

**Minutes of the Meeting of Stiffkey Parish Council held on
Monday 28th March 2022 at 7.30pm at Stiffkey Village Hall**

Present: Alexandra Hooper (Chairman)
David Clifton
Ian Curtis
Hannah Darby
Philip Harrison
Martin Williams
Catherine Moore, Parish Clerk

Also present: County Councillor Michael Dalby, District Councillor Victoria Holliday and 2 members of the public.

1. Apologies for Absence

Apologies for absence were received from David Smallridge.

2. Presentation of Covid Memorial Plaque

Mr Robert Carter DL presented the Parish Council with the Covid Memorial Plaque in recognition of the efforts put in by communities during the pandemic. The Chairman, Mrs Alexandra Hooper, thanked Mr Carter and gratefully accepted the plaque.

3. Public Forum

a) Public
None.

b) County Councillor

NCC had housed over 300 Ukrainian refugees this week, and more would be housed once visas were progressed.

c) District Councillor

Victoria Holliday's gave an update, noting that housing the homeless rates were improving, and the Council had set up a task force regarding second homes. £300K was being made available to provide accessible adult changing facilities. Homes For Ukraine was pushing forward and a support officer would be recruited. Various grant schemes were available. Ambulance response times remained poor, however it was hoped that the First Responder provision could be improved.

A meeting would be taking place regarding campervans and pollution/littering arising. It was noted that most in Stiffkey were properly hooked up.

It was noted that there was a consultation regarding AONB and National Parks, and it was suggested that some conservation areas should be included in Stiffkey. Victoria would liaise with the Chairman regarding a response. **ACTION: AH**

4. Declaration of Interest for items on the agenda

Phil Harrison declared an interest in item 11b – maintenance of Greenway and Hollow Lane - as a family member of the owners.

5. Minutes of the meeting held on Monday 31st January 2022

The minutes of the meeting were **agreed**, proposed by Phil Harrison, seconded by Hannah Darby, all in favour, and were signed by the Chairman.

6. Minutes of the meeting held on Saturday 12th February 2022

The minutes of the meeting were **agreed**, proposed by Hannah Darby, seconded by Alex Hooper, all in favour, and were signed by the Chairman.

7. Matters Arising from the Minutes

a) Meadow Lea Traffic Management

It was reported that the traffic management was due to be removed on Friday, and two requests for extensions by the contractors had been refused by Norfolk County Council. The Clerk had received assurance that the scaffold would be moved by the end of Friday 1st April 2022.

8. Planning

a) New Applications

None.

b) Applications considered between meetings

LA/22/0182 Great Yard House, 10-12 Bridge Street: Works to replace existing concrete ground floor with new limecrete ground floor. **DEFER TO CONSERVATION**

c) Decisions

None.

9. Finance

a) Financial Update

The Council had £8,161.02 in the bank as of 28th February 2022.

b) Annual Review of Internal Controls

The Internal Controls document was **agreed**, proposed by Hannah Darby, seconded by Ian Curtis, all in favour.

c) Village Hall Grant

A grant towards the cost of village hall insurance was requested. It was noted that from April 2022, the Parish Council would pay for their use of the Village Hall at a cost of £25 instead of making a contribution towards insurance. The Chairman of the Village Hall made a request for £576 for the village hall insurance, it was noted that £550 had been budgeted in 2021/22. It was **agreed** to pay £550, proposed by Ian Curtis, seconded by David Clifton, all in favour. Ian Curtis was asked to complete the grant application form before the sum would be released. **ACTION: IC**

d) Payments

It was **agreed** to pay the following, proposed by Alex Hooper, seconded by Ian Curtis, all in favour:-

C Moore	Salary & Expenses Feb 22 & Mar 22	£460.04
HMRC	PAYE Feb 22 & Mar 22	£115.00
TT Jones Electrical	Streetlights Maintenance	£33.55

10. Correspondence

a) Public Toilets Consultation

North Norfolk District Council had requested feedback on public toilets in the district. There were no comments.

- b) General Correspondence
Blakeney Parish Council had thanked the Council for their support regarding Blakeney Surgery.

