

CLEY PARISH COUNCIL

Minutes of the Cley Parish Council Virtual Meeting held on Tuesday 1st December 2020 at 6.30 p.m. via Zoom

Attending: Cllr Holliday (Chairman), Cllr Allen, Cllr Meadows, Cllr Williamson, Cllr High, Cllr Holman

and Parish Clerk Gemma Harrison.

There were five members of the public present.

1. Welcome, apologies and reasons for absence.

1.1 Cllr Holliday welcomed everyone to the virtual meeting.

1.2 PC Pegden sent his apologies.

1.3 Cllr Baker had technical difficulties and was unable to join the meeting.

2. To receive declarations of interest and requests for dispensations by Cllrs in any Agenda items listed.

2.1 Cllr High declared an interest in the Cley Curloo as his relative is employed by CPC as the cleaner.

3. Minutes of the Parish Council meeting held on 3rd November to be approved along with the Extraordinary minutes dated 15th October to be approved.

3.1 The minutes the meeting held on 3rd November and the Extraordinary Meeting held on the 15th October were AGREED on a PROPOSAL by Cllr Williamson, SECONDED by Cllr Holliday and AGREED by all.

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

4.1 Hedge on Town Yard – The Clerk has reported the overgrown hedge to Highways who will contact the landowner and ask for the hedge to be cut back.

4.2 Cllr High very kindly agreed to donate his fee (£45) for hedge cutting at the Quay to the Newgate Green Appeal. Clerk to transfer funds. **GH**

5. Receive and Discuss Reports

- 5.1 The Clerk read the Police Report which stated that there had been 8 calls to the report and one theft from a boat on the beach. Cllr Meadows asked the Clerk to raise the issue with ongoing patrols at Cley Beach.
- 5.2 The County Cllr Sarah Butikofer gave her report from Norfolk County Council and North Norfolk District Council. Cllr Butikofer stated that NNDC will be delivering leaflets to every house in North Norfolk w/c 14th November on what help is available through the pandemic. North Norfolk continues to have one of the lowest Covid rates in the country. NNDC will be deploying Covid Wardens to go out into the community to ensure everyone is following the guidelines. Cllr Butikofer stated that there are 3 grit bins in stock and ready to be delivered. It was AGREED by Cllrs that the bins should be installed on Holt Road (where Holt Road meets Bridgefoot Lane), on the crossroads where Bridgefoot Lane meets Glandford Road and on **Beech Close?** Clerk to report to Steve White.
- GH
- 5.3 The barn on the marsh was mentioned, there was no further update. Cllr Holliday stated she would send a copy of the CPC report over for Cllr Butiokofer to look at in Cllr Ward's absence.
- 5.4 The Clerk gave an update on the allotments. The water has now been turned off. In places the pipe is above ground and as such could do with covering, Clerk to ask Anglian Water who owns the pipe which is the water side of the metre. The hedge alongside the Village Hall is due to be cut before Christmas.
- GH
- 5.5 Cley Curloo. The stain on the floor has now gone so no further action is required.
- 5.6 Traffic Management Plan – A plan has been circulated to Cllrs highlighting the areas suggested for parking restrictions. Cllrs all AGREED on the allocations highlighted. Clerk to draft a consultation which will be delivered to all residents on traffic management including possible parking restrictions, speeding and pedestrian safety. Clerk to send a draft to Cllrs and to Cllr Butikofer for comment prior to printing. GH

6. Electric Car Charging Points

6.1 Cllr Allen gave an update on the proposed Electric Car Charging project. Cllr Allen will speak with the Village Hall Committee along with UK Power Networks to in order to progress the project further. **RA**

7. Hilltop

7.1 The Clerk reminded Cllrs that there was a Stakeholders Meeting on Wednesday 16th December 2020. **ALL**

8. Planning

8.1 No planning applications received.

8.2 The Arcady Appeal will be heard on 8th February 2021.

8.3 Decision Notices are not being sent out, but this may be looked at in the future as an additional feature to the new planning software currently being installed.

9.To discuss correspondence received.

9.1 Clerk stated that a number of e-mails have been received about the forthcoming Traffic Management consultation.

9.2 There has been a request for the swimming signs to be moved further apart on the beach. Clerk to speak to NNDC to seek further advice regarding the location of the signage in this area. **GH**

9.3 There has been a request for more trees to be planted in the parish.

10. Financial Matters

10.1 The cash book was circulated prior to the meeting (Appendix A) and payments read out by the Clerk. The payments were PROPOSED by Cllr Holliday and SECONDED by Cllr Meadows and AGREED by all.

