

**Minutes of the Cley Parish Council Meeting
held on Thursday 11th November 2022
at 6.30p.m. at Cley Village Hall**

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

17 Members of the public present.

County Cllr Eric Vardy was also present.

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

1.2 Apologies received from Cllr Holman due to illness. Apologies accepted.

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

2.1 Cllr Baker stated he is a member of the Harbour Committee and Cllr High stated he is a resident of Newgate Green.

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

3.1 The minutes were circulated prior to the meeting. They were PROPOSED as accurate and correct by Cllr Baker and SECONDED by Cllr High and AGREED by all.

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

- Norfolk Community Foundation Grant Application Warm Spaces. CPC has submitted a grant on behalf of the Village Hall Committee and is waiting to hear if it has been approved.

5. Receive and Discuss Reports

- Police Report – None received.
- District and County Cllr Reports –

Cllr Eric Vardy's report was circulated prior to the meeting. Cllr Vardy highlighted the issues around the ongoing outbreak of bird flu. Cllr Vardy also highlighted the huge shortfall being faced at County with regards setting the budget. Cllr Vardy is working with CPC to provide new hedging at the allotments. There is a Webinar on the budget consultation on 22nd November 22 at 7pm.

Cllr Holliday gave her report, which was circulated prior to the meeting. There is a consultation with regards the planning service performance, residents are

encouraged to respond. Cllr Holliday is focusing on the lack of support for mental health in the area. It was reported that garden waste was not collected in Cley as planned, Cllr Holliday agreed to chase this up with Officers at NNDC.

- Allotments –There is an allotment tenants meeting on 24th November 22 6.30pm at Cley Village Hall. A skip will be booked for 21st November to take the remainder of the large shed away.
- Harbour Report – Simon Read gave his report. It was noted that the Harbour minutes will be published on the Harbour Website going forward.
- Village Hall Report – Andy Gonzalez gave the report. He stated that the work to replace the fencing at the Village Hall are currently postponed as the contractor is unwell. It was noted that the Wi-Fi has changed, the new passwords were circulated. The hall is planned to be decorated shortly.

Public Participation

An opportunity for members of the public to ask questions.

- Knotting Hill Farm House – it was noted that a temporary event license can be issued up to 10 days in advance, this gives a limited time to object. It has been confirmed that the farmhouse does not have a wedding license. Concerns were raised by members of the public regarding alcohol licensing.
- Concerns about the possible music license for Knotting Hill Farmhouse were also raised by members of the public.

6. To approve the updated Code of Conduct Policy (circulated prior to the meeting)

6.1 The revised code of conduct (LGA version 2021) was PROPOSED by Cllr Meadows and SECONDED by Cllr High and AGREED by all. Clerk to put a copy on the parish website.

GH

7. Planning

7.1 To discuss any planning applications received.

- PF/22/2344 - The Sheilings Stable, Holt Road, Cley-next-the-sea –Cllrs are keen to see visible light transmission reduced in all windows. If this were to be carried out, then Cllrs would all SUPPORT the application. **GH**

7.2 The decision notice of approval received for Larchmount PF/22/2068 was noted.

7.3 Cllr Meadows shared a copy of North Norfolk Living Magazine which advertised the potential wedding venue at Knotting Hill Farm House. Cllrs are keen to engage with the

owners to better understand their plans and ensure they are made aware of the public's concerns regarding noise pollution.

7.4 Cllr Holliday has stated that NNDC have been in contact with the owner and are confident that no events have taken place. It was AGREED for CPC to write to the owner and raise the concerns of residents. Clerk to copy letter to NNDC Licensing Team for their information. Cllr Meadows asked the Clerk to follow up Barn Drift to ensure the curfew of midnight is being adhered to. It was also suggested and AGREED to have a meeting with the licensing officer to gain a better understanding of the process. **GH**

7.5 Cllrs encouraged everyone to phone the out-of-hours number at NNDC to report any noise disturbance. Clerk to update the website. **GH**

8. Finance

8.1 The payments, receipts and bank reconciliation (Appendix A) for the month of October were circulated prior to the meeting. The payments of £355.80 were PROPOSED by Cllr Holliday and SECONDED by Cllr Meadows and AGREED by all. **GH**

8.2 The Budget for 23/24 was circulated prior to the meeting. This item has been deferred to December's meeting.

9. Correspondence

9.1 Rural Transport Mobility Questionnaire – It was noted a questionnaire regarding the parish's services had been received and the Clerk will respond. **GH**

9.2 Winter Communication NHS – warm and well winter campaign. Clerk to put on website. **GH**

9.3 Gully opposite Old Hall Barns –unfortunately Highways are unable to clear the saltpan as they avoid going on private land. Cllr Allen AGREED to help clear the ditch on the other side of the wall. **RA**

9.4 Stalham TC request for views on CIL/ S106 was noted. CPC understands that NNDC are waiting for a central government review of planning obligations.

