

Weybourne Parish Council

**DRAFT MINUTES of the Monthly Parish Meeting held on
Wednesday 7th September 2022, 7pm in the Village Hall.
(A large print copy of these minutes can be obtained from the Clerk)**

Present: Lyndon Swift (Chair), Ruth Gallally, Johnny Seago, Robin Woodhouse and Dan Howes (Clerk & RFO)

Also present: Cllr Victoria Holliday and Cllr Eric Vardy.

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

Cllr L Swift read this statement out. No issues.

- (b) To receive and consider apologies**

Apologies from Cllr Todd, Cllr Stubbs, Cllr Harrison, Cllr Taylor and Cllr P Gallally. Apologies accepted by all present.

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

None.

2. Minutes

- To approve the draft minutes of the meeting held on 6th July 2022**

All agreed to approve revised minutes.

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.**

The County Councillors report was sent to all prior to the meeting. Cllr Vardy (County Councillor) stated that Norfolk has been successful in securing funding to make the county's bus service and facilities better. Development has started on new affordable housing scheme in Attleborough, and will be seeking similar ventures in and around Holt if any land opportunities open up. Barclays Bank has retained its services in Holt. Cllr Vardy stated as he is the cabinet lead on environmental and waste, then if there any of these particular issues in the area to pass these onto him.

Cllr Woodhouse entered the meeting at this point.

The District Councillors report was sent to all prior to the meeting. Cllr Holliday (District Councillor) stated that there is a grant scheme, with an easy application, in regards to verges, pond restoration and similar, which needs to be spent by January. Cllr Holliday to email this information over to Cllr Stubbs.

The beach toilets cost £1K per month to maintain etc., which will reviewed at the end of the season. Cllr Holliday will keep council updated.

Cllr Holliday stated that a recent email regarding the beach sign said that the sign had been installed at this height due to the desire for the sign to remain undamaged by any future storm/flood events, but in theory would be relatively straightforward to have the sign lowered. The ownership of the beach vehicles is still be looked into by NNDC.

The hedging at the property on Station Road hasn't been cut back, as instructed by Enforcement, and now the land owners either side will be contacted to move this on further. Cllr Holliday to push this further forward.

The ivy at the property on Beck Close will be removed by the beginning of October and the JCB will be removed soon.

Cllr Swift stated that the electricity board have asked about the land adjacent to Station Road, is it commercial land etc. After no response from NNDC after writing in, Cllr Holliday is going to get this chased up. Also, Cllr Swift stated about the positioning of the beach sign and that it can not been seen from a certain angle so Cllr Holliday to look into this.

Cllr Holliday stated that overnight campervan parking is very difficult to enforce but can look into the option of payments for overnight stay. All agreed that Cllr Holliday can look into this further and will also look into signs for campervans.

Cllr Swift asked Cllr Vardy about any grants for playing fields. The Clerk to contact Norfolk ALC for some advice.

4. Planning

(a) To consider the following planning applications

- i. PF/22/1530 - Gable End, The Street, Weybourne, Holt, Norfolk, NR25 7SY
Demolition of existing single-storey rear extension and erection of two-storey rear extension with internal alterations.

The Council **opposes** the planning application on the glazing issue and over-development of the site with the Dark Skies Agreement in mind.

- ii. PF/22/1770 - 26 Pine Walk, Weybourne, Holt, Norfolk, NR25 7HJ
Erection of single storey rear extension and replacement front porch.

The Council **opposes** the planning application on light pollution and over development.

- iii. PF/22/1885 - Heath View, Holt Road, Weybourne, Holt, Norfolk, NR25 7SU
Erection of single-storey front and rear extensions and rendering of property.

The Council **opposes** the planning application on the detrimental effect on neighbourhood houses, light pollution, over development and the impact on the environment of the large footprint.

- iv. PF/22/1930 - GOS, Home Farm Rise, Weybourne, Holt, Norfolk, NR25 7SP
Insertion of rooflight on south-facing roof slope and removal of first floor window on west elevation.

The Council **opposes** the planning application on the roof lights with the Dark Skies Agreement in mind.

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

None.

Cllr Swift stated we have had some correspondence from Chestnut stating nothing has been resolved around parking and no agreement with the land owner has been confirmed. This will be a huge detrimental effect on the village.

Both the District and County Councillors left the meeting at this point.

(c) To discuss any updates regarding the Kelling Heath Planning Application

Cllr Swift stated that this application has been passed.

(d) To receive any updates on affordable housing

Already covered in the County Councillors report. No further updates.

5. Windfarm Developments

To receive any updates regarding the offshore wind developments

Cllr Stubbs sent a report around to all prior to the meeting. Cllr Swift stated that Cllr Stubbs has written to Equinor again but they have stated they will not change their mind.

