

Weybourne Parish Council

DRAFT MINUTES of the Parish Council Meeting held on
Wednesday 2nd December 2020, 7.30pm remotely using Zoom.

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

Also present: County Councillor Sarah Butikofer

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 Penny Taylor and accepted.

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

It was **agreed** that Cllr Swift is granted a dispensation to discuss the letter from a member of the public regarding a concession on the beach.

2. Minutes

To approve the minutes of the meeting held on 4th November 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 –

- Norfolk County Council has launched a campaign to try to collect vouchers for youngsters in care for Christmas presents.
- ‘Warm and Welcome’ campaign being launched. This is of a result of the free school meals campaign. Government have sent money to each Tier 2 authority to run a scheme from now until Spring 2021. 80% of this money has been earmarked to provide heating and food for youngsters. The company providing the vouchers are working with a company to provide food bags with cooking instructions to provide a better diet for youngsters.
- A campaign is being run to obtain further volunteers for the vaccinations centres.
- Covid-19 cases haven risen in the district but are confined in remote locations. Teams are in these locations to monitor. No spread into the community and not anywhere near the village.
- NNDC has come up with a different name to the ‘Splash’. An announcement will be out soon.
- Councillor harassment – This is on the increase in the district.
- Another property has been bought to house people in emergency need instead of bed and breakfast.
- The whale on Weybourne Beach will be removed as soon as possible.
- Kick start scheme – NNDC have acted as an intermediary to help employers take on more apprentices. There are 30 already approved onto the scheme and 70 going through the approval process.
 - Cllr Swift confirmed that the breastwork is being tidied up on the beach car park; replacing and repairing as required. Moving the stones back further and taking the stones back off of the car park onto the beach and getting any work that needs to be done for the water outlet.
 - Cllr Butikofer stated that the beach will be moved further back but no confirmed date.
 - Holt Hall – Cllr Butikofer stated we are still fighting for the hall. The petition of 5000 signatures is being ignored which is appalling. Will be called into ‘Overview and Scrutiny’ for December to move further. Cllr Butikofer stated she is working with others regarding the future of the hall going forward; that is if Norfolk County Council continues with disposal.

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 everyone. Nothing significant apart from tomorrow the decision on Hornsea 3 is due so it will be interesting to see this outcome.

(b) To consider making a donation to the Norfolk Vanguard Judicial Review fund
It was **agreed** to donate £800 to the fund. Proposed by Cllr Harrison and seconded by Cllr R Gallally.

5. Covid-19

To receive any other updates regarding village issues with the ongoing Covid-19 pandemic
Cllr Swift stated no major issues this month but wrote to Duncan Baker to state his disappointment that we are in Tier 2.

Cllr Butikofer stated that a leaflet will be sent to all households over the next week with contact numbers and information regarding the knock-on effect of Covid-19.

Cllr Stubbs asked if people can come to their second homes under Tier 2 – it was confirmed that they can but not if they are coming from Tier 3. It is not illegal but it is against the government guidelines.

6. Parish Council Structure

To finalise who will take responsibility for each section going forward
It was **agreed** –

- Planning – Cllr Crawford and Cllr P Gallally
- Pond – Cllr Stubbs
- Housing – Cllr Swift and Cllr Harrison
- HDPF – Cllr Taylor, Cllr Swift and Cllr Woodhouse
- Allotments – Cllr Crawford
- Village Hall – Cllr Floyd
- Village Ecology – Cllr Stubbs and Cllr P Gallally
- Beach and car park – Cllr Woodhouse
- Wind Farms – Cllr Stubbs
- Well Being – Cllr R Gallally
- Emergency Plans – Cllr Swift and Cllr Floyd
- Roads and pavements – Cllr Crawford and Cllr P Gallally
- Survey – Cllr Swift, Cllr Stubbs and Cllr R Gallally
- Staffing – Cllr Swift, Cllr R Gallally and Cllr Woodhouse
- Police – Cllr P Gallally
- Cemetery and Churchyard – Cllr Taylor

Clerk to send around details post meeting.

7. Finance

- (a) To note the bank reconciliation to –
i. 23rd November 2020

The bank reconciliation was noted.

- (b) To note the account summary's to -
i. 23rd November 2020

The accounts summary was noted.

