

Weybourne Parish Council
MINUTES of the Parish Council Meeting held on
Wednesday 3rd April 2019, 7.30pm at the village hall.

Present:

Pat Floyd (Chair), Ruth Gallally, Peter Gallally, Penny Taylor, Wally Wood, Andy Crawford, Lyndon Swift, Robin Woodhouse, Janice Rose and Catherine Fletcher (Clerk)

Also present: District Councillor David Young, County Councillor Sarah Butikofer and five members of the public.

1. (a) To receive and consider apologies

No apologies received.

(b) To receive Declarations of Interest on Agenda items

None declared.

2. To approve the minutes of the meeting held on 6th March 2019

It was agreed to amend item 10(a), paragraph one to read:

The Chair noted that the parish council have been trying for some time to do something about the path through the churchyard, but have been blocked by the PCC.

Four members had visited the site. Cllr. Rose reported that the walkway in question was not a specific path. Cllr. Woodhouse noted that there is a sign on both gates inviting people to access the churchyard at their own risk.

The amended minutes were **agreed** as a true record of the meeting.

3. (a) Public Participation (requests to speak on agenda items)

There were no requests from members of the public to speak on any of the agenda items.

(b) To receive reports from District Councillor

District Councillor David Young spoke to the meeting. He reported:

- There had been no full council meeting or cabinet meeting.
- An insurance payment of £468,943 had been received in relation to the 2013 storm surge damage to Cromer Pier. This would be put towards future maintenance and repair of the pier.
- Grant claims forms are now available for three grant funds: The Big Society Fund, The Arts & Culture Fund and The Community Transport Fund.
- The 10-year contract for the running of NNDC's leisure facilities has now been signed.
- D.Cllr. Young said this would be his last report and that he will miss attending PC meetings.

The Chair thanked D.Cllr. Young for all his work and said he will be missed.

County Councillor Sarah Butikofer spoke to the meeting. She reported:

- The road works in Weybourne that had been funded last year were now scheduled to be done by the end of April.
- Enforcement action was now to begin regarding the crawler/tractor and boat on Weybourne beach.
- There are two scams currently being perpetrated locally. One, a text message claiming to be offering a council tax refund, and a second purporting to be from BT.

(c) To receive Police Report

The Police cluster newsletter had been previously circulated.

PC Gower -Smith had emailed the parish council highlighting the occurrence of rural crime including the theft of trailers, small plant equipment and quad bikes. Though arrests and intelligence work has led to a decrease in crime, the message is still to keep it locked and consider methods that would deter would be thieves.

4. Finance:

(a) The bank reconciliation to 22nd March 2019 had been circulated and was noted.

(b) The accounts summary to 22nd March 2019 had been circulated and was noted.

(c) The following accounts were prepared for payment:

i.	C Fletcher	Salary for March	£558.91	
ii.	E.On	Street Lighting Electricity	£67.29	
iii.	Royal British Legion	Poppy wreath	£30.00	£137
iv.	TT Jones	Street light maintenance	£125.86	
v.	C Fletcher	Expenses and mileage	£54.20	

It was noted that payment 4.(c) iii. to the Royal British Legion for the poppy wreath was made under **Section 137**.

(d) Two invoices had been received since the publication of the agenda. Both accounts were prepared for payment:

i.	WVHMC	March Hall Hire	£16.00
ii.	Secret Garden	Verge grass cutting and strimming	£38.00

All seven invoices were approved for payment.

(e) The following regular monthly payment was noted:

i.	Garden Aide	Cemetery and churchyard grounds maintenance	£320
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(f) It was **agreed** to appoint Sarah Hunt as Internal Auditor for 2018/19 at a cost of £100.

(g) It was **agreed** to adopt of The National Joint Council for Local Government Services (NJC) pay scale for 2019-2020.

(h) It was noted that the donation made to Kelling Primary School at the meeting of Wednesday 6th February 2019 was a **Section 137** payment.

5. Planning:

(a) To note information/decisions received from NNDC since last meeting

None received.

The Chair reported that she had been contacted by the architect of the proposed changes at Old Orchard House that had been considered at the last meeting. The architect had been keen to meet with the council. The Chair had informed the architect that the comments of the council in relation to this application had already been submitted. If the application comes before the council again, he would be welcome to attend the parish council meeting.

(b) To consider planning applications received since 28th March 2019

None received.

(c) To note any updates regarding the proposed Affordable Housing development

It was reported Hastoe Housing are currently working on initial plans for the proposed Affordable Housing development in Weybourne.

NNDC and Hastoe Housing hope to hold a consultation event in the village in May or early June.

NNDC had enquired if there were any dates avoid during this time. Members felt it would be best to avoid holding the consultation during the half term holiday.

