

CLEY PARISH COUNCIL

Minutes of the Cley Parish Council Meeting

held on Thursday 11th November 2021

at 6.30 p.m. at Cley Village Hall, The Fairstead.

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

There were 10 members of the public present.

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

1.1 Cllr Allen gave his apologies (illness), his apologies were accepted.

1.2 County Cllr Eric Vardy and PC Jason Pegden gave their apologies.

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 was a member of the Harbour Committee and stated an interest in the planning application for Droxford. Cllr High stated an interest in Newgate Green.

3. Minutes of the Parish Council meeting held on Thursday 14th October to be approved.

3.1 The minutes were PROPOSED as accurate and correct by Cllr Williamson and SECONDED by Cllr Baker and AGREED by all.

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

- Telegraph pole is still located in the middle of the Public Footpath on the High Street. Clerk to chase. GH

5. Receive and Discuss Reports

- Police Report - PC Pegden sent in his report in advance of the meeting which stated that there have been no calls to the Police and no crime reported in the last month. Cllr Meadows asked what PC Pegden's remit is in case of a flood, Clerk to seek clarification. GH

- **County Cllr Report.** County Cllr Report was circulated prior to the meeting and can be seen in Appendix A.
- **District Cllr Report.** Cllr Holliday gave her report. There is lots of work going on along the Coast, however NNDC are only responsible up to Kelling Hard then the coast is managed by the EA. Cllr Holliday stated she has written to the EA to see what modelling has been done on future flooding in Cley. The new leisure centre will be open in Sheringham soon. There is a new mental health hub due to open in Cromer next year. A rapid response vehicle is on a 12-week trial in Fakenham which is good news and something the Ambulance Response Working Party have been working on for some time. The Working Party are continuing their campaign for more community first responders.
- Allotments – The report was circulated prior to the meeting. All allotment receipts have gone out to those that have paid. Another new plot has been let out in the last week.
- Harbour Report – Simon Read gave his report. Advent windows will be on again this year until 6th January. The Committee are forward planning for Open Gardens on 11th and 12th June 2022. Harbour Day is penciled in for 10th August 2022.
- Village Hall Report – The report was circulated prior to the meeting. There is a new Committee in place and a working party has been arranged for gravelling the car park. The Committee are still investigating long term heating solutions for the Village Hall.
- Jubilee Report – The Clerk gave a brief report on discussions for next year's Jubilee celebrations. The Parish Council are looking to host an event on Newgate Green 2pm – 5pm on Sunday 5th June 2022, more details to follow.

Public Participation

An opportunity for members of the public to ask questions.

- A question was asked about whether a NNDC Planning Officer attended site to look at the barn on Cooks Marsh.

- No meeting between NNDC and the Parish Council has taken place, Officers have assured the Parish Council that all the correct protocols have been followed.
- A question was asked about the hedge outside Saltmarsh Cottage.
 - This is in the process of being done and will be completed soon.
- A question was asked about when the boardwalk will be completed.
 - The boardwalk was built with the wrong kind of mesh, further works are needed. Clerk to chase handrails on the steps by Artemis and steps behind the Mill. GH

6. Planning

6.1 To discuss any planning applications received.

- PF/21/2759 Rectory Hill Barns – There was no objections from Cllrs, although concerns were raised regarding the potential noise from the pergola, and light pollution.
- RV/21/2737 The Old Manor House (Variation of Condition) – Cllrs voted to support the application.
- PF/21/2536 Old Rectory Farm – There were no objections from Cllrs , however concerns were raised over possible light and noise pollution.
- RV/21/2765 The Flat, Old Rectory Farm (removal of condition) – Cllrs had no comments to make.
- PF/21/2690 – Droxford – Cllrs AGREED to support the application, Cllr Baker abstained from the vote.
- Arcady – A vote took place whereby 4 Cllrs voted to OBJECT to the proposal, one Cllr was neutral, and Cllr Holliday abstained from the vote. The Motion was moved as an OBJECTION on grounds of heritage and design issues. Clerk to invite Phillip Rowson/ Martyn Fulcher to a Parish Council Meeting so Cllrs can raise their concerns with regards planning in Cley.

7. Cley Curloo

7.1 It was agreed that the signage on the Curloo needed to be refreshed. The new signage should include the amount the loo costs to run, and the scanning code should

be bigger to encourage more online donations. The Village Hall have stated that they will top up any shortfall, as long as they have the funding available from any car parking donations they receive. Cllr Baker PROPOSED a budget of £200 for new signage, this was SECONDED by Cllr Holman and AGREED by all. It was noted that the toilet roll dispenser is broken and needs to be replaced, Clerk to request a new one. GH

7.2 A toilet on the beach was discussed. It was AGREED another meeting should be arranged with the CEO of NWT to continue the dialogue. It was AGREED that CPC would donate £150 towards the toilet to show how keen the Parish Council are to have toilet provision at the beach.

