

Weybourne Parish Council

**DRAFT MINUTES of the Monthly Parish Meeting held on
Wednesday 3rd September 2025, 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, Michelle Allard, Nick Stubbs, Neil Buxton and Dan Futter (Clerk & RFO)

Also present: County and District Councillors, two representatives from NNDC Coastwise and nine 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 out statement. No issues.

(b) To receive and consider apologies.

Apologies received and accepted for Cllr Brown.

(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 2nd July 2025.

Draft minutes were approved by all present, and Cllr Taylor signed these off.

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.

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

The County Councillors report was sent prior to the meeting.

Devolution and Local Government Reform is ongoing, with Norfolk County Councils proposed one unitary authority, which will probably be challenged by the District Council. Challenging time with the Government changing the goal posts. The Community Grant is available, which is proving popular, with the minimum being £200 to the maximum being £500 which the County Councillor can approve, with anything more than £500 would need to go to organised crowd funding. Cllr V Stubbs asked if we could apply for funds from this grant for the sensory area, which the County Councillor stated yes to. Cllr N Stubbs stated the issue with the unauthorised encampment which has been reported already has not progressed. The Clerk to pass on the relevant information to the County Councillor who will chase this up.

The District Councillor stated that the District Council are proposing three unitaries. There is some dis-enthusiasm from residents on using the pharmacy box in Blakeney, so any issues regarding the High Kelling one, contact the District Councillor. Spoke to the MP regarding no updates on mobile coverage, with 4G oversubscribed, which will be followed up. NR25's ambulance response times are not good at present, with the numbers to be sent to the District Councillor to look over. GP OOH's at Fakenham is not closed but people seem not to be directed there, but any issues with this contact the District Councillor. The closing date for the Local Plan response is September 17th, so any views etc. do send this onto the District Councillor to respond. The Parish Council asked if the inadequate bus services, amenities and the Methodist Church to be added to the response. The District Councillor to send a letter of support for the Methodist Church to become an Asset of Community Value. Cllr Woodhouse stated that there are graves outside the Methodist Church, which have been used in the last 5/6 years, which will be added to the District Councillors support response.

The County Councillor left the meeting at this point.

(c) To receive a presentation regarding the Community Coastal Transition Planning process

Marnix de Vriend from NNDC Coastwise went over the presentation in the meeting.

(A copy of the presentation will be attached to these minutes).

Both Coastline representatives left the meeting at this point.

4. Planning

(a) To consider the following planning application on –

- i. **PF/25/1445 - 2A Beck Close, Weybourne, Holt, Norfolk**
Erection of single-storey rear extension and replacement of rear elevation at ground and first floor levels.

It was **agreed** that the Council supports the application but to take into account the Dark Skies Agreement, referring to the rooflights and large patio doors.

- ii. **LA/24/2076 - Weybourne Mill, Sheringham Road, Weybourne, Holt, Norfolk**
Raising of proposed door and existing window head lintels by three brick courses on the north elevation at first floor level following LBC under reference number LA/24/2076

It was agreed that the Council supports the application.

- iii. **PF/25/1652 - Maltings Hotel, The Street, Weybourne, Holt, Norfolk**
Change of use from an agricultural use (currently fallow) to overflow car park serving The Maltings Hotel and amenity land to be used by the Parish Council.

Cllr Taylor read out correspondence from the Chestnut Group, which basically states that the Parish Council is not part of this planning application, even though it is stated in the title.

Cllr Taylor also read out a letter from a neighbouring resident of the property, which was asked to be addressed to Council.

It was **agreed** that the Council needs more detail with conditions attached relating to screening, affecting other peoples' amenities and also biodiversity net gain. These include more information and conditions need to be attached regarding biodiversity net gain, should mitigate by placing hedges all the way around and also deal with the light pollution, with as much screening as possible.

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

None.

The District Councillor left the meeting at this point.

5. Neighbourhood Plan

To receive updates regarding the Neighbourhood Plan

Cllr Buxton stated that this has paused because of Government funding issues, and will be removed from future agendas until funding starts again. Some feedback from Coastwise can be added to the plan, but it might be worth looking into alternative funding options. The Clerk to contact Norfolk ALC for any further information.

Cllr Allard stated that there was a recent article in the local press regarding a Parish Council source that was included, which has not taken place. The Clerk to investigate this further.

6. Cemetery & Churchyard matters

(a) To receive updates on trees

Cllr V Stubbs stated a letter has been sent onto the PCC (Parish Church Council) for their approval. Awaiting response.

(b) To receive updates on the current plans

No updates.

It was stated that there is a potential damage issue with a memorial, which was clarified by Cllr Allard as stonemason work. The Clerk to contact the relevant stonemason for confirmation.

