

**Weybourne Parish Council**  
**MINUTES of the Parish Council Meeting held on**  
**Wednesday 4<sup>th</sup> September 2019, 7.30pm at the village hall.**

**Present:** Lyndon Swift (Chair), Janice Rose, Ruth Gallally, Peter Gallally, Penny Taylor, Valerie Stubbs, Pat Floyd, Robin Woodhouse and Catherine Fletcher (Clerk)

**Also present:** County Councillor Sarah Butikofer, District Councillor Karen Ward and 12 members of the public.

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

Apologies were received and accepted from Cllr. Crawford

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

Cllr. Stubbs had written to the Clerk declaring an interest in Items 7. b), c) and d) and requesting a dispensation to speak and vote on Items 7. b) and d) and to speak on Item 7. c) at the 4<sup>th</sup> September meeting of the council. It was **agreed** to grant the dispensation on the grounds that it would be in the interests of persons living in the village.

**2. Minutes** To approve the minutes of the meeting held on 7<sup>th</sup> August 2019

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 requested to speak on items 6. and 6.g)

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

**County Councillor Sarah Butikofer** spoke to the meeting. She reported that there were no major updates since the August meeting.

**District Councillor Karen Ward** spoke to the meeting. She reported:

- There are currently a number of ongoing enforcement investigations in the village relating to the erection of flues.
- Next week there will be a meeting of all NNDC groups working on projects down Beach Lane . The Environment Agency will also be dialled into the meeting. It is hoped a Project Manager will then be appointed to deal with the co-ordination of all projects.

**Police** The Police cluster newsletter had been previously received and circulated. No further report had been received.

**4. Finance:**

**(a) To note the bank reconciliation**

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

**(b) To note the accounts**

The accounts to 23<sup>rd</sup> August 2019 was noted. It was also noted that a £443.03 refund had been received from NCC Highways as the cost of the 2018/19 Parish Partnership scheme for the Village Gates had been less than expected.

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

|      |              |                     |          |
|------|--------------|---------------------|----------|
| i.   | C Fletcher   | Salary for August   | £ 330.00 |
| ii.  | Anglia Water | Allotment water     | £ 71.40  |
| iii. | N-PTS        | Councillor training | £ 38.40  |
| iv.  | C Fletcher   | Expenses, mileage   | £ 23.15  |

**(d) The following invoices received since the 29<sup>th</sup> August were approved for payment:**

|     |                |                              |          |               |
|-----|----------------|------------------------------|----------|---------------|
| i.  | Secret Gardens | Verge cutting August         | £ 76.00  |               |
| ii. | NNDC           | Dog Bin emptying for 2019/20 | £ 869.04 | (VAT £144.84) |

All six payments were **approved** for payment.

**(e) The following regular monthly payments was noted:**

|    |             |   |         |
|----|-------------|---|---------|
| i. | Garden Aide | Cemetery and churchyard grounds maintenance | £320.00 |
|----|-------------|---|---------|

## 5. Planning:

- (a) To consider planning applications received since 29<sup>th</sup> August 2019
- i. PF/19/1390 Variation of condition 2 (plans) & 3 (materials) of planning permission PF/18/0467 to allow amendments to materials; front gable window to change from timber to Upvc and front cladding from natural cedar timber to manmade weatherboard The Tynning, Temple Close, Weybourne, Holt, NR25 7EU

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

- (b) To receive any updates regarding affordable housing

An email had been received from the NNDC Housing Enablement Officer reporting that three land owners had been contacted regarding possible sites suitable for Affordable Housing. Two landowners had expressed an interest in selling land for this purpose, but there were a number of issues with these two sites related to access.

It was reported a meeting with a third land owner was due to take place this week.

- (c) 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 **agreed** to look into the possibility of white lines on Sheringham Road and Kelling Road and also the possibility of bollards either side of the crossing near the cemetery.

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

The Norfolk Coast Partnership Project Officer had been contacted to emphasise the importance of public access to the pond once it has been restored. The Project Officer reported that the first phase of the work would be the restoration of the pond, followed by the second phase of board walks and interpretation boards. The funding for the second phase was no yet fully in place.

It was **agreed** to contact the Project Officer emphasising that the donation towards the work from the Parish Council could only be used for the second phase of work and conditional on public access.

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

It was noted that the new seating being installed for the Deep History Coast looked very smart.

It was reported that there was a problem with overflowing bins and that the bins on the car park allowed litter to be blown out of them. It was also queried if it would be possible to install bins that enable litter to be separated. D.Cllr. Ward said she would look into this matter.

C.Cllr. Butikofer reported that a survey of the car park had taken place and the pot-holes are scheduled to be repaired. She also reported that the presence of orchids had been reported on the area where the new seating had been placed. She reported that in the spring, orchids will be looked for and fenced off for protection.

C.Cllr. Butikofer also reported that options for toilets at the car park were still being looked in to. There were concerns that a compostable toilet with its need for wood shavings could be at risk of deliberate fires.

- (d) To receive any updates regarding the earthworks on the beach

A stop notice had been served on the work while the Environment Agency investigate the origin of the soil used.

- (e) To receive any updates regarding issues reported to NCC Highways

It was reported that NCC Highways found no defects on the footway on Church Street. It was noted that NCC Highways currently have a very small budget.

