

**Minutes of the Meeting of Stiffkey Parish Council held on
Monday 23rd May 2022 at 7.20pm at Stiffkey Village Hall**

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

Also present: District Councillor Victoria Holliday and 7 members of the public.

1. Election of Chairman

It was **agreed** to elect Alexandra Hooper as Chairman, proposed by Ian Curtis, seconded by David Smallridge, all in favour.

2. Election of Vice Chairman

It was **agreed** to elect Philip Harrison as Vice Chairman, proposed by Ian Curtis, seconded by Alex Hooper, all in favour.

3. Apologies for Absence

Apologies for absence were received from David Clifton. County Councillor Michael Dalby had also sent apologies.

4. Public Forum

a) Public

A member of the public brought up maintenance of the Greenway, asking for confirmation of their legal rights and responsibilities, and who decided when it needed repairing. Concerns were express regarding parking among other matters.

A member of the public asked whether the path would be fixed outside 'Windrush'? This would be discussed later in the agenda.

b) County Councillor

Michael Dalby's report had been circulated.

c) District Councillor

Victoria Holliday's report had been circulated. A grant had been received around coastal erosion, however Stiffkey's issues were around flooding. It was noted that there was a coastal erosion issue as footfall was being pushed around the SSSI with the loss of the Stoney Road bridge.

The Chairman noted that the Parish Council was going to need to have some robust discussions with Norfolk County Council regarding maintenance of footpaths and would copy Victoria into what was put to the County Councillor.

Concerns had been raised regarding late working on building sites, Victoria noted that there were very clear guidelines from planning and environmental health.

Work was underway to work on the impact of visitor pressure around the protected landscape, where new developments would have to pay a set amount per house to help with putting in mitigation.

Nutrient neutrality was a problem in the Broads, development was paused in the catchment areas.

A public consultation on car park charges was underway and available on the North Norfolk District Council website.

Victoria was asked to send the figures relating to second homes and council tax charges.

ACTION: VH

5. Declaration of Interest for items on the agenda

Phil Harrison declared an interest in item 11e – Greenway - as his family owned part of this.

6. Minutes of the meeting held on Monday 28th March 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.

7. Planning

a) New Applications

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 south east elevation; addition of solar thermal collectors and solar photovoltaic panels on roof; addition of rooftop terrace; installation of Power Wall with electric vehicle charging points; installation of air source heat pump; installation of exterior lighting.

No comments. It was **agreed** to make no objections and no comments, proposed by Martin Williams, seconded by Hannah Darby, all in favour.

ACTION: Clerk

b) Applications considered between meetings

None.

8. Matters Arising from the Minutes

a) Meadow Lea Traffic Management; and General Development Issues

Meadow Lea – the developer had asked for lights and scaffolding in October, and Anglian Water had asked for a three day closure for works. Anglian Water had agreed to combine two road closures into one in October half term.

There had been general complaints about noise and working times, and once the information was received from Victoria it would be circulated.

The issue at Windrush had been reported to Planning Enforcement, no reply had been received. It was rapidly becoming a parking bay. The Clerk would follow this up.

ACTION: Clerk

b) Grant Application for Village Hall Insurance

The Clerk confirmed that the paperwork had been received from the Village Hall Chairman.

c) Village Hall Planning Application

The planning application would be submitted in the next few days.

d) Oak Tree on Camping Hill

It was confirmed that permission had been given for an oak tree on Camping Hill and had been planted.

e) Abandoned Bicycle

The notice had been put up, the notice was removed and another replaced it. The bicycle had been removed and donated to charity.

- f) Update on Landscape Review
Comments had been submitted with no response as yet.

9. Finance

a) Year End Finances 2021/22 and Finances 2022/23 To Date

The finances for the year ending 31.03.2022 were **noted**. The finances to date were **noted**, reporting that there was £3,998.42 in the current account and £6,554.70 in the deposit account at 10.05.2022. Receipts since the last meeting were:

- £100 – Garden Plots
- £4.19 – Interest
- £3,502.00 – precept (first instalment)
- £103.86 – VAT reclaim 2021/22

b) Receive Internal Audit Report

The internal audit report was **noted**. The allotment fees would be reviewed as part of the budget setting. It was felt that the 'No' in regular reporting to Council was not correct as this was reported at every meeting.

c) Annual Governance Annual Return

The Annual Governance Statement and Annual Accounting Statement were agreed, proposed by David Clifton, seconded by Phil Harrison, all in favour. It was agreed that the Council would declare itself exempt from external audit. **ACTION: Clerk**

d) Insurance Prices

Four prices had been obtained and were read out. It was **agreed** to move to BHIB, proposed by Alex Hooper, seconded by Martin Williams, all in favour. **ACTION: Clerk**

e) Earmarked Reserves

It was **agreed** to earmark £1,500 towards an Election Reserve for a future contested election, proposed by Alex Hooper, seconded by Martin Williams, all in favour.

ACTION: Clerk

It was noted that there may be a bill for the uncontested election in due course.