(d) To consider the creation of a Planning Working Group

The council **agreed** to the setting up of a Planning Working Group who would make visits to the sites of planning applications the council are to consider. The group would report to the council, either at meetings or via email.

It was **agreed** to postpone appointing members to the group until after the May election.

6. Highways & Footpath matters:

(a) To receive any updates regarding the restoration of the pond in Beach Lane

Norfolk Coast Partnership had reported that they would no longer require the council's assistance in applying for the necessary grants.

It is hoped the work will take place in Autumn 2019.

(b) To receive any updates regarding the state of the beach

C.Cllr. Butikofer had spoken in her report that enforcement action had now been started for the removal of the crawler/tractor and boat on the beach.

Cllr. Swift noted that there may be additional work required to tidy up the other waste on the beach.

- (c) To receive any updates regarding road signs in the village
No updates to report.
- (d) To receive any updates regarding the cuts on winter bus timetables
It was **agreed** for Cllr. Swift to print and laminate a copy of the bus timetable so that it could be displayed at the Sheringham bound bus stop.
The council expressed their dissatisfaction that there had been no timetable on display for the whole winter.
- (e) To receive and updates regarding the earthworks at the Western end of the beach
It was reported that though retrospective planning permission is believed to have been submitted for this work, it has not yet been validated.
It was queried if the work may in fact be in Kelling parish, rather than Weybourne. If this was the case, the parish council may not be informed. D.Cllr. Young confirmed he would inform he parish council if this was the case.
It was **agreed** to contact NNDC planning to enquire about the progress of this application.
- (f) To consider if the repairs to the pavement on The Street, nr The Ship are adequate
Cllr. Swift reported that the pavement was a mess. Two small areas had been repaired, but much more extensive work was required.
It was **agreed** to report his to NNC Highways.
- (g) To request plans of the proposed changes at Weybourne beach
Cllr. Swift enquired if there were any plans available of the proposed work to take place as part of the Deep History Coast.
It was reported that C.Cllr. Butikofer had brought a plan to the previous meeting, but that the parish council do not have a plan or outline of the work.
It was **agreed** to request a plan for this work.

7. Meetings & Conferences (to receive reports and announcements)

None to report

8. Allotments:

- (a) To receive the allotments report
Cllr. Crawford reported that the newly allocated plots were now being dug and he had received an enquiry from a resident of Sheringham. As the enquiry was not from a Weybourne resident, he had been unable help.
Letters had been sent to two allotment holders regarding discrepancies in the charge rates for their allotments, informing them there will be an increase in their rates at the next rental review.
The allotments currently have an occupancy rate of 96% excluding the two plots adjoining the community field.
6 tonnes of top soil had been delivered, 5 tonnes of which had been used to top up the raised beds.
There continues to be an ongoing concern regarding dogs not being kept on leads and fouling on the allotments. Allotment holders have been monitoring and challenging dog walkers who have not kept their dogs on leads, but there are still a number of repeat offenders. The Chair questioned if it was safe to challenge repeat offenders.

It was suggested that if there continues to be a number of residents who repeatedly ignore the signs displayed at either end of the path and the requests of allotment holders, they should receive a letter from the clerk.

9. Village Hall:

- (a) To receive the Weybourne Village Hall Management Committee report

The report had been received and previously circulated.

The report enquired if the parish council would consider paying for the installation and on-going costs of Wi-Fi for the village hall.

It was **agreed** that the council are supportive of the installation of Wi-Fi in the village hall. Members felt they would like more information regarding costs before they consider a contribution to the installation and/or on-going costs. It was also suggested the WVHMC may wish to consider contacting the WCF to enquire if they would consider a contribution towards these costs if there is a short fall.

10. Cemetery & Churchyard:

- (a) To receive report regarding Weybourne Cemetery records

The report had been previously circulated to councillors. It was noted there are three main areas of work required to bring the cemetery records up to date; the issuing of certificates of Grants of Exclusive Rights of Burial, the updated of the Register of Graves and the creation of a Register of Burials for all known burials in the cemetery since 1923.

- (b) To agree the length of Grants of Exclusive Rights of Burial in Weybourne Cemetery

It was **agreed** to grant 99-year Grants of Exclusive Rights of Burial for Weybourne Cemetery.

- (c) To agree to the clearing of the area next to the shed in the new section of Weybourne Cemetery

It was **agreed** to look into the costs of fencing or hedging a small area at the South East corner of the cemetery to be used for the depositing of soil.

- (d) To consider how to address concerns regarding the path through the churchyard

It was reported that the exposed flints had been found to be part of a deeper structure and so could not be removed. The area had been raised to cover the flints.

It was confirmed that the churchyard had been closed on 14th December 2005.

