Weybourne Parish Council

**DRAFT MINUTES of the Parish Council Meeting held on**

**Wednesday 4th November 2020, 7.30pm remotely using Zoom.**

**Present:** Lyndon Swift (Chair), Pat Floyd, Penny Taylor, Charlie Harrison, Valerie Stubbs and Dan Howes (Clerk)

**Also** **present**: County Councillor Sarah Butikofer and three members of the public

1. **(a)** To confirm that this Zoom meeting will be recorded, and that Members of the Council and general public are reminded they should behave appropriately as if in a general meeting.

Cllr Swift read this statement out. No issues.

**(b)** To receive and consider apologies

Apologies received from Cllr Andy Crawford, Cllr Peter Gallally and Cllr Ruth Gallally. Apologies excepted by attended councillors. No apology received from Cllr Robin Woodhouse.

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

None.

**2.** **Minutes**

 To approve the minutes of the meeting held on 7th October 2020.

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

**3. Public Participation**

**(a)** The meeting was 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.

Cllr Butikofer spoke to the meeting –

* Main objective is to try and sort out Holt Hall and the ongoing issues with the windfarms.
* During second lockdown the same contact helpline and email contacts will be in action.
* Using much reduced at risk lists this time. Using the term ‘Clinically extremely vulnerable’ (CEV) and anyone who has a letter from NHS is within this group.
* There will be funding from central government that will be passed onto businesses. Depending on the businesses ratable value then a maximum of £3000 can be passed onto a business.
* There will also be a discretionary fund. The amount has not been confirmed as yet but is estimated to be £20 per head of population, which we will try to help businesses during this period.
* People on holiday can stay in their holiday let until the end of their break but no one can visit their holiday home going forward during lockdown; even for maintenance issues.
* £140K has been given to NNDC from the government to be used to buy a couple more properties for people that become homeless for various reasons. To try and not put people into B&Bs and to house them within the district for period of six months; to work through the issues etc. and then move them on ready for the next person.
* Toilets and car parks will be kept open during this lockdown, with toilets being fogged regularly.
* Toilets within the village have been discussed again.
* Trees – each parish will be asked if they would like to contribute towards the trees, and even if you say no then this will not go against you. But local government cannot contribute towards the trees upkeep which will need to come from the parish. Cllr Stubbs will work with Cllr Butikofer to put in an application under the ‘Sustainable Communities Fund’, as its possible to get some funds towards maintenance this way.

The Police cluster newsletter has been received.

**4. Windfarm Developments**

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

Cllr Stubbs sent around an update to all councillors. The main points are that Orsted has confirmed that their preferred method is to use HDD, which is great news and they believe it is technically feasible. This needs to be authorised by Orsted officials before moving forward.

Equinor, today, have published their consultation which took place in July/August. Cllr Stubbs to send around a summary to all councillors.

Duncan Baker will take part in an adjournment debate tomorrow which will raise the profile of the windfarm issues.

 (b) To consider making a donation to the Norfolk Vanguard Judicial Review fund

Cllr Swift stated that since putting together a draft budget we have had a quote to replace four of the streetlights in the village; quoted as approx. £1500 each.

Cllr Swift stated that we need to discuss the draft budget later in the meeting before agreeing to a donation to the fund.

**5. Covid-19**

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

Cllr Swift has stated he has started to get calls from residents for help etc.

Cllr Stubbs stated that this time the council doesn’t want all the burden to be left to Cllr Swift. To have a system in place so other councillors can take on responsibility. Cllr Swift stated this was discussed in the last meeting but due to time constrictions hasn’t moved forward. Cllr Swift stated if there are any issues that come up then he will relay these onto his fellow councillors for help and support.

Cllr Swift stated that Cllr R Gallally will help with residents well being over telephone calls and we have all the relevant contact numbers to move forward with this. As a community we will do our best for our residents during this time.

**6. Parish Council Structure**

To finalise who will take responsibility for each section going forward

Cllr Swift stated that he will contact councillors over this next month with certain tasks, etc. so in our next meeting we can confirm who will take responsibility going forward.

**7. Finance**

1. To note the bank reconciliation to –
2. 23rd October 2020

The bank reconciliation was noted.

1. To note the account summary’s to -
2. 23rd October 2020

The accounts summary was noted.

