

Minutes of the Cley Parish Meeting
Held at 6.30pm on Thursday 13th November 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.

1 member of the public was present.

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

1.1 Apologies were received from Cllr Tim Baker. Apologies were accepted.

1.2 Apologies have 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 9th October 2025 to be approved.

3.1 The minutes were circulated prior to the meeting,

3.2 Cllr Deane PROPOSED the minutes as accurate and correct and Cllr Holman SECONDED the motion which was AGREED by all.

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

- Bus Shelter Grant Award – CPC have received a grant for £315.33 towards a bench for the bus shelter on Newgate Green.
- Cllr Deane confirmed that CPC will be included in the next round of the River Glaven water testing. **RD**

5. Receive and Discuss Reports.

- County Cllr Reports – The Clerk read aloud the County Council Report which can be seen at Appendix A.
- District Report – Cllr Holliday gave the District Council Report which can be seen at Appendix B.
- Allotments – Cllr Holman confirmed the water is now turned off. The Clerk confirmed the ACV application has now been submitted.
- Harbour Report – Cllr Deane stated that Carols on the Quay will take place on 6th December.

Village Hall Report – Will Gee gave the report and stated that the committee are going to provide wheelchair access to the rear of the village hall.

Public Participation

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

None.

6. Planning

6.1 There is no planning report. The only application received is PF/25/1571 for Thornhill Farm, the documents have not been uploaded to the portal by NNDC and as such Cllrs were unable to view them ahead of the meeting. It was AGREED for this application to

be deferred and dealt with under delegated powers and reported to the next meeting.

GH/ALL

7. Cley Community Toilet – Future Funding

7.1 The Parish Council discussed the Village Hall proposal to help part-fund the Cley Community Toilet going forward through the installation of a digital payment system. Will Gee attended the meeting and stated that the Village Hall would like to install a digital payment system on the utility toilet door for joint electronic donations. The Village Hall would take all electronic payments and in return cover any shortfall in routine expenses alongside no longer charging the Parish Council for utilities (water and electricity).

7.2 Cllrs thanked the Village Hall Committee for their generous offer. Cllrs requested more time to think about the proposal; some concerns were raised about costs for larger maintenance items such as a roof repair. Clerk to respond formally to the Village Hall Committee requesting more time for consideration. GH

8. Finance

8.1 The payments (£2312.52), receipts (£1382.46) and bank reconciliation (Appendix C) for October were circulated prior to the meeting. The finance was PROPOSED by Cllr Holliday and SECONDED by Cllr Williamson and AGREED by all.

8.2 The Draft Budget for 26/27 was given to Cllrs to look at ahead of next meeting. ALL

9. Correspondence

9.1 Tree Packs are available from NCC with 50% discount. Clerk to create a poll on the WhatsApp group on whether people want to plant trees on the allotments. GH

9.2 NCC Council Tax Consultation – Cllrs suggested the 5% rise in Council Tax was more appropriate. Cllr Holliday and Clerk to respond. VH/GH

9.3 A request for better signposting for the Cley toilet has been made and will be discussed at the next meeting. GH

10. Public Footpath No.12

10.1 To discuss access along Public Footpath No.12 (Near Artemis). Clerk to get some more PROW discs for Cllr Allen to waymark. GH/RA

10.2 Clerk to look at the previous signage request for improved signage to the boardwalk High Street and shops and Blakeney. GH

11. Electric Vehicle Charging

11.1 Cllr Deane, Cllr Holliday and Will Gee met Plug in Norfolk to discuss EV charging in the Village Hall Car Park. The company will pay for everything up until 2030 including all works. Four chargers would require three phase coming into the hall at the village's expense. The chargers are dynamic which means they only take the power which is available. They offer a slow charge as such overnight charging would be recommended.

