



Cley Parish Council

Chairman – Cllr. Victoria Holliday

Vice-Chairman Cllr. Richard Allen

MINUTES OF THE MEETING OF CLEY PARISH COUNCIL
HELD ON THURSDAY 9TH APRIL, 2026 AT 6.30 PM
IN CLEY VILLAGE HALL

Present:-

Chairman – Cllr. V. Holliday, Vice-Chairman – Cllr. R. Allen,
Cllr. R. Deane, Cllr. J. Holman and Cllr. R. Williamson.

Julie Chance – Clerk.

Four members of the public also attended the meeting.

The Chairman welcomed all present to the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. C. Peters. No other apologies were received.

1.1 Election:- It was reported that the newly elected Councillor Peters has sent apologies for the May meeting and the Declaration of Acceptance of Office Form will be signed at the June meeting. The Clerk has sent Cllr. Peters all the necessary paperwork for completion.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None received.

3. MINUTES OF THE MEETING HELD ON THURSDAY 17TH MARCH, 2026

The Minutes of the meeting held on Thursday 17th March 2026, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

Clerk: Julie Chance

Pine Lodge, Gimingham Road, Trimingham, Norfolk, NR11 8HP.

Tel:- 07305048062

clerk@cleyparishcouncil.gov.uk

4. MATTERS ARISING FROM THE MINUTES

- 4.1 The Hangs:-** The Clerk read an email received from Old Rectory Farm stating that FP 28 is in the correct place and is 4 meters in width. The email also stated that FP 30 is in the process of being extinguished. It was **AGREED** that the Clerk would liaise with the Countryside Access Officer to ascertain whether there is any opportunity to object to FP 30 being extinguished. A request from a member of public for a permissive footpath parallel with the road to join up with FP 1 in Salthouse was received. The Clerk will address this with the Countryside Access Officer. This matter will be placed on the next agenda for an update.
- 4.2 Blocked Drains – Lime Kiln:-** Cllr. Allen reported that the drains at Lime Kiln have improved. However, the drains from Lime Kiln to the creek are in need of clearing. Cllr. Allen will liaise with the Highway Officer and this matter will be placed on the next agenda for an update.
- 4.4 Glandford Road Wall:-** No update. Cllr. Deane will continue to try and address the issue of repairs to this wall and this matter will be placed on the next agenda for an update.
- 4.5 Defibrillator Quay:-** It was **AGREED** that Cllr. Allen will liaise with the Harbour Committee to agree a site and fitting of the new defibrillator. Once this is known the Clerk will order the new defibrillator. It is noted that an electricity supply will also need to be agreed. This matter will be placed on the next agenda for an update.
- 4.6 No Parking Sign/Signs:-** Cllr. Holman has the No Parking signs, the beach signs and the bus stop signs. These will be installed shortly. The Clerk will liaise with Cllr. Holman concerning the new allotment signs wording. The parking signs at the Church are too high and Cllr. Deane will lower them. Cllr. Allen has the interpretation board. Cllr. Allan and Cllr. Deane will arrange installation. This matter will be placed on the next agenda for an update.

5. **COUNTY AND DISTRICT COUNCILLORS' REPORTS**

5.1 **County Councillor's Report:-** Attached.

5.2 **District Councillor's Report:-** Cllr. Holliday gave an update on the Local Government Reorganisation. Updates attached. The food waste collections have been delayed until February 2027. Cllr. Holliday reported that she has a Members Community Fund of £4,000. Members suggested the possibility of a village map to guide visitors into the village. It was **AGREED** that the Clerk will obtain quotes. This matter will be placed on the next agenda for an update. North Norfolk District Council have granted £50,000 to the foodbank in order to help with oil for residents. The Clerk will place this on Facebook. Cllr. Holliday is liaising with the four main mobile phone providers and will keep the Members informed.

6. **ORGANISATIONS REPORTS**

6.1 **Allotments Report:-** Cllr. Holman reported that the water is now back on. All the allotments look in good order. It was reported that it is too late to request trees for the allotments and this matter will be placed on the September agenda. Cllr. Williamson reported that he has the petrol strimmer which he uses to cut the allotments.

6.1a **UK Power Networks:-** The Clerk reported that UK Power Networks have not visited the allotments and she will chase accordingly. This matter will be placed on the next agenda for an update.

6.1b **Water Meter Readings:-** The Clerk reported that she has liaised with WAVE and established that the recent invoice is incorrect. It has been confirmed that there is no leak and another reading will need to be submitted to WAVE in May in order to correct the overpayment. This matter will be removed from the agenda.

6.1c **A formal request for the erection of a shed** has been received which has been granted.

6.2 **Harbour Report:-** Simon Read reported that Harbour Day will be held on Saturday 29th August. A meeting with the Parish Council is needed to discuss the gabions on the Quay. Cllr. Allen will liaise with Simon Read. This matter will be placed on the next agenda for an update.

- 6.3 Village Hall Report:-** Will Gee reported that the committee were hoping to obtain grants for play equipment but were unsuccessful. The project is still going ahead at a cost of £32,000 which will be met by the Village Hall funds. The basket ball court and disabled access to the Club will also go ahead. They are trying to obtain grant funding for the repair to the entrance of the Village Hall. The oil has been delivered to the Village Hall and the central heating work is in progress.
- 6.4 Neighbourhood Plan Report:-** Cllr. Holliday reported that the steering group are working well and has discussed traffic and parking in the village. An audit with the updated position will be produced shortly.

7. PUBLIC PARTICIPATION

A member of the public enquired whether there was an update on Riverside House. Cllr. Holliday will chase this matter and this will be placed on the next agenda for an update.