8. Newgate Green

8.1 There is no further update. NCC Cllr Eric Vardy is aware. Clerk to go back and chase for a date for the works to take place.

8.2 A discussion took place on the possible repair works needed to the open space adjacent to the green (in front of the church). It was AGREED further discussion with the Church and stakeholders was needed. Clerk to arrange a separate meeting. GH

9. Neighbourhood Plan

9.1 The Clerk outlined the benefits of having a heritage specific Neighbourhood Plan. There is lots of evidence to demonstrate that current planning policies are not protecting the heritage features of Cley. A targeted heritage, design and flooding based NP would give Cley a bigger voice when it comes to planning issues.

9.2. Cllr Meadows PROPOSED that Cley undertake a Neighbourhood Plan, this was SECONDED by Cllr High and AGREED by all. It was AGREED that the Neighbourhood Plan boundary should reflect the parish boundary. Clerk to report to NNDC and apply for grant funding. GH

10. Cley Heritage Walk

10.1 A new Heritage Walk was discussed. Everyone AGREED to support the project, it was suggested to meet with Richard Jefferson who has a lot of local historical knowledge to see if he would be keen to help deliver the project. Clerk to look at Grant Funding. GH

11. Finance

11.1 Cllr Holliday PROPOSED the payments of £1237.73 which were circulated prior to the meeting, the payments were SECONDED by Cllr Holman and AGREED by all.

11.2 The Bank Reconciliation was circulated prior to the meeting and AGREED by all, (Appendix B).

12. Correspondence

12.1 The Deputy Lord Lieutenant would like to present CPC with a plaque which recognises the community's resilience and support during the pandemic. It was suggested the Garden of Rest would be a suitable location for the plaque. Cllr Holliday to seek approval from the Vicar. Clerk to liaise with the office of the Deputy Lord Lieutenant to arrange a suitable time and date for the presentation.

12.2 NCC have been in contact to ask whether the Parish Council would like to see Footpath No.11 signposted. It was PROPOSED by Cllr Holliday, SECONDED by Cllr Meadows and AGREED by all that Footpath No.11 does require a signpost, Clerk to ask NCC to erect a sign also stating that the footpath is a dead end route.

12.3 New footpath signage is due to be installed in the village to direct users to the adjacent Public Footpaths.

13. Village Hall

13.1 A discussion took place on the introduction of motorhomes staying overnight in the Village Hall car park. There was no great enthusiasm from Cllrs. Concerns were raised about the Curloo becoming blocked by chemical waste and Cllrs requested that a separate Chemical waste disposal point should be installed to prevent this from happening.

13.2 A discussion took place regarding sharing the cost of three phase electricity with the Village Hall Committee. The cost quoted to CPC is £3640. Other options currently being investigated by CPC is a turnkey solution which poses less risk to the PC but does require the PC to have ownership of the land. CPC are still waiting on the outcome of the Grant Funding bid at NNDC before a decision can be made.

14. Hilltop

14.1 The parish council are still waiting for a quote to undertake some clearance on Hilltop. Cllr Baker PROPOSED that CPC allocate £500 towards the works, £300 has been allocated in the budget already, with £200 being transferred from the outdoor asset budget to make up the difference. This was SECONDED by Cllr High and AGREED by all.

14.2 Some clearance work has already been undertaken on Hilltop. Clerk to write to the residents to thank them for the work. The next stage of the work will be focused behind the pump house. GH

15. Armed Forces Covenant

15.1 Cllr Holliday read out the Armed Forces Covenant which can be seen at Appendix C. Cllr Meadows will be the armed forces champion for CPC. The covenant was AGREED by all and signed by the Chair in the meeting. Clerk to share with MOD and put on the website. GH

16. Items to be included on the Next Agenda – loo on the beach, footpaths 2026, EV charging, Budget, invite the Head of Planning for a discussion on planning in Cley.

17. Time and Date of Next Meeting; 6.30pm Thursday 9th December 2021 in Cley Village Hall.

The Meeting Ended 8.11pm

Appendix A

Councillor Eric Vardy County Councillor for Holt

Economy

Chances Project

Chances, a £4.9m Norfolk County Council project, co-funded by the European Social Fund, is reaching out to people in Norfolk who have recently lost their jobs or are long-term unemployed who may face barriers to finding work. It aims to help them get back into employment through new opportunities for support and training.

