

Minutes of the Cley Parish Council Meeting

Held at 6.30pm on Thursday 10th October 2024 in

Cley Village Hall, the Fairstead

Attending: Cllr Holliday (Chairman), Cllr High, Cllr Williamson, Cllr Holman, Cllr Deane, Cllr Baker and Parish Clerk Gemma Harrison.

Seven 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 Cllr Allen sent his apologies (due to illness) which were accepted.

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

2.1 Cllr Baker and Cllr Deane stated they are members of the Harbour Committee. Cllr High stated he had an interest in Newgate Green.

3. Minutes of the Parish Council Meeting held on 12th September 2024 to be approved.

3.1 The minutes were circulated prior to the meeting. A typo at 6.1 (last line) was noted and amended. The minutes were PROPOSED as accurate and correct by Cllr Deane and SECONDED by Cllr Williamson and AGREED by all. Cllr Holliday signed the minutes.

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

- Newgate Green Works – the Clerk now has the reference number needed to make payment. Clerk to contact NCC once payment has been made to find out the date of the works. GH
- Handrail on Coast Path – NCC apologised for the delay and has now confirmed that new handrails will be installed on two sets of steps on the Coast Public Footpath.
- Cley Litter Pick – A new date of 15th November 2024 was confirmed. 10am – 12pm.
- Artemis Footpath Steps – EA have confirmed that NCC are responsible not EA. Clerk has already chased the Trails Team at NCC for an update.
- Bins on The Fairstead – The bins have now been removed; Cllr Holliday extended her thanks to the NNDC Officers who arranged for their removal.
- EA Update – The EA have responded to a question asked at the last meeting on the depth of the Glaven. It has been confirmed that the EA has no plans to reduce the depth of the River Glaven. The clerk to ask the EA for their programme for clearing the rivers. GH

5. Reports

5.1 Receive and Discuss Reports.

- Police Report – No report.
- County Cllr Report – No report
- District Report – Housing numbers in the district are increasing by 70%. The Financial Inclusion Team at NNDC are really good and can provide help and support to those in need. NNDC will soon be consulting on increasing car parking charges. The Local Plan will be out for re-consultation next month.
- Allotments – The hedges will be cut shortly. It was noted that there are a few sycamore trees on a couple of allotments which need to be removed. It was noted that the tree on plot 72 which has been removed was starting to see some new growth of his stump. It was AGREED there should be an allotment meeting in November, Clerk to arrange. It was noted that more hedging plants need to be planted in the hedges around the allotment site. Clerk to arrange for 60 whips to be ordered using a contribution from County Council Eric Vardy's fund. It was AGREED to install the whips in January.
- Harbour Report – none.
- Village Hall Report – The AGM last month was well attended. The committee are looking at remote wireless heating controls. Sports and Exercise Equipment is still being looked at and the committee will launch a consultation shortly. There is a Working Party taking place in the morning of 23rd November.

Public Participation

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

- Cley WhatsApp Chit Chat group organized by Humphrey Boon, please text 07971565883 to join.
- A member of the public asked whether trees would be installed in the hedgerows of the allotments, it was confirmed this was not the case. The member of the public suggested the sycamores are removed from the Church Lane hedge and that the ditches are cleared. It was suggested that UK Power Networks should be contacted to discuss whether a substation is still needed, Clerk to make contact. Clerk to send inspection reports to The Miss Knott Trust. **GH**

6. Planning

6.1 To approve the Planning Report for applications received since the last meeting, namely;

- RV/24/1985 – Flint House, Church Lane, Cley – revision of conditions – Flue and Hedge.
- PF/24/1923 – Weston House, Holt Road, Cley

The planning report was circulated prior to the meeting and was PROPOSED by Cllr Holliday and SECONDED by Cllr Deane and AGREED by all. Clerk to report the comments to NNDC. GH

It was noted that there is a site visit for the planning proposals at White Cottage on Monday 14th October at 2pm.

6.2 No further planning applications have been received since the agenda has been published.

7. Finance

7.1 The payments of £2120.42 and receipts of £10,716.81, and bank reconciliation (Appendix A) for September up until 2nd October were circulated prior to the meeting. The additional invoice of £100 for the Café room rent was presented to Cllrs. All payments, receipts and additional payment was PROPOSED by Cllr Holman and SECONDED by Cllr Holliday. Clerk to arrange for any outstanding payments to be made. GH

7.2 The insurance renewal was shared prior to the meeting. The renewal of £793.92 was PROPOSED by Cllr Williamson and SECONDED by Cllr Deane and AGREED by all. The clerk to arrange for the payment to be made. GH

7.3 The Clerk stated that the budget is currently being drafted, Cllrs are encouraged to let the Clerk know of any projects, maintenance or other suggestions which Cllrs hope to take place in the next financial year. These need to be shared with the Clerk and included in the budget for next year. ALL

7.4 The costs for IT support (112.50) for the new government email addresses were circulated to Cllrs and AGREED by all.

7.5 Future donations to the community café were discussed. It was AGREED to approach the Café volunteers to see if there was support to increase the café to two days a week during the winter months. GH

7.6 The Cley hardship support fund was discussed, it was AGREED to advertise for donations, to help those living in the parish in need with utility and food bills. Clerk to advertise for donations. GH

8. Flytipping

8.1 Flytipping in the parish was discussed. It was AGREED that information on how to report flytipping should be added to the CPC website. It was suggested some information could be included on social media. GH

9. PCC Consultation

9.1 The recent Police and Crime Commissioner Consultation was discussed and road safety, improving rural response and making streets safer are CPC's priorities.

