

Minutes of the Cley Parish Council Meeting

Held at 6.30pm on Thursday 14th December 2023 at

Cley Village Hall, the Fairstead

Attending: Cllr Holliday (Chairman and NNDC District Cllr), Cllr Allen (Vice-Chairman), Cllr High, Cllr Williamson, Cllr Holman, Cllr Deane, Cllr Baker and Parish Clerk Gemma Harrison.

17 members of the public present.

1. Welcome and to consider apologies and reasons for absence.

1.1 Cllr Holliday welcomed everyone to the meeting.

2. To receive declarations of Interest and requests for dispensations by councillors in any of the agenda items listed.

2.1 County Cllr Eric Vardy gave his apologies.

2.2 Cllr High and Cllr Deane declared an interest in Newgate Green.

2.3 Cllr Baker and Cllr Deane stated they were members of the Harbour Committee.

3. Minutes of the Parish Council meeting held on 9th November were circulated prior to the meeting.

3.1 The minutes were PROPOSED as accurate and correct by Cllr High and SECONDED by Cllr Williamson and AGREED by all.

4. Matters Arising on the Minutes (for information only and not included on the Agenda).

- Hot Spot Funding Received – Cley Parish Council has received £1500 of Hot Spot Funding which will go towards the running of the Community Café through the winter as the Cley Warm Space.
- Wall on Glandford Road and broken reflector posts – the work to install new reflector posts has been programmed to be fixed by Highways.
- Loke Working Party – Taylors Loke – an effective working party took place; the Chairman extended a huge thank you to all those who participated.

5. Guest Speaker: The Chairman welcomed to the meeting Representatives from Anglian Water

5.1 Grant Tuffs, the Regional Engagement Manager for Anglian Water introduced himself and his colleagues to the council and answered questions on the sewage works in Cley. A brief summary of the points discussed are included below.

- High sewage flow – When the Cley works reach capacity trucks take the overflow to Glandford or Holt sewage treatment works. The capacity has been increased to minimise the amount of truck movement needed.
- It was noted that sludge is treated separately, and our nearest treatment centre is Norwich.
- Residents complained to Anglian Water about the bad odour from the works when there is a south westerly wind. Anglian Water encourages residents to report any odour issues to them and Cllrs also agreed that it would be helpful if people also informed the Parish Council so a log can be made.
- Sewage treatment works accept a continuous flow of sewage and discharge a continuous flow back into the water course. The discharge is not causing a detrimental impact to ecology. A storm overflow discharge is used during heavy rainfall. Anglian Water are governed by strict permits issued and monitored by the Environment Agency. A pollution event has occurred if any of the permits have been breached. Grant to ask how many pollution events have occurred from the Cley Sewage works in the last year.
- Discharge data is published on the Anglian Water website, from early 2024 the data will be live data which will automatically be published within an hour from the discharge from site.
- Separating the sewage and drainage systems is the ideal way to prevent storm overflow, however many of the sewage systems date back to Victorian Times and so it is not an easy task. Anglian Water are building a long-term plan to reduce the number of incidences of storm overflow.
- Chalk stream rivers are precious environmental areas but there are no additional protection measures for Chalk streams given by the EA.
- Plans to deliver a tighter phosphorus limit in Holt were completed in March in 2023.
- Anglian Water has launched an initiative whereby communities are asked to get involved with water testing. Cllr Richard Allen stated he would be interested in monitoring the Lower Glaven.

6. Guest Speaker: Consultant Tim Schofield on the future Arcady proposals.

6.1 Consultant Tim Schofield attended the meeting and gave a presentation on the proposed new Arcady building. Tim shared with everyone some plans for the proposed new building.

7. Reports

7.1 Receive and Discuss Reports.

- Police Report – No report. Cllr Deane shared speeding data on Holt Hill and confirmed that there was up to 2000 cars a day travelling along Holt Hill. Average speed was 29.1 mph with 85% of vehicles within 30 mph. A concern was raised that there was limited local Police cover in the evenings, Clerk to find out the procedure for evening cover and report back to CPC. **GH**
- County Cllr Reports – full report at Appendix A.
- NNDC Report – full report at Appendix B
- Allotments – the hedges have now been cut. The water has been switched off.
- Harbour Report – Simon Read gave his report. Carols on the Quay was a success. The Committee have now been issued a permit and are in the process of sorting out the detail on de-silting works. Simon suggested a meeting between CPC and the Harbour Committee should take place in the New Year. Clerk to liaise with Simon. **GH**
- Village Hall Report – the Christmas Fair was a success. There will be a working party around the flower beds in mid-March.

