

## Minutes of Stiffkey Parish Council Meeting held on Monday 10<sup>th</sup> January 2011.

**Present:** Laurence Jordan, Mark Harrison, Karen Pickels, Jamie Lawrence, Councillor Marie Strong, Councillor Jonathan Savory & 4 Parishioners & Clerk.

**Apologies:** Stanley Sutton & Police

### 1. Minutes

The minutes of the previous meeting held on the 1<sup>st</sup> December 2010 have been received by members and duly signed off.

### 2. Declarations of Interest

No declarations of Interest

### 3. Matters Arising

#### 3.1 Police Crime Report

Please accept our apologies as we are unable to attend the meeting on the 10<sup>th</sup> January. Since your last meeting you have had 1 crime which was a Possession of Cannabis in a car which was stopped on the A149.

During the same period we had just 2 calls to our Control Room, one for the above crime and one for a suspicious male knocking on doors trying to sell items. He was subsequently stopped by Police and checked out. He was legitimate.

As you will recall during our last SNAP meeting on the 13<sup>th</sup> December speeding in Stiffkey and Morston was chosen as one of our priorities for the next 3 months. Since that meeting we have attended Stiffkey on 5 occasions to do speed checks and have given 2 warnings so far to motorists slightly above the speed limit.

Andrew Dixon

#### 3.2 Councillor Strong's Report

##### *Wells Field Study Centre*

Detailed conversations have taken place between Norfolk Country Council and Sheringham Shore Off-shore Wind farm with a view to lease of the centre for a period of about 14 months whilst permanent accommodation at Egmere is completed. The centre will be used for Offices and training, details to be agreed with NCC. The NCC believes this will provide a good opportunity for the local community to come forward with long term proposals for the future of the Centre. NCC will proceed with identifying potential new owners during the early part of 2011 when a purchase guide and conditions will be made public.

### *Sure Start*

Changes to how the service will be provided are under consultation. For now just to say I have initiated a work party of all relevant people.

### *Big Conversation*

The Big Conversation has closed. The proposals put forward by councils, groups and individuals will be considered by NCC's Overview and Scrutiny Panels during the week of the 10-14 January 2011; the Minutes of these meetings will be published on [www.norfolk.gov.uk](http://www.norfolk.gov.uk) and will be taken to the Cabinet meeting on Monday 24<sup>th</sup> January 2011. Members of the public can attend this meeting and subsequent panels, and questions can be put forward but must be submitted in advance – information as to procedure is on the above website. I am always delighted to see members of my parishes at these meetings.

### *Broadband and Mobile Phones*

I would reassure you that NCC continues to explore ways in which we might be able to improve provision and move into the future. One route we are investigating is the possibility of using our existing fibre network. This is not a quick or easy solution nor will it be applicable everywhere. Considerable investigation is still required and we are looking at possible other routes. As to mobile phone reception this appears that this has taken a back seat as the discussions are ongoing with the providers of the service for the time being.

### *Shoreline Management Plan*

Nothing has changed since our last meeting.

### *Highways Letter*

I have recommended that all my Parish's respond to NCC asking for further information at this time.

## **3.3 Councillor Jonathan Savory's Report**

I was glad to see that the Appeal for Rose Cottage had been decline for the following reason – Adverse effect on the surrounding countryside.

I would also like to say that the Planning Permission for the Field Study Centre at Wells has been received from Scira has been received by the Local Planning Dept.

The Grays Arcade at Wells is finally moving in the right direction. Following the threat from NNDC to compulsory purchase it is now showing signs of life. A Local Developer is rumoured to be interested. The Yellow Shop has a Planning Application in for next week. The Yellow Shop is part of the Grays complex as you move towards the Golden Fleece Pub.

## **3.4 Bridge**

The work on the Bridge has been completed and looks good.

## **3.5 Parish Council Vacancies**



There have been no further applicants to join the Parish Council. The Chairman stated that he had been in touch with NNDC and they have said that we are OK to continue as we are for the time being.

### **3.6 War Memorial**

Mrs. G Green has assessed the War Memorial and when she is able will attend to the letters. This will depend upon the weather and her time. The matter of the trees and the Ivy on the wall is still ongoing at this moment in time. Mr. Harrison will be assessing the trees at some point. Mr. Proctor has agreed that he will paint the railing when the weather improves.

### **3.7 Speeding on Greenway**

Mr. Harrison has been in consultation with Mrs. G Green for ideas regarding signage for Greenway and the problem of Speeding. Ideas were brought before the Parish Council and it was decided on a particular sign and speed that should be put up down Greenway. Mrs. G Green also advised the members that "All roads with motorized traffic are regarded in law as being a highway" so this could result in the 20 mph sign being moved down Greenway in the future, thus becoming subject to normal highways regulations.

### **4. Correspondence**

Letters from the following have been received this month:-

NCC Gritting Routes etc  
Various Circulars from NCC.  
Norfolk Assoc of Local Councils Leaflet Dec 2010

### **5. Finance**

The following expenditure was approved.

E-on Energy 47.95 Paid via DDR from main account.  
Royal British Legion Wreath - 17.50  
Village Hall - 165.00 2011 Meetings  
Village Hall - 20.00 Additional Meetings 2010 (August & October)

### **6. Planning**

#### 46 Wells Road

Letter from Planning Dept, NNDC requesting date and time for Site Meeting. This was put forward as the 17<sup>th</sup> Jan 2011 as a possible date. Clerk would contact Planning Officer and set time and date.

Rose Cottage, Wells Road



Letter received from NNDC advising that the Appeal from Mr. Hickey had been declined – see note above for further information.

**7. A.O.B.**

**7.1 Street Lighting**

Phone Box - There is a pane of glass broken in the box and there is the question of the lighting in the telephone box. Karen reported that she had been advised the with regard to the lighting we should be billed at some point by BT and this should be approximately twenty five pounds. Suggestion was made that we should put a bulb in that doesn't work. It was also mentioned that the glass could have some form of coating to protect the glass from falling out if it is broken. Mr. Lawrence said that he would look into this when he visited All Glass at Holt.

**7.2 Village Sign**

Mr. Proctor was pleased to announce that the Village sign should be back with us on Wednesday of this week. All commented that they were very pleased with this news. Mr. Proctor wants the sign to be inspected by the Parish Council Members before the bill is paid. Requests would also be made for the old sign to be returned at the same time. In the meantime Mr. Proctor has carried out repairs to both the post and the base ready for the signs return.

**7.2 Trees on Greenway**

Still Outstanding at this time.

**7.3 Allotments**

Notices are up in the Notice Board asking for interested parties to apply in writing to the Parish Council. No applicants at this time.

**7.4 Bottle bank**

Still nothing further to report on this matter.

