

# Weybourne Parish Council

DRAFT MINUTES of the Parish Council Meeting held on  
Wednesday 2<sup>nd</sup> June 2021, 7.30pm in the Village Hall.

**Present:** Lyndon Swift (Chair), Charlie Harrison, Robin Woodhouse, Steven Todd and Dan Howes (Clerk & RFO)

**Also present:** Cllr Victoria Holliday 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 and accepted from Cllr Taylor, Cllr P Gallally, Cllr R Gallally and Cllr Stubbs.

**(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 6<sup>th</sup> May 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.**

Cllr Swift welcomed Cllr Holliday to the meeting. Cllr Holliday spoke in regards to updates for the District which are – The composting toilets will be coming in June and the compound has been taken away from the beach car park and will be placed on some private land west of the car park. And the Seahouse planning application will be referred to the Development Committee.

No updates from County. 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 before the meeting, which were all received.

The Clerk to send the parish council response to both the District and County Councillor for their information.

Cllr Todd stated he had attended a recent meeting where it was discussed there are three potential routes; with a drilling station by the railway, come through the hill with a drilling method coming up on the farm. They are starting testing for this next month.

**(b) To review/approve the draft response to Equinors second consultation**

Cllr Stubbs sent around a draft response to all councillors before the meeting, which were all received.

All councillors present are happy with the response but the Clerk to send around to all other councillors for any amendments etc. The response needs to be sent by the 10<sup>th</sup> June and a notice has been placed on the notice board to try to get people to write individually.

## 5. Finance

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

i. 23<sup>rd</sup> May 2021

The bank reconciliation was noted. It was noted that we have received half of our precept. The Clerk confirmed that one of the premium accounts will be used for the HDPF fundraising and the easiest way going forward to transfer funds would be to write a cheque from our current account to the premium account.

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

i. 23<sup>rd</sup> May 2021

The accounts summary was noted.

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

i.	D Howes	Salary for May	£ 339.00
ii.	E.On	Streetlight Electricity (May)	£ 72.10 (VAT£3.43)

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iii.	D Howes	Expenses/postage/toner for May	£ 21.89
iv.	L Swift	Total fee for unrepresented OOD chqs	£ 34.66
v.	L Swift	Expenses – Stationery & Toner	£ 163.34
vi.	L Swift	Expenses – Zoom subs (Feb-Mar 2020)	£ 28.78

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

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

i.	NNDC	Cems waste service	£ 113.10
ii.	SLCC	CiLCA fees	£ 410.00
iii.	Secret Gardens	Grass verge cutting – May	£ 156.00
iv.	L Swift	Expenses – further Zoom subs (7 mths)	£ 100.73

The four invoices were **approved** for payment.

## 6. Planning

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

- (i) PF/21/1217 - 12A Pine Walk, Weybourne, Norfolk, NR25 7HJ  
Single storey rear extension; demolition of existing single garage

It was **agreed** that the Council supports this application

- (ii) PF/21/1166 - Church Farm Bungalow, Sheringham Road, Weybourne, Holt, Norfolk, NR25 7EY  
Installation of timber or timber effect cladding over brickwork to front and rear elevations of dwelling and to central section of side elevations; paint over remaining areas of brick

It was **agreed** that the Council supports this application

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

None

The Clerk to contact NNDC in regards to a status update on the planning application for The Seahouse.

Cllr Swift stated that the cottage roof at Rosedale Farm have changed their tiles from red to black; which is against their planning applications. The Clerk to report this to Planning Enforcement.

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

Cllr Swift attended a meeting with the land owner. It is moving forward with the Sheringham work but NNDC considered being non supportive.

## 7. Highways & Footpath matters:

**(a) To receive any updates on the streetlighting replacements**

The three on Pine Walk will be replaced over the next few weeks. An inspection update from our contractor was sent around to all councillors before the meeting. It was confirmed that the Clerk will get quotes for the two street columns with defects.

**(b) To receive updates on verge cutting**

Cllr Stubbs sent around an update to all councillors before the meeting; which were all received.

Cllr Swift stated there has been positive comments from residents.

Cllr Harrison to contact Cllr Stubbs regarding making signs to be put up.

**(c) (Not included on the agenda)**

**(d) To discuss correspondence from a resident regarding adopting the grass verge outside Jericho House, Station Road**

It was agreed that the parish council is happy for the resident to adopt the grass verge but on the proviso that this is not blocked off. The Clerk to respond to the resident.

**(e) To discuss correspondence from a resident regarding the corner of Sheringham Road, the A149 coast road and Church Street**

Cllr Swift had already spoken to the resident about this. It was confirmed the dropped kerb cannot be removed and that farm and delivery vehicles have always used this access. Bollards cannot be placed as this will block traffics vision and cause larger traffic jams. The white H Line is going to be placed so there will be room for at least two cars at the junction.

The Clerk and Cllr Swift to draft a response accordingly.

**(f) To discuss correspondence from a resident regarding the traffic problems on The Street**

It was discussed that a community speed watch cannot take place because of the safety issues as there is nowhere to stand. Speed bumps and chicanes etc. cannot be placed in this area.

It was agreed to look into having 20mph sign added to the highway using the partnership scheme. The Clerk to investigate this further. The Clerk to respond to the resident accordingly.

At this point Cllr Holliday left the meeting.

