

STIFFKEY PARISH COUNCIL

Chairman:- Councillor M. Williams

Vice-Chairman:- Councillor J. Lawrence



MINUTES OF THE MEETING OF STIFFKEY PARISH COUNCIL HELD ON MONDAY 25TH MARCH, 2024 AT 7.00 PM IN STIFFKEY VILLAGE HALL

Present:-

Chairman – Cllr. M. Williams, Vice-Chairman – Cllr. J. Lawrence,
Cllr. P. Claydon, Cllr. P. Harrison, Cllr. A. Hooper,
Cllr. R. Husain and Cllr. J. Sugden.

Julie Chance – Locum Clerk.

Five members of the public also attended the meeting.

The Chairman welcomed all present to the meeting.

1. ELECTION

- 1.1** The Chairman and Members welcomed Cllr. J. Sugden to Stiffkey Parish Council.
- 1.2** Cllr. Sugden signed the Declaration of Acceptance of Office Form witnessed by the Locum Clerk.

2. MINUTES OF THE MEETING HELD ON MONDAY 22ND JANUARY, 2024

The Minutes of the meeting held on Monday 22nd January 2024, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor M. Dalby.

Locum Clerk:- Julie Chance, Pine Lodge, Gimingham Road, Trimmingham, Norfolk, NR11 8HP
Telephone No:- 07305048062
Email:- clerkstiffkey@gmail.com

4. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

None received.

5. PUBLIC PARTICIPATION

A member of the public said that the Parish Council have a well worded Dark Skies Policy. However, concern was expressed that there is a significant amount of light pollution throughout the village with some security lights staying on until midnight. The member of public requested that the Parish Council remind residents about the Dark Skies Policy and offered help with any distribution needed. It was **AGREED** that this matter will be placed on the next agenda for further discussion.

A member of the public enquired when the potholes at Greenway were going to be repaired as it is dangerous. The Members reported that the potholes have now been repaired. No further action will be taken in this matter.

A member of the public enquired whether having a defibrillator in the village will affect ambulance times. The member of public also asked whether there was a key and if so, who held it or if not, is there a danger that the defibrillator will be stolen. The member of public also asked how you would obtain the number for the defibrillator if you did not have a mobile phone. The Members said that these questions will be addressed under the item on the agenda.

A member of the public said that he is happy to report to the Parish Council on behalf of the Stiffkey Local History Group. The Locum Clerk will invite the Stiffkey Local History Group to present an annual report at the Annual Parish Meeting in May.

6. SAM2 BATTERY AND SIGN

6.1 Cllr. Hooper reported that the Battery and Sign are in working order. There has been some water ingress and the gasket head has been replaced at no cost to the Parish Council. At present, there is only one battery. A second battery will need to be purchased in the near future. This will be discussed when the Budget for 2025/26 is discussed.

The first cycle of data for speeds as vehicles leave the village has been gathered. This was at the Church Street exit. Overall average speed 20.9 mph with 85th percentile speed (top 15%) at 25.6 mph. Speeds between 27- 28mph generally seem to be between the hours of around 5pm and 9am. Top speed at 23.00 @ 40mph.

No data for exiting via Bridge Street will be available as a telegraph pole prevents clear sighting. The data for the Wells Road exit will be available for the May PC meeting.

In terms of incoming data – the last Wells Road data recorded an average speed of 22.8mph when picked up on the SAM (so still in the 30mph zone) with the 85th percentile speed (top 15%) at 28.8 mph. The top speeds usually recorded at around 22.00. Generally this is under 40 mph.

7. **COUNTY AND DISTRICT COUNCILLORS' REPORTS**

7.1 County Councillor's Report:- February and March. Attached. Appendix A and B.

7.2 District Councillor's Report:- February and March. Attached. Appendix C and D.

8. **PLANNING**

8.1 Decision Issued – PF/24/0043 – The Saltings, 68 Wells Road, Wells-next-the-sea:- Approved. Circulated. Noted.

8.2 Appeal Against Refusal – Red Lion, 44 Wells Road, Stiffkey. Circulated. Noted.

9. **PERMISSIVE FOOTPATHS**

9.1 Cllr. Hooper reported that the permissive footpaths are not on the Asset Register as they do not belong to the Parish Council. The maintenance needs to be monitored as one of the permissive footpaths is in need of some attention on the steps. It was **AGREED** that the permissive footpaths would be added to the Asset Register as an addendum and reviewed annually.