6. Finance

(a) To note the bank reconciliation to –

- i. 22 July 2022
- ii. 23 August 2022

The bank reconciliations were noted.

(b) To note the account summary to -

- i. 22 July 2022
- ii. 23 August 2022

The account summary's were noted.

(c) To approve the following invoices for payment:

i.	D Howes	Salary for August	£ 345.00
ii.	D Howes	Expenses for July & August	£ 47.14
iii.	V Stubbs	Expenses – Notice board (Bluebird Graphics Ltd)	£ 334.13 (VAT£55.69)
iv.	Philippe Radlovic	Gazebo work	£ 576.44
v.	WVHMC	Hall hire (July)	£ 18.00
vi.	Secret Gardens	Grass verge cutting (July)	£ 160.00

vii.	npower	Streetlighting electricity (Jan 2022)	£ 135.07 (VAT£6.43)
viii.	npower	Streetlighting electricity (June 2022)	£ 90.07 (VAT£4.29)
ix.	npower	Streetlighting electricity (July 2022)	£ 90.81 (VAT£4.32)
x.	Garden aid	Churchyard & Cems Maint (July 2022)	£ 352.00
xi.	The Play Inspection Co	Operational Inspection – HDPF	£ 83.94 (VAT£13.99)
xii.	Wave	Water charge (Nov 21 to May 22)	£ 109.68
xiii.	Wave	Water charge (May 22 to August 22)	£ 134.45
xiv.	Secret Gardens	Grass verge cutting (August)	£ 160.00

The fourteen invoices/payments were **approved** for payment.

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

i.	Garden aid	Churchyard & Cems Maint (Aug 2022)	£ 352.00
ii.	L Swift	Expenses on HDPF work	£ 130.00
iii.	H Sanchez-Villarruel	HDPF work	£ 100.00

The three invoices/payments were **approved** for payment.

(e) To acknowledge the first quarterly financial report

The Clerk sent the report prior to the meeting. All good and to carry on moving forward but the Clerk to look over the HR figures as doesn't look correct.

7. Highways & Footpath matters

(a) To receive updates on verge cutting

Cllr Stubbs sent around a report prior to the meeting. Cllr Swift stated that they have been cut back because of the draught. The Clerk confirmed that the current contractor does not have the machinery for a cut and collect service, which was mentioned in last month's meeting. They also said they know no one locally in this industry who has these mowers, and even if they did, they are no good for irregular cuts like the no mow areas.

(b) To receive updates regarding streetlighting grants

Cllr Swift stated that Cllr Todd has received the quote, and the grant application will go for October.

(c) To receive updates on the signage for Sandy Hill Lane permissive footpath

Cllr Swift stated there is a small disc there at present.

(d) To receive updates on planting a new tree in the village

The Clerk stated that both NNDC and Highways have said that the verge area outside number 1 Pine Walk is not good as here is a vision splay and a tree may cause an issue. Highways stated it would be better if it wasn't planted on the public highways. The area considered outside the village hall isn't highway but it is outside of their jurisdiction. To be deferred to the next meeting.

(e) To receive updates on the footpath to beach sign

The Clerk said after receiving photos from Cllr P Gallally, is now waiting back for some quotes. The Clerk to chase this up.

(f) To receive any updates on the Polices offer to talk to the PC

The Clerk is waiting for a response but this will be kept for now on the back burner.

(g) To discuss needing a mirror to see oncoming traffic on the junction of Beach Road and the car park

Cllr Swift stated that Highways will not allow this on Highway land, and would only be considered on private land.

8. Allotments

(a) To receive the allotments report from the allotments co-ordinator

The Allotment Co-Ordinators report was sent around prior to the meeting. No issues were raised.

(b) To discuss any tenancy fee rises for the 2023/24 season

The Allotments Co-Ordinator proposed a rental increase to the council prior to the meeting. It was **agreed** on a different fee rise of the following – The tenancy fees to be kept the same as the 2022/23 season but water fees to be amended so any plots up to 100 square yards to be kept at £10 on each plot (this includes tenants with multiple plots) and then over 100 square yards will be charged at 5 pence per additional square yard. Cllr R Gallally proposed with Cllr Woodhouse seconded. The Clerk to inform the Allotments Co-Ordinator.

(c) To discuss an appeal from a current tenant

It was **agreed** to uphold the Allotment Co-Ordinator's decision that the tenants plot tenancy will stay ceased and The Clerk will respond to the tenant and the Allotments Co-Ordinator accordingly.

