

# Weybourne Parish Council

## DRAFT MINUTES of the Parish Council Meeting held on Wednesday 6<sup>th</sup> May 2020, 7.30pm remotely using Zoom.

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

**Also present:** One member 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. Pat Floyd. No apology received from Cllr. Charlie Harrison.

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

### 2. Minutes

(a) To approve the financial payments that were made in respect of the cancellation of the meeting that would have been held on 1<sup>st</sup> April 2020 due to exceptional circumstances of Covid-19.

The report was **agreed** as a true record of the financial payments.

### 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:

- The County Council has received 43.6 million from the Government to help with spend at the moment, which means there is still 16 million short for this year.
- Norfolk Resilience Forum – highest group within the reporting structure across the county – they will respond when an emergency is declared. This is lead by Simon Bailey; Chief Constable of Norfolk with various others reporting to him.
- Underneath this there is the Gold and Silver Commands – Gold is the tactical command group led by Trevor Holding; Chief Executive of South Norfolk and Broadland District Councils and Silver is the strategic command group.
- The County Council has been slow at getting their response out compared to district councils, but is providing a good response now
- It has been confirmed that 62 care homes in Norfolk have the Coronavirus and are now aware that some cases are within the district as well.
- Norfolk Leaders Meeting – confirmed hospital admissions throughout Norfolk are still rising contrary with what's stated within the media. This is not admissions to critical care. Figures to be confirmed later in the week.
- Police have confirmed they will do extra patrols this weekend in North Norfolk and there has been a reduction in 'normal' crime but with warm weather and unclear Government guidance then its expected a larger influx of visitors this weekend.
- Revenue the district council is losing – during this period we normally take £200K from our car parks but we have only taken £2K. An idea of the financial hit that is being taken in one part of the business, which will not be given back to us by the Government.

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

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

- Reduction of economic activity in regards to NNDC and a 40% reduction of economic activity to businesses throughout North Norfolk for this time of year.
- 84% of Business Rate grant applications have been dealt with, which is in lead of all councils throughout Norfolk by a good way. Council staff have been redeployed in these areas to get to this figure. Some businesses are taking this grant money where others are given them to charitable organisations.

- Council staff are also being redeployed to hubs throughout the area which are dealing with food and medicine deliveries with local parish councils and other community groups for residents who are on the shielded list and also making sure residents that are not on the shielded list are being looked after.
- Befriending service rolled out over the last 2 weeks; taking residents contact details so they can have a regular phone call.
- Covid-19 testing – for the first time this week testing has been available for key workers and people who need this in North Norfolk. Testing sites are at Cromer; Meadows car park and Fakenham; Highfields car park.
  - Cllr Swift asked where this needs to be registered -  
An email address to register – [norfolkregistercovidtesting@nuh.nhs.uk](mailto:norfolkregistercovidtesting@nuh.nhs.uk) – need to register and the person cannot just turn up.
  - Cllr R Gallally asked if these sites were for the foreseeable future –  
Yes, these sites are until the foreseeable future but if the need is greater then further sites will be looked into.
  - Cllr Crawford has stated that his work has tried to register for testing and have been given the options of Kings Lynn, Gorleston and Norwich.  
This is because this is registering via the Government website and not via the Norfolk Register Covid Testing email address.
- Levels of domestic abuse have risen – Boots the Chemist have launched a nationwide resource (nearest are Holt and Sheringham) where individuals can go up to the pharmacy counter and will be able to use the consultation room. This room has contact details, leaflets etc so support can be contacted, so individuals can get refuge and other resources. Link for this is on the Boots the chemist website.
  - Cllr Swift has stated that this information will be added to the villages Facebook page.
- Village car park issues – NNDC team are coming out a regular basis and understand the problematic issues between keeping the car park open for fishermen for certain times of the day but making sure it's closed in regards to visitors. New signs within the car park have gone up regarding areas need to be kept clear at all times, regular NNDC visits etc.
- Takeaway van at Boldings Way – in regards to having a licence to operate. NNDC Planning Enforcement have confirmed they have permission to be on this site from the private owner and that it is a temporary structure until the end of Lockdown. The business is licensed; normally at Sheringham Market, and the NNDC Environmental Health Team have tried to contact them in regards to the owner operating at this site but with no contact as of yet; but this will be followed up.

