

## **Minutes of the Annual Cley Parish Council Meeting**

**Held on Thursday 11<sup>th</sup> May 2023 following the Annual Parish Meeting at Cley Village Hall**

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

8 members of the public were present.

### **1. Election of Chairman for the following year. Chairman to sign declaration of acceptance of office.**

1.1 Cllr Allen PROPOSED Cllr Holliday as the Chairman, this was SECONDED by Cllr High and AGREED by all. The declaration of office was signed.

### **2. Election of Vice-Chairman for the following year**

2.1 Cllr Holman PROPOSED Cllr Allen as Vice-Chairman, this was SECONDED by Cllr Williamson and AGREED by all. The declaration of office was signed.

### **3. Welcome and to consider apologies and reasons for absence.**

3.1 Cllr Holliday welcomed everyone to the meeting.

3.2 The apologies from County Cllr Eric Vardy were noted.

### **4. To receive declarations of Interest and requests for dispensation by Councillors in any of the agenda items listed.**

4.1 Cllr Baker stated he is a member of the Harbour Committee and Cllr High stated he lives adjacent to Newgate Green.

### **5. Minutes of the Parish Council meeting held on 13<sup>th</sup> April to be approved and signed.**

5.1 The minutes were circulated prior to the meeting, they were PROPOSED by Cllr Holman and SECONDED by Cllr Williamson and AGREED by all.

### **6. Matters Arising on the Minutes (for information only and not included on the Agenda)**

- Coronation Celebrations - Cllr Holliday extended a Thank You to everyone who helped out with the Coronation Celebrations. It was

suggested to have a volunteer day to paint the phone box. Cllr Allen and a local resident AGREED to paint the phone box. Clerk to add defib for Phone box onto next month's agenda. RA/GH

- Heritage Walk – A second print run of the leaflets has taken place. The content of two interpretation boards is currently being drafted. Cllr Allen and Clerk to agree a date to walk the village to put up the waymark discs. GH/RA
- Road Closures – It has been agreed with Highways that additional signage (businesses open as usual and no HGV access along Old Woman's Lane) can be erected for road closures. Unfortunately, due to the short notice of an emergency road closure this additional signage is not guaranteed. Clerk to ask Sanders for advice on where to catch the bus during a road closure and clarify who is responsible for this signage. GH
- Community Café – Every Wednesday. The café for the month of April was funded by the Warm Spaces Grant, there are 8 regulars attending the Café.
- Neighbourhood Plan – A report has been written by the CPC Consultant Purcell, the report will be shared with members of the public and another consultation event will be held in due course. GH

## 7. Receive Reports

7.1 Police - None

7.2 County Cllr Reports – The report was circulated prior to the meeting. It was noted that there is an enhanced bus service to Norwich. Clerk to put more information about the enhanced bus service on the Parish Council website. GH.

7.3 District Council – Not much to report as there have been the Elections. Cllr Holliday encourages anyone still suffering problems with their bins being emptied to get in touch with her direct. Cllr Holliday stated that MP Duncan Baker and herself were fighting the possible closure of Blakeney Surgery. There is an online survey which MP Duncan Baker has produced, and everyone was encouraged to fill it in.

ALL

7.4 Allotments – Clerk read the report which stated that allotment numbers have started to be distributed. Most tenants have made a good start on their plots. CPC have collected £8.50 in donations from the stall. There are 2 straw bales left over from the Coronation picnic, please help yourself if you would like one.

7.5 Harbour Committee Report - none received.

7.6 Village Hall – The window refurbishment is due shortly. The Committee are encouraging the pop-up cinema to return after the success of last month's showing.

### ***Public Participation***

#### **An opportunity for members of the public to ask questions (3 mins per person)**

- A member of the public raised a procedural matter, asking for permission to speak about an item tabled for discussion later in the agenda.
- A member of the public suggested that a French drain could be the answer to tackle the runoff from the footpaths on Hilltop. Clerk to arrange a meeting with NCC to discuss the surface of both footpaths and report back to Cllrs. **GH**

### **8. General Power of Competence (GPC)**

8.1 Adopting the GPC for the financial year 23/24 was PROPOSED by Cllr Allen and SECONDED by Cllr Holliday and AGREED by all.

### **9. Planning**

9.1 To discuss the Planning Report for April, namely;

- PF/23/0853 – Woodcock Yard, Holt Road

Concerns were raised about the increase in vehicle movements through the village. On a majority vote it was AGREED to support the planning application and reject the drafted planning response contained in the planning report. Clerk to respond supporting the application whilst noting the concerns regarding vehicle movements.