1. To approve the following invoices for payment:

i. D Howes Salary for October £ 339.00

ii. E.On Streetlight Electricity £ 72.10 (VAT £3.43)

iii. D Howes Expenses/postage/toner for October £ 46.43

iv. D Howes Salary backpay (April to Sept 2020) £ 63.00

v. P Gallally Postage expenses £ 2.94

vi. Gary Wells HDPF maintenance – September £ 40.00

vii. TT Jones Electrical testing prog 2020 £ 451.44 (VAT £75.24)

viii. GF Atthowe Church wall repair £ 4256.40 (VAT £709.40)

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

1. To approve payment of invoices received since the publication of the agenda:
2. Secret Gardens Grass verge cutting – October £ 156.00
3. Wave Allotments water bill £ 71.63

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

1. To consider 2021/22 budget and precept draft

A previous sub-committee meeting drafted a working paper budget including the proposed precept.

Cllr Swift went through the draft budget proposal with the meeting. This included –

* Subscriptions and insurance - going up by the same average over the last few years.
* Audit - costs staying the same as don’t propose any difference in cost.
* Churchyard and cemetery – proposing a small increase regarding upkeep maintenance.
* HDPF – Cllr Swift stated he has had two companies come out to the playing field to provide quotes for a renovation of the playing field equipment. To get the playing field up to a standard is going to cost £30K plus. This is no reflection on the HDPF committee as they have done a wonderful job. The renovation would be paid for by fundraising and grants.

The proposed increase in the budget is just for the upkeep costs.

* Village Hall – This cost has been kept the same as it covers the hall hire or zoom subscription.
* Allotments – This has been proposed as the same amount.
* Streetlighting – The proposed amount is an increase in respect of increasing electricity costs.
* Expenses and mileage – In regards to the Clerks extra car journeys and any monthly expenses.
* HR – The proposed amount is an increase due to the uplift cost on salary.
* Bins/verge cutting/VAS – We own seven bins within the village so the proposed amount is due to the upkeep costs. In regards to the grass cutting and VAS; the amount was worked out on how much the estimated maintenance and upkeep costs would be per year over a five-year period.
* Defibrillator – The proposed amount is the estimated amount that we pay out per year averaged over a five-year period.

The proposed increase of the precept would be £720 from last year; totaling £18,720.

* Cllr Stubbs asked if we definitely need the four streetlights replacing as proposed.
* Cllr Swift stated that as a council we take on the responsibility of these streetlights now we know they have been recommended to be replaced.
* The proposed four streetlights to be replaced are three on Pine Walk and one outside the church on Sheringham Road. These will need to be discussed further but the Sheringham Road one will definitely need to be replaced because of its position. This will be added to the next agenda.
* The Clerk will get a further two quotes for this work. The present quote is at approx. £1.5K per streetlight replacement totaling approx. £6K in total.
* Cllr Butikofer confirmed there are no grants for streetlighting.

The precept information deadline to NNDC has been extended to the 31 January 2021. This will be deferred to the next meeting to make a decision when hopefully there will be more councillors.

**8. Planning**

1. To consider the following planning applications

Extensions to garage including rooflights, dormer and first floor balcony to provide

additional habitable space3 The Parishes, Weybourne, Holt, NR225 7TD

It was **agreed** the council **oppose** this application. On the basis of overdevelopment, lighting issues and danger of setting a precedence on further development.

1. To consider planning applications received since the publication of the agenda

None received.

1. To receive any updates on the land disposal at Sandy Hill

None received

1. To receive any updates regarding affordable housing

Cllr Swift stated that the landowner should be putting in his application soon for land development in Sheringham, so we would then have a better understanding on the housing plans possibly coming into the village.

**9. Highways & Footpath matters:**

1. To receive updates on installation of white lines on The Street and Sheringham Road

Norfolk CC have been onsite and double checked, measured up the lengths for the lining on both sides and the distances the lining is required from the edge of the carriageway.

Plans of the work have been sent around to all councillors.

They are now in contact with the lining contractor ‘Tarmac’ to make them aware of the works and they are awaiting a response on when the works will start etc.

1. To consider the streetlighting quotation from TT Jones

Deferred to the next meeting.

**10. Allotments**

Cllr Crawford stated prior to the meeting that it is a quiet month with no updates.

**11. Village Hall**

To receive the Weybourne Village Hall Management Committee report

The report was received by all councillors.

**12. Cemetery & Churchyard**

 **(a)** To receive any updates regarding any cemetery maintenance issues

Cllr Taylor accessed the cemetery stating there are no issues. There are three benches in the old part of the cemetery and the family who have donated one of the benches have coated this for the Winter.

It was **agreed** to contact Gary Wells to access the benches and to complete any needed work.