#### **Cllr Swift spoke to the meeting in regards to how the village is dealing with Covid-19 issues**

- Stated that NNDC throughout have been brilliant.
- Extra signs and barriers for the beach car park area were received. This has helped with the situation over the last few days.
- Have had abuse from people when the cemetery was instructed to be closed by Government. Abuse from people at the beach area for not being able to park there and that they should not even be there.
- Some people in the village seem to be abusing the volunteer service because of laziness to collect food/medicines themselves. Again, more abuse received because of these issues.
- But majority of the village have been brilliant.
- Signs have gone up regarding second home owners/holiday home owners to return to their primary residence. Notes have gone through relevant homes to address this as well. As a result of this then some owners have returned to their primary residences but there are a few in the village who have ignored the notices.
- With Police seemingly reluctant to give out fines and with the Parish Council getting the brunt of the issues; its very difficult for residents to know what to do when there are issues to address.
  - Cllr Crawford stated that Cllr Swift has been doing a 'sterling job'.

#### **Police**

- The Police cluster newsletter has not been received.

#### 4. Finance:

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

The bank reconciliations are all up to date but have not been received by the councillors so this will be deferred to the next meeting

**(b)** To note the account summary's

The accounts summary's are all up to date but have not been received by the councillors so this will be deferred to the next meeting.

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

i.	D Howes	Salary for April	£ 330.00	
ii.	Gary Wells	HDPF maintenance work (Feb-March)	£ 25.00	
iii.	E.ON	Streetlight Electricity (March)	£ 74.50	(VAT £3.55)
vi.	WVHMC	Village Hall hire (March)	£ 18.00	
v.	Secret Gardens	Grass verge cutting (March)	£ 38.00	
vi.	NALC	Subscription (2020-21)	£ 177.26	
vii.	Cancer Charity	Macmillan Centre at Cromer Hospital	£ 500.00	
viii.	Paint Kettle	Prep & paint village sign	£ 55.15	
ix.	D Howes	Expenses/stamps/postage for April	£ 30.48	
x.	L Swift	Expenses – Condolence Book	£42.93	(VAT £7.17)

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

- Cllr Swift stated that Paint Kettle have done a brilliant job on the village sign.

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

i.	Gardenaid	Maint for Churchyard & Cems (March & April)	£ 704.00	
ii.	L Swift	Expenses – Monthly Zoom Subscription	£ 14.39	(VAT £2.40)

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

**(e)** To receive any updates regarding the disputed NNDC invoice for Uncontested Election Costs

Cllr Butikofer's attention has been primarily Covid-19 but the invoice has been placed on hold until further notice. Will be addressed in the next meeting.

#### 5. Planning

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

- PF/20/0602 Alteration to existing cart shed to provide plant & changing facilities (approved under PF/19/1690) revised fenestration details The Old Stables, Sandy Hill Lane, Weybourne, Holt, NR25 7HW

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

- That the intention wasn't for business use, and just for private use.

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

No applications had been received.

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

No updates received.

#### 6. Highways & Footpath matters:

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

This is in regards to 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.

**Response from County Council** – as the route runs from a private property then it would not be suitable to make an application to add the route as a public right of way. This is because it is not a route that is in use by the general public, only those who need to access the caravan park. When we look to see if public rights of way have become established the route itself needs to run from one public highway to another or a place of public resort. From the plan, Sheringham Road is the only public highway in the vicinity of the path.

If the Parish Council wish to resolve the issue of the fence restricting part of the path then it would be best to speak to the landowner directly. It may be that an agreement can be reached between the interested parties that this can be used as a route for access to private property. Unfortunately, unless you have evidence of the wider public using this route then Norfolk County Council cannot get involved.

It was **agreed** no further action to be taken.

**(b)** To receive any updates regarding the request for bollards on the corner of Church Street and The Street County Council are still waiting on measurements in between 3 bollards to be placed but they maybe close together. Regarding the payment of the third bollard, Cllr Butikofer did say in a previous meeting that she may have enough in her budget but again Covid19 is taken her full attention but will still get this chased up with County Council. County Council have stated they are happy to arrange 2 timber bollards to be placed.

