

# Weybourne Parish Council

**MINUTES of the Annual Parish Council Meeting held on  
Wednesday 15<sup>th</sup> May 2019, at 7:30pm at the village hall.**

**Present:**

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

**Also present:** Sixteen members of the public.

**1. To elect the Chair of Weybourne Parish Council**

Cllr. Swift was elected Chair of Weybourne Parish Council and signed the Declaration of Acceptance of Office for the role.

**2. To consider the election of a Vice-Chair of Weybourne Parish Council**

Cllr. Floyd was elected Vice-Chair of Weybourne Parish Council and signed the Declaration of Acceptance of Office for the role.

**3. (a) To receive and consider apologies**

No apologies received.

**(b) To receive Declarations of Interest on Agenda items**

Cllr. Crawford declared an interest in Item 7.(a)i.

**(c) To consider any Declaration of Acceptance of Office that have not been received and decide whether to grant an extension or declare the seat vacant.**

All Declarations of Acceptance of Office had been received.

**4. To approve the minutes of the meeting held on 3<sup>rd</sup> April 2019**

It was **agreed** to amend the last line of the DRAFT minutes for the meeting of 3<sup>rd</sup> April 2019 to state:

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

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

**5. Public Participation**

**(a) Requests to speak on agenda items**

A member of the public requested to speak on items 7(d)ii. and 8(c).

**(b) To receive reports from County and District Councillors**

No reported received.

**(c) To receive the Police Report**

The police cluster newsletter had been previously circulated and added to the website. No further report had been received.

**6. Finance:**

**(a) To note the £9,328.94 payment received in error from HMRC**

It was noted that on 26/03/19 the parish council had received a payment of £9,328.94 in error from HMRC VAT. It was noted that this payment would result in the parish council having to incur the additional costs associated with an External Audit for both 2018/19 and 2019/20 as the receiving of the payment and the return of the funds to HMRC will push the councils income for 2018/19 and expenditure for 2019/20 over the exemption from external audit limit in these years.

**(b) To receive and note the end of year financial statement of the Parish Council for 2018/19**

The financial statement was received and noted.

**(c) To receive and note the Annual Internal Audit Report 2018/19**

The Internal Audit report was received and noted.

- (d) To approve the Annual Governance Statement for 2018/19  
The Annual Governance statement for 2018/19 was approved and signed by the Chair and Clerk.
- (e) To approve the Accounting Statement for 2018/19  
The Accounting Statement of 2018/19 was approved and signed by the Chair.
- (f) To note the period for the Exercise of Public Rights will be 17<sup>th</sup> June to 26<sup>th</sup> July 2019  
The period of Exercise of Public Rights was noted.
- (g) To note the bank reconciliation to 23<sup>rd</sup> April 2019  
The bank reconciliation was noted.
- (h) To note the accounts summary to 23<sup>rd</sup> April 2019  
The accounts summary was noted.
- (i) The following invoices were approved for payment:
- |       |                |                             |            |
|-------|----------------|-----------------------------|------------|
| i.    | C Fletcher     | Salary for April            | £ 352.00   |
| ii.   | E.On           | Street Lighting Electricity | £ 74.50    |
| iii.  | N-ALC          | Annual Subscription         | £ 175.22   |
| iv.   | C Fletcher     | Expenses and mileage        | £ 47.87    |
| v.    | NNDC           | Cemetery waste collection   | £ 113.10   |
| vi.   | HMRC           | Payment in error            | £ 9,328.94 |
| vii.  | Secret Gardens | April verge cutting         | £ 76.00    |
| viii. | Came &Co.      | Insurance for 2019/20       | £ 926.12   |
| ix.   | WVHMC          | April Hall Hire             | £ 16.00    |
| x.    | E.On           | Street Lighting Electricity | £ 72.10    |
- (j) The following invoices received since the 9<sup>th</sup> May 2019 were approved for payment:
- |      |           |                 |         |
|------|-----------|-----------------|---------|
| i.   | Wave      | Allotment water | £82.01  |
| ii.  | S. Hunt   | Internal Audit  | £100.00 |
| iii. | Edtronics | VAS maintenance | £88.00  |
- All thirteen invoiced were approved for payment**
- (k) The following regular monthly payment was noted:
- |    |             |   |      |
|----|-------------|---|------|
| i. | Garden Aide | Cemetery and churchyard grounds maintenance | £320 |
|----|-------------|---|------|
- (l) To appoint additional signatories to the parish council bank accounts  
It was **agreed** that Cllr. Taylor and Cllr. Peter Gallally would become signatories to the Weybourne Parish Council bank accounts.
- (m) To appoint a Finance Officer  
It was **agreed** to appoint Cllr. Rose to the position of Finance Officer to carry out quarterly financial internal control checks.
- (n) To consider requesting HMRC VAT to cover the additional cost of the External Audit  
It was **agreed** to request HMRC VAT cover the additional costs of the External Audit and the additional hours of the clerk spent tracing the error payment and preparing for External Audit.

