

Stiffkey Parish Council

Minutes of a meeting held on Monday 31st July 2023 at 7.30pm in the Village Hall.

Present: Cllrs M Williams (Chairman), J Lawrence (Vice Chairman), A Hooper, P Claydon, J Hiscocks, P Harrison, R Husain.

Maxine Hayes – Locum Clerk

District Councillor V. Holliday & 2 members of the public.

1. Apologies for absence

Cllr M Dalby indicated that he may join the meeting late as he was attending other meetings. He was not present.

2. Declarations of Interest on items on the agenda

None.

3. Minutes of the Annual Meeting held on 22 May 2023

It was PROPOSED (PC) and SECONDED (JL) and unanimously agreed to approve the minutes and they were signed by the Chairman.

4. Public Forum

District Cllr Holliday had circulated her report and highlighted the proposed UNESCO Heritage site East Atlantic Flyway which would include North Norfolk migratory birds, which is supported by the RSPB and other stakeholders.

She reminded the Parish Council about the public meeting being held tomorrow night in Blakeney Village Hall, on the proposed plans to close Blakeney surgery. It was also possible to make representations at drop-in sessions being held in Holt library and Kelling surgery.

She updated the meeting on the coastal supermarket being held in Holt and Wells and her ongoing discussion relating to nuisance noise issues at Great Yard House. She reported that work on this has now stopped for the Summer.

Discussion also took place on the proposed tourist tax being investigated by North Norfolk District Council. This was in the very early stages of discussion.

Resident 1 asked the Parish Council if they had followed up on the proposals to add a public right of way across the Stiffkey marshes. It was agreed that as this had now been removed from the planning portal this would be followed up.

He asked what had happened since the March meeting in relation to the National Trust replacement of the bridge. It was reported that nothing had happened since the email communication received in June from the National Trust, and the Parish Council would formulate a response. The Parish Council would continue to be proactive. This would be discussed later in the meeting under agenda item 12.1.

5. To elect a Vice Chairman for the forthcoming year

It was PROPOSED by Cllr Hiscocks, SECONDED by Cllr P Claydon and unanimously agreed to elect Cllr J Lawrence to the position of Vice Chairman.

6. Clerks Report

The Clerk reported that she had received a request for a garden plot. Cllr Hooper agreed to send her the details of vacant plots. It was agreed that as the vacant plots were in a mess, they would be offered the plot free of charge for the first year.

7. Matters Arising

Cllr Hooper asked that the Parish Council consider encouraging fundraising for the Community First Responders (CFR) who were volunteers and were a very important medical resource supporting the NHS. Discussion took place on how to raise funds for training and setting up a Just Giving page. Money could be raised to pay for training and equipment and as a Parish Council the VAT could be claimed back if they paid the invoices. The Clerk pointed out that this would not be possible as the Parish Council cannot claim VAT back on behalf of other organisations.

If Stiffkey Parish Council organised a presentation to other Parish Councils in the area, including District Councillors, it would help to raise awareness of the work of CFR's. A page could also be set up on the website which could include reports showing the number of call outs etc and a link to the Just Giving page.

The Clerk agreed to check out the legalities of raising funds and using Just Giving and how that would work in conjunction with the Parish Council accounts.

It was agreed Cllr Hiscocks would help Cllr Hooper on this project. Copies of reports would be circulated to all councillors.

Action: AH, Clerk

8. Planning

Planning was a matter of report. There were no applications to consider.

PF/23/1269 Lodge Barn, Bridge Street, Stiffkey – Comments submitted and available on planning website

RV/23/1237 Shoemakers Cottage, 2 Church Street – Variation of condition 1 (time limit) of listed building consent LA/21/1771 (Construction of first floor extensions and alterations) – No Objections

NNDC Decisions

RV/22/1002 – Red Lion, 44 Wells Road – Variation of condition 1 (approved plans) for Planning Permission RV/21/2924 to allow larger windows on first floor of southeast elevation - Refusal

RV/23/1237 Shoemakers Cottage, 2 Church Street – Variation of condition 1 (time limit) of listed building consent LA/21/1771 (Construction of first floor extensions and alterations) – Approved

Councillor Holliday encouraged the Parish Council to look at the North Norfolk Local plan submission as it was still possible to make representations that would be considered.

Action: All councillors

9. Correspondence

- Submission of North Norfolk Local Plan for independent examination
- Proposed closure of Blakeney Surgery

Cllr Hooper reported that she would be attending the public meeting being held tomorrow at Blakeney Village Hall. It was agreed that the Parish Council would contact Blakeney Parish Council to ask what they could do to support them on this issue. **Action: Clerk**

- NCF Funding Programme Newsflash
- Beeston Parish Council – offer of induction training 10 August 7pm
- Norfolk ALC – Good Councillors Guide
- Notice of Coastal Conference Logo consultation
- Rural Services Network newsletter
- Cllr V Holliday – Notice of coastal supermarket moved to Holt
- Community Action Norfolk Newsletter
- Notice that UEA and Cambridge University would be carrying out excavations at Warham Camp 10 July 2023
- Notice of NNDC Town & Parish Council Engagement Forum 12 September
- Cllr V Holliday re noise at Great Yard House

Cllr Holliday reported earlier in the meeting that the work had stopped for the Summer, but this was incorrect and was continuing including at weekends. Cllr Holliday would be asked to monitor this situation.