**7.5 Village Hall**

Mrs. Karen Pickels advised the members that we need to complete Trustee information for the Charity Commissioners regarding the Village Hall. She had brought with her forms that needed to be completed so that we can conform to the Legal requirements that are set out. Parish Councillors can be Trustees should they so wish but they can also choose to opt out. This Trustee information is then on the Charity Commissioners Web site for anyone to see.



She also advises the Parish Council that every member of the Village Hall Management Committee is automatically logged on as a Trustee and cannot opt out. They also have to update the Charity Commissioners with what the Village Hall provides and to whom.

Meeting for the Village Hall Committee will be set in due course and there will also be a meeting for the Trustees at some point thereafter.

Karen was asked to clarify a matter with the Charity Commissioners about the wording on the Deed of Gift and if other more recent legislation overrides the wording, and thus the responsibilities of the Parish Councillors. She will report back at the next meeting with clarification.

#### **7.6 Speeding Cars**

See the Police report above for further information regarding this matter.

#### **7.7 Gritting Bins**

The Clerk reported that she had been advised by the Highways Dept that they could place a bin in the required place but it would cost anything from 150.00 to 250.00. The Councillors asked if we could get the Highways to cover this junction in their normal route. The Clerk would contact them and would also check on the price as in another leaflet the price was quoted as 136.00 approximately.

#### **7.8 Parish Plan**

Mr. Bashforth had advised that we would either attend the next meeting or forward information for the next meeting.

#### **7.9 Planning Concerns**

One of the parishioners raised the concern regarding Mill Pightle House, Hollow Lane. He was concerned about the height of the building and the tiles that are being used on the roof are not in line with the rest of the village. A request was made to the Clerk to investigate further and report back to the members, plus bring the Planning Dept on board with this. There was also a request to obtain all the information relating to this development ready for the next meeting.

#### **7.10 Hollow Lane**

It was also brought to the Parish Council's attention that the footpath of Hollow Lane is still being used for traffic. In the past there was a gate at some point along this footpath and it was recommended that this should be replaced in order to bring it back to its proper use of a footpath. This work will be carried out at some point by Mr. Harrison but it will



ensure that all requiring access on foot will still be able to continue as before it will only stop the vehicular access as it should be.

**7.11 Elections in May 2011 (Stiffkey Parish Council)**

Information regarding the above was requested by one of the Parish Councillors and the Clerk will bring this to the next meeting for clarification for all members and parishioners.

**Meeting Closed at 20.45**

A handwritten signature in cursive script, appearing to read 'I. John'.

Jan meeting  
Additional sheet.

STIFFKEY PARISH COUNCIL  
CHAIRMAN – L JORDAN

Just a small note to all members of the Parish Council with regard to a couple of matters:-

1. I have received an email from Mt G Linder regarding the requested Site Visit for the Planning Application regarding 46 Wells Road, Stiffkey. He is aware that the Parish Council would like a site visit and he would like ALL Members to be present. No date has been set but we need to get a provisional date for all parties, at the meeting to come.
2. The dates for all the meetings for the Parish Council are as follows:-

10<sup>th</sup> Jan 2011  
7<sup>th</sup> Feb 2011  
7<sup>th</sup> Mar 2011  
4<sup>th</sup> Apr 2011  
9<sup>th</sup> May 2011  
6<sup>th</sup> Jun 2011  
4<sup>th</sup> Jul 2011  
5<sup>th</sup> Sep 2011  
3<sup>rd</sup> Oct 2011  
7<sup>th</sup> Nov 2011  
5<sup>th</sup> Dec 2011

See you at the next meeting.

Beverley

**STIFFKEY PARISH COUNCIL**  
**CHAIRMAN- L JORDAN**

***PLANNING***  
***46 WELLS ROAD, STIFFKEY***

***SITE MEETING 17<sup>TH</sup> JANUARY 2011 @ 11.30AM***

A Meeting was held at 46 Wells Road, Stiffkey in order to discuss the planning application for two properties to be built.

The Members of Stiffkey Parish Council decided the following with regard to the above mentioned planning application:-

It was agreed that it may well fit but it will be extremely tight. It was also agreed and noted that the Members believe in order to make it fit; more bank will have to be extracted at the back of the development.

Therefore it is requested by the Parish Council Members that the front boundary wall footings be completed and the first few courses of the wall be put in place, as agreed by Mr. Linder (Planning Officer). The east side of the wall being built 2 (two) metres behind the visibility splay and the other side being 1.5 (one point five) metres behind the visibility splay.

Once the footings and required courses of the wall are in place they would be inspected by the Planning Officer (as agreed). Once they had been passed by the Planning Dept everything else could start on site. This would ensure that the front boundary walls are in place as they should be in the plans and should the applicant then have problems getting the rest of the development on to the plot, the front boundary walls could not be moved to accommodate the rest of the build.





## Minutes of Stiffkey Parish Council Meeting held on Monday 7<sup>th</sup> February 2011.

**Present:** Laurence Jordan, Stanley Sutton, Karen Pickels, Jamie Lawrence, Councillor Marie Strong & 5 Parishioners & Clerk.

**Apologies:** Mark Harrison, Councillor Jonathan Savory & Police

### 1. Minutes

The minutes of the previous meeting held on the 10<sup>th</sup> January 2011 have been received by members and duly signed off.

### 2. Declarations of Interest

No declarations of Interest

### 3. Matters Arising

#### 3.1 Police Crime Report

Nothing received for the Village of Stiffkey this month. Police presence has been noted with regard to the speeding checks.

#### 3.2 Councillor Strong's Report

Councillor Strong requested clarification on Greenway (as reported in the previous minutes) as she was given to understand that Greenway was regarded as a private road. Karen Pickels asked had it been reclassified as a B O A T. It was noted that what was printed in the minutes from Mrs Green was incorrect with regard to the highways responsibility re speeding. Speeding is a problem but this needs to be dealt with by the owner of the private road.

#### *Sure Start Children's Centre*

Based on the Polka road site the centre provides support and outreach services for 35 villages – including those that receive The Quay magazine. Staff give a wide range of information to pregnant mums and partners, families with children under five, parents seeking to return to work advice on safe and healthy lifestyles.

The centre covers a very large area but the total number of children under five is low. Hence it is planned to amalgamate Wells with another centre to achieve the targeted number of children of 600+. Everyone has a chance to express a view with regard to this and choice of centre to which Wells should merge with. In order to do this people should visit [www.YourNorfolkYourSay.org](http://www.YourNorfolkYourSay.org) or email [childrenscentrecommisioning@norfolk.gov.uk](mailto:childrenscentrecommisioning@norfolk.gov.uk) or write to Children's Centre Consultation, County Hall, Martineau Lane, Norwich, NR1 2DL or telephone 01603 223762..



For more information about this valuable service that the Wells Centre offers and to gain an insight about other centres contact the Wells Coordinator [Helen.millward@norfolk.gov.uk](mailto:Helen.millward@norfolk.gov.uk) or telephone 07917091194 or 01328710198.

