

**Minutes of the Meeting of Stiffkey Parish Council held on  
Monday 29<sup>th</sup> March 2021 at 7pm on Zoom**

**Present:** Alexandra Hooper (Chairman)  
David Clifton  
Ian Curtis  
Ian Moy  
David Smallridge  
Catherine Moore, Temporary Parish Clerk

**Also present:** County Councillor Marie Strong

**1. Apologies for Absence**

Apologies for absence were received and approved from Kerenza Claydon and Philip Harrison.

**2. Public Forum**

a) Public

There were no public comments.

b) County Councillor

Marie Strong noted that she had circulated her report and highlighted key areas of interest. She reported that there was a boundary review for some parishes, but it was understood that Stiffkey was not affected.

c) District Councillor

It was noted that Karen Ward had resigned from the district council for personal and health reasons. The Council recognised that she had been an excellent district councillor and her work was greatly appreciated.

**3. Declaration of Interest for items on the agenda**

There were no declarations of interest.

**4. Minutes of the meeting held on 25th January 2021**

The minutes of the meeting were **agreed**, proposed by Alexandra Hooper, seconded by Ian Curtis, all in favour, and would be signed by the Chairman.

**5. Matters Arising from the Minutes**

The Clerk reported that the administrative issues with HMRC had been sorted, the Council was now registered as an employer following a previous scheme being closed, and the PAYE money had been identified and transferred, with Earlier Year Updates being made to bring everything up to date.

**6. Finance**

a) Financial Update

The financial update was noted, reporting that the Council had £6,732.28 in the bank as of 28<sup>th</sup> February 2021.

b) Payments

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

C Moore	Salary Dec 20 – March 21 & Expenses	£576.91
HMRC	PAYE Dec 20 – March 21	£137.00
Rose Villa Productions	Advert – Holt Chronicle	£18.00

## 7. Correspondence

### a) North Norfolk Coastal Consortium on Emergency Ambulance Response times

It was noted that the average response time in Stiffkey was considerably longer than the target times. The demographic of the parish was such that better response times were needed. It was **agreed** that David Smallridge would be put forward as the Council's representative on the above body.

### b) Request from Cley Parish Council for feedback on NNDC Planning Department

It was **agreed** that the Chairman would circulate some feedback and circulate to councillors for approval prior to submission.

**ACTION: AH**

### c) General Correspondence

The Clerk noted that the Public Space Protection Order renewal was out for consultation. It was **agreed** to support the extension of the PSPO.

**ACTION: Clerk**

## 8. Planning

### a) New Applications

PF/21/0698 Seacrest, 154 Camping Hill: Two dormers to rear to allow for use of loft as living space; single storey side extension.

It was noted that similar applications had been withdrawn due to objections, however the applicant was trying to make the property work for their personal and family circumstances. It was **agreed** to submit a similar response to previous applications.

**ACTION: AH / Clerk**

### b) Decisions

PF/20/2526 Seacrest, 154 Camping Hill: Single storey side extension, dormers, rooflights to front and rear to allow for use of loft as living space.

**WITHDRAWN**

### c) Applications Considered Between Meetings

PF/21/0270 Vine Cottage, 41 Wells Road: Glazing of first floor gable and external staircase to southern end of detached garage.

**NO OBJECTIONS**

### d) Review Planning Application Policy

It was **agreed** that this would be put to the May agenda.

**ACTION: Clerk**

## 9. Other Matters

### a) Policies

The Lone Worker Policy was presented for review. The new Privacy Policy was presented for approval. Councillors did not feel that they had had enough time to consider the documents. It was noted that a suite of policies would be presented for approval at the May meeting. It was **agreed** that the Clerk would send the policies for review as early as possible and that Councillors would ensure that they were familiar with them before the meeting.

**ACTION: Clerk**

### b) Review of Internal Controls

The internal controls were reviewed and **agreed**.

### c) Appointment of Internal Auditor

It was **agreed** to appoint Kerrie Wilton as the internal auditor.

- d) Review of Asset Register  
It was noted that the SAM2 should be included at a value of £4,500, there should be one more village sign and one less village notice board. With these amendments the asset register was **agreed**. **ACTION: Clerk**
- e) Update on Recruitment of Parish Clerk  
There had been no applicants for the vacancy therefore the locum clerk had been appointed to a temporary one month rolling contract. The vacancy was still be advertised with Norfolk ALC and Norfolk PTS.
- f) Historic Footpaths; and Garden Plots  
The Chairman noted that the deadline for registering historic footpaths was nearing and that she would bring a report to the July meeting. **ACTION: AH**  
All garden plots had been paid up to date. The waiting list had been lost as electronic documents had not been recovered from the previous clerk's laptop, so a new waiting list had been opened – councillors were asked to make sure that people knew this if they thought they were on the waiting list. **ACTION: ALL**  
Ian Moy was thanked for collecting the garden plot rents.
- g) Local Lynx Contributions  
The Chairman asked whether a local village newsletter should be distributed in addition to the article in Local Lynx. It was felt that the Lynx was sufficient, however a briefing note could be circulated to households if there was a specific matter that needed to be brought to residents attention.
- h) Telephone Box – Restoration and Future Uses  
A resident had offered to fund raise the £800 that would be required to restore the phone box, although the project would need to go through the Council for payment, and the land owners would need to be kept informed when works took place. Following discussion, it was **agreed** to have the phone box restored once the funding was in place, and that the future use of the box would be revisited once this was complete. The Clerk was asked to liaise with the resident on this. **ACTION: Clerk**
- i) Traffic Issues through Stiffkey  
It was noted that speeding, parking and traffic flow appeared to be the key issues at the moment. It was **agreed** to set up a walk around with the Highways engineer who could give advice on options, which could then be communicated to residents. The Chairman agreed to set this up. **ACTION: AH**
- j) Annual Parish Meeting  
The Clerk noted the current position on virtual meetings, which was that these were not currently expected to be extended beyond May. It was **agreed** that the Annual Parish Meeting would be held on Zoom on Monday 26<sup>th</sup> April 2021 at 7pm. **ACTION: Clerk**

## 10. Dates of Next Meeting

The next meeting would take place on Wednesday 5<sup>th</sup> May 2021 at 5pm on Zoom.

The meeting closed at 8.05pm.

**CHAIRMAN**