

# Weybourne Parish Council

## MINUTES of the Parish Council Meeting held on Wednesday 7<sup>th</sup> August 2019, 7.30pm at the village hall.

**Present:** Lyndon Swift (Chair), Pat Floyd (Vice-chair), Ruth Gallally, Peter Gallally, Penny Taylor, Valerie Stubbs, Andy Crawford, Janice Rose, and Catherine Fletcher (Clerk)

**Also present:** County Councillor Sarah Butikofer, Project Officer for the Deep History Coast Maxine Collis and twenty two members of the public.

### 1. (a) To receive and consider apologies

No apologies were received from members of the parish council.

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

Cllr. Crawford declared an interest in item 5.a)i.

### 2. Minutes

#### (a) To approve the minutes of the meeting held on 3<sup>rd</sup> July 2019

It was noted that an email had been received regarding the draft minutes for the meeting of 3<sup>rd</sup> July 2019 and interruptions from members of the public. It was noted that the Parish Council, wherever possible, enable members of the public to speak at meetings at the discretion of the Chair. This had occurred at the last meeting of 3<sup>rd</sup> July 2019, where a member of the public had addressed the Chair before speaking to the meeting.

It was also noted that the minutes of Parish Council meetings are a formal, public record of the decisions of the Parish Council. They should not be considered a record of all discussion at meetings. The minutes may, in some circumstances, record a brief summary of discussion, but this is not their main purpose and it is therefore rare to include detailed or verbatim questions and responses or discussions.

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

### 3. Public Participation (15 mins)

#### (a) To receive comments from members of the public

Members of the public asked to speak on items 14.a) and 14.b)

#### (b) To receive reports from the County Councillor, District Councillor and Police

**District Councillor Karen Ward** had sent her apologies to the meeting along with a report:

#### NNDC news

- The independent Capability and Capacity Review we commissioned reported back in mid July and has given us very clear direction on our strengths and highlighted where more investment is needed to deliver high quality services which offer real value for money for North Norfolk residents. We have begun to implement some of the changes with immediate effect, however the majority of the work will take longer to implement. I will update you on key changes each month. Our first action has been to close down projects from the previous administration which had no meaningful business case and to establish a Project Management Office to oversee ongoing and new projects to ensure they deliver on time and to budget.
- Work continues on the Corporate Plan - we have translated the manifesto promises we were elected on into clear outcomes. We have established six cross service policy groups, who will now establish good practice in each area:
  - Local homes for local people
  - Climate emergency response
  - Boosting business growth
  - Quality of Life - health, well-being, culture
  - Financial sustainability - having enough money to deliver services despite Government cuts
  - Putting communities at the heart of the Council

An initial framework will be available for September Full Council and I will ensure you see a draft so you can contribute your thinking.

- We want to engage residents in this work and the first opportunity to have your say is at our *Environmental Forum* which will take place at the Atrium in North Walsham on Thursday 15th August from 2pm onwards. If you are concerned about climate change and want to be involved in our local response please do join us.

#### Weybourne news

- Earth works on Weybourne beach – The Environment Agency have confirmed that the materials used in the bank do not conform with the WRAP protocol and an EA waste licence is required. A stop notice has been issued to ensure no further material is deposited. The EA are now working with Carl Bird Ltd to establish the source of the materials which have been deposited there so far.
- Surveyors Allotment on Sandy Hill Lane - a full case review has been conducted and confirmed that following earlier land swaps, the current plot of land is landlocked within the curtilage of the surrounding landowner's land. No vehicular access would be possible. The land is on a slope and wooded. Please advise if further research or action is required.
- Projects down Beach Lane - Given the number of potential projects (affordable housing; public toilets; deep history coast; earth works; sluice works; car park maintenance) I have asked for a cross service review to be undertaken to ensure that there we are taking full account of all the potential interdependencies. The PC will be invited to participate in a stakeholder review. I anticipate this will be scheduled after the summer.

**County Councillors Sarah Butikofer** spoke to the meeting. She reported:

- This is now officially the safest district in Norfolk with an average of 1.8 crimes per week across North Norfolk. These crimes tend to be 'Domestic Violence' and in the majority of cases relate to incidents in the home involving people with dementia or Alzheimers. With this in mind and Early Help Hub is now in operation to provide support. There has also been an increase in rural crime.
- The Fire Service have withdrawn one of the large engines in Cromer and replaced it with a smaller machine that is believed to be better suited to fighting field fires. Though it has a smaller water capacity than the large engine, its 'misting' function is considered to be more effective in fighting the field fires that caused so much damage last year.
- The changes to MIG (Multi Independence Grant) payments are now beginning to have a large impact on people. NCC have stated they do not have enough money to continue with the previous payments.
- There is very little money available currently for Highways. This means there will be no new projects and funds only available for repairs.
- It was noted that a new funding review for councils is planned for September, it is hoped this may make more money available.

