

# Weybourne Parish Council

**DRAFT MINUTES of the Parish Council Meeting held on  
Wednesday 5<sup>th</sup> February 2020, 7.30pm in the village hall.**

**Present:** Pat Floyd (Vice-chair), Penny Taylor, Valerie Stubbs, Robin Woodhouse, Ruth Gallally, Peter Gallally and Catherine Fletcher (Clerk)

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

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

Apologies were received and accepted from Cllr. Lyndon Swift and Cllr. Andy Crawford

(b) To receive Declarations of Interest on Agenda items and consider requests for Dispensations.  
None received.

## 2. Minutes

(a) To approve the minutes of the meeting held on 8<sup>th</sup> January 2020  
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

A member of the public requested to speak on item 13.h)

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

**County Councillor Sarah Butikofer** spoke to the meeting:

- The NCC ward boundary review meeting had been adjourned.
- The Police and Crime Commissioner has recommended an increase in the Police precept.
- It had been found that it is not possible to serve a Notice of Removal on the abandoned boat on the beach as it is not a 'vehicle that can be driven on the highway'. It is now being investigated as a dangerous object in the public realm.

**District Councillor Karen Ward** spoke to the meeting:

- A meeting of the Environmental Forum took place in January with a focus on Waste and Recycling. A report of the meeting will be published. There will now be bi-monthly meetings, each meeting focusing on a different concern or issue.
- Work on the new Local Plan is continuing.
- The latest demographic predictions for North Norfolk project a grown of 8,500 people between 2016 and 2038. This represents a predicted increase in the over 65s of 15,000 and a decrease in those 0-64 of 3000. The largest increases are expected to be in the 85-89 and 90+ age groups. North Norfolk is currently the 'oldest' district in the country. The District Council are pursuing a number of policies to encourage younger people and families to move to/stay in North Norfolk including a focus on housing, new definitions of 'key workers', ensuring an appropriate mix of housing and lobbying for second home legislation.
- A national planning report, *Living with Beauty* has been published, looking at design and sustainability. The Housing Minister has said the recommendations of the report are to be 'fast tracked' into legislation. There is no known timescale for this, but if implemented, it would strengthen protection of conservation areas.

**Police**

- The Police cluster newsletter had been received and added to the website.

## 4. Finance:

(a) To note the bank reconciliation to 23<sup>rd</sup> January 2020

The bank reconciliation to the 23<sup>rd</sup> January 2020 was noted.

(b) To note the accounts summary to 23<sup>rd</sup> of January 2020

The account summary to the 23<sup>rd</sup> January 2020 was noted.

It was noted that the Clerk had made a payment of £113.75 to the Council, repayment for a pro-rata proportion of the CiLCA course fees.

(c) To approve the following invoices for payment:

i.	C Fletcher	Salary for January	£ 330.00
ii.	WVHMC	Hall Hire for December	£ 18.00
iii.	Gardenaid	Cemetery and Churchyard GM	£ 352.00
vi.	C Fletcher	Kaspersky Total Security	£ 27.99
v.	C Fletcher	Expenses and phonenumber	£ 42.66
vi.	Elite Gardens	Allotment standpipes	£ 725.00

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

**(d)** To approve payment of invoices received since the publication of the agenda:

i.	Information Commissioner	Data protection fee	£ 40.00
ii.	Edtronics	VAS maintenance Nov-Jan	£ 66.00
iii.	WVHMC	Hall Hire for January	£ 18.00

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

**(e)** To receive any updates regarding the disputed NNDC invoice for Uncontested Election Costs  
No updates received.

## 5. Planning

**(a)** To consider the following planning applications:

- i. CL/19/2227 Certificate of Lawfulness for Existing Use to allow continued use of land at Breck Farm, Weybourne as a Caravan and Camping site known as "Breck Farm Camping" with farm shop and associated caravan storage Breck Farm Camping and Caravan Park, Weybourne Road, Weybourne, Holt, NR25 6QL

It was **agreed** the council **support** to this application.