**GH**

### **10. Finance**

10.1 The finance for April to current date was circulated prior to the meeting. The payments of £5346 and receipts of £7461 were PROPOSED by Cllr Holliday and SECONDED by Cllr Williamson and AGREED by all.

- 10.2 The Clerk confirmed that the 22/23 accounts had successfully passed the Internal Audit. The Internal Audit sign off sheet was shared with Cllrs and AGREED by all.
- 10.3 Section 1 of the AGAR was read aloud by the Clerk and PROPOSED by Cllr Williamson and SECONDED by Cllr High and AGREED by all.
- 10.4 Section 2 of the AGAR (Accounting statement) was read aloud by the Clerk and PROPOSED by Cllr Baker and SECONDED by Cllr Holliday and AGREED by all. Clerk to submit AGAR to external auditor. GH
- 10.5 The Notice of Public Rights was noted by all, the notice period will run from Monday 5<sup>th</sup> June to Friday 14<sup>th</sup> July. The Notice of Public Rights was AGREED by all. Clerk to advertise on social media and on the Parish Website. GH
- 10.6 A review of the Asset Register was AGREED. The bench Cllr High installed at the bottom of Old Womans Lane needs to be added. Cllrs to undertake surveys of their areas of the village and report back to the Clerk at the next meeting. ALL
- 11. Correspondence - to discuss correspondence received, anything received after the agenda has been published will be reported direct to the meeting.**
- 11.1 Cleanliness in the Village – email received from local resident regarding dog fouling on the new boardwalk and along west bank. Clerk to provide signage. Clerk to also look at ordering NFU signage for cattle along marsh path. GH
- 11.2 Hedge along Glandford Road – Flagship will cut this hedge back in the Autumn. The visibility on the triangle intersection at Glandford Road and Bridgefoot Lane is poor, Clerk to contact Steve White to see what can be done. GH
- 11.3 Overgrown Bench near Saltpan – this has now been cleared, a huge thank you to Cllr Williamson.
- 11.4 Footpath from George to the Quay has a fallen fence panel, it has been reported to the Trails Team, Clerk to chase. GH
- 11.5 The condition of the footpaths to Hilltop – Clerk to arrange a meeting with NCC and Cllr Allen. RA/GH
- 11.6 Damaged wall on the corner of Bridgefoot Lane and Glandford Road. Clerk to investigate who owns the wall and approach the landowner. GH

11.7 Roadside nature reserve, new sign needed. Clerk has reported and this is being looked at by the NCC Environmental Team.

11.8 It has been suggested that CPC should have an Alexander control policy. It was AGREED to feed this into the Footpaths and Loke Management Policy. Specific information on timing of cuts and what areas to cut will be included. GH

## **12. To agree the Co-option Policy (circulated prior to the meeting).**

12.1 The CPC Co-option Policy was circulated prior to the meeting as a refresh for Cllrs. No changes were proposed, Cllr Holliday PROPOSED that the policy is adopted again for the next 3 years, this was SECONDED by Cllr High and AGREED by all. Clerk to advertise current vacancy on the Parish Council Website. GH.

## **13. The Norfolk Community Biodiversity Awards 2023- Toad Watch**

13.1 It was AGREED for the Clerk to nominate the Toad Watch Group for an award for conserving species. GH

13.2 Clerk to organise a wrap up session for all the volunteers. GH

13.3 It was AGREED to decline the kind offer of permanent toad signage in the village. Clerk to inform NCC Highways. GH

13.4 Clerk to look into getting small temporary signs ahead of the toad migration season next year. GH

## **14. To discuss recent noise disturbances in the Village**

14.1 It was AGREED that the Clerk will request dates of events held this year at Wiveton Hall, Knotting Hill Farmhouse, the windmill and Barn Drift. GH

## **15. Newgate Green**

15.1 It was AGREED to request the design from NCC on the Newgate Green restoration. GH

## **16. Community Toilet Maintenance**

16.1 Clerk to put together a maintenance list for the toilet. The Perspex under the hand drier needs removing and painting and the door needs touching up. It was

AGREED that a kickboard should be attached to the bottom of the door. The clerk also needs to arrange for the roof to be inspected. GH

17. **Items for inclusion on the next agenda** – Neighbourhood Plan, Newgate Green, National Trust ask for speaker, EA cutting of the banks, Residents permits NWT, Footpath and Loke Management Policy, Standing Orders, defib for Phone box.
18. **To note the date of the Next Parish Council meeting Thursday 8<sup>th</sup> June 2023 at Cley Village Hall.**

**Meeting ended at 8pm**