

Weybourne Parish Council

DRAFT MINUTES of the Monthly Parish Meeting held on
Wednesday 3rd December 2025, 7pm in the Village Hall.

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

Present: Penny Taylor (Chair), Val Stubbs, Charlie Harrison, Michelle Allard, Nick Stubbs, Neil Buxton and Dan Futter (Clerk & RFO)

Also present: One member 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, Cllr Woodhouse and the County Councillor.

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

Received Declarations of Interest on agenda item 11a from Cllr V Stubbs and Cllr N Stubbs, as Cllr V Stubbs will be giving the presentation on behalf of the Felbeck Trust.

2. Minutes

To approve the draft minutes of the meeting held on 1st October 2025 and 5th November 2025.

October and November's 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 District Councillors November report was sent around to all.

The Local Plan is to be signed off. There is a consultation on the Local Government Reform, if the Parish Council would like to get involved. Asked the Parish Council to comment on The Norfolk Coastal National Landscape Management Plan. This is based on the report of the current state of the Norfolk Coast National Landscape. There is a social worker at the Glaven Centre in Blakeney on the first Friday of every month as a drop in from 9am to 3pm, for locals with any kind of social work type problems etc. Information regarding this will be added to a future newsletter. The Forget-Me-Not grant, which is not means tested, is worth looking into. Cllr N Stubbs had looked over the information on this grant previously and stated it seems very inaccessible, with many hoops to jump through. The District Councillor will investigate this further but did suggest to contact the NNDC financial inclusion team for further guidance. Also, if anyone in your household has memory loss that you should be entitled to a reduction in council tax, at approx. 25%.

The Clerk read out some additional points from the County Councillor in his absence. The County Councillor has approved the funding towards the coastal signposts. The grants for the installation/refurbishment of bus shelters has been extended to the end of December, and there is still 50% off trees, if any groups need them which is on the NNDC website.

It was **agreed** by all to move Section 5, Planning, to this point in the meeting.

5. Planning

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

- i. PF/25/2408 - Forge Cottage, The Street, Weybourne, Holt, Norfolk
Erection of two-storey rear extension and single storey front extension, installation of fence to rear of property, addition of lime mortar re-pointing to gable wall, and replacement of gable window

It was **agreed** by all to object to the planning application on the basis of over development and lack of amenity. Suggested using smart glass at the back of the property as concerned about the amount of glass and suggested adding a hedge instead of a fence for biodiversity reasons.

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

- i. PF/25/2397 - 13 Pine Walk, Weybourne, Holt, Norfolk
Sub-division of plot and erection of storey dwelling

It was **agreed** by all that a site visit is needed to confirm the Parish Council response. The response date is the 22nd December, with responses from councillors via email, which will then be ratified at our next meeting.

The District Councillor stated that the Maltings revised drawing is taking a long time to be sent and will get this chased up.

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

Just before this meeting there was meeting with the Church representatives. Cllr Buxton stated that a number of queries were raised, and in particular the fact that the Church could not be considered as a community group, which they have asked to be challenged, as they are a registered charity with a community interest. There was a query that it's still for sale on 'Right Move' during the moratorium period. Cllr Buxton will contact Eastlaw at NNDC asking for advice regarding these issues. The Church is going to obtain an updated valuation. It was stated to open rep negotiations, not via the agent, but directly with the legal firm representing the Methodist Church or the Methodist authorities themselves. The District Councillor stated they will write a supporting letter for support. As the Parish Council has officially stated that we would like to make a bid, there is a six-month extended period with the cut off date being the 13th May. The Church are very interested and have raised the funds.

The District Councillor to chase Highways regarding the access road being blocked by the Beach Car Park. Cllr Taylor asked the District Councillor if the 'shrine' by the Beach Car Park can be removed, but before this need to make sure whose land its on. Cllr Taylor to look into this further. Cllr N Stubbs asked if there were any drawings regarding the access road being blocked off. The District Councillor to check over the specifications. Cllr Taylor stated that the campervan was reported to the Police, and it was back after a couple of days, but now not seen in a while.

