

# Weybourne Parish Council

DRAFT MINUTES of the Parish Council Meeting held on  
Wednesday 3<sup>rd</sup> June 2020, 7.30pm remotely using Zoom.

**Present:** Lyndon Swift (Chair), Pat Floyd, Andy Crawford, Penny Taylor, Valerie Stubbs, Robin Woodhouse, Ruth Gallally, Peter Gallally and Dan Howes (Clerk)

**Also present:** County Councillor Sarah Butikofer

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

No apology received.

**(b)** To receive Declarations of Interest on Agenda items and consider requests for Dispensations.

Cllr Swift declared he is a tenant of the individuals 11 (b) so will not be part of this discussion and outcome.

## 2. Minutes

**(a)** To approve the minutes of the meeting held on 6<sup>th</sup> May 2020.

A discrepancy in point 14 (a) should have stated –

Cllr Crawford stated that the 30mph sign on the corner of Station Road/Beck Close has worn away – the Clerk to report this to NNDC Highways.

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

## 3. Public Participation

**(a)** The meeting will be adjourned to allow correspondence from members of the public and any councillors with prejudicial interest to speak.

None received.

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

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

- New test, track and trace system – Norfolk has been chosen as a beacon council for this. There was a briefing by the minister before this was announced publicly where it was stated that the test, track and trace system in Norfolk will not be running properly until at least the end of June. This has been confirmed in a report from the Director of Public Health at County. Cllr Butikofer has been asked to push this via the district council media but has refused until it actually is up and running.
- County's financial situation – because of the current pandemic the losses are estimated from £26 million up to £100 million. There are rumours there will be a reworked budget in July.
- County staff and councillors – will not return to County Hall until September at the earliest. Issues with implementing social distancing throughout the building is proving to be a challenge. County services can still be functioned with staff/councillors working from home.
- Library services – looking into getting this restarted.
- Schools – County did request that all schools need to be opened from 1 June. A survey was conducted with 80% of parents, who responded, stating that their children will not be going back to school just yet.

### **No questions from the councillors**

**County Councillor Sarah Butikofer** spoke on behalf of District Councillor Karen Ward regarding NNDC:

- Now entering the recovery stage within NNDC so Gold command still meets three times weekly.
- Car parks – have now all been opened.
- Toilets – another 18 have been opened after the initial phase of just eight. There is no legal requirement for a local authority to provide toilets but we are trying to stop as much of the ASB as much as possible. Cllr Butikofer has been in touch with Equinor in regards to providing toilets within the village and is waiting for a response. First quote back was in regards to 'building site' toilets but are now looking at a more substantial 'container' like toilet block.
- Bins – has been an issue with emptying bins as quickly as possible. There are three reasons why this is happening –
  - Not so many bins out as normal but seasonal bins will now be placed.
  - Staff doing collections not as high as it should have been because the staff have been diverted to collect normal weekly bin collections.

- Public have generated more waste due to disposable/packed lunches etc.
- If these issues are still ongoing then Cllr Butikofer has made Cllr Swift to contact her in the first instance.
- Cllr Swift has stated that the bins have been under control since the Bank Holiday weekend.
  - Street area changes – To small or no pavement areas outside shops etc. regarding social distancing. Looking at widening pavements in the local towns and seaside towns on a temporary basis. Stickers and signage are ready to be placed.
  - RNLI cannot provide us with the same number of lifeguards along the coast. They can only provide lifeguards for Sea Palling, Cromer and awaiting the third choice. NNDC pays for this service each year but have asked if they can have the rest of the money to provide coastal patrols; as in lifeguards at leisure centres, so they can provide first aid, lost children service and keep social distancing in check.
  - Discretionary fund for businesses has been launched which has been popular resulting in the website crashing.
    - Cllr Swift wrote independently to the MP in regards to how the village infrastructure is going to cope the influx of visitors.  
Cllr Butikofer has already written to Government about this issue and has been in conjunction with a Bournemouth councillor where similar issues have arisen. There will be a lot of signage going up but there is only so much they can do with the money that is available.
    - Cllr Swift stated a lack of social distancing is being kept with BBQs etc. on the beach, and the attitude of sections of the general public has been appalling.
    - Cllr Swift wanted to say a big thank you for everything that the council is doing.