10. **STIFFKEY BRIDGE**

10.1 Consultation Meeting – 25th January, 2024:- Cllr. Williams reported that he had attended the meeting along with the other Members. The concept plans were on display and the design team were present to answer any questions.

10.2 The National Trust are still on track for the planning application to be submitted in April. It was **AGREED** that the Clerk would obtain an update. This matter will be placed on the next agenda.

11. SOCIAL MEDIA/FACEBOOK AND WEBSITE

11.1 Social Media/Facebook:- Cllr. Husain reported that the social media is up and running with 2 followers on Instagram but none on facebook or thread at present. The social media is being used as a virtual notice board and the public are unable to leave any feedback or comments. It is hoped that the follower numbers will increase once more information is posted and it is known in the village. Cllr. Husain requested that the link to the Parish Council Website on the Stiffkey Village Facebook page be removed, as this is causing confusion when residents are searching for the Parish Council. Cllr. Husain will liaise with the co-ordinator of the Stiffkey Village Website.

11.2 Website:- Cllr. Hooper reported that the website is being updated regularly and the Parish Council is meeting their legal obligations for transparency. The Members thanked both Cllr. Hooper and Cllr. Husain for their hard work on these matters.

12. BLAKENEY SURGERY

12.1 The Clerk circulated all correspondence and updates to Members. Noted. Cllr. Hooper produced a report attached – Appendix E. Cllr. Hooper prepared a letter to be submitted to NHS Norfolk and Waveney ICB which was circulated. It was **AGREED** that the Clerk would submit the wording as circulated by Cllr. Hooper on behalf of Stiffkey Parish Council.

12.2 Health and Wellbeing:- Cllr. Hooper prepared a report. Attached – Appendix F.

13. POLICE

13.1 SNAP:- Cllr. Williams reported that no SNAP meeting has been held. No update given.

13.2 Speed Checks:- Cllr. Williams reported that following the Locum Clerk's request to carry out some enforcement in the village, the Police have carried out some speed checks. There were no prosecutions as it was felt that the mission to slow traffic was achieved by being visible. The Police have offered to speak with the village about forming a Community Speed Watch Team.

Cllr. Williams obtained details on establishing a scheme with the co-ordinator at Norfolk Police. There needs to be a minimum of six volunteers, one of whom will need to be a co-ordinator and liaise directly with the Police. There is no cost to establishing a scheme and training will be provided. It was **AGREED** that a village meeting will be held to try and establish a team of people which will be stand alone once formed. Cllr. Williams to action meeting.

14. POLICE REVIEW SCHEDULE

14.1 It was **AGREED** that the Policy Review Schedule will be amended to avoid the May meetings each year. The Clerk will update and circulate the amended schedule.

15. MAINTENANCE OF ASSETS

15.1 The Clerk circulated forms for completion following inspection of Stiffkey Parish Council assets. Members very kindly inspected the assets and completed the forms. It was **AGREED** that the Clerk would prepare a schedule of works required to be discussed at the next meeting. The schedule will be placed on the Website and Social Media to ask residents to come forward if they can help with any repairs.

16. FINANCE

16.1 Cash Book:- The Locum Clerk circulated the cash book made up to 29th February, 2024. The cash book shows expenditure and income against the current year's budget. **AGREED.**

16.2 Bank Statements:- All Members signed the bank statements against the Bank Reconciliation for the period ended 29th February, 2024.

16.3 NPTS Training Invoice:- The Locum Clerk reported that this invoice, which covered training of the previous clerk, has been met by another Parish Council. No further action will be taken in this matter.

16.4 Norfolk ALC and NPTS:- The Clerk reported that the subscriptions are due for renewal. It was **AGREED** that the subscription for Norfolk ALC in the sum of £87.56 would be accepted and this is due for renewal in April 2024. The main reason for this decision is in order for Stiffkey Parish Council to set up a website through Norfolk ALC which will be cheaper than the current website.

16.5 Covid Earmarked Reserves:- It was **AGREED** that the Parish Council would work towards applying for grant funding in order to set-up a transport scheme in the village to take residents to medical appointments. A team of volunteer drivers will be needed and this matter will be placed on the Annual Parish Meeting agenda in May for discussion. This scheme, if successful, is important bearing in mind the imminent closure of Blakeney Surgery.

16.6 The following payments were **AGREED:-** £

Clerk's salary, office allowance and travel	
Payslip – circulated – February and March	554.56
HMRC – Tax – February and March	115.36
North Norfolk District Council – Election	1,976.06
North Norfolk District Council – Camping Hill	100.00

16.7 A payment has been made to T.T. Jones for maintenance of street lights in the sum of £41.51. This payment is a monthly payment. Noted.

