

## OVERSTRAND PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 4 APRIL 2018 IN THE PARISH HALL

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

**Members of Public:** - 3

**Clerk:** Mrs June White

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**1. Apologies for Absence**

There were no apologies

**2. Members' Declaration of Interest and Requests for Dispensation**

Cllr Stratton declared an interest in item 16.1 on the agenda. He was given a dispensation to speak but did not partake in the discussion on the printing of the questionnaire and did not vote on this matter.

**3. Minutes of Previous Meetings**

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

**4. Chairman's Announcements**

The Chairman had no announcements to make

**5. County & District Councillor Reports**

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

- There has been very little to report over the Easter period, but most things have been weather related. We have had more cliff slumps which are only to be expected as a result of the constant wet weather. We are still experiencing deposits on the shoreline, most recently a large amount of palm oil which is toxic to dogs.
- I received several complaints of frozen and burst pipes and failed heating systems, mostly in private rental properties. I have requested that Environmental Services visit some that we believe to be below the decent living standard.
- The Council is now much more inclusive under the new Leader and I have more responsibilities again, this time as Chair of the Development Committee, a member of The Planning Policy and Built Heritage Working Party (preparing the new Local Plan) and as a member of the Member/Officer Group for The Waste Contract Procurement.
- No further complaints or queries.

**6. Police Report**

The Clerk reported that there were no updates on the police website since January therefore there was nothing to report

**7. Community Led Housing**

Nicky Debbage from NNDC reported the following on a potential small development of affordable homes for local people in Overstrand

- North Norfolk District Council (NNDC) is keen to work with local parishes to help provide badly needed affordable homes for local people. NNDC is particularly keen to work with parishes where the levels of Holiday and Second homes are higher (10%+) which is likely to have an effect on the housing market and increase problems of affordability.
- *Housing need in Overstrand* – Data shows that Overstrand is a village with high levels of Second & Holiday homes (97 of 584 homes are Second or Holiday homes, which is 17%) and that there are issues of affordability of homes in the parish:
  - 26 homes have sold in Overstrand in the last year at an average price of £368k
  - Lower quartile house prices in the area are nearly 11 times lower quartile earnings
  - Only ten homes were available to rent within a mile of Overstrand and the typical monthly rent of a 3-bed is over £1000
  - There are only sixteen affordable (ex-council) houses left in the village

- There are 73 households on the NNDC housing list with a housing need and local connection to Overstrand (or the adjoining parishes of Northrepps and Sidestrand)
- *Exception Housing Schemes* – Whilst development in much of North Norfolk is very constrained, in recognition of the real need for affordable homes, NNDC’s Planning policy does allow for some building of affordable homes in areas outside of the main towns and large villages. The policy, which is known as the Exception Housing Scheme policy, only allows for small developments – typically 10 homes or fewer – where there is a proven need for the homes. Priority for any new homes built would be to people with the strongest local connection (a connection to the parish and/or one of the adjoining parishes through current/former residence, current work or close family). To ensure any new homes are sensitive to the parish, new homes cannot be built in isolated positions and must be connected to the existing settlement, so sites must adjoin 10 or more existing homes. All other planning requirements would also need to be met before any scheme could be approved – such as highways, access, drainage, utility connections, design and ecology issues.
- *Community Led Housing* – NNDC is also keen to work with parishes to involve communities in the development of new affordable homes. This means communities fully involved in consultation about the need for homes and any proposed development, but could also mean the community taking a real lead in any development and in a way that could bring wider benefits to the village. There are a range of different models of community-led housing but all share common themes: homes must meet the needs of the local community, local people play a key role and are involved in key decisions throughout any development, the community are involved in long term ownership, management or stewardship of homes.  
Nicky Debbage, Local Housing Enabler (email [nicky.debbage@north-norfolk.gov.uk](mailto:nicky.debbage@north-norfolk.gov.uk)), April 2018

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

**Approved**

PF/18/0179 Erection of four single storey detached dwellings with garages and associated vehicular access to Cromer Road  
21 Cromer Road, Overstrand, Cromer, NR27 0NT

**Approved**

9.2 To consider and agree planning applications

PF/18/0328 Erection of single storey extension garage/accommodation  
17 Cromer Road, Overstrand, Cromer, NR27 0NT

Members resolved to **support** this application with the usual caveats in respect of lighting and drainage.

