

Minutes of the Cley Parish Meeting
Held at 6.30pm on Thursday 11th September 2025 in
Cley Village Hall, the Fairstead

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

7 members of the public were present. County Cllr Eric Vardy was also present.

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

1.1 Cllr Holliday welcomed everyone to the meeting.

1.2 Apologies were received from Cllr Tim Baker.

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

2.1 Cllr High stated he has an interest in Newgate Green.

3. The minutes of the Parish Council Meeting dated 10th July 2025 to be approved.

3.1 The Draft Minutes were circulated prior to the meeting. It was noted that on Page 2 there was a typo, *Regenerate Project*, it was noted that Cllr Allen was present at the meeting, the Allotment Report was missing from the minutes. Cllr Deane PROPOSED the minutes as accurate and correct (with the above amendments) and Cllr Williamson SECONDED the motion which was AGREED by all. Clerk to make the amendments as described above. GH

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

- Traffic Cones – It was noted that the traffic cones which had been placed along the High Street has been a success. It was AGREED to leave the cones in situ until the end of October and to place an extra cone near Mr Brett's house where one has gone missing. ALL

5. Reports

5.1 Receive and Discuss Reports.

- Police Report – None.
- County Cllr Report – Cllr Vardy gave his report. The report was circulated prior to the meeting and can be seen in full at Appendix A.
- District Report – Cllr Holliday gave her report which can be seen in full at Appendix B. Cllr Holliday extended her thanks to Cllr Vardy for his help with securing a date for the Newgate Green works to take place.
- Allotments – Invoices have now all been sent out. As a reminder, all rents are due by the end of the month. Woodchip has been put on the allotment for holders to use. The PC has let another 30 rods. More cutting is due to take place along with the hedge cutting, both will be done before Christmas. It was noted that permission is required from NNDC for the removal of trees on the site. Cllrs expressed their disappointment that the work which had been due to take place by UK Power Networks on site has been cancelled. Clerk to speak to UKPN for a new date. GH
- Harbour Report – None.
- Village Hall Report – Andy Gonzalez gave a Village Hall Report. The new PA equipment is now up and running. The recent play inspection found some equipment to be unsafe, this will be repaired. The AGM is on 17th September everyone welcome.

Public Participation

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

- A member of the public asked to speak on the Cley Heritage Trail (item No. 10).

6. Planning

6.1 To agree the planning report (circulated prior to the meeting) for all planning applications received since the last meeting namely;

- PF/25/0350 / LA/25/0351 – The Custom House – No objection. Additional parking may impinge on the nearby public footpath. Cllrs are keen to ensure any permission granted is ancillary to the main house.
- PF/25/1757 - Swan Barn – No objections
- Riverside House – Objection – concerns were raised due to the size of the balcony. Comments submitted in August 2025
- PF/25/1571 – Thornhill Farm – Concerns raised that the access road is narrow. Sewage lorries and sugar beet lorries regularly use the route. Concerns were raised regarding the poor visibility splay, it was noted the hedgerow would require cutting back. The developer must be made aware of the Cley Construction Management Plan. The property will be twice as big. Glazing would be a 3-fold increase. Residents in Glanford Road would be in the direct line of sight. Due to the size and glazing Cllrs voted to OBJECT to the planning proposal.

The planning report with the above comments was PROPOSED by Cllr Allen and SECONDED by Cllr Deane and AGREED by all. Clerk to respond to NNDC. GH

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

6.3 The NNDC Planning Enforcement Team are looking into the habitation issue which has been reported, building control has been asked whether the septic tank has been installed correctly and have chosen not to respond directly to the Parish Council. Concerns were noted by members of the public and Cllrs that the septic tank will leak when there is a flood. Cllrs discussed purchasing a river testing kit to monitor the water in this area. It was AGREED for Cllr Deane to approach the River Glaven Conservation Group in the first instance to see if there are any volunteers available to help and to inquire about costs of purchasing our own equipment. RD

6.4 The CPC submission for the Local Plan Consultation was discussed. Cllrs raised concerns about the proposed 30 additional homes in Blakeney. Cllrs were concerned the sewage would come to Cley where there is no capacity and tankering already occurs. The doctor's surgery has closed and any further development places more pressure on existing services. It was AGREED for the Clerk to respond the consultation. GH

7. Finance

7.1 The payments for July and August were £6623.14, the receipts for July and August were £4920.64, and bank reconciliation for July and August (Appendix C) were circulated prior to the meeting. The finance was PROPOSED by Cllr Holliday and SECONDED by Cllr Williamson and AGREED by all.