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

Cllr Taylor stated that the two benches have been completed by the contractor. Half the hedges have been cut and it has already been agreed for the contractor to remove the hedge clippings at £80 per trailer. Cllr Taylor to speak to the contractor regarding the three-year cycle on hedge cutting. The Clerk to check on the contractors work duties regarding cutting the other sides of the hedges.

7. Windfarm Developments

(a) To receive updates regarding the offshore wind developments

Cllr V Stubbs stated that there is going to be some archeological trialing trenching surveys to be completed in the fields between Weybourne and Weybourne Railway Station from the 3rd September. This is in regards to checking where the windfarm trench can be placed. Launching of the windfarm project website this month.

(b) To receive updates from the open meeting on the 6th August

Cllr V Stubbs stated that a letter to Equinor, off the back of the meeting, has been circulated to all councillors prior to this meeting. It was **agreed** by all to send the letter to Equinor and await their response.

8. Finance

(a) To note the bank reconciliation and the accounts summary to –

- I. 23 June 2025**
- II. 23 July 2025**
- III. 23 August 2025**

June and July's bank reconciliation completed and sent to all councillors prior to this meeting. The statement for August has not been received by the Clerk.

Cllr V Stubbs would like the Clerk to check the HDPF income, as it seems low. The Clerk to complete.

(b) To approve the following invoices for payment:

I.	D Futter	Salary for August (incl. backpay & OT)	£ 719.29
II.	D Futter	Expenses for July & August	£ 105.76
III.	Wave	Allotments water bill (May to Aug)	£ 221.25
IV.	WVHMC	Hall hire - July beach litter pick	£ 30.00
V.	WVHMC	Hall hire – July PC meeting	£ 20.00
VI.	Secret Gardens	Verge cutting/HDPF contract	£ 230.40
VII.	NNDC	Bin emptying 25/26	£ 1,875.12

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

The Clerk to check the budget set for bin emptying for 25/26.

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

I.	WVHMC	Funding meeting – Aug 6 th	£ 20.00
II.	M Allard	Expenses for card payment machine	£ 19.99
III.	Cozens	Street lighting maint – July to Sept	£ 30.00
IV.	Secret Gardens	Verge cutting/HDPF contract	£ 230.40
V.	V Stubbs	Expenses -	£ 301.24

(includes Postcrete for Sensory Garden (B&Q) £81.70, HDPF Noticeboard (Boardsdirect) £75.54, and HDPF signs (Cheverton) £144.00)

VI.	V Stubbs	Expenses -	£ 33.00
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(includes main PC noticeboard spare keys (Blyth & Wright) £12.00 and Temporary Events Notice for the 1960's evening (NNDC) £21.00)

VII.	Cheverton	HDPF Grand Draw expenses	£ 93.60
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The seven invoices/payments were **approved** for payment.

(d) To note payments made prior to this meeting:

I.	SLCC	Clerks membership	£ 58.14
II.	NNCT	Donation	£ 450.00
III.	P Taylor	Exps reg licence application	£ 40.00
IV.	Nathans GS	Cems contract work (June & July) & bench work	£ 1,045.00

The four invoices/payments were noted.

(e) To receive information on other banking options

The Clerk has started to collate this information.

(f) To receive updates on the electricity company change

The Clerk stated that an email from Npower states that the outstanding invoices are ready to print off via our online account. The Clerk has tried this and couldn't download the pdfs, so have asked them to send us copy invoices.

Invoices to be added to next agenda.

9. Reviewed Policies

To adopt the reviewed policies –

These include - Asset Valuation Policy, Code of Conduct, Equalities Policy, Complaints Procedure, Co-option Procedure, Disciplinary and Grievance Policy, NALC Model Financial Regulations and Standing Orders.

The Clerk sent all the updated policies to all councillors prior to the meeting. Cllr V Stubbs has made some changes which the Clerk will review and sent around for the next meeting.

10. Harry Dawson Playing Field

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

Cllr V Stubbs stated that the play tower has been put up and has been really well received. Had a response on the Hornsea 3 grant application with an £8K grant. Now need to raise £2K so we have £10K to spend. Options include a zip wire or to replace the trim trail. The Clerk stated from previous experience there are ongoing maintenance costs with having a zip wire. Fundraising wise we have raised £277.16 from the coffee morning, £196.51 Chrissies garden donations, and £34.36 from The Ship donations. We have been offered a 1K donation that will be chased up. We still have some outstanding spending from grant funds regarding the outside gym equipment repair which will be chased up, with the deadline of spending being the 18th September. Signage and noticeboard have been paid for and waiting for the artwork. Forthcoming fundraising activities include the Grand Draw, and the 1960s evening on the 11th October. Looking for help on that evening plus help with selling the raffle tickets.

The Clerk to chase the District Councillor regarding amending signage for the playing field.