10.2 Cllr High had technical difficulties and left the meeting

10.2 The Budget for 21/22 was circulated prior to the meeting and can be seen at Appendix B . The Clerk read out each line and a discussion took place regarding costs for subscribing to Scribe which is financial software package. The software

153

will cost £19 per month and £197 for the data to be transferred across from Excel. It was suggested that Cllrs adopt the new software with immediate effect to enable end of year to run smoothly. It was also suggested that the Clerks hours should increase from 6 hours to 7 hours in 20/21, the new costs for this has been included in the 20/21 budget. The budget with the above amendments was AGREED by all.

10.3 The Precept for 21/22 was discussed and in line with the above budget the Precept for 21/22 would be £13,814 which is £41.95 per Band D property. The Precept of £13,814 and the above budget was PROPOSED BY Cllr Allen and SECONDED BY Cllr Holliday and AGREED by all. Clerk to report to NNDC. GH

11. Newgate Green

11.1 An update was given on the Newgate Green Fundraising Appeal. All donators will be entered into a prize draw on Friday 18th December to win a Christmas Hamper from Picnic Fayre. GH

11.2 More posters need to go up, Cllr Holliday to arrange distribution. VH

12. Grit Bins in Cley

12.1 Discussed earlier under 5.2.

Public Participation

An opportunity for members of the public to ask questions

Public Participation

- A member of the public raised concerns regarding the new white lines at The George. The resident was concerned about pedestrian safety. The member of the public was keen to keep the bollards and suggested that the bollards should be named with CPC lettering.
- A member of the public was concerned yellow lines will encourage speeding through the village.
- A member of the public stated that each section of High Street experiences different issues with regards speeding, pedestrian safety and parking issues.

The resident did not think traffic flow in the Parish Council is a problem. The resident encouraged the Parish Council to identify suitable car parking places.

- A member of the public stated that they were concerned that parking restrictions would encourage speeding through the village. The resident was concerned that parking restrictions in some areas will encourage visitors to park in all other non-restricted areas. The resident asked that the consultation was segmented to allow residents to comment on individual parts. The resident asked that the consultation is extended if taking place in January to ensure everyone has the opportunity to take part.

13. Items for the inclusion on the Next Agenda

13.1 Hilltop, traffic management, Newgate Green, EV Charging update, EA footpath.

Appendix B – Budget 21/22

	ACTUAL 2019/20	BUDGET 2020/21	YTD 2020/21 As At Month X	Y/E Forecast 2020/21	BUDGET 2021/22	+/- Budget compared to Previous Year	Take From Reserves
TOTAL PAYMENTS	10,622	34,629	28,238	14,962	19,864		2600
Staff Salaries	2,788.00	4,767	2,588	5,188	6,797	2079	2,600.00
Locum Clerk	70.00						
Travel	-	-			50	50	
Training	287	200	45	100	200		
Payroll provider	75	70		125	125	55	
Stamps	54	100	17	50	60	-40	
Stat/Print/Equipment	107	90	30	60	60	-30	
Scribe					228		
Virtual Meeting Costs	-	-	18	40	72	72	
VH Hire	195	300			60	-240	
Insurance	438	438	575	575	575	137	
VH Donation - Insurance Play							
Equipment	170	170		200	200	30	
Ext Audit	-	200		200	200		
Int Audit	40	60	40	40	60		
Election	92	-			500	500	
ICO	40	40		40	40		
Website	375	375	333	333	80	-295	
Legal Fees	-	200			500	300	
Chairman's Expenses	-	50			50		
NPTS/NALC	90	94	203	203	101	7	
NAS	66	55		66	66	11	
BAHS	25	25		25	25		
Grass Cutting	1,680	2,000	1,960	1,960	2,000		
Toilet Goods	-	1,000	408	1,000	1,200	200	
Cley Loo Build / Maintenance	-	20,000	19,738	300	1,000	-19000	
Toilet Hire	1,310	500	265	265		-500	
Glass collection	124	120	65	125	140	20	
Dog Bins	835	835		835	750	-85	
Defib	-	300	46	46	225	-75	
The Quay Car Park	-	-			50	50	
Flag	-	150	70	70	150		
Outdoor Assets - benches, SAM2, allotment stall etc.	50	-	12	50	450	450	
Allotment Rent	1,140	1,140	1,140	1,140	1,200	60	
Allotment Maintenance inclu Hedges	260	750		750	500	-250	
Allotment Water	84	100	397	500	100		
Signage	-	-		50	50	50	
Community & Engagement	-	200	62	100	200		
Noticeboards	-	-					
Traffic Management	227		226	226	500	500	
Hilltop					300		
Village Gates	-						
Heritage Walk	-						
Reserves					500		
Contingency	-	300		300	500	200	