## **8. Allotments**

### **To discuss the role of Allotments Co-ordinator going forward**

It was **agreed** to defer to the next meeting.

## **9. Cemetery matters**

### **To receive updates on any maintenance matters**

Luke Utting has quoted £510 to remove the soil from the edge of the cemetery to the specific place on the Community Field and quoted £135 to remove the shed.

Cllr Swift stated that the shed is falling to pieces and that the soil would be removed from the undertakers. The Clerk stated that the funeral directors we liaise with the most have been informed in regards to where the soil needs to be placed going forward.

The current contractor has stated post soil removal that this area will be reseeded to make sure it goes back to how it was.

It was **agreed** for the Clerk to contact Luke Utting to remove the shed and the soil. Post shed removal then the parish council will look into a replacement.

It was **agreed** that the Clerk will obtain two 'no parking' signs and one 'please respect' sign to be placed at the cemetery.

## **10. Village Hall**

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

A report was received by all Councillors.

The Clerk to draft a poster for the notice board and the website/Facebook to show the days/times for the post office van.

## **11. Harry Dawson Playing Field**

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

Cllr P Gallally will send on the reports to the Clerk.

Cllr Swift stated that in roughly ten days' time that we will contact all Facebook volunteers in regards to painting, weeding, etc.

The Clerk to contact Gary Wells in regards to keeping weeding under control, bark replacement and to replace the back board on the basketball post. The Clerk to look into quotes for replacement bark.

### **(b) To appoint a member to carry out the weekly playing field inspection between 2nd June 2021 and 7th July 2021**

It was **confirmed** that Cllr Harrison will carry out the weekly inspections.

### **(c) To receive any updates in regards to funding possibilities and future developments at the HDPF**

(Info included in 11 (a))

Cllr Swift to supply the Clerk with some information before completion of the 'Go Fund Me' page

## **12. Weybourne Community Fund**

### **To receive the Weybourne Community Fund report**

Cllr Woodhouse stated there will be paths cut through the field and around the hedge. No further with the trees as not practical.

## **13. Governance:**

### **(a) To confirm dates for the new co-option vacancy advert**

It was **agreed** that the closing date for applications is 30<sup>th</sup> June; with confirmation of co-option in July's meeting.

### **(b) To confirm Cllr Todds 'Being an Effective Councillor' training in early June**

Cllr Swift welcomed Cllr Todd to his first meeting. It was **agreed** that Cllr Todd can attend the training course

### **(c) To review the current Standing Orders, Code of Conduct and Financial Regulations**

It was agreed no amendments to all documents. The Clerk to update the review information and to send Cllr Swift an updated copy for his records.

### **(d) To confirm the draft PC asset list**

The Clerk added the defibrillator to the list with the value of £1500.

Cllr Harrison has contacted the secretary of the bowling green and Cllr Swift has a copy of the bowling green deeds, but has confirmed it doesn't actually say who specifically owns this land but he is aware that at some point there was a transfer to the parish. Cllr Swift to send a copy of the deeds to the Clerk to keep on record. The Clerk to add the Bowling Green to the asset list under a nominal value.

**(e) To appoint a member to attend tomorrow evenings Holt SNAP meeting (via Teams)**

Clerk to contact Cllr P Gallally to confirm attendance.

**(f) To discuss correspondence from a resident in regards to the Information Board**

Cllr Swift stated that NNDC completed the sign for us because the previous one was very tatty and worn. NNDC completed a new sign which was practically like for like information and the Ship PH and the village shop were added afterwards. Cllr Swift has stated that the Ship PH will pay for another copy of the plan to be placed in the bus shelter and will make sure the village hall will be added to this plan. The Clerk to respond to the resident accordingly.

**(g) To receive any updates on broadband fibre funding**

Cllr Todd has the Openreach contact and a full list of village properties. Openreach are at the point of costing this and should be ready in approx. four weeks and then apply to the relevant funding to get confirmation. This will mean it will be full fibre broadband to each property.

**(h) To receive any updates regarding the dead trees issue in Weybourne Caravan Park**

No updates

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

No updates

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

The Clerk has contacted Norfolk CC in regards to investigating the possibility of temporary placement planning permission. No updates as of yet but the Clerk to chase this up; and also, to contact a flag company to get any further information where possible.

**(k) To receive any updates on the village emergency plan**

No updates. The Clerk to chase up the contact at NNDC to obtain the current village emergency plan details.

**(l) To receive any updates on the village survey**

Cllr Swift stated that approx. 100 replies have been received. Cllr Swift and Cllr Todd to collate information.

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

**(a) Items received since the publication of the agenda**

Email from Norfolk Citizens Advice was read out by the Clerk –

'I would like to thank you for sending a cheque to our Norwich office in the sum of £200.00 following our recent appeal. This donation from Weybourne Parish Council is very much appreciated by us and will be put to good use.'

The Clerk stated that a member of the public who tends to the cremated remains graves within the churchyard is going to send a donation to the parish council.

The Clerk stated that he is looking into a matter within the new section of the cemetery regarding correct width sizes of purchase in reserve graves. This is off the back of a resident's enquiry.

A member of the public stated that the notice board on the side of the bus shelter has got out of date information showing. This will be looked into and sorted by one of the councillors who has the key.

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

The next parish council meeting was confirmed as Wednesday 7th July 2021.

There being no further business, the Chair closed the meeting at 8.56pm