#### Police

- The Police cluster newsletter has not been received.

#### 4. Covid-19

(a) To receive any updates regarding village issues with the ongoing Covid-19 pandemic

- Cllr Swift stated there are still ongoing issues across the village.
  - 11 second home owners have been reported to the police who have stayed in their properties overnight.
  - Have called the police on six occasions regarding camper vans on the car park and have had phone calls daily from residents in regard to the actions of others.
  - Councillors should call 101 in regard to breaches or pass these onto residents so they can report a breach.
  - There are fears that after the pandemic there will animosity surrounding second home owners but some are still travelling backwards and forwards endangering the lives of residents.
  - The beach and the beach car park are still an issue but it is felt that we have done the right thing in opening the car park but the abuse received was unacceptable. Cllr Swift still cleans up rubbish etc. at the beach and the beach car park and this has really highlighted the lack of facilities. Environmental Health has still not responded about my concerns of human waste on the beach. Will continue to push for facilities because of the car park size and the number of visitors.
  - Been in contact with 'Norfolk Magazine' who has stated in an article that Weybourne beach is one of seven secret beaches in the county to visit, and to have a swim, which is contrary to signage and the dangers of the current. The magazine editor apologised for the article and has stated will present a positive article for the village when the time is right.
  - Cllr Swift still picks up shopping and medication on behalf of NNDC and would like to say thank you to other residents who are volunteering and supporting their neighbours. The shop has also opened for longer hours and are grateful for the volunteers who have been helping with their deliveries. Cllr Swift would also like to say thank you for the continued help from councillors.
- Cllr Woodhouse stated when he used 101 that he was on the phone 45 minutes which Cllr Swift agreed with.
- Cllr Stubbs stated perhaps we should make a formal statement to the police but Cllr Swift didn't think this was a good idea but to either wait using 101 or go online using the report/incident section.
- Cllr Stubbs wanted to say a huge thank you on what Cllr Swift has been doing.

## 5. The Beach

(a) To receive any updates regarding the provision of toilets  
Already covered in point 4.

(b) To receive any updates regarding the state of the beach  
Cllr Butikofer stated that there was no update from Equinor. Following a meeting with ministers it has been stated that a survey needs to be conducted to ascertain whether an Offshore Ring Main is a feasible option. A survey has been confirmed.

(c) To receive information regarding parking on Beach Lane adjacent to the car park  
Cllr R Gallally stated people are still parking on this road. Cllr Crawford stated that people are parking there to avoid parking fees. Cllr Butikofer to find out further information.

(d) To receive any updates regarding the restoration of the pond on Beach Lane  
No updates – Cllr Stubbs to follow this up.

(e) To receive any updates regarding the earthworks on the beach  
Beck issue - Cllr Woodhouse stated the Environmental Agency sorted the problems in the gardens nearer the coast road.

## 6. Finance

- (a) To note the bank reconciliation to -
- i. 21st February 2020
  - ii. 23rd March 2020
  - iii. 23rd April 2020

The bank reconciliations were noted.

- (b) To note the account summary's to -
- i. 21st February 2020
  - ii. 23rd March 2020
  - iii. 23rd April 2020

The accounts summary's were noted.

- (c) To approve the following invoices for payment:

i.	D Howes	Salary for May	£ 330.00
ii.	Gary Wells	HDPF maintenance work (April)	£ 45.00
iii.	E.On	Streetlight Electricity (April)	£ 72.10 (VAT £3.43)
iv.	Wave	Allotment Water Bill (Nov to March)	£ 103.68
v.	Secret Gardens	Grass verge cutting (April)	£ 156.00
vi.	Secret Gardens	Grass verge cutting (May)	£ 156.00
vii.	NARS	Donation for PPE	£ 170.00
viii.	D Howes	Expenses/stamps/postage for May	£ 51.84
ix.	L Swift	Expenses – Postage	£ 2.94
x.	Norfolk CC	Lining east award contribution	£ 56.00
xi.	Norfolk CC	Lining west award contribution	£ 113.75
xii.	Came & Co	Local Council Insurance	£ 1028.96

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

- Cllr Crawford asked for a copy of the Clerks expenses for this month which have been sent.

