

OVERSTRAND PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 7 MARCH 2018 IN THE PARISH HALL

Present: Cllr B Stratton (Chairman), Cllr G Partridge (Vice-Chairman)
Cllrs T Bennett, J Begley, A Debbage, A Page, R Smith

Members of Public: - 4

Clerk: Mrs June White

1. Apologies for Absence

Cllr Hastings (ill health)

2. Members' Declaration of Interest and Requests for Dispensation

Cllr Begley declared an interest in item 10.1 on the agenda and did not vote. Cllrs Bennett and Partridge declared an interest in item 13 on the agenda and were given a dispensation to vote. Cllr Page declared an interest in item 19.1 on the agenda and was given a dispensation to vote.

3. Minutes of Previous Meetings

3.1 Members agreed the Minutes of the Full Council Meeting, held on Wednesday 7 February 2018 and they were duly signed by the Chairman.

13.2 Members agreed the Minutes of the Planning Committee Meeting held on Thursday 22 February 2018.

4. Chairman's Announcements

The Chairman announced that Cllr Brittlebank has resigned from the Council.

5. County & District Councillor Reports

District Cllr A Fitch-Tillett gave her report as follows:

- NNDC has a new Leader. Cllr John Lee was elected at Full Council on 21st February. For those of you who have not yet met John, he is Conservative Councillor for Suffield Park Ward and a Cromer Fisherman – a direct descendent to Henry Blogg.
- He has already made some changes to his Cabinet by reducing it back down to seven members and appointing one new Member who we are delighted to welcome here tonight. Cllr Hilary Cox, in addition to her IFCA position, has been appointed to take over my old portfolios of Coastal Management and Environmental Services. I can assure you they cannot be in better hands.
- At the same meeting, the budget was approved and this year, for the first time in seven years, Members approved unanimously, a small increase of 3.8% in their part of Council Tax.
- The severe weather of last week has presented many challenges. Waste collections are still in a catch up situation and I hope residents have been able to keep updated by the many media announcements and information on the Council's website. I understand from officers they were expecting to clear the backlog in the first three days of this week, but it will take time to get back to normal. Residents are asked to leave all bins out so they may be collected as the trucks arrive.
- There have been several further cliff falls all along the coast. The combination of high north easterly winds and heavy precipitation is the "perfect storm" to cause slump of cliffs, and I am sure there is more to come. Officers have had to lock the gate to the Vale Road beach access whilst they monitor a deep crack that has opened up in the car park area. It is sad to see all the Marine life washed up on our beaches, but it seems nature is taking its course and the gulls think it is Christmas and are doing a great job clearing it all up for us.
- I am currently standing as Leader of the Independent Group as our Leader is on annual leave. With another member joining us after Christmas and the LibDems winning the Worstead Bi-election, the political balance on Council Committees has been thrown into disarray and it is falling to me to juggle our eight Independents. Thankfully they are all very supportive and good natured, so whilst it is a lot of extra work, I shall get through it without having a nervous breakdown.

- I really enjoyed the Overstrand Pantomime last week and hope that attendance was not affected too badly by the weather. It was also very interesting to observe your planning Committee and a great help to me in my position of Chairman of the Development Committee.
- One extra complaint that came this morning about our Environmental Health Department being unable to recommend contractors to remove some dumped chemical containers. I regret this is this case due to procurement regulations. No further complaints or queries

County Cllr E Maxfield was unable to attend the meeting and no report was received.

6. Police Report

The Clerk reported the Overstrand crime figures for January 2018, taken from the Police website as follows:

5 x crimes reported in Overstrand, which included 2 reports of violence & sexual offences on or near Church Close, 1 report of a crime categorised as other in Bracken Avenue and 2 crimes reported in Carr Lane, 1 of violence & sexual offence and 1 categorised as other.

7. Cromer Marine Conservation Zone

Hilary Cox from "The Agents of Change" reported the following:

- The Agents of Change is a project that is looking to improve local support for well managed Marine Conservation Zones. It follows the successful outcome of Common Ground which showed that there is a passion for the well-being of the seas, the people who work the seas and the implication on the region.
- The project aims to enhance local ownership of the Cromer Shoal Chalk Bed MCZ by talking, listening, sharing and understanding all the varying complex aspects of the area while maintaining the special value of both the chalk bed and the community.
- We hope to raise awareness, improve understanding and increase communication with the communities from Weybourne to Happisburgh which is the length of the reef.
- It is potentially an exciting project which will benefit greatly from the input, views and opinions of yourselves to achieve an outcome beneficial for all.
- So please, fill in the survey <https://www.surveymonkey.co.uk/r/QCHHWPZ>, share your views, voice your opinions and help us to fulfil the ambitions shared by all healthy seas, sustainable fishing and the right balance between environmental and economic benefits.