PF/18/0479 Part demolition of west end of existing dwelling, erection of single storey side extension and detached garage; formation of new access to Cromer Road  
21 Cromer Road, Overstrand, Cromer, NR27 0NT

Members resolved to **object** this application due to the proximity of the access road to the school.

9.3 Members agreed that Cllr Partridge would represent OPC on the “Local Plan Site Visit”.

## 10. Finance

10.1 Members agreed the payments and receipts for March 2018

10.2 Members accepted the bank reconciliation up to 31 March 2018

The Chairman adjourned the meeting to allow County Cllr Maxfield to give his report as follows:

- *The Snow!* – Norfolk County Council's handling of the large snow-fall at the end of February attracted a lot of comment in the media. I am really keen to hear the views of the Parish Council about how they feel the Highways team handled it. Do please let me know if you have any views on what worked well and what didn't.
- *DIY Waste Charges* – From 1<sup>st</sup> April, the County Council introduced charges for the disposal of DIY waste at waste and recycling centres. You can read more about the charges at the Council's website: <https://www.norfolk.gov.uk/rubbish-recycling-and-planning/rubbish-and-recycling/diy-waste>  
I did not support the new charges but now we are stuck with them it is important to keep an eye on the effects. There is a real worry that it will lead to more fly-tipping. I'd be really grateful if the Parish Council could keep an eye out for increased fly-tipping and to let me know if it occurs.
- *Biodiversity Awards 2018* – The deadline for nominations for the 2018 Community Biodiversity Awards is fast approaching (30<sup>th</sup> April). It was a real pleasure to attend last year's celebration where Bacton Primary School won an award. The competition is open to Parish Councils, community groups and individuals who are making a real difference to their local environment. Details and applications forms can be found online here: <http://www.norfolkbiodiversity.org/communityprojects/biodiversityawards.aspx>
- *Family Learning Courses* – Norfolk Community Learning Services (NCLS) is running free family learning courses to give parents the tools to support their children with learning while improving their own English and maths skills at the same time. The pilot scheme was run in the Great Yarmouth area but they are looking for opportunities to expand the scheme into other parts of the county. They want to hear from community groups who would be interested in working with NCLS to set up this service in their area. The person to contact is Denise Saadvandi. Her phone number is 01603 306585 and her email address is [denise.saadvandi@norfolk.gov.uk](mailto:denise.saadvandi@norfolk.gov.uk)
- *Coasthopper* – You might have seen that Sanders Coaches have taken over running the Coasthopper bus service. They have also said they will link the service with their existing route from Cromper to North Walsham which is great news for the local area. The Coasthopper is a really popular service for tourists and residents who want to explore the North Norfolk coast and make use of local businesses. I've contacted Sanders to ask for more details about their plans and will report back when I have them.
- *Highways budget* – An early plea for suggestions on how I can use my £6,000 allocation for local highways projects. Last year it went towards creating a new footpath for Paston playing field, installing dropped kerbs in the centre of Northrepps and starting work on a flood relief scheme in Overstrand. This year's allocation is likely to be the last time it is available so I am really keen to ensure that Parishes get the most from it. Please let me know if there are any small highways projects in your community that you think would benefit from a contribution from this fund.

Ed Maxfield, County Councillor for Mundesley Division, Tel. 07449 706215,  
www.edmaxfield.org.uk, Twitter: @MaxfieldEd, Facebook: ed.maxfield.94

The Chairman closed the meeting to allow Members of the Public and any Councillors with prejudicial interests to speak in order to ask Cllr Maxfield anything regarding his report. A Member of the Public asked for clarification in respect of DIY Waste charges and Cllr Maxfield agreed to look into this.