16.8 Defibrillator:- Cllr. Claydon circulated a report – attached – Appendix G. Following lengthy discussion it was **AGREED** that fundraising will take place in the village to obtain one defibrillator which will be placed at the Stiffkey Stores if successful. Cllr. Sugden will lead the fundraising effort and liaise with Stiffkey Stores. It was **AGREED** that the staff at the Stiffkey Stores should be trained in CPR once the defibrillator has been installed. It was reported that Listed Building Consent will be required. The working group will progress this matter. Cllr. Hooper and Cllr. Sugden will join the working group. This matter will be placed on the next agenda for an update.

16.9 Internal Auditor:- It was **AGREED** to appoint Roger Canwell as Internal Auditor for the current financial year.

17. REPORTS

17.1 Norfolk Coastal Forum:- Cllr. Hooper circulated a report. Attached. Appendix H.

17.2 Parish Online:- Cllr. Hooper circulated a report. Attached. Appendix I.

17.3 Digital BT:- Cllr. Husain circulated a report. Attached. Appendix J. It was **AGREED** that the Clerk would write to Tech UK to request 200/300 digital switch over leaflets to be distributed throughout the village.

17.4 Community First Responders:- Cllr. Hooper circulated a report. Attached. Appendix K.

18. ANNUAL PARISH MEETING

18.1 It was **AGREED** that the Locum Clerk would invite the village organisations to submit a report for the Annual Parish Meeting in May.

19. HIGHWAYS

19.1 Temporary Road Closures:- Circulated. It was **AGREED** that the Locum Clerk will ascertain whether this closure is going ahead.

20. MATTERS FOR NEXT AGENDA

All matters are covered in the minutes.

21. CORRESPONDENCE

Norfolk ALC – Various – Circulated. Noted.

Norfolk PTS – Various – Circulated. Noted.

CANs Newsletter – Circulated. Noted.

Environment Agency – Flood Risk – Circulated. Noted.

NNDC – Planning Roadshow – Circulated. Noted.

NNDC – East Seascape Character Assessment 2024 – Circulated. Noted.

NCC – Defence Employer Recognition Scheme – Circulated. Noted.

The Rural Bulletin – Circulated. Noted.

Rural Business Awards – Circulated. Noted.

Letter to Resident – Bins:- The Locum Clerk reported that she had written as instructed. The Members reported that the situation has improved. No further action will be taken in this matter.

NNDC – Bin Collection Changes – Circulated. Noted.

22. DATE OF NEXT MEETING

The date of the next meeting was noted as Monday 13th May, 2024 at 7.00 pm in Stiffkey Village Hall. Please note this will be the Annual Parish Meeting and the Annual Parish Council Meeting.

23. TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC.

AGREED.

24. CONTRACT OF EMPLOYMENT – LOCUM CLERK

24.1 The Locum Clerk circulated a draft Contract of Employment which was **AGREED** and signed by the Chairman and Locum Clerk.

24.2 Health and Wellbeing Policy:- The Locum Clerk circulated a draft Health and Wellbeing Policy which was **AGREED.**

There being no other business the Chairman closed the meeting at 8.50 pm.

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Chairman

.....
Date

County Council faces difficult budget decision

Norfolk County Council has proposed a balanced budget but it faces difficult decisions in order to deliver it. This is due to rising demand, rising costs and underfunding.

The highlights are:

- £116 million of investment to meet demand and cost pressures – including £34.7 million for inflation, £37.6 million for legislative requirements and £39.7 million for demand and demographic issues
- £52.2 million of new savings, including £12.1 million from transforming how the council operates
- New savings proposals totalling £1.4 million may require further consultation and will then be brought back to cabinet for decisions
- A proposed 4.99 per cent increase in the county council's share of Council Tax, in line with the Government's capping level (2.99 per cent for general Council Tax and 2 per cent for adult social care). This would increase the council's share of band D bills to £1,672.11. A 4.99 per cent rise would generate £24.9 million

A small number of the budget proposals have been identified as potentially requiring public consultation, as they may relate to a policy or service change. These include:

- Charging an admin fee for brokering on behalf of people who self-fund their adult social care
- Review of the adult social care non-residential charging policy – including the Minimum Income Guarantee (MIG)
- Recommissioning of social isolation and loneliness contracts
- Norfolk Record Office – pre-booking of visits and new paid services to increase income generation
- Switching off 2% of streetlights
- Recycling centres: Reduction of opening hours at some recycling centres to deliver a more consistent approach, in line with neighbouring authorities

If, following public consultation, any of the proposals are not implemented, departments will need to make alternative savings.

