

Minutes of the Cley Parish Council Meeting

Held at 6.30pm on Thursday 21st November 2024 in the Club Room

Cley Village Hall, the Fairstead

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

8 members of the public were present.

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

1.1 None

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

2.1 Cllr High declared an interest in Newgate Green, Cllr Deane and Cllr Baker stated they were both members of the Cley Harbour Committee.

3. The minutes of the Parish Council Meeting held on 10th October 2024 to be approved.

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

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

- The Swallows – Asset of Community Value. It was thought the previous application was now over 5 years old. The Clerk to add onto next month's agenda for further discussion. GH
- Newgate Green Works – Clerk to push for a date sooner than April 2025 and liaise with Cllr Vardy to see if the works can be programmed in earlier. GH
- Artemis Footpath Steps – The new handrail has been installed, however the hole at the bottom of the steps is still waiting repair. NCC have ordered the materials and will be coming back in the next couple of weeks to carry out the work.
- Emergency Response Buddies – A new WhatsApp Group has been set up for Emergency Buddies. These are volunteers who are willing to be contacted in an emergency to provide some form of basic help or support, e.g. getting a blanket or providing water. Residents are encouraged to contact the Clerk with their name and mobile number to be added to the group.
- Litter Pick – 8 bags of rubbish were collected; Cllr Holliday extended her thanks to all the volunteers who took part. The next litter pick will take place in the Spring.

- Defib Training – The next free defibrillator training session will take place at 7pm on 20th January in the Club Room at the Village Hall. Everyone is welcome, booking is not required. Clerk to promote. GH
- Run off along Holt Road – A meeting has been arranged with Highways on Wednesday 4th December.
- Community Café – the second day of opening the café (each week) will be reviewed next year.
- Hardship Support – Clerk to advertise via the village email. GH

Public Participation

An opportunity for members of the public to ask questions and request to speak on agenda items

None.

5. Planning

5.1 Unfortunately Consultant Tim Schofield was unable to attend the meeting to present information on the latest Arcady application due to a family emergency.

5.2 Guest Speaker – The applicant of White Cottage, Cley presented information on planning proposal PF/24/1939. The applicants stated that they designed the house so it would be larger at the back with the front elevation much lower in comparison. Efforts have been made to reduce light pollution by reducing the amount of glazing at the back of the property. The applicants stated they are happy to replace trees and will be looking to plant a new hedge.

Cllr Allen asked a question regarding storage. It was confirmed that the Storage shown on the plan is for the storage of materials for use during the build. Cllr Deane stated he liked the design and thought it looked attractive but had concerns over the size of the proposed property. Other Cllrs agreed that the proposed size was still a concern.

5.3 Cllrs to approve the Planning Report (circulated prior to the meeting) namely;

- PF/24/1939 – White Cottage, Church Lane - To ratify comments submitted (due to the planning deadline) on 24th October 2024. Cllrs agreed to submit additional comments welcoming the planned planting and to request the wall is preserved as much as possible. It was noted that if planning permission was granted the building would need to be managed correctly, in line with the Cley Code of Construction Practice. The additional comments were AGREED BY ALL.

- PF/24/1820 – West Cottage, New Road - To ratify comments submitted (due to the planning deadline) on Tuesday 12th November. – the comments of no objection were AGREED.
- RV/24/2299 – Arcady – Changes to the roof and changes to the flue. Concerns were raised by a member of the public regarding the roof. Zinc is preferred, but grey would be a preferred colour not the plum shown on the plans. Cllrs discussed the application and AGREED to enter a holding objection on the colour of the roof. Cllrs stated that they would prefer grey but if it had to be red then it needed to closely match the vernacular terracotta . Cllrs do not object to the Flue but ask that it is not silver in colour. The above comments were PROPOSED by Cllr Deane and SECONDED by Cllr High and AGREED by all by a show of hands.
- LA/24/2054 and PF/24/2052 – Two Hoots, 2 Old Hall Farm Barns. – the comments of a no objection were AGREED.

5.4 To receive any applications received since the agenda has been published – None Received.

5.5 Cllrs discussed their response to the latest NNDC Local Plan Consultation. It was noted there are 30 houses proposed in Blakeney and more in Weybourne. Cllr Deane to have a look and feedback to the Clerk. It was AGREED infilling takes a lot of growth without any further allocation required. Cllrs also raised concerns about whether the sewage works have the capacity to cope with any further development. Cllrs to provide the Clerk with any further feedback and Clerk to submit the response on behalf of CPC. GH

6. Reports

6.1 Receive and Discuss Reports.

- Police Report – 5th December is the next SNAP meeting. It was noted that the Police held an online meeting to discuss recent shed break ins and advice was offered on how tenants could secure their sheds/property. Clerk to share information at the allotment meeting next month. GH
- County Cllr Report – none.
- NNDC Report – Report circulated prior to the meeting and can be seen at Appendix A. It was noted that various bins were not emptied due to a vehicle error and will be collected on Friday 22nd November. If residents experience any problems with their bins being emptied, then please report to Cllr Holliday.

