Weybourne Parish Council

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

**Wednesday 5th May 2021, 7.30pm remotely using Zoom.**

**Present:** Lyndon Swift (Chair), Peter Gallally, Valerie Stubbs, Penny Taylor, Charlie Harrison, Ruth Gallally and Robin Woodhouse

**Also** **present**: Five 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 and accepted from Cllr Andy Crawford and Cllr Sarah Butikofer (Norfolk County Council).

 **(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 April 2021.**

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.

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

No updates from County and District. The Police cluster newsletter has been received.

**(no section 4)**

**5. Co-opt Councillor**

**To co-opt a new councillor to the council**

1. **Applicants can, if they wish, introduce themselves briefly to the councillors and give some background etc. to support their application.**

All three applicants addressed the council briefly.

1. ***Note that all applicants and members of the public present will need to leave the meeting whilst the council make their decision***

From an overall majority it was agreed that Mr Steven Todd would be the Co-opted Councillor. Mr Todd accepted the role.

Cllr Swift wanted to thank the other two applicants and encouraged help and support going forward.

**6. Windfarm Developments**

 **To receive any updates regarding the offshore wind developments**

Cllr Stubbs sent around an update to all councillors before the meeting and went over the updates.

The most significant update is that Equinor has launched its second consultation. Consultation documents have been sent around in the post but there is a lot of information to be found online; as in a Virtual Exhibition etc. They have also published its Preliminary Environmental Impact Report (PEIR) which Cllr Stubbs will start to look through. It’s important that the Parish Council reply to this second consultation before the 10th June. Cllr Stubbs would like to encourage fellow Councillors and parishioners to respond individually, as the more responses the better. Equinor states they are engaging with the Offshore Transmission Network (OTN), so the more pressure for them to go down this avenue the better. In the last forum meeting the emphasis was on the OTN, with a number of other parish councils backing this method.

Cllr Stubbs suggested a working party to put together a response to be confirmed at our June meeting.

It was **agreed** Cllr Stubbs, Cllr Harrison, Cllr P Gallally and Cllr Swift would take part in the working party to draft a response on behalf of the Parish Council. This will take place over the next two weeks with Cllr Stubbs to send around a selection of dates to all on the working group.

Cllr Stubbs also proposed to contact Duncan Baker again to push this further.

**7. Covid-19**

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

Cllr Swift stated old signs have been replaced with new ones reflecting that we are now heading out of the pandemic.

**8. Finance**

1. **To note the bank reconciliation to –**
2. 23rd April 2021

The bank reconciliation was noted.

1. **To note the account summary’s to -**
2. 23rd April 2021

The accounts summary was noted.

It was **agreed** going forward that the premium account with the lesser amount will be used for all HDPF funds. The Clerk to look into the logistics of transferring the relevant funds over.

Cllr Taylor stated that some of the unpresented cheques haven’t been banked as of yet; so, the Clerk will investigate further and respond to Cllr Taylor accordingly.

1. **To approve the following invoices for payment:**

i. D Howes Salary for April £ 339.00

ii. E.On Streetlight Electricity (April) £ 74.50 (VAT£3.55)

iii. D Howes Expenses/postage/toner for April £ 29.82 (VAT£1.98)

iv. BHIB Annual insurance £ 603.18

v. Norfolk ALC Annual subscription £ 177.26

vi. Norfolk PTS Annual subscription £ 187.50

vii. P Gallally Expenses – post £ 6.46

viii. Norfolk Citizens Advice Donation £ 200.00

It was agreed by all that we will not renew our subscription with Norfolk PTS; this invoice will not be paid and the Clerk to inform the company. The other seven invoices were **approved** for payment.

1. **To approve payment of invoices received since the publication of the agenda:**
2. Gardenaid Churchyard and cems maint for April £ 352.00
3. Secret Gardens Grass verge cutting £ 156.00

Both invoices were **approved** for payment.

**9. Planning**

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

None received.

1. **To receive any updates on affordable housing**

Cllr Swift has had a letter from NNDC and will have a meeting with Mr Hay-Smith very soon.

**10. Highways & Footpath matters:**

1. **To receive any updates on the streetlighting replacements**

The Clerk stated that the quotations for the remaining streetlighting replacements are the same.

It was **agreed** that the remaining three streetlighting columns to be replaced on Pine Walk.

1. **To receive updates on verge cutting**

Cllr Stubbs sent around an update to all councillors prior to the meeting.

Cllr Stubbs spoke to the contractor who is supportive of the principle of cutting less but ‘No Mow May’ doesn’t work with the machinery they use. So, the contractor has suggested that the verge edges be mowed for safety reasons, but the inner sections on the immediate road side ones can be left unmown, and all the others can be completely left.

It was **agreed** to move forward with leaving all appropriate verges unmown, and see what responses - if any - come from residents. Signs to be added.

Cllr Stubbs has reported damaged signs by the railway to Highways, and will send on the information to the Clerk.

Cllr Swift stated that the white lines have been installed properly and precisely, after speaking to Highways. Also spoke to Highways about the corner of Church Street; in regards to the parking issues. Highways has agreed to add a white H line which will give approx. two car lengths worth of no parking in this area.

Cllr Swift confirmed that the white line area which looks awful will be redressed early part of next year by Highways.

**11. Allotments**

**To receive the allotment report**

No report received.

**12. Cemetery matters**

 **(a) To discuss correspondence from a resident regarding potential maintenance on the shed**

Cllr Swift and Cllr Harrison to see the maintenance contractor tomorrow morning.

