

Weybourne Parish Council

DRAFT MINUTES of the Monthly Parish Meeting held on
Wednesday 4th September 2024, 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, Charlie Harrison, Wayne Shields, Martin Brown, Nick Stubbs, Michelle Allard and Dan Futter (Clerk & RFO)

Also present: The District Councillor and 3 members of the public.

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 the County Councillor.

- (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 3rd July 2024

Revised minutes were approved by all and signed off by Cllr Taylor.

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.

Cllr Woodhouse entered the meeting at this point.

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

The District Councillor stated that the report was sent previous to the meeting.

The Local Plan will be worked on further and more houses will be added into it, and also work on further growth villages. The closure of the beach toilets will be discussed at Cabinet this Monday. Up to date figures and how much the toilets cost to run have been asked. Cllr V Stubbs asked if NNDC would apply for a grant for the toilets from Orsted. The District Councillor will investigate this further. A resident asked if about a height barrier onto the car park. The District Councillor stated that this will be investigated further.

Blakeney Surgery are proposing to have a 24hr prescription vending machine in Blakeney and in Holt.

Been talking to the MP regarding the mobile/digital switchover, and will be talking again later this month.

4. 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**

All members of the public including the District Councillor left the room whilst the Council made their decision.

It was **agreed** that Neil Buxton (present at the meeting) was co-opted onto the Parish Council. Neil accepted and the Clerk stated will contact Neil with further information.

5. Planning

- (a) To consider the following planning application on -**

- i. PF/24/1648 - 1 Barnfield Cottages, Station Road, Weybourne, Holt, Norfolk, NR25 7HE**

Variation of condition 2 (approved plans) of planning permission PF/22/2889 (Demolition of single-storey flat roof extension to rear of dwelling; erection of single and part two storey extension to side/rear; installation of replacement and new rooflights; replacement of windows; construction of detached garden shed) to amend fenestration including replacement of roof lantern with rooflights

It was **agreed** that the Parish Council supports the planning application, with reinforcement of the Dark Skies Agreement.

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

None.

(c) To discuss the application for the grant of approval to hold civil ceremonies at the Maltings

It was **agreed** that the Parish Council objects to the grant of approval in accordance with the inadequate parking. The District Councillor to investigate any updates on an overflow car park.

(d) To receive updates on the neighbourhood plan; including a budget for holding the Neighbourhood Plan Village Hall meeting

Cllr Brown stated that the Village Hall is booked on the 2 October from 1pm to 7pm for the Neighbourhood Plan meeting. It was **agreed** to use a budget up to £50 from the Chairmans Allowance to aid in refreshments etc for the meeting. Cllr Brown, Cllr Harrison and Cllr Shields will be at the meeting for the entire period and other councillors stated they are happy to help when needed. Examples of other neighbourhood plans will be sent around to councillors and will be there on show.

(e) To receive any outstanding planning issues

None.

The District Councillor left the meeting at this point.

Cllr Taylor read out a piece regarding a reminder of ground rules and regulations to abide by to all in Council.

6. Core Documents

(a) To approve the revised Financial Regulations and the signed copy

All agreed to approve, with Cllr N Stubbs proposing and Cllr Brown seconded.

(b) To approve the revised Standing Orders

To be deferred. The Clerk to add extra information.

(c) To approve the revised Risk Assessment

All agreed to approve, with Cllr N Stubbs proposing and Cllr Brown seconded.

Will add on additional information when supplied.

7. Cemetery matters

(a) To receive updates on trees

No updates, awaiting feedback.

(b) To note that the previous contractor accepted our previous offer

It was noted that the previous contractor accepted our previous offer. All closed.

(c) To receive any updates on outstanding cemetery and churchyard issues

Cllr Harrison to complete the felt roof this month, with some help from another councillor.

All headstones in the cemetery have been laid flat. Cllr Taylor thanked all involved.

Cllr Taylor to check out a possible loose headstone in the name of Digby.

The Clerk to investigate on what other cemeteries do with plastic flowers.

Cllr Taylor confirmed that the black bin on the cemetery does get used.

Residents' positive compliments about the cemetery/churchyard are passed back to the contractor.

8. Beach

To receive updates on outstanding issues

Cllr Taylor stated there is a meeting coming up regarding overnight parking etc. with NNDC.

9. Windfarm Developments

To receive updates regarding the offshore wind developments

Cllr V Stubbs sent the report around before the meeting. All quiet at the moment and there will be no further abnormal loads. It has been stated from August 2024 to August 2025 they will start reinstatement.

10. Finance

(a) To note the bank reconciliation to –

- I. 23 June 2024
- II. 23 July 2024
- III. 23 August 2024

The bank reconciliations were noted for both June and July. The Clerk stated that the statement for August has not been received.

(b) To note the accounts summary to –

- I. 23 June 2024
- II. 23 July 2024
- III. 23 August 2024

The account summaries were noted for both June and July. The Clerk stated that the statement for August has not been received.