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

i.	D Howes	Salary for November	£ 339.00	
ii.	D Howes	Salary for December (post-dated chq)	£ 339.00	
iii.	E.On	Streetlight Electricity	£ 74.50	(VAT £3.55)
iv.	D Howes	Expenses/postage/toner for November	£ 44.77	
v.	D Howes	Holiday pay (5 Feb 20 to 30 Nov 20)	£ 406.89	
vi.	Royal BL	Poppy wreath donation	£ 30.00	
vii.	PKF Littlejohn	External Audit	£ 240.00	(VAT £40.00)
viii.	Edtronics	VAS – maint, relocation & new battery	£ 216.00	

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

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

i.	NNDC	Dog bin emptying (April 2020 to March 2021)	£873.60 (VAT £145.60)
ii.	Gardenaid	maint of churchyard and cems for November	£352.00

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

(e) To consider 2021/22 budget and precept draft

Cllr Swift went over the budget etc. with everyone, as in the previous meeting.

- Cllr Swift stated we now need to find an approx. £6K for the lamppost replacements. £1.2K for the next five years; maybe to come out of our reserves.

Cllr Swift proposed that we look at alternatives for replacements along Pine Walk; apart from the one on Sheringham Road which will need to be like for like.

Clerk to look into quotes for cheaper/alternative street lighting going forward.

Cllr Butikofer to ask a colleague at South Cambridgeshire in regards to alternatives, light pollution etc. for advice.

The Clerk read out the three quotes regarding the lamppost replacements; which were all similar prices.

Cllr Floyd stated that the residents of Pine Walk will need to be consulted. Cllr Swift stated that this will be part of the village survey.

It was **agreed** that the street light on Sheringham Road will need to be replaced whilst looking into alternatives for the others on Pine Walk. Clerk to find out additional information to report back to council before moving forward.

It was **agreed** to budget the street lamps from the reserves from the 2022-23 budget onwards.

It was **agreed** that the budget is approved and the new precept figure is £18,720. Proposed by Cllr Stubbs and seconded by Cllr Floyd.

- The Clerk confirmed that the external audit is complete with all necessary documents added to our website.

8. Planning

(a) To consider the following planning applications

PF/20/1948 - Retention of existing detached timber building for use as a private workshop and garden storage building

The Barn, Bolding Way, Weybourne, Holt, NR25 7SW

Cllr Harrison declared a declaration of interest towards this application so will not discuss.

It was **agreed** the council **approves** this application.

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

None received.

(c) To receive any updates on the land disposal at Sandy Hill

The Clerk read out an email from NNDC dated 20 November 2020 – ‘the solicitors have today completed the transfer of this land and documents will now be sent to the land registry to record the transfer of ownership. the purchaser is Mr Clive Hay-Smith’.

Cllr Butikofer confirmed that surveyors’ allotments can be sold and that this has gone through NNDC’s lawyers.

(d) To receive any updates regarding affordable housing

No updates.

9. Highways & Footpath matters:

(a) To receive any updates on highways issues

Cllr Swift composed a response to NCC, as stated in the last meeting, in regards to the small posts outside ‘The Old Stables’. The Clerk has sent this onto NCC and read Cllr Swifts response out in the meeting.

(b) To receive updates on installation of white lines on The Street and Sheringham Road

No update. Clerk to chase up Norfolk County Council.

(c) To consider the street lighting quotations

This was covered earlier in the meeting.

(d) To consider bids in regards to ‘Parish Partnerships’ scheme for local highway improvements 2021/22

No bids agreed to move forward.

10. Allotments

Cllr Crawford stated that the last plot (raised bed) has been taken. The result of this means that the allotments are fully occupied. There has been a question in regards to the height of the shrubs etc. along the south side of the allotments. Tenants have stated the sun is blocked along this side and that the shrubs are now growing up towards the power cables.

Cllr Swift stated he will contact the adjoining land owner.

is back. **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

The Clerk stated that Gary Wells response was that there was one bench at the cemetery that is beyond repair and the other two benches to be dried out before any treatment can be done. Gary has stated he can work on these at home but would need somewhere to store them in the meantime. But will check on these from time to time but probably best left until the Summer.

There is a plaque on the untreatable bench. Cllr Swift has contacted the family to state that the bench will need to be disposed of and the plaque will be handed back to the family.

(b) To receive any updates regarding the missing weathervane

The Clerk read an email from Peter Beer – ‘The Parochial Church Council decided not to incur considerable cost for replacing the substantial oak casing (in size and height) at the base of the weathervane. Restoration would also have required the commissioning of bespoke engineered steelwork to anchor the heavy structure to the tower roof. It was a decision confirmed by the granting of an Archdeacon's Licence authorising removal of the structure.’

o Cllr Butikofer left the meeting

13. Harry Dawson Playing Field

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

Cllr Harrison stated that no further recommendations to be actioned as a result of his weekly inspections.