A question was asked regarding money available for local hospitals and the development of a cancer unit at Cromer Hospital. C.Cllr. Butikofer replied that the money announced had all been designated to specific hospitals, including Kings Lynn and Hellesdon. Though Cromer Hospital had not received any of this funding, she understood a Cancer Unit is under development there.

No report was received from the **Police**.

It was **agreed** to move items 8.a) and 13.a) up the agenda.

### **13. Deep History Coast**

**(a)** To receive any updates regarding the instillation of the Deep History Coast

Project Office for the Deep History Coast, Maxine Collis spoke to the meeting:

- The Deep History Coast will start/finish at Weybourne, with discovery points along the way.
- There had been a media launch that had been covered in both the local and national media.
- 50 "Ambassadors" had signed up, a couple of which are based in Weybourne.
- An augmented reality app would be launched.
- A Discovery Centre would be based in Cromer
- There was a lot of information about the project on social media including a promotional film.

The council noted a number of concerns with the project:

- The lack of toilets

- The state of the car park
- Access along Beach Lane
- The lack of facilities
- The safety of children digging in the cliffs

The Project Officer noted that these concerns had been raised with the portfolio holder. The app and signage all emphasised the importance of “Responsible Fossil Hunting” and that this should not take place anywhere near the cliffs.

C.Cllr. Butikofer noted that the recent NNDC Capability and Capacity Review had shut down a number of badly run projects. Projects had been started by the previous administration and people had been given jobs to do without the necessary background work or support. There had been discussions regarding the possibility of compostable toilets or possibly a unit for the season as happens on the quay at Morston.

It was reported that the project had received £200,000 worth of grants and £500,000 had been allocated from NNDC by the previous administration.

A member of the public spoke to the meeting. He echoed the concerns of the council. In the last 24 hours people had been seen “digging for fossils” in the cliffs that are unstable, particularly so at the moment. He noted residents are proud of the village and no one wants it to be seen in a bad light.

#### 8. Village Hall:

- (b) To consider the request for a contribution towards the grounds maintenance, the ongoing improvements and the shortfall in income of the Village Hall

The village hall was recognised as a key asset and of great value to the village.

The council felt unable to make an annual contribution toward the unspecified ongoing improvements to the village hall or the shortfall in income.

It was **agreed** to contribute towards the grounds maintenance of the village hall, the amount for 2019/20 to be agreed in the next budget.

#### 4. Finance:

- (a) To note the bank reconciliation to 23<sup>rd</sup> July 2019

The bank reconciliation to 23<sup>rd</sup> July 2019 was noted.

- (b) To note the accounts to 23<sup>rd</sup> July 2019

The accounts to 23<sup>rd</sup> July 2019 was noted. It was noted that the VAT reclaim had been received.

- (c) The following invoices were approved for payment:

i.	C Fletcher	Salary for July	£ 357.50	
ii.	E.On	Streetlight electricity	£ 72.10	(VAT £3.43)
iii.	R McColl	Notice board repairs	£ 250.00	
iv.	WVHMC	Hall Hire for June	£ 18.00	
v.	N-ALC	Chair training	£ 132.00	(VAT £22.00)
vi.	N-ALC	CiLCA SLCC fee	£ 175.00	
vii.	Secret Gardens	Verge cutting July	£ 76.00	
viii.	C Fletcher	Expenses, mileage, postage	£ 40.14	

- (d) The following invoices received since the 1<sup>st</sup> August 2019 were approved for payment:

i.	WVHMC	Hall Hire for July	£ 18.00	
ii.	E.On	Streetlight electricity	£ 74.50	(VAT £3.55)

**All ten invoiced were approved for payment.**

- (e) The following regular monthly payments were noted:

i.	Garden Aide	Cemetery and churchyard grounds maintenance	£ 320.00
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#### 5. Planning:

- (a) To consider the following planning applications:

Cllr. Crawford left the room.

- i) PF/19/0653 Erection of single-storey front extension, rendering of main dwelling east elevation, and recladding of utility room 12 Station Road, Weybourne, Holt, NR25 7HQ

It was **agreed** the council have **No Objection** to this application.

Cllr. Crawford returned to the room.

- (b) To consider planning applications received since 1<sup>st</sup> August 2019

No applications had been received.