**(b)** To consider planning applications received since the publication of the agenda

It was noted the appeal relating to the application below had been considered by the Planning Inspectorate and planning permission granted:

PF/14/0925 Erection of wind turbine with a hub height of 40m and blade tip height of 66m with associated substation buildings, access tracks and crane hardstanding Land at Pond Farm, New Road, Bodham, Holt, NR25 6PP Appellant: Genatec Limited

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

No updates received.

**(d)** To receive any updates regarding the application for ACV status for The Maltings

It was reported that the application for ACV status for The Maltings had been unsuccessful.

It was noted that the Maltings is of key historical value to the village and had been used for meetings and village gatherings until its recent closure.

**(e)** To note the amendments to application PF/19/1970

It was noted that the amended application reported at the last meeting, referred to an amendment of the site notice. There had been no amendment to the proposed plan.

## 6. Highways & Footpath matters:

**(a)** To identify any public rights of way in the parish that need to be registered

It was **agreed** to look into the registering of the footpath that runs alongside the western edge of the Marl Pit, from the end of the pavement on the A149 Sheringham Road up towards Beech Copse.

**(b)** To receive any updates regarding the request for bollards on the corner of Church Street and The Street

It was **agreed** to request a third bollard nearer the corner to provide protection for pedestrians.

C.Cllr. Sarah Butikofer stated she may be able pay for the third bollard.

It was **agreed** to write a letter of thanks to the person who had generously cut the hedges in the village.

## 7. Allotments

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

A written report was received.

It was reported that Kelling School had made the sad decision to give up their allotment for logistical reasons, but that their plot has already been let out to a new tenant.

The allotment occupancy rate is now at 98%.

The new standpipes had been successfully installed.

Sleepers to repair the raised beds had now been sourced and a proposed costing for the repair of the raised beds would be presented at the next meeting.

**(b)** To agree to the treatment and repair of the wood on the raised beds  
It was **agreed** to defer this item to the next meeting.

**8. Village Hall** To receive the Weybourne Village Hall Management Committee report  
The WVHMC report was noted.

It was noted that work on the drainage work is likely to take place in the next few weeks which will result in a few days disruption in terms of use of the car park.

It was **agreed** to write to the WVHMC requesting more information about the proposed changes to outside lighting, drawing attention to the Parish Council's lighting statement.

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

**(a)** To receive any updates regarding the repair of the churchyard wall

It was reported that quotes for repair of the wall had now been requested from the two approved companies. Once the quotes have been received, they will be sent to the insurer for approval.

**(b)** To review the Cemetery Regulations

The Cemetery Regulations were reviewed and **agreed**.

**(c)** To review the Cemetery Fees

The Cemetery Fees were reviewed and compared to other local cemeteries.

It was **agreed** to review Cemetery Fees on an annual basis.

It was **agreed** to increase fees relating to Exclusive Rights of Burial, Exclusive Rights of Burial of Cremated Remains and the installation of monuments.

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

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

It was reported that the January bingo had been a great success, with 58 people attending, raising over £300.

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

It was noted that the rope ladder on the ship climbing frame had come loose and needed to be secured.

**(c)** To appoint a member to carry out the weekly playing field inspection between 5<sup>th</sup> February and 4<sup>th</sup> March 2020

Cllr. Stubbs was appointed to carry out the weekly playing field inspections.

**(d)** To receive any updates regarding the replacement of the surface beneath the flat swings

It was noted that the Weybourne Community Fund may be able to pay for this work.

It was reported that the WCF would consider the quotes provided at their next meeting.

**(e)** To appoint a working group to consider funding possibilities and future developments at the HDPF

This item was deferred to the next meeting.

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

It was reported that work was now underway on planning the Country Fair. The Fair will take place on the 24<sup>th</sup> and 25<sup>th</sup> of May 2020.

### **12. The Beach**

**(a)** To receive any updates regarding the provision of toilets

No updates received.

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

It was reported that the Environment Agency is hoping to return later this month to continue their work and then begin work on clearing the pond. It is hoped the work on clearing the pond will be completed by the end of March.

