

Weybourne Parish Council

DRAFT MINUTES of the Monthly Parish Meeting held on

Wednesday 5th July 2023, 7pm in the Village Hall.

(A large print copy of these minutes can be obtained from the Clerk)

Present: Penny Taylor (Chair), Val Stubbs (Vice-Chair), Robin Woodhouse, Wayne Shields, Nick Stubbs, Martin Brown and Dan Futter (Clerk & RFO)

Also present: Four members of the public and the County Councillor.

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 Taylor read this statement out. No issues.

- (b) To receive and consider apologies**

Apologies received from Cllr Harrison. All agreed.

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

None.

- (d) To welcome the new councillors to the meeting.**

Cllr Taylor welcomed both Cllr N Stubbs and Cllr Brown to the council.

2. Minutes

- To approve the draft minutes of the meeting held on 7th June 2023**

Cllr V. Stubbs raised that 10 (b) was not relevant to the non-maintained allotments path. The Clerk to revise minutes before the next meeting.

3. Public Participation

- (a) The meeting will be adjourned to allow correspondence from members of the public and any councillors with prejudicial interests to speak.**

A member of the public, who spoke in a previous meeting, stated that the planning application will now be sent to NNDC, after a pre-consultation and a site visit with the Parish Council. The Clerk to confirm via email to the resident that the Parish Council are happy for the application to be sent to NNDC.

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

The District Councillors report had been circulated prior to the meeting. Cllr Holliday was not present at the meeting. The County Councillors report had not been circulated prior to the meeting so will be emailed to the Clerk post meeting.

The County Councillor stated that he has a budget for tree planting, so any suitability to contact him. This will happen towards the end of this year. There is a Nature Recovery Programme regarding spaces for bedding/flowers to help the pollinators and biodiversity. Also, a budget for traffic issues, as in warning signs etc., then contact the County Councillor for further details.

Cllr V. Stubbs stated that the proposed speed limit being dropped along the A149 has been abandoned. County Councillor stated that this had negative outcomes.

At this point the County Councillor left the meeting.

4. Planning

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

None.

- (b) To receive updates on affordable housing**

No updates. The Clerk to chase up.

In regards to Gable End planning application, the Clerk to investigate further.

- (c) To consider producing a neighbourhood plan**

Cllr Shields attended a webinar but it was not relevant to parish councils. The Clerk to resend NNDC dates to both Cllr Shields and Cllr Brown regarding an online meeting with the relevant NNDC representative.

5. Co-opt Councillor

To co-opt a new councillor to the council –

- (a) Applicants can, if they wish, introduce themselves briefly to the councillors and give some background etc. to support their application.
- (b) Note that all applicants and members of the public present will need to leave the meeting whilst the council make their decision

No applications. The Clerk to readvertise.

6. Windfarm Developments

To receive updates regarding the offshore wind developments

Cllr V. Stubbs went over a status update for the new councillors.

Still having issues getting any response from the Community Liaison Officer, so this will be escalated further.

Regarding the Duncan Baker meeting, this seems more a highways related issue so it would be good for a councillor responsible for this to attend. The closing date for the Equinor Examination by the Planning Expectorate is the 17th July. The final written submission to be sent in before this date. In August they starting digging trenches.

7. Harry Dawson Playing Field

(a) To receive progress updates from the HDPF working party

Cllr V. Stubbs stated that the first piece of equipment has been installed and very well received. The basket swing and the new seats for the existing swings frames are to be added on July 10th. Cllr Taylor to check progress. Matting to put down free of charge. Another meeting for the working party was on the 28th June, with results as follow – Karen and Sandy to organise a fete on the 30th July, Heather took in £80 for the cake stall, and we are going to have a car boot sale stall on the 8th August, free of charge from the Community Fund. The Clerk to advertise on the website and social media regarding items donated for sale. The working group will have their own Facebook page.

The quote for the adult equipment was discussed, and it was agreed to hold fire for now. The Clerk to look into how the adult equipment were purchased initially, and see if this helps.

Thinking about fencing off the adult equipment area but this will be a working party project, as to fence off is very expensive but this will be more for the Autumn.

There are two grants in process; NNDC and Geoffrey Watling Charity. Both are looking good for our project. As support for grant applications a devised questionnaire will be distributed throughout the village. Potential funding from Sports England, but they probably wouldn't deal with small grants.

A resident will help break up the concrete at the goal posts, and some top soil will be put in. Both Cllr Harrison and Cllr N. Stubbs to remove the concrete. Another resident has offered to paint the goal posts, as very keen to be involved.

The Clerk to contact our current contractor in regards to cutting the grass around and on the matting. Cllr Taylor stated that she knows of a load of playground matting that we could look at, see if it is worth purchasing. Cllr Taylor to ask Cllr Harrison to look into this.

The shelter quotation was discussed and all agreed it was too expensive, and perhaps have something similar to the cemetery pagoda.

(b) To receive any further updates on the playing field developments

Included within 7(a).

(c) To make note that current councillors agreed to the playing unit work quote

It was noted that all the current councillors were in agreeance with the quoted work to move forward with the playing unit installation.

8. Finance

(a) To note the bank reconciliation to –

- i. 23 May 2023
- ii. 23 June 2023

The bank reconciliations were noted.