- Allotments – To note the date of the allotment meeting on 3rd December at 7pm in the Club Room. The taps have now been switched off.
- Harbour Report – Simon Read gave his report. There was a working party down on the quay, they cleared rubbish and de-silted the steps. The mooring posts have been improved to prevent the boats getting caught underneath. Carols on the Quay will take place on 14th December.
- Village Hall Report – The Cley Christmas Fair will take place on 7th December 10am – 4pm. The 2nd notice board is now available – a note will be sent out about access and use. The new door for the Club Room should be fitted imminently and the damaged front entrance post has been repaired. Replacement toilet roll holders will be fitted in the next couple of weeks, they are the same design as the Curloo.

7. Finance

7.1 The payments in October (£5074.23), payments due (£1129.04) and receipts (£2216.93), and bank reconciliation (Appendix B) for October was circulated prior to the meeting. The finance was PROPOSED by Cllr Holliday and SECONDED by Cllr Williamson and AGREED by all.

7.2 Cllrs noted the NJC pay review and amended pay scales as per the SLCC website. The changes were AGREED by all.

7.3 The purchase of a new freezer (purchased using delegated powers) for the Community café was PROPOSED by Cllr Deane and SECONDED by Cllr Williamson and AGREED by all.

8. Definitive Map Modification Orders

8.1 The Clerk shared a Working Copy of the Definitive Map. Cllrs AGREED to hold a separate meeting to discuss the details of any unrecorded public rights. It was noted that Cley FP21 should have been recorded as Bridleway. Clerk to arrange a meeting. **GH**

9. North Norfolk Filming Request

9.1 It was AGREED to respond to the North Norfolk Filming request to give permission in principle to film, in the parish of Cley on public land. Clerk to respond. **GH**

10. Flood Risk Information Board

10.1 The first draft of the Flood Risk Information Board was circulated. Cllr Allen was keen to see additional information about wind directions and the impact this has on the tide included. Clerk to report back to the EA.

Cllr High left the meeting 19.53

11. Toad Migration

11.1 It was AGREED to carry out a Toad Patrol next year, Clerk to organise the rota and advertise. It was noted that a morning patrol might be beneficial. Clerk to liaise with the volunteers. **GH**

12. Correspondence

12.1 Glandford Road Track Repairs – the work has been carried out but not the required standard, contractors will be returning and seeking contributions from the private residences.

12.2 Clerk shared the recent affordable homes correspondence from NNDC. It was noted that Cley has 370 homes, of which 170 are holiday or second homes and 5 are currently empty.

12.3 There has been a request for volunteers from Voluntary Norfolk. Clerk to the information on the website. **GH**

12.4 Town Yard Emergency Road Closure- Clerk to write to the MP regarding the frequency of emergency closures in the parish. **GH**

12.5 NNDC are consulting on the NNDC Council Tax Support Scheme, this is running until 24th November, all the information is on the NNDC website.

12.6 Reference was made to more efficient Grit Lorries in an article in EDP – Clerk to request that Holt Hill is added to the gritting schedule. Clerk to raise this with the MP. **GH**

12.7 To note the NNDC consultation on increased car parking charges, more information on the NNDC website.

12.8 Norfolk ALC AGM is due to take place on 4th December, Clerk to attend. **GH**

12.9 To note the live Government consultation on remote parish council meetings and/or allowing remote access for Cllrs in specific situations. Cllrs encouraged to respond; Clerk has forwarded the link via email. **ALL**

13. Electricity Supply on the Quay

13.1 The Harbour Committee have requested permission for a 32-amp electricity supply on The Quay. It was AGREED to hold a separate meeting with the Clerk to discuss the details and then add the item onto next month's agenda. Clerk to arrange a meeting with the Harbour Committee. **GH**

14. Items to be included on the Next Agenda

14.1 Budget, Loke maintenance, concrete bench.

15. Time and Date of Next Meeting; Thursday 12th December 6.30pm in Cley Village Hall.

Meeting ended 20.13

Appendix A

District Cllrs Report November 2024

From NNDC

Leisure

NNDC has received confirmation of the funding to allow the Fakenham swimming pool and improved outdoors sports facilities to go ahead.

Planning

We are making progress in releasing capacity to build new houses through our actions on nutrient neutrality. Currently, this is through upgrading householder’s septic tanks to new ones which release less nutrients.