11.2 It was noted that Corpusty Village Hall has already taken up the initiative, the Clerk will liaise with the Village Hall for feedback. As soon as the full proposal from NCC has been received it will be circulated. GH

12. Community Support Fund (CSF)

12.1 Cllrs AGREED to relaunch the Cley CSF fund and AGREED the same terms and conditions as 25/25, namely £50 voucher per month per family up to 3 people, 4 people or more can apply for £100 vouchers per month. There is £1750 in the budget, and the scheme will run until it has been spent. Clerk to put on Facebook and on the PC website. GH

13. Litter Pick

13.1 The next Cley Litter Pick will take place on Saturday 29th November 10am -12pm. Clerk will look to drop off the kit on Friday 28th November to the utility room. GH

14. Community Payback

14.1 Cllrs felt they had lots of projects to offer a Community Payback Team, it was AGREED that the Clerk will contact the local organiser to request availability. GH

15. National Landscape Consultation

15.1 The CPC response to the National Landscape Consultation was discussed and it was AGREED that Cllr Holliday will summarise comments and send to the Clerk to formally respond. 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 -

- Cllrs AGREED the above motion.
- A personnel matter – staffing. It was AGREED by all to appoint the new Clerk on SCP25 on 8 hours a week starting from 1st April 2025. If possible, a handover during March would be ideal and it was confirmed there was funding available from this year's budget. Clerk to formally write to the successful candidate with a job offer. GH

17. Time and Date of Next Meeting; Parish Council Meeting Thursday 11th December 6.30pm 2025 in Cley Village Hall.

Meeting ended 20.05

Appendix A

County Report

Transforming services and addressing financial pressures

Norfolk County Council is continuing to transform local services while navigating significant financial pressures.

Driven by rising demand and inflation, the council has a budget gap of £41.6m in 2026/27 - rising to £171.4m over the next four years.

To help address the financial gap, the Council has developed proposals to save £35.7m - with major savings expected through investment in key demand-led services such as adult social care and home-to-school transport.

Over the coming months, the budget will be subject to public consultation and scrutiny by the council's select committees. Key national announcements - including the Autumn Budget on 26 November and the Local Government Finance Settlement in December - will inform final proposals.

Cabinet considered and agreed the finance reports when it meet on 13 October. Cabinet will then review updated proposals on 26 January 2026, with Full Council making final decisions, including on council tax, on 17 February 2026.

Falling pupil numbers

The education landscape in Norfolk is set to change as the county tackles the national drop in pupil numbers. The number of children in the education system in the county is expected to fall from a peak of nearly 10,000 in the current year 9, to fewer than 7,000 in the 2027 reception intake.

In a report on the Education Policy and Strategic Programme, members will hear how the council is looking to refresh its policy framework, in light of changes to legislation and the changing demographics.

One council for Norfolk plan submitted to Government

The Government is being urged to back plans for better services, local decision making and bigger savings, by replacing Norfolk's eight councils with one.

Norfolk County Council's cabinet has agreed to submit a business case which details how a single council for Norfolk would **save £39.8 million per year** and deliver the biggest benefits. The decision came after the case was discussed by full council on 25th September.

The Government wants to have fewer councils, known as unitary authorities, which run all services in their area. It has asked existing councils to submit detailed proposals by 26th September.

The county council's business case highlights a range of key benefits of having one council, including:

- **Saving £39.8 million per year**, compared to the current eight councils - money that can be invested in improving services
- Removing duplication and joining up services that are currently divided between councils, such as adult social services and housing
- A focus on **meeting local needs**, by setting priorities at neighbourhood area committees, closer working with town and parish councils and voluntary groups and delivering services through integrated neighbourhood teams
- Avoiding the risk of splitting up crucial, county-wide services such as adult social care, children's services and highways
- Being in a strong position to boost Norfolk's economy, by having a plan for the whole county

A New Relationship with Town and Parish Councils

The move to a single unitary council is about empowering, not centralising. Town and parish councils, over 550 across Norfolk, serving 70% of the population, are seen as essential to strong local leadership and democracy.

What's on Offer for Parishes

- **More Local Influence:** Parishes will have a **greater say in decisions**, with the option to take on more powers if they choose.
- **Collaborative Working:** Support for parishes to work in clusters, sharing ideas, managing services, and strengthening their collective voice while keeping local identity.
- **Community Assets & Services:** Clear, consistent options to take on local assets (like parks, halls, toilets) and services (e.g. grass cutting, minor road repairs, community transport), if they wish with associated funding.
- **Support & Safeguards:** Any transfers will be voluntary and well-supported, with training, templates, governance advice, and a focus on financial sustainability.
- **Funding & Budgets:** **More influence** over local spending, including devolved budgets, parish highways schemes, councillor funding, and access to grants and developer contributions.