The Chairman reopened the meeting.

## 11. General Purpose and Amenities

### 11.1 To receive reports from Members on sub-committees

- *Parish Hall* – The Clerk reported that 2 new fluorescent light tubes had been fitted and the fire extinguishers had been checked. The cleaning schedule has been amended. The Clerk asked for volunteers to clean the walls and doors inside of the parish hall and said that a new vacuum cleaner had been purchased along with cleaning materials. Members agreed that the Clerk could get quotes for the outside windows to be cleaned every other month by a window cleaner. The Clerk said she had had a request from the Adoption Support Group to use the Parish Hall for free once a month. Members agreed that more information was required before making a decision.
- *Web/Publicity* – Cllr Page reported that there had been 637 users on the website for the last month with 437 of those being new users. 43.5% visited the site using tablets, 38.8% via laptops/desktops and 17.7% via mobiles.
- *Events/Entertainment* – Nothing to report.
- *Street Lighting* – Nothing to report

## **12. Represented Groups**

12.1 Cllr Partridge reported the following in respect of the Coastal Forum:

- *Vatenfall* – gave an update on progress of their two windfarms off the coast. Cable landfall will be just south of Happisburgh with the cable running just north of North Walsham towards Aylsham and on to the grid connection at Necton. The transmission system will be DC which means fewer cables (narrower trench) and more importantly requires far fewer, and smaller, sub-stations. Vatenfall wants to develop a local supply chain for as much of the work as possible and is working with schools and colleges to ensure that there are qualified and trained personnel for the projected 40/50 year lifespan of the scheme.
- *NNDC* – gave a presentation on how the Marine Management Organisation, (MMO), licences operate. Practically all activities at sea or in coastal waters require licencing including: dredging, removal/deposit or incineration of any substance or object and construction/alteration or improvement of works. There are exemptions for removal of litter or dead animals, maintenance of coast protection structures and emergency works. Licences can take up to 13 weeks to obtain but small, low risk jobs can be self-certified. NNDC is applying for two generic licences covering blocks of work along the coast to avoid multiple applications. Also being explored are the use of maps produced by MMO (used elsewhere) that would indicate by use of a “traffic light” system where licences are likely, or unlikely, to be granted for Happisburgh.
- *Trimmingham* – new village hall nearing completion and to be opened officially on 16<sup>th</sup> June.
- *Marine Conservation Zone* – An update was given on the development of the zone protecting the chalk reef (already given to OPC).
- *Coastal Management Update* – Many beaches have been severely scoured by the strong easterly gales and tides. Many are now recovering but the exposure of sub-sand geology and sea defences in many areas has cause problems. Sheringham west sea wall improvement works nearing completion and have included lower cliff scour protection using perforated concrete blocks which will be seeded and grassed over – possible pilot for works elsewhere. Beach access ramp completed in part using recycled revetment timbers. Trimmingham Vale Road ramp stabilisation works have been carried out but future movement is likely. Mundesley scheme ready for funding applications. Walcott issues with access steps with one set having been lost. Bacton has had new drainage works in Beach Road similar to those in place at Walcott to help prevent flooding. Problems with exposed beach debris from previous coast defence works. Bacton to Walcott scheme progressing through consultation and is attracting international interest for its financial and social impacts as well as its technical aspects. Happisburgh beach access ramp has been damaged but will be rebuilt. Rock armour to be realigned following cliff recession.
- *Environment Agency* – A common GIS map-based database and information system being developed with Coastal Partnership East.
- Broadland Futures Initiative options now being developed.
- Sea Palling ramp has been repaired.
- *Coastal Partnership East* – New qualified coastal engineer appointed in January.