Public Participation

An opportunity for members of the public to ask questions and request to speak on agenda items

None Received

8. Planning

8.1 The planning report namely application PF/23/2385 and PF/23/2331 was circulated prior to the meeting. Cllrs raised concerns for PF/23/2385 over the construction process and restricted access to the site. A member of the public also spoke to raise their concerns regarding access.

8.2 The planning report which stated no objection to both planning proposals but did highlight concerns regarding the construction of Claia Bourne was PROPOSED by Cllr Holliday and SECONDED by Cllr Deane and AGREED by all. Clerk to submit comments to NNDC.

8.3 Clerk to ask for an extension for PF/23/2616 4 Glandford Road. GH

8.4 The revised Code of Construction Practice was circulated prior to the meeting, additional comments were suggested by Cllr Allen. The revised guidance (including Cllr Allens amendments) was PROPOSED by Cllr Allen and SECONDED by Cllr Holman and AGREED by all. The Code of Construction Practice is included at Appendix C. The Clerk will place an amended copy on the parish website. GH

9. Finance

9.1 The payments, receipts, and bank reconciliation for the month of November was read out by the Clerk. Payments of £3289.16 and receipts of £2276.41 were noted. Payments for authorising were noted as £1049.63. The bank reconciliation can be seen at Appendix D.

9.2 It was AGREED to order a further 4 heated throws as part of the Community Support Fund.

9.3 The above blankets, payments, receipts and payments for authorising were PROPOSED by Cllr Allen and SECONDED by Cllr Deane and AGREED by all. Clerk to make payments. GH

10. Correspondence

10.1 Three Swallows Extractor Fan. – clerk to chase. GH

10.2 Orsted Community Fund launches January 2024- Clerk to circulate information.
GH

10.3 Toad Patrol – Will be starting in February.

10.4 NNDC Planning Roadshow 1st February 2023 - Cllrs encouraged to book on.

10.5 It was noted there were Crow Scarers in the field adjacent to the Coast Road.

10.6 Bins on the Fairstead have been reported as a nuisance. No-one was sure who the bins belonged to. Clerk to speak to NNDC. GH

11. Items to be included on the Next Agenda

11.1 Biodiversity policy, Neighbourhood Plan, door on the Curloo, drains on Church Lane.

12. Time and Date of Next Meeting; 6.30pm Thursday 18th January in Cley Village Hall.

Meeting ended 20.33

Appendix A

Ready to Act – new Public Health plan to improve health and wellbeing in Norfolk

Norfolk's new Public Health Strategic Plan prioritises prevention and identifies where Public Health and partners need to focus to improve health and wellbeing in the county.

The plan, being presented to Norfolk identifies opportunities for organisations and communities across the county to promote good health and support people's wellbeing.

These include promoting stop smoking initiatives and encouraging people to take up their free NHS health checks.

The publication of the plan follows the permanent appointment of Stuart Lines as Director of Public Health. Stuart has a strong background in working with local authorities to take a 'health in all policies' (HiAP) approach.

The strategic plan, called *Ready to Change, Ready to Act* details how the Council will work with key partners to help the people of Norfolk to make positive changes to their physical and mental health. It includes work to address the longer-term impacts of the pandemic, such as mental wellbeing, supporting healthy weight and promoting engagement with public health services.

Public health is all about helping people to live the healthiest lives they can. The County Council spends about £45m per year on public health services for adults and children of all ages, including drug and alcohol services, sexual health, support for

giving up smoking, health visiting and health checks. It also works closely with local health services such as pharmacies and GP surgeries to provide support.

"People looking to improve their own health such as eating healthily, drinking less, quitting smoking or moving more can find advice and make a plan by going to the Ready to Change website www.norfolk.gov.uk/readytochange.

