

# STIFFKEY PARISH COUNCIL

Chairman:- Councillor M. Williams

Vice-Chairman:- Councillor J. Lawrence



## MINUTES OF THE MEETING OF STIFFKEY PARISH COUNCIL HELD ON MONDAY 22<sup>ND</sup> JANUARY, 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 and Cllr. R. Husain.

Julie Chance – Locum Clerk.

Nine members of the public also attended the meeting.

The Chairman welcomed all present to the meeting and introduced the Locum Clerk.

### 1. MINUTES OF THE MEETING HELD ON MONDAY 27<sup>TH</sup> NOVEMBER, 2023

The Minutes of the meeting held on Monday 27<sup>th</sup> November 2023, having been circulated were taken as read and, subject to the following amendments, were **AGREED** and signed by the Chairman.

#### Amendments:-

**Item.7 – Minutes of the meetings held on 25<sup>th</sup> September, 2023 and 24<sup>th</sup> July, 2023** - It was reported that the Minutes dated 24<sup>th</sup> July, 2023 were not approved at the meeting held on 27<sup>th</sup> November, 2023. However, the amendments to the Minutes held on 24<sup>th</sup> July, 2023 were approved. It was reported that the July Minutes should have been re-written to be agreed at the September meeting but this was not the case. It was noted that the July Minutes will not be re-written.

Locum Clerk:- Julie Chance, Pine Lodge, Gimingham Road, Trimingham, Norfolk, NR11 8HP  
Telephone No:- 07305048062  
Email:- [clerkstiffkey@gmail.com](mailto:clerkstiffkey@gmail.com)

**Item.8 – Clerk’s Report (Verbal)** - It was reported that the previous Clerk had indicated in the November meeting that she intended to resign with immediate effect but did not state the reasons why. Therefore, her resignation had not been accepted in the meeting.

**Item 9 (i) – Community First Responders** - A report was given by Cllr. Hooper which was not recorded. This report is attached to these Minutes – Appendix A.

**Item 12 – Provision of Dental Services Update** – No update was given.

**Item 13 – Litter from Vehicles/Bin Lorries Blocking the Road** – It was **AGREED** that the Clerk would write to the property concerned to request that the bins are only left out on collection days.

**Item 14 - Social Media, Facebook Page and Website** – It was reported that the **AGREED** social media use going forward was for Facebook, Instagram and Threads. The social media will be used as virtual noticeboards. It was **AGREED** that Cllr. Husain will liaise with the Loum Clerk to put these in place.

**Item 15 – Clerk’s Laptop** – Report attached to these Minutes – Appendix B.

**Item 17 – Meeting Dates 2024** – These were not approved at the November meeting.

**Item 20 – Stiffkey River Flood Alerts** – It was not agreed to place this on the Website. Residents were asked to register on the site and report any matters.

**Item 23 – Financial Matters** – Cllr. Hooper reported that she was uncomfortable agreeing the payments at the November meeting as no up to date finance had been presented to the Members since May 2023. Cllr. Hooper abstained from the vote.

## 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor M. Dalby and District Councillor V. Holliday.

## 3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None received.

## 4. PUBLIC PARTICIPATION

A member of the public said that now the Minutes have been addressed and the previous Clerk has resigned, Members should concentrate on why they are on the Parish Council. Noted.

A member of the public read out the Parish Council's Code of Conduct and reminded all present of the Nolan Principles. Noted.

## 5. BUDGET AND PRECEPT FOR 2024/25

**5.1 Budget:-** The Clerk circulated the draft Budget which was **AGREED**. The Precept was **AGREED** at £8,100 which results in a 9.01 % increase. The tax base for 2024/25 is 130.70 which equates to £61.97 per annum on a Band D property. The new Precept is an increase of £5.08 per annum on a Band D Property.

**5.2 Earmarked and General Reserves:-** The Clerk reported that as at 31st March 2023 the earmarked reserves were as follows:- £

### **Earmarked**

Covid Fund	800.00
Election Reserves	1,500.00
Staffing Reserves	500.00
Community First Responders	2,242.88

The Clerk reported that the Covid Fund was a grant and cannot be used for any other reason than to help the residents of the village. This matter will be placed on the next agenda for discussion about a possible project.

**General** 5,000.00

The Clerk advised that the General Reserves were a little low and should be built up over time.