Once cabinet has considered the proposals, they will be considered by the council's scrutiny committee, before the full council sets the budget on 20 February.

Cabinet met on Monday 29th January and accepted the report.

Focus on prevention and support independent individuals as the council refreshes strategy for Adult Social Care.

Supporting people to live independently is at the heart of Norfolk County Council's proposed five-year strategy for Adult Social Care, as the council reshapes its approach based on feedback from residents and service users.

Members of the People and Communities Select Committee met on 19 January and heard about how the council proposes to respond to the challenges facing adult social care and how it has used people's views to inform its proposed strategy.

Councillors are asked to endorse the strategy, which focuses on three key areas – prevention and early help, supporting people to live independently, and ensuring there is the right support for people with multiple and complex needs.

Over the summer, the council held focus groups, ran a survey and worked with partners to facilitate a range of conversations about adult social care.

The responses have been grouped into six themes, which have helped to shape the strategy.

People told the council:

- They would like to understand more about the services we provide
- The council should ensure information is easy to find
- The council should be consistent in the way it communicates with people
- Some carers would like more support in certain areas
- People with sensory support sometimes feel they would like more support accessing information
- Co-production and engagement should be a priority

The strategy will need to be considered by the council's Cabinet and Full Council before it can be fully adopted.

CLLR Michael Dalby

Michael.dalby.cllr@nordolk.gov.uk

07306886552

County Council agrees budget.

Councillors have backed a budget that "delivers for Norfolk", in the face of major challenges facing local government.

The key headlines from the budget agreed today are:

- £122m of investment to meet demand and cost pressures next year - including £34.6m for inflation, £38m for legislative requirements, £39.7m for demand and demographic issues and £9.6m for policy decisions.
- £41.5m of new savings, including £9.6m from transforming how the council operates.
- A proposed 4.99% increase in the County Council's share of Council Tax, in line with the Government's capping level (2.99% for general Council Tax and 2% for adult social care). This would increase the Council's share of band D bills to £1,672.11. A 4.99% rise would generate £24.9m.
- A small number of the budget proposals have been identified as requiring consultation, as they may relate to a policy or service change. Cabinet will take decisions on these proposals in the summer, after considering the consultation results.

Cabinet to vote on £457m plan for Norfolk's Highways and Transport.

The proposals, which are due to be discussed at Norfolk County Council's Cabinet at its meeting on Monday 4 March, cover investment in highways maintenance, cycling and walking schemes, traffic management and public transport infrastructure across Norfolk between now and 2027.

Further allocations from the £10m investment in highway maintenance by Norfolk County Council are proposed, alongside £4.51m from the Network North Road Resurfacing Fund 2024/25. These works include resurfacing roads and footways, bridge maintenance and regular activities such as surface dressing.

The investment, set out over the financial year 2024/25, 2025/26 and 2026/27, includes funding from Norfolk County Council, the Department for Transport, developer contributions such as Section 106 and CIL funds and other sources of funding. The element to be paid by Norfolk County Council in 2024/25 was approved earlier this week as part of Norfolk County Council's budget, which councillors voted on at the Full Council meeting on Tuesday 20 February.

The Capital Programme also covers work on major schemes, including the Long Stratton Bypass, Norwich Western Link and West Winch Housing Access Road.

The three year plan follows the Government's 2023 autumn statement, which proposed funding allocations for 2024/25 through to 2026/27. The plan also includes funding from a number of other streams, including the Transforming Cities Fund and the Bus Service Improvement Funds from which Norfolk County Council has successfully secured funding.

The council's cabinet is recommended to approve the latest schemes when it meets at 10am on Monday, 4 March. The papers for the meeting are available [online](#). The meeting will be livestreamed and a recording available to view afterwards on the County Council's Democratic Services [YouTube channel](#).

Have your say on Norfolk saving proposals.

These proposals are part of £41.5m of savings that Norfolk County Council needs to make to balance its budget for 2024/25. The Council faces difficult decisions to deliver on its ambitions for the people of Norfolk against a difficult economic climate and more than a decade of reduced funding.

These proposals fall within the councils' Community and Environmental Services department, which includes Norfolk Highways, Libraries, Museums, Waste Management and the Norfolk Record Office.