It was noted that there are two paths in the churchyard, and in addition there is a way through the churchyard that people use, but that is not a path. Due to the number and age of burials in that part of the churchyard, it was not considered possible to create and maintain a path in this area.

Cllr. Woodhouse queried if it was possible to pass responsibility for the churchyard to the district council. It was **agreed** to enquire if this would be possible.

- (e) To agree to additional hours for the clerk to continue updating Weybourne Cemetery Records

10 further hours of over time were **agreed** for the clerk to continue updating the cemetery records.

11. Harry Dawson Playing Field

- (a) To receive the Harry Dawson Playing Field report

It was reported that the playing field had received its first cut of the season and the latest equipment report had been received. A very successful bingo had taken place.

The playing field will be used to host an Easter Egg hunt organised by the Weybourne Community Fund. It was **agreed** to request the next cut be delayed until after Easter Sunday, to enable eggs to be hidden in the grass.

12. Weybourne Community Fund

- (a) To receive the Weybourne Community Fund Report

It was reported that the Country Fair will be a two-day event this year.

13. Governance:

- (a) To consider changes to the website

No updates received.

- (b) To agree to the replacement of the display boards in the Parish Council notice board
It was **agreed** to replace the display boards in the parish council notice board for a cost of £65.
- (c) To consider the replacement of the Village Information board outside the village hall
It was reported that the poor condition of the Village Information Board outside the village hall had been reported to NNDC following the last meeting. Unfortunately, NNDC no longer produce or replace Information Boards. A free-standing A1 size information board would cost approx. £600 - £900 plus design and installation fees.
The Chair queried if it might be possible to request a replacement board through the Deep History Coast project.
It was **agreed** to contact to Deep History Coast project to enquire.

Cllr. Swift reported he had had signs produced by Graphic Edge in Sheringham at a much more competitive price.
It was **agreed** to contact Graphic Edge for a quote for the replacement of the information board.
- (d) To review the Weybourne Parish Council Code of Conduct
The Weybourne Parish Council Code of Conduct was reviewed.
- (e) To review the Weybourne Parish Council Financial Regulation
The Weybourne Parish Council Financial Regulations were reviewed.
- (f) To adopt the DRAFT Weybourne Parish Council Financial Risk Assessment
It was agreed to **adopt** the DRAFT Weybourne Parish Council Financial Risk Assessment.

14. To receive update re installations for Deep History Coast

No further updates received.

15. Correspondence to consider and respond to the following:

(a) Items received since 28th March 2019

NNDC had written regarding the rating of Weybourne Cemetery for the purposes of Non-Domestic Business Rates. Small Business Rate Relief had now been applied for.

It was noted that the consultation for the First Draft Local Plan of NNDC will begin on the 7th May 2019. A consultation event will take place at the Sheringham Community Centre on the 7th May, 2:30-7:30pm.

The Planning Inspectorate had reported that their examination of the Hornsea 3 windfarm application was now complete. They expect to report their findings and conclusions before 2nd July 2019.

Correspondence had been received regarding the marking of Merchant Navy Day on the 3rd September 2019. It was **agreed** to make arrangements to fly the Red Ensign on the 3rd September. A member of the public offered to supply the flag pole. Cllr. Swift will make enquiries regarding the sourcing of a Red Ensign.

16. Public Participation (comments/other matters)

A member of the public enquired if the council had any knowledge of the cycle race that would be passing through Weybourne on the 30th June, and the subsequent road closure.

The council were not aware. It was **agreed** to contact NNC Highways for clarification.

Cllr. Swift reported that he thought the example survey form shared by NNDC in relation to the Affordable Housing development was very good. He felt it would be very valuable to distribute a similar survey to residents in the run up to the consultation event.

Cllr. Swift reported he had been contacted by a resident who had received a letter from NCC Highways in relation to mud on the pavement outside their house, caused by driving over a grass verge to access their property. The resident was now considering tarmacking the verge to avoid this problem. Cllr. Swift questioned if this was something the parish council wanted to encourage as it would be a loss to the village.

A member of the public reported that C.Cllr. Butikofer had previously said she would look into the possibility of a litter bin in the village on the way to the railway station, but the resident had not heard anything back. It was **agreed** to enquire if there had been any developments.

A member of the public reported that there is a road closure planned due to the development of the new Splash swimming pool in Sheringham.

Cllr. Woodhouse reported there is an old surveyor's allotment of about 1 acre in size on the other side of the station that may be the property of the parish council. He passed to the clerk documentation relating to this. It was **agreed** to look into this matter.

17. To confirm date of next meeting, the Annual Parish Council Meeting, 15th May 2019– future agenda items

It was noted the next meeting would be the Annual Parish Council Meeting on 15th May 2019

There being no further business the Chair closed the meeting at 9:25pm