#### *Broadband*

Some people say their broadband is not too bad, not to slow. Please would you check this out by going to <http://www.bbc.co.uk/iplayer/diagnostics?> This site speed tests regular internet download speed and “streaming speed” typically used for viewing video online and more demanding than email, online banking or facebook. The results are displayed as a graph, showing your Broadband speed compared to the recommended speeds for streaming Radio, standard TV and Hi Definition TV – all typical uses of higher speed internet and the Next Generation Access Broadband. Meanwhile we continue to explore ways to improve broadband provision. There is no quick or easy solution, nor one which is applicable county wide so we are looking at all possible routes and particularly at potential use of existing infra structure.

#### *Mobile Phones*

I am working with one of our divisional residents and a County Technical Officer designing a web site to gather information as to the market for better mobile provision in our area. More details to follow next month.

#### *Royal Wedding Street Parties*

N C C is promoting a multiple application for local communities wishing to close roads or streets on Friday 29<sup>th</sup> April 2011. Instead of the £450.00 per closure the charge would be £29.04. An application form can be obtained via [streetworks@norfolk.gov.uk](mailto:streetworks@norfolk.gov.uk) or by contacting Customer Service Centre on 03448008020. Closing date is the 31<sup>st</sup> March 2011.

### **3.3 Councillor Jonathan Savory's Report**

Nothing from Councillor Savory this month.

### **3.4 Parish Council Vacancies**

There have been no further applicants to join the Parish Council. The Chairman stated that he had been in touch with NNDC and they have said that we are OK to continue as we are for the time being. Vacancies to be advertised.

### **3.5 Speeding on Greenway**

See above note with regard to Greenway.



#### **4. Correspondence**

Letters from the following have been received this month:-

Various Circulars from NCC.  
Norfolk Assoc of Local Councils Information regarding "The Queen Elizabeth II Fields Challenge"  
The Playing Field Newsletter  
Letter from NNDC re Green Project  
Letter from NNDC Re Census 2011  
Stiffkey Village Plan Information (See Comment Below)

#### **5. Finance**

The following expenditure was approved.

E-on Energy £47.95. Paid via DDR from main account.  
Village Sign £750.00

#### **6. Planning**

##### 46 Wells Road

Decision for the above mentioned was delivered as Permitted. See previous notes with regard to the Parish Council requirements from Site Meeting.

No new planning applications received

#### **7. A.O.B.**

##### **7.1 Street Lighting**

It was brought to the attention of the meeting that street light number **15** was not working correctly and the clerk was asked to forward a request to T J Jones for maintenance in order to sort this out.

##### **7.2 Village Sign**

The sign was brought to the meeting and it was agreed that a good job had been done by H Signs. Payment of the Invoice was agreed by the Parish Council Members for the sum of £750.00 which will be completed by the Clerk. It was noted that there is a slight difference to the original sign in that a section relating to the W I was missing. It was suggested that a brass plaque should be put up to replace this. We needed to see what the original sign said in order to get this right and the Clerk was going to look into this.



## 7.2 Trees on Greenway

Still Outstanding at this time.

## 7.3 Allotments

Notices are up in the Notice Board asking for interested parties to apply in writing to the Parish Council. One application has been received. We still need to get at least 8 applications in place in order to move forward.

## 7.4 Bottle bank

Still nothing further to report on this matter.

## 7.5 Village Hall

Mrs. Karen Pickels advised the members that we need to complete Trustee information for the Charity Commissioners regarding the Village Hall. She had brought with her forms that needed to be completed so that we can conform to the Legal requirements that are set out. Parish Councillors can be Trustees should they so wish but they can also choose to opt out. This Trustee information is then on the Charity Commissioners Web site for anyone to see.

She also advises the Parish Council that every member of the Village Hall Management Committee is automatically logged on as a Trustee and cannot opt out. They also have to update the Charity Commissioners with what the Village Hall provides and to whom.

She had done as she had been requested and advised the Parish Council of the following:

*If you are a Parish Councillor by right of office you are a Trustee to the land and its hall. If you do not want to be a Trustee you can put in a request to the Charity Commissioners asking for your name to be removed. If you opt out of being a Trustee you cannot have any say as to what decisions are made.*

*As a Trustee you then appoint the Management Committee and you are responsible for both the Hall and the Land. Trustees shall govern the Management Committee. All the decisions that are made should be in the public eye. There has to be public meetings at some point during the decision process. The Deed of Gift doesn't say anything about opting out of being a Trustee.*

*It was stated by the Parish Council that this was something that was understood at the time of taking office that you also take on the Trustee for the Village Hall and Land.*

*It is the Charity Commissioners rules that allow you to opt out on the Deed of Gift.*

*Alan Curtis asked if the Deed of Gift needed to be changed in order to allow this opt out to take place. However, as all Parish Councillors decided that this was not necessary and they all agreed to be Trustees there was no point in this going any further.*



All Parish Councillors then proceeded to complete the forms required by the Charity Commissioners listing them as Trustees.

Mrs. Karen Pickels said that we need to be clear as to what we do with regard to the Village Hall and Land.

A Copy of the Deed of Gift could be made available if there was any question.

Management Committee needs to be made up of the following: Church, W I, Servicemen, Football Club etc. Other parties to join would be there by invitation.

The Charity Commissioners records used to be updated by the Parish Council Clerk but this appears to have fallen by the wayside. The other reason may have been that there were too many committees running everything and things have changed and thus fallen behind with getting this done. The former Parish Clerk was guilty of not doing her job.

It was suggested that a article be placed in the Local Lynx advising what the current situation is re the Charity Commissioners and the Village Hall/Land.

The History Group was commended for advising people of how things used to be in the village.

#### **7.6 Parish Plan**

Mr. Bashforth did attend the meeting and gave a brief outline of the current situation. The Parish Plan has stalled for the time being and there is no representative from the Parish Council on the Parish Plan board. The Clerk had received information from Mr. Bashforth concerning the Parish Plan and this will be put into the file that is circulated amongst the Parish Councillors. Once they have digested the information then it will come back to the next meeting to be discussed.

- Brief Outline of Parish Plan
- Questionnaire – Children's responses
- Action Plan for Discussion

Karen objected to the fact that it was put into the Local Lynx.

#### **7.7 Elections in May 2011 (Stiffkey Parish Council)**

Information regarding the above was requested by one of the Parish Councillors and the Clerk will bring this to the next meeting for clarification for all members and parishioners.

**Meeting Closed at 20.10**

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**Minutes of Stiffkey Parish Council Meeting held on Monday 7<sup>th</sup> March 2011.**

**Present:** Laurence Jordan, Stanley Sutton, Karen Pickels, Jamie Lawrence, Mark Harrison & 2 Parishioners & Clerk.

**Apologies:** Councillor Marie Strong, Councillor Jonathan Savory & Police

**1. Minutes**

The minutes of the previous meeting held on the 7<sup>th</sup> February 2011 have been received by members and duly signed off.