It was **agreed** to wait for further updates

**(c)** To agree to the grass cutting subsidy for 2020-21 season from Norfolk County Council

Annual rate for 2020 season is increased by 2.456%, which now totals £488.14. This has been approved but any issues we need to respond.

- Cllr Stubbs has stated some verges were not going to be cut and Cllr Karen Ward was going to find out some information from Serco in regards to if we can still have the money if we don't have these particular verges cut. Cllr Karen Ward to follow this up.
- Cllr Swift asked who cuts the verges down Beach Lane – it was stated that this is NNDC's responsibility.
- Cllr Stubbs stated that she would look into ways of eradicating the wildflower, Alexandra, which is causing eyesores throughout the village.

**(d)** To receive updates regarding the Parish Partnership Scheme for local highways improvements for 2020-21 from Norfolk County Council

Formal acceptance of our parish partnership scheme results is needed in regards to -

Lining on the eastern section of A149. Network safety team support a 1.2m wide implied footway with white edge lining within the 20mph speed limit. To agree to our contribution of £56.

Lining on the western section of A149. Agree to our contribution of £113.75.

It was **agreed** to formally accepting the scheme results and the contributions will be generated for the next meeting

**(e)** To receive update on the VAS maintenance

The vehicle activated sign hasn't worked for approx. a month. Ed Farrow has tried to fix it but a company called Westcotec (who normally fixes them for us) was contacted. They stated they were going to collect this but then lockdown happened and the company temporary closed.

It was **agreed** to wait for the company to re-open

**(f)** To receive updates regarding any traffic restriction orders

14<sup>th</sup> May 2020; 8.30am until 4pm – prohibiting the use by vehicles of C310 Sandy Hill Lane for a point 1749 metres north of its junction with the A148 Cromer Rd for a distance of 190 metres north westwards.

## 7. Allotments

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

A written report was received.

Cllr Crawford proposed that one day per week for people to be able to water their allotment/s with a hosepipe. This has more affect then using a watering can and will not have much impact on the water bill. It would be something to try for 6 months of the year between April and September.

Cllr Crawford has stated that himself and Cllr Stubbs are at the allotments most days so will be able to police the hosepipe usage.

Cllr Stubbs suggested one day over the weekend, and suggested that we need to make sure people are aware that this is instead of daily watering.

Cllr Swift stated we need to be careful in regards to money spent on the allotments as a lot has been spent over the last few years. Need to make sure that we are aware that the possibility of more water usage would then raise the cost of the allotment tenancies.

Cllr Swift asked if there would be any health and safety issues with the hosepipes but Cllr Crawford stated this wouldn't be an issue with regards to where the taps are situated.

Cllr Woodhouse asked if he could be supplied with how many people have allotments and to break down the costs per person. Clerk to supply this information.

It was **agreed** to trial the hosepipe for one day weekly usage for 6 months and Cllr Crawford and Cllr Stubbs to bring together guidelines and draft a letter to all allotment tenants.

## 8. 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.

## 9. Cemetery & Churchyard

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

In February's meeting it was stated that 2 quotes have been requested from approved companies (RJ Bacon Builders & GF Atthowe Builders) – Atthowe did send a quote of £2975 but the quote did not include cost of road management so builder was asked for revised all in quote which was not received. Atthowe have been emailed, called and last week a letter was sent to them to request revised quote; but nothing so far. As soon as a quote is received then this can be sent onto the driver's insurance company.

It was **agreed** to wait for the revised quote.

(b) To receive updates regarding temporary closure of the cemetery

It was stated that the cemetery is now reopened again as per Government guidelines.

- Cllr Swift stated that he has had a complaint about the state of the cemetery pathways; weeds etc. Clerk to contact contractor to arrange weeding etc.

## 10. 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

It was noted that Cllr Swift has been over to inspect but as no one has been using the park then no issues. The gardener has still been working and Gary Wells has been completing some maintenance. Cllr Swift has tape for the steps for the boat which he will apply etc. Cllr Harrison did suggest whilst the park is closed if it can be sprayed for weeds etc but it was agreed to not go ahead with this.