- 5.3 Community First Responders:-** It was **AGREED** to pay the monies which are earmarked to the Community First Responders with immediate effect. The total amount is £2,442.88 due to another £200 being donated in the current financial year.  
Cllr. Hooper gave a report on the current position. Attached Appendix C.
- 5.4 SAM – Battery:-** It was **AGREED** to purchase a new SAM battery. Cllr. Hooper will research the cost and report to the Members.

## **6. CASUAL VACANCY**

- 6.1** The Clerk reported that the Notice of Election period has lapsed and a request for an election has been received by North Norfolk District Council. It was **AGREED** that the Clerk would inform North Norfolk District Council that the Parish Council would like Poll Cards for the election. It was reported that Jane Hiscocks has resigned from Stiffkey Parish Council. It was **AGREED** that the Clerk would write to Jane Hiscocks and thank her for her hard work during her term of office. It was **AGREED** that the Clerk would write to the previous Clerk and thank her for her hard work during her employment with Stiffkey Parish Council. Two abstentions.

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

- 7.1 County Councillor's Report:-** Attached – Appendix D.  
**7.2 District Councillor's Report:-** Attached – Appendix E.

## **8. PLANNING**

- 8.1 Planning Appeal AP/23/0026 – Red Lion, Wells Road:-** Stiffkey Parish Council have commented on the original application. Noted.  
**Planning Application PF/24/0043 The Saltings, Wells Road:-** Stiffkey Parish Council have already commented on this application. Noted.

## 9. FOOTPATH MODIFICATION APPLICATION

9.1 The Clerk circulated the email from Norfolk County Council stating that they have decided to make an Order. It was **AGREED** that Stiffkey Parish Council will support this decision once the notice is published. Notice of Decision and Plan attached.

## 10. BRIDGE

10.1 **Community Meeting:-** It was reported that the Community Meeting to display the designs for the bridge will be held at Morston Village Hall on 25<sup>th</sup> January, 2024 between 2.30 pm and 6.00 pm.

10.2 **Planning Application:-** It was reported that the planning application will be submitted in the Spring of 2024. It was **AGREED** that the Clerk would email the National Trust and enquire whether they have a more specific date for the submission of this planning application. Stiffkey Parish Council will call a Special Parish Meeting once the application has been received.

## 11. SOCIAL MEDIA, FACEBOOK AND WEBSITE

No update given. This matter will be placed on the next agenda for an update.

## 12. OPENREACH

12.1 The Clerk circulated an email received from Duncan Baker MP. At present there are no plans to install Fibre to the Premises in the near future. Noted. This matter will be kept on the agenda annually for updates.

## 13. BLAKENEY SURGERY

13.1 The Clerk circulated the information from Norfolk and Waveney Care Board and Blakeney Parish Council to Members concerning the closure of the Blakeney Surgery. It was noted that the recommendations will be released at the end of January beginning of February. The Members will need to consider the recommendations before the March meeting.

## 14. POLICE

- 14.1 SNAP:-** Cllr. Williams reported he, Cllrs. Hooper and Husain attended the SNAP meeting which was taken by P.C. Jonathan Kentfield. Report attached – Appendix F.

SAM data is required to demonstrate speeding in the Village. Cllr. Hooper has been submitting the data to the Police. It was **AGREED** that the Clerk would request the Police to carry out some speed checks. It was **AGREED** that a public meeting will be held with the intention of setting up a speed watch team. Cllrs. Claydon and Williams will take this matter forward.

## 15. MEETING DATES 2024

- 15.1** The Clerk reported that she is unable to make the proposed date for the May meeting. It was **AGREED** that this would be changed to Monday 13<sup>th</sup> May accordingly. The Clerk reported that the meeting date for September was incorrect as the date on the sheet fell on a Saturday. It was **AGREED** that this will be changed to Monday 30<sup>th</sup> September accordingly. The Clerk will update and circulate to Members.

## 16. FINANCE

- 16.1 Cash Book:-** The Clerk circulated the Cash Book to 31<sup>st</sup> December, 2023 which was **AGREED**.
- 16.2 Bank Statements:-** All Members present signed off the Cash Book Reconciliation as at 31<sup>st</sup> December, 2023 against the Bank Statements of the same date.
- 16.3 Banking Arrangements:-** It was **AGREED** to add Cllr. Hooper as a new bank signatory and to remove Jane Hiscocks. It was **AGREED** to add the Locum Clerk as an administrator to the bank accounts. Cllr. Williams will action these decisions.
- 16.4** The following payments were **AGREED:-**
- |   | £      |
|---|--------|
| Clerk's salary, office allowance and travel – January | 270.10 |
| HMRC  | 57.68  |
| T.T. Jones Electrical – Street Lighting               | 41.51  |
| NPTS – Training                                       | 24.00  |

It was noted that the training was for the previous Clerk and her Contract of Employment will be checked to ascertain whether this will be required to be paid back to the Parish Council due to her resignation within a stipulated period of time.

