

**Minutes of the Cley Parish Council Meeting  
held on Thursday 9<sup>th</sup> June 2022  
at 6.30 p.m. at Cley Village Hall**

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

There were 3 members of the public present.

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

1.1 Cllr Holliday welcomed everyone to the meeting. Cllr Holman gave her apologies (due to illness). Apologies were accepted by all.

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

2.1 Cllr High declared an interest in Newgate Green and Cllr Baker stated he was a member of the Harbour Committee.

**3. Minutes of the Annual Parish Council meeting held on Thursday 12<sup>th</sup> May 2022 to be approved.**

3.1 The minutes were circulated prior to the meeting; they were PROPOSED as accurate and correct by Cllr High and SECONDED by Cllr Williamson and AGREED by all. The minutes were signed by Cllr Holliday.

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

- Church Green Refurbishment – Meeting to be arranged ASAP. It was noted that the Clerk should invite a representative from the church. GH

**5. Receive and Discuss Reports**

- Police Report – no report received, there have been no further burglaries in the parish since last month. Clerk to ask for either the Local Beat Officer or someone else, if not available, to attend the next CPC meeting.
- County Cllr Report – the report was circulated prior to the meeting and can be seen at Appendix A. The NCC transport consultation was discussed and Clerk

to respond with previous comments regarding better connectivity for residents in land. **GH**

- District Report – Cllr Holliday stated that six NNDC beaches have blue flag status again and Ukrainian refugees are entitled to a free Covid jab. Cllr Holliday also reported on the total number of second and holiday homes in Cley. There are 377 properties altogether, 119 second homes, 47 holiday homes.
- Allotments – Clerk read the report from Cllr Williamson. Clerk to get costs on installing a new tap on the allotments. Clerk to arrange for an allotment meeting in the Village in the next couple of weeks. Clerk to share quotes for removing the asbestos on the allotments. **GH**
- Harbour Report – Not received.
- Village Hall Report – Not received.
- Jubilee Report – A huge success, everyone enjoyed the event. Thanks were given to Cllrs for putting on such a successful event. Many letters of thanks have been received from residents.

### ***Public Participation***

*An opportunity for members of the public to ask questions.*

*A resident asked about moving soil dumped on their allotment, it was AGREED the soil could be removed by the tenant.*

*There was a report of Concrete being used on the allotment, it was noted that any concrete should be removed by the tenant when they leave site.*

## **6. Planning**

6.1 To discuss any planning applications received.

PF/22/1332 The Watch House – Cllrs considered the planning application and voted with no objections.

PF/22/1227 Swan Lodge – Subject to satisfactory bat survey, bat mitigation and an arboricultural impact assessment, Cllrs SUPPORTED the application.

PF/22/1174 Curlew Cottage – Replacement of an extension with a flat roof which abuts a heritage flint wall. Cllrs raised concern for the heritage wall and were keen for it to be retained. Cllrs also stated they would prefer to see a pantile roof with a sloping roof preferred to a flat roof. Cllrs voted to OBJECT to the application on the above conservation and heritage grounds. GH

PF/22/1152 Woodland View – Air source heat pump. Cllrs are concerned about the potential noise. Cllrs stated they were unable to decide until they have seen the Environmental Health Report. GH

6.2 To receive any applications or planning updates since the agenda was published.

- Post House Lane planning application has been approved.

## **7. Finance**

7.1 To receive payments, receipts and bank reconciliation for the month of May. The financial statement was circulated prior to the meeting, the bank reconciliation can be seen at Appendix B. The payments of £3110.53 (ex VAT) were PROPOSED by Cllr Allen and SECONDED by Cllr Williamson and AGREED by all.

7.2 The results from the recent Internal Audit was circulated prior to the meeting and read aloud by the Clerk, the audit stated that everything was being processed correctly. Cllrs AGREED the audit.

7.3 AGAR Section 1, Annual Governance Statement, was circulated prior to the meeting and read aloud by the Clerk, the statement was PROPOSED by Cllr Holliday and SECONDED by Cllr Meadows and AGREED by all.

7.4 AGAR Section 2, the Accounting Statement, was circulated prior to the meeting and read aloud by the Clerk, it was PROPOSED by Cllr Holliday and SECONDED by Cllr High and AGREED by all.

7.5 The clerk shared the Public Rights Notice with everyone, the Notice was AGREED by all.

7.6 Ukraine Raffle money. It was AGREED to donate the money raised from the Jubilee event to the Community Foundation Ukraine Fund. This was PROPOSED by Cllr Baker and SECONDED by Cllr Holliday and AGREED by all. GH

## **8. Toilet on the Beach**

8.1 The toilet on the beach is in the hands of NNDC, NWT are putting in a pre-application planning request. As soon as we know the outcome of the pre-app it will be shared with Cllrs.

## **9. Neighbourhood Plan**

9.1 Item deferred to the next meeting.

## **10. Correspondence**

10.1 Sex licensing Policy was circulated to Cllrs for their information.

10.2 National Grid's East Anglia Green Consultation was shared with Cllrs. CPC strongly supports the letter and objects to the pylons being run overground. **GH**

10.3 Anglian Water closure. It was noted that OWL is not a suitable diversion route. Better signage was requested by Cllrs, the closure of 19<sup>th</sup> September 2022 was APPROVED. **GH**

10.4 It was noted that NCC are looking to fund EV charging points, however the parish council would need to manage them after installation.

