

# CLEY PARISH COUNCIL

## Minutes of the Virtual Meeting held on Tuesday 6<sup>th</sup> October 2020 at 6.30 p.m. via Telephone Conference Call

**Attending:** Cllr Holliday (Chairman), Cllr Holman, Cllr Meadows, Cllr Williamson, Cllr High, Cllr Baker, County Cllr Sarah Butikofer and Parish Clerk Gemma Harrison.

There were three members of the public present.

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

1.1 Cllr Holliday welcomed everyone to the virtual meeting.

1.2 Apologies were received from Cllr Richard Allen as he was away with work.  
Apologies were accepted.

### **2. To receive declarations of interest and requests for dispensations by Cllrs in any Agenda items listed.**

2.1 Cllr Baker confirmed that he was a member of the Harbour Committee.

### **3. Minutes of the Parish Council meeting held on 8<sup>th</sup> September to be approved.**

3.1 The minutes were circulated prior to the meeting and were PROPOSED by Cllr High as accurate and correct, this was SECONDED by Cllr Williamson and AGREED by all.

### **4. Matters Arising**

- Clerk to chase Victory Housing regarding the fencing installed at the property on Old Woman's Lane. **GH**
- Cllr High to relocate the bin with his trailer and dispose of the old bin. It was suggested that Cllr High or Cllr Allen could ask Chris Lubbock whether the bin could go into his skip. **RH/RA**

### **5. Reports**

**5.1** Police Report – The Clerk read the Police Report which stated that since 1<sup>st</sup> July there had been 21 calls to the Police. Most of the Police time has been taken up with

reports of people breaching the Covid restrictions. There has been an influx of people to the coast and as such crime has risen in the area.

5.2 The Clerk read District Cllr Karen Ward's Report which can be viewed at Appendix A.

5.3 Cllr Butikofer gave her report. It is incredibly sad that the Theatre on the pier will be moth balled throughout the winter months due to Covid-19. It is a very difficult time for all involved. There is a 45 million shortfall at NCC, the proposed budget cuts went through the Full Council this week. Gt Yarmouth are currently struggling with a Covid outbreak, NNDC are lending their Environment Officers to Gt Yarmouth to assist them. Government announced back in July that they are going to announce devolution, this is the joining together of Districts, Breckland and North Norfolk were proposed as merging. This has now been delayed as it was agreed that now was not the right time to reorganise local government. The recent storms saw 203 trees cleared off the road and 320 on paths and pavements, county highways did their best to keep us all moving, and everyone was grateful for their prompt response.

### **Public Participation**

- A member of the public asked about the location of the bird bible. Cllr Meadows confirmed that the second volume is being looked after by the developers of The George.
- A member of the public asked about the TRO which was associated with the NWT pay and display planning appeal. It was confirmed that the proposed TRO would affect both Beach Road and the Coast Road.
- A member of the public asked about Cookes Marsh. The Clerk confirmed that the barn would now need full planning permission.
- A member of public congratulated the Parish Council for achieving 77% pledges for full fibre. They also reminded the Parish Council of their responsibilities for maintaining the hedges on the allotments and fixing the gate post.

5.4 Cley Curloo – There is a small leak behind the toilet and discoloured floor, these issues will be picked up in the snagging which will be discussed at the Extraordinary meeting. **ALL**

141

- 5.5 Allotment Report – catch for the gate is on the allotment table, the post has been hit again and will be replaced shortly. Clerk updated everyone on the recent allotment invoices, there were only 5 outstanding payments to be received and 3 people had given up their plots this year. New tenants will be showed around shortly. Clerk to issues receipts for payment received. **GH**
- 5.6 Fundraising Sub-Group – Cllr Holliday, Cllr Holman and the Clerk met to discuss fundraising ideas for Newgate Green. It was AGREED that CPC would put an article in the GVN advertising the Go Fund Me site for the Green and offering the chance to win a hamper from Picnic Fayre. A QR code on the Green could work well and advertising on social media would also help push the campaign. Clerk to get posters laminated and distributed. **GH**
- 5.7 Harbour Report – Simon Read was invited to speak. The report was circulated prior to the meeting. Simon updated Cllrs on the proposed maintenance dredge of the Harbour, the Harbour Committee have applied to the EA for a permit downstream to remove some of the mud which is making its way in. EA are being helpful, work to be completed Jan-March. The Committee are also looking to install a canoe stall on the flattened marsh section of the Quay.

## **6. Highways**

- 6.1 Parish Cllrs met with Steve White last week to discuss possible yellow lines in the village and other highways issues. Cllrs are to put together a map highlighting where lines would be needed and then the Parish Council would conduct a local consultation to gauge public support. It was AGREED the consultation should go out at Christmas when the majority of properties will be occupied. It was also AGREED that the consultation should look at Newgate Green as well as the High Street. The parking enforcement needed is self-funding. The main consultation is led by NCC and costs associated with creating the orders will be around £5000 - £6000. Clerk to draft Consultation. **GH/ CM**
- 6.2 The no through road sign which is currently displayed by the entrance of the Village Hall will be moved along the Fairstead at no cost to the council.