The District Councillor left the meeting at this point.

4. Highways & Footpath matters

(a) To receive updates on verge cutting

No updates. To be removed from the agenda until March 2026.

(b) To receive updates on the VAS

The Clerk stated that the VAS is with Westcotec. Cllr Harrison to change the battery in the other one.

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

The Clerk stated that the signposting has been designed by Norfolk CC Highways, and we were informed by Highways to put the costing through as a Parish Partnership bid for 26/27. The Clerk has completed this in accordance with Highways, and has been sent. 50% of the cost will come from the Parish Partnership and the other 50% will come from the County Councillors budget. No cost to the Parish Council.

(d) To ratify a bid for the Parish Partnership Scheme 26/27

This was ratified in the meeting, as mentioned in section 4 (c).

(e) To receive updates on the play area signs

The Clerk sent around sign designs from Norfolk CC Highways prior to the meeting. It was **agreed** by an overall majority to go with the squarer signs. The Clerk to reply to Highways asking for the costings for just the signage only.

(f) To receive an update on the Community Speedwatch group

Cllr V Stubbs stated that six volunteers have been trained, who can pass training onto other potential volunteers. Cllr V Stubbs went over what needs to be completed at the watch, including signage, coats and the speed gun. The first session went ahead on the 2nd December on the corner of Beck Close, which went well. This is something that the group will try and complete on a weekly basis, and return paperwork to Community Speedwatch HQ is proving straightforward.

Cllr V Stubbs to purchase a more sturdier storage box for equipment and paperwork, and it was stated for storage purposes this will be rotated around volunteers' homes.

Request for further volunteers to be added to the next newsletter. The Clerk to send a blurb in as soon as possible.

(g) To receive a current list of bin locations and collection schedules

The Clerk sent this information to all prior to the meeting. Schedules do not look correct so the Clerk to investigate this further.

(h) To confirm who will attend the PCC meeting on Thursday 8th January 2026

It was **agreed** that both Cllr V Stubbs and Cllr N Stubbs will attend.

(i) To discuss any outstanding highways issues

None.

6. Cemetery & Churchyard matters

(a) To receive updates on trees

Cllr V Stubbs stated that the location suggested for the tree was rejected by the Church, so this is going to be checked with the PCC. An issue regarding the ivy in the churchyard trees was raised. Cllr N Stubbs stated he will cut this to head height.

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

No updates.

7. Windfarm Developments

To receive updates regarding the offshore wind developments

Cllr V Stubbs stated that Hornsea 3 are progressing with their reinstatement. It looks like they are preparing to replant hedges. There is an end of year gathering which we can attend but this is situated in Hethersett which is not a convenient location. Equinor's response regarding funding negotiations with the Government was not a yes or a no, but will probably commence Summer/Autumn of 2026.

8. Finance

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

I. 23 October 2025

II. 23 November 2025

The bank reconciliation and the accounts summary for October were noted. Not received the statement for November.

(b) To approve the following invoices for payment:

I.	D Futter	Salary for November	£ 490.50
II.	D Futter	Salary for December (postdated chq)	£ 490.50
III.	D Futter	Expenses for November	£ 75.41
IV.	NPTS	Clerk Training Course (50% Bodham PC)	£ 21.60
V.	Wave	Allotments water (Aug to Nov)	£ 107.73

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

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

I.	WVHMC	Nov hall hire	£ 20.00
II.	Cozens	Streetlighting Main (Oct-Dec)	£ 30.00
III.	Bodham VH	Hall hire (Comm Speedwatch)	£ 9.00
IV.	D Futter	Salary for November overtime	£ 72.27
(wk beg 24 Nov – 4hrs 25mins overtime)			

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

(d) To receive updates on other banking options

The Clerk stated that after checking into a Co-op account further it was concluded that we cannot apply as we are not registered via Companies House. This seems the same with other bank accounts as well. The Clerk proposed visiting the Holt banking hub on Barclays day which is a Wednesday, with two signatories and also agreed councillors to be added to the mandate. We can then proceed further with using our current bank account online. It was **agreed** by all for the Clerk to arrange a meeting with Barclays for our next meeting day in February.

