

Weybourne Parish Council

DRAFT MINUTES of the Monthly Parish Meeting held on

Wednesday 4th March 2026, 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, Robin Woodhouse, Charlie Harrison, Michelle Allard, Nick Stubbs, Neil Buxton and Dan Futter (Clerk & RFO)

Also present: Three 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 from Cllr Brown and accepted.

- (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 4th February 2026.

Cllr V Stubbs suggested some minor changes to the draft minutes, which was agreed by all present. It was **agreed** to approve the draft minutes when revised by the Clerk.

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 local groups

The Clerk read out the following report from the Weybourne Village Hall Management Committees (WVHMC) Chairman –

‘At our recent meeting we discussed the financing of this monthly newsletter for 2026/7. While the WVHMC will continue to collate, edit and distribute this without charge we all need to cover the printing costs. We are very appreciative of the financial support from the PC this year with your donation of £500 which with £500 from the PCC, £50 from the CF and £200 from the WVH cleared the £1250 costs. The budget cost for next financial year is £1300 and our committee reckon that the fairest way of covering this cost is to divide this equally between the four parties. This means £325 from each of us. I have so written to the CF and await their response but meanwhile I hope that the PC will agree to make this contribution esp. as it will represent a reduction from this year. I hope also that you agree that this newsletter is a wonderful way of communication to everyone in the village and is an enterprise that all wish to continue. I do hopes we can count on the continued support of the PC.’

It was agreed by all present to keep with our budgeted figure of £500 towards these costs. This will help the raised cost for the Community Fund, and take the pressure off of them. The Clerk to reply to the WVHMC Chairman accordingly.

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

The County Councillors report was circulated prior to the meeting.

The County Councillor stated that this will his last meeting with us, as he will not be standing for Mays Elections.

In April there will be no abilities to make big decisions. The two budgets that the County Councillor has available will carry on, which are the Highways budget which includes some environmental matters as well and also the Community budget. The Community budget is £5K, so anything community based wise do consider this at a future meeting. The County Council have stated that Devolution and LGR are all on hold until the new administration comes into place.

The District Councillor stated that they have a £4K community budget (£500 per village), which starts at the beginning of the financial year, so any ideas do contact the District Councillor. The Government have insisted that the council tax will need to rise. Information already sent regarding free first aid training from the Red Cross.

Vodafone are investing in North Norfolk and are upgrading which will come into effect before June. Any further issues regarding mobile coverage do send them onto the District Councillor. The Beach Road consultation has been really slow with lots of different stages.

Cllr Taylor thanked the County Councillor on behalf of the Parish Council for all his assistance. The County Councillor left the meeting at this point.

4. Planning

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

None.

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

Cllr Buxton met with the Church representative yesterday and the Church are going to make a revised bid, and offer the full asking price. They have asked if the Parish Council will support this with a letter, and Cllr Buxton is happy to draft this. The Church are ready to go and they have had a number of people at the church offer additional funds. All in agreeance for Cllr Buxton to do this. The Church have spoken to East Law, who have advised that they will need to directly negotiate with the Methodist Church authorities and the agent. The District Councillor offered their ongoing support if needed and Cllr Buxton thanked the District Councillor for all their support so far.

The District Councillor left the meeting at this point.

5. Highways & Footpath matters

(a) To receive updates on the Beach Lane Car Park

This was discussed earlier in the meeting.

(b) To discuss adding a slow sign on Beach Lane

It was **agreed** to get two caution toad crossing signs to be placed on Beach Road during the relevant months. Cllr Woodhouse to obtain the signs.

(c) To discuss the Springfield Close street lamp

Cllr Taylor to contact the resident responsible in the first instance.

(d) To receive updates on the VAS

One of the VAS's has been fixed, ready for collection. The Clerk stated to fix the other VAS it would cost £430.50 plus VAT. It was **agreed** by all present to go ahead with this repair.

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

No updates. The Clerk to chase up NNDC.

(f) To receive updates on the play area signs

At the end of January Norfolk CC Highways were still awaiting a response from their contractor. The Clerk to once again chase up Norfolk CC Highways.

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

Cllr V Stubbs stated none recently due to sickness but the next one is scheduled for the 12th March. The Clerk to add information on our Facebook page and councillors aware to talk to individuals further if any verbal interests.

(h) To discuss Summer Litter Picks

Cllr Buxton stated he had drafted in three upcoming litter picks; June, August and October.

Cllr Buxton to contact individuals who helped previously and to find out if the relevant equipment is free during these times. It was **agreed** by all present for Cllr Buxton to book the Village Hall for the end of May (around the Bank Holiday), 22nd August and 17th October for the upcoming litter pick dates.

(i) To discuss any outstanding highways issues

Cllr Buxton raised the ongoing issues on Holt Road regarding the markings on the road which have almost disappeared. The second slow sign on the road by Home Farm is almost completely obliterated. The Clerk to chase this up. The pothole on the Holt Road has been filled again.