The payment to NPTS in the sum of £48 which covered training for the Chairman was met by him personally. He did not wish to be reimbursed.

Wix.com – This has been agreed at previous meetings and has been paid by the Chairman. The amounts of £86.40 and £12.46 will be reimbursed to him accordingly.

## **17. ITEMS FOR NEXT AGENDA**

- 17.1** Policy Review Schedule
- 17.2** Maintenance of Assets Schedule.
- 17.3** Locum Clerk's Contract of Employment.
- 17.4** NALC's Membership.

## **18. CORRESPONDENCE**

- 18.1 Norfolk ALC:-** Various papers circulated. Noted.
- 18.2 NNDC – Affordable Housing Crisis:-** Circulated. Noted.
- 18.3 Defibrillators:-** Circulated. Noted. It was **AGREED** that a working group would be formed to investigate possible sites and costs. Cllrs. Claydon and Harrison will lead this working group. This matter will be placed on the next agenda for an update.
- 18.4 CAN's Newsletter:-** Circulated. Noted.
- 18.5 Langham Street Fayre 2024:-** Circulated. Noted.

## **19. DATE OF NEXT MEETING**

The date of the next meeting was noted as Monday 25<sup>th</sup> March, 2024 at 7.00 pm in the Village Hall.

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

**AGREED**

**21. LOCUM CLERK**

It was **AGREED** to appoint Julie Chance as Locum Clerk to Stiffkey Parish Council with immediate effect.

**There being no other business the Chairman closed the meeting at 8.47 pm.**

.....  
Chairman Date

DRAFT



## Matters Arising: CFR Update

There has been a serious data breach by the Stiffkey representative of the Local Lynx. Despite specific written requests not to do so, the identity of one of the CFRs had been published and put online. This is unacceptable on 2 levels. The Parish Council had decided that the identity of the CFR's should be protected and that as a Parish Council had made a donation, using public money to the Local Lynx, so should really expect more. This should be treated as a serious matter.

APPENDIX B.

## Item 15: Clerks Laptop

The laptop had been updated and new Ram added and was now working fine – despite its age. The software currently on the laptop was open source (as recommended in the Local digital declaration where councils are expected to have and follow a **technology code of practice**). The laptop was working sufficiently. The issue was the clerk was not familiar with the open source software and while Cllr Hooper had been trouble shooting – the decision was really around paying for the clerk to undertake training to use the open source software or pay for an office 365 subscription. The question was what is the best use of the Clerks Time/Public money, especially as the Clerk had expressed no wish to learn to use the software. .... If the Office 365 route was taken this would then require a new laptop and after some research this could be purchased for around £400.

## COMMUNITY FIRST RESPONDERS REPORT

## APPENDIX C

Last quarter:- CAT 1 x 3 and CAT 2 x 7.82 shifts – 292 Hours.

Last 12 months 1,120 hours have been worked which is the equivalent of 28 working weeks of 40 hours a week.

**NORFOLK COUNTY COUNCIL**  
**Section 53 of the Wildlife and Countryside Act 1981**

**MODIFICATION APPLICATION FOR THE ADDITION OF A FOOTPATH TO THE  
DEFINITIVE MAP AND STATEMENT IN THE PARISH OF STIFFKEY**

**NOTICE OF DECISION**

In May of 2022 Stiffkey Parish Council made an application for the modification of the Definitive Map and Statement of Public Rights of Way by the addition of a footpath in the parish of Stiffkey.