## 7. Planning:

- (a) To consider the following planning applications  
Cllr. Crawford left the room.
- i. PF/19/0653, Two-story front extension, 12 Station Road, Weybourne  
It was **agreed** the council **support** the application whilst noting concern regarding the proposed use of varied materials on the frontage of the property.  
Cllr. Crawford returned to the room.
- ii. PF/19/0381, Swimming pool within curtilage of dwelling, Field House, Sheringham Road, Weybourne  
It was **agreed** the council have **no objections** to this application.
- (b) To note information/decisions received since last meeting
- i. APP/Y2620/W/18/3207749 The Roost, Bolding Way. Planning permission granted for conversion of games room to one unit of holiday accommodation, in accordance with application Ref PF/17/1740 without compliance with condition numbers 3, 4 and 5 previously imposed on planning permission PF/09/0029, dated 14 May 2009, to allow residential occupation as a dwelling.
- (c) To consider planning applications received since 9<sup>th</sup> May 2019

None received.

**(d) Affordable Housing**

- i. To note the date of the consultation event, Thursday 20<sup>th</sup> June 2019, 2:30-7:00pm  
It was noted that the public consultation event will be held in the Village Hall and will be advertised on the Parish Council website and notice board. Hastoe Housing will distribute leaflets to houses in the village 2/3 weeks in advance of the event.  
It was noted that there is a need for Affordable Housing in the village and that the parish council have been looking for a suitable site for 5 years. A number of sites in the village have been considered and investigated, but this was the first site that has appeared viable.
- ii. To consider and respond to the following correspondence re: affordable housing:  
Items i., ii. and iii where considered together along with two letters received since the publications of the agenda (item 18.(b)).  
It was noted that it is not possible for the parish council to address the concerns raised in the letters due to the very early stages of the development. No plans had been submitted; any ideas were currently at a conceptual stage. It was agreed to respond to the letters, encouraging the correspondents to attend the consultation event where representatives of Hastoe Housing and NNDC would be present to answer questions.  
It was noted that the council hope to distribute a survey to all residents of the village. It was noted it may be possible to develop a Community Land Trust which would mean the council could help set the criteria by which people would be allocated houses and the houses would not be able to be sold on.

**(e) To consider appointing members to the Planning Working Group**

It was **agreed** to appoint all council members to the Planning Working Group and to ensure that at least three members could attend any site visits.

**8. Highways & Footpath matters:**

**(a) To respond to correspondence re: pond in Beach Lane**

The parish council responded to the questions raised by Norfolk Coast Partnership regarding the restoration of the Beach Lane pond:

1. The parish council felt the boardwalk on the outline plan was a good length. Clarification will be sought as to what materials will be used and how wide will it be (to ensure disability and pushchair access).
2. The council felt people would like views of both the open water and new scrapes.
3. The council felt the existing scrub would provide cover to minimise disturbance to wildlife and noted the damage likely to occur to screening in high winds.
4. The council liked the suggestion of a wider platform at the end of the boardwalk.
5. The council felt the panel about the history of the site should be placed at the start of the boardwalk and the second panel, containing information about the wildlife that can be found there, at the end of the boardwalk by the pond. A lectern sign was preferable.

A member of the public enquired if the work on the pond would include the dredging of the channel as the channel is currently in a poor state and any amount of rainfall results in the flooding of the road. It was **agreed** to contact NCC Highways regarding this matter.

**D.Cllr. Ward arrived at the meeting**

District Councillor Karen Ward spoke to the meeting (Item 5.(b))

- The first full council of the new administration had taken place this evening and D.Cllr Ward will be retaining the portfolio for planning and housing.
- As a climate emergency has been called by NNDC, a cabinet position has been assigned to this, with a special focus on flooding.
- The Draft Local Plan is now out for consultation. There are a number of consultation drop-in events, including one at Blakeney on 29<sup>th</sup> May 2:30-7:30pm. It is proposed in the plan for the designation of Weybourne to change from *Countryside* to *Small Growth Village*. This will impact on future planning decisions in the village.

- Weybourne is one of the priorities for the Conservation Area Appraisal that is likely to occur towards the end of the year.

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

It was noted the disused tractor has now been removed from the beach, though the disused boat was still there. D.Cllr. Ward said she would look into the matter.

**(c)** To receive updates regarding the earthworks at the Western end of the beach

D.Cllr. Ward reported that the retrospective planning application has not yet been validated as it is awaiting an additional survey. Work on the bank has been halted until planning permission has been granted.

