

**Minutes of the Meeting of Stiffkey Parish Council held on
Monday 19th July 2021 at 7.30pm at Stiffkey Village Hall**

Present: Alexandra Hooper (Chairman)
Kerensa Claydon
David Clifton
Ian Curtis
David Smallridge
Catherine Moore, Parish Clerk

Also present: County Councillor Michael Dalby, District Councillor Victoria Holliday and one member of the public.

1. Apologies for Absence

Apologies for absence were received from Philip Harrison, who was self-isolating.

2. Public Forum

a) Public

There were no public comments.

b) County Councillor

Michael Dalby reported that lateral flow tests for regular Covid testing were available from libraries and pharmacies, or online. The member budget for small works for environmental or highways projects had increased to £10,000.

c) District Councillor

Victoria Holliday reported that obstructive parking had been discussed with the builder, and seemed to be improving. Work continued regarding the ambulance response times and practical solutions to improve the situation. The new lifeboat house in Wells would be opened next year. North Norfolk District Council was keeping up with litter collections during the busy season. Parking cones had been obtained to assist the villages along the coast road to ensure routes did not become gridlocked. Flyers were available advertising social prescribing, and it was **agreed** that the Chairman would be supplied with 150 copies to circulate with the Lynx. The issue of the type of council tax second home owners were in was being looked into.

3. Declaration of Interest for items on the agenda

None.

4. Minutes of the meeting held on 5th May 2021

The minutes of the meeting were **agreed**, proposed by David Smallridge, seconded by Kerensa Claydon, all in favour, and were signed by the Chairman.

5. Matters Arising from the Minutes

a) Repair to Street Light

The Clerk reported that the street light repair was complete.

b) Update on opening of Unity Trust Bank Account

The Clerk reported that the account was open and ready to use, with the majority of the Barclays funds having been transferred.

6. Planning

a) New Applications

LA/21/1719 35 Wells Road: Installation of flue and erection of single storey glazed extension.

The application was discussed and the following comments made:

- Appropriate glazing should be used to prevent light pollution in the AONB
- A traffic management plan should be conditioned due to the proximity to the A149.

A draft response would be circulated by the Chairman, and submitted by the Clerk.

ACTION: AH / Clerk

LA/21/1771 & PF/21/1770 Shoemakers Cottage, Church Street: First floor extension and alterations / repair to boundary treatments.

The application was discussed and the following comments made:

- Samples of materials to be used for external surfaces, as well as flintwork should be submitted to the Local Authority for approval
- Details of the windows should be submitted to the Local Authority for approval, including glazing to minimise light pollution in the AONB
- A traffic management plan should be conditioned due to the proximity to the A149.

A draft response would be circulated by the Chairman, and submitted by the Clerk.

ACTION: AH / Clerk

b) Applications considered between meetings

- i. LA/21/1246 Valley Cottage, Bridge Street, Stiffkey: Internal alterations and door and window replacement. **COMMENTS SUBMITTED**
- ii. PF/21/1517 Four Furlongs, Wells Road: Alteration to conservatory roof and flat roof addition, removal of chimney stack and associated refurbishment works. **COMMENTS SUBMITTED**
- iii. PF/21/1289 135 Camping Hill: Detached outbuilding for use as hobby workshop / storage. **NO OBJECTIONS**

It was noted that while there were no restrictions on building works during a set period, there as a scaffold embargo in the summer months in Stiffkey.

It was noted that the works beginning at the site opposite the village hall had been challenged, as the conditioned licence had not been approved, however North Norfolk District Council were satisfied that the application had been made and so did not issue a 'stop works' notice. Concern was expressed that historic walls were being taken down in the village, in close proximity to listed buildings, which would change the character of the village. District Councillor Victoria Holliday agreed to look into whether walls within the village could be protected. **ACTION: VH**

A question was raised as to why the Parish Council was not notified when amendments were made to planning applications. Victoria Holliday agreed to find out. **ACTION: VH**

It was noted that people were buying smaller properties and extending them, pricing local people out of the area. It was suggested that a focussed Neighbourhood Plan could be developed to create specific planning policies around this.

7. Co-option of Parish Councillor

The Chairman reported the sad news that Councillor Ian Moy had passed away since the last meeting. The vacancy had been advertised and an election had not been called. The Chairman would be putting an article in the next Lynx inviting people to come forward to be co-opted. **ACTION: AH**

8. Finance

a) Financial Update

The Clerk had forwarded the wrong documents and would circulate the correct one.

