

Weybourne Parish Council

DRAFT MINUTES of the Parish Council Meeting held on
Wednesday 1st July 2020, 7.30pm remotely using Zoom.

Present: Lyndon Swift (Chair), Penny Taylor, Valerie Stubbs, Robin Woodhouse, Ruth Gallally, Charlie Harrison and Dan Howes (Clerk)

Also present: 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, Cllr. Andy Crawford and Cllr. Peter Gallally.

(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 3rd June 2020.

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

District Councillor Karen Ward spoke to the meeting:

- Back in February 2020, Breck Farm applied for a Certificate of Lawfulness; which was supported by the parish council, but this has still not been decided. This will be chased up by Cllr. Ward.
- Beach rubbish – Serco are going to add additional checks over the Summer months which starts this coming weekend.
- Equinor webinar – Not happy with some of the responses, so looking into this more with central government contacts.
 - Cllr Stubbs and Cllr Swift stated that planes have been flying low over the village setting off car alarms etc. Cllr Ward to pass this information onto the relevant authorities.
 - Cllr Swift stated that on Church Street there was planning permission granted to take part of the flint wall away to make a gate. The council were unanimous regarding any of the flint wall to be taken away as this is an integral part of the look of the village. Cllr Ward stated this was permissible under the permitted development rights. As the wall is under one metre high then there is no need for planning permission.

Police

- The Police cluster newsletter has been received.
 - Cllr Swift stated he was disappointed that no information regarding Covid-19 breaches was mentioned.

4. Covid-19

(a) To receive update on the closed season at Priory Wood Bungalows

Cllr Swift stated that a letter was received from the Priory Wood owners. Under council rules to get discount on their council tax there are 77 days that they cannot use the properties. They have abided these rules from start of lockdown until today; which covers the 77 days, so they are asking us if we support this.

Cllr Ward to follow this up with NNDC.

All Councillors **supported** this measure.

- Cllr Swift has stated that the village has been much better this month, but there are still issues with second home owners staying overnight. Have been in contact with neighbouring parishes advising them on how we have dealt with second home owners etc.

(b) To consider a response to NALC in regards to ‘what we have done well or what has not worked so well etc.’ during the pandemic

It was **agreed** that councillors will send information to the Clerk to collate.

- Cllr Stubbs stated we have done well with reporting issues back to the Police but the timescale/response to act on the issues has been poor; though appreciate they are under pressure etc. Cllr Swift stated that police officers have been stretched resource wise and their powers regarding lockdown issues have been limited.
- Cllr Sarah Butikofer stated that a statement will be made soon to all bed and breakfasts etc. to not accept anyone from areas of lockdown.
- Cllr Stubbs stated it would now be appropriate to take signage asking people to ‘go home’. Cllr Swift asked if alternative signage stating ‘thank you’ should be added in its place.
This was **agreed** with Cllr R Gallally to take down the current signage and Cllr Stubbs to put up the new signage.

(c) To appoint two or more councillors to volunteer to receive the “Joining the Dots” emails and to receive the “Norfolk Parish Councils’ Climate Safeguard Project” emails.

It was **agreed** that the Clerk will receive the “Joining the Dots” emails and Cllr Stubbs to receive the “Norfolk Parish Councils’ Climate Safeguard Project” emails.

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

- To complete CV19 risk assessment to reopen HDPF from 4th July –

It was **agreed** it was not practical and maintainable to reopen HDPF to keep in line with the risk assessment. Signage will be put up accordingly.

5. The Beach

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

No updates. Cllr Sarah Butikofer to follow this up.

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

No updates.

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

Cllr Stubbs to follow this up. The interpretation boards are being looked at; there will be two – one on the wildlife and one on the history of the pond. Cllr Stubbs asked if anyone had any input to include on the interpretation boards. There was no input but just wait to see what information we receive.

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

Cllr Swift stated this will be covered in the planning section.

6. Finance

(a) To note the bank reconciliation to -

- i. 22nd May 2020

The bank reconciliation was noted.

(b) To note the account summary’s to -

- i. 22nd May 2020

The accounts summary was noted.

- Cllr Stubbs asked where the most up to date invoice was. The Clerk stated they have not been arriving on time so Clerk will look into changing the statement dates with the bank.