It was reported that there was a sink hole on Pine Walk. Though it had been reported to NCC Highways by a member of the public, it had been given a low priority for repair. C.Cllr. Butikofer said she would look into this matter.

- (f) To receive report regarding the site visit to All Saints Close and consider any recommendations

It was reported that there is very little parking available for disabled or elderly residents on All Saints Close.

It was **agreed** to contact Flagship/Victory to raise this matter.

D.Cllr. Ward said she would look into the matter.

It was agreed that Cllr. Taylor would contact residents to see if they had any paper work relating to when they first moved to the Close.

- (g) To consider the Sandy Hill surveyor's allotment

It was reported that this piece of land was landlocked and as result inaccessible. It was also located on the steep slope.

A member of the public reported that a land swap had taken place in 1986, where the original surveyor's allotment, a piece of flat, accessible land nearby, had been swapped by NNDC for the current plot.

It was **agreed** to remove his item from the agenda.

**(h)** To consider the bridleway off Sandy Hill

A member of the public reported that the bridleway along the side of Sandy Hill Lane was owned and maintained by NNDC.

It was **agreed** to contact NCC Highways to see if this could be made a footpath as there is no footpath on the road at this point.

**7. Allotments**

**(a)** To receive the allotment report

No allotment report was received.

**(b)** To agree to the adjustments in rents for the 2020 season

It was **agreed** that from 1<sup>st</sup> October 2020 the allotment rents of three tenants would be increased to bring them into line with the rents paid by other allotment holders.

It was also **agreed** that from 1<sup>st</sup> October 2020 the land rent paid by all allotment holders would increase by 5%.

**(c)** To agree to the addition of new standpipes on the allotment

It was reported one quote had so far been received. It was **agreed** to defer this item to the next meeting.

**(d)** To agree to the treatment of the wood on the raised beds

It was reported one quote had so far been received. It was **agreed** to defer this item to the next meeting.

**8. Village Hall** To receive the Weybourne Village Hall Management Committee report

The Weybourne Village Hall Management Committee report had been received and previously circulated to councillors.

**9. Cemetery & Churchyard:**

**(a)** To receive update regarding Weybourne Cemetery records

The council had previously agreed to request excess soil left following burials at the cemetery be removed by the grave-digger. It was reported that the grave-digger used most at the cemetery was unable to do this.

It was **agreed** to consider this matter in the new year alongside a review of Cemetery fees and regulation.

**10. Harry Dawson Playing Field**

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

It was reported that a meeting of the committee had taken place and it had been agreed to donate £4000 to the council to be ring-fenced and used for the purposes of maintaining and improving the playing field. It had also been agreed that an amount would be donated at the end of each financial year for the same purposes.

**(b)** To receive report regarding the playing field weekly inspections

It was reported the inspections had taken place and there had been no evidence of deterioration.

**(c)** To appoint a member to carry out the weekly playing field inspection between 4<sup>th</sup> September and 2<sup>nd</sup> October 2019

It was **agreed** to appoint Cllr. Rose to carry out the weekly playing field inspection between 4<sup>th</sup> September and 2<sup>nd</sup> October 2019.

**(c)** To agree the specification for the 2019-2022 HDPF Grounds Maintenance Contract

The specification was **agreed** for the 2019-22 HDPF Grounds Maintenance Contract.

**11. Weybourne Community Fund** To receive the Weybourne Community Fund report

It was reported that the Village Quiz would be taking place on the 5<sup>th</sup> October in the Village Hall.

It was **agreed** to confirm the conditions of the lease of the Community Field to the Weybourne Community Fund.

**12. Governance:**

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

No updates received. It was **agreed** to defer this to the next meeting.

**(b)** To consider what information should be on the Information Board outside the Village Hall

It was **agreed** to form a Working Group to pull together images and text to be used for the new Village Information Board.

**(c)** To review the DRAFT Grants Awarding Policy

It was **agreed** to adopt this policy when the budget for 2020/21 is finalised.

**(d)** To receive a report regarding the NNDC Environmental Forum

A written report had been received and circulated. It was reported that NNDC seem committed to making a real difference.

(e) To consider a three-year contract for the cutting of verges in Weybourne and VAS maintenance It was **agreed** to move to three-year contracts for the cutting of verges in the village and the maintenance of the VAS.

(f) To agree to the Clerk taking the role of Clerk and RFO to Wiveton Parish Council The council **agreed** to the Clerk taking the role of Clerk and RFO for Wiveton Parish Council.

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

(a) To receive any updates regarding the installation of the Deep History Coast It was noted that installation at Weybourne had begun.

(b) To receive any updates regarding the provision of toilets It was noted the council had been copied into a letter addressed to NNDC raising concerns about toilets near the beach.

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

(a) Item received since 29<sup>th</sup> August 2019 Two posters had been received, one regarding fostering, the other highlighting the risk to seals of flying hoops. These will be added to the notice board.

### **15. To confirm date of the next Parish Council Meeting, Wednesday 2<sup>nd</sup> October 2019**

Wednesday 2<sup>nd</sup> October 2019 was confirmed as the date of the next Weybourne Parish Council meeting.

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