**(c)** To receive any updates regarding affordable housing

The results of the Consultation Survey had been received. 80-100 people had attended the consultation event, 80 surveys and been distributed at the event and a further 10 surveys sent out following the event. 49 completed surveys had been received.

There was 90% support for affordable housing in the village with 88% support for an Affordable Community-Led Scheme, though notable concerns had been raised regarding the location of the proposed site.

It was reported that a local landowner would be meeting with NNDC on the 15<sup>th</sup> August to discuss 4 potential sites in the village for affordable housing, one of which was a rural exception site.

It was noted that this was excellent news.

It was queried if there would be a Right to Acquire for any of these properties. C.Cllr. Butikofer replied that there could be a Right to Acquire, but not if it was a Community Led Project.

The landowner reported that his condition on the potential use of his land for affordable housing would be that it was a Community Led Project.

It was reported that comments regarding the previous meeting were now being considered by the Monitoring Officer.

**(d)** To receive any updates regarding Hornsea III windfarm

No updates received

## **6. Highways & Footpath matters:**

**(a)** To consider options for the Parish Partnership scheme

It was reported that the Programme Engineer felt that three of the projects suggested at the last meeting, the dropped kerb, adding white lines on the bend in Sheringham Road and the marking the pedestrian crossing near the cemetery more clearly, were all suitable for Parish Partnership Scheme, but locations for these would need to be agreed with Highways Engineer.

Regarding the possibility of permanent flashing sign/lights on Sheringham Road, the Programme Engineer had stated that NCC do not promote static VAS unless there is a personal injury accident record at the location. Data shows that when signs remain up in one place drivers become complacent and tend not to acknowledge them, whereas when they appear sporadically it jolts drivers to take care.

It was **agreed** to defer further discussion to the next meeting.

**(b)** To receive any updates regarding the restoration of the pond on Beach Lane

It was reported that the Norfolk Coast Partnership Project Officer had met with the Norfolk Rivers Trust and the Environment Agency and it is hoped they will be able to work together to get the work done. The Rivers Trust are currently undertaking pre-work surveys. Funding still needs to be obtained for the boardwalk and interpretation boards, but funding has been secured for the restoration work required. It is hoped work will begin this autumn/winter.

It was **agreed** to write to the Norfolk Coast Partnership Project Officer to emphasise the importance of the boardwalk and interpretation boards and to highlight again that the agreed donation from the council towards this project was conditional on public access to the site.

**(c)** To receive any updates regarding the state of the beach

This had been discussed under item 8.a)

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

This had been covered in the report given by D.Cllr. Ward under item 3.b)

**(e)** To receive any updates regarding the Sandy Hill surveyor's allotment

This had been covered in the report given by D.Cllr. Ward under item 3.b)

As the site was inaccessible, wooded and on a slope, it was **agreed** to not pursue this further.

**(f)** To receive any updates regarding issues reported to NCC Highways

It was reported that a few parts of the pavement on Church Street had been partially repaired, but was still in urgent needed of repair.

It was **agreed** to report this matter again to NCC Highways.

It was reported that the two walls reported to NCC Highways following the extraordinary meeting of 12<sup>th</sup> June 2019 had been repaired.

**(g)** To consider concerns raised regarding the parking on the corner of Church Street and the A149

It was noted that this was an ongoing concern and had been an issue for many years.

## **7. Allotments** To receive the allotment report

It was reported that the occupancy rate for the allotments remained at 96%. There had been no reports of dog messing on the allotments or the path this month. A number of dogs were still being walked off lead in the allotments, but owners had been reminded that all dogs should be kept on lead and the response had been positive. The possibility of group public liability insurance was still being looked into. Concerns had been raised that to enable the use of hosepipes on the raised beds, hoses would have to cross the path, creating a potential trip hazard. It was also noted the standpipes for the allotment are all located at the far end, making it hard for many allotment holders to water their allotments adequately in the summer. It was suggested the parish council consider putting in new standpipes to address these concerns. It was **agreed** to add this to the next agenda.

#### **8. Village Hall:**

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

No meeting had been held in July.

- (b) To consider the request for a contribution towards the grounds maintenance, the ongoing improvements and the shortfall in income of the Village Hall

This item had been moved up the agenda.

#### **9. Cemetery & Churchyard:**

- (a) To receive update regarding Weybourne Cemetery records

It was reported that the Register of Graves was now as complete as possible. The next area of focus with regards to the updating of the Cemetery records would be to complete the issuing of Grants of Exclusive Rights of Burial for the new section of the cemetery. This work would begin in September.