9. Cemetery matters

(a) To discuss bench maintenance

It was discussed that a bench audit will be completed with Cllr Taylor completing the cemetery and churchyard, Cllr P Gallally and Cllr Woodhouse completing the highway and Cllr Seago completing the playing field. Information to be passed onto The Clerk for the next meeting.

(b) To discuss the pot hole work outside the cemetery gates

The Clerk stated we received two quotes. It was **agreed** to move forward with Dennys Construction quote of £191 (excluding VAT). The Clerk to contact the company.

(c) To discuss the tender responses to the new maintenance contract

The Clerk stated that no responses were received and this will be pushed further for next month.

The current contractor (not re-tendering) has stated that they will carry on in the meantime until a new contractor is found. The council would like to thank the current contractor for all their work and support over the years.

(d) To discuss the need for more cemetery parking notices

It was **agreed** that further notices were not needed.

Cllr Swift asked The Clerk to find out where Cllr Harrison was in regards to obtaining the pea shingle and liaising with the current contractor.

10. Village Hall

(a) To receive the Weybourne Village Hall Management Committee report

The report went around prior to the meeting. The main point was the fee rise of the hall hire.

(b) To receive any updates on the memorial garden

Cllr Swift spoke to Mary and stated that the people who cleared the garden for the Jubilee will come back in the Autumn to get the rest cleared. Cllr Harrison to still put matting down. Cllr Swift to liaise with the company who helped before to get the rest cleared.

11. Harry Dawson Playing Field

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

No reports received.

(b) To confirm Cllr Taylor to carry out the weekly playing field inspection from 7th September to 5th October 2022

The Clerk to remind Cllr Taylor post meeting.

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

Cllr Swift stated that this is now urgent and that there are various grants that we can now apply for. Relevant councillors to look into this.

Cllr Swift asked The Clerk for an update from Cllr Taylor on the shelter.

Cllr Swift stated that at the north end of the field there are raspberry/plum bushes with thorns that need cutting back. The Clerk to contact the current contractor to see if they can complete this work.

(d) To discuss organising a working weekend

Cllr Swift and Cllr Woodhouse to speak to the handyman in regards to potential painting, repairs etc. so we can write up a programme of what needs doing.

(e) To receive any updates on advertising for a handyman

Cllr Swift stated that we have a handyman in place.

(f) To receive updates on the removal of the slide and the possibility of scrap value

The Clerk to get an update from Cllr Harrison.

(g) To receive updates on the removal of the multiplay area

Cllr Swift and Cllr Woodhouse to look over this area.

(h) To review the current schedule of work for the new contract starting 1st November 2022

All **agreed** to use the current schedule of work.

12. Weybourne Community Fund

To receive the Weybourne Community Fund report

Cllr Woodhouse stated they are trying to raise some money to put on a small children's party and to organise a lunch party or similar for the elderly nearer Christmas. The car boot sale went well and the next event is a quiz in the village hall. The field is still being cut back.

The Clerk to confirm when the lease of land will be charged for this year.

13. The Beach

(a) To receive any updates on the signage for beach safety

All discussed earlier in the meeting.

(b) To discuss campervan overnight parking

All discussed earlier in the meeting.

(c) To receive any updates on any other beach matters

Cllr Swift stated that a lot of stones have come down to the car park from the beach.

14. Governance

(a) To discuss moving October's meeting to 12th October.

It was **agreed** to move the next meeting to 12th October.

(b) To receive any updates on the Weybourne working party.

To be deferred to the next meeting.

(c) To discuss responding to the current public consultation on the Norwich Western Link.

It was **agreed** that we support the consultation but with better roundabouts than the current ones.

(d) To discuss applying for the Household Support Fund.

It was **agreed** that The Clerk will investigate further and will apply for this fund.

(e) To discuss way forward with enrolling new flood wardens.

Cllr Swift stated that both wardens have stood down and for now we can add an advertisement to both the notice board and the website/social media. The Clerk to move forward with this.

(f) To discuss who will attend the next SNAP meeting on 8th September.

It was stated that Cllr P Gallally will attend if well enough.

(g) To review the Financial Regulations.

It was **agreed** to accept the revised document.

(h) To review the Training and Development Policy.

It was **agreed** to accept the revised document.

(i) To review the Risk Assessment.

It was **agreed** to accept the revised document.

15. Correspondence to consider and respond to the following:

Items received since the publication of the agenda

None.

16. To confirm the date of the next Parish Council Meeting for October 2022

The next Parish Council Meeting was confirmed as Wednesday 12th October 2022.

Cllr Swift stated to add the parish council's relationship with NNDC to the next agenda.

There being no further business, the Chair closed the meeting at 8.39pm