"We want people in Norfolk to start life well, live well and age well and that means promoting good health from pregnancy through to later life.

"Health in Norfolk is generally better than the national average but there are areas where we want to do more to improve people's quality of life, which is why this plan has prevention and partnership at its heart. We've developed the ten requests of those working across public services – because we know that working together and prioritising good health will improve lives and services for the people of Norfolk."

The Council wants its ten asks to be adopted by Health and Social Care partners, District Councils and voluntary sector organisations. In the longer term it plans to work with businesses to encourage them to commit to the same or similar areas.

The ten asks – referred to as Ready to Change – Ready to Collaborate – are:

- **Promote and communicate** the Public Health Strategic Plan within their organisations and consider what resources can be provided to support prevention.

- Promote and work with us on **stop smoking initiatives**.

- Identify staff groups and individuals within your organisation

for **behaviour change training** to support and advise the people they work with to make a change to improve their health. (i.e. Make Every Contact Count).

- Promote and work with us on the **5 ways to wellbeing** (mental health promotion).

- Promote the uptake of **NHS health checks** for staff and service users.

- Work together to develop ways of **promoting best start in life** and healthy behaviours for children and young people.

- Work with us to **identify and engage with individuals, groups and communities** who would most benefit from prevention interventions.

- Actively participate and contribute to **collaborative partnerships**, such as Health & Wellbeing Partnerships, the Health Improvement Transformation Group, the Tobacco Control & Vaping Alliance, the Norfolk Drug and Alcohol Partnership, the Sexual Health Network.

- Promote the **importance of good health** and more people actively engaging in thinking about their own health improvement.

Work with us to embed the use of **data and intelligence** in decision-making.

Plans to support the health and social care sector through the pressures expected this winter are being put in place.

The Integrated Winter Plan, which covers the increased demand on health and social care from seasonal illnesses and cold weather, lays out what pressures can be expected and how the Council will be supporting services through the winter months.

Winter is always a time of increased calls on our health and social care sectors, and everyone who works in these areas knows just how demanding the season can be. By preparing for the winter, and making the proper investments in reablement and support for individuals and providers, we're making sure that Norfolk is well placed to meet those demands and provide the care and support our residents need over the coming months."

The County Council will be prioritising supporting people who have been ill through their recovery, helping them return home from hospital or intermediate care, and supporting people to live independent, healthy lives.

One returning measure that has made a big impact in the past is the County Council and Community Healthcare run Hospital Discharge hubs: dedicated teams identifying the care people need to have in place to safely leave hospital and putting that care in place. Thanks to the work of these hubs, 11,000 people were able to safely leave hospital in winter 2022/23, and the working will continue across winter 2023/24.

The plan is supported by the wide-ranging investment that Norfolk County Council is already making in adult social care, including:

- £1.2m investment in staffing the Hospital Discharge hubs
- £1.14m for additional re-abling capacity
- £800,000 for incentive payments for home care providers to support people out of intermediate care

- Uplifting care provider rates by £30m in 2023/24, which will support sustainability over winter

- Investment of £200,000 in step-down Housing with Care Flats that supported people out of community hospitals last winter

Alongside the successes the council and its partners have had in providing health and social care this year, including reducing the county's social care holding lists – those waiting for full packages of support to be assigned - by circa 1,000 since last winter, these plans will ensure everyone in Norfolk can access the care they need over the coming months.

Winter campaign launches to support residents in Norfolk and Waveney to stay Warm and Well.

Supported by local health and care organisations in Norfolk and Waveney the latest Warm and Well Campaign is being launched to help us all stay as well as possible during the cold months ahead.

The campaign encourages Norfolk and Waveney residents to "winter proof" their health and wellbeing by preparing for winter illnesses and reminding people what to do if they do fall ill.

Additionally, the campaign aims to support people to who may be struggling to pay bills or heat their home this winter by raising awareness of the wide range of winter hardship support that is available locally.