8. Public Participation Time

The Chairman closed the meeting to allow Members of the Public and any Councillors with prejudicial interests to speak.

- There were no members of the public that wished to speak at this point.

The Chairman re-opened the meeting.

9. Planning

9.1 To report on planning decisions:

PF/17/2009 Erection of single-storey rear extension, insertion of 2 no. rooflights to front and alterations to windows in gable end
31 Harbord Road, Overstrand, Cromer, NR27 0PL

Approved

PF/17/2054 Erection of single storey rear extension and alterations to attached garage to provide habitable space
45 Cromer Road, Overstrand, Cromer, NR27 0NT

Approved

PF/17/0292 Erection of two storey extension with covered walkway to care home to provide 14 additional bedrooms and community room for residents
Glendon House, 2 Carr Lane, Overstrand, Cromer, NR27 0PS

Refused

9.2 To consider and agree planning applications

PF/18/0156 Erection of single storey extensions and conversion of garage to habitable space with associated external alterations including raising height of roof
7 Clifton Way, Overstrand, Cromer, NR27 0NG

Members resolved to close the meeting in order to allow a member of the public to speak in respect of this application. The Chairman closed the meeting; the member of the public raised their concerns with the Council after which the Chairman re-opened the meeting.

Members agreed they had **no objection or comment** to make in respect of this application.

PF/18/0321 Installation of replacement windows and replacement conservatory roof
22 The Londs, Overstrand, Cromer, NR27 0NG

Members resolved to **support** this application.

9.3 The Clerk reported the following in respect of the S106 payment for the Hopkins Homes Development:

- A number of S106 contributions totalling £60,000 are to be paid to the District Council and then passed to Overstrand Parish Council, which includes bus shelter upgrade contribution £5,000, parish hall contribution £10,000, village signage contribution £5,000 and footpath contribution £40,000.
- The trigger for these contributions is prior to the first occupation of any dwelling.
- NNDC Enforcement Team is going to visit the site to establish how many dwellings have been completed and whether any dwellings have been occupied.
- NNDC will contact OPC further once they have more information.

10. Finance

10.1 Members agreed the payments and receipts for February 2018

10.2 Members agreed and accepted the bank reconciliation up to 28 February 2018

11. General Purpose and Amenities

11.1 To receive reports from Members on sub-committees

- *Parish Hall* – The Clerk reported that the door mat had now been refitted to the Parish Hall.
- *Allotments* – See agenda item 13
- *Web/Publicity* – Cllr Page reported that there had been 717 users on the website for the last month with 402 of those being new users. 41.4% visited the site using tablets, 36% via laptops/desktops and 22.6% via mobiles.
- *Events/Entertainment* – Nothing to report.
- *Street Lighting* – Nothing to report

12. Represented Groups

12.1 There was nothing to report on the Coastal Forum or the North Norfolk Parish & Town Council Forum

13. Allotments

13.1 Cllr Begley gave Council an overview of what had been learnt on the allotment training course recently attended by himself and the Clerk. He explained that it had been extremely useful and that a lot had been learnt in respect of managing the allotments. The Clerk stated that ideally the Council should consider in the future having a written lease agreement with the landowner.

13.2 Members resolved to adopt the Allotment Policy with agreed amendments.

13.3 Members resolved to adopt the Allotment Sub-Committee Terms of Reference with agreed amendments.

13.4 Members resolved to adopt the Allotment “Notice to Quit”

14. Highways

14.1 The Clerk reported that the landowner would like the drainage system to be incorporated into a wildlife habitat. Highways are going to speak to the Environmental Team about this and then carry out a feasibility study. Cllr Maxfield has agreed that OPC can have £3,000 towards this, £1,500 of which will pay for the feasibility study and the remainder for the drainage. The drainage is not dependent on the wildlife habitat happening. A further meeting has been arranged for April.