**2. Declarations of Interest**

No declarations of Interest

**3. Matters Arising**

**3.1 Police Crime Report**

Notification was received of the following Crimes that took place in Stiffkey since the last meeting:-

- 1 Burglary*
- 1 Rowdy Behaviour.*

It was also noted that the Police have been present within the Village and have been carrying out speeding checks as requested.

**3.2 Councillor Strong's Report**

I am sorry not to be with you this evening.  
This month I would like to focus on one item only - Broadband.

Broadband:

We continue to examine all possible routes to achieve good broadband and second generation broadband. Second/next generation broadband will be essential for anyone working or studying from home. We need everyone on board with this project so first have you checked: <http://www.bbc.co.uk/iplayer/diagnostics?> The site will show if your provision will meet the needs of downloading, viewing video, HD TV and next generation Broadband.

Secondly - and most importantly for now - please take up the offer of Bill Murphy who heads BT Broadband provision – e-mail [bill.murphy@bt.com](mailto:bill.murphy@bt.com). Give Bill your postcode and tell him how you want and need the capacity for next generation broadband in our area. Add that Dr Marie Strong is your County Councillor and will be happy to speak

  
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for you. Please copy me your e-mail. This is your opportunity to let BT know how interested you are in second generation broadband.

If you are interested I suggest the PC sends an e-mail and individual councillors and residents.

*A little but important postscript:*

Library and Library Van Changes:

Beverley should have a list of changes and each customer will receive a copy. If the PC finds any problems with the new schedule please let me know. (I enclose a copy of the timetable for the Van in the village for your information).

**3.3 Councillor Jonathan Savory's Report**

Nothing from Councillor Savory this month.

**3.4 Parish Council Vacancies**

There have been no further applicants to join the Parish Council. Vacancies are being advertised on the notice boards in the village.

**3.5 Speeding on Greenway**

Signs have been delivered to Mr. Mark Harrison for Greenway. One is to be placed on the first post and one next to the switch gear at the bottom of Greenway. It was also mentioned that there will be a new sign for Hollow Lane advising that it is a footpath and only a footpath. The members all agreed to the contents of the signs and there locations.

**4. Correspondence**

Letters from the following have been received this month:-

Various Circulars from NCC & RCC.  
Waste Disposal Notification  
Norfolk Green Buses  
N N D C re Local Elections

**5. Finance**

The following expenditure was approved.

E-on Energy £47.95. Paid via DDR from main account.





Money towards Lynx was also agreed £25.00

It was also decided that L Jordan and K Pickels would view the accounts and sign them off. Plus they would be independently checked.

## **6. Planning**

Planning Application received for Land at Chosley Farm, Wighton Road, Stiffkey.

Planning Ref PF/11/0217

Which was agreed by all members and a swift response was requested.

No other Planning applications have been received.

## **7. A.O.B.**

### **7.1 Street Lighting**

It was brought to the attention of the meeting that street light number **15** was not working correctly – this has now been fixed and is working better than it ever has.

### **7.2 Village Sign**

.It was noted that there is a slight difference to the original sign in that a section relating to the W I was missing. It was suggested that a brass plaque should be put up to replace this. We needed to see what the original sign said in order to get this right and the Clerk was going to look into this. Mrs. K Pickels suggested that it should read “Originally Donated by Stiffkey W I – 1975” Clerk to contact Mr. E Proctor to sort out. .

### **7.2 Trees on Greenway**

Mr. M Harrison will contact Anglian Water because of concerns that the tree roots may reach the mains and do some considerable damage. There is also the concern about who will fit the bill for this damage and repair or replacement.

### **7.3 Allotments**

Notices are up in the Notice Board asking for interested parties to apply in writing to the Parish Council. One application has been received. We still need to get at least 8 applications in place in order to move forward. Mrs. K Pickels said that she would email Mrs. C Halford to chase up the other parties that expressed interest in an Allotment.

### **7.4 Bottle bank**

Still nothing further to report on this matter.

### **7.5 Village Hall**



Mrs. Karen Pickels advised the members that there will be a Village Hall meeting in the near future – date yet to be set as all interested parties need to be present. Mrs. K Pickels was also pleased to report that the financial situation of the Village Hall is better than it was previously believed. The Village Hall has had various bookings which have helped the funds and it may well be able to continue for another 12 months.

On another matter it was noted that some of the trees next to the War Memorial have been dealt with but there is still one more that needs further attention but this is situated further back up on the bank.

The current situation with regard to the hedge just before the Village Hall may also be resolved soon.

#### **7.5 Parish Plan**

The Parish Council Members had nothing further to add after reading the various items of information provided by Mr. Bashforth with regard to the Parish Plan.

#### **7.6 Elections in May 2011 (Stiffkey Parish Council)**

Information regarding the above was requested by one of the Parish Councillors and the Clerk informed the Members that the requested documents will be with them within the next few days.

#### **7.7 Signs Re No Footpath**

One of the Parish Councillors requested further clarification on the current situation with regard to the requested signs for the village. Nothing further has been heard from the Highways Dept and the Clerk will chase this up. It was also noted that Little Walsingham has these additional parts on their signs.

#### **7.8 Pightle House Planning Inspectorate**

It was also requested that the Clerk should chase up the Planning Inspectorate about the above mentioned property which was sent about a month ago. The Clerk advised the meeting that she has not heard anything from the Inspectorate so far regarding this matter and she would chase as requested as nothing appeared to have taken place.

#### **7.9 Warborough House Wall**

It was brought to the attention of the meeting that the above mentioned Wall did not fit in with the rest of the walls in the Village. It was asked was this wall listed.

#### **7.10 Phone Box**



The glass has been replaced by Mr. J Lawrence and the members thanked him for all his good work. It was also noted that it could do with being repainted.

**Meeting Closed at 19.55**

A handwritten signature in black ink, appearing to be 'J. C. Lawrence', written in a cursive style.

**Minutes of Stiffkey Parish Council Meeting held on Monday 4<sup>th</sup> April 2011.**

**Present:** Laurence Jordan, Stanley Sutton, Karen Pickels, Jamie Lawrence, Mark Harrison, Councillor Marie Strong, Councillor Jonathan Savory & 2 Parishioners & Clerk.

**Apologies:** Police

**1. Minutes**

The minutes of the previous meeting held on the 7<sup>th</sup> March 2011 have been received by members and duly signed off.

**2. Declarations of Interest**

No declarations of Interest

**3. Matters Arising**

**3.1 Police Crime Report**

Notification was received that no Crimes have taken place in the Village within this last month.

It was also noted that the Police have been present within the Village and have been carrying out speeding checks as requested. Speeding is still an issue and further requests may have to be made for speed traps in the village

**3.2 Councillor Strong's Report**

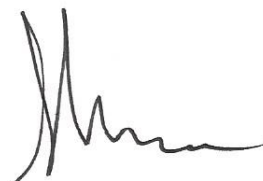
**Broadband:**

There is a major attempt at getting funding with regard to the upgrade of the Broadband for the area. This funding will come from Central Government. There is a concerted effort taking place in order to get this funding. There will a large piece in the local newspaper within the next few days with regard to this.

