

Minutes of the Cley Parish Council Meeting
Held at 6.30pm on Thursday 12th February 2026 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.

8 members of the public were present.

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

1.1 Apologies have been received from Cllr High.

1.2 Apologies have also been received from County Cllr Eric Vardy.

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 8th January to be approved.

3.1 The minutes were circulated prior to the meeting and were PROPOSED as accurate and correct by Cllr Holman 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).

4.1 Signs – It was noted that the signs for the Green, toilet and beach have arrived and will be installed over the coming weeks. The sign for the boardwalk still needs to be ordered, the Clerk will discuss the signage with the Public Rights of Way Officer (to gain Highway consent) as the route is a public footpath. GH

4.2 A request for a Brown Sign stating *Village Green Three Swallows Pub* was made. CPC AGREED to support the request pt. Brown signs are the responsibility of NCC Highways and involve a formal application process along with associated costs. The Clerk will share the process and costs with the applicant. GH

5. Action Log

5.1 The Action Log was reviewed and it was noted that;

- Glandford Rd Wall – Cllr Deane has written to the landowner and is waiting for a response. It was AGREED that Cllr Deane will contact Ed Stocker (Advisor FiPL) to register CPC’s interest for FiPL grant funding. **RD**
- The ditch clearance at Newgate Green is being organised by Cllr Allen and will take place in the coming weeks. **RA**
- Gabions on the Quay – Cllr Allen will discuss the gabion replacement with the Harbour Committee with the view that the work will be able to be completed as a joint project. **RA**
- Defib on the quay – Cllr Deane to gain consent from the windmill and Harbour Committee for connecting the defib to the Harbour electricity supply on the Quay. The Clerk will get a quote for a cabinet on a pole and quotes for installation. **RD/GH**
- It was noted that the River Glaven needs to be added to the action plan. The Clerk will add the item to next month’s agenda, so a discussion can take place on whether CPC should become a corporate member of the River Glaven Conservation Group. Cllr Deane will contact the Trust to ascertain what the current nutrient level is, this is so CPC will have a baseline for going forward. **GH/RD**
- Surface water flooding – The Clerk will arrange a meeting with the Highway Engineer to discuss surface water flooding and to identify grips and drains which require clearing. **GH**

6. Receive and Discuss Reports.

6.1 County Report was circulated prior to the meeting. We are waiting for a decision to be made on whether the NCC Elections will be going ahead in May.

6.2 District Report – Cllr Holliday gave the District Report. NNDC met with Mobile UK to push for more investment in better mobile connectivity in North Norfolk. There was a recent meeting to discuss emergency ambulance times, in the postcode NR25 Category 1 calls had a mean response time in the last few months of between 11-17 minutes. It was noted that Holt Fire Station Crew now responds to some Category 1 999 calls. It was noted the new Local Plan review will start in June. Additional urgent slots have opened for dentistry in North

Norfolk; these can be accessed by phoning 111. NNDC will be voting next week on the budget.

6.3 It was suggested CPC should keep a list of first aiders in the parish; it was felt the best way of doing this was via the Emergency WhatsApp Group. It was AGREED to relaunch the group. Clerk to readvertise it. GH

6.4 Allotments - CPC have let another plot. The allotment sign was discussed, and it was AGREED to refresh the existing sign with up-to-date contact details for the Clerk. Clerk to report dog fouling in the allotments to the dog warden. GH

6.5 Harbour Report – Mike Mirams gave the report. There is a Working Party on Saturday 14th February to clear the undergrowth. It was noted that the water quality in the harbour is currently monitored by BHA where the Glaven opens out).

6.6 Village Hall Report – Will Gee gave the report. The committee are awaiting the outcome of the grant for the refurbishment of the play area. The plans may need to be modified depending on funds available.

6.7 Neighbourhood Plan – The Clerk read the minutes aloud. A copy is available on the CPC website.

Public Participation

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

- A member of the public requested to speak under the item Planning.
- A member of the public thanked the Parish Council for cutting the hedges at the allotments. They reminded the PC that the ivy on the electricity pole still requires removal. Unfortunately, this work needs to be completed by UKPN. The member of public gave his permission for his email (regarding the proposed rise in the rent CPC pay to the Miss Knott Trust) to be shared with all allotment tenants.

7. Planning

7.1 The planning report (circulated prior to the meeting) for all planning applications received since the last meeting was read out loud.

PF/26/0110 – The Nest – This item was deferred due to some Cllrs requiring a further site visit to better understand the plans.

PF/25/0350 The Custom House - Cllrs amended their comments. Cllrs stated they have no objections providing reduced VLT glass is used.

PF/25/2567 – Westering – Cllrs do not object. The application has been approved by NNDC. The Clerk will send the applicant a copy of the Code of Construction Practice and ask them to be mindful of nearby residents when taking deliveries. The report was PROPOSED by Cllr Holliday and SECONDED by Cllr Holman and AGREED by all.