- (b) To appoint a contractor for the 2019-22 grounds maintenance of the Churchyard and Cemetery

It was noted that four companies were invited to tender. One reply had been received, the details of which had been circulated to councillors.

It was **agreed** to appoint Garden Aide as the contractor for the 2019-2022 grounds maintenance contract for Weybourne Cemetery and Churchyard at a cost of £352 per month.

It was reported that the wall around the church was now overgrown and in need of attention. It was **agreed** to report this to the contractor.

#### **10. Harry Dawson Playing Field**

- (a) To agree to the parish council management of the Harry Dawson Playing Field

It was **agreed** for the parish council to take on the management of the Harry Dawson Playing Field from the 15<sup>th</sup> August 2019.

- (b) To appoint a member to carry out the weekly playing field inspection between 15<sup>th</sup> August and 4<sup>th</sup> September 2019

It was **agreed** to appoint Cllr. Taylor to carry out the weekly playing field inspections between the 15<sup>th</sup> August and the 4<sup>th</sup> September 2019.

- (c) To receive the Harry Dawson Playing Field Committee report

It was reported that a very successful bingo had taken place.

It was also reported that despite signs warning that the adult equipment on the playing field was not suitable for children, a family had placed three children on one of the pieces of adult equipment. When advised that this was adult equipment and not suitable for children, they continued to use the equipment.

**11. Weybourne Community Fund** To receive the Weybourne Community Fund report  
No report was received.

#### **12. Governance:**

- (a) To receive any updates regarding a village survey

It is hoped the UEA may be able to help with this. As most of the UEA as currently on holiday it was **agreed** to defer this to the next meeting.

- (b) To agree who will represent the Parish Council at the next SNAP meeting

It was **agreed** that Cllr. Peter Gallally will represent the council at the next SNAP meeting on 5<sup>th</sup> September 2019, 7pm, at the Holt Youth Project

August 2019

(c) To receive any updates regarding the replacement of the Village Information board outside the village hall  
No updates were received. It was **agreed** to contact C.Cllr. Butikofer to inquire if there were any updates regarding this.

(d) To consider how to mark Merchant Navy Day on 3<sup>rd</sup> September 2019  
It was suggested that the Red Ensign could be flown on the Community Field

(e) To consider the creation of a Grants Awarding Policy  
It was reported that having a Grants Awarding Policy could formalise the process by which community groups and organisations, such as the WVHMC, could apply to the council for support.  
It was **agreed** to create a draft policy for discussion at the next meeting.

(f) To agree to training for new councillors  
It was **agreed** for Cllr. Stubbs to attend the Norfolk-PTS *Introduction Training for Clerks and Councillors* training course at a cost of £38.40 (including a 20% discount).

### 13. Deep History Coast

(a) To receive any updates regarding the installation of the Deep History Coast  
This item had been moved up the agenda.

(b) To receive any updates regarding the provision of toilets  
This item had been covered under item 13.a).

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

(a) Phone call requesting parking bays on All Saints Close  
A member of the public spoke to the meeting. They reported that the parking on All Saints Close was terrible. Many disabled people lived on All Saints Close but were often unable to park near their homes.  
It was **agreed** to arrange a site visit and to discuss the matter further at the next meeting.

(b) Email regarding installation of a village digital booster  
A member of the public spoke to the meeting about the possibility of funding being available for a digital booster for the village.

It was reported that despite this being looked into a number of times, no evidence of this funding scheme could be found. The Broadcasting Agency, FreeStat, Freeview, NNDC and NCC had all be contacted, but none of them had any knowledge of this scheme. It was requested that if anyone had any information about this scheme to please contact the Parish Council.

(c) To note 'Do Not Knock' stickers are now available for residents from *The Village Store*  
It was **agreed** to add this information to the website and the notice board.

(d) Email regarding NNDC Environmental Forum  
It was **agreed** for Cllr. Stubbs to represent the council at both the forum and the evening workshops.

(e) Item received since 1<sup>st</sup> August 2019

- A letter had been received with the times and dates for Norman Lamb MP's village tour. These had been added to the website and the notice board. He would not be visiting Weybourne this year.
- An email had been received regard the Dark Sky's Festival that is being held across North Norfolk from 6<sup>th</sup> to the 22<sup>nd</sup> of September. The details of the events had been added to the website. It was **agreed** Cllr. Stubbs would represent the council at the launch event, forum and festival celebration is she is able to attend.

### 15. To confirm date of next meeting, the next Parish Council Meeting,

The date of the next Parish Council meeting was confirmed as Wednesday 4<sup>th</sup> September 2019

There being no further business, the meeting was closed at 9:36pm