

# Weybourne Parish Council

DRAFT MINUTES of the Monthly Parish Meeting held on

Wednesday 3<sup>rd</sup> June 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, Charlie Harrison, Robin Woodhouse, Michelle Allard, Martin Brown, Nick Stubbs, Neil Buxton and Dan Futter (Clerk & RFO)

**Also present:** Three 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 regarding the Annual Parish Council.**

None.

## 2. Minutes

**To approve the draft minutes of the meeting held on 13<sup>th</sup> May 2026.**

It was **agreed** by all in attendance to approve the draft minutes for 13<sup>th</sup> May 2026.

## 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 an email from the Bowls Club –

‘The club is now well into the bowls season and members have enjoyed uninterrupted bowls throughout May. The specific points of canvassing for new members and trying to upgrade facilities around the green are being slowly addressed as funds and members' time permits; the front-page mention on the village newsletter sadly, has not borne fruit as yet although I was aware prior to our last meeting of a couple who were planning a move into the village - this has now been completed and I'm very hopeful that we should soon be welcoming them to the club. Plans to make improvements to the patio area are underway and I'm hopeful that we'll be able to have completed this by the end of July.

Our committee are always discussing how members wish to see the club move forward and we're hopeful that our centenary year in 2027 will see us continuing to offer the opportunity for friendly gatherings each week throughout the summer. I intend to approach The Community Fund to see if there's any possibility of combining with them for some kind of special event to mark the occasion.’

The District Councillor entered the meeting at this point.

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

The District Councillor stated that it was suggested that the double yellow lines should be going up to the corner on Beach Road, where cars are parked dangerously. The District Councillor passed around a diagram to all showing the yellow lines on Beach Road up to the Village Hall from the car park, and then the last piece of the road as it goes around the corner, by the cobbles. Also proposing heritage lines as this is a conservation area. This still has to go through consultation. Cllr Allard stated that this should not include the part with the wheelchair/pushchair access, which The District Councillor noted.

The District Councillor stated that Brian Farrow (Coastal Engineer for NNDC) was very complimentary about our efforts in clearing the pond. But there are lots of fine stones in the netting around this, which is going to be sorted. Cllr Taylor stated that the water is a lot cleaner and fish have been seen in the pond. The District Councillor stated

that there is a new fence there, and that Brian Farrow would like to meet with someone to discuss the further work to be completed. The District Councillor to let us know when the meeting will go ahead.

No updates from Council Tax regarding the property on Beck Close.

NNDC has a Call for Sites for green spaces, marking for anything needed, and not just for housing.

Consultation on the scoping of the Local Plan, which includes the vision of the starting point of plan making.

NNDC has been asked to log with the Government to amend the Environmental Protection Act.

Reminder to utilise the social workers at The Glaven, who can help with completion of forms etc. They are present on the 1<sup>st</sup> Friday and the 2<sup>nd</sup> Monday of the month.

If someone has a medical condition where you need to use more water in your household, Anglian Water will cap your bill. Regarding Fuel poverty, half of this cost has been spent, so any need for this then look into this asap.

Potholes, edge deterioration etc, please complete a NCC Highways Report, as there is no Highways Rangers anymore so this needs to be flagged up with Highways. Still some money in the Bus Stop Improvement Programme.

There are 25 new places for children with autism at Alderman Peel High School. Still cannot recycle fridge freezers, but you can recycle washing machines, cookers and tumble driers at recycling centres.

There is a Go Digital fund which is open to Parish Councils with a Community Hub or a Community Spinoff. It is a £500 grant from NCC to get some digital advice for a company, 9 hours of consulting and then the grant money would be to purchase a laptop or similar.

The Clerk to contact a landowner regarding a piece of land for Call for Sites to bring this forward. The Clerk to obtain relevant information from Cllr Brown and Cllr Harrison.

#### **4. Planning**

##### **(a) To consider the following planning applications on –**

- i. PF/26/1013 - 6 Springfield Close, Weybourne, Holt, Norfolk**  
**Erection of single storey rear extension to dwelling and insertion of roof lights in rear roofslope. Demolition of side extension**

It was **agreed** that the councillors will arrange a site visit. The Clerk to obtain an extension on the response date.