Launched in April 2021, the project has already supported nearly 300 participants on their journey to find employment.

The Norfolk County Council-led Chances for Work and Chances Healthy Living projects are being run by partners Voluntary Norfolk, Citizens Advice Norfolk, Citizens Advice Diss, Thetford and District, and Future Projects. There are local advocates based in each of the seven Norfolk district areas, who work to provide personalised one-to-one support.

Depending on the needs of the individual, the support could include help to identify skills gaps and finding suitable training and qualifications, support to access services to boost health and wellbeing, or finding ways to overcome barriers such as transport or accessing childcare. Support for those with physical or learning disabilities could also include providing help to access services, or assistance from a mental health specialist or disability support specialist who will be working closely with the Chances team.

The project which officially started in April 2021 will run until September 2023.

Individuals who are keen to find out more are welcome to contact the project team directly – for contact details and further information see www.norfolk.gov.uk/chances

Support for Norfolk Entrepreneurs

The Business & IP Centre Norfolk, managed by Norfolk County Council's Library and Information Service, is offering a free six-week online programme that will take budding business owners on a journey from 'Bedroom to Business'.

Over the past 18 months, many people have had to find alternative sources of income, including considering setting up their own business. This programme will help aspiring business owners develop their idea and provide the tools needed to get started.

Bedroom to Business is being delivered by MENTA Business Support and consists of six two-hour workshops with a chance for questions and one-to-one coaching sessions after each workshop.

Starting on Friday 5 November, the six workshops will run weekly and cover topics including: pros and cons of being self-employed; identifying any additional skills needed; developing a business plan; business funding; registering your business.

Workshops will be limited to a maximum of 10 people to allow participants to get the most out of the sessions. If anyone is unable to attend this programme, Bedroom to Business will run again starting in January.

Participants will need to live, work or study in Norfolk or close to a Norfolk library to be eligible for this programme.

For more information and to register, visit [Bedroom to Business](#) or www.bipcnorfolk.eventbrite.com.

Appendix B

Cley Parish Council

4 November 2021 (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 04/11/2021 | | |
|---|-----------|----------|
| Cash in Hand 01/04/2021 | | |
| ADD | | |
| Receipts 01/04/2021 - 04/11/2021 | 11,353.41 | A |
| SUBTRACT | 24,051.51 | |
| Payments 01/04/2021 - 04/11/2021 | | |
| Cash in Hand 04/11/2021 (per Cash Book) | | |
| 35,404.92 | | |
| 15,086.77 | | |
| 20,318.15 | | |
| Cash in hand per Bank Statements | 0.00 | B |
| Less unrepresented payments | 5,372.92 | |
| Plus unrepresented receipts | 5,121.90 | |
| Adjusted Bank Balance | 10,051.33 | |
| 20,546.15 | | |
| 228.00 | | |
| 20,318.15 | | |
| 20,318.15 | | |
| A = B Checks out OK | | |

Petty Cash 04/11/2021 Community Account 2 04/11/2021 Business Premium Account 04/11/2021 Community Account 1 04/11/2021

Appendix C



Cley Parish Council

We, Cley Parish Council, representing the local community, commit to honour the Armed Forces Covenant and support the Armed Forces Community.

We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

CLEY PARISH COUNCIL

Signed:

Chairman:

Signed: _____

Clerk:

Date: _____

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We, **Cley Parish Council**, will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

The following are suggested draft pledges; please delete, add or change any to suit your circumstances. Your Covenant may be reviewed and pledges changed at any time in the future to reflect changing circumstances.

2.1 We, Cley Parish Council, recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by seeking to:

- appoint an **Armed Forces Champion** to promote support for the Armed Forces community;
- promote the fact that we are an **Armed Forces-friendly Council**, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public;
- support the employment of military **Veterans**; recognising that they are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans Gateway on our website; encouraging local businesses to support the employment of veterans;
- support the employment of **Service Spouses & Partners**: encouraging local businesses to support their employment;
- encourage support for the **Reserves Forces**; encouraging local businesses to support the employment of Reservists;
- encourage support for military sponsored **Cadet Organisations**; encouraging support for and membership of local cadet units;
- support and promote support for **Armed Forces Events** such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- support and promote support for **Armed Forces Charities**;

- encourage local businesses to consider offering discounts to members of the Armed Forces community.

2.2 We, Cley Parish Council, (as representatives of the local community) will endeavour to publicise these commitments through our literature and on our website, aiming to encompass all individuals, but with an emphasis on the armed forces.