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

i.	D Howes	Desktop printer	£59.99 (VAT £10)
ii.	D Howes	A4 paper	£4.98

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

(e) To receive update regarding a reduction of interest rates on both of the councils Business Premium Accounts  
There are two Business Premium Accounts – the current standard rates are 0.10% but from the 24 July 2020 this will now be £0.01% - a reduction of 0.09%. This is a result following the reduction in the Bank of England's base rate.

(f) To receive any updates regarding the disputed NNDC invoice for Uncontested Election Costs  
Still on hold – no further updates

## 7. Planning

(a) To consider planning applications received since the publication of the agenda  
No applications had been received.

(b) To receive any updates regarding affordable housing  
Cllr Swift is awaiting an update from the landowner.

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

(a) To receive any updates regarding the request for bollards on the corner of Church Street and The Street  
No updates. Cllr Butikofer will chase this up.

(b) To receive updates regarding the Parish Partnership Scheme for local highways improvements for 2020-21  
from Norfolk County Council  
County has been contacted with our authorisation. Awaiting cheque payments before proceeding further.

(c) To receive updates regarding the grass cutting subsidy  
County need feedback in regard to proposals for dealing with the surplus funds should there be any at the end of the cutting season.

It was **agreed** to state that there will not be any surplus

(d) To receive update on the VAS maintenance  
VAS is with Westcotec to fix. They have stated that the radar is faulty. The price to replace this item is £550.00 including VAT. They have one in stock and the new radar comes with a two-year guarantee.

It was **agreed** to check out how much a new one is and if we can get funding towards this.

- Cllr Swift stated that Church Street into Station Road – previously a white line was painted into Station Road which went further up the road. When the road was resurfaced all the other white lines were reinstated but not this particular one. Clerk to contact Highways to inform.

#### **9. Allotments**

(a) To receive the allotment report

A written report was received.

- Cllr Swift wanted to make sure allotment holders get thanks for keeping the paths clean etc. as per the allotment report. Cllr Crawford to pass on this information.

(b) To receive updates regarding hosepipe guidelines and letter to all allotment tenants  
Cllr Crawford confirmed that this letter has been sent to all allotment holders and everyone seems to be conforming whilst monitoring the situation over the weekends. It has been confirmed that it has been well received.

**10. Village Hall** To receive the Weybourne Village Hall Management Committee report  
The WVHMC report was not received this month as the hall is temporary closed.

#### **11. Cemetery & Churchyard**

(a) To receive any updates regarding the repair of the churchyard wall  
Athowe replied with a revised quote of £3547.00 (plus VAT) – a rise in £572.00 in regards to the traffic management.

It was **agreed** that the revised quote can be passed onto the driver's insurance company.

(b) To consider 3 x exclusive rights of burial at the cemetery for a non-parishioner  
It was **agreed** to offer the non-parishioner with their second choice of plots at the cemetery.

(c) To receive any updates on the cemetery pathway maintenance  
Garden Aid stated the weeding in the cemetery was contracted to the same person that sprays the weeds in the village hall car park. Looking through the cemetery maintenance specifications it is in the contract that Garden Aid should deal with the weeding.

It was **agreed** to inform Garden Aid

#### **12. Harry Dawson Playing Field**

(a) To receive the Harry Dawson Playing Field Committee report  
Not received the report as committee not been meeting

(b) To receive report regarding the playing field weekly inspections and consider any recommendations  
Cllr Swift stated he needs to add the tape still and it was **agreed** to use weed killer on the field whilst the play area is closed and to add signage to this affect.

(c) To appoint a member to carry out the weekly playing field inspection between 3rd June and 1st July 2020  
Cllr Swift stated, when allowed, a couple of councillors can ascertain the state of the park before it reopens.

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

Cllr Swift stated that firstly we need to propose to the HDPF Committee that we would like to appoint a working group and who would be interested.

