

Weybourne Parish Council

DRAFT MINUTES of the Monthly Parish Meeting held on
Wednesday 4th October 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, Robin Woodhouse, Wayne Shields, Nick Stubbs, Martin Brown and Dan Futter (Clerk & RFO)

Also present: Three members of the public, four representatives from Equinor and the District 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.

Both Cllr Brown and Cllr Woodhouse arrived at the meeting.

2. Minutes

- To approve the draft minutes of the meeting held on 6th September 2023**

Approved.

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.**

None.

It was agreed to move 5. (b) to this part of the meeting.

5. Windfarm Developments

- (b) To receive a presentation on the SEP and DEP updates etc.**

Cllr Taylor welcomes the Equinor representatives.

Susan Falch-Lovesey led the presentation. A copy of the presentation can be found with these minutes.

3. Public Participation

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

The County Councillor sent his apologies.

The District Councillors report had been circulated prior to the meeting.

Blakeney Surgery – great response regarding the petition and good coverage from the media. The responses are being collated and the decision will be made in Jan/Feb for public viewing.

Speeding meeting – Good meeting with Duncan Baker last Friday. Westcotec attended and spoke about the extent of technology that can be used now for Speedwatch.

Ambulance Trust meeting – There are three Community First Responders now in Cromer. There is some information that will be passed on regarding medical health hubs.

NNDC decided that we are going to be an Age Friendly Community. The last census date stated that 40% of residents were over 65; which is probably higher now.

Cllr Shields asked what help we can have regarding drainage issues. Cllr Holliday and The Clerk to contact Highways NCC. The Clerk to chase up Highways NCC in regards to a meeting with the Parish Council.

Cllr Holliday stated that the beach toilets were serviced last week even though they have been blocked since and that they are expensive to maintain. NNDC to speak to Cllr Holliday on way forward with this and will keep us updated.

Cllr Brown stated there is an issue still with overflowing dog bins. Cllr Holliday and The Clerk to contact NNDC.

4. Planning

(a) To consider the following planning application on -

- i. **PF/23/1940 – Millfield, Beach Lane, Weybourne, Norfolk
Erection of detached dwelling following the demolition of existing buildings and removal of static caravan; alterations to existing dwelling (Millfield) and holiday let to facilitate use as 3-bed holiday unit.**

A member of the public went over the project in more depth and welcomed any questions from the councillors. It was **agreed** that the Parish Council supports the application, in agreement with Dark Skies.

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

None.

(c) To discuss who will speak at the Committee Meeting regarding 3 Barnfield Cottages

Cllr Holliday stated that the meeting is scheduled for 9th November, and only one representative from the Parish Council can speak. Any further questions please get back to Cllr Holliday.

It was **agreed** that Cllr Brown and Cllr Shields will move forward with this.

(d) To receive updates on affordable housing

No updates.

(e) To receive updates on producing a neighbourhood plan

No updates. The Clerk to contact a speaker from the latest Norfolk ALC conference for advice.

5. Windfarm Developments

(a) To receive updates regarding the offshore wind developments

No significant updates.

6. Cemetery matters

(a) To discuss the current maintenance contract

Cllr Taylor and The Clerk met up with the current contractor, who explained the issues they were having but stated they would get the cemetery up to standard. The contractor now has the full working schedule of the contract. It was **agreed** to have a review with the current contractor in the next two months. Report back in December's meeting.

(b) To discuss the cemetery membrane issue

Cllr Taylor explained that the number of weeds on the path is in regards to no membrane placed underneath. This was discussed with the current contractor. It was **agreed** to spray the weeds as a temporary measure and look into the expense of a membrane when the new budget is discussed.

(c) To receive updates on bench maintenance

The Clerk stated that we received a quote from our current contractor last month, and was brought to last month's meeting. The Clerk to liaise with Cllr Taylor regarding which benches need repainting etc so we can a revised quote.

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

No update. Cllr Harrison still waiting for the contractor to get this work up to schedule before laying the new shingle.

(e) To receive updates on the Churchyard Conservation Scheme

No updates.

(f) To review the current cemetery fees

Went over a price comparison in the meeting. It was agreed to wait for the budget to be completed on the way forward. The Clerk to provide some further information regarding costs.

(g) To review and accept the proposed cemetery regulations

Started going over the proposed regulations but will wait until The Clerk provides some further information in certain areas.

7. Governance (deferred from last meeting)

(a) Noticeboards and Notices

Cllr Shields stated that there's a plethora of notices on poles/posts etc throughout the village, and asked if we need further noticeboards. The view of the majority was no action on this.

(b) Emergency Plan and Flood Warden

Cllr N. Stubbs stated that he has reregistered with NNDC, and all information is up to date. In regards to the air ambulance landing position in the village, Cllr N. Stubbs to contact NNDC contact to maybe look into a better position.

(c) To review and accept the revised Standing Orders

To be deferred to the next meeting.

8. Harry Dawson Playing Field

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

Cllr V. Stubbs stated a further £530 has been banked from fund raising. We have awarded £15K by NNDC to purchase an accessible roundabout and a piece of sensory equipment. A meeting with Action Play and Leisure this week to discuss the roundabout location, and as part of this will talk over the moderate safety issues as stated recently from the Play Inspector. Some fund-raising events coming up including an upcoming table top sale and on 18th November a 1960's evening. Grants moving forward – we were going to apply to the Magic Little Grants but unfortunately, they do not deal with Parish Councils but we are going to apply for a grant from the Geoffrey Watling Charity, but we need a reserves policy in place. Another work party will be in November and we can also order the roundabout.

