

# Weybourne Parish Council

## MINUTES of the Parish Council Meeting held on Wednesday 2<sup>nd</sup> October 2019, 7.30pm at the village hall.

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

**Also present:** District Councillor Karen Ward and 7 members of the public.

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

Apologies were received and accepted from Cllr. Ruth Gallally and Cllr. Crawford.

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

Cllr. Stubbs had written to the Clerk declaring an interest in items relating to the allotment and requesting a dispensation to speak on items relating to allotments and to vote on allotment items that she would not directly benefit from. 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 4<sup>th</sup> September 2019

Item 6.(h) was amended to state:

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

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

**3. Public Participation** (15 mins)

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

No comments were received from members of the public.

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

**County Councillor Sarah Butikofer** had sent her apologies and a report to the meeting:

- The Norse Group will be taking over the management of Norfolk's Roads. This includes routine maintenance, pothole repairs and winter gritting. This will save the Council £500,000 per year by the fifth year of the contract. Works that have not been completed in the last few months had been put on hold until the takeover today.
- There is currently an ongoing review into the boundaries of County Council wards.
- In the light of the Government funding decision for the next 12 months, it has been asked if changes to the MIG (Minimum Income Guarantee) payments to our most vulnerable residents will be reversed. Sadly, our colleagues decided that would not happen.
- A motion proposed by Dr Marie Strong regarding concerns about the cleanliness of our rivers was adopted, and we will be pushing for flagship legislation to restore our waterways and to enforce against pollution incidents.

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

- Victory are aware of the parking problem in All Saint Close and have agreed to write to all residents and put up some 'Residents Only' parking signs. They confirmed that All Saints Close is a General Need Site. Unfortunately, they have no enforcement rights over parking.
- The statistics for the Beach Lane Car Park for this year is in line with the previous two years.
- The cross-service meeting of departments and organisations involved in work on Beach Lane will be taking place on Friday.
- The details of the owner of the boat left on the beach will be passed to the Clerk.

It was noted that the boat left on the beach is now in a very poor and unsafe condition.

It was **agreed** to write to owner of the boat.

- NNDC Planning Enforcement had been to investigate a large chimney flue put up in the village. It was found that this was within Permitted Development. In 2018 central government extended the type of works that can take place under Permitted Development. Work that takes place under Permitted Development does not require planning permission and so does not have to conform to the Design Guide or the Conservation Guidelines. As Permitted Development is defined by central government, NNDC have no powers over this.
- Work towards finding a suitable site for Affordable Housing is ongoing.
- A Weybourne resident had been illegally housed in a holiday rental. An eviction notice has been served and NNDC are now working with the resident to find suitable housing.
- NNDC have been working with an electric car hire company. NNDC are planning to put electric car charging points in a number of key NNDC car parks. NNDC have also been working with the Holkham Estate and the Garage at Blackney to integrate the charging network. It is being investigated if there are any villages with NNDC car parks who would also like a charging point.

It was **agreed** to add this to the next agenda.

The monthly **Police** Cluster Newsletter had been received and previously circulated. No further report had been received.

#### 4. Finance:

(a) To consider the External Auditor's Report for 2018/19

The External Auditor's Report was noted.

(b) To note the bank reconciliation

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

(c) To note the accounts

The accounts to 23<sup>rd</sup> September 2019 were noted.

It was also noted that since the 23<sup>rd</sup> September, a £4000 donation had been received from the HDPF Committee. The second half of the precept has also been received.

(d) To approve the following invoices for payment:

i.	C Fletcher	Salary for September	£ 330.00	
ii.	PKF Littlejohn	External audit	£ 240.00	(VAT £40.00)
iii.	Norse	HDPF Grounds maintenance	£ 365.52	(VAT £60.92)
iv.	TT Jones	Streetlight maintenance	£ 54.59	(VAT £ 9.10)
v.	E.On	Streetlight electricity	£ 74.50	(VAT £3.55)
vi.	WVHMC	Hall hire for August	£ 18.00	
vii.	C Fletcher	Expenses and postage	£ 40.69	

All seven invoices were **approved** for payment.