**3.3 Councillor Jonathan Savory's Report**

This was Jonathan's last meeting before the Local Elections. He is standing again and hopes to be at the next meeting. Alternative Vote Systems will also be voted upon. Thanks were given for all his good work on behalf of the village.

**3.4 Parish Council Vacancies**



There have been no further applicants to join the Parish Council. Vacancies are being advertised on the notice boards in the village. This may change after the 5<sup>th</sup> May 2011.

### **3.5 Speeding on Greenway**

Signs have been delivered to Mr. Mark Harrison for Greenway. One is to be placed on the first post and one next to the switch gear at the bottom of Greenway. It was also mentioned that there will be a new sign for Hollow Lane advising that it is a footpath and only a footpath. The members all agreed to the contents of the signs and there locations. These signs should be in place very soon.

### **4. Correspondence**

Letters from the following have been received this month:-

Various Circulars from NCC & RCC.  
N N D C re Local Elections  
Norse

### **5. Finance**

The following expenditure was approved.

E-on Energy £47.95. Paid via DDR from main account.  
Subscription for Norfolk Assoc of Local Councils - £83.09  
Subscription for RCC - £25.00

### **6. Planning**

No Planning applications have been received. It was noted that nothing has been heard with regard to Mr. Weston's application for 46 Wells Road, Stiffkey.

### **7. A.O.B.**

#### **7.1 Village Sign**

The Village sign is just waiting for the final work to be carried out on the Post and base and then it can be arranged for it to be put up. Plaque is being sorted with regard to the W.I...

#### **7.2 Trees on Greenway**

Mr. M Harrison has spoke to Anglian Water on the phone and they did not seem very interested in the problem of the Trees on Greenway and the possibility of damage to the



Water Main. So it was suggested that the Parish Council should meet to discuss removing some of the trees in the autumn.

### **7.3 Allotments**

Notices are up in the Notice Board asking for interested parties to apply in writing to the Parish Council. One application has been received. We still need to get at least 8 applications in place in order to move forward. Mrs. C Halford was present at the meeting and agreed that she would contact the people on her original list and advise them.

### **7.4 Bottle bank**

Still nothing further to report on this matter.

### **7.5 Village Hall**

Mrs. Karen Pickels advised the members that a Meeting had been held for the Village Hall. The Finances seem to be sufficient to cover this year. There will be no Fete this year but the Church will be holding stalls on The Knoll and the Village Hall has been asked if it would like to take part.

On another matter it transpires that there is still approximately the sum of £200 outstanding in a fund for the Children of the Village. It has been suggested that this should purchase sports equipment for the children to use in the Village Hall. This could include a Pool Table and or more Table Tennis items. There are various parties within the Village who have the correct credentials to enable them to get some form of Youth Project up and running. This is in the process of being sorted.

The Village Hall Committee is at this point in time sorting out issues with a couple of people who hire the Village Hall.

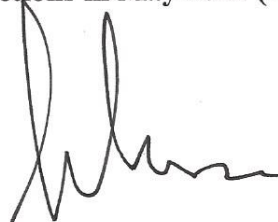
The documentation for the Charity Commissioners will go off in due course. The Accounts are all signed off.

With regard to the concerns about Parking in the Village it was suggested that an idea that was put into practice last year of hiring out space in the Village Hall Car Park for a fee should be revisited as this could be a good earner for the Village Hall and at the same time would help with the parking in the village.

### **7.6 Planning Inspectorate**

The Clerk was asked about the Pightle House request to the Planning Inspectorate – nothing further has been heard from then and the Clerk will chase for an update.

### **7.7 Elections in May 2011 (Stiffkey Parish Council)**



Members should be in place at the time of the next meeting.

### 7.8 Footpath Proposal

The Parish Council has a proposal on the table with regard to a footpath which is a joint effort between the Highways Authority and Private Land Owners. This proposal is subject to a Site Meeting which is to be arranged. The details below are from the email that was received from the Highways with regard to the proposal that is on the table:-

I am writing regarding proposals for the above footway. Whilst there has been some local discussion of these, I understand it has not yet been formally raised with the Parish Council, who may wish to consider it at their next meeting on 4 April.

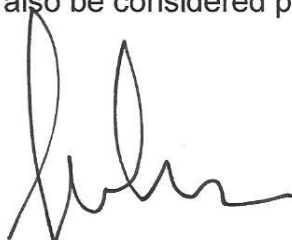
The local Highway Engineer, Steve White, recently met the Parish Chair and owner of the Red Lion pub to discuss proposals for a possible footway scheme; essentially, a "Trodd" path along the north bank of the River from the Red Lion PH, rising along steps to the A149 to follow a roadside section for the last 75m to Greenways (shown in orange on the plan extract below). A Trodd path is not a standard form of construction, but has been trialled recently as they have lower construction costs and may also provide a more aesthetically acceptable solution in sensitive rural settings. They are constructed with unbound material, and are intended to provide a cost-effective enhancement over a 'do nothing' approach to a muddy track or grass verge, typically providing a level surface, greater width and improved drainage. It is not 'sealed' using bitumen or cement as a binder so is not waterproof nor as robust as a 'bound' footway. A trodd facility would offer a considerable enhancement over the existing situation where pedestrians walk in the live carriageway.

The possibility of the local community delivering most of the works themselves was discussed, if the County Council could undertake a 75m roadside section (1.5m width). The proposed trodd solution could deliver local community accessibility objectives.

The section which the County Council are being asked to construct is estimated to cost some £10k (design and build) which, although not currently formally identified in any programme, could deliver a cost effective, value-for-money solution provided the Parish Council ;

- 1) accept responsibility for maintaining their section, this being reinforced by appropriate signing.
- 2) Obtain all necessary planning, environmental and landowner consents required for construction of their section.

On this basis, it would also be considered prudent to require that the Parish



sponsored section be constructed first.

However, the use of steps to link the Parish Council section to the County Council section alongside the A149 will effectively exclude users with mobility impairments. Alternatives that would be accessible to all users would be very expensive to construct (conventional footway option along the highway) or would not be supported by an affected landowner (option of continuing the Parish Council section between the A149 and the River to emerge at Greenways). In view of this, The County Council is awaiting legal advice in terms of whether the proposals would be acceptable in terms of disabled access.

