

MINUTES OF THE MEETING OF STIFFKEY PARISH COUNCIL
HELD ON MONDAY 29TH JULY, 2024 AT 7.00 PM
IN STIFFKEY VILLAGE HALL

Present:-

Chairman – Cllr. M. Williams, Cllr. P. Claydon, Cllr. P. Harrison,
Cllr. A. Hooper, Cllr. R Husain and Cllr. J. Sugden.

District Councillor V. Holliday.

Julie Chance – Clerk.

Five members of the public also attended the meeting.

1. MINUTES OF THE MEETING HELD ON MONDAY 13TH MAY, 2024

The Minutes of the meeting held on Monday 13th May 2024, having been circulated were taken as read, **AGREED** and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. J. Lawrence and County Councillor M. Dalby. It was **AGREED** that the Clerk would write to County Councillor Dalby and request that he attends a Stiffkey Parish Council meeting at least once a year.

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Prejudicial declarations of interest were received from Cllr. M. Williams and Cllr. R. Husain in respect of Planning Application PF/24/1183 Hillcrest, 38 Wells Road, Stiffkey.

Declarations of interest were received from Cllr. M. Williams in respect of the funding request from the Local Lynx.

4. PUBLIC PARTICIPATION

A member of the public expressed concern about the emergency road closure by Anglian Water. He reported that the road was closed all week despite the necessary work being completed by mid-day on the Tuesday. This was very inconvenient to the village. He requested the Parish Council to address this matter. This item will be covered under the item on the agenda.

A member of the public asked whether the Parish Council could confirm that a Member had spoken to the National Trust at the recent meeting on the bridge. Cllr. Sugden confirmed that she had expressed her personal views and made it clear that it was not the view of the Parish Council. Cllr. Sugden is entitled to a personal view and reported that the social media post was not a correct version of the conversation. Cllr. Hooper said that the view of the Parish Council in support of the new bridge has been clear with the support of the planning application and facilitating the meetings with the National Trust.

A member of the public made a short presentation concerning Planning Application No. PF/24/1183 – Hillcrest, 36 Wells Road, Stiffkey and gave a brief history on the journey to the application. It is intended that there will be 6 x 3 bedroom properties and they are in keeping with the village in flint.

A member of the public expressed concern over the development which is not supported in the Local Plan. Stiffkey is designated as Countryside and a Conservation Village. Any development has to protect or enhance the environment. He feels this development does not do this. This matter will be covered under the item on the agenda.

5. COUNTY AND DISTRICT COUNCILLORS' REPORTS

5.1 County Councillor's Reports:- Circulated. Attached. Appendix A.

5.2 District Councillor's Report:- Circulated. Attached. Appendix B.

District Councillor Holliday circulated North Norfolk District Council's Local Plan Examination. Noted. It was reported that Blakeney Surgery is working well with delivering and collection of medication. There were 116 urgent care cases referred. District Councillor Holliday is liaising with County Councillor Dalby on

broadband, mobile connectivity and dentistry. District Councillor Holliday reported that she is visiting as many dementia centers as she can in order to publicise their good work. North Norfolk District Council have a shortfall in their budget but have good reserves. Free first aid course circulated. Noted.

6. PLANNING

- 6.1 PF/24/0945 – Hill House, 25 Bridge Street:-** Comments attached.
- 6.2 PF/24/1139 – Bridge at Cabbage Creek:-** Comments attached.
- 6.3 PF/24/1013 – Otterslea, 5 Riverbank, Wells Road:-** Comments attached.
- 6.4 PF/24/1228 – The Marsh, 9A Greenway:-** No objections.
- 6.5 PF/24/1018 – 14 Wells Road:-** Comments attached.
- 6.6 PF/24/1183 – Hillcrest, 36 Wells Road:-** Cllr. Hooper circulated proposed actions. It was **AGREED** that the Parish Council object to the application and request our District Councillor to call this into the full planning committee of North Norfolk District Council. It was **AGREED** that given the significance of the application, a short extension would be requested. It was **AGREED** to use the Parish Council website, social media, notice boards and newsletter to inform residents of the planning application and encourage them to voice their views directly to North Norfolk District Council.
- 6.7 PF/24/1010 – The Old Military Camp:-** Approved.
- 6.8 PF/23/1082 – The Old Catering Hut, Greenway:-** Approved.
- 6.9 PF/24/1139 – Bridge at Cabbage Creek:-** Amended plans received. Comments required.

7. BRIDGE AT CABBAGE CREEK

- 7.1 Planning Application:-** This matter is dealt with under Planning above.
- 7.2 Letter – National Trust:-** Cllr. Hooper proposed a letter be sent to the National Trust concerning protection of the Greenway from any possible damage during works. **AGREED.**

8. SOCIAL MEDIA FACEBOOK AND WEBSITE

- 8.1 Social Media:-** Cllr. Husain reported that there are 9 followers on Instagram which has increased by 1 and 13 on Facebook an increase of 2. Traffic updates are reported and followers are directed to the Parish Council website.
- 8.2 Website:-** Cllr. Hooper circulated a report. Attached. It was **AGREED** to action a. and b. from the report.