(e) To approve payment of invoices received since the 26<sup>th</sup> September 2019

i.	PIC	Annual Inspection of HDPF	£102.00	(VAT £17.00)
ii.	Garden Aide	Cemetery and Churchyard August	£320.00	
iii.	Garden Aide	Cemetery and Churchyard Sept.	£320.00	
iv.	Secret Gardens	Verge cutting September	£76.00	

All four invoices were **approved** for payment.

(f) To note to completion of the quarterly internal financial checks

Cllr. Rose reported that the internal financial checks for April to September 2019 had been satisfactorily completed.

(g) To delegate spend powers to the Clerk to the value of £100

It was **agreed** to delegate spending powered to the Clerk to the value of £200.

#### 5. Planning:

(a) To consider and respond to the following planning applications:

- PF/19/1453 Change of use from single dwelling to two semi-detached dwellings 21 Holt Road, Weybourne, Holt, NR25 7ST

It was **agreed** the council have **No Objections** to this application whilst noting:

The National Planning Policy Framework (NPPF) Clause 180c and Norfolk County Council's Environmental Lighting Zones Policy both recognise the importance of preserving dark landscapes and dark skies. In order to minimise light pollution, we request that any outdoor lights associated with this proposed development should be:

- 1) fully shielded (enclosed in full cut-off flat glass fitments)
  - 2) directed downwards (mounted horizontally to the ground and not tilted upwards)
  - 3) switched on only when needed (no dusk to dawn lamps)
  - 4) white light low-energy lamps (LED) and not orange or pink sodium sources
- It was **agreed** to consider adding the above lighting statement to the Planning Policy at the next meeting.

**(b)** To consider planning applications received since 26<sup>th</sup> September 2019  
No applications had been received.

**(c)** To receive any updates regarding affordable housing  
Updates had been received under item 3.(b)

**(d)** To receive any updates regarding Hornsea III windfarm  
It was noted the decision regarding the Hornsea III Windfarm Decision has now been postponed until 31<sup>st</sup> March 2020.

It was **agreed** to remove this item from the agenda until March 2020.

**(e)** To consider and respond to the Norfolk Minerals and Waste Local Plan  
As there were no sites within quite some distance of the parish of Weybourne, it was **agreed** not to submit a comment for this consultation.

**(f)** To note the sale of The Maltings, a locally listed building  
It was noted the The Maltings is a locally listed building which has now been sold.  
It was reported that it has been the centre of the village since pre-Victorian times and was of huge value to the village.

It was **agreed** to consider registering The Maltings as Asset of Community Value (ACV)

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

**(a)** To consider options for the Parish Partnership scheme  
It was noted that the Highways Engineer had raised a number of concerns regarding the two plans proposed by the Council. He suggested bollards or posts to mark the crossing near the cemetery would not be suitable as this is not a safe place to cross. He also felt white lines on the Sheringham Road and Kelling Road would not be suitable on an A-road.

It was noted by the Council that the crossing by the cemetery is one of the busiest in the village and needs to be made safer and that these projects would improve the safety of pedestrians in the village.

It was **agreed** to continue with the application process, collecting evidence to demonstrate the need for these projects in the village.

It was **agreed** the Cllr. Swift, Cllr. Peter Gallally and Cllr. Stubbs would form a working group to collect evidence to support the application.

**(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 confirmed that the donation from the Parish Council will be used to contribute towards board walks and interpretation boards.  
It was noted that following the completion of the Dark Skies Festival, this project will be the main focus of the Project Officer.

**(c)** To receive any updates regarding the state of the beach  
It was noted that there are a number of concerns regarding the state of the beach. There are broken signs and the area is generally looking messy and tired. The Deep History Coast installation looks good, but is quite a contrast to the rest of the beach area.  
It was noted that a tree has been planted very close to the eating area and may need to be moved. It was also noted that the lights on the Deep History Coast installation seem to be turned on all night. D.Cllr. Ward said she would look into these matters.