(c) To appoint a member to carry out the weekly playing field inspection between 6th May and 3rd June 2020

Cllr Swift to carry on inspecting the field for now and when reopened complete a full inspection

(d) To receive any updates regarding play area maintenance quotes

Previous clerk back in January/February asked for quotes from a company called 'NGF Play' – quotes were received back in February but the company have contacted to state that there was an issue with these quotes and they are sending revised quotes – awaiting these to arrive

**11. Weybourne Community Fund** To receive the Weybourne Community Fund report  
Report not received and next report will not be until later in the year.

## 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

No updates received

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

Cllr Woodhouse stated that the beck is backing up and the environmental agency need to come out and fix this. Cllr Woodhouse to contact the Clerk with details.

(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

On hold until post Covid-19 but all good to go.

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

All councillors received a draft copy of a new information board.

Cllr Stubbs stated the information regarding The Maltings could be out of date before its displayed. General consensus was to keep this information in for now.

Cllr Crawford stated that instead of 'Norfolk Coast' that it should state 'North Norfolk Coast'. It was **agreed** to feed this back.

Cllr Swift stated that any further issues/changes etc to contact the Clerk to pass this on.

Cllr Peter Gallally stated that the presentation was great and that the sign looked fresh and smart.

Cllr Swift stated that in a previous meeting that he would pay for another information board to be placed in the bus shelter. Both Cllr Butikofer and Cllr Ward couldn't see any issues with this.

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

This would require full planning permission and NNDC suggested to submit application with specification preferred, then will be assessed and then suggest amendments to size/materials etc – the application fee is £117.

No other updates received and still contemplating where to place the flag pole.

(d) To receive a renewal risk presentation report from Came and Company Local Council

Insurance and consider any amendments/responses etc

All renewal paperwork was sent to all councillors and this is in respect of employer's liability insurance and public/products liability insurance which expires on the 31 May 2020.

It was **agreed** to renew the insurance.

(e) To agree the Insurance Asset List

All completed previously

(f) To receive any updates regarding dog waste bins in the parish in need of replacement

Information regarding costs etc sent around to all councillors.

Cllr Swift stated a general waste bin would be better than a dog waste bin as they are bigger etc – and 2 are needed; one by the windmill and one by the shop.

Cllr Stubbs stated there was an issue with the bin on Station Road; which has fallen off its post. Cllr Swift to check this out.

It was **agreed** to put a big general waste bin by the Village Hall and on Station Road and the bin currently at Station Road to move by the windmill.

(g) To receive any updates regarding additional litter bins in the parish

All covered in point 13 (f)

(h) To receive any updates regarding the Hornsea Project Three Offshore

No feedback from the councillors

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

No updates received.

(j) To receive a report regarding the SNAP meeting

No report received – the next meeting is due to take place in August/September

(k) To agree to a proposed donation to the Norfolk Accident Rescue Service (NARS)

It was **agreed** to donate £170

(l) To agree to appoint an internal auditor and audit updates

Internal audit deadline has been moved to 30 Sept (was in July) and Full audit deadline has been extended until 30 Nov (was 30 Sept).

Contacted an internal auditor who has the capacity to do this – 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. Last year the internal audit cost £100.

It was **agreed** to get a further 2 quotes

(m) To agree to purchase a printer/toner/paper for the Clerk to use

It was **agreed** for the Clerk to purchase the above

(n) To receive any updates regarding election of an assistant clerk during lockdown period

Cllr Stubbs has been nominated as 'Parish Champion' – basically the responsibilities are to take over the clerks' duties if they fall ill.

The Clerk, where there are free hours, will bring together a business continuity plan for Cllr Stubbs information.

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

(a) Item received since the publication of the agenda

None received.

Cllr Woodhouse stated that a sign on Pine Walk had fallen down but it has been confirmed that this has now been fixed.

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

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

The next parish council meeting was confirmed as Wednesday 3<sup>rd</sup> June 2020

There being no further business, the Chair closed the meeting at 9:11pm