1. To consider a request to purchase a burial plot for ashes interments only

It was **agreed** that a burial plot can be used only for cremated remains, but would be charged at burial plot costs. Clerk to report back to the funeral director.

1. To receive any updates regarding the missing weathervane –

Message from Peter Beer was read out by the Clerk – ‘Our architect assessed the weathervane to be unsafe and it was taken down under Archdeacon's Licence. There was marked deterioration of the wooden structure at and above the base, and there was risk of water ingress into the tower roof timbers. (Lead capping is in place to secure the watertight condition of the tower roof.)

Clerk to investigate further regarding the possibility of a new weathervane.

**13. Harry Dawson Playing Field**

1. To receive report regarding the playing field weekly inspections and consider any recommendations

Clerk to receive the inspection sheets from Cllr P Gallally, and to circulate to all councillors.

1. To appoint a member to carry out the weekly playing field inspection between 4th November 2020 to 2nd December 2020

It was **agreed** to appoint Cllr C Harrison.

1. To receive any updates in regards to appointing a working group to consider funding possibilities and future developments at the HDPF

Cllr Taylor stated no updates. Cllr Swift stated by the next meeting can we have some names together to move forward.

1. To receive any updates in regards to a quote for weeding from the present contractor

Clerk read out a quote from the current contractor ‘Secret Gardens’. They stated that the only service they can offer is to spray the weeds in the bark etc., and along the front of the park. Everything else is already trimmed. The price would be an additional £10 per visit/cut. So, there are two visits per month, totally £20 per month.

It was **agreed** to wait under the Spring, and will be discussed again within February 2021 meeting.

**14. Weybourne Community Fund**

To receive the Weybourne Community Fund report

Cllr Swift stated that the grass has been cut but as Cllr Woodhouse is not within the meeting no further updates.

**15. The Beach**

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

Cllr Butikofer stated that this issue has been brought up within regards to the Public Convenience Strategy. Cllr Stubbs stated that Mr. Baker has brought this up with Orstead so will see what happens.

Cllr Butikofer at this point left the meeting.

1. To receive any updates regarding the restoration of the pond on Beach Lane

Cllr Stubbs stated no updates but has found someone who can do water vole surveys; so, will get in touch.

**15. Governance:**

1. To consider a Community Energy Project

To be deferred to next meeting.

1. To consider the Giki carbon footprint calculator

To be deferred to next meeting.

1. To receive any updates regarding the Information Board outside the Village Hall

The new plan is ready for collection from NNDC; Clerk to contact Cllr P Gallally to move forward.

1. To receive any updates regarding the bus shelter notice board

To be deferred to the next meeting, when we can gather more information from Cllr P Gallally to move forward.

1. To receive any updates regarding a flag pole for the village

Cllr Swift stated that this need to be deferred to the next meeting as there are more pressing budget issues than a flag pole at present.

1. To receive any updates regarding the NNDC Tree Planting project

Cllr Stubbs stated that Cllr Butikofer has said that there is a grant for the upkeep, so will look into this further. But the person responsible for tree planting has been redeployed so nothing will go ahead at present.

1. To receive any updates regarding the dead trees issue in Weybourne Caravan Park

No updates. Cllr Stubbs will get in touch with both Cllr P Gallally and Cllr R Gallally to move this forward.

1. To receive any updates regarding the clutter situation outside various homes

No updates but Clerk to chase this up with Cllr Ward.

1. To receive any updates regarding dog waste bins/litter bins

Cllr Swift stated that notices have gone to Cllr Woodhouse to fix onto the bins. The hedges where the bin was hard to get to have now been trimmed back. Clerk to chase up Cllr Woodhouse to relay this information so the new bin can be placed.

1. To receive any updates regarding the printing and distribution of the village survey

Cllr Swift stated this is with the printer at the moment. When received then this can be delivered to the village during lockdown.

1. To make note of the meeting dates for 2021

All councillors received these dates and no issues.

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

1. Items received since the publication of the agenda

Clerk stated we had a response from Norfolk CC regarding the small posts issue outside The Old Stables – ‘after inspection it is felt the posts were set far enough back not to be a real issue. It seems from the photos that they are trying to improve the look of the entrance without over engineering it.’

Cllr Swift stated we need to respond back to Norfolk CC stating other residents have been told not to do this, so we need to know the reasonings behind why this is ok. Clerk to draft a response to pass onto Cllr Swift to amend/add.

Cllr Stubbs stated that people park on this verge which makes a hazard for other vehicles.

**18. To confirm date of the next Parish Council Meeting.**

The next parish council meeting was confirmed as Wednesday 2nd December 2020

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