The soil from newly dug graves is being left up against the cemetery banks. In a meeting approx. two years ago this was discussed and the intention was for the soil to be taken away. Clerk to check this. It was also agreed that a fence to be placed by the side of the shed for the grass cuttings to be placed for a compost heap, but the contractor couldn’t do this as the soil is being placed here.

The Clerk to contact the relevant funeral director gravediggers to state to either remove the soil completely or move the soil to the bottom of the Community Fund field.

The Clerk to contact Gary Wells regarding maintenance costs etc. on the shed.

Cllr Swift asked if a councillor would volunteer to check over the cemetery each month. Cllr Taylor volunteered.

Cllr Swift has had three residents stating there have been birdwatcher photographers within the cemetery, with some not taking into account residents tending to graves. Cllr Stubbs to mention this to the Chair of the North East Norfolk Bird Club.

Cllr Swift also stated residents complaining about the parking outside the cemetery.

It was **agreed** to place signs in regards to these issues on the cemetery gate and wall. Cllr Swift to draft the notices and to send around to all councillors to confirm.

1. **To discuss any further maintenance matters**

Discussed in section 12 (a)

**13. Village Hall**

 **To receive the Weybourne Village Hall Management Committee report**

A report was received by all Councillors.

Cllr Swift, on behalf of the council, to attend their AGM on Monday 10 May.

**14. Harry Dawson Playing Field**

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

Cllr Woodhouse stated no updates.

1. **To appoint a member to carry out the weekly playing field inspection between 5th May 2021 and 2nd June 2021**

It was **confirmed** that Cllr Peter Gallallywill carry out the weekly inspections.

1. **To receive any updates in regards to funding possibilities and future developments at the HDPF**

Cllr Stubbs stated it would be good to have equipment that would appeal towards the older children.

Cllr R Gallally stated it would be good to look at other playgrounds in the area and to find out where they got their funds.

Cllr Swift stated that we would get a working party together after the half term break. This would be to clear the field up and to put some new bark down etc. Cllr Swift and Cllr P Gallally will meet up during an inspection to write up a list of areas that can be painted, small repairs, bark needed etc. And then we can contact the residents who would like to help to move this forward.

Cllr Swift confirmed that collection jars will be placed at the pub and the village shop.

Cllr Swift and the Clerk to discuss further about starting a ‘Go Fund Me’ page.

**15. Weybourne Community Fund**

 **To receive the Weybourne Community Fund report**

Cllr Woodhouse stated that ‘No Mow May’ is a good idea so a footpath will be the only part of the field to be mowed. The flag was placed at half-mast for HRH Prince Philip. No money can be raised at the moment.

**16. Governance:**

1. **To confirm location of Junes parish council meeting**

The Village Hall has confirmed that the next parish meeting can be held there. Risk assessments to be completed. This will be off the back of the Government ruling post 17th May.

1. **To confirm the draft PC asset list**

Revised asset list sent around to all councillors before the meeting. The cemetery shed to be added to the list at a cost of £1000.

Cllr Swift stated the bowling green is our responsibility and was left in trust from the original members. Cllr Harrison to investigate further in regards to deeds etc. for confirmation. This may well need to be added to the asset list.

1. **To receive any updates on broadband fibre funding**

Cllr Swift stated had no chance to move forward with this. Cllr Todd to move forward with this.

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

No updates

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

No updates

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

Cllr Swift stated that, as the Village Hall is working on the memorial garden, it might be a good thing to work alongside them regarding the location of a flag pole. Cllr Woodhouse stated it would be a good idea to have two temporary places (one at the memorial garden and one at the bus stop) to place the flag when needed.

The Clerk to investigate further into the possibility of temporary planning permission regarding this proposal.

Cllr Swift proposed it would be a good opportunity to initiate the flag pole for the Jubilee next year.

Cllr Swift stated he purchased and would like to donate to the village a mahogany free standing flag pole and Union Jack flag for any further use in the village. Councillors thanked Cllr Swift for this donation to the village.

1. **To receive any updates on the village emergency plan**

The Clerk to contact NNDC to obtain emergency plan information to move this further.

1. **To receive any updates on the village survey**

Distribution is nearly complete with over 400 surveys delivered. Information has been added to the website and Facebook page. Really good responses so far. A group will be needed to collate the information when complete and to then report the results etc.

Cllr Taylor wanted to thank Cllr Swift for delivery of all surveys and the village hall thanked Cllr Swift for including their questionnaire within the survey.

1. **To receive any updates on The Great British Spring Clean**

Cllr Stubbs stated that this runs from the 28th May to the 13th June. This encourages residents to get out into the community to clean up the area etc. Cllr Stubbs to send on the information to the Clerk to promote this on the website and on the Facebook page. The council to encourage residents to engage.

At this point, Cllr R Gallally was elected as Vice-Chair of the council going forward.

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

1. **Items received since the publication of the agenda**

Cllr Taylor stated that an ex-councillor is still part of the bank signatories. The Clerk to remove the ex-councillor and to add Cllr R Gallally as the replacement signatory.

Cllr Stubbs asked if the defibrillator has been registered. Cllr Swift confirmed that this has been registered.

Cllr Stubbs also stated that there is an initiative called ‘The Street that Saved’, in regards to preventing food waste and asked if this can be promoted on the website etc. The Clerk to add this information accordingly.

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

The next parish council meeting was confirmed as Wednesday 2nd June 2021. This is provisionally booked at the village hall to be confirmed post 17th May’s Government Guidelines.

There being no further business, the Chair closed the meeting at 9.19pm