A member of the public enquired as to the origin of the soil being used, as items of plastic had been in the soil used.

It was reported that the council had been informed it was clean soil, but items of rubbish, plastic pipe, netting and black bags are in the bank.

D.Cllr. Ward said she will send the enforcement team to investigate.

**(d)** To receive updates re: the repairs to the pavement on The Street, nr The Ship

It was noted that no repair work has taken place. It was **agreed** to report this again to NCC Highways.

**(e)** To receive updates regarding the Sandy Hill Surveyor's Allotment

It was reported that the site is owned by NNDC but not in use.

It was **agreed** to seek confirmation from NNDC regarding the exact location of the allotment.

**10. Allotments:**

**(a)** To receive the allotments report.

It was reported the allotments currently have a occupancy of 96%, with only 2 very small plots available. A skip had been arranged, at no cost, to clear waste left on the allotment. Two larger allotments at the end of the area had been cleared to become part of the Community Field. No further incidents of dogs off lead or fouling had been reported.

It was noted how good the allotments currently look.

It was **agreed** to look into the possibility of arranging a group Public Liability Insurance, rather than asking each individual allotment holders to provide their own.

**11. Village Hall:**

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

The report was received and noted.

It was agreed to add a link to the village hall website to the parish council website.

**(b)** To consider the request to contribute to the costs of the recent work on the drainage system of the village hall

It was noted that there are funds currently available from the Sheringham Shoal Community Fund and it was suggested to direct the WVHMC to this in the first instance.

It was noted that the Village hall is a key village amenity and something to be proud of.

It was **agreed** in principle that the parish council would make a contribution to the costs incurred if no other funding source was available, but more information would be required regarding the exact costs of the work carried out.

**12. Cemetery & Churchyard:**

**(a)** To receive an update regarding the updating of cemetery records

It was noted work continues to update the cemetery records.

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

It was **agreed** to clear the area next to shed of spoil, moving the majority onto the bank and fencing a small area behind the shed for waste and excess spoil. It was **agreed** to request future excess spoil be removed by funeral directors using the cemetery.

**13. Harry Dawson Playing Field**

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

It was reported a successful bingo had taken place and that the Easter Egg hunt had been very good.

- (b) To consider the request to pay for the emptying of the bin on the HDPF

It was **agreed** to pay NNDC for the emptying of the bin on the HDPF every two weeks at a cost of £2.30 per empty, making a total cost of £59.80 per annum.

#### 14. Weybourne Community Fund

- (a) To receive the Weybourne Community Fund report

It was reported the Big Weekend will be held next weekend.

The Easter Egg hunt had been a great success; 320 eggs had been found by children at the HDPF.

#### 15. Governance:

- (a) To consider the replacement of the Village Information Board outside the village hall

No update had been received regarding the possibility of the new board being provided by the Deep History Coast.

The council was still awaiting quotes for the replacement of the board.

- (b) To review the Weybourne Parish Council Co-option Policy

The Co-option Policy was reviewed and amended to add the website as a location for advertising the vacancy.

- (c) To review the Weybourne Parish Council Training Policy

The Training Policy was reviewed and amended to update the names of some organisations that had changed since the policy was first adopted.

- (d) To adopt the DRAFT Weybourne Parish Council Planning Policy

It was **agreed** to adopt the Planning Policy

#### 16. To consider the process for the co-option of a councillor to fill the vacancy arising from the election process

It was **agreed** to follow the Co-option Policy and set a deadline for application as Friday 31<sup>st</sup> May 2019.

#### 17. To receive update re installations for Deep History Coast

- (a) To note the plans for the work to be carried out at Weybourne

It was noted that the plans for the Deep History Coat look very good.

- (b) To consider the need for public toilets at the Beach Road car park area

D.Cllr. Ward reported there had been no updates as the relevant meeting had not yet occurred.

#### 18. Correspondence to consider and respond to the following:

- (a) Letter from Scope re: possibility of textile bank in Weybourne received 01/05/19

It was **agreed** to contact the village hall management committee to seek their opinion on the locating of a textile bank in the village hall car park.

- (b) Item received since 9<sup>th</sup> May 2019

A letter from the WVHMC had been received, highlighting the costs of maintain the grounds surrounding the village hall. It was **agreed** to consider this at the next parish council meeting.

#### 19. Public Participation (comments/other matters)

D.Cllr. Ward reported that Sheringham Station will now open on 22<sup>nd</sup> May due to the recommissioning of signalling between Sheringham and Cromer.

A member of the public enquired what was known about the black hut on wheels on the beach. It was reported by the council that it was located on private land.

#### 20. To confirm date of next meeting, Wednesday 5<sup>th</sup> June 2019

There being no further business the Chair closed the meeting at 9:20pm