After assessing all of the available evidence, Norfolk County Council hereby give Notice of their **Decision to make an Order** for the addition of three **public footpaths** (shown by solid red, green and blue lines on the accompanying map) under Section 53 of the Wildlife and Countryside Act 1981 on the basis of:

- 53(3)(b) the expiration, in relation to any way in the area to which the map relates, of any period such that the enjoyment by the public of the way during that period raises a presumption that the way has been dedicated as a public path

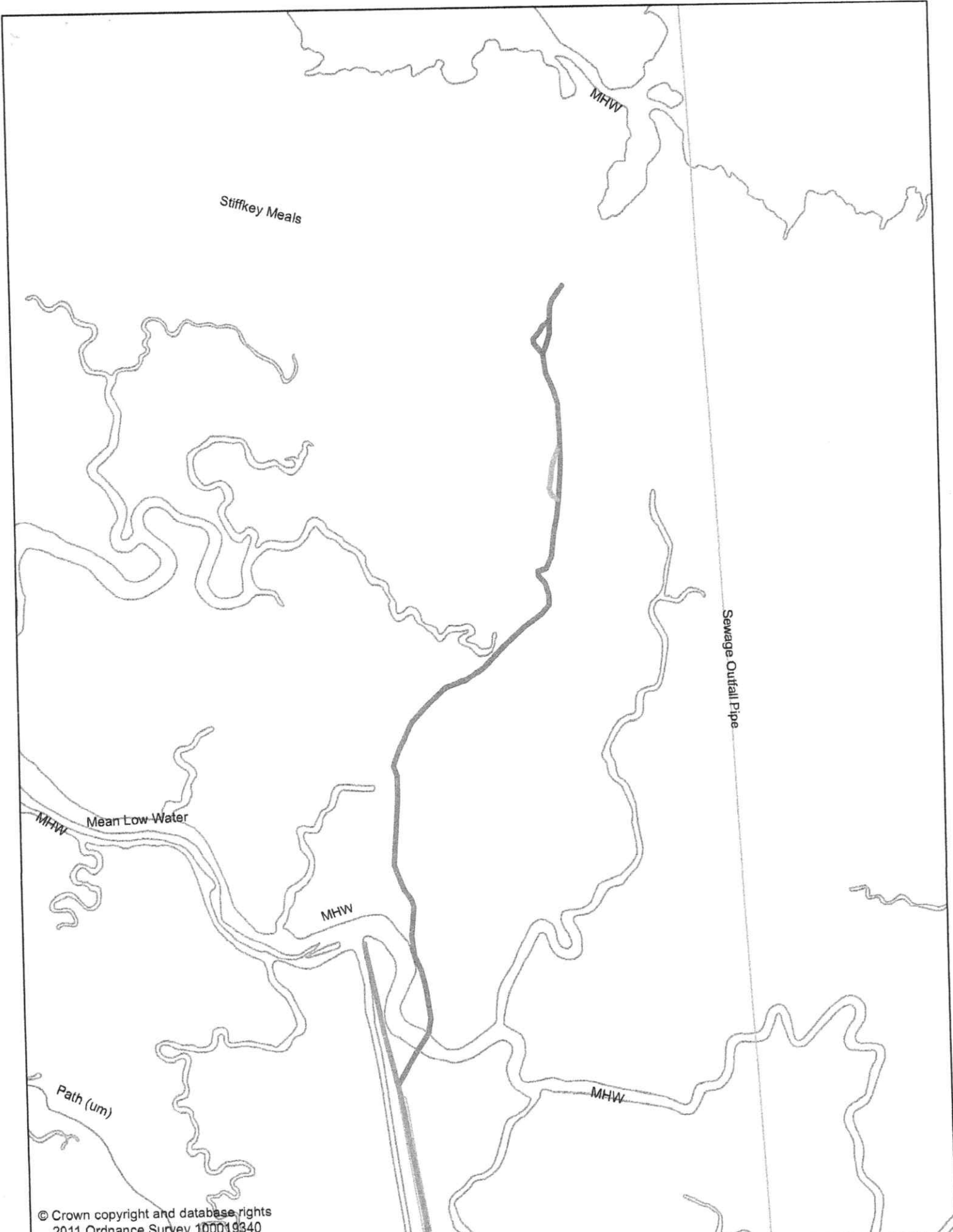
The Order, if confirmed, will modify the Definitive Map and Statement by adding three **public footpaths**: the first (red route) starting on Stiffkey Bridleway No. 16 at grid reference TF9642 4422 and proceeding in a north by north easterly direction for approximately 582 metres to grid reference TF9654 4473, the second (green route) starting at grid reference TF9653 4460 and proceeding in a north westerly to north easterly arc for approximately 39 metres to grid reference TF9653 4463, and the third (blue route) starting at grid reference TF9652 4469 and proceeding in a north by north easterly direction for approximately 23 metres to grid reference TF9653 4471.

