

Minutes of the Cley Parish Council Meeting

Held at 6.30pm on Thursday 11th December 2025 in

Cley Village Hall, the Fairstead

Attending: Cllr Holliday (Chair), Cllr Allen (Vice Chair), Cllr Deane, Cllr Holman, Cllr Williamson and Parish Clerk Gemma Harrison.

4 members of the public were present.

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

1.1 Cllr Holliday welcomed everyone to the meeting.

1.2 Apologies have been received from Cllr High and Cllr Baker.

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

2.1 None.

3. The minutes of the Parish Council Meeting dated 13th November 2025 to be approved.

The minutes were circulated prior to the meeting and were PROPOSED by Cllr Holliday and SECONDED by Cllr Deane and AGREED by all.

3.1 Cllr Deane will be contacted for the next round of water testing on the River Glaven.

3.2 Clerk to put on WhatsApp a Group Poll to seek opinions on planting at the allotments.

GH

3.3 Cllr Deane to Chase NCC on the electric vehicle charging proposal. RD

3.4 Clerk to contact Community Pay back about future work/projects and add to the action list. GH

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

- Newgate Green Works – contractors are now on site to complete the agreed works on the triangle adjacent to the Church.

- Litter Pick – a successful litter pick was held with several bags of rubbish collected.

5. Receive and Discuss Reports.

- County Cllr Reports – Cllr Eric Vardy gave his report which can be seen at Appendix A. Cllr Vardy discussed community grant funds and encouraged applications. County elections will be confirmed before Christmas by NCC. Clerk to write to NCC requesting bus stop lines on the road are re-painted outside Picnic Fayre. GH
- North Norfolk District Council – See Report at Appendix B. Clerk to request Holt response times for local Fire and Rescue. GH
- Allotments – Another plot has been let.
- Harbour Report –Cley Advent windows is up and running this year with 38 opening. Carols on the Quay was a success and was 20% up on the previous year, 64 presents were given away to children by Santa.
- Village Hall Report – Will Gee gave his report. There are 3 projects ongoing, the basketball court, the planned upgrade to the play equipment and disabled access through the club room.

Public Participation

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

None.

6. Planning

6.1 The planning report (circulated prior to the meeting) was amended for Westering to add netting/road protection to the access road with reinstatement required if damage occurs. The report was PROPOSED by Cllr Williamson and SECONDED by Cllr Allen and AGREED by all.

7. Local Government Review

7.1 Cllrs would prefer 3 authorities, providing there is a local hub, Great Yarmouth as a hub is not acceptable. Cllrs were keen to state that they did not want to see Council tax increase. Clerk to respond on behalf of CPC. **GH**

8. Action Plan

8.1 Clerk to progress installing a second defib on the Quay.

8.2 The Cley Neighbourhood Plan was discussed, and it was AGREED to arrange for the additional planning applications to be sent to Purcell. **GH**

8.3 Clerk to purchase Hi-Viz toad patrol jackets and toad signage for those using cars. **GH**

8.4 Cllr Deane has drafted a letter to the landowner about the collapsed wall on the corner of Bridgefoot Lane. Cllr Deane to send. **RD**

8.5 Clerk to add River Testing to the action plan. **GH**

8.6 Clerk to add EV charging to action plan. **GH**

8.7 Cllr Deane will update the CPC Dark Skies Policy, Clerk to add to the action plan. **RD**

8.8 Clerk to add additional poles for SAM2 to the action plan. **GH**

8.9 It was noted we need to record surface water run off and develop a surface water management plan. Wet pots should be noted. Highways need to rod the creak out. The runoff on Holt Road needs capturing further up the road. Reports should include photos and what3words. Clerk to add to the action plan. **GH**

8.10 It was AGREED by all that a digger needs to clear the blocked ditch at Newgate Green.

8.11 Gabions on The Quay – Cllr Allen to carry out the work after Christmas. Clerk to go back to the Committee to discuss the gabion works in January. **GH/RA**

8.12 It was noted the new Craft Group would be up and running from the 9th January. Clerk to update the booking with the Village Hall.

8.13 Clerk encouraged Cllrs to email any outstanding actions to the Clerk by the end of the year for inclusion in the action plan. The Clerk will then fulfill the actions by the end of March 2026.

8. Finance

8.1 To receive payments (£831.15), receipts (£531.84), and bank reconciliation (Appendix C) for November. The finance was PROPOSED by Cllr Holman and SECONDED by Cllr Deane and AGREED BY ALL.