9. BLAKENEY SURGERY

- 9.1** Cllr. Hooper circulated a report. Attached. It was **AGREED** to action a. and b. from the report. The Clerk read a letter received from Duncan Baker thanking the Parish Council for their letter of support for his hard work in trying to prevent the closure of Blakeney Surgery.
- 9.2 Dentistry:-** Cllr. Hooper circulated a report. Attached. It was **AGREED** to action a. and b. from the report.

10. POLICE

- 10.1 SNAP Meeting:-** Members were unable to attend the meeting held on 9th July, 2024. It was **AGREED** that the Clerk would write and request that the meetings be held on Zoom in order to make it easier for attendance. It was **AGREED** that the posters advertising the meetings will be placed on the notice boards, social media and the website in the future.
- 10.2 Community Speed Watch:-** Cllr. Williams reported. Attached.

11. MAINTENANCE OF ASSETS

- 11.1** It was reported that the benches and notice boards have been delayed due to bad weather. An update will be given at the next meeting. It was reported that the new wooden post and treatment for the village sign has been purchased. This will be replaced following the holiday season.
- 11.2 Insurance:-** The Clerk reported that the insurance has been renewed through Zurich saving the Parish Council £122.32 per annum.

12. **FINANCE**

12.1 Cash Book – 30th June 2024:- Circulated. **AGREED.**

12.2 Bank Statements:- All present signed the bank statements against the bank reconciliation for the period to 30th June, 2024.

12.3 The following payments were AGREED:-	£
Clerk's Salary, Office Allowance and Travel	
June and July 30, 2024	622.35
HMRC – Tax June and July 2024	122.40
Stiffkey Village Hall Hire	150.00
North Norfolk District Council – Dog Bins	268.32
Purchase of Wooden Post and Treatment	165.57

12.4 Newsletter:- The draft newsletter was circulated. The layout and contents were **AGREED**. Cllrs. Husain and Sugden will liaise on the final points before printing. It was **AGREED** to accept the quotation for 200 copies of 200 gsm double sided in the sum of £36.45. Cllrs. Husain, Hooper and the Clerk to action.

12.5 Geosphere – Parish-on-Line:- Cllr. Hooper reported that following experimenting with the software, this is a duplication of the schedules produced by the Clerk. It was **AGREED** not to renew the subscription this year but to ask that they keep Stiffkey Parish Council on the mailing list in order to revisit next year.

12.6 Street Lighting:- The Clerk reported that repair and removal of foliage is needed for one of the street lights. It was **AGREED** to accept the quote in the sum of £112.85 for the required work. The Clerk will action.

12.7 Local Lynx:- The Clerk read a letter received requesting funding for 2024. Following discussion it was **AGREED** that this matter will be placed on the next agenda for further discussion following the preparation of the draft budget.

12.8 Full Council Training:- It was **AGREED** to accept the quotation in the sum of £484.00 for two evenings of full council training. The Clerk will action and it is hoped that the training will take place before the end of the financial year. An allowance will be made in the draft budget for agreement at the September meeting.

12.9 Draft Budget – 2025/26:- It was **AGREED** that the Clerk will arrange a Zoom meeting in order to prepare the draft budget for agreement at the September meeting.

13. DEFIBRILLATOR AND THE STIFFKEY HEALTH INITIATIVE

13.1 Defibrillator:- Cllr. Claydon reported Following discussions with the proprietor of the shop and owners of adjacent buildings, it has not been possible to establish a suitable site to position the defibrillator and cabinet in that area. The working party have therefore focused their attention on the possibility of installing the defibrillator and cabinet in the telephone box. The owners of the land on which the telephone box stands have provisionally agreed for this to happen and we have received two quotes for the electrical work and fitting.

Once the defibrillator is fitted the CFR group will provide CPR training to those interested. The village will be informed of this opportunity by leaflet and newsletter. A donation will be made to the CFR fund.

Cllr. Claydon reported that the cost of the purchase of the defibrillator, box and cabinet is £2,199. This does not include spare pads or ongoing maintenance. The amount raised so far is £2,185. In order to cover the shortfall and the electrical work for installation further fundraising will take place. The Clerk passed Cllr. Sugden the licence to collect funding. It was **AGREED** that the Clerk will write to the land owners where the telephone box sits and ask permission to install the defibrillator. It was **AGREED** that the quote in the sum of £549 would be accepted for the installation of the electricity and defibrillator once permission has been received. It was **AGREED** that the Clerk would submit the letters thanking the residents for their donations to date and informing them of the change of location.