Work on the boardwalk and interpretation panels will take place after the summer so as to not disrupt the breeding season.

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

This item was discussed under item 3.b)

(d) To receive any updates regarding the earthworks on the beach  
No updates received.

### 13. Governance:

(a) To receive any updates regarding a village survey

No updates received.

(b) To receive any updates regarding the Information Board outside the Village Hall

No updates received.

(c) To consider a flag pole for the village

A number of possible locations for the flag pole were discussed.

It was **agreed** to discuss possible locations further at the next meeting and to consider a height for the flagpole.

(d) To receive any updates regarding the vacancy for Councillor

It was reported that no requests for an election had been received by NNDC and so the Council is free to co-opt a new member to the Council.

It was **agreed** the vacancy will be advertised on the notice board and website. The deadline for expressions of interest will be the Wednesday 26<sup>th</sup> February 2020 with a view to co-opting at the next meeting on 4<sup>th</sup> March 2020.

(e) To appoint the new Clerk and RFO

It was **agreed** to appoint Daniel Howes as the new Clerk and RFO to the Council with a handover taking place in mid-February.

(f) To agree to the new Clerk completing the ILCA online course

It was **agreed** to fund the ILCA Course for the new clerk at a cost of £99+VAT.

(g) To review the Asset List

It was noted that the council's current 3-year insurance policy ends at the end of May 2020

The asset list was reviewed.

It was **agreed** to finalise the list and values for insurance purposes at the next meeting.

(h) To identify dog waste bins in the parish in need of replacement

It was reported that the dog waste bin outside the village hall and the one at the bottom on Beach Lane both required replacing. It was also noted that the dog bin on Station Road required replacing too, but that this may be the responsibility of the Kelling Heath Caravan Park.

It was **agreed** to look into the costs of replacing these.

A member of the public spoke to the meeting requesting a litter bin on Station Road to address the large amount of litter along this stretch. Many visitors to the village use this route to walk to and from the Station and the caravan park.

It was **agreed** to contact NNDC requesting a litter bin on Station Road.

(i) To receive a report regarding the Town and Parish Forum

It was reported that the North Norfolk Town and Parish Forum (NNTPF) was formed to address the effects of high levels of second homes on local communities. NNDC are aiming to work closely with NNPTF to ensure local concerns are being listened to.

(j) To agree to join the Town and Parish Forum

It was **agreed** that the Council support the North Norfolk Town and Parish Forum.

(k) To receive any updates regarding the NNDC Tree Planting project

It was reported that a number of projects for Weybourne have been proposed:

- A few 'islands' of trees on the triangle of scrub near the Beach Lane car park. It was **agreed** to support this proposal.
- Scots pines to be planted along the line of the posts on the Community Field with hedge infill. This proposal is to be discussed by the WCF at their meeting next week.
- The *My Climate, My Tree* project, where householders can express interest and be provided with a tree to plant in their front garden. It was **agreed** to support this proposal
- To replace some of the trees recently removed from the Village Hall. It was **agreed** to write to the WVHMC enquiring if this is a project they would be interested in pursuing.

It was also **agreed** to request the NNDC Tree Officer contact the Caravan Park regarding the replacement of the many trees recently felled.

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

**(a)** Email regarding the Joint Spring Conference

It was **agreed** to contact the organisers to see if spaces were still available for this conference.

**(b)** Item received since the publication of the agenda

- Email regarding fund raising towards specialist equipment and furniture for the new Cromer Cancer Unit.  
It was **agreed** to display the poster on the notice board.  
It was **agreed** that the council would in principle like to make a donation towards this fund raising, the amount to be agreed at the next meeting.
- It was noted that an email had been received from the Health and Communities Manager at NNDC requesting information about donations to Norfolk Citizens Advice.

The council expressed their great sadness that Keith Morley had recently passed away.

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

The next parish council meeting was confirmed as Wednesday 4<sup>th</sup> March 2020

There being no further business, the Chair closed the meeting at 9:26pm