9.2 The Local Beat Officer is a huge asset to the area as he is so proactive, concerns were raised by Cllrs that the Beat Officer was being taken away from the area more and more frequently. Cllrs were keen to see Beat Officer's retained and support the grassroots of neighbourhood policing. Clerk to respond to the consultation. GH

10. Dog Fouling and Public Space Protection Orders (PSPO)

10.1 Dog fouling has been reported as an issue in the parish, as such a discussion took place on whether CPC should install the PSPO signage in the most affected areas. It was AGREED to install some temporary signage in the first instance. Clerk to arrange. GH

10.2 It was AGREED to put reporting details on the CPC website and on social media. GH

11. Anglian Water Meeting

11.1 Cllr Holliday updated Cllrs on the recent meeting with Anglian Water at the Cley sewage works. The sludge is taken away every week to Kings Lynn, emergency tankering has been significantly reduced. There is some minimal compliance tankering when there has been a lot of rain, or a very high tide and salt gets into the system.

11.2 It was AGREED to approach the River Glaven Conservation Group again to ask about joining forces with regards to water testing. GH

12. Parking in Church Lane (Code of Construction Practice)

12.1 A discussion took place on how best to distribute the Code of Construction Practice to construction workers who are working on properties not related to recent planning consent. It was AGREED to make sure residents are aware of the policy by doing some

local promotion. Clerk to update the website, email mailing list and social media accordingly. GH

12.2 It was AGREED to send out the Code of Construction Practice earlier at planning consultation stage. GH

13. Emergency Response Buddies

13.1 It was AGREED to set up a WhatsApp Group for Emergency Response Volunteers. Some appropriate training can be arranged for those in the group. The idea is that the informal group of volunteers are willing to be contacted in case of an emergency and help to help, such as a blanket, hot drink or collecting the defibrillator. Clerk to set group up and become the group administrator Clerk to also look at costings for some basic survival equipment and amend next year's budget accordingly. GH

13.2 The recent Defibrillator training was a huge success, Cllrs extended thanks to Dr. Ralph Emmerson. The Clerk is in the process of arranging a further session to take place one evening.

13.3 The code for the defibrillator cabinet was discussed and it was AGREED to put the code on the cabinet, Clerk to create a sign. GH

14. Correspondence

14.1 Community Support Information (website) – the CPC website has been updated with more information signposting residents towards help and support available.

14.3 Glandford Road Track – due to be repaired on 17th October 2024.

14.4 Macmillan Coffee Morning - £551 was made, a huge thank you to everyone who contributed.

14.5 Coast Path – The fence from Riverside House is obstructing the Coast Path. The Clerk has already reported but will chase again. It was noted that a more secure fence was needed. GH

15. Loke Working Party

15.1 Clerk to look at prices from local contractors for two cuts a year. Clerk to draft the schedule of works and to amend next year's budget accordingly. GH

16. Asset of Community Value (ACV)

16.1 Cllr Holliday made everyone aware about Assets of Community Value and Cllrs and residents were encouraged to think of any sites / premises in the parish that would benefit from this protection and email the Clerk. A resident did ask about the Three Swallows

which has been subject to an application previously. Clerk to check the date of the previous application and report back to next month's meeting. GH

17. Age Friendly Communities

17.1 It was AGREED that CPC should register their interest in becoming an Age Friendly Community. Clerk to register. GH

18. Items to be included on the Next Agenda

18.1 Footpath Definitive Map Modification Claims (Clerk to bring along footpath map to the meeting), run off along Holt Road (Clerk to arrange meeting with Highways).

19. Time and Date of Next Meeting; NOTE NEW DATE Thursday 21st November 6.30pm in Cley Village Hall.

Meeting ended 20.16

Appendix A

Cley Parish Council

3 October 2024 (2024-2025)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 02/10/2024

Cash in Hand 01/04/2024 13,972.63

ADD

Receipts 01/04/2024 - 02/10/2024 23,763.78

37,736.41

SUBTRACT

Payments 01/04/2024 - 02/10/2024 12,292.46

A Cash in Hand 02/10/2024 25,443.95

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 02/10/2024 0.00

Community Account 1 02/10/2024 11,094.53

Business Premium Account 02/10/2024 5,234.08

Community Account 2 02/10/2024 8,827.09

25,155.70

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 25,443.95

288.25

25,155.70

A = B Checks out OK