14.2 The Clerk reported that a landowner is considering putting a circular footpath in from Overstrand to Cromer and he has requested a meeting with OPC and the District Cllr. Members agreed that Cllrs Stratton, Partridge and Page would represent OPC at the meeting.

15. Data Protection

15.1 Members resolved to adopt the Parish Hall Hirers Privacy Notice with the agreed amendment.

- 15.2 Members resolved to adopt the Employee Privacy Notice with the agreed amendment
15.3 Members resolved to adopt the Councillor Privacy Notice
15.4 Members resolved to adopt the Neighbourhood Plan Privacy Notice with agreed amendment.
15.5 Members resolved to adopt the Information Protection Policy with the agreed amendments
15.6 The Clerk informed Members that the website provider had suggested that Cllrs set up Cllr email addresses via a free email provider. Members agreed that more discussion was needed around this.

16. Annual Parish Meeting

- 16.1 The Clerk reported that all invitations had been sent out and posters completed. Cllr Debbage volunteered to do the refreshments along with Cllr Hastings.

17. Neighbourhood Plan

- 17.1 The adoption of the Neighbourhood Development Plan Terms of Reference was deferred to the next meeting, as Members had not received the document.

- 17.2 The Clerk reported the following

- A Steering Group had now been formed made up of 5 OPC Members and 5 members of the public.
- A meeting has been arranged for 14 March
- A draft questionnaire has been produced, which will go out to all properties in Overstrand once it has been agreed by the Steering Group.

18. Community Resilience

- 18.1 The Clerk reported the following:

- She had received a good response from the leaflet drop and was now producing 2 lists of volunteers, those that wished to attend meetings and those that only wanted to volunteer as and when required
- Even though not officially off the ground yet, the system worked well during the bad spell of weather, with volunteers offering their services if required and contact with NNDC to see if anything help was needed in the village.
- Two meetings to be arranged, one for appointing co-ordinators and put together the emergency plan and one to invite NNDC to carry out desktop situations for members to work through.

19. Grants

- 19.1 Two grant applications had been received, one from North Norfolk Community Transport and one from Cromer Group Practice Patient Participation Group. Members resolved to give £500 towards each voluntary/charitable organisation.

20. Annual Leave

- 20.1 Members agreed that the Clerk could carry over one week's holiday to April.
20.2 Members agreed that Cllr Partridge would monitor emails and deal with anything urgent whilst the Clerk is on annual leave.

21. To Report any other business

The Clerk reported that NNDC have said that the disabled toilet in Overstrand does not have to be accessible all the time just because it has got a radar key. Cllr Begley is going to investigate this.

22. Correspondence

Letter from NNDC regarding Parish Hall waste
Letter from NNDC notifying that Parish Hall waste sacks will increase from £55 to £59.
Letter from Eon notifying that street light energy prices are to increase from 15.75p per kWh to 17.90p per kWh.

23. Date of Next Meeting

The date of the next meeting of the Parish Council will be held on Wednesday 4 April 2018 in the Parish Hall at 7.30pm.

There being no further business the Chairman closed the meeting at 9.20pm.

CHAIRMAN:

DATE:

OVERSTRAND PARISH COUNCIL
BANK RECONCILIATION
28-Feb-18

BANK STATEMENTS

| | | |
|---|-----------------|-------------------|
| Bank balances as at 28 February 2018 | | |
| Deposit Account | £0.00 | |
| Treasurer's Account | £37,127.74 | |
| Shoreline Management Account | £3,963.89 | |
| Total cash in bank at 28 February 2018 | | £41,091.63 |
| (a cumulative total of all balances listed above) | | |
| Less unpaid/uncleared invoices at 28 February 2018 | -£204.80 | £40,886.83 |
| BACS - Norfolk Parish Training - Allotment Mgmt (£120.00) | | |
| C133 - J Begley - Travelling Expenses Training (£19.80) | | |
| C132 - A Dean - Parish Hall Cleaning (£65.00) | | |
| | | |
| Add unbanked cash at 28 February 2018 | £31.43 | £40,918.26 |
| Net balance as at 28 February 2018 | | £40,918.26 |

CASH BOOK

| | | |
|--|--------------------|-------------------|
| Cash book opening balance at 1 April 2017 | | £24,709.11 |
| Add receipts during the year | £41,787.65 | £66,496.76 |
| Less payments during the year | -£25,578.50 | £40,918.26 |
| Cash book closing balance | | £40,918.26 |