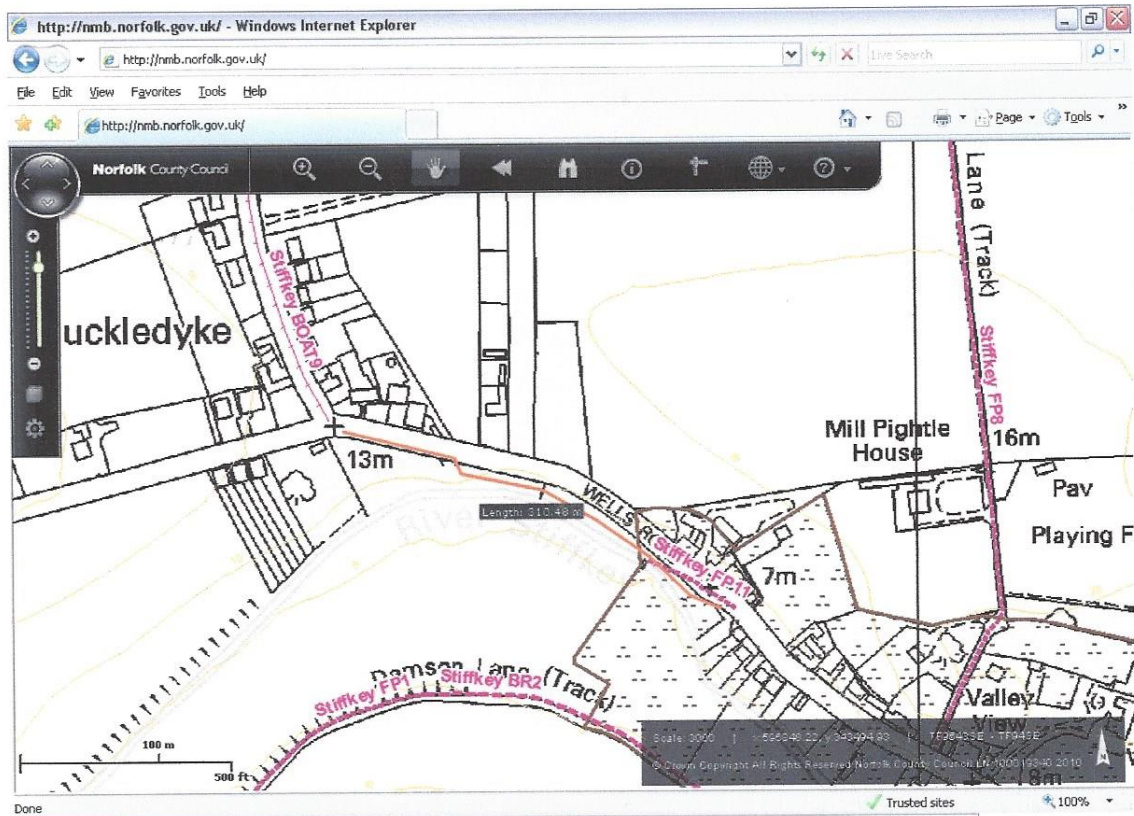
I would be grateful if the Parish could consider this matter and advise me of your views on this proposed scheme.

Regards  
Paul

Paul Donnachie  
Area Programme Engineer (North)  
Environment, Transport and Development  
Direct dial telephone number: 01603 223097  
E-mail: paul.donnachie@norfolk.gov.uk  
<<mailto:paul.donnachie@norfolk.gov.uk>>  
Norfolk County Council  
General enquiries: 0344 800 8020 or [information@norfolk.gov.uk](mailto:information@norfolk.gov.uk)  
[www.norfolk.gov.uk](http://www.norfolk.gov.uk)







This proposal is between the following parties:-

Highways  
 Mark Harrison  
 Ms J Sugden  
 Mr. C Cooke  
 Stiffkey Parish Council.

Legal documents will have to be signed by the Land Owners which will have to be checked. The path is proposed to run from the Red Lion Public House up to Greenway on the far side of the road. Mr. J Lawrence has been involved with the discussions with Mr. Cooke and they are trying to move this forward. There are ideas in place for the steps which will be required. This may also involve the moving of the poles with regard to the electricity. Some funding has been offered by the Highways to a point. This funding does not cover the Private Land Owners and the Highways have no responsibility for the work that will be carried out on private land for this footpath. One of the members asked what a trod path would cost to complete but this cost was unknown. This is a soil path which is compacted. Once this path is on private land it doesn't have to be to the same standard as the Highways standard setup. The contract can be broken between the Land Owners and the authorities as six months notice is required. Permissive Rights to use this land for a footpath.

Highways are prepared to do the work that they are committed too but thereafter it falls to the private Land Owners. It was after all brought to the Highways attention by a private party. **It was agreed that all parties should meet to discuss this further.** It was noted that the funding could be lost and it should move forward quickly in order for this not to happen.

The Chairman stated that it was a very positive meeting with regard to the Footpath.

#### **7.9 Warborough House Wall**

It was brought to the attention of the meeting that the above mentioned Wall did not fit in with the rest of the walls in the Village. It was asked was this wall listed. It has transpired that the Wall is listed and the Planning Dept has been advised and they are looking into this. Further updates to be given in due course.

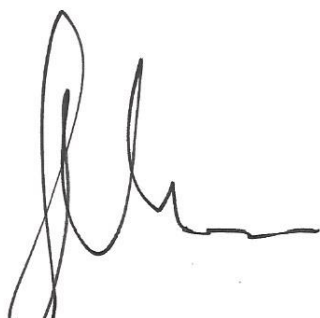
#### **7.10 Speeding**

Highways – could they move the signs that relate to the 20 MPH Zone further out to cover the whole village? This was the response from Highways – there are too many signs in the village and there are too many laws to move the signs that it is just impossible to do.

#### **7.11 Parking**

One of the Parish Councillors brought to the attention of the other members concerns with regard to the Parking within the Village. The question was asked could residents be prompted to park responsibly in order to help the safety of others using the village. Certain parties were named and they would be approached to see if they would park further back from the junction.

**Meeting Closed at 20.07**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

*[Handwritten signature]*

# STIFFKEY PARISH COUNCIL

CHAIRMAN – MR L JORDAN

Clerks Address

139 Camping Hill, Stiffkey, Wells-next-the-Sea  
Norfolk, NR23 1QL. Tel. 01328830619 (Evenings/Weekends)  
Email [spc2010@btinternet.com](mailto:spc2010@btinternet.com)

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1<sup>st</sup> May 2011

The Annual Report to Parishioners will be held on Monday 9<sup>th</sup> May 2011 at 7.00pm in Stiffkey Village Hall. All Parishioners are welcome to attend.

This will be followed by the Annual General Meeting of the Parish Council.

## **A G E N D A – ANNUAL REPORT TO PARISHIONERS**

1. Apologies
2. Minutes of previous Annual Parish Council Meeting
3. Presentation of the Annual Report of the Council
4. Accounts for the year ended 31<sup>st</sup> March 2011

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## 1. Minutes for the A G M 2011

Meeting was held on the 9<sup>th</sup> May 2011 at 7.00pm in Stiffkey Village Hall.

**Present:** Laurence Jordan, Stanley Sutton, Jamie Lawrence, Mark Harrison, Janey Sugden, Christopher Cooke, Councillor Marie Strong, Councillor Jonathan Savory & 9 Parishioners & Clerk.