- ii. PF/26/0976 - 37 Pine Walk, Weybourne, Holt, Norfolk**  
**Single storey side extension to dwelling to provide garage**

It was **agreed** that the councillors will arrange a site visit. The Clerk to obtain an extension on the response date.

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

None.

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

Cllr Buxton stated that the Church is ongoing with purchasing the Methodist Church, and should be completed by the end of June.

The District Councillor stated the NNDC Community Fund will go live soon, and will let us know when this is available. Cllr Brown asked about the tree situation on the unregistered land. The District Councillor stated that the NNDC Tree person has been out to look at them and will obtain a status update. The Clerk to obtain tree surgeon contact details from Cllr Taylor to get some advice on this issue.

The District Councillor left the meeting at this point.

#### **5. Highways & Footpath matters**

##### **(a) To receive updates on verge cutting**

Cllr N Stubbs stated that the rank and barley grass areas have been cut back. No Mow May continuing.

##### **(b) To receive updates on the Beach Lane Car Park**

This was covered earlier with the District Councillor.

The Clerk to chase up getting the footpath growth cut back on Beach Lane.

##### **(c) To receive updates on the street lamp issues**

The Clerk read out a response from the contractor –

‘If you require all the streetlights to turn off at 11:30pm then Yes you will need New Timers fitted to all streetlights. You cannot fit any film over the led chips as this will cause damage.

We could look into a CMS controlled system to all your lights so we can remotely control them and alter the dimming on each one and alter the switching times to.’

The Clerk to contact the contractor to ask for a technical explanation on why individual timers cannot be amended.

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

The Clerk stated that there has been no response as of yet from the local area team, and will get this chased up.

**(e) To receive updates on the play area signs**

No updates. The Clerk to chase up.

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

Cllr Brown stated there has been two successful evening sessions. The two new volunteers have applied. The top of Beach Lane by the shop has been proposed as a new speedwatch location. Cllr Brown stated that the scheme is definitely working with many drivers slowing down. Cllr Harrison suggested purchasing brackets to place the VAS on a pole.

**(g) To receive updates on the Summer Litter Picks**

Cllr Buxton stated that 21 volunteers attended the last litter pick. The car park, beach and pond were cleared of rubbish with Serco removing the rubbish. Cllr Buxton will write to Serco to thank them. The litter pick went really well, and there were refreshments afterwards in the village hall. Information on upcoming litter picks, which are on the 26 August and 17 October, have been sent to the Village Hall Management Committee and the Holt Chronicle. Posters to be completed to promote.

**(h) To receive updates on the Parish Footpath Audit**

The Clerk read out an email update from Paul Frost, our volunteer – ‘I’ve contacted Norfolk Ramblers and received an email which provides us with a link to all Weybourne Parish footpaths with references. I’ve shared this with Cllr Brown and between us we will check them all out and report any problems hopefully by the July WPC meeting.’

**(i) To discuss any outstanding highways issues**

The Clerk stated that the Holt Road white lines are supposed to be a priority. Cllr Buxton stated at some point will clear back some vegetation so its easier for pedestrians to access the footpath. The Clerk to chase up regarding the slow signs in the Holt Road area and the 20mph signs on the Beach Road area. Cllr N Stubbs to clear the Slow Yer Down sign on the Holt Road. The Clerk to chase up regarding no cycling signs on the Holt Road and Beach Road, and to find out if the Parish Council needs permission to have our own signs in these areas. Cllr Woodhouse to investigate potential signs. The Clerk to chase up the MP about coming over to Weybourne for a meeting.

## **6. Cemetery & Churchyard matters**

**(a) To discuss a burial request from a parishioner**

It was **agreed** that the Clerk can respond stating that one plot can be used, with the cremated remains being interred underneath the memorial stone.

**(b) To receive updates on trees**

Cllr V Stubbs stated that a crab apple tree has been planted in the churchyard.

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

It was discussed that we will need a session at some point to move forward with plotting out etc. in the cemetery. Cllr N Stubbs stated he would help as stated previously and Cllr Allard potentially could help. The Clerk to send over a status update on where the Clerk and Cllr Taylor got to.

Cllr V Stubbs stated that both the cemetery and churchyard have been plotted out regarding conservation areas.

## **7. Windfarm Developments**

**To receive updates regarding the offshore wind developments**

No updates.

## **8. Finance**

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

**I. 23 May 2026**

The Clerk stated that the bank statement has not been received, so could not complete the bank reconciliation.