Cllr V. Stubbs stated it would be beneficial moving forward to have a councillor present at future play area inspections. The Clerk to follow this up.

(b) To discuss moderate risk issues

Discussed in 8 (a).

(c) To discuss a reserves policy

The Clerk prior to the meeting had sent around a Norfolk ALC advised reserves policy.

It was **agreed** that all accept this reserves policy with Cllr Brown proposing and Cllr N. Stubbs seconded.

The Clerk to amend policy and send around to all.

9. Finance

(a) To note the bank reconciliation to –

i. 23 September 2023

The bank reconciliation was noted.

(b) To note the account summary to -

i. 23 September 2023

The account summary was noted.

(c) To approve the following invoices for payment:

I.	D Futter	Salary for September	£ 426.30
II.	D Futter	Expenses for September	£ 53.10
III.	NNDC	Emptying of dog/litter bins (23/24)	£ 1,383.72 (VAT£230.62)
IV.	PKF Littlejohn	External audit	£ 252.00 (VAT£42.00)
V.	WVHMC	Hall hire (Sept)	£ 20.00
VI.	Npower	Streetlighting electricity (July)	£ 91.64 (VAT£4.36)
VII.	Npower	Streetlighting electricity (Aug)	£ 90.22 (VAT£4.30)

Cllr V. Stubbs stated that the dog/litter bins invoice seems expensive. The Clerk to check over what the difference is from last year.

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

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

I. Secret Gardens Grass verge cutting – September £ 184.00

The one invoice was **approved** for payment.

The Clerk to check if the padlock fee has been added to a recent invoice from Secret Gardens.

(e) To confirm arrangements for the budget meeting

It was confirmed that the budget meeting is scheduled for Thursday 9th November at Cllr V. Stubbs and Cllr N. Stubbs home.

10. Highways & Footpath matters

(a) To receive any updates on the various parking issues throughout the village

The Clerk to get dates from Highways representative regarding a parking meeting. The Clerk to supply further parking notices to Cllr Taylor. The Clerk to contact Planning NNDC regarding the issue with parking as a result of The Maltings work.

The Clerk stated that Cllr Harrison had spoken to both Sir M Savory and Mr. C Hay-Smith about parking just off Beach Lane and both have stated no to this for different reasons. Cllr Harrison to look into further options and report back at the next meeting.

(b) To receive updates on verge cutting

Cllr V. Stubbs stated the verges are being cut and the current contractor has been asked about including the verge outside the Village Hall, no response as of yet.

(c) To receive updates on the Jericho House verge

The Clerk stated that the planting form has been signed off and sent to Highways and the bench form has been completed and is with Highways.

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

The Clerk stated that Cllr Harrison had approached the Chestnut Group, who think they do own the pathway but will check and get back to Cllr Harrison. If they do then they will be willing to discuss the right of way with the Parish Council.

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

This has been completed by Cllr N. Stubbs and Cllr Woodhouse. The Clerk to contact NCC regarding adding the grit.

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

The Clerk is waiting for the last contractor to respond regarding what equipment there is. Both Cllr Shields and Cllr Brown will now be involved.

(g) To receive updates on the village sign maintenance

Cllr V. Stubbs stated that the stain can not be removed but it has been suggested to paint the sign with Zinsser Cover Stain, which is white. The sign can then be painted, rather than stained. The Clerk to chase up our current contact on moving forward.

11. Allotments

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

No report apart from the tenancy invoice list is ready for the Clerk to start invoicing.

Regarding making available enough land from the Community Field to provide four additional plots to satisfy the current demand for plots in the village. The current allotments plan showing the position of the new plots was shown in the meeting. It was **agreed** in principle for the plots to be used but will need to go through the Community Field Committee first. Cllr Woodhouse to take this information to the Committee and report back.

Cllr Brown stated that the theft of produce is getting worse and will discuss this with the Allotments Coordinator. It was stated when this has happened previously there is not much that can be done.

(b) To discuss any tenancy fee rises for the 2024/25 season

Cllr Brown to get clarification from the Allotments Coordinator on potential fee rises etc. which will be discussed at the Budget meeting. The Clerk to check the contract for the notification of next season fee period.

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

The Clerk stated that Highways have said that it is not their responsibility and it is not a PROW. The Clerk stated that Cllr Harrison is going to speak to the owner of The Copse and report back at the next meeting.

12. Village Hall

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

Report sent around to all. No comments.

(b) To discuss erecting a notice board on the memorial garden

Cllr V. Stubbs to speak to Karen when available. To be deferred to the next meeting.

13. Weybourne Community Fund

To receive the Weybourne Community Fund report

Cllr Woodhouse stated that both the car boot sale and the 100 Club are going well.

14. The Beach

(a) To receive any updates on beach matters

No updates

(b) To confirm who will attend an on-site meeting regarding land at the northern end of Beach Lane.

The Clerk to confirm dates with NCC Highways and report back to all.

15. 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.

16. Governance

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

The Clerk stated that this has postponed and will get back with any updates.

17. Correspondence to consider and respond to the following:

Items received since the publication of the agenda

CLlr V. Stubbs asked for the issue regarding improved signage to Station Road to be added to the next agenda.

18. To confirm the date of the next Parish Council Meeting being Wednesday 1st November 2023

This meeting was confirmed.

There being no further business, the Chair closed the meeting at 9.43pm