**Apologies:** Police

## 2. Minutes for the A G M 2010

Apologies were given as no Minutes were available for the previous A G M for Stiffkey due to the fact that the previous Clerk had left her post and was under investigation for fraud and theft.

## 3. Presentation of the Annual Report of the Council

### ANNUAL REPORT

#### Planning Applications

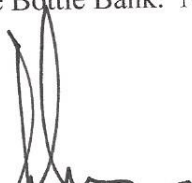
There have been 8 Planning Applications which have been submitted within the past 12 months for the Village. There are still matters which are ongoing.

#### Village Sign

The sign is now in place and thanks need to be given to Mr. E Proctor and Mr. J Pearson for all their hard work. It was suggested that we should have an official unveiling of the sign at some point in time.

#### Bottle Bank

The last report that was received by the Parish Council was that the Village Hall Committee was looking into the Health and Safety rules and regulations with regard to the placement of the Bottle Bank. Nothing further has been heard. The Bottle Bank



contractor has now changed and this matter now needs to be reassessed by the Parish Council and the Village Hall Committee. A place for the Bottle Bank to be sited needs to be agreed.

#### Allotments

The posters are up with regard to the Allotments but to date only one party has put forward an application for an allotment and the required number is six to move forward to the next stage.

#### Footpath

There is an ongoing discussion with regard to a footpath at the Greenways end of the Village which is still at a very early stage.

#### Village Hall

The Village Hall Committee appears to be finally sorting all the issues with regard to the Charity Commissioners that have been discussed over the past 12 months. Money was put onto the Precept in order to ensure that the Village Hall can continue. The Parish Council was informed that the Village Hall was in a reasonable financial situation.

#### Trees/Hedges

Thanks need to be given to all the parties that have carried out work on the Trees/Hedges in the Village.

#### Speeding

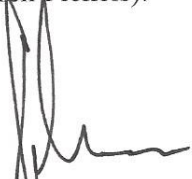
The situation with regard to speeding in the Village – The speed traps set up by the Police seemed to be making a difference and it is hope that these will continue to do so. The Police are aware of the problems that this Village has. Thanks were given to the Police for all their hard work with regard to this matter.

#### Playing Field

Thanks to be given to Stiffkey Social Services for their past 12 months work with regard to the Playing Field.

#### Recycle Credits Missing – Red Lion

The matter of the recycle credits that the village received was raised by one of the Parish Councillors as he was given to understand that the monies from the recycle bin up at the Red Lion should have been received by the Parish Council/Village Hall. This does not appear to be the case. This matter will be looked into further by the Clerk and the Village Hall Treasurer (Karen Pickels).



It was noted that only one payment per year could be received by the village for recycling

However, with some of the Parish Finance records still missing due to the ongoing case with the previous Clerk it was suggested that the present Clerk should approach the Police and see if we was able to get back the records in order to follow this up. The Clerk will email Rikki Chase (Police Officer in Charge) and request information back.

Parish Council Members

Thanks were given to all the Parish Council members past/present for all there help and contribution during the past 12 months with regard to all Parish Council matters.

4. Accounts for the year ended 31<sup>st</sup> March 2011

The accounts for the year ended 31<sup>st</sup> March 2011 were presented and agreed by the Parish Council members.

A request was made to breakdown the costs into more detail and the Clerk will complete this.

The Parish Council decided that the precept monies that were set aside for the Village Hall should be move into a separate account so that they are not confused with the General funds for the Parish Council. This would ensure that if the Village Hall needed the funds they could be moved quickly and it would show on the accounts correctly. The Clerk agreed to get this sorted.

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21-May-11



**Minutes of Stiffkey Parish Council Meeting held on Monday 9<sup>th</sup> May 2011.**

**Present:** Laurence Jordan, Stanley Sutton, Jamie Lawrence, Mark Harrison, Janey Sugden, Christopher Cooke, Councillor Marie Strong, Councillor Jonathan Savory & 9 Parishioners & Clerk.

**Apologies:** Police

**A G M - (Separate Minutes attached)  
Annual Report**

**CHAIRMAN NOMINATION**

**MR. J LAWRENCE**

Proposed by Mr. C Cooke – Seconded by Mr. M Harrison  
Motion carried

**VICE CHAIRMAN NOMINATION**

**MR. M HARRISON**

Proposed by Mr. C Cooke – Seconded by Ms. J Sugden  
Motion carried.

Thanks were given to Mr. L Jordan for all his hard work over the last three years as Chairman

**1. Minutes**

The minutes of the previous meeting held on the 7<sup>th</sup> March 2011 have been received but not signed off as it was the AGM/Annual Report. The minutes will be signed off at the next meeting.

**2. Declarations of Interest**

Given for various parties as matters discussed – see further through minutes

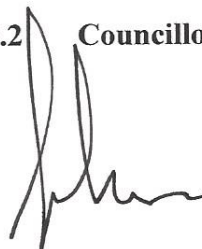
**3. Matters Arising**

**3.1 Police Crime Report**

Notification was received that no Crimes have taken place in the Village within this last month.

It was also noted that the Police have been present within the Village and have been carrying out speeding checks as requested. Speeding is still an issue and further requests may have to be made for speed traps in the village. They have also been sorting out the parking issue on the cross.

**3.2 Councillor Strong's Report**





### Broadband:

There is a major attempt at getting funding with regard to the upgrade of the Broadband for the area which amounts to £10M and Country will be adding further to this sum. This is quite a complex issue and Marie will report back when there is further information available.

### SureStart

Talking to the staff and users of the centre it appears that a Holt/Wells/Stibbard link up would be the best option as it increases the number of children to the required number and gives a good selection of staff for the coming years.

### Footpath

Paul from the Highways and Marie are both on the side of the Parish with regard to this footpath. Paul is at this moment in time looking at the costs. It may be that further funding is required as it is looking to be extended by a third. Paperwork with regard to the Parish needs to be in place. It was suggested that we would try approaching NNDC with regard to further funding. It was noted that funding from the Parish is limited. Mark Harrison will approach Jonathan Savory with regard to this.

Funding for this may have to go through various panels depending on how much it works out to be. This will require further discussion.

## **3.3 Councillor Jonathan Savory's Report**

Jonathan has been re-elected as one of our representatives on NNDC for the next few years. Also elected is Peter Terrington from Wells. Jonathan thanked everyone for the support that he received. The turnout from this war was very impressive. He is glad to be back on board. His first full meeting will be held on the 18<sup>th</sup> May (NNDC Council). He reported that Conservatives have overall control of NNDC council. He believes that he may well be playing a bigger role in the council's decision making and sit on quite a few panels. It normally takes about 12 months to get fully into the role.

He then left the meeting to attend a meeting at Wells.

