

## **CLEY PARISH COUNCIL**

### **Minutes of the Virtual Meeting held on Tuesday 7<sup>th</sup> July 2020 at 6.30 p.m. via Telephone Conference Call**

**Attending:** Cllr Victoria Holliday (Chairman), Cllr Richard Allen (Vice-Chairman), Cllr Judith Holman, Cllr Meadows, Cllr Williamson, Cllr High, Cllr Baker, County Cllr Sarah Butikofer and District Cllr Karen Ward and Parish Clerk Gemma Harrison. There were four 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 PC Jason Pegden.

#### **2. To receive declarations of Interest and Requests for dispensations**

2.1 None.

#### **3. Minutes of the Parish Council meeting held on 2<sup>nd</sup> June 2020 to be approved.**

3.1 The minutes contained some minor grammatical errors, but after these were corrected, on a PROPOSAL by Cllr Allen and SECONDED by Cllr Holliday the minutes were approved as accurate and correct. The Minutes were AGREED by all.

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

- EA flood wall – Clerk write to owners to make them aware that the flood wall lies outside their property boundary.
- Fencing not adequate by Victory. – Clerk to go back to Victory to ask for improved fencing to be erected.

#### **5. Reports –**

5.1 *Norfolk County Council Report.* Cllr Sarah Butikofer stated that “the test and trace scheme is in place, but further information has been requested from Central Government. NCC will have a full council meeting in the next few days which will

be its first since lockdown. MIG funding cuts have now been suspended. Libraries are starting to open.

5.2 NNDC Report – Cllr Karen Ward states that North Norfolk has moved from response activity into recovery activity. NNDC have launched *you are welcome* campaign; visitors are welcomed back but in a safe way. Visit Britain have come up with a kite mark called *good to go*, the Kite Mark award is given if a business has put covid measures in place. NNDC are now focussing on distributing their discretionary grant scheme out to local businesses, particularly those who missed out on the first grant schemes awarded. Toilets and car parks are now open, play areas have not opened as of yet as NNDC can't comply with the strict Government guidance. Weybourne has been decided as the place where the wind farm will be bought ashore. Planning Enforcement are liaising with planning officers over the building west of Cley. The monitoring period at the Wildlife Trust car parks won't start until the charging starts.

**5.3 Traffic Management** - The SAM2 has been a huge success, Cley Parish Council would like to thank Cllr Butikofer for purchasing the SAM2 from her budget. Yellow lines in the village were discussed again. Clerk to arrange preliminary discussion with Steve White and ask for advice on consultation.

## **6. Community Toilet**

**6.1** Community Toilet opens on 20<sup>th</sup> July. Cllr Butikofer and Cllr Ward will be invited to the opening ceremony along with a representative from the Big Society Fund.

**6.2** Loo Budget – it was PROPOSED by Cllr Meadows and SECONDED by Cllr Allen that £1200 be taken from reserves to cover building items not in original tender.

**6.3** Appointment of a new Cleaner was discussed, there was only one application, Cllr Allen PROPOSED the applicant, Donald Harrod, this was SECONDED by Cllr Williamson and AGREED by all. The cleaner will start on Monday 20<sup>th</sup> July and work 30 mins a day for 5 days a week.

**6.4** The clerk shared costs of loo equipment with Cllrs, Cllr High PROPOSED approval for a spend of up to £300 for much needed loo equipment and cleaner

PPE, this was SECONDED by Cllr Holman and AGREED by all. The Cley Community toilet has been officially named the Cley Curloo.

6.5 Signage is also required for the toilet, signage has been delegated to the Clerk and Chair Cllr Holliday to receive quotes and source ahead of the planned opening on 20<sup>th</sup> July.

## **7. Allotments**

7.1 The clerk has distributed the new allotment tenancy agreements, new rules and regulations and risk assessments prior to the meeting. The biggest amendment was the proposal to introduce a compulsory charge for water, this was suggested at £1 per rod owned. The introduction of charges was needed due to the significantly high water bills the council has been receiving. Cllr Holliday PROPOSED the three documents (including the charge for water) were adopted by CPC, this was SECONDED by Cllr Allen and AGREED by all.