7.2 The latest figures for receipts and expenditure for the Community Toilet were shared with Cllrs. It was noted that there was a deficit and more needed to be done to increase the income received. It was suggested to collectively fund a contactless card machine with the Village Hall and then look to split the funds raised. Clerk to forward Community Toilet figures to the Village Hall Committee. It was also suggested that local businesses may like

to donate to the running costs. Clerk to add to next month's agenda for further discussion.
GH

8. Correspondence

8.1 A request has been made for bike racks in the parish. Clerk, to see if Highways can fund new bike racks, the village hall was suggested as a suitable location. GH

9. Newgate Green

9.1 The works for the existing spec (as agreed by Cllrs earlier in the year) are going to take place in November 2025. A plan of the works can be seen at Appendix D. A local resident volunteered to cut the grass on the triangle, this was welcomed by Cllrs. It was AGREED to leave the cones and fencing until the works have been completed. Clerk will write to nearby residents to inform them of the proposed date of the work. GH

9.2 Ongoing issues with parking on the green were discussed. It was noted the parking near the corner of Arcady was particularly bad as it created a blind junction, as such it was AGREED that Cllr Deane will put out cones to discourage parking in this area. RD

10. Heritage Trail

10.1 A member of the public stated that the popularity of the Heritage Trail had led to privacy issues with members of the public regularly leaning into their garden to take photos of their house. It was AGREED to put stickers on each leaflet to ask visitors to respect the privacy of residents. It was also agreed to provide the residents with better signage on the wall outside, Clerk to share artwork with affected residents prior to ordering. It was noted the online version will also require amending. GH

11. Defibrillators

11.1 It was AGREED for the Clerk to order a battery replacement for the existing defibrillator on the Village Hall. It was noted there was a generous donor who was willing to cover the costs of the new battery.

11.2 It was suggested the second defib could go on the Quay, Cllr Deane to investigate if this would be possible via the Harbour Committee electrics. Clerk to write to BT and ask whether 5G being made available would affect their stance on allowing the phone box to be used for a defib. RD/GH

12. Community Support Fund (CSF)

12.1 Cllrs AGREED to re-launch the Cley Community Support Fund again. Clerk to look at funding sources and to add to the October agenda for more discussion. GH

13. Policies

13.1 The Cley Complaints Policy was circulated prior to the meeting; it was AGREED to bring it back to the October meeting to allow Cllrs more time to read it and feedback comments.
GH

13. Neighbourhood Plan

13.1 Purcell are undertaking a review of the evidence base. It was AGREED for the clerk to advertise for Volunteers to help progress the Neighbourhood Plan. GH

14. Toad Patrol

14.1 The Cley Toad Patrol was discussed. It was noted volunteers have requested more training and better signage. There was also a request for bespoke Toad Patrol High Vis jackets. Clerk to look into costs of equipment and advertise for more volunteers. GH

15. Firewise

15.1 Cllr holliday gave an update on fire prevention. Dorset and Wiltshire are proactive in fire prevention and have some useful information which can be shared. It was agreed that the information will go on the website and on social media. If you are vulnerable, you can also have a free fire safety check in your house. Clerk to share the information on the website.

GH

16. To consider a resolution (Under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public to discuss confidential matters; namely -

- **A personnel matter – staffing**

16.1 The above resolution was AGREED by all. The members of the public left the meeting.

16.2 The Clerk formally handed in her notice and will be in post until 31st March 2026. Clerk to advertise the position of Parish Clerk. GH

17. Items to be included on the Next Agenda

17.1 Complaints policy, staffing, bus shelter, CSF.

18. Time and Date of Next Meeting; Parish Council Meeting Thursday 9th October 6.30pm in Cley Village Hall.

The Meeting Ended at 8.13pm

Appendix A – County Report

Trading Standards inspections reveal safety issues at motoring businesses

Norfolk Trading Standards are asking motorists to remain vigilant around vehicle purchasing, after recent inspections found that one in three part-worn tyres checked were found to be dangerous and 50% of second-hand cars inspected when offered for sale were found to be unroadworthy.

The results came from visits from Norfolk County Council's Trading Standards officers and the Norfolk & Suffolk Constabulary's Roads Armed Policing Team (RAPT) to businesses across the county in two separate operations in the last few weeks.

Safety should be the number one priority for all of us when buying a vehicle or car parts and operations like these are a reminder to all motorists in our county to check what you're buying before you pay for it.

NCC Trading Standards teams are doing great work alongside our colleagues in the police to visit businesses and make sure they are taking responsibility for what they are selling, NCC hope that this prompts motoring dealers in the county to check their vehicles and vehicle parts to ensure they are safe and legal.

The first operation inspected two second-hand car businesses on the safety and roadworthiness of their vehicles, with checks on areas such as accuracy of mileage and MOT validity.