The three proposals being launched today are:

- **Street lighting:** To switch off some streetlights across Norfolk in areas where it is considered safe and appropriate to do so.
- **Norfolk Record Office (NRO):** To introduce pre-booking of visits and change opening hours.
- **Recycling centres:** To reduce opening hours at some recycling centres to deliver a more consistent approach, in line with neighbouring authorities.

Between them these proposals could save approximately £457,000 a year.

The council is consulting the public on these proposals from today, 15 February, to midnight on 22 March 2024. The consultation survey is available on the council's Citizen Space platform at: www.norfolk.gov.uk/savingsproposals

Proposals on streetlighting involve switching off 2% of streetlights across the county to save money and reduce carbon emissions. Norfolk County Council has identified 34 locations where the council plans to switch off some street lights. This represents 1.35% of the Council's target of 2%. Further locations will be identified at a later date.

Approximately 1,000 of the 54,000 street lights that the county council manages across the county would be switched off under these plans. It is expected that this could save up to £200,000 per year and cut carbon emissions annually by 76 tonnes, providing an environmental benefit and significantly contributing towards the council's Climate Strategy.

The proposal for introducing pre-booking and changing the opening hours of the Norfolk Record Office would extend the current limited Friday service to a Thursday with the same 10am to 4pm opening hours and maintains a full service on Tuesday and Wednesday from 9.30am until 5pm.

Finally, proposals to reduce the opening hours at some recycling centres in Norfolk would see 13 recycling centres close on a Wednesday, in line with the centres in neighbouring Suffolk. The additional six recycling centres in Norfolk operate part time and are already closed on Wednesdays. This proposal could save around £200,000 a year.

CLLR Michael Dalby

Michael.Dalby.cllr@Norfolk.gov.uk

07306886552



Stiffkey Parish Clerk <clerkstiffkey@gmail.com>

Feb District Cllrs report

Cllr. Victoria Holliday <Victoria.Holliday@north-norfolk.gov.uk> 16 February 2024 at 10:06
 To: Stiffkey Parish Clerk <clerkstiffkey@gmail.com>, beestonpc <beestonpc@btinternet.com>, Tracey Bayfield <clerk@blakeneyparishcouncil.org.uk>, "wivetonpc@gmail.com" <wivetonpc@gmail.com>, "johnstibbons@gmail.com" <johnstibbons@gmail.com>, "kellingparishcouncil@gmail.com" <kellingparishcouncil@gmail.com>, Weybourne Parish Clerk <weybournepc@gmail.com>, Gemma Harrison - Parish Clerk <clerk.cley@gmail.com>

District Cllrs Report Feb 2024

From NNDC

Democratic services

Democratic Services can now help with temporary clerking support for councils and providing advice to chairmen and Cllrs and procedural matters.

Coastal

The Shoreline Management Plan Data Explorer has now been launched:

[Home | Shoreline Management Plans \(data.gov.uk\)](#)

We are in SMP5 and 6. This new digital tool makes for easier access to Shoreline Management Plans which identify the most sustainable approach for managing the risk from coastal flooding and erosion over the short (0-20 years), medium (20-50 years), and long term (50-100 years).

Planning

The new Local Plan is undergoing examination. The Inspector has been discussing key matters, issues and questions with professionals and members of the public. There may be modifications to the plan coming out of these hearings which will go out to public consultation.

Wells Neighbourhood Plan is in the examination phase.

The long awaited 10% Biodiversity Net Gain is now required for major developments, am still come in for other developments 2nd April this year.

Councils affected by nutrient neutrality can share in £9.6 mill awarded on their behalf to Broadland DC who are the formal decision makers with input from the various Planning Directors to ensure distribution across all areas affected.

Norfolk Environmental Credits (of which NNDC is a shareholder) has started selling its first nutrient neutrality credits. Hopefully this will start housebuilding in affected areas.

Part of the Planning Service Improvement Plan is to introduce a new Local Validation List to set out what information and documents are needed to submit a planning application. This will go out to public consultation.

Benefits

The Financial Inclusion team has generated £680k in additional income for households struggling financially in North Norfolk. They increase income to households by unclaimed benefits, council to support and food and energy grants and vouchers. If anyone would like to be referred, please email financial.inclusion@north-norfolk.gov.uk.

Almost £86k has been awarded in Discretionary Housing Payments to support tenancy cues, homelessness prevention and to support people to stay within the community.

As of 31st January, there were 2546 households on the housing waiting list. 197 homes were let so far this year. There were 61 households in temporary accommodation and 7 rough sleepers in January.

NNDC was able to purchase 11 additional affordable homes with government funding some of which are now available to rent. Another four were purchased for refugees.