## **8. Broadband FTTP**

8.1 In order for dwellings in Cley to qualify for higher broadband speeds, 113 residents need to sign up independently to Openreach to install full fibre to the premise (FTTP). Parishioners are asked to pledge their vouchers via the website. CPC need to make everyone aware of the scheme which is funded by the Government. Everyone AGREED to go out to consultation with residents, Cllr Holliday has letters which need to be distributed, volunteers needed.

## **9. Planning – All applications are circulated in advance of the meeting.**

9.1 PF/20/0840 and LA/20/0841 Larkoway, detached outbuilding for use as a garden room/pool room. Everyone AGREED to support this planning application

9.2 PF/20/0836 Harnser Replacement of front window with a door. Cllrs all AGREED to support this planning application.

9.3 No decision notices have been received.

## **10. Correspondence**

10.1 Letter regarding the hedgerows on The Hangs. No further comments were made.

10.2 Anglian Water – unsuccessful grant application. CPC was unsuccessful in applying for further grant funding from Anglian Water for the community toilet.

10.3 NCC Parish Partnership Grant. Cllrs decided to prioritise the works at Newgate Green before applying for any further Highway Grants.

## **11. Financial Matters**

11.1 The financial statement was circulated prior to the meeting and can be seen at Appendix A, the statement including payments due to be made was PROPOSED by Cllr Holman and SECONDED by Cllr High and AGREED by all.

11.2 The bin contract was discussed and it was AGREED to move the bin from Newgate Green to near the bookshop. The Clerk to contact NWT and advise them that CPC will not be paying for the dog bin at the beach going forward, clerk to remove the bin from contract. Cllrs AGREED to purchase a new bin for the Village Hall car park.

11.3 The updated Budget was reviewed and AGREED by all.

## **12. Dark Skies Event**

12.1 The Dark Skies event was confirmed to take place on Friday 25<sup>th</sup> September with the capacity for 25 people to attend.

## **13. Items for inclusion on the next Agenda**

13.1 Hilltop Working Party, Asset Register, Barn on the Marsh, FTTP, drains and highways.

## Appendix A

**Cley Parish Council**  
Bank Reconciliation July Meeting

**Community Account**

Balance C/F - £6845.30

Receipts - £750.74

Transfers Out - £0.00

Payments - £845.82

**Balance - £6750.22****Fundraising Account**

Balance C/F - £2759.81

Receipts - £0.00

Transfers in- £2533.64 (from Business Premium Acc)

Payments - £ 4485

**Balance - £ 808.45 (Newgate Green Money)****Plus £10 allotment money yet to be deposited****Business Premium Account**

Balance C/F £5119.36

Receipts - £1.37

Transfers Out - £2533.64 (temporary loan to for Cley Loo to be reimbursed by VAT due)

Payments - £0.00

**Balance - £2587.09****TOTAL IN BANK - £10,145.76**

7th May	13	Online		£63.60		Brambles Farm	Final Toilet Hire payment 01.04.20 - 14.04.20
7th May	14	Online		£100.75		NALC	Subscription 20-21
7th May	15	Online		£243.32		Gemma Harrison - Salary	Clerk Salary
11th May	16	Online		£24.00		Cheverton printers	
11th May	17	Online		£101.80		NPTS	Annual Subscription
11th May	18	Online		£570.00		Brown & Co	
14th May	19	Online		£22.50		NNDC	Printing of Leaflets
21st May	R4	Online	£3,540.76			HMRC	VAT Return 19-20
21st May	20	TRANSFER		£2,800.00		Fundraising Account	Cley Loo VAT Return Transfer
26th May	21	Online		£280.00	£6,845.30	Kevin Richardson	Covid 19 Retainer Fee March and April Grass Cutting
2nd June	22	Online		£243.32		Gemma Harrison	Clerk Salary May
2nd June	23	Online		£175.00		HMRC	Tax Clerk Salary
2nd June	24	Online		£140.00		Kevin Richardson	Covid-19 Retainer Fee May Grass cutting
2nd June	25	Online		£247.50		Steve Jackman	Wix Website
2nd June	26	Online		£40.00		NPTS	Internal Audit
3rd June	R5		£750.74		£6,750.22	Norfolk County Council	Recycling Credits
7th July	27	Online		£243.32		Gemma Harrison	Clerk Salary
7th July	28	Online		£347.76		Wave	Water Bill Allotments March - June 2020