6.3 The white lines previously AGREED by Highways will be installed shortly.

6.4 The Grit bins have still not been installed. Parish Cllrs asked Cllr Butikofer who was present to ask for these to be installed ASAP before winter.

## **7. Broadband (FTTP)**

7.1 77% of pledges needed have been received, it is likely that CPC will get there but need pledges to reach 100% before committing as if people did drop out then CPC would be liable for the costs. Cllrs were asked to promote the project and encourage people to sign up. **ALL**

7.2 Cllr Baker left the meeting at 19.22

## **8. Hilltop**

8.1 Working Party, it was AGREED that Cllr Holliday, Cllr Allen and Cllr Williamson will be on Hilltop at 9am on 8<sup>th</sup> October 2020. *(subsequently the Working Party was postponed to Saturday 17<sup>th</sup> October at 2pm)*. **VH/ RA/RW**

## **9. Asset Register**

9.1 The Asset Register was circulated, and Cllrs allocated areas of the parish to inspect. All Cllrs reported back to the Clerk with their findings and the Asset Register was amended. It was noted that the Defibrillator needed adding along with the SAM2. **GH**

9.2 It was reported that the Allan Williams turret on the sea wall was filled with rubbish. Clerk to write to English Heritage to make them aware. Clerk also to contact the Grass Maintenance Contractor to ask if he would cut the grass and hedges around the concrete bench at the Salt Pan. **GH**

9.3 Cllr Baker joined 19.24.

## **10. Business Plan**

10.1 The early draft of the Business Plan was shared with Cllrs. It was AGREED that projects should be prioritised in order of importance. Cllrs were asked to give feedback to the Clerk. It was noted that external funding would be needed to deliver many of the projects listed. **ALL**

## 11. Planning

11.1 PF/20/1267 Saltmarsh Cottage – Cllrs AGREED to a neutral vote on the planning application. It was suggested that the hedge outside of Sunset Cottage should be cut back as this is partially obstructing the Highway. Concerns were raised about light pollution, the building work and construction traffic. Clerk to ask planners for a planning condition to be included to ensure Cley's Code of Construction Practice is shared with the developer. **GH**

11.2 No decision notices received.

11.3 It was AGREED that CPC should complain regarding the slow response from planning enforcement with regards the barn on the marsh and other planning issues. Cllr Holliday to draft the complaint. **VH**

11.4 Article 4 directions. CPC to liaise with Cllr Karen Ward. Clerk to request Training on Assets for Community Value, Clerk to speak to CEO at NNDC to raise awareness of the local disappointment regarding the unsuccessful application of the George and how Clerks and Cllrs would benefit from a better understanding of the process. **GH**

11.5 Government Planning White Paper. It was AGREED that CPC submit a joint response along with Blakeney Parish Council on the recent Government Planning White Paper. The response would be similar to the robust response drafted by CPRE. Cllr Meadows AGREED to attend a meeting with Blakeney PC along with Cllr Holliday to discuss further. **VH/CM**

11.6 PF/20/1109 Agricultural Barn, Morston Road, Blakeney. Cllrs all AGREED to object to the above planning application as it is contrary to NNDC policies EN1, EN3 and SS2.

## 12. Correspondence

12.1 Traffic Management – A letter has been received from a local resident who is concerned about speeding through the village, and another who is worried about displacement parking to Newgate Green from double yellow lines in the High Street.

144

12.2 NWT response. NWT have agreed to pay for the dog bin to emptied but declined the opportunity to have a toilet at the beach or a litter bin. Cllr Butikofer stated she would be happy to support Cley PC and write a letter of support for a toilet at the beach. Clerk to liaise with Cllr Butikofer. GH

### **13. Financial Matters**

13.1 The financial statement was read out by the Clerk, this was PROPOSED by Cllr Meadows and SECONDED by Cllr Holman and AGREED by all. The statement can be seen at Appendix B.

13.2 It was AGREED that Cllr Allen would continue to collect payments from the toilet and then the Clerk will look to do a formal Rota for loo collections going forward. GH

**14. Electric car charging points** – no update, item deferred to the next meeting.

### **15. Date and time of next Meeting.**

15.1 The next meeting will take place on Tuesday 3<sup>rd</sup> November at 6.30pm. It was suggested that Zoom could be used as an alternative to POWWOWNOW to make it easier for the Clerk to take the minutes.

15.2 Sewage lorries are still an issue and are in Cley on a regular basis. Clerk to summons a representative from Anglian Water to our next meeting. GH

15.3 Other items to be included on the next Agenda are Business Plan, Hilltop Working Party, Ambulance Meeting, and the Budget.

15.4 Clerk to set up an extraordinary meeting to discuss a private contractual issue.  
GH

## **Appendix A – Cllr Karen Ward’s District Report**

This is a brief note to confirm what is on my To Do list for Cley:

Barn, Cooks Marsh - you have had the latest update from Enforcement which confirms that the whole application needs full planning permission. We are now waiting to hear what the applicant intends to do.