It was noted that the ownership of the strip of land next to the car park will be discussed at the Beach Lane meeting to be held on Friday (see item 3.(b)).

**(d)** To receive any updates regarding the earthworks on the beach  
It was reported that the Environment Agency is continuing to investigate the origin of the soil used in the earth bank.

**(e)** To receive any updates regarding issues reported to NCC Highways  
It was reported that the sink hole on Pine Walk is currently being repaired.  
It was reported that the pavement along Church Street was in very poor condition with potholes the depth of a £1 coin. It was **agreed** to report this again to NCC Highways.

It was also reported there is a large pothole on St. Martin's Close. It was **agreed** to report this to NCC Highways.

**(f)** To receive any updates regarding the parking on All Saints Close

This item had been considered under Item 3.(b).

**(g)** To receive any updates regarding the bridleway off Sandy Hill Lane

It was reported that this track way is not owned or maintained by NCC or NNDC.

It was noted that there is currently a process by which parishes can register public rights of way with NCC. It was **agreed** to consider at the next meeting if there are any public rights of way that need to be registered.

It was noted the Council had received documentation relating to the common land off Sandy Hill Lane.

**(h)** To receive report regarding the village 'walk around'

A village 'walk around' had been successfully completed. As a result a number of issues had been highlighted as needing attention:

- Two dog poo bins, one on Mill Lane and one on Beach Lane require replacing, was **agreed** to research the costs of this.
- The Village Sign needs some attention. It was **agreed** to look into the cost of the work required.
- The wooden structure next to the telegraph pole by the Village sign is completely rotten. It was **agreed** to report this to BT.
- The telegraph pole in Beck Close has a support missing. It was **agreed** to report this to BT.
- There are a number of walls in the village that are in a poor state of repair and shedding flints onto the road, particularly outside The Maltings. It was **agreed** to report this to Highways and NNDC Conservation.
- The casing on one of the electricity poles on Beach Lane is coming off and currently being held in place by cable ties. It was **agreed** to report this to UK Power Network.
- A number of bins on Home Farm Rise are currently left permanently on the pavement. It was **agreed** to report this to NNDC.

It was noted that the fencing along the new part of Beach Lane that had collapsed into the hedge is now being removed, the land owner having sought agreement from NCC Highways.

## **7. Allotments**

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

It was reported that occupancy rates have dropped as a number of tenants have given up their plots.

One tenant has been given notice to tidy their allotment.

Quotes are currently being sought for the addition of new stand pipes and for the maintenance of the sleepers.

No dog poo incidents have been reported and generally more people are observing the rule to keep their dogs on a lead whilst walking past the allotment. There are, however, a couple of local residents who continue to flout the rule.

It was **agreed** to consider writing to these residents at the next meeting.

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

It was **agreed** to defer this item to the next meeting.

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

It was reported that three local handymen had been contacted, but were unable to provide a quote for this work.

It was reported that the quote that had been received, quoted for the use of a more expensive treatment that is compatible with growing organic plants and will not leach into the soil. It was reported that this was necessary as the raised beds are not lined to the top as they had been designed to have extra room at the top to provide shelter to the plants.

It was **agreed** to defer this item to the next meeting.

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

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

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

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

It was noted that the work on updating of the Cemetery records was now complete.

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

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

It was reported that a successful bingo had taken place in September.

**(b)** To receive report regarding the playing field weekly inspections and consider any recommendations

It was reported that the weekly inspections had taken place. It was noted that after the rain, the steps on the ship and slide had been rather slippery and that this may need to be looked into. It was also noted that the fireman's pole seemed quite wobbly. It was **agreed** to tape off the fireman's pole until it can be repaired.

**(c)** To appoint a member to carry out the weekly playing field inspection between 2<sup>th</sup> October and 6<sup>th</sup> November 2019

It was **agreed** to appoint Cllr. Rose to carry out the weekly playing field inspections.