## **11. Asset Register**

11.1 The asset register was circulated prior to the meeting and Cllrs have been inspecting different areas of the parish.

11.2 It was noted that a big black bin next to dog bin in the Village Hall car park has been added, however the bin from the playing field is missing. The flagpole and bus shelter are both in good condition. The flagpole needs adding to the register.

11.3 Clerk to chase what is happening with the BT Telephone kiosk as this is meant to being signed over to the Parish Council. **GH**

11.4 Bench on the Fairstead needs painting with either a teak oil or varnish. Cllr Allen to approach the person who donated the bench to see if they were able to restore it. **RA**.

11.4 Cllr Holliday to report her items of the asset register directly to the Clerk. **AV**

## **12. Loke Cutting and Maintenance**

12.1 The Loke Maintenance programme for 22/23 was discussed. Long Stone Lane will be cut by Cllr Baker. Cllr Williamson will cut Church Loke, Post Office Loke and sea wall. Cllr Allen will cut Taylors Lokes and bits in between. It was AGREED sympathetic cuts should take place twice a year.

12.2 Clerk to contact resident regarding the flint wall which is still partially obstructing the Public Footpath. **GH**

12.3 Hilltop House Loke has recently been cut; it is unknown who carried out the work. Clerk to go back to resident stating that CPC will look to keep Loke tidy in consultation with the resident, we will not cut any wildflowers.

## **13. Display Stand for the Plaque**

13.1 Cllr Allen to organise the stand for the plaque, to enable it to be installed in the Garden of Rest. **RA**

## **14. Transport Consultation**

14.1 To discuss the NCC Transport Consultation. Discussed earlier in the meeting under Reports.

**15. Items to be included on the Next Agenda.** Neighbourhood plan, Allotments, Signage (to Blakeney, Cley and shops), Church (Newgate) Green.

**16. Time and Date of Next Meeting; 6.30pm Thursday 14<sup>th</sup> July 2022 in Cley Village Hall.**

**Meeting ended 19.47**

## Get urgent help at home (Norfolk Swift Response Team)

Norfolk Swift Response is a free 24-hour service you can call if you have an urgent, unplanned need at home but don't need the emergency services. If, for example, your partner or carer is suddenly admitted to hospital, the Swift Response team can assist you with getting up, washing and dressing. They can also help if you have a fall but are not seriously injured and can bring special lifting equipment to help make moving as safe as possible for you.

### Who can get assistance from Norfolk Swift Response?

Norfolk County Council operates a 24-hour countywide Norfolk Swift Response Service. This service is for people who are over 18, living at home and require physical or practical support with daily living tasks.

This includes:

- People with physical illness or disabilities
- People with learning disabilities
- People with mental health problems
- Carers

### How much does it cost?

Norfolk Swift Response is a free service for people living in Norfolk.

### Contact

Call Norfolk Swift Response on 0344 800 8020 and select option 1.

### Community alarms

Some people are referred to Swifts using community alarms. These are usually pendants that you wear, so that you can reach help at the touch of a button.

### What will happen when Swifts arrive?

The Norfolk Swift Response team will always:

- Show their identity cards when they visit you for the first time
- Be dressed in the team uniform
- Behave professionally and politely and respect your privacy and dignity

- Ensure you receive prompt, appropriate support and let you know if there is a delay
- With your agreement, and if appropriate, make ongoing referrals to other services and support

**Update: 1 Million Trees for Norfolk**

The 1 Million Trees for Norfolk project is an ambitious initiative to work in partnership with communities, landowners, other agencies, businesses and individuals across the county to enable one million trees to be planted over five years.

In the 2021/22 planting season, the 1 Million Trees team enabled nearly 45,000 trees to be planted through a range of innovative projects. Now the team is launching new initiatives to get even more trees planted in the 2022/23 planting season.

**New tree planting scheme for Norfolk**

On 30 May 2022, we launch Jubilee Trees for Norfolk, supporting the Queen's Green Canopy – a scheme to coincide with the celebrations to mark the Queen's Platinum Jubilee. This will enable up to 40,000 more trees to be planted.

Norfolk County Council are offering tree packs at 50% cost, (subsidised by DEFRA and NCC) the scheme is open to everyone.

There is an application process for the scheme and tree packs will be ready for collection in the planting season between November 2022 and February 2023. Please contact: [tree.planting@norfolk.gov.uk](mailto:tree.planting@norfolk.gov.uk)

## Appendix B – Bank Reconciliation

**Cley Parish Council**

8 June 2022 (2022-2023)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

<b>Bank Reconciliation at 08/06/2022</b>		
Cash in Hand 01/04/2022		
<b>ADD</b>		
Receipts 01/04/2022 - 08/06/2022	13,496.78	<b>A</b>
<b>SUBTRACT</b>	10,410.35	
Payments 01/04/2022 - 08/06/2022		
<b>Cash in Hand 08/06/2022</b> (per Cash Book)		
23,907.13		
5,636.05		
<b>18,271.08</b>		
Cash in hand per Bank Statements	0.00	<b>B</b>
Less unrepresented payments	5,697.54	
Plus unrepresented receipts	5,122.55	
<b>Adjusted Bank Balance</b>	7,450.99	
<b>18,271.08</b>		
<b>18,271.08</b>		
18,271.08		
<b>A = B Checks out OK</b>		

Petty Cash 08/06/2022 Community Account 2 08/06/2022 Business Premium Account 08/06/2022 Community Account 1 08/06/2022