(c) To approve the following invoices for payment:

I.	D Futter	Salary for August	£ 456.30
II.	D Futter	Expenses for August	£ 32.80
III.	Secret Gardens	Verge cutting/HDPF contract (June)	£ 230.40
IV.	Weybourne PC	Donations to transfer to HDPF account	£ 648.40
V.	Graphic Edge	Allotment holder signs	£ 22.50
VI.	Graphic Edge	Slow You Down sign	£ 45.00
VII.	NNDC	Cemetery waste services	£ 139.75
VIII.	WVHMC	Hall hire (July)	£ 20.00
IX.	Secret Gardens	Verge cutting/HDPF contract (July)	£ 230.40
X.	Nathans GS	Cems & Churchyard Maint	£ 425.00
XI.	NNDC	Bin emptying (24/25)	£ 1,727.76
XII.	D J Wright	Internal audit	£ 45.00
XIII.	Wave	Allotments water bill	£ 105.51
XIV.	Npower	Streetlight electricity (June)	£ 129.16
XV.	Npower	Streetlight electricity (July)	£ 132.38

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

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

I.	Nathans GS	Cems & Churchyard Maint (Aug)	£ 425.00
II.	Secret Gardens	Verge cutting/HDPF contract (Aug)	£ 230.40
III.	N Stubbs	Plaque expenses	£ 68.18

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

(e) To make note of the following agreed payment:

I.	Action Play & Leisure	Supply/Install new swing frames	£ 4905.17
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The payment was noted.

(f) To receive updates on the electricity company change

The Clerk stated that the certificate from UK Power Networks has been sent to Npower, to move forward to get this amended. Will keep chasing up Npower. UK Power Networks also asked to make contractors aware of these issues, which is Cozens. So have done this but no response as of yet, so will keep chasing this up.

11. Harry Dawson Playing Field

To receive progress updates from the HDPF working party

Cllr V Stubbs stated we are awaiting grant responses from The Geoffrey Watling Charity and The National Lottery. The issue with the swings has been resolved and the issue with the roundabout is to be dealt with by the installers. The shelter, donated by The Maltings charitable fund, will be installed next week, with the base already added.

12. Highways & Footpath matters

(a) To receive updates on verge cutting

Cllr V Stubbs stated that this will be happening this week. But there is still no cut and collection service so volunteers needed to rake etc. Cllr Harrison volunteered regarding removing the foliage. We will need to do some reseeding and disturbing, so will need to add seed money into the budget. The Ship has offered money for seeds, which we are happy to accept. Cllr V Stubbs to order seeds soon.

(b) To receive updates on the re-erecting the village sign

The unveiling confirmed for 20th September at 2pm. All concerned with updated on this information.

(c) To receive updates on a new dog bin for Station Road

Bin currently is with Cllr Allard. It was **agreed** add a base for this bin on the corner of Station Road (nearby the telegraph pole) and move that one further up Station Road. Cllr Harrison to fix the new bin etc. The Clerk to check with Highways first.

(d) To receive updates about a footpath from the village to Kelling

To be deferred.

(e) To receive updates on the signposting from the village to Sheringham

Information sent back to the County Councillor. The Clerk to chase this up.

(f) To discuss potential bids for the Parish Partnership Scheme 25/26

Information sent around to all, with any potential bids to be sent in by early December. To be discussed in future meetings.

(g) To discuss any outstanding highways issues

The Clerk to ask if the new Highways worker will come out to the village to go over any outstanding issues.

13. Allotments

(a) To receive the allotments co-ordinators report

Cllr Brown stated that three tenants have given their plots up for the next season. There is no waiting list and these plots have been taken up by other residents. The Clerk to send out invoices at the end of this month. All is looking good with no reported theft.

(b) To discuss adding the two path hedges to the maintenance cutting

Cllr Brown asked for the Parish Councils permission to have the hedges cut, as they need to be done annually at the beginning of the year. Cllr Brown to obtain estimates and bring to the next meeting.

14. Biodiversity

To receive updates regarding bio-diversity

Cllr V Stubbs stated that the Churchyard Conservation Scheme has been popular this year, and will be marked out again for next Spring. The biodiversity audit is in process, which was carried out on the cemetery, the community field, the playing field, the allotments and the verges. No data as of yet but will be a meeting in October to go over this. Already have the information on the biodiversity audit for the churchyard. Have a list of the bees at the Jubilee Garden. This information will be collated and added to our website as part of our biodiversity policy.

The pond project at the beach will be financed by Sir Michael Savory, so no cost to the Parish Council but we are leading the management with this. The water vole survey has been commissioned for September with Norfolk CC confirming no planning permission is required.

Unfortunately, no uptake on the hedgehog highways, but to be advertised further at local groups etc.

15. Village Hall

To receive the Weybourne Village Hall Management Committee report

No report this month.

16. Weybourne Community Fund

To receive the Weybourne Community Fund report

Cllr Woodhouse stated both car boot sales and both Farmers Markets were successful. There is another Farmers Market in October, which will be the last one until next year.

17. Governance

a) To receive updates on transferring email addresses to gov.uk

The Clerk gave out information and guidance to all councillors. Any issues with set up to contact the Clerk. Will not completely move over to gov.uk until everyone has completed this.

b) To discuss War Memorial Preservation grants

Cllr Taylor stated this was discussed a few years ago but it is worth investigating for the rewording to be completed. Resident to send over information to the Clerk.

c) To discuss having one Facebook page for the Community

The Parish Council asked Cllr Brown for further information regarding this.

d) To discuss adding links on our website to other websites

Same as 17 c).

e) To discuss including a donation to the running costs for the Weybourne Newsletter (in our budget for next year)

To be included in the next budget meeting.

f) To discuss possibility of using the Methodist Chapel for some future meetings

Cllr Taylor confirmed that we would need their risk assessment before using the chapel. It was stated it was an alternative venue to the current one.

18. Correspondence to consider and respond to the following:

Items received since the publication of the agenda

None.

19. To confirm the date of the next Parish Council Meeting being Wednesday 2nd October 2024

Meeting confirmed.

There being no further business, the Chair closed the meeting at 9.25pm