9.5 Ramblers legal costs for the Hangs Inquiry. – It was AGREED that CPC donate £100 to the Ramblers to help fund their legal costs for the Hangs Inquiry. Clerk to chase landowner on signage on the Hangs and the locked gate. **GH**

9.5 Repairs to The Quay – Chris Lubbock to provide a quote for the required works, Clerk to obtain other quotes and it was AGREED to discuss and approve works at December's meeting. Clerk to look at available budget for this year. **GH**

9.6 Emergency Road Closures – Unfortunately NCC can only alert CPC when emergency closures happen as they have no prior knowledge of emergency works.

9.7 The George – a complaint has been received regarding the extractor fan which is left on late at night and the flood lights which are sometimes left on late at night. The clerk has written to The George to make them aware.

10. Allotments – Grant Funding

10.1 To agree to submit a Coastal Resilience Grant for the allotments to cover the cost of installing a new tap and to offer tenants water butts. It was AGREED for Clerk to make the application. Clerk to gain a steer on those who require new water butts are the allotment meeting being held on 24th.

10.2 It was AGREED to approach NCC and County Cllr Eric Vardy for funding through his budget. GH

11. Hardship Funding

11.1 It was suggested the PC could collect energy rebates from those not in need and distribute it to those living in the parish who are struggling due to the ongoing cost of living crisis. It was AGREED the Clerk should canvass residents to see what support is needed. GH

11.3 Cllr High suggested speaking to residents interested in Warm Spaces to see if they need financial support. Item to be added to December's agenda for further discussion.

12. Coronation Event Planning

12.1 To note the date of the community Coronation Event Planning Meeting on Thursday 17th November at the Village Hall 7pm.

13. Toad Watch

13.1 10 volunteers have agreed to join Cley Toad Watch. There will be two access roads, the Coast Road and Glandford Road / Bridgefoot Lane which will need patrolling if capacity allows. Clerk to arrange a meeting with volunteers to discuss further. GH

14. Neighbourhood Plan

14.1 A meeting with consultants, Purcell, is taking place on 16th November, Clerk to provide an update at the next Parish Council meeting. GH

15. The Quay

15.1 It was AGREED to install a new sign on The Quay. Clerk to get quotes and add to the budget for next year. GH

16. Meeting with Punch Taverns

16.1 Cllrs are keen to discuss a number of issues with the Swallows, namely: parking, future plans and lighting. Clerk to chase and if need be, request the Regional Manager attend the meeting. GH

17. Dark Skies Season Launch

17.1 The following events were noted:

- 24th November – 28th November – Winterfest Astro Star Party 2022 – Kelling Heath Holiday Park
- 25th November 6pm – 7.30pm Dark Skies Walk at NWT Cley
- 2nd December 6.30pm – 8.30pm Dark Skies Walk Morston Quay

18. Christmas Tree on Newgate Green

18.1 Cllr Baker PROPOSED a £50 donation towards the Christmas tree on the Green; this was SECONDED by Cllr Williamson and AGREED by all. GH

19. Items to be included on the Next Agenda. Toilet on the Beach, (Clerk to write thank you letter to the Mill to thank them for installing a dog bin GH), Knottting Hill and Barn Drift. Neighbourhood Plan, Coronation event, Budget, Hardship funding, Punch Taverns.

20. Time and Date of Next Meeting; 6.30pm Thursday 8th December 2022 in Cley Village Hall.

21. Resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public to discuss a personnel matter.

21.1 The above resolution was AGREED by all and the 17 members of the public present left the meeting.

- A Personnel Matter was discussed, it was AGREED on a PROPOSAL by Cllr Allen and SECONDED by Cllr Holliday to approve the recent staff appraisal. The appraisal increases the Clerk's hours from 7 to 8 hours per week. The clerk was also moved to SCP18. The changes will take effect from 1st December 2022.

The meeting ended 19.47

APPENDIX A

Cley Parish Council

3 November 2022 (2022-2023)

Prepared by:

Approved by: Date:

Date:

*Name and Role (Clerk/RFO etc)**Name and Role (RFO/Chair of Finance etc)*

Bank Reconciliation at 03/11/2022		
Cash in Hand 01/04/2022		
ADD		
Receipts 01/04/2022 - 03/11/2022	13,496.78	A
SUBTRACT	25,156.37	
Payments 01/04/2022 - 03/11/2022		
Cash in Hand 03/11/2022 (per Cash Book)		
38,653.15		
18,314.15		
20,339.00		
Cash in hand per Bank Statements	0.00	B
Less unrepresented payments	5,707.74	
Plus unrepresented receipts	5,124.13	
Adjusted Bank Balance	9,706.62	
20,538.49		
352.00		
20,339.00		
152.51		
20,186.49		
A = B Checks out OK		

Petty Cash 03/11/2022 Community Account 2 03/11/2022 Business Premium Account 03/11/2022 Community Account 1 03/11/2022