(b) To confirm the councillor below on the weekly inspections per month and to receive the weekly reports for July and August –

- I. Cllr N Stubbs and/or Cllr V Stubbs – September**
- II. Cllr Woodhouse – October**

It was **agreed** that September will be completed by Cllr N Stubbs and Cllr V Stubbs, and October to be completed by Cllr Woodhouse.

Cllr V Stubbs stated that the weeds on the roundabout matting have been sorted with weed killer, there are issues with the tiles lifting on the basketball post so need to speak to the County Councillor on getting some funds for this. Parts of the trim trail are starting to rot. Bin and picnic tables still need securing, with Cllr N Stubbs stating he will complete this.

(c) To discuss way forward on completing jobs from the weekly inspections

It was **agreed** moving forward to action on minor jobs within house, which can be completed, and anything major to be sourced by a contractor.

(d) To discuss any outstanding HDPF issues

An ongoing issue be discussed at the end of the meeting.

11. Highways & Footpath matters

(a) To receive updates on verge cutting

Cllr V Stubbs stated that the verges have been cut, and will need to organise a raking party. Cllr Harrison to confirm with Cllr V Stubbs regarding availability of his trailer. A resident has given the Council some wildflower seeds which will be placed on the All Saints verge.

(b) To receive updates on the VAS reporting

Cllr Harrison has given the Clerk the VAS serial number, so can now respond to Westcotec on way forward.

(c) To receive updates on the Community Speedwatch

Cllr Buxton and the Clerk had a meeting with a Community Speedwatch representative in the village on the 20th August. During this time the six potential sites were accessed with four of the sites being suitable. The next stage will be to set up the training.

(d) To discuss having a speeding survey

No updates.

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

Cllr Buxton stated that the signpost proofs sent via email are all good. The Clerk to reply accordingly and will find out when the signs will be placed. Cllr Buxton to then check over signs.

(f) To receive updates on the village litter picks

Cllr Buxton stated there is a litter pick on Saturday, with positivity from the last litter pick, with new people interested.

(g) To discuss potential bids for the Parish Partnership Scheme 26/27

The Councillors to bring ideas to next meeting, with bids needing to be sent in by early December.

(h) To discuss any outstanding highways issues

The Clerk to report the overgrown pathway and the signs issue on Beach Road. It was stated that there is no funding for the hedge cutter/brushcutter, and this will be added to next year's budget.

12. Allotments

To receive the allotments co-ordinators report

CLlr V Stubbs stated that there is a slight issue from one tenant which will need to be escalated. The invoices for 25/26 to go out in October, and there is the one person on the waiting list. The church has stated that they would like to use the raised beds for flowers/veg; the Clerk to check over the tenancy agreement.

13. Biodiversity

To receive any updates regarding bio-diversity

CLlr V Stubbs stated that a Parish Council bio-diversity event to be organised next year, with some neighbouring Parish Councils showing interest.

14. Beach

To receive updates regarding beach matters

CLlr N Stubbs stated that the toilet is functioning well, with NNDC completing regular maintenance.

15. Village Hall

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

No report in August.

(b) To discuss the next newsletter topic

CLlr V Stubbs and CLlr N Stubbs to complete a piece about the 1960's gig and raffle tickets. CLlr Buxton to complete a piece regarding an update on the methodist church.

16. Weybourne Community Fund

To receive the Weybourne Community Fund report

CLlr Woodhouse stated that the farmers market is still doing well and, on the 25th October, there will be a Quiz and Chips evening.

17. Governance

(a) To discuss establishing a Parish Council logo

The Clerk to complete a piece for the newsletter.

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

Still ongoing. CLlr Harrison to be reminded of his password details.

(c) To receive updates on the Methodist Church becoming an Asset of Community Value

CLlr Buxton stated that the application has been sent with an acknowledgment of receipt. There has been an extension granted so the petition can be counted as part of the application, which is the 12th September. Completed forms are to be taken to the offices next week. The application will be determined by the 2nd October, and if it is agreed then there will be a moratorium on the sale for six months where the Parish Council has to raise a plan to purchase the premises, in association with All Saints Church. There are two bidders, with one of the bidders been accepted by the Methodist Church. Within the application there has been included four pieces from individuals who currently and previously used the church, which EastLaw, who are dealing with the application, has stated has been very useful for the application. There will be a £10K shortfall for the Parish Council to find. The Clerk to gather information regarding a Public Works Loan. A meeting with the church will need to be arranged at some point.

18. Correspondence to consider and respond to the following:

Items received since the publication of the agenda

At this point CLlr Taylor asked the remaining members of the public to leave the meeting, as a confidential discussion went ahead regarding an ongoing private land matter.

19. To confirm the date of the next Parish Council Meeting being Wednesday 1st October 2025.

Meeting confirmed.

There being no further business, the Chair closed the meeting.