A member of the public expressed concern about the planning application for Woodcock Yard. This matter is dealt with under Planning.

8. PLANNING

- 8.1 PF/25/0779 – Woodcock Yard, Holt Road, Cley:-** Planning report attached. It was **AGREED** that the Clerk submit the report to North Norfolk District Council.
- 8.2 PF/26/0608 – South Knoll, Church Lane, Cley:-** Planning report attached. It was **AGREED** that the Clerk submit the report to North Norfolk District Council.

9. POLICY REVIEW

- 9.1 Data Protection Policy:-** Circulated. **AGREED.**
- 9.2 Policy Review Schedule:-** Circulated. **AGREED.**

10. FINANCE

- 10.1 Payments and Receipts – March 2026:-** Circulated. **AGREED.** Attached.
- Bank Reconciliation:-** The Bank Reconciliation for the period to 25th March, 2026 was signed by the Chairman.

10.2 Banking Arrangements:- Cllr. Holliday reported that all the forms have been completed in order to add the new Clerk to internet banking. This matter will be placed on the next agenda for an update.

10.3 Payroll Service Level Agreement:- The Payroll Service Level Agreement was signed by the Chairman and Clerk. The Clerk will action.

10.4	The following payments were AGREED:-	£
	Clerk's Salary – April 2026	508.93
	Clerk – Reimbursement – Zoom	117.52
	HMRC – Tax & NI	160.07
	Cley Toilet Cleaner	200.00
	Brown & Co – Half Yearly Allotment Rent	760.00
	Rocket Design – Historial Information Board	114.00
	Kevin Richardson – Two Cuts and Mole Hill	
	Levelling	540.00
	Community Support Fund	550.00

10.5 Defibrillator – Battery:- The Clerk reported that the £300 which was paid incorrectly has now been returned to the Parish Council's bank account.

11. CORRESPONDENCE

11.1 Bin Storage – Beau Rivage:- The Clerk reported that she has been liaising with a member of the public and North Norfolk District Council to try and resolve the issue of the possibility of too many bins. The Clerk will liaise with North Norfolk District Council to obtain an update and this matter will be placed on the next agenda for an update.

It was reported that the bins at Green Farm are permanently sited on the grass verge. It was **AGREED** that the Clerk would liaise with North Norfolk District Council to ascertain whether this can be resolved.

11.2 BAHS – Talk:- Circulated. Noted.

11.3 Norfolk Ramblers – Footpaths:- Circulated. Noted.

11.4 Temporary Traffic Orders:- Circulated. Noted. The Clerk has arranged for these to be placed on the website.

12. RIVER GLAVEN WATER TESTING

12.1 Cllr. Deane reported that Tim Fisher, the representative, will be attending the May meeting. This matter will be placed towards the beginning of the May agenda.

13. CLEY COMMUNITY TOILET

13.1 New Cleaner:- Cllr. Holman reported that the cleaner is very good. At present the toilet is being cleaned on Tuesday, Wednesday, Thursday, Friday and Sunday. This seems to be working well and will be monitored.

13.2 Draft Contract Utilities/Donations:- The Clerk circulated a forecast for three and five years as a comparison of two machines. It was **AGREED** that in principle the agreement with the Village Hall Committee would be accepted with the proviso that a reserve be kept of £500 for any repairs needed to the toilet. Will Gee will take this proposal to the Village Hall Committee. It was **AGREED** that the Clerk and Will Gee will liaise on the details for the machine and signage to be used. It was reported that the QR Code for the toilet is no longer working. This matter will be placed on the next agenda for an update.

14. NEWGATE GREEN

14.1 Ditch Flooding:- Cllr. Allen reported that he will be meeting the contractor this week and the work is likely to cost in the region of £250/300. This matter will be placed on the next agenda for an update.

14.2 Damaged Cones:- It was **AGREED** to remove the cones from the Church Green once the Interpretation Board has been erected. It was **AGREED** that the cones on the road will remain for the time being. This matter will be placed on the next agenda for an update.

14.3 Quote – Grass Maintenance:- The Clerk reported that the grass contractor has quoted £10 per cut for the strimming of the triangle in front of the Church. It was reported that the bank also needs strimming. It was **AGREED** that the Clerk would liaise with the contractor and ask for fortnightly cuts to coincide with his usual visits.

14.4 Bus Shelter:- Cllr. Allen reported that the bus shelter needs treating inside and the foliage removed. Cllr. Allen will obtain some quotes for the work inside and the Clerk will place a request for a team of volunteers to clear the foliage on Facebook. This matter will be placed on the next agenda for an update.

14.5 Church Lane:- Cllr. Holman reported that this is eroding. It was **AGREED** that the Clerk would liaise with the Highway Engineer on this matter. This matter will be placed on the next agenda for an update.

15. ELECTRIC VEHICLE CHARGING

15.1 Cllr. Deane reported that he is obtaining costs and options for this project. Cllr. Deane will work with Will Gee from the Village Hall Committee to prepare a business plan to present to the village. Once the options and costs are known a village poll will be held. This matter will be placed on the June agenda to allow time for preparation of the information.

16. ITEMS FOR NEXT AGENDA

None received.

It was **AGREED** that the Clerk would write to the Highway Engineer to request that the Fairstead sign be replaced. It is in very poor condition and covered by foliage.

17. DATE OF NEXT MEETING

The date of the next meeting is noted as Thursday 14th May at 6.30 pm in Cley Village Hall. Please note this is the Annual Parish Meeting and the Annual Meeting of the Parish Council.

There being no other business the Chairman closed the meeting at 8.15 pm

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Chairman

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Date