Notice of the making of the Order will be given in accordance with Schedule 15 of the said Act in due course.

If no objections are received the Council will confirm the Order. If any objection is duly made and not withdrawn, the Council will submit the Order to the Secretary of State for Environment, Food and Rural Affairs for confirmation.

Dated 9<sup>th</sup> January 2024

Katrina Hulatt  
Director of Legal Services  
County Hall, Martineau Lane  
Norwich  
NR1 2DH



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 2011 Ordnance Survey 100019340

**Norfolk County Council**  
 Grid Ref: 596,484.5623 344,520.3977

**NOTICE OF DECISION**

**Route 1**  


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**Route 3**  


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**Route 2**  


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**Stiffkey Bridleway No. 16**  


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Date created:  
 09/01/2024  
 Scale:  
 1:3,000



**Happy New Year.**

**Multi-million pound investment proposed to modernise Norfolk Fire and Rescue Service buildings**

A multi million pound proposal to modernise fire and rescue buildings across the county is set to be considered by Norfolk County Council's Cabinet next week.

The work is part of the council's ongoing infrastructure investment to improve the inclusivity of Norfolk Fire and Rescue Service (NFRS) buildings to ensure they are fit for the future as the service recruits more women and looks to improve and standardise the layouts of its buildings for the health, safety and wellbeing of staff.

NFRS has looked at the equity of facilities at its fire stations, as well as what more it can do to minimise contamination of potentially harmful substances and recommended a range of changes to station layouts and facilities. These aim to create more purpose-built facilities for women and improve zoning to minimise the risk of contaminant spread.

Cabinet has now been asked to approve a three-stage approach to prioritising the modernisation of stations which requires an allocation of £2m from existing capital for 2024-25; with a follow-on £2m bid expected for 2025-26.

More modern fire stations, such as Carrow in Norwich will require minimum interventions, with the majority of the improvements focused at on-call stations. If agreed, the timetable will be realigned to other initiatives such as decarbonisation of the wider county council estate to ensure best value for money.

NFRS also asked for cabinet acknowledgement of an estimated further £4.5m requirement for work beyond 2026 for improvements to its remaining estate.

The bid fits with the council's Strategic Property Asset Management Framework 2021/22 to 2026/27 to provide the right property, fit for purpose, in the right place, to meet current service delivery needs and to plan for the future.

**Devolution deal accepted by Full Council**

County councillors have voted to accept a county deal devolution agreement with the Government, to transfer significant funding and powers to Norfolk.

Government funding will start transferring to Norfolk next summer, if councillors vote in July 2024 to stage the first election for a leader in May 2025. The deal will mean that decisions can be taken in Norfolk, for Norfolk.

The full council agreed the following recommendations:

Council:

- Recognises the work carried out during 2023 to consult with the public, inform Members and prepare plans in relation to the 'in-principle' County Deal brought to Council in January this year

## January 2024 County Councillor Report

- Commends the work undertaken by the Leader and Officers to secure additional benefits for the Norfolk County Deal and resolves that the Deal should be accepted
- Agrees that the election for the Directly Elected Leader should be held alongside the county council elections in May 2025 to enable the widest possible engagement with the electorate
- Agrees that the resolution adopting the new governance arrangements should be brought to the Full Council meeting on 23 July 2024 to facilitate that election date.

### **Households given free DIY waste for small projects.**

Norfolk residents will be able to dispose of small amounts of DIY waste at Norfolk's Recycling Centres free of charge from 31 December following changes made by Norfolk County Council.

The change applies to small-scale projects carried out by householders on their own home, allowing them to bring a maximum 100 litres (must fit into 2 x 50l bags) for free or one single item (maximum size of 200cm x 70cm x 75cm). Each household is allowed four free visits with DIY waste every four weeks. Anything beyond this will still be charged at normal rates.

The change in policy follows Government abolishing charges for the disposal of limited amounts and types of DIY waste at recycling centres across the UK.

Prior to 31 December, customers with DIY-type construction and demolition waste will continue to be directed to the 'Pay as you throw service' which is available at all centres.

Traders must continue to pay for DIY waste.