11. Other Matters

- a) Removal of Stoney Road Bridge; and Registering Footpath
It was reported that the National Trust had removed the bridge as it was a safety concern, which had been highlighted by the Parish Council on numerous occasions. A proposed response had been circulated however this was before the National Trust had made a statement saying that they would now replace the bridge. It was **agreed** that the Council would respond to the statement, requesting a timeframe for pushing this forward and asking for regular updates, noting that this was a matter of urgency. Response to be drafted by Chairman and sent by the Clerk. **ACTION: AH**
Ian Curtis had received the paperwork relating to the historic footpath and would begin the application to register the footpath. This would be on the next agenda. **ACTION: IC**
- b) Maintenance of Greenway BOAT; Hollow Lane PRow; and other footpaths
Hollow Lane – Chairman had spoken to the Countryside Access Officer to find out what the options were. A response would be chased. A scheme needed to be discussed and priced up to make it safer. **ACTION: AH**
Bangay had been cleared, as had the permissive path to the playing field. White Bridges was clear, the steps down from sluices needed some maintenance as the handrail had gone however this was the responsibility of the Environment Agency.
Greenway – Ian Curtis noted that the bottom of the Greenway needed repairing. It was understood it should be repaired by those living alongside the Greenway. Phil Harrison understood that the left hand side was the responsibility of the farm, and the right hand side the campsite. It was questioned to what degree it required repair, and what this would cost. It was noted that the legal standard for a Byway Open to All Traffic (BOAT) was to be 'passable'. Ian Curtis would carry out some more research on this. **ACTION: IC**
Although it was the access to their car park, the National Trust was under no obligation to repair the road, however it was suggested that the National Trust could be asked to make up the BOAT when the heavy work was undertaken on the bridge. The Parish Council did not have a formal responsibility other than to ensure that public rights of way were open and accessible.
It was noted that the rough land between the car park and Greenway was privately owned, with a right of passage over the land allowed. The legalities and liabilities of risk regarding passing the land were mentioned.
The Clerk was asked to put this onto the next agenda. **ACTION: Clerk**
- c) Village Hall Planning Application
It was **agreed** that the expired application would be re-submitted in the name of the Parish Council, and would be paid for by the Village Hall, proposed by Ian Curtis, seconded by David Clifton, all in favour. **ACTION: IC**
- d) Street Lighting Electric Quotation
The Clerk was looking at better deals but hadn't had anything substantial. It was **agreed** to delegate authority to the Clerk to find the best deal, proposed by Alex Hooper, seconded by Ian Curtis, all in favour. **ACTION: Clerk**
- e) Review of Asset Register
The Asset Register was reviewed, with no amendments.

f) Ambulance Response Times

The Chairman reported that work was still underway on this, there had been an improvement in Category 1 calls but these were still 100% over the acceptable time. Category 2 calls were 200% over, and Category 3 were over 500% over the acceptable response time. A rapid response vehicle had been trialled which was having a positive patient outcome while an ambulance was on the way. The trial had been extended to September 2022. Paramedics on bikes would be in Wells from Easter weekend. Meetings continued, with pressure being applied. Feedback on GP services was being requested. The MP had been engaged regarding the recruitment of first responders, as it was costly. It was felt that one for the area would be useful, and the Chairman had been chasing regarding this.

A defibrillator had been discussed and it was felt that the cost and location would be a problem, and that it could affect the ambulance response times.

g) Oak Tree

A parishioner had asked whether the Council would support the planting of an oak tree for the Jubilee, on Camping Hill, with a plaque etc. The Council had been asked to communicate with Victory Housing for permission on this. **ACTION: AH/Clerk**

h) Abandoned Bicycle

A bicycle had been abandoned on the Knoll. This wasn't something that North Norfolk District Council would remove, it was **agreed** that a note with a fortnight to remove would be put on the bicycle, it would be removed and a note would replace it saying to contact the Clerk to collect. If not claimed it would be taken to Wells Recycling Centre in September. **ACTION: AH**

i) SAM2 Repairs

The SAM2 needed servicing, this would cost £40 plus the mileage to Dereham to drop off and collect, which was **agreed**. **ACTION: AH**

12. Date of Next Meeting

The next meeting would take place on Monday 23rd May 2022 at 7.30pm at Stiffkey Village Hall. The Annual Parish Meeting would take place at 7pm on the same evening.

The meeting closed at 8.45pm.

CHAIRMAN