6. Cemetery & Churchyard matters

(a) To receive updates on trees

Cllr V Stubbs stated that the Parochial Church Council has stated no to a Beech tree because of the size, but would be happier with a smaller one. It was **agreed** by all present for Cllr V Stubbs suggestion of a Crabapple tree.

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

The Clerk and Cllr Taylor to start re-recording the cemetery plots as we go into Spring. Cllr N Stubbs volunteered to help both with this ongoing work.

7. Windfarm Developments

To receive updates regarding the offshore wind developments

None.

8. Finance

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

I. 23 February 2026

The Clerk couldn't complete the bank reconciliation as the statement hasn't been received.

(b) To approve the following invoices for payment:

I.	D Futter	Salary for February & OT	£ 558.63
II.	D Futter	Expenses for February	£ 35.38
III.	Npower	Streetlight electricity (Jan)	£ 158.35
IV.	WVHMC	Hall hire (Jan)	£ 20.00
V.	Wave	Allotment water fees (Nov-Feb)	£ 226.30
VI.	NPTS	Cemetery training	£ 72.00

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

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

I.	WVHMC	Hall hire (Feb)	£ 20.00
II.	V Stubbs	Photocopying expenses	£ 19.15

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

(d) To note that the ICO data protection fee will be paid by direct debit moving forward

The Clerk stated that prior to the meeting an email was sent around to all councillors stating as the data protection annual fee from the ICO is going up in cost, that if the Parish Council pay this annually by direct debit that the cost will be £5 cheaper. An overall response via email was received from the Clerk stating to move ahead with this. The Clerk to get Cllr Woodhouse and Cllr Harrison to sign off the direct debit mandate.

(e) To receive updates on obtaining banking online services

The Clerk stated that the SLCC had responded stating for the Clerk to have full access to online banking that our financial regulations will need revising to state that the Clerk will only be using online services for adding payments only. The Clerk to get this completed for the next meeting. The Clerk is awaiting a posted mandate form to process further getting further councillors added to the mandate. Cllr Buxton has stated he is happy to be added to the mandate. Cllr Harrison has no access to the bank accounts as stated otherwise by previous Barclays meeting.

(f) To appoint an internal auditor

The Clerk received three quotes. It was **agreed** by all present to appoint David Wright as our internal auditor.

9. Harry Dawson Playing Field

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

Cllr V Stubbs is awaiting equipment quote, which should arrive by the 16th March. Hopefully completed by the Summer.

(b) To receive updates on the weekly inspections

As stated in the last meeting, Cllr Harrison will complete the checks in March. Cllr Buxton volunteered to complete the checks in April. The Clerk to contact two local contractors regarding possibility of handyman work at the playing field.

10. Allotments

To receive the allotments co-ordinators report

Cllr V Stubbs stated that there is a major issue with the raised beds, which are collapsing and not safe. Cllr V Stubbs had a meeting with an allotments representative today who heard the collapse, and their view is that they are safe and that they need to be fenced off, with refunds to be given to the relevant tenants. The Clerk to contact the raised beds tenants with this information. There has been a previous quote for this work, and some information received on support from a grant application. The Clerk to contact Cllr Brown on a status update. Cllr V Stubbs stated that Cllr Brown has asked if he can have part of his allotment as a flower area for personal reasons along with a plaque. The Parish Council **agreed** to this whilst Cllr Brown is the tenant. Cllr N Stubbs to tape around the raised beds for now.

11. Biodiversity

To receive any further updates on bio-diversity

Cllr V Stubbs stated that the Churchyard Conservation Scheme marking out will be completed in March/April. At some point the verges will be mowed and then stopping again in May. The Clerk to contact the contractor to state that the Easter Egg Hunt will be on the 5th April and can they complete their work the week after, and also to add in an April cut on the verges.

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 water butt and drain pipe issue

Cllr Harrison volunteered to complete this work. The Clerk to inform the Village Hall Committee.

(c) To discuss the next newsletter topic

Cllr Buxton to complete a piece on the upcoming litter picks. The Clerk to complete some information regarding obtaining various contacts via the Weybourne PC website, purchasing Exclusive Right of Burials for the cemetery and advertising the upcoming Annual Parish Meeting which is scheduled for the 6th May.

13. Weybourne Community Fund

To receive the Weybourne Community Fund report

Cllr Woodhouse and Cllr Allard stated that a larger Farmers Market is scheduled for the Summer. Quiz, Easter Egg Hunt and Yard Sale are upcoming. Looking for donations for the upcoming raffle/tombola.

14. Governance

(a) To receive updates on a Parish Council logo

The Clerk stated there has been no interest from the local art group as yet. The Clerk to contact Sheringham High School to investigate any interest.

(b) To confirm dates in May for the Annual Parish Meeting and the Annual Council Meeting

It was **agreed** that both will go ahead on the same evening starting with the Annual Parish Meeting scheduled for 6.30pm.

15. Correspondence to consider and respond to the following:

Items received since the publication of the agenda

None.

16. To confirm the date of the next Parish Council Meeting being Wednesday 1st April 2026.

Meeting confirmed. There being no further business, the Chair closed the meeting at 8.52pm.