(a) To approve the following invoices for payment:

i.	D Howes	Salary for June	£ 330.00	
ii.	E.On	Streetlight Electricity (May)	£ 74.50	(VAT £3.55)
iii.	D Howes	Expenses/stamps/postage for June	£ 31.47	
iv.	L Swift	Expenses – Postage	£ 2.94	
v.	WVHMC	Donation – grounds maintenance costs	£ 500.00	
vi.	L Swift	Monthly Zoom subscription	£ 14.39	(VAT £2.40)
vii.	Gardenaid	Maint for cems and churchyard (May)	£ 352.00	
viii.	NNDC	Cemetery waste service 2020/21	£ 113.10	

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

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

- i. Wybone 2 x mountable litter bins/post fixings £ 182.62 (VAT £30.44)

ii.	Play Inspection co	HDPF – Operational inspection	£ 78.00 (VAT £13.00)
iii.	Secret Gardens	Grass verge cutting – June	£ 156.00
iv.	D Howes	Black toner for printer	£ 13.00
v.	Helen Carrier	Internal audit	£ 55.00
vi.	TT Jones	Street lighting maint – July/Aug/Sept	£ 55.85 (VAT £9.31)

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

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

7. Planning

(a) To consider the following planning applications:

- i. Construction of a 140-metre soil bank (crest 3 metres to 6 metres in height) to prevent shingle blocking stream outflow from adjacent wildlife pond (part retrospective) Land adjacent to NNDC Car Park, Beach Lane, Weybourne

It was **agreed** the council **supports** this application. On the proviso of where the soil is from and if there are any contaminates.

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

None received.

(c) To receive any updates regarding affordable housing

Cllr Swift stated that he is aware of the landowner being in discussions with the housing association, and hopefully something will go forward late Summer/early Autumn. Landowner to keep us informed.

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. Clerk to chase up.

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

Cheques and paperwork have been sent to Norfolk County Council but no response as of yet.

(c) To consider bids in regards to 'Parish Partnerships' scheme for local highway improvements 2021/22

Cllr Swift stated to all councillors to start thinking of any ideas. The submission date is not until 4th December 2020.

(d) To receive update on the VAS maintenance

In regards to a new VAS – Westcotec have stated the current lead time to build a new VAS would be 6-8 weeks. The price for a standard SAM 2 is £2,800.00 plus VAT with data collection an extra £250.00 for manual connection or £350.00 for Bluetooth connection.

It was **agreed** to get the current VAS repaired.

- o Cllr Woodhouse stated that outside Seastone Cottages the drain has been tarmacked over. Cllr Woodhouse to send the Clerk full details so this can be reported to Highways.

(e) To receive updates regarding position of salt bin on Beck Close

It was **agreed** this is outside of the Parish Councils remit and for the resident to contact Norfolk County Council. The Clerk to relay back this information to the resident.

9. Allotments

(a) To receive the allotment report

No report 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. WVHMC have sent a questionnaire regarding reopening the village hall. It was **agreed** that Cllr Swift will complete the questionnaire.

11. Cemetery & Churchyard

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

The driver's insurance company have stated that 'Atthowes' labour charges are too high and have asked for another quote.

It was **agreed** for the Clerk to contact 'R J Bacon' again for a quote or to investigate other suppliers.

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

No report received but Cllr Swift has stated that he has applied weed killer and has been checking.

(c) To appoint a member to carry out the weekly playing field inspection between 1st July and 5th August 2020

It was **agreed** to appoint Cllr Harrison and the Clerk to email an inspection template.

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

This is still ongoing with Cllr Taylor working on this.

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

Cllr Woodhouse stated that the field has been cut around the outside.

- A residents letter was read out which praised the cutting regime which has resulted in a good variety of wild flowers emerging.

14. Governance:

(a) To receive any updates regarding the offshore windfarm developments

Cllr Swift stated that as a result of the webinar that this project will possibly be in two or three phases. Dudgeon and Sheringham Shoal coming in from the east and followed by Hornsea coming in from the west. Cllr Swift was not impressed and stated we need to be pressing hard on our MP. Cllr Karen Ward stated we need to lobby central government to the unwillingness to not have this under just one phase.