For more information visit [www.norfolk.gov.uk/DIYwaste](http://www.norfolk.gov.uk/DIYwaste)

**Councillor Michael Dalby**

**07306886552**

**[Michael.dalby.cllr@norfolk.gov.uk](mailto:Michael.dalby.cllr@norfolk.gov.uk)**

Planning

The new Local Plan examination hearings start in January. I will be speaking on the effect of visitor pressure on sensitive sites, the suitability of settlements to be small growth villages, and the role of principal residency in this ward.

The requirement for 10% biodiversity net gain will start in January 2024 for major and April 2025 for minor developments.

The permitted development for installation of solar panels has broadened. For example, you do not now need permission to install on flat roofs providing they do not protrude more than .6 m above the highest roofline, and solar panels can be placed in front of a property between the house and the highway in a conservation area.

Don't forget the next Planning Roadshow, a training session for Cllrs, will be on Feb 1st in Holt.

Benefits

NNDC has awarded 74% of its allocation of £103k in discretionary housing payments. This has gone toward rent arrears, rent deposit or ongoing rent shortfall.

The financial Inclusion team is ready to help any parishioners with debt or benefit advice, or food, energy or budgeting support.

There are sadly 2435 households on the housing list. Equally unfortunate is that there are 66 households in temporary accommodation. The most common triggers of homelessness are loss of a private tenancy, no longer being able to stay with family and friends, and domestic abuse.

There are c.350 affordable homes in the pipeline although c27 will be delivered this year. Do you know of any empty properties which might be let or anyone who would consider renting their property?

Sustainable growth

NNDC's Economic Strategy will be published early next year.

Environment and Waste

Food waste collections should start April 2024.

A knowledge test for Norfolk taxi drivers should be in place by the end of the year.

Finance

The first draft of the budget for 24/25 forecasts a deficit of £1.8 m rising to £5m in 27/28. This will need to be balanced.

Leisure

NNDC has been awarded almost £10m for a new sports centre and swimming pool in Fakenham.

Hardship support

The Financial inclusion team at NNDC are great at finding out if someone is missing payments they are entitled to and may have another suggestions for fuel poverty grants: their number is 01263 516221. They may be able to also provide emergency food support with Eden Red food vouchers within 48 hrs.

There is the Client hardship fund at Norfolk County Council Client Hardship Service (CHS) - Norfolk County Council

**Client Hardship Service (CHS) - Norfolk County Council**

The Client Hardship Service (CHS) provides support if you are in financial hardship and cannot pay your living costs. If you are eligible we can provide emergency financial help, supply

essential household goods and furniture, and put you in touch with organisations who can give advice and guidance.  
[www.norfolk.gov.uk](http://www.norfolk.gov.uk)

NNDC has this list of help with cost of living online :<https://www.north-norfolk.gov.uk/tasks/projects/cost-of-living/help-and-support-with-energy-bills/>

### Speeding

The Chief Constable says the Smart Speed Cameras, which we hoped could be installed and linked to the police, are not cost effective and so he doesn't propose to install in Norfolk.

I have chased for details of the smaller speed detector vans we are hoping would be effective in our rural area.

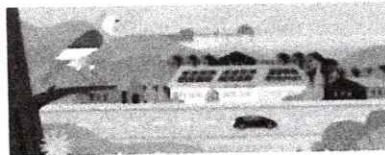
### Blakeney Surgery closure

The practice is planning to submit its final response to the Integrated Care Board by Jan 9th. We have asked for sight of this.

### **Victoria Holliday**

Member of Council

07557054629



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**Data Protection Statement:** I will only use any personal information provided to me to assist with your enquiry or complaint. I will only share your personal information with the council and other relevant councillors on a need to know basis. As a councillor, I am subject to the data protection policy of my council and political party. I also control data where I deal with my constituents. Your details will be deleted 1 year after your case is closed unless there is a basis in law or you consent to keeping it. You can withdraw your consent at any time. If you require me to delete your personal information, please let me know, along with a reason for requesting this.

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## SNAP MEETING REPORT

## APPENDIX F

CAD – Computer aided dispatch – Circa 80 per month. This drops off in the winter months.

22% Assaults, 5 Injury – 10 non-injury

15% Welfare – balance shifts to ambulance and other services.  
could be safeguarding.

Anti-social behavior has dropped off which is expected during the winter months.

Telephone scams have been detected but they have reduced. Elderly people should be aware as they are targeted.

Community Engagement has uncovered concerns about the availability of drugs for younger people. Often trickled down from older youths.

Speed Watch Team – This matter has been addressed in the Minutes.