Trading standards officers and RAPT vehicle examiners checked ten vehicles, with just five of them judged to be roadworthy. Some of the areas identified included corrosion to the body work, loose body work, unsecured batteries, no valid MOT certificate, and windows tinted beyond the legal limit.

Officers also visited seven businesses alongside police vehicle examiners to assess 191 part-worn tyres being offered for sale, checking that they met required safety standards and that businesses had taken necessary steps to ensure compliance. Part-worn tyres are used tyres that have been removed from a vehicle and are being resold for further use on another vehicle. It is illegal to sell part-worn tyres that do not meet specific legal requirements relating to their markings and physical condition. Only one tyre out of the 191 checked met the legal requirements as to safety and markings, with 69 deemed to be in a dangerous condition. Dangerous faults identified included nails protruding through to the inside of the tyre, cuts exposing the cord, compromised structural rigidity and inadequate repairs.

Trading Standards officers are continuing to work with all the businesses where issues were found during both operations, to ensure they are compliant with the law after ensuring all identified dangerous cars and tyres had been removed from sale.

Tyres are one of the key safety critical components on vehicles. They are the only part of a vehicle in contact with the road. Any fault that compromises their safety is of immediate concern

Sophie Leney, Head of Norfolk Trading Standards, said: "As a consumer, you have the right to carry out your own checks on a vehicle before you purchase it, and for a small

fee you can always ask a third party, like the AA or RAC, to carry out an inspection to ensure that what you're buying is safe.

You can use the [MOT search function on the Government website](#) to check the mileage advertised by traders against when MOT assessments have taken place. If you're purchasing tyres then you should also [visit TyreSafe](#), a charity raising awareness of the importance of correct tyre maintenance, for the safety issues with buying them part-worn and the danger signs to look out for.

Part-worn tyres may seem like a cost-saving option, but they can carry serious safety risks if not properly inspected, tested and clearly marked in line with the law. We fully support this market surveillance initiative, which helps protect consumers by ensuring part-worn tyres being sold in Norfolk meet the required safety standards."

Repton Property delivers £1 million dividend

Repton Property Developments, Norfolk County Council's wholly-owned property development company, has announced a £1 million dividend to the county council after a successful 2024/25 financial year.

This follows a £735,000 dividend paid out last year, bringing the total returned to the authority to over £1.7 million in just two years.

NCC are proud of what we've achieved in a relatively short time. Our lean operating model has allowed us to focus on quality, sustainability, and financial returns. This success has come in the face of significant economic turbulence including the COVID-19 pandemic, inflationary pressures, and the significant disruption to supply chains. We look forward to building on this success as we continue to develop sites across the county.

Established in July 2017, Repton was created with the aim of unlocking the value of underutilised council-owned land and buildings, while generating financial returns to ease the pressure on the public purse. The £1 million dividend is a testament to the professionalism and prudence with which Repton has been managed. Councils must be especially careful when setting up property development companies, as they are working with public assets and taxpayer money. Repton's success shows that, with the right governance and expertise, such ventures can deliver real value for local communities.

Since its inception, Repton has focused on building high-quality and environmentally conscious housing developments across Norfolk.

Their 'Bowlers Green' development in Hopton was crowned 'Residential Project of the Year' at the Norfolk Constructing Excellence awards.

Meanwhile, the company are seeking to install over 100 car chargers and fit 171 of their properties with solar panels.

Repton schemes to-date:

- St Edmund's Park in Acle: Recently completed scheme features 137 homes including 68 affordable rent and shared ownership properties.

- 'The Old School Yard' in Hunstanton: Work to restore this historic building will create 11 new homes. This will bring the building back into use while respecting and enhancing the character of the historic school site.
- 'Burton Cove' in Caister-on-Sea': Construction began August 2023 with properties currently on sale.
- 'Bowlers Green' in Hopton-on-Sea: The first tenants moved into the 200-home development at the end of last 2023. Flagship Homes have purchased 60 of the 200 homes for rent or shared ownership. Winner of the Residential Project of the Year at Norfolk Constructing Excellence 2024 awards.
- 'Saxon Heath' in Attleborough: 48 homes which are all now occupied through the Orbit Homes Shared scheme

Norfolk County Council welcomes national streetworks reform

Norfolk County Council has welcomed the recent recommendations from the Parliamentary Transport Select Committee (TSC) aimed at improving how streetworks are managed across the country.

The enquiry was established in December 2024 to investigate the growing impact and volume of streetworks across the country, and how highway authorities are managing these challenges.

The resulting recommendations, published in July, include:

- Extending the reinstatement guarantee to five years
- Fines for misuse of the “Immediate (urgent)” works category
- Devolving Lane Rental Scheme approvals to highway authorities
- Mandatory Forward Planning Information
- Incremental fines for delayed remedial works
- Requiring developers to share utility work plans and timelines

These reforms come at a time when Norfolk County Council continues to manage a high volume of streetworks. In 2024/25, the council issued over 44,000 streetworks permits, with 75% of works carried out by utility companies and developers and 7000 were for emergency unplanned works. The council also rejected 5,400 proposals and issued £685,000 in fines for non-compliance and overruns.