Cllr. Claydon reported that the new name for the working group is The Stiffkey Health Initiative.

13.2 Transport Scheme:- The provision of lifts to medical appointments and prescription collection has been discussed by the working party. It was felt that a minimum of £5,000 of funding should be in place before we launch a 6 month pilot project. We should also attempt to gain an idea of numbers and interest through the newsletter. The Clerk reported that funding is easier to obtain if the scheme is a Charity. An offer to set-up the charity has been

received and it was **AGREED** to accept this offer. The Clerk is prepared to deal with the annual accounts and annual return to the Charity Commission. The Clerk is willing to set-up the scheme but pass the co-ordination going forward to a volunteer.

14. ANNUAL POLICY REVIEW

- 14.1 Communication and Social Media Policy:-** Cllr. Hooper circulated a new Communications and Social Media Policy which was **AGREED**.
- 14.2 Lone Worker Policy:-** It was **AGREED** that a named person will be nominated each year at the May meeting to receive confirmation from the Clerk that she has left home to attend the meeting with approximate time of arrival and that she has returned home safely. It was **AGREED** that Cllr. Hooper will cover this role until May 2025.
- 14.3 Grant Awarding Policy:-** It was **AGREED** that wording stating that applications will be considered once a year and the deadline will be 1st June each year. Any applications received will be discussed at the meeting following the 1st June. Cllr. Hooper will forward the grant application form to the Clerk.
- 14.4 Retention of Records Policy:-** Circulated. No amendments.
- 14.5 Freedom of Information Guide:-** Circulated. It was **AGREED** to add North Norfolk District Council Website to access Register of members' interests and Cllr. Hooper will place a link on the Parish Council website.
- 14.6 Armed Forces Covenant:-** Circulated. It was **AGREED** to adopt the Covenant.
- 14.7 Biodiversity Policy:-** The Clerk circulated a Biodiversity Policy. It was **AGREED** to accept the policy with the amendment of the date in Item 8.
- 14.8 IT Policy:-** Cllr. Hooper circulated an IT Policy. **AGREED**.

15. REPORTS

- 15.1 Community First Responders:-** Cllr. Hooper gave a report. Attached.

16. HIGHWAYS

16.1 Temporary Road Closures:- Circulated. Noted.

16.2 Emergency Road Closure:- Cllr. Hooper recommended a letter be sent to Highways expressing concern about how the road closure was handled and the inconvenience it caused to the village.

AGREED. Cllr. Hooper will let the Clerk have the draft wording.

Cllr. Hooper recommended a letter be sent to Anglian Water expressing concern about how the road closure was handled.

AGREED. Cllr. Hooper will let the Clerk have the draft wording.

16.3 Overgrown Verge:- The Clerk reported that she had been contacted by a resident concerning the overgrown verge at their property. The Clerk confirmed that this has now been cut.

16.4 Overhanging Branches:- It was **AGREED** that the Clerk would write to two properties to ask that the overhanging branches be trimmed back as they are causing an obstruction on the permissive path which runs from the Bangay to the playing field.

16.5 Greenway:- The Clerk read an email received from Norfolk County Council setting out the status of Greenway. It was **AGREED** that the Clerk would write to ask for an urgent site visit and inspection. It was **AGREED** that the Clerk would ask for some speed signs to be erected.

17. GARDEN PLOTS

17.1 Cllr. Hooper reported that all garden plots have now been utilised. The last remaining plot has been taken by an existing member and could become available if anyone comes forward with a request for a plot. It was **AGREED** that the waiting list will be kept open.

18. CORRESPONDENCE

18.1 Norfolk ALC:- Various papers circulated. Noted.

18.2 The Rural Bulletin:- Various papers circulated. Noted.

18.3 NCC – Norwich Western Link:- Circulated. Noted.

18.4 Norfolk Coast Forum:- Circulated. Noted.

18.5 NNDC – East Marine Plan:- Circulated. Noted.

18.6 NNDC – Draft Housing Allocation Scheme:- Circulated. Noted.

18.7 NCC – Footpaths 17,18 and 19:- Circulated. Noted.

19. DATE OF NEXT MEETING

The date of the next meeting was noted as Monday 30th September, 2024 at 7.00 pm in Stiffkey Village Hall.

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

AGREED.

21. CONTRACT OF EMPLOYMENT

Circulated. It was **AGREED** to accept the Contract of Employment.

22. ANNUAL APPRAISAL

It was **AGREED** to hold the Clerk's annual appraisal before the January meeting. Cllrs. Williams, Hooper and Sugden will carry out the appraisal. Cllr. Hooper will produce a form for completion and to keep on record.

There being no other business the Chairman closed the meeting at 9.02 pm.

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Chairman

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Date