7.2 No applications have been received since the agenda has been published.

7.3 Cllrs discussed a response to the recent NPPF Consultation. Cllrs stated the policies covered the historic environment well but were not so good on the natural environment. Cllrs supported the CPRE comments and suggested the CPC response should broadly align with their thoughts. Cllr Deane stated that the policies around rural affordable housing were not strong enough. Cllrs agreed with the viability assessments. It was noted that any new development must include some mitigation against wildfires. It was AGREED the Clerk will respond to the consultation with the above feedback from Cllrs. GH

8. CPC Dark Skies Policy

8.1 The draft revised Dark Skies Policy was circulated prior to the meeting. The Chairman extended her thanks to Cllr Deane for all his hard work on revising the document. The new amended policy was PROPOSED by Cllr Holliday, SECONDED by Cllr Allen and AGREED by all. The Clerk will place a copy of the policy on the CPC website. GH

9. Finance

9.1 The payments (£1889.55), receipts (£538.92), and bank reconciliation (Appendix A) for January 2026 were circulated prior to the meeting, they were PROPOSED by Cllr Deane and SECONDED by Cllr Holman and AGREED BY ALL.

9.2 The cost of £215 for NALC to manage the CPC website from 1st April 2026. was AGREED by all. This fee includes a one off £55 transfer fee.

9.3 The annual subscription fee for Zoom (online meeting software) for £129.90 was AGREED by all. The subscription will be set up by the new Clerk.

9.4 The 2026 grass cutting quote for 2026 (with an additional preseason roll) was APPROVED by all. Clerk to inform the contractor. GH

10. Correspondence

10.1 Data Protection Training is available in Holt. – 23rd February 2pm.

10.2 Toad Watch – Volunteers are now out in the evenings checking for toads.

10.3 Mobile Connectivity – discussed earlier under NNDC report.

10.4 Energy Local – Cllrs were not interested in the proposal.

10.5 Deer signs – a member of the public requested deer signs to be erected in the parish. Cllrs did not support the request.

11. Newgate Green

11.1 The grass and weed management of Newgate Green (Church side) was discussed. It was AGREED to ask the current grass cutting contractor to quote for mowing and strimming the triangle of grass next to the Church. GH

11.2 The erosion of the northern edge of Newgate Green was discussed. It was noted that the green edge was being eroded away by run off and parking. It was AGREED for the Clerk to arrange a meeting with Highways on site to discuss and to look to getting the grips further up Holt Road reinstated, and to revisit in spring. GH

13. CPC Election

13.1 It was noted that there have been 10 or more parishioners who have requested an election for the current Cllr vacancy. If an election is held this will be paid for by parishioners via the precept. Costs are estimated to be between £1000-£2000. A significant part of the cost is NNDC issuing polling cards.

13.2 Cllrs discussed the benefit of having polling cards. Cllr Holliday stated she was keen for polling cards to be issued so everyone knew about the election and was clear about voting. A vote (by a show of hands) took place, 4 Cllrs voted against having polling cards and one Cllr voted for polling cards. The motion not to have Polling Cards was carried by a majority vote. Clerk to report to NNDC. It

was noted that the Parish Council will need to be active in promoting the election to ensure it is well advertised to residents.

14. The Hangs

14.1 The Clerk shared an update from NCC on The Hangs. It was noted that Cley FP30 was an anomaly and did not connect to Salthouse FP1. The new fencing does obstruct the definitive line of the footpath of FP28 and the entrance to FP30. CPC will write to ask for the obstructed fence to be removed. The Clerk will approach the landowner to request a permissive path as an alternative route, so users don't have to walk in the road. GH

15. Cleaner for Cley Community Toilet

15.1 To note the vacancy for the position of cleaner for the Cley Community Toilet. £20 per hour/ £10 per clean (each clean is approximately 30 minutes). Clerk to provide Cllrs with an update next week.

16. Items to be included on the Next Agenda

16.1 Neighbourhood Plan, Newgate Green, Update from Village Hall meeting (EV charging and Cley Toilet payments), River testing.

16.2 It was noted that the dog poo bin at the church was full. Clerk will report the full bin to NNDC. GH

17. Time and Date of Next Meeting; Parish Council Meeting Tuesday 10th March, it was noted if the election goes ahead, it will take place on 12th March 2026.

The meeting ended at 8.16pm

Appendix A – Bank Reconciliation

Cley Parish Council

6 February 2026 (2025-2026)

Prepared by:

Date: Approved by:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/01/2026

Cash in Hand 01/04/2025 18,169.76

ADD

Receipts 01/04/2025 - 31/01/2026 35,674.40

53,844.16

SUBTRACT

22,648.86 Payments 01/04/2025 - 31/01/2026

A

Cash in Hand 31/01/2026 31,195.30

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 0.00 31/01/2026

Community Account 1 12,457.19 31/01/2026

Business Premium Account 6,311.83 31/01/2026

Community Account 2 12,496.23 31/01/2026

31,265.25

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 31,195.30

95.05

31,100.25

165.00

A = B Checks out OK