**(d)** To appoint a contractor for the 2019-2022 HDPF Grounds Maintenance Contract  
Four companies were invited to tender, two submitted tenders the details of which have been circulated to councillors.

It was **agreed** to appoint Secret Gardens as the contractor for the 2019-2022 HDPF Grounds Maintenance Contract.

**(e)** To consider an annual contract for weeding at the HDPF  
It was **agreed** to put together a specification for the weeding of the HDPF.

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

It was reported a quiz will take place in the Village Hall on Saturday and that preparations were underway for the Children's Party.

## **12. Governance:**

**(a)** To receive any updates regarding a village survey  
It was **agreed** that the Chair, Cllr. Peter Gallally and Cllr. Stubbs will form a working group to pull together some initial ideas for a village survey.

**(b)** To receive any updates regarding the Information Board outside the Village Hall  
It was reported that work was underway to put together a draft text to be presented at the next meeting.  
It was noted that a map of the village was required.

It was also queried if it would be possible to have two boards created so that one could also be put up in the bus stop.

**(c)** To receive a report regarding the September SNAP meeting  
It was reported that good progress had been made on the previous SNAP areas of focus: tackling rural crime, increasing youth engagement and reducing tool and trailer theft.  
It was reported that drones are now being used by Police locally.  
The new areas of focus will be on reducing anti-social behaviour at Briston Recreation Ground and in Holt town centre and reducing Marine Crime.

It was **agreed** to identify SNAP priorities for Weybourne at the next meeting.

**(d)** To appoint a member to attend the December SNAP meeting  
It was **agreed** to appoint Cllr. Peter Gallally to attend the December SNAP meeting.

**(e)** To receive report regarding the Dark Skies Festival  
It was reported The Dark Skies Festival had put forward three recommendations the parish council may wish to consider:

- To consider lighting in all planning applications.
- To work to educate parishioners and local businesses.
- To set an example, for example consider dimming or turning off streetlighting after 12am.

It was **agreed** to consider all of these over the next few months.

**(f)** To agree the specification for the verge cutting contract  
It was **agreed** to defer this to the next meeting to enable information to be sought regarding the possibility of creating a Roadside Nature Reserve on some verges.

**(g)** To agree the specification for the VAS maintenance contract  
The specification for the VAS maintenance contract was **agreed**.

**(h)** To appoint a member to attend the Norfolk Electoral Review meeting  
It was **agreed** not to appoint a member to attend the Norfolk Electoral Review meeting.

**(i)** To consider and updates the council's plans in relation to Operation London Bridge  
It was **agreed** to look into the costs of putting together a box containing a cloth, good quality paper and two suitable pens.

It was **agreed** to contact the church to see if they would consider hosting the signing of a book of condolence.  
It was also **agreed** to consider pre-agreeing an amount to be put aside for the purchase of a small floral tribute.

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

**(a)** To receive any updates regarding the installation of the Deep History Coast  
This was considered under Item 6.(c).

**(b)** To receive any updates regarding the provision of toilets  
It was reported that this will be considered at the Beach Lane meeting this Friday.

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

**(a)** Phone call regarding chimney flue  
This item had been considered under item 3.(b).

**(b)** Item received since 26<sup>th</sup> September 2019  
The Annual Inspection Report for the HDPF had been received. A number of low and very low risk items were identified alongside 3 moderate risk items (the Shelter, the flat seat swing set and the activity trail) which all required rotten sections to be removed and replaced.  
It was **agreed** to obtain quotes for this work to be considered at the next meeting.

The North Norfolk Community Transport (NNCT) had written to the council requesting a donation. It was noted that Weybourne is a rural parish with a number of residents who rely on the NNCT.  
It was **agreed** to find out the amount donated last year and consider a donation at the next meeting.

It was reported that the NNDC Monitoring Officer had investigated a complaint and found no further action was required.

### **15.** The date of next Parish Council Meeting was confirmed as Wednesday 6<sup>th</sup> November 2019

There being no further business, the Chair closed the meeting at 9:27pm.