(e) To authorise the draft budget and proposed precept for 26/27

The budget meeting went ahead on the 24th November, and was attended by Cllr Taylor, Cllr V Stubbs, Cllr N Stubbs, Cllr Brown and the Clerk. The Clerk sent information to all prior to the meeting. The proposed draft and precept amount of £26, 050 was **agreed** by all.

9. Harry Dawson Playing Field

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

No updates.

(b) To confirm who will complete the weekly inspections for 2026

It was agreed for 2026 that we try using a folder, with all the relevant information and report templates inside, which will be passed onto the relevant councillor. Cllr Buxton to set up a folder.

It was **agreed** that January and February will be completed by both Cllr V Stubbs and Cllr N Stubbs.

10. Allotments

To receive the allotments co-ordinators report

Cllr V Stubbs stated currently no issues. The Clerk stated that all invoices have been paid.

11. Biodiversity

(a) Felbeck Trust –

- I. **That Weybourne Parish Council offers its support to this initiative**
- II. **That Weybourne Parish Council gives its approval for the representative to write about the work the Parish Council is doing to protect and enhance biodiversity.**

Cllr V Stubbs (not within her councillor role but as the representative of the Felbeck Trust) went over the background of the Felbeck Trust and what they want to achieve etc. It was **agreed** by all the other councillors that they support the initiative and give their approval for the representative to write about the work the Parish Council is doing to protect and enhance biodiversity. The representative to send around the information to all councillors before submitting this to the Felbeck Trust.

(b) To receive any further updates on bio-diversity

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 discuss the next newsletter topic

Community Speedwatch information and possible Methodist Church update for future newsletter. The Clerk to complete an advert for the Parish Councillor vacancy for the upcoming newsletter.

13. Weybourne Community Fund

(a) To receive the Weybourne Community Fund report

Cllr Allard stated that the Children's Party is not going ahead as we don't have enough participants. So, the Community Fund have agreed to give gifts to those who did respond. The Older Persons party is going ahead in January. The payment for the yearly lease has been paid.

(b) To discuss the new field lease fee which starts from 18 May 2026

It was **agreed** by all for the new lease to be a Peppercorn lease of £1 for each of the five years. This will be reviewed by the Parish Council after year two. The Clerk to send on a new lease to the Weybourne Community Fund.

14. Governance

(a) To discuss responses to the Local Government Reorganisation

After discussion it was **agreed** for the Clerk to respond stating that if and when Parish Councils take on further responsibilities as a result of the reorganisation that fair amounts of funds will be given to us to cover certain services that we have been asked to take the responsibility for.

(b) To receive updates on a Parish Council logo

No responses received from the newsletter article. The Clerk to contact the local Coastal Art Group regarding the possibility of their help.

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

It was **agreed** to leave councillor emails as they are for now. The Clerk to move forward with changing the new email address etc.

(d) To discuss applying for a 'Forget Me Not' grant

As stated previously, the District Councillor will provide us with further information on this grant.

(e) To discuss formally inviting village groups to future PC meetings

It was **agreed** for the Clerk to send out an open letter to relevant local groups requesting invitation to future meetings, where they will have a chance to discuss village issues etc. An appropriate time at the beginning of the meeting will be added to future agendas for this, and will start from February onwards.

16. Correspondence to consider and respond to the following:

Items received since the publication of the agenda

None.

17. To confirm the date of the next Parish Council Meeting being Wednesday 4th February 2026.

Meeting confirmed. There being no further business, the Chair closed the meeting at 8.57pm.