ACTION: Clerk

The Council had £7,519.75 in the bank as of 25th June 2021.

b) Payments

It was **agreed** to pay the following:-

C Moore	Salary & Expenses June & July 2021	£390.45
HMRC	PAYE June & July 2021	£88.20
Eon	Street Light Electric – 3 months	£70.22
Stiffkey Village Hall	Grant (Cottage Access)	£1,500.00
TT Jones	Street Light Maintenance & Repair	£87.80
Langham Parish Council	Donation – Thank You Gift	£20.00
North Norfolk District Council	Dog Bin Collection	£218.40

9. Correspondence

a) Traffic / Civil Parking Enforcement

An email had been received from Blakeney Parish Council suggesting that the coastal parishes could work together to fund parking enforcement in the tourist season. A reply expressing interest had been submitted.

b) Parish Partnership Scheme

The 50/50 funding pot for works relating to highways was open for applications. It was suggested that this could be used to fund improvements to the public rights of way.

c) General Correspondence

None.

10. Other Matters

a) Risk Assessments

The draft risk assessment document was **agreed**.

ACTION: Clerk

b) Adoption of Policies

The policies were **agreed** with one minor amendment to the Safeguarding Policy:

ACTION: Clerk

- Complaints Policy
- Equal Opportunities Policy
- Safeguarding Policy

c) Ambulance Response Times

The Chairman reported that she had attended the meeting, noting that response times were very poor in the area. The rapid response funding would be ending in September and the MP felt that increasing capacity at the Norfolk and Norwich would address the issue. It was noted that although First Responders received training, they (or the community) were expected to provide their own equipment at a cost of approx. £5,000. The next meeting of the Working Group would be 28th July.

d) Footpaths / Bridleways / BOAT

It was noted that most of the footpaths in the parish were pitted, overgrown and nearly impassable. Ian Curtis gave some information regarding responsibilities similar to riparian responsibilities for waterways, where a property fronted a footpath.

A notice to repair could be served by the Highway Authority under the Highways Act 1980. It was noted that the farmer had been asked to cut the Bangay path, and that the Parish Partnership Scheme could be used for future maintenance of paths. The Clerk was asked to do a Land Registry search to establish ownership of particular paths.

ACTION: Clerk

The Clerk was asked to speak with Highways regarding owners responsibilities for footpaths.

ACTION: Clerk

Alexandra Hooper and Kerensa Claydon agreed to promote volunteering to clear footpaths, together with a thank you to those who already did, on social media, website, notice board and the Lynx.

ACTION: AH / KC

Ian Curtis agreed to look further into ownership responsibilities.

ACTION: IC

Alexandra Hooper to send an email to all councillors with a link to the public rights of way website.

ACTION: AH

e) Deployment of Traffic Cones

The Chairman had taken delivery of 16 traffic cones which were currently stored at School House. These could be put out at key times such as harvest, to prevent traffic and parking issues. It was **agreed** that Phil Harrison would take 10 cones as he would know when farm machinery would be coming through, and that the rest would be put out as and when needed, to prevent pinch points or parking in the wider areas needed for passing.

f) Replacement SAM2 Battery

It was **agreed** to purchase a replacement battery at a cost of £87.50 plus VAT, proposed by Kerensa Claydon, seconded by David Smallridge, all in favour.

ACTION: Clerk

g) Draft Garden Plots Tenancy Agreements

The draft tenancy agreements were considered. The plot sizes would be put into each tenancy agreement, and it was agreed to reference paragraph 8 back to point 4, regarding moving out of the village. With these amendments the tenancy documents were **agreed**. The Chairman noted that one vacant plot had just been let, and another had become vacant. The Chairman would work with the Clerk to get the tenancy agreements out to the allotment holders.

ACTION: AH / Clerk

h) Future Use of Telephone Box

Discussion ensued regarding the future use of the telephone box, which had just been renovated. The Chairman would publish a 'thank you' in the next edition of the Lynx.

ACTION: AH

It was felt that for now, the box would be kept as it is, with future uses reviewed as opportunities presented themselves. It was suggested that in future, a village footpath map could be put into the box, with either information leaflets for visitors to take away, or a QR code taking them to a website with walks detailed. This could help people avoid the main road. It was possible that grants could be available for this.

11. Date of Next Meeting

The next meeting would take place on Monday 27th September 2021 at 7.30pm at Stiffkey Village Hall.

The meeting closed at 9pm.

CHAIRMAN