The [Warm and Well](#) campaign promotes some of the essential ways that residents can stay healthy, warm, and well this winter, including:

- Getting their flu and COVID-19 vaccinations as soon as they're offered them
- Keeping themselves well this winter by staying warm, keeping active, and keeping a well-stocked medicine cabinet so they are prepared for common winter illnesses
- Advice for people who look after someone at home and how to set up an emergency carer plan
- Signposting people to the hardship support that is available and providing tips on how to make homes more energy efficient.
- Encouraging use of the NHS 111 service, community pharmacies, Minor Injuries Units, and GP practice services instead of going to A&E
- Supporting people to look after their mental health

People can find all the information they need by visiting the online portal here www.winterwellnorfolkwaveney.co.uk.

Health and care leaders are encouraging all residents to make use of these resources to support their health during the coming months and help reduce pressure on local health services.

Tricia D'Orsi, Executive Director of Nursing at NHS Norfolk and Waveney, is urging people who are eligible for free flu and Covid-19 vaccines to take up the offer. She said: "Vaccination against seasonal illness is a really important way to help keep you and your loved ones safe and healthy this winter. Last year, we saw some people becoming very unwell with flu and Covid-19. Vaccination is a safe and effective way to help protect people who are at risk of getting seriously ill from flu and Covid-19 and to help keep people out of hospital over winter."

Diane Steiner Deputy Director of Public Health at Norfolk County Council, said "Our winter wellness health portal has lots of useful health information to help you prepare for the onset of Winter. You can help reduce your risk of catching and spreading winter bugs such as the common cold or tummy bugs as well as serious illnesses like flu and COVID-19 by adopting simple measures such as washing hands regularly in soapy water for at least 20 seconds, covering your mouth and nose with a tissue when you cough or sneeze and putting the tissues straight in the bin. If you do fall ill and don't feel well enough to do your normal activities staying at home and avoiding contact with other people until you feel better is also a sensible precaution to take."

Bill Borrett, Chair of Norfolk and Waveney Integrated Care Partnership, said "People can feel more isolated during Winter months as they stay indoors and this can impact their mental health. We can all help by checking in regularly on friends, family and neighbours particularly during cold snaps. Connecting with your

local community can make a difference for those living by themselves plus it can help lift your own mood as well”.

“Last year our winter wellness portal received thousands of visitors seeking information like how their local pharmacist can support their health. This year the portal includes even more information to help people get the support they need over the cold Winter months. Visit www.winterwellnorfolkwaveney.co.uk

Appendix B

From NNDC

Planning

The new Local Plan examination hearings start in January. I will be speaking on the effect of visitor pressure on sensitive sites, the suitability of settlements to be small growth villages, and the role of principal residency in this ward.

The requirement for 10% biodiversity net gain will start in January 2024 for major and April 2025 for minor developments.

The permitted development for installation of solar panels has broadened. For example, you do not now need permission to install on flat roofs providing they do not protrude more than .6 m above the highest roofline, and solar panels can be placed in front of a property between the house and the highway in a conservation area.

Don't forget the next Planning Roadshow, a training session for Cllrs, will be on Feb 1st in Holt.

Benefits

NNDC has awarded 74% of its allocation of £103k in discretionary housing payments. This has gone toward rent arrears, rent deposit or ongoing rent shortfall.

The financial Inclusion team is ready to help any parishioners with debt or benefit advice, or food, energy or budgeting support.

There are sadly 2435 households on the housing list. Equally unfortunate is that there are 66 households in temporary accommodation. The most common triggers of homelessness are loss of a private tenancy, no longer being able to stay with family and friends, and domestic abuse. There are c.350 affordable homes in the pipeline although c27 will be delivered this year. Do you know of any empty properties which might be let or anyone who would consider renting their property?

Sustainable growth

NNDC's Economic Strategy will be published early next year.

Environment and Waste

Food waste collections should start April 2024.

A knowledge test for Norfolk taxi drivers should be in place by the end of the year.

Finance

The first draft of the budget for 24/25 forecasts a deficit of £1.8 m rising to £5m in 27/28. This will need to be balanced.

Leisure

NNDC has been awarded almost £10m for a new sports centre and swimming pool in Fakenham.'

Hardship support

The Financial inclusion team at NNDC are great at finding out if someone is missing payments they are entitled to and may have another suggestions for fuel poverty grants: their number is 01263 516221. They may be able to also provide emergency food support with Eden Red food vouchers within 48 hrs.