(b) To note the account summary to -

- i. 23 May 2023
- ii. 23 June 2023

The account summaries were noted.

(c) To approve the following invoices for payment:

I.	D Futter	Salary for June	£ 426.30
II.	D Futter	Salary for July (postdated chq)	£ 426.30
III.	D Futter	Expenses for June	£ 29.20
IV.	Blyth & Wright	HDPF materials	£ 403.89 (VAT£80.77)
V.	Cozens	Streetlighting maintenance	£ 30.00 (VAT£5.00)
VI.	Methodist Church	Donation for meeting	£ 15.00
VII.	WVHMC	Donation	£ 100.00
VIII.	Play Inspection Co.	Operational Inspection	£ 83.94 (VAT£13.99)
IX.	BHIB	Insurance renewal	£ 732.27
X.	Secret Gardens	Grass verge cutting	£ 184.00

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

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

I.	WVHMC	Hall hire (June)	£ 20.00
II.	D Futter	B&W copies – HDPF questionnaire	£ 22.50 (VAT£3.75)
III.	SB Auditing	Internal audit fee	£ 55.00
IV.	NGPM	Cems & Churchyard Maint	£ 400.00
V.	NGPM	HDPF work	£ 290.00
VI.	K Wortley	Jubilee Garden expenses	£ 121.48 (VAT£20.25)

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

The Clerk to check out (d) V. payment as Cllr V. Stubbs stated that the quote may have been less.

(e) To sign the AGAR 22/23 ready for the external audit

The Clerk stated that it hasn't been received back from the internal auditor. When received then Cllr Taylor will sign this off.

9. Highways & Footpath matters

(a) To receive updates on verge cutting

Cllr V. Stubbs are looking good but looking a little tired so will be cut end of July, early August. Cornflowers were ordered for the verge by the bench but they didn't look great, so weren't planted. Will move forward in the Autumn to Spring to take advantage of the County Councillors budget.

The Clerk to check the public liability insurance in regards to us being able to use a strimmer.

(b) To receive updates on the Jericho House verge

The Clerk to move forward on completing the relevant applications.

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

Cllr V. Stubbs stated that the plaque has been installed. Thanks, given to Cllr N. Stubbs for installing.

(d) To receive updates on the ROW application for the pathway between Home Farm Rise and the A149

The Clerk to move forward with the modification application.

(e) To receive updates on a grit/sand bin to be placed close to the Village Hall on Home Farm Rise

The Clerk to order a small green grit bin, and to send this to Cllr Woodhouse's address.

(f) To receive updates on a grit bin for the corner of Station Road

The Clerk stated that NCC Highways would only add additional bins where there is exceptional need. To be observed further in bad weather.

(g) To receive updates on the transferal of the VAS work

The Clerk has had no response from the previous contractor. Cllr Taylor to contact as well.

(h) To receive updates on the village sign maintenance

The Clerk stated waiting for a response. Cllr Taylor stated that the sign needs brightening up, similar to Felbrigg PCs village sign.

10. Allotments

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

Report received from the allotments co-ordinator. The Clerk read the report out to Council.

The allotments path hasn't been completed as the incorrect sized matting was ordered. This will be rectified and completed. Cllr Woodhouse stated that the Community Fund field will be cut back but not sure on the timescale.

(b) To receive updates on the non-maintained allotments path

The Clerk to refresh on its status.

11. Cemetery matters

(a) To receive updates on bench maintenance

The Clerk had chased up with no response from our current contractor. The Clerk to chase again.

(b) To receive updates on the church path pea shingle work

To be deferred to the next meeting.

(c) To receive updates on the Churchyard Conservation Scheme

No updates.

12. Village Hall

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

Report sent around to all prior to the meeting.

(b) To receive updates on the Memorial Garden

Cllr V. Stubbs stated that the garden is looking very good and the signs are now up, with the project basically complete. It was **agreed** to move forward with a grand opening in September time with Cllr V. Stubbs to speak to the relevant volunteers to the project. 'Thank you' cards have been sent out.

13. Weybourne Community Fund

To receive the Weybourne Community Fund report

Cllr Woodhouse stated that the car boot sale was a success.

14. The Beach

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

The Clerk stated that NNDC will update the signage accordingly.

(b) To receive updates on any other beach matters

None.

15. Governance

(a) To confirm a representative for the next stakeholder group meeting regarding Cromer Shoal Chalk Beds

To be deferred to the next meeting.

(b) To confirm a representative for the next SNAP meeting

The Clerk to send Cllr Shields some further information.

(c) To revise Councillors Responsibilities

Responsibilities were revised in the meeting and the Clerk to update and send around.

(d) To receive updates on declaring Weybourne a Wildlife Friendly Village

To be deferred to the next meeting.

(e) To receive updates on booking an annual advert in Link Up, at a cost of £80 per annum

To be deferred to the next meeting.

(f) To discuss taking part in the Masters Climate Change dissertation

Cllr V. Stubbs stated that she is happy to take part but would need to be after the 17th July.

16. Correspondence to consider and respond to the following:

Items received since the publication of the agenda

The Clerk stated that the asset list has been update with the HDPF shed plus its contents. A figure to be added for contents.

17. To confirm the date of the next Parish Council Meeting being Wednesday 6th September 2023

This meeting was confirmed.

There being no further business, the Chair closed the meeting at 9.16pm