It was noted that there was no staffing contingency in the event of the Clerk going sick and bringing in a locum, it was **agreed** to put £500 into a staffing contingency, proposed by Alex Hooper, seconded by Martin Williams, all in favour.

f) Payments

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

C Moore	Salary & Expenses Apr & May 22	£381.46
HMRC	PAYE Apr & May 22	£95.20
Norfolk ALC	Subscription	£86.23
Npower	Streetlight Electric Jan – Mar 2022	£141.36
Kerrie Wilton	Internal Audit	£50.00
SSE	Streetlight Electric April 2022	£28.53
North Norfolk DC	Camping Hill Licence	£100.00

Cheques for the wayleave; and the access fee were passed to the Clerk to be banked and would be paid out to the Village Hall on the next agenda. **ACTION: Clerk**

10. Correspondence

- a) Textile Bank – North Norfolk District Council
A letter had been received asking parishes to host textile banks, it was **agreed** not to pursue this.
- b) Norfolk County Council Consultation on Local List for Validation of Planning Applications
The consultation had been circulated. It was **agreed** that a response would be drafted by Alex Hooper and Martin Williams, and circulated. **ACTION: AH / MW**
- c) Grant Application for Jubilee Picnic
A letter requesting a donation of £250 for the Jubilee picnic was read, noting that they wanted to pay for incidentals such as cleaning, bunting, binbags etc. It was **agreed** to pay £250 towards this, proposed by Phil Harrison, seconded by Ian Curtis, all in favour. This would be paid to the playing field charity account. **ACTION: Clerk**
- d) General Correspondence
None.

11. Other Matters

- a) Streetlighting Electric Contract
It was noted that changes in the charging structure for the unmetered supply had resulted in an increase from May 2022 from £319.32 per annum to £1,639.36 per annum. The Clerk had negotiated a contract with SSE through Renew and Sustain, an energy broker, which would cost £547.55 per annum on a four year contract.
- b) Dog Bins – Frequency of Collection
It was noted that increasing the frequency of collection to weekly during the summer season would cost an additional £200. It was **agreed** not to go ahead with this. This situation could be reviewed as necessary.
- c) Letter to National Trust regarding Stoney Road Bridge
The draft letter was considered and **agreed**, proposed by Alex Hooper, seconded by Martin Williams, all in favour. **ACTION: Clerk**
The Chairman reported that the bridge had not been replaced by the start of the summer season as mentioned in the press release. It was suggested that the National Trust had to apply for planning permission for the new bridge.
- d) Registering of Footpath – Stoney Road
Ian Curtis noted that he had everything ready to be sent, with forms and evidence. Notice needed to be served to the National Trust and to Norfolk County Council. It was **agreed** that this would be registered, proposed by Ian Curtis, seconded by Alex Hooper, all in favour. **ACTION: Clerk**
- e) Maintenance of Greenway BOAT
A lot of research had been carried out into the definition of a BOAT; and where the maintenance responsibilities were. Norfolk County Council published a list of which areas were maintainable at public expense, and these footpaths and BOAT were included. An email had been sent asking whether they would maintain this, and an unsatisfactory response had been received, giving information already known. Further questioning would be required to Norfolk County Council on this matter. It was understood that if it fell under Norfolk County Council, they would decide when repair was needed.

Ian Curtis noted that it did not matter what the designation was, it was the adoption status that was important. The BOAT was unadopted, and he suggested that it was those with frontages that were responsible for maintenance, and that this could be enforced.

It was felt that there was conflicting information available, and it was clearly on the list of roads maintainable at public expense. Norfolk County Council had never maintained it. The legal minimum standard still needed to be defined. There could be liability concerns if an injury occurred, as those responsible for the maintenance would be liable. It was confirmed that the Parish Council should not become involved if it is a private maintenance issue, however if it was the responsibility of Norfolk County Council the Parish Council should lobby to have it maintained. It was **agreed** that this would be investigated further to establish whether the County Council was responsible; and would write to residents of the Greenway to confirm who was responsible. A member of the public asked whether the piece immediately outside their property was their responsibility, this was not clear together with if they would be collectively charged for repairs. This would be reported back at the next meeting.

ACTION: AH / MW

Muckledyke needed to be cleared, and the Chairman would draft an email to be sent by the Clerk.

ACTION: AH / Clerk

f) SAM2 Repairs

The LEDs had been cleaned locally, and this would be monitored.

g) Ambulance Response Times / Community First Responders

The Chairman reported that the ambulance response times were no better which was the impact of drop off times at hospital. Alex was trying to actively find two Community First Responders and had discussed this with the recruiting team. The Parish Council should actively support this. The kit would cost around £2,500, and the training was partially online. This would result in a nationally recognised qualification. The cover area was within a 5 mile radius of the CFR home. A commitment of 10-15 hours per month was requested. It was suggested that posters should be put up to promote this. An email would be circulated to assist word of mouth promotion, and something could be put into the Lynx.

ACTION: AH

12. Date of Next Meeting

The next meeting would take place on Monday 18th July 2022 at 7.30pm at Stiffkey Village Hall. The meeting closed at 8.15pm.

CHAIRMAN