 - 08/02/2022	11,353.41	A
SUBTRACT	34,994.35	
Payments 01/04/2021 - 08/02/2022		
Cash in Hand 08/02/2022 (per Cash Book)		
46,347.76		
30,315.51		
16,032.25		
Cash in hand per Bank Statements	0.00	B
Less unrepresented payments	4,902.42	
Plus unrepresented receipts	5,122.03	
Adjusted Bank Balance	6,007.80	
16,032.25		
16,032.25		
16,032.25		
A = B Checks out OK		

Petty Cash 08/02/2022 Community Account 2 08/02/2022 Business Premium Account 08/02/2022 Community Account 1 08/02/2022