There is the Client hardship fund at Norfolk County Council [Client Hardship Service \(CHS\) - Norfolk County Council](#)

Client Hardship Service (CHS) - Norfolk County Council

The Client Hardship Service (CHS) provides support if you are in financial hardship and cannot pay your living costs. If you are eligible we can provide emergency financial help, supply essential household goods and furniture, and put you in touch with organisations who can give advice and guidance.
www.norfolk.gov.uk

NNDC has this list of help with cost of living online :<https://www.norfolk.gov.uk/tasks/projects/cost-of-living/help-and-support-with-energy-bills/>

Speeding

The Chief Constable says the Smart Speed Cameras, which we hoped could be installed and linked to the police, are not cost effective and so he doesn't propose to install in Norfolk.

I have chased for details of the smaller speed detector vans we are hoping would be effective in our rural area.

Blakeney Surgery closure

The practice is planning to submit its final response to the Integrated Care Board by Jan 9th. We have asked for sight of this.

Appendix C



CLEY PARISH COUNCIL CODE OF CONSTRUCTION PRACTICE

Minimising the impact of construction traffic and parking in Cley next the Sea

- The code of construction practice is designed to minimise disruption to Cley residents during new build and renovation projects in the village.
- As of May 1st, 2018, it is recommended that all new developments and existing sites follow the provisions of the code.
- It is important that contractors read the code prior to development, and preferably at the planning stage, to allow time to plan resources and construction methodology.

Communication

- Contractors must communicate with neighbours and residents before and during works to explain the timescale and impact of the development, and to come up with strategies to minimise disruption.
- Contractors should leave phone numbers with near neighbours in the event of problems on site or even theft.

Site Access

- Access to site needs to be agreed in advance with the Parish Council. This is so The Parish Council can advise on any forthcoming road closures, best possible routes to site etc.

Site management

- Contractors need to make sure they keep sites clean and secure and that all ladders are removed or made inaccessible when unattended.
- Contractors must not leave hazardous materials or substances which could be accessible to wildlife.
- Noise should be kept to a minimum when demolishing or cutting materials on site.
- No weekend or after hours working without prior notification.

Traffic

- Delivery of building materials should be before 9am wherever possible, in order to minimise impact on local traffic.
- Materials should be deposited directly onto the site where possible, not into the roadway.
- Use of traffic cones, barriers etc to redirect or control traffic is not allowed.
- Use of mechanical plant to remove spoil etc which necessitates large delivery vehicles should be minimized, or deliveries arranged before 9am.
- Large vehicle deliveries should have a banksman in attendance.

Parking

- The Parish Council asks parking for any construction workers is agreed in advance to any works taking place. Parking should be made available, wherever possible on site.
- If onsite parking is not available or at full capacity, then contractors and sub-contractors must park in the Village Hall car park.

- Parking is strictly prohibited on pavements, verges, or green spaces. Tools can be stored in porta kabins on site, or if no storage dropped off en route. Contractors should provide transport to the site if necessary.

Skips

- Skips must be parked on a hard surface if not on site and removed as soon as possible.

Reinstating nearby verges, green spaces, access roads and planting

- Contractors must work with Highways to reinstate nearby verges or green spaces and any plantings disturbed by the building project.
- Any roads and footpaths which have become covered in mud or suffered as a consequence of the development, should be cleaned/cleared where possible.

Date Approved by Cley Parish Council

14th December 2023

To be reviewed December 2026.

Appendix D

Cley Parish Council

13 December 2023 (2023-2024)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 13/12/2023

Cash in Hand 01/04/2023 12,959.34

ADD

Receipts 01/04/2023 - 13/12/2023 28,642.07

41,601.41

SUBTRACT

Payments 01/04/2023 - 13/12/2023 21,380.29

A Cash in Hand 13/12/2023 20,221.12

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 13/12/2023 0.00

Community Account 2 13/12/2023 7,415.50

Business Premium Account 13/12/2023 5,175.79

Community Account 1 13/12/2023 7,721.33

20,312.62

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 20,221.12

58.50

20,162.62

150.00

A = B Checks out OK