NCC know how disruptive roadworks can be for residents and road users across Norfolk. These recommendations are a positive step forward in making streetworks more efficient and accountable. The Department for Transport is due to respond back to the Transport Select Committee in September 2025 and we look forward to working with national and local partners to implement any changes they may make to maximise the benefit for our communities.

Appendix B – District Report

Local Government Reform

NNDC Cllrs meet on September 24th to vote on the new structure for local government proposed by NNDC. This for three Unitaries (which are district and county councils combined)- East, West and Greater Norwich. North Norfolk will be in the East. Each of these Unitaries will be about 300k residents. There will be costs associated with the change, but savings are forecast for the future. The advantages of three Unitaries over one or two (one is the County Council's and two South Norfolk's proposals) are more focus on people and place and the uniqueness of each area. There will be better Democratic representation with one Unitary (though it won't be as good as it is now with about half as many Cllrs). Against all this, is the need to split up the statutory services currently provided by County into three Unitaries - these are Adult and Children's services, education, special needs etc - and how viable this will be. Details on the proposal can be found at <https://www.futurenorfolk.com>. If anyone has strong views, please do get in touch with me as I'm looking for a community steer!

The Government will then decide which model they prefer out of the one, two and three Unitaries.

New local plan

You have till Wednesday to submit your comments on the last stage of the consultation for the new Local Plan which will determine our planning policies till 2040. The webpage for comments is <https://northnorfolk-consult.objective.co.uk/kse/>

The most relevant changes for us are the new site allocation in Blakeney to the west of the Langham Road and the inclusion of Weybourne as a growth village.

Pharmabox

I've asked again about how we can make it easier for people with bulky prescriptions to get their meds, given the Pharmabox can only cope with packages up to a certain size. The practice says it's not possible to split meds into more than one package. There aren't enough slots and they are at capacity already.

However, they have agreed that residents who are struggling physically to use the box, and also struggle to get to Kelling, may be eligible for home delivery – as even if not clinically housebound, these residents may fall into their most vulnerable category.

If you're in this group, you can fill in an online form summarising why you are finding it difficult to use the Box and what alternative would help the most; or you can call Reception and leave a message for Amy Pardon explaining the difficulties you are having using the Box – and Amy will return your call to discuss.

They have asked if possible to wait to call the practice until the end of September as the flu and covid campaign is about to kick off and there may be delays in answering the phones.

5G

I've been trying to find out why mobile connectivity is so much poorer recently. Apparently, it's due to the 3G switch off as 4G is limited in capacity and can't take the volume of calls. Vodafone have told me - and I need to find out whether it's the same for other providers - we need to wait for 5G which is due 28/29! This is too far in the future. Vodafone also tell me they are planning a satellite based Service to be rolled out in 26/27 which 'will eliminate the majority of remaining mobile not spots across the UK.' I need to find out more about this. It'll be interesting to see if 4G connectivity improves now there are fewer visitors around.

Emergency Ambulance Response Times

We met with the Ambulance Trust to discuss emergency ambulance response times. At a high level, it appears that NR23 times are improved (probably due to the cycle paramedic in Wells) but NR25 haven't. It sounds as if we're keeping the cycle paramedic in Wells but we need to look in more details as to what's happening in NR25. Community First Responder numbers are up which is brilliant as these dedicated volunteers are an absolute necessity.

Commercial Food Waste Collection

Commercial food waste collection began in August. The food will be anaerobically digested, producing natural gas which feed# into the grid and a nutrient rich fertiliser as a by product. Domestic food waste collections will begin 2026.

Street Trading policy review

NNDC is consulting on street trading licences which inform where you can and can't sell on streets in North Norfolk. Check out the NNDC website to find more or click on <https://www.north-norfolk.gov.uk/news/2025/july/street-trading-policy-review-opens/>

Appendix C – Bank Reconciliation

Cley Parish Council

5 September 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 31/08/2025

Cash in Hand 01/04/2025 18,169.76

ADD

Receipts 01/04/2025 - 31/08/2025 19,923.34

38,093.10

SUBTRACT

Payments 01/04/2025 - 31/08/2025 12,400.08

A Cash in Hand 31/08/2025 25,693.02

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/08/2025 0.00

Community Account 1 31/08/2025 6,812.52

Business Premium Account 08/08/2025 6,290.95

Community Account 2 31/08/2025 12,589.55

25,693.02

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 25,693.02

25,693.02

A = B Checks out OK