8.2 The Budget for 26/27 was discussed. The precept was PROPOSED as £22,870 which is £49.66 per Band D property by Cllr Allen and SECONDED BY Cllr Deane and AGREED by ALL by a show of hands. Clerk to submit the request to NNDC. GH

9. Correspondence

9.1 Toad Patrol – More volunteers are now registered. Clerk to arrange a date for training in the New Year.

10. Review Signage in the Parish

10.1 To agree the following signage;

- Signage to the Boardwalk - Waymark signs to the Windmill with an arrow. Then to Shops on the quay by the hump, an arrow to Blakeney with an arrow to the boardwalk.
- Newgate Green Interpretation Board location – It was AGREED to locate the board on the corner of the Green.
- Church Parking – smaller A4 landscape sign to be installed on a tree stake. Green background with white lettering. X2
- Bus turning sign - *No parking Bus Turning* – A4 landscape X4 signs
- Allotment signs – please keep to public footpath to be added to the draft circulated.
- No swimming A4 portrait - x3

- Miscellaneous – Loo sign - Public Toilet - to be positioned near the utility door on the wall. *Toilet this way* with arrow.
- It was AGREED for the Clerk to purchase the above signs. GH

12. Neighbourhood Plan

12.1 It was AGREED to hold the working party on 21st January 6pm, Clerk to email all members and book the Club Room. GH

12.2 Clerk to email a copy of the draft policies out to Cllrs. GH

13. Items to be included on the Next Agenda

13.1 Digital Payments, EV update, Harbour email about work on Quay.

14. Time and Date of Next Meeting; Parish Council Meeting Thursday 8th January 6.30pm 2026 in Cley Village Hall.

Meeting ended 20.13

Appendix A – NCC Report

New Norfolk-wide highways contract awarded with strong focus on boosting local skills and employment

Norfolk County Council has appointed Kier as its new long-term contractor responsible for the maintenance and construction of the county's highway network.

Kier will deliver a comprehensive programme of highways maintenance and improvement, including road resurfacing and surface dressing, bridge works, drainage and the delivery of new transport infrastructure.

As part of the contract, Kier will invest significantly in its existing site in Wymondham, upgrading facilities to reduce energy consumption and support the latest in sustainable construction and materials innovation, which will benefit the wider Norfolk economy.

A key feature of Kier's approach to the contract will be its commitment to local skills and employment. At any given time, Kier will employ at least 15 apprentices, providing structured training, professional qualifications, and career pathways for young people across Norfolk.

The company will also run an annual 10-week programme for young people in care and care leavers, offering taster sessions, work experience, and employability skills, with support from supply chain partners.

Give Norfolk County Council your views on fire and rescue priorities

A public consultation on Norfolk Fire & Rescue Service's safety and risk plans for the next five years has gone live.

Residents, businesses and organisations now have an opportunity to feedback on areas the service has identified as priorities for 2026-2031, to mitigate risk and keep our county as safe as possible.

Eight proposals have been put out for the public to comment on, around the areas of:

- Road safety
- Prevention activity
- Building safety
- Preparing for and responding to emergencies
- Responding to climate change (specifically extreme weather risks such as flooding and wildfire)
- Supporting our people
- Fire station improvements
- Responding to medical emergencies

Details of the eight proposals are below. The public can fill in an online survey via www.norfolk.gov.uk/crmp to respond.

CRMP Proposal 1

Working to Improve Road safety: We will play a more active role in Norfolk's Road Safety Partnerships to analyse data and coordinate action to reduce the occurrence and impact of collisions on our county's roads.

CRMP Proposal 2

Focussing on prevention: We will work within Community Safety Partnerships to further focus on vulnerable groups, including children and young people. We will increase our

early intervention activities, developing resilience in our communities and improving outcomes.

CRMP Proposal 3

Ensuring better Building Safety: We will prioritise inspection and engagement activity for the highest risk buildings in Norfolk, effectively applying legislation across relevant residential and commercial buildings to keep people safe in their homes, at work and during their leisure activities.

CRMP Proposal 4

Enhancing our Response: We will review how we locate and deploy our assets and resources to optimise how we train for, and respond to, emergencies.

CRMP Proposal 5

Responding to Climate Change: We will review our extreme weather response, specifically water and wildfire capability, to mitigate the impact of these incidents. We will continue to lobby government to make water and flood response a statutory duty for all Fire and Rescue Services in England.

CRMP Proposal 6

Supporting our People: We will continue to further develop our high performing and inclusive culture; supporting our staff to be skilled, healthy and engaged, and empowering them to uphold the highest professional standards that our communities expect.

CRMP Proposal 7

Providing Fit for Purpose Fire Stations: We will secure long term investment in our fire stations, so firefighters are protected from contaminants and facilities are fit for a modern workforce.

CRMP Proposal 8

Responding to Life Threatening Medical Emergencies: We will continue to develop our work with East of England Ambulance Service Trust around Emergency Medical Response to improve outcomes for our communities.

Norfolk's budget consultation - Have your say

As the county council's annual budget consultation has launched, people are being urged to take a look at the proposals and have their say.

The county council is working to set a balanced budget, despite the need to save £41.6m in 2026-27.

This year there are 50 budget saving proposals, and proposals to increase council tax, which provides a large part of the funding the county council needs.

These proposed savings add up to £35.7m - which would make a big contribution to the overall amount that needs to be saved.

To help deal with cost pressures and invest in vital services, the current budget planning for 2026-27 is based on an assumption to increase council tax.

Three options are being considered:

- An increase of 3%
- An increase of up to 5%
- An increase of more than 5%

People can find out more and have their say at www.norfolk.gov.uk/budget.