Cllr Swift stated that the current playground inspection report included the shelter will need to be removed immediately.

Cllr Swift stated to the Clerk to ask Gary Wells to remove the shelter.

(b) To appoint a member/s to carry out the weekly playing field inspection between 2nd December 2020 to 3rd February 2021

It was **agreed** to appoint Cllr R Gallally

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

Cllr Swift sent around a quote to everyone in regards to the cost to getting the playing field back into good working order. So far, no further updates from Cllr Taylor in regards to moving forward with a working group.

Cllr Swift stated that he is going to have a meeting soon with a contact who helped with the revamp of the Sheringham playing field. To get advice with grants, funding etc. to move this forward.

Cllr Harrison stated he would go to the playing field to clear the old benches and tables.

Cllr Swift and Cllr Harrison to work together to move this forward.

14. Weybourne Community Fund

To receive the Weybourne Community Fund report

Cllr Woodhouse stated no updates.

15. The Beach

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

Cllr Butikofer stated, just before she left the meeting, that this is still in hand.

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

No updates.

16. Governance:

(a) To consider a Community Energy Project

To be deferred to next meeting.

(b) To consider the Giki carbon footprint calculator

To be deferred to next meeting.

(c) To consider way forward regarding Census Day in March

Cllr Swift stated we will make awareness of this via notice boards etc.

(d) To consider a donation to the Community Transport appeal for support

It was **agreed** to donate £500. Proposed by Cllr Floyd and seconded by Cllr R Gallally.

(e) To appoint a working group to carry out the Clerk's annual appraisal

It was **agreed** the working group will be Cllr Swift, Cllr R Gallally and Cllr Woodhouse. The appraisal will take place in January.

(f) To consider options regarding Clerks laptop backup
Clerk and Cllr Swift to look into options but Cllr Swift will send the Clerk a USB to use for the time being.
(g) To approve Clerks CiLCA training starting in March 2021
It was agreed for the Clerk to do this training. Clerk to confirm further costs to the council.

(h) To receive any updates regarding the Information Board outside the Village Hall
Cllr P Gallally stated that the plan fits and will fix to the board soon.

(i) To receive any updates regarding a flag pole for the village
To be deferred to the next meeting.

(j) To receive any updates regarding the NNDC Tree Planting project
Cllr Stubbs sent around information to everyone regarding the area around the beach and the community field. The beach area belongs to NNDC but as a result of this they are prepared to provide us with a water bowser. Tree planting will go ahead with no cost to the parish council. A couple of proposals have been put forward regarding the community field which have been looked at by the community field committee but unfortunately are not practical for their purposes. Cllr Stubbs has given the committee NNDC contact details to move this forward.
In regards to the tree planting at the beach area, NNDC are very keen for volunteers to help with this tree planting; which will probably take place in January.

(k) To receive any updates regarding the dead trees issue in Weybourne Caravan Park
Cllr Stubbs stated that the reason the trees are dying is because there is no understory, so the salt water is getting into the trees and killing them. The Tree Officer is going to contact the caravan park owner to discuss about getting some understory added.

(l) To receive any updates regarding the clutter situation outside various homes
No updates

(m) To receive any updates regarding the printing and distribution of the village survey
Cllr Swift stated that a printer has been bought for the pub so the surveys have printed out by ourselves. Will only get charge back for toner cartridges which has saved a lot of money.
Surveys are ready to be distributed and various councillors stated they would help.
Cllr Stubbs stated she would find out via a 'Link Up' contact on how many homes there are in the village.

17. Correspondence to consider and respond to the following:

(a) Items received since the publication of the agenda

The Clerk read out an email from a gentleman regarding his proposal to implement a food/drink truck nearby the beach area. This is the first contact regarding this and has not approached NNDC.
It was **agreed** to reply opposing the proposition due to the detrimental impact it would mainly have on the village shop and also especially with no present toilet facilities in this area.

Cllr Swift stated during the first lockdown he established a Facebook community page, to help residents throughout the village. He proposed to move this responsibility onto the parish council.

It was **agreed** to move this onto the parish council.

Cllr Swift to contact the Clerk to look into making more use of this community page going forward.

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

The next parish council meeting was confirmed as Wednesday 3rd February 2021

There being no further business, the Chair closed the meeting at 10.08pm