- Cllr Woodhouse stated there was funding in Sheringham in regards to this project and the Community Fund can help.
- Cllr Swift stated that Nigel from the Sheringham Windfarm can help get funding from other avenues. To ask parents to be involved to get their input on what children would like to see on the playing field etc.
- Cllr Taylor, as part of the Playing Field Committee, will contact parents to find out who would like to be involved.

### 13. Weybourne Community Fund To receive the Weybourne Community Fund report

No updates

### 14. Governance:

- (a) To receive any updates regarding the offshore wind developments

Cllr Swift stated that since Mays meeting, we have had another meeting with Equinor. This is now been in the newspaper and we need to agree to some wording in regards to any releases of information that we want to say to people. Cllr Swift has drafted some wording, which will be sent round to all councillors to finalise. This wording will be added to the information board and the website. This was **agreed** as way forward.

Cllr Swift indicated surveys suggested no more than two offshore windfarms could come ashore in Weybourne. Cllr Swift stated that all parishioners will need to be updated and have as much information from Equinor as possible, especially those without internet access.

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

Feedback has been sent to the Clerk from Cllr Crawford and Cllr P Gallally, which will be passed onto County.

- (c) To receive any updates regarding a flag pole for the village

Cllr Swift stated that all councillors need to decide where the flag pole should be located and bring this to next month's meeting.

- (d) To receive any updates regarding dog waste bins/litter bins in the parish in need of replacement

Cllr Swift to send the Clerk confirmation on which bins to order.

Cllr Floyd suggested to contact Kelling Health to see if they can part fund the new bins. The Clerk to contact Blue Sky Leisure to investigate further.

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

No updates. Cllr Stubbs to chase this up.

- (f) To agree to appoint an internal auditor

Three quotes received –

- Catherine Moore (a parish clerk within the North Norfolk area) – her rates are £15 per hour plus VAT and then from year 2 can go to a fixed fee based on year one cost.
- 'Heelis & Lodge' – Local council services and internal audits - £180. If any additional work is required then an additional rate of £15 per hour to be added. Collection and return of records if required will be charged by arrangement.
- Helen Carrier at NALC (based at County Hall) - £55 is the whole rate for the internal audit.

It was agreed to **appoint** Helen Carrier

- (g) To receive any updates regarding the business continuity plan for the assistant clerk

The Clerk has begun to loosely sketch the beginnings of our business continuity plan which will be sent over to Cllr Stubbs

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

- (a) Item received since the publication of the agenda

- The Clerk read out a thank you letter from the Cromer Community and Hospital Friends regarding the £500.00 donation.
- Correspondence sent to all councillors regarding the 'Great British September Clean' which will be looked into further nearer the time.

### AOB –

- The 30mph faded sign on the corner of Station Road and Beck Close has been reported to County but no response as of yet.

- Clerk Training - 'Role of the Clerk' course which is an 8 hour course run over 4 sessions in July – This is run by NALC and the total cost is £80 plus VAT – NALC have stated that a bursary to support some of the cost can be applied to the SLCC Norfolk Branch.
  - It was **agreed** for the Clerk to take part in this training. Cllr Swift gave thanks to the Clerk and consensus was reached that all appropriate support will be given during this initial period. It was stated that Cllr Swift and the Clerk will 'catch up' each week going forward.
- Cllr Swift stated that himself and the Clerk have had numerous contacts with a villager in regards to housing issues. This is out of the remit of the parish council and any further contact we will divert issues back onto NNDC.
- Cllr R Gallally suggested that a thank you letter to be sent to 'Paint Kettle' who has done a brilliant job on the information board. The Clerk to draft a letter.
- Cllr Crawford stated that he will go around the village to remove the growth from around the speed signs.
- Cllr Crawford stated the lack of attendance of the new councillor.
  - It was **agreed** to send the councillor a letter stating the importance of attending meetings etc with a copy of the good councillor guide
- The Clerk read out an email from a resident in Beck Close in regards to possibility of moving a salt bin.
  - It was **agreed** for the Clerk to check the ordnance survey map and to contact Highways for further information.

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

The next parish council meeting was confirmed as Wednesday 1<sup>st</sup> July 2020

There being no further business, the Chair closed the meeting at 9:28pm