The revisions to the new Local Plan are out for public consultation until Dec 18th. Please visit www.north-Norfolk.gov.uk/localplanconsultation. This will be your last chance to comment so do take part! Further public hearings will take place February 2025.

The local validation list for planning applications (the documents required for your application to be accepted) is out for public consultation. Search for ‘local validation’ on the NNDC website.

The October Government budget confirmed funding for an additional 300 local authority planners.

Benefits

We are still very keen to identify residents eligible for pension credit. To check your eligibility for pension credit go to gov.uk/pension-credit, call 0800991234, or contact the Financial Inclusion team ([financial.inclusion@ north-Norfolk.gov.uk](mailto:financial.inclusion@north-Norfolk.gov.uk) or 01263516221).

The financial Inclusion team are absolutely the best place to start for any money worries, problems paying bills etc. They also might be able to put you in touch with help to fill your oil tank oil and can help you obtain other benefits and allowances eg disability living allowance. They have claimed over £1.23 mill so far this year for residents.

Households will be contacted by the Benefits Team if they are eligible for payments under the Household Support Fund.

Discretionary housing payments are available for rent arrears, rent deposit and moving costs and on going rent shortfall.

Housing

As of 31st October 2024, there were 2334 households on the council waiting list, with 489 having the most urgent housing needs. In comparison, only 180 houses were let from 1st April to 31st October. As of 31st August, there were 233 open cases of households at risk of homelessness and 53 households in temporary accommodation (down 23% from last year). NNDC now owns 25 units for temporary accommodation which is far preferable to nightly paid accommodation.

Two rural housing schemes were opened this summer and four more are in build, and new affordable homes are coming on stream in Holt. Planning applications for two large affordable housing sites and with a high percentage of affordable homes have also recently been approved.

The housing adaptation scheme has funding so do please come forward if you need modifications to stay in your own home. Not all grants are means tested so you may be eligible! Urgent home repairs (eg emergency boiler replacement) are also covered. Contact me if you have any questions.

Environment

Environmental Health are required to inspect 450 food businesses by April 2025 to achieve the targets set by the Food Agency.

Roof mounted solar panels are being fitted to some of our waste collection vehicles to reduce emissions.

Net zero

Certain energy suppliers - EDF, E.ON and Octopus for example - are obligated to help households on benefits with energy efficiency upgrades. Check out the 'energy savings tips' page on NNDC's website for more details of this and other schemes.

Finance

The forecast for 2024/25 is for a £995k deficit. This is largely made up of additional borrowing costs and the cost of temporary accommodation.

NNDC is still in discussion with NCC as to how a proportion of the additional council tax on second homes can be put towards social housing.

Customer service

The average wait time to contact Customer Services at NNDC has been 8 mins 31 secs over the last three months. Luckily this is coming down.'

Blakeney Surgery

We should hear soon what the outcome is of the planning application for a 24hr medicines vending machine at Blakeney Village Hall. Although the Surgery was due to close on 7th November 2024, it will remain temporarily open for medicines ordering and collection whilst the final decision on planning is made.

Boiler Upgrade Scheme

Through the Government sponsored Boiler Upgrade Scheme you can get a grant of £7.5k towards replacing a fossil fuel heating system with a heat pump, or £5k towards replacing with a biomass boiler. This grant is not means tested. Visit <https://www.gov.uk/apply-boiler-upgrade-scheme/print> for more information.

Mobile phone coverage

Regarding mobile not spots, my belief is these are more prevalent than the mobile networks believe. To prove this, it would be good if we could validate the data in Ofcom’s mobile coverage checker. You input a postcode and will be shown Ofcom’s results for your chosen address. These may not tally with your experience, in which case you can complete a quick survey and let Ofcom know, or email me.

This is the Ofcom coverage checker: <https://checker.ofcom.org.uk/en-gb/mobile-coverage#>.

Tech Skills for Life

Norfolk County Council’s Tech Skills for Life team can help you with using a phone, tablet or laptop, or even provide you with one to borrow or keep. They can also help you get cheaper broadband and data. Call 01485536420, pop into your local library or email techskillsforlife@norfolk.gov.uk.

Appendix B

Cley Parish Council

17 November 2024 (2024-2025)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 01/11/2024

Cash in Hand 01/04/2024 13,972.63

ADD

Receipts 01/04/2024 - 01/11/2024 25,532.55

39,505.18

SUBTRACT

Payments 01/04/2024 - 01/11/2024 17,392.13

A Cash in Hand 01/11/2024 22,113.05

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 01/11/2024 0.00

Community Account 1 01/11/2024 8,101.75

Business Premium Account 01/11/2024 5,234.08

Community Account 2 01/11/2024 8,777.22

22,113.05

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 22,113.05

22,113.05

A = B Checks out OK