**(b) To approve the following invoices for payment:**

|      |                |                                  |          |
|------|----------------|----------------------------------|----------|
| I.   | D Futter       | Salary for May & OT              | £ 540.86 |
| II.  | D Futter       | Expenses for May                 | £ 76.00  |
| III. | Wave           | Allotments – water bill          | £ 110.36 |
| IV.  | Clear Councils | Insurance 26/27                  | £ 932.67 |
| V.   | WVHMC          | Donation – VH ground maintenance | £ 100.00 |
| VI.  | Secret Gardens | Verge cutting & HDPF contract    | £ 256.80 |

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 – May                         | £ 20.00 |
| II.  | WVHMC    | Hall hire – litter pick                 | £ 20.00 |
| III. | Cozens   | Streetlighting Maint ((Apr-June)        | £ 30.00 |
| IV.  | N Buxton | Expenses – Refreshments for litter pick | £ 21.25 |

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

**(d) To receive updates on banking issues**

The Clerk stated the mandate form as been received, and will get this completed post meeting to get Cllr Taylor and Cllr V Stubbs both added to the mandate and to take an ex-councillor off the mandate.

**(e) To sign the AGAR 25/26 ready for the internal audit**

Cllr Taylor signed off forms.

## **9. Harry Dawson Playing Field**

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

Cllr V Stubbs stated that the trim trail is scheduled to be replaced on the 29 June.

**(b) To receive updates on the weekly inspections**

Cllr N Stubbs to complete weekly inspections for June. Cllr V Stubbs volunteered to complete in July and Cllr Buxton volunteered to complete in August.

## **10. Allotments**

**To receive the allotments co-ordinators report**

Cllr Brown stated that the mower has a new blade. It would be good to get a quote for a strimmer.

## **11. Biodiversity**

**To receive any further updates on bio-diversity**

Cllr V Stubbs stated that the Community Field are going to do more for wildlife. Spoken with Edie Jolley, Sheringham Town Councillor, regarding either Weybourne be part of their garden award scheme or we can do one of our own. Hopefully this will encourage more people to do more with wildlife. This scheme doesn't get inspections or it is not competitive, and if we completed our own one, then there would be a small cost for the plaques. Cllr V Stubbs to investigate plaque costs and follow up with Edie.

## **12. Village Hall**

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

Report sent around to all prior to the meeting. Hall is closed for maintenance for some of August and hire rates to rise from 1<sup>st</sup> June.

**(b) To discuss the next newsletter topic**

Cllr Buxton has completed an update on the litter pick which includes Saturday's litter pick, and also sent an update on the Methodist Church. The Clerk to send information regarding no meeting in August and that the Parish Council are back in September. Cllr V Stubbs to complete an update on the play area ready for August's newsletter.

## **13. Weybourne Community Fund**

**To receive the Weybourne Community Fund report**

Cllr Woodhouse stated that the yard sale was a success, and in August there will be a craft fair on the field.

## **14. Governance**

**(a) To receive updates on a Parish Council logo**

It was **agreed** that Cllr Brown will go back to the Art Group stating agreed amendments.

**(b) To review the current asset list**

The Clerk sent around prior to the meeting a revised draft list. Amendments suggested with the Clerk to complete and send around to all.

**(c) To review councillor responsibilities**

The Clerk sent around prior to the meeting a revised draft list. Amendments suggested with the Clerk to complete and send around 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**

The applicant introduced themselves to all in council and supported their application.

Both the applicant and the remaining public were instructed to leave the room, whilst the Council made their decision. The Council asked the applicant to re-enter the room to ask them some further questions, and then the applicant was instructed to leave the room again whilst the Council made their decision.

It was **agreed** to not co-opt the applicant for the time being until the point when they would spend more time within the village, and was advised by Council to reapply at that point.

#### 16. Correspondence to consider and respond to the following:

##### **Items received since the publication of the agenda**

CLlr N Stubbs met with Gary Golby regarding ad hoc work on the playing field. The Council **agreed** to move forward with this.

#### 17. To confirm the date of the next Parish Council Meeting being Wednesday 1<sup>st</sup> July 2026; starting from 7pm onwards

Meeting confirmed. There being no further business, the Chair closed the meeting at 9.52pm.