- **Shared Principles:** The approach is rooted in co-design, flexibility, transparency, strong communication, and long-term sustainability.
- **Clustering Support:** **Help for parishes** to group together to manage services or assets, and share learning.
- **Unparished Areas:** In places like Norwich, Great Yarmouth, and King's Lynn, new Neighbourhood Area Committees will ensure local voices remain empowered
- **Preservation of valued historic civic functions** like mayors and aldermen.

Neighbourhood Area Committees (NACs)

Purpose:

NACs are local, democratic decision-making bodies that shape services, allocate budgets, and drive community-led change. They are not advisory panels, but empowered, place-based governance structures.

Geography:

Each NAC will cover 30,000–50,000 residents, with boundaries co-designed with communities to reflect local identity.

Membership:

Tailored to each area, typically including:

- Local councillors (for accountability)
- Statutory services (e.g. health, police, social care)
- Town and parish councils
- Voluntary and community organisations
- Residents' groups, businesses, schools, and other local leaders

Key Functions:

- Set priorities based on local insight
- Align council and partner activity
- Allocate devolved budgets
- Act as a democratic link between residents and the council
- Support collaboration among parishes

How They Work:

NACs will be inclusive, accessible, and action-driven, supported by officers and infrastructure. Meetings will be held locally, in plain language, with various ways for residents to engage.

Building on Existing Strengths:

NACs will build on successful models like Town Deal Boards, Health & Wellbeing Partnerships, and Youth Advisory Boards. Existing Neighbourhood Boards (e.g. Great Yarmouth, King's Lynn, Norwich) will be integrated into the new framework.

The Government is due to consult the public on different council options this autumn, before making a final decision, expected in spring next year.

You can find out more at www.norfolk.gov.

Norfolk County Council Invites Communities to Grow Greener with Discounted Tree Packs

Tree planting in Norfolk is set for another boost this season as Norfolk County Council continues its drive towards 1 million trees for the county.

The council's subsidised tree scheme is also open again, offering individuals, parish councils, community groups, businesses, schools and landowners the chance to apply for tree packs and protection materials at up to **50% off the original price**.

For those who want to do their bit to boost the number of trees in Norfolk but don't have space for woodland, subsidised tree packs are available to order now.

For the first time this year, a limited number of 'Taller Tree Packs', grown at Gressenhall Community Tree Nursery, are also available. These include larger beech, oak, and birch trees, making it possible for more people to take part and be 1 in a million.

For more information on Norfolk's One Million Trees initiative visit www.norfolk.gov.uk/milliontrees.

Strong progress in transforming SEND education in Norfolk

Norfolk County Council is making significant strides in improving education for children and young people with special educational needs and/or disabilities (SEND), according to a recent report.

New teams and initiatives are enhancing support for inclusion within mainstream schools, while hundreds of additional places in specialist resource bases (SRBs) are enabling more children to remain in their local mainstream schools with tailored support.

The report, presented to the council's cross-party Children, Families and Communities Select Committee, highlights the council's substantial progress despite national delays in SEND reform and ongoing funding challenges.

Thanks to Norfolk's Safety Valve agreement, the council has secured over £130 million in joint investment with the Department for Education. Despite managing a cumulative Dedicated Schools Grant deficit of £131.9 million, Norfolk has committed more than £15 million in additional funding to bolster SEND services and continues to collaborate with the DfE to secure further funding aimed at reducing the deficit.

Councils launch package to support staff at Lotus Cars

The taskforce set up by Norfolk County Council and South Norfolk Council has launched a comprehensive support package designed to help employees and their families impacted by the recent announcement of redundancies at Lotus Cars.

The package that will be offered to Lotus employees and those affected in its supply chain, provides a holistic range of services designed around three key pillars of support, hardship and financial stability, employment and skills, and business start-ups.

The taskforce will use the time between now and the end of the financial year, when the redundancies are expected, to work with Lotus and its staff and help them navigate their next steps. The comprehensive support package, detailed below, offers practical assistance focused on three key areas: hardship and managing finances, finding a new job and business

Appendix B

District Report

From NNDC

'Coastal'

Coastwise Community Transition Plan activities continue in Weybourne and other more westerly coastal villages affected by erosion. In Weybourne these centre around the mitigation of possible flooding of the car park.