The consultation opens on Monday 27 October and closes on Monday 15 December 2025.

'It's never too late': Norfolk County Council is supporting healthy ageing

Looking after your health as you get older is not just a recommendation - it's a vital investment in your future quality of life. Evidence shows that staying physically active, keeping up with recommended vaccinations and screenings, and maintaining social connections are among the strongest predictors of how well you age. These actions play a direct role in preventing illnesses, reducing the risk of falls and long-term conditions, and supporting mental wellbeing.

Norfolk is home to one of the highest ageing populations in the UK. Now, the county council's Public Health department has launched a new campaign to encourage residents aged 50 and over to prioritise their health so they can live healthier, more connected lives as they age.

The campaign is centred around a brand [new Healthy Ageing subsite](#), called 'It's never too late', which highlights resources, guidance and opportunities to help residents make positive changes to their health and wellbeing.

This includes:

- Protecting your health: information on vaccination eligibility and booking, NHS screening appointments, and NHS health checks.
- Being active: information on moving more, strength and balance, falls prevention, and finding local groups.
- Feeling connected: finding clubs, groups and one-to-one support, building new connections, and practical guidance on transport and digital skills.

To explore the new webpage and find out more, visit www.norfolk.gov.uk/healthyageing.

Norfolk bucking national trend for recruiting adoptive parents

Norfolk is bucking the national trend for recruiting adopters, with the numbers of adopters increasing in the county.

Across the country, there are 12% fewer families considering adoption this year compared to last, whereas in the year 24/25, Norfolk County Council's Adoption Service recruited 43 adoptive households - a 53% increase on the number of adopters who were approved in 23/24.

Of these 43 households, 37 were couples and six were single adopters. The council has also seen an increase in adopters from global majority backgrounds and from the LGBTQ+ community.

The news comes as the county marks National Adoption Week, with this year's focus being on busting the misconceptions about who can adopt.

People considering whether adoption is right for them are invited to contact Norfolk Adoption Services on **01603 638343** for a friendly chat.

Appendix B – NNDC Report

From NNDC

'Housing and benefits

NNDC have developed a 'better off calculator' (www.north-Norfolk.gov.uk/apply) for residents to help with financial planning and resilience. This can help with unclaimed benefits.

We have an additional £500k to improve household energy efficiency.

We continue to administer Discretionary Housing Payment to sustain tenancies and relieve homelessness.

At the end of November there were 1174 households on the housing list with 32% having the greatest need. This is a reduction in previously due to the new allocations scheme, with many not re-registering despite being contacted and a few no longer eligible. Those eligible can reapply.

Approaches for homelessness are down to 30 households were assessed as being homeless in November. The most common reason for homelessness is 'friends and family no longer able to accommodate'. The majority of those assessed as homeless are offered social housing. There were 64 households in temporary accommodation in November. NNDC has 29 units of temporary housing with 3 more being purchased. 93 affordable homes will be completed in 25/26 and 129 will come on stream in 26/27.

There has been good take up of the Disability Facilities Grant for housing adaptations to enable residents to stay in their home for longer. Do get in touch if you would like to know more.

There are still very few applications for the Forget me not grant, a non means tested grant for those with memory issues to help with equipment in the home so do contact NNDC:

<https://www.north-norfolk.gov.uk/tasks/housing-services/apply-for-a-forget-me-not-grant/>

If you have any money worries the Financial Inclusion team are really helpful. Call 01263516221.

Let me know if you have any questions about this.

Planning

The New Local Plan should have been adopted by the time you read this.

There is a consultation on the Building Regulations legislation, looking to see if services could be more financially sustainable, more Building Inspectors could be recruited and whether building regulations are complied with.

Environment

The new Renters Rights Act is now in force. This includes new investigatory powers for local councils.

Environmental crime such as flytipping has reduced.

Energy saving

There is a helpful online checker to create a plan to make your home more energy efficient. Check out

[https:// Norfolk.homewise.energy/App/Welcome](https://Norfolk.homewise.energy/App/Welcome)

Norfolk Warm Homes has details of how to make your home more energy efficient with government grants <https://norfolkwarmhomes.org.uk>

Several Mobile Network Operators will be attending NNDC in January to explain their plans to improve coverage in North Norfolk.

I'll be meeting with the ambulance trust in February 2026 to discuss emergency response times in our area.

Appendix C – Bank Reconciliation

Cley Parish Council

3 December 2025 (2025-2026)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/11/2025

Cash in Hand 01/04/2025 18,169.76

ADD

Receipts 01/04/2025 - 30/11/2025 34,651.73

52,821.49

SUBTRACT

Payments 01/04/2025 - 30/11/2025 18,315.20

A Cash in Hand 30/11/2025 34,506.29

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/11/2025 0.00

Community Account 1 30/11/2025 14,196.43

Business Premium Account 30/11/2025 6,311.83

Community Account 2 30/11/2025 13,902.98

34,411.24

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 34,506.29

95.05

34,411.24

A = B Checks out OK