Article 4 Directions - I have again asked the Head of Planning to re-consider the use of this power within NNDC. I will include it in my next briefing with the CEO, so he is aware this is work that several of my parishes have now asked to be completed.

TRO for the NWT application - the applicant needs to ensure this in place for the planning permission to be progressed.

Curate’s House - I am waiting for the return of the Conservation Officer from annual leave on 12th October so that he can provide advice to the enforcement team. I have added a diary note next week to chase that up.

We have a second session with NNDC planning officers on Friday to discuss the NNDC response to the Planning White Paper and we have been explicit that NNDC needs to inform/educate and seek feedback from local sources before they make their submission.

We will be implementing a new technology platform in late November to support planning and building control. There will be more information closer to the time and briefings on what this means for Parish councils and live applications, but I wanted to put it on your radar so you were pre-warned.

Sarah will pick up any additional actions and pass them onto me.

Sorry I will not be with you.

## Appendix B – Financial Statement

### Cley Parish Council

#### Bank Reconciliation Oct Meeting

#### Community Account

Balance C/F - £5016.12

Receipts - £6018.15

Transfers Out - £0.00

Payments - £888.09

**Balance - £10146.18**

**Outstanding HMRC Payment - £297.60**

**Bank Balance - £10443.78**

#### Fundraising Account

Balance C/F 28<sup>th</sup> August - £1355.22

Receipts - £1447.41

Transfers in- £0.00

Payments - £ 173.27

**Balance – £2629.36**

Cley Loo Balance	£1810.91
Allotment Balance	£10.00
Newgate Green Balance	£808.45

#### Business Premium Account

Balance C/F £5120.73

Receipts - £0.65

Transfers in - £0.00

Payments - £0.00

**Balance - £5121.38**



## TOTAL IN BANK - £17896.92

1st September	R7	Online	£22.40			AP Allotment Rent	Allotment Rent 5 rods
1st September	R8	online	£42.50			SH Allotment Rent	Allotment Rent
7th September	R9	online	£42.50			LA Allotment Rent	Allotment Rent
8th September	R38	Online		£297.60		HMRC	Staff Tax
8th September	R39	Online		£50.20		Glaven Caring District Committee	Glaven Lunches - Bill Hudson
8th September	R40	Online		£16.45		Judith Holman Expenses	Pow wow now phone costs
8th September	R41	online		£24.00		Victoria Holliday	POWWOWNOW monthly charge June-Aug
8th September	R42	online		£92.65		Gemma Harrison expenses	Clerk Expenses - High Viz jackets £46.33, stationary (£29.09), stamps (£15.40, £1.83)
11th September	R10	online	£44.80			CT Allotment Rent	Allotment Rent
17th September	R11	online	£42.50			CB Allotment Rent	Allotment Rent
17th September	R43			£115.87		Anglian Chemicals	Loo Equipment
21st September	R12	online	£67.20			Allotment Rent	2A and 14A
28th September	R13	online	£21.25			JH Allotment Rent	
30th September	R14	online	£42.50			CL	Allotment Rent
30th September	R15	online	£5,650			NNDC	Precept second installment
30th September	R16	Online	£42.50			Pigott	Allotment Rent
1st October	R17	Online		£48.00		Cheverton printers	Cley Loo Sign
1st October	R44	Online		£243.32	£10,443.78	Gemma Harrison	Clerk Salary Septemebr
5th October	R18	763141	£85.00			PL	Allotment Rent
5th October	R19	102218	£44.80			AM	Allotment Rent
5th October	R20	100266	£72.50			SY	Allotment Rent
5th October	R21	102163	£63.75			GW	Allotment Rent
5th October	R22	101538	£22.40			JT	Allotment Rent
5th October	R23	200285	£42.50			DF	Allotment Rent
5th October	R24	3329	£44.80			MU	Allotment Rent
5th October	R25	22019	£44.80			MB	Allotment Rent
5th October	R26	104011	£127.50			CL	Allotment Rent
5th October	R27	20	£32.50			DH	Allotment Rent
5th October	R28	300143	£42.50			KC	Allotment Rent
6th October	R45	Online		£18.00		Anglian Chemicals	Bin Liners
6th October	R46	Online		£55.80		Anglian Chemicals	Hand Towels
6th October	R47	Online		£11.76		Anglian Chemicals	Gloves
6th October	R48	Online		£280.00		Kevin Richardson	Grass Cutting Sep
6th October	R49	Online		£30.00		NALC Planning Course	Clr Holiday
6th October	R50	Online		£12.00		Westcotec	SAM2 tools
6th October	R51	Online		£570.00		Brown & Co	Allotment Rent
6th October	R52	Online		£575.00		Came and Company	PC Insurance
6th October	R53	Online		£53?		Wave	Water Allotments
Sep-20							
Receipts	£6,018.15						
Payments	£888.09						