Planning

The Planning Inspector has concluded the new Local Plan which runs through 2040 is sound, provided the modifications which were recently consulted on are incorporated.

The Norfolk Coast National Landscape (ex AONB) Management Plan is out for consultation till Dec 5th. You will find this at

[Norfolk Coast National Landscape Management Plan - Norfolk Coast](#)

Norfolk County Council has recently published our Local Nature Recovery Strategy which identifies biodiversity priorities and includes a local habitats map. You can find it here

<https://www.norfolk.gov.uk/article/57573/Public-consultation>

The Enforcement Team has set up 316 cases this calendar year, closing 259 to date. 7 enforcement notices have been served in the last three months.

Benefits

56% of NNDC 's Discretionary Housing Payments (£103k) was allocated by October 31st to 67 households.

The Crisis Resilience Fund will replace the Household Support Fund from next April. This will provide crisis support to those on low incomes and help support financial resilience.

The Financial Inclusion Delivery Plan will operate over this winter, reaching out with Council Tax and Household Support and Pension Credit awareness to targeted households.

Early Help and Prevention received 104 referral in October. The majority related to finances.

Housing

There are 2237 households on the housing list with 23% being in highest need.

The Allocation Scheme for housing has been revised and applicants are working through the new process.

As of 31st October there were 63 households in temporary accommodation, 19 of these were in NNDC owner temporary accommodation. We are purchasing 7 more units this year, partly funded by the second home council tax premium.

650 affordable houses are planned in the next few years.

We have 63 Ukrainian guests in North Norfolk.

Housing adaptations - we have a fund of £1.7m for housing adaptations to enable you to live in your home for longer. The most common types of adaptations arrived out are installation of ramps, modifications of bathrooms etc.

The easy to claim Forget me Not grant of £500 for home adaptations/ equipment for those with any memory issues is available from NNDC (no formal diagnosis is required to be eligible). Check out

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

Do get in touch if you have queries about any of the above.

Environment and Waste

New licensing fees have been suggested. These are now based on a cost recovery methodology.

Commercial food waste collections are going well with 20 tonne of food waste collected.

121 laptops donated by NCC have been given to residents as part of the NCC Digital Inclusion project. Training has been given to 646 residents..

Details of NNDCs role in the management of fly tipping on public land is available on

<https://www.north-norfolk.gov.uk/news/2025/october/information-about-fly-tipping/>

Finance

The current Outturn for 25/26 is a surplus of 354k. This is predominantly due to increased forecast income.

Sustainable growth

Energy saving tips for the home can be found

<https://www.north-norfolk.gov.uk/projects/energy-saving-tips/>

Sign up here for the Invest in North Norfolk newsletter [https://mailchi.mp/north-](https://mailchi.mp/north-norfolk.gov.uk/invest-north-norfolk)

[norfolk.gov.uk/invest-north-norfolk](https://mailchi.mp/north-norfolk.gov.uk/invest-north-norfolk)

Net zero

NNDC has made reductions in CO2 emissions in some areas such as fleet, staff travel and electricity use, but large scale infrastructure projects such as the big coastal protection schemes and the purchase of temporary accommodation have added to increased emissions overall.

Community and Outreach

The Community Outreach team have helped 51 residents threatened with homelessness - these referrals came from food banks, community groups, housing associations and residents. They also received 50 referrals for falls and frailty on discharge from hospital who they offered help such as with aids and adaptations, benefit advice and Carer support.

The average call wait time for Customer Service Sept -Oct was 5 mins 19 secs. ‘

Mobile connectivity

The 4 main mobile providers (Vodafone, ee, Three and O2 have been asked to attend Overview & Scrutiny Jan 28th to explain their plans for improving mobile connectivity.

Appendix C

11 November 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 31/10/2025

Cash in Hand 01/04/2025 18,169.76

ADD

Receipts 01/04/2025 - 31/10/2025 34,119.89

52,289.65

SUBTRACT

Payments 01/04/2025 - 31/10/2025 17,413.60

A Cash in Hand 31/10/2025 34,876.05

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/10/2025 0.00

Community Account 1 31/10/2025 14,589.10

Business Premium Account 31/10/2025 6,311.83

Community Account 2 31/10/2025 13,710.07

34,611.00

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 34,876.05

265.05

34,611.00

A = B Checks out OK