## **3.4 Parish Council Vacancies**

There have been two new members join the council and they are Ms Janey Sugden and Mr. Christopher Cooke. Notices still need to go up for another member as we are one number short of the required level. The Clerk will put up the notices for Co-option. The content of the notices needs to be checked with NNDC as to wording.

## **4. Correspondence**



Letters from the following have been received this month:-

Various Circulars from NCC & RCC.  
N N D C  
Norse  
NALC

#### 5. Finance

The following expenditure was approved.

E-on Energy £47.95. Paid via DDR from main account.

Precept sum received £2500.00  
Recycle monies from NNDC £50.80

It was requested by the Parish Council members that the sum of £500.00 should be moved from the main account into the savings account as this was the half year sum taken from the precept for the village hall

#### 6. Planning

Planning Application LA/11/0506 (PF/11/0508  
Harbour House, 1 Greenway, Stiffkey, Wells-next-the-Sea, Norfolk, NR23 1QF

Demolition of outbuildings and re-construction to provide habitable accommodation.

Declarations of Interest were made by the following parties – M Harrison & L Jordan.

There are concerns for this development and the parking in the adjoining properties. The land belongs to Harbour House that Mr. M Harrison's tenants use at the moment and it is proposed that they should have a 12ft area made available to them for parking etc...

The council understood that a decision was required by the 20<sup>th</sup> May 2011 and it was therefore proposed that a site meeting should take place. Please note that Mark has requested a site meeting on a personal basis and he has concerns regarding this development. The Councillors therefore proposed that the Clerk should write to NNDC planning dept as they feel that the plans are insufficient as they have been put forward at the moment and we also request a site meeting at the same time.

The following decision was made: - Object to the development site meeting requested.  
This motion was carried

Planning Application – PF/11/0217



Choosley farm, Wighton Road, Stiffkey, Wells, Norfolk

Erection of agricultural grain storage building

NNDC **Permit** the above mentioned development.

Planning Application – PF/10/0045

Mill Pightle House, Hollow Lane, Stiffkey, Wells, Norfolk

We are STILL WAITING FOR A RESPONSE FROM NNDC with regard to the above mentioned approved application. We raised the issues back in February 2011 with the Planning Inspectorate and we have NOT had any form of response whatsoever. The Clerk has sent various Emails but we are still waiting for a response. Clerk to chase as urgent.

3 Church Street, Stiffkey, Wells, Norfolk – No Planning Application

The Parish Council also requested the Clerk to bring the matter of work being carried out at Mr. Bennett's at 3 Church Street to the attention of the Planning Dept as it was felt that this building should have planning permission.

Planning Application - 46 Wells Road, Stiffkey, Norfolk

This development has been granted approval, but no work has taken place on the site whatsoever and one of the residents Mrs. Halford has concerns with regard to the proposed wall. The Parish Council said that it would review the plans and check upon the wording of the NNDC approval to ensure that Mr. Weston complied with the requirements.

**A.O.B.**

### **7.3 Footpath Proposal**

#### *Previous Minutes Comments/Information*

The Parish Council has a proposal on the table with regard to a footpath which is a joint effort between the Highways Authority and Private Land Owners. This proposal is subject to a Site Meeting which is to be arranged. The details below are from the email that was received from the Highways with regard to the proposal that is on the table:-

I am writing regarding proposals for the above footway. Whilst there has been some local discussion of these, I understand it has not yet been formally raised with the Parish Council, who may wish to consider it at their next meeting on 4 April.



The local Highway Engineer, Steve White, recently met the Parish Chair and owner of the Red Lion pub to discuss proposals for a possible footway scheme; essentially, a "Trode" path along the north bank of the River from the Red Lion PH, rising along steps to the A149 to follow a roadside section for the last 75m to Greenways (shown in orange on the plan extract below). A Trode path is not a standard form of construction, but has been trialled recently as they have lower construction costs and may also provide a more aesthetically acceptable solution in sensitive rural settings. They are constructed with unbound material, and are intended to provide a cost-effective enhancement over a 'do nothing' approach to a muddy track or grass verge, typically providing a level surface, greater width and improved drainage. It is not 'sealed' using bitumen or cement as a binder so is not waterproof nor as robust as a 'bound' footway. A trode facility would offer a considerable enhancement over the existing situation where pedestrians walk in the live carriageway.

The possibility of the local community delivering most of the works themselves was discussed, if the County Council could undertake a 75m roadside section (1.5m width). The proposed trode solution could deliver local community accessibility objectives.


The section which the County Council are being asked to construct is estimated to cost some £10k (design and build) which, although not currently formally identified in any programme, could deliver a cost effective, value-for-money solution provided the Parish Council ;

- 1) accept responsibility for maintaining their section, this being reinforced by appropriate signing.
- 2) Obtain all necessary planning, environmental and landowner consents required for construction of their section.

On this basis, it would also be considered prudent to require that the Parish sponsored section be constructed first.

However, the use of steps to link the Parish Council section to the County Council section alongside the A149 will effectively exclude users with mobility impairments. Alternatives that would be accessible to all users would be very expensive to construct (conventional footway option along the highway) or would not be supported by an affected landowner (option of continuing the Parish Council section between the A149 and the River to emerge at Greenways). In view of this, The County Council is awaiting legal advice in terms of whether the proposals would be acceptable in terms of disabled access.

I would be grateful if the Parish could consider this matter and advise me of your views on this proposed scheme.

A handwritten signature in black ink, appearing to be 'Steve White', written in a cursive style.



also be put in place in order to help with the costs and/or other form of funding could be requested. This will be looked into. This money could go towards some form of lighting and the work/materials.

A question was raised was permission required from the Parish for the work to be completed on the footpath. The Parish Council members felt that this was not necessary and not required.

The Parish Councillors have been given the latest emails from Paul regarding the footpath and will receive any further information as it is received so that we can progress with this matter and not lose the funding which is a concern. As Marie Strong pointed out in her comments further funding may be required and this could cause problems and delay the undertaking of the footpath.

#### **7.4 Parking**

One of the Parish Councillors brought to the attention of the other members concerns with regard to the Parking within the Village. The question was asked could residents be prompted to park responsibly in order to help the safety of others using the village. It has since transpired that the Police have sorted the matter of Parking on the Cross as certain rules and regulations were being broken.

#### **7.5 Village Signs**

I request was received from a Parishioner that the sign that was made and donated by Randall Fielden should be put up at the Cockthorpe end of the village. Enquires will be made to the whereabouts of this sign by one of the Parish Council members, and they will advise of the situation at the next meeting. For information the sign is the metal sign made in the shape of a bird with the village name underneath, of which there is one at each end of the village.

With regard to the other Village sign (NEW) the Parish Council members requested that Thank You letters should be sent to Mr. J Pearson and Mr. E Proctor with regard to all there hard work and commitment with regard to the sign.

**Meeting Closed at 20.20**

A handwritten signature in black ink, appearing to be 'J. Pearson' or similar, written in a cursive style.