- National Trust – Update on Stiffkey Bridge

To be discussed under agenda item 12.1.

- Norfolk ALC wellbeing newsletters
- Norfolk CC Highways – notice of decision not to proceed with proposed speed limit amendments A149
- PKF Littlejohn – Confirmation of completion of audit

10. Governance

The following Policies and Procedures were approved with changes to the contact details. In the interim between clerks, it was agreed to use the Village Hall as the contact address.

Planning Policy – Approved with the addition of the following paragraphs:

Timing of Road Closures for Construction Work:

In order to keep disruption throughout the Parish to a minimum, the Parish Council will request that no road closures take place during the key holiday seasons where they are likely to have a detrimental impact on local businesses and the bus route. Should a road closure be required, the Parish Council will request that this is done with as much notice as possible and after consultation.

Enforcement:

The Parish Council will refer any approved planning application which deviates from the stated conditions laid out in the decision letter to the Enforcement Officer at North Norfolk District Council for immediate action.

Light Pollution

The Parish Council would like any application that replaces or increases glazing to demonstrate that measures have been taken to minimize light pollution (such as coated glazing). In addition, the Parish Council would like any application which proposes outdoor lighting to demonstrate that the lighting is fully shielded, directed downwards and white light/preferably LED only. The Parish Council does not consider dusk to dawn lamps acceptable and is of the view that if essential, outside lights should be installed at the lowest possible height to achieve lighting levels.

Action: Clerk

Code of Conduct – Approved. It was noted that Stiffkey Parish Council use the NNDC Code of Conduct and this had not been updated for several years.

Complaints Procedure – Approved with changes to the contact address.

Action: Clerk

Safeguarding Policy – Approved

Cllr Hooper had circulated a Dark Skies Policy to all members. Following discussion regarding conservatories it was agreed that Cllr Hooper would circulate an amended draft to all councillors. **Action: Cllr Hooper**

11. Finance

The accounts circulated and listed on the agenda were Unanimously approved for payment.

Copies of statement and balances had been circulated and were approved.

Balances at 31.7.2023

Current account £1868.01

Savings account £12981.04

It was unanimously agreed to pay the locum clerk's final invoice at the end of August when submitted.

12. Items for discussion

12.1 Replacement Bridge Stiffkey Marshes

Discussion took place over the recent email received from the National Trust which had given a short update but not very much detail. It was agreed that the Parish Council would formally respond including a copy to the local MP Duncan Baker outlining the Council's concerns and asking for details of the mitigation plans for the East side of the bridge and a timeframe for the proposed work and replacement of the bridge.

A draft response would be circulated for approval by all councillors before being sent.

Action: Councillors, Clerk

The proposed poster suggested by a resident was considered but it was agreed to defer any decision on this until the September meeting.

12.2 Electric Vehicle Charging points Stiffkey

It was agreed after reading the criteria set out regarding possible sites that there were no suitable sites in Stiffkey at this time.

12.3 & 12.6 Invitation to bid for Parish partnership funding 2024/25 and concerns raised about traffic, speeding and pedestrian safety

Cllr Williams asked that these two items be discussed together as they were linked. It may be possible to bid for funding for speed reduction measures, village gates etc from the partnership funding but in the first instance what is possible and realistic needed to be investigated. The funding bid did not need to be completed and submitted until December so it was agreed that Cllr Williams and any other councillors who might like to be involved, should assess the possible and realistic solutions and report back to the September meeting with recommendations for further discussion. **Action: Cllr Williams**

12.3 Request for donation

It was PROPOSED (AH) SECONDED (PC) and unanimously approved to make a donation of £135 which had been allocated in the budget to the Local Lynx magazine.

12.4 Light Pollution Dark Skies

Cllr Hooper had circulated a draft policy which had been discussed and it had been agreed to make amendments and circulate a final copy to all councillors for approval at the next meeting. **Action: Cllr Hooper**

12.7 Clerk vacancy

It was agreed to see what might result from Norfolk PTS speaking to local clerks about taking on the position and advertising on their website. If nothing resulted from this, then the vacancy would have to be advertised in the local newspapers and job sites. This would incur costs and it was agreed that a ceiling of £500 would be set and if the amount would exceed this limit and extraordinary meeting of the Council would be called. **Action: Cllr Williams**

13. Date of next meeting

Monday 25th September 2023 at 7.30pm