Cllr Swift stated we need to get letters together to petition to central government and our MP. Also suggested inviting our MP to a future meeting.

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

Good feedback on the revised Information Board.

It was **agreed** to have a copy with backed board and to ask for the artwork to produce further copies. Cllr Swift stated that Cllr P Gallally will be able to measure the board.

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

Cllr Stubbs's preference would be located in the flowerbed to the right of the bus shelter (looking from the road) and alternatives would be behind the bus stop or next to the Parish Council notice board. There are no overhead wires above any of these locations that would interfere with the flag.

Cllr R Gallally's preference would be outside the village hall next to the Weybourne map.

Cllr Woodhouse stated that we could borrow the Community Fund's flag pole when not in use.

It was **agreed** to take a vote at the next meeting – either at the village hall or at the bus shelter.

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

Bins have arrived and it was agreed that Cllr Woodhouse would install bins and email exact locations to the Clerk to report back to NNDC.

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

No updates. Cllr Stubbs has had no response. Cllr Sarah Butikofer stated that there will be no update as of yet because of Covid-19 but will look into the 'My Climate, My Tree' scheme.

(f) To consider any response regarding the proposed new 'Code of Conduct'

It was **agreed** that any changes/amendments to be reported back to the Clerk.

(g) To consider the new guidance in regards to compliance with the 'Website Accessibility Requirements' which takes effect from September 2020

NALC has produced new guidance on how to comply with the website accessibility regulations that come into force in September. The publication, Website Accessibility Requirements, provides practical steps that local (parish and town) councils can follow to understand the new regulations, put in place an accessibility statement, and improve the accessibility of their website. The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 aim to ensure reasonable adjustments to websites are made, so they are accessible to people with various disabilities. From 23 September 2020, all local councils must have an action plan and an accessibility statement in place and would have started work to their websites to become more accessible.

The Clerk will look into this in more detail and start work accordingly.

15. Correspondence to consider and respond to the following:

(a) Item received since the publication of the agenda

None received.

AOB –

- Wellbeing initiative webinar

It was **agreed** if anyone was interested in attending to contact the Clerk.

- Internal audit authorisation

It was **agreed to approve** the internal audit paperwork and that the Notice of Public Rights to be added to the notice board and website. Cllr Swift to sign off all the paperwork.

- The road marking issue on Church Street into Station Road

NNDC stated that the Hbar will be reinstated plus junction lines to be refreshed. The contractor has three months to complete the work.

- Letter from Kelling Parish Council regarding a meeting to discuss a possible permissive path from Kelling to Weybourne.

It was **agreed** that we would support this meeting and the Clerk to respond accordingly.

- Update from Cllr Crawford in his absence, which was read out at the meeting –

'I volunteered to clear the overgrown hedges masking the speed limit around the village which is minuted in June's AOB section. I can confirm that I've cleared the weeds in front of the Weybourne village sign but am yet to do the speed signs which I will do over the next two weeks.'

- Latest update from NALC regarding future meetings, which was read out at the meeting -

'Following the government announcement of further easing of lockdown restrictions from 4 July, both NALC and the Society of Local Council Clerks are strongly advising local councils to continue to meet remotely, without the need for face-to-face contact. You can read the statement in the Local Council Activity and Operations section, under Local meetings.

Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology until May 2021 (and this is likely to be extended indefinitely) and so most councils will have no need to meet in person. Furthermore, local councils have the duty to allow the public to observe council meetings without placing restrictions on the number attending, which many council meeting venues will not be able to accommodate in a safe way at this time.'

It was **agreed** to promote the online meetings to residents. The Clerk to add procedures to join a Zoom meeting to the website which can also be added to the information board.

- Cllr Woodhouse stated a branch is obstructing a path badly as you are going out of the village towards Sheringham. Cllr Woodhouse to email the Clerk with full information so this can be reported to Highways or the owners of the property.
- Cllr Harrison stated the footpath opposite Muckleburgh off to the Holt Road is very overgrown. Cllr Karen Ward stated that she thinks this is something Kelling PC has addressed but Clerk to check. Cllr Harrison to email the Clerk with full information.

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

The next parish council meeting was confirmed as Wednesday 5th August 2020

There being no further business, the Chair closed the meeting at 9:05pm