There was nothing to report in respect of the North Norfolk Parish and Town Council Forum

## **13. Concessions in Overstrand**

13.1 The Clerk reported that there were two concessions in Overstrand for the car park in Pauls Lane; “The Bucket List” and Lamarti’s Ices. The concessions meet NNDC’s needs to continually find ways to help business expand and improve and also create opportunities for young people in the district. NNDC said that the income they generate is used to help fund, maintain and improve services that matter most to local people. Members agreed that the Clerk should contact NNDC to find out if this income could be used to keep the public toilets open longer in the year.

## **14. Assets**

14.1 The Clerk reported that the dog bin on Coast Road/Mundesley Road has now been replaced with a litter bin and the corroded dog bin in Pauls Lane footpath to the Church has also been replaced.

14.2 Members agreed the Asset Register in respect of the external audit, however, it was agreed that the Finance Committee should look at the figures in respect of insurance purposes.

14.3 The Clerk explained that the Parish Hall notice board had been damaged in the high winds because it had not been locked properly by a pervious user but this had now been repaired. Members agreed that the Chair and the Clerk could obtain quotes for a second notice board.

**15. Memberships**

- 15.1 Members resolved to renew the SLCC & ALCC Membership at a cost of £128 + £30.
- 15.2 Members resolved to become members of Norfolk Parish Training & Support for £200.

**16. Neighbourhood Plan**

- 16.1 Members resolved to adopt the Neighbourhood Development Plan Steering Group Terms of Reference.
- 16.2 The Clerk and Chairman explained that the Steering Group had met and it was agreed to print a questionnaire to go to all households. Members resolved that CTIS Ltd would print 1.5k questionnaires at a cost price of £350. The Chairman did not vote on this matter.

**17. Data Protection**

- 17.1 The Clerk reported that OPC had to legally register with the Information Commissioners Office (ICO) and that she had done this at a cost of £35

**18. To Report any other Business**

- Cllr Bennett asked the Clerk to report the speed limit signs on Cromer/Mundesley Road which state 30m an hour on one side and 40m an hour on the other side.
- The Clerk reported that there are a number of residents in the village who are trying to set up a community speed watch team.

**19. Correspondence**

There was no correspondence

**23. Date of Next Meeting**

The date of the next meeting of the Parish Council will be held on Wednesday 2 May 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**  
**31-Mar-18**

**BANK STATEMENTS**

<b>Bank balances as at 31 March 2018</b>		
Deposit Account	£0.00	
Treasurer's Account	£36,061.77	
Shoreline Management Account	£3,963.89	
<b>Total cash in bank at 31 March 2018</b>		£40,025.66
(a cumulative total of all balances listed above)		
<b>Less uncleared invoices at 31 March 2018</b>	-£1,317.40	£38,708.26
C133 - J Begley - Travelling Expenses (£19.80)		
BACS - NorfolkALC - Spring Conference (£66.00)		
BACS - Norfolk Parish Training (£40.00)		
BACS - N Walsham Fire Protection - Extinguishers (£34.80)		
BACS - Zurich - Risk Management Training (£36.00)		
C134 - Cromer Patient Participation Group - Grant (£500.00)		
C136 - Contractor - PH Cleaning (£65.00)		
C135 - NN Community Transport - Grant (£500.00)		
BACS - Clerk - Travelling Expenses (£55.80)		
<b>Add unbanked cash at 31 March 2018</b>	£22.74	£38,731.00
<b>Net balance as at 31 March 2018</b>		<b>£38,731.00</b>

**CASH BOOK**

<b>Cash book opening balance at 1 April 2017</b>		£24,709.11
<b>Add receipts during the year</b>	£42,280.65	£66,989.76
<b>Less payments during the year</b>	-£28,258.76	£38,731.00
<b>Cash book closing balance</b>		<b>£38,731.00</b>

**Overstrand Parish Council – Payments and Receipts for March 2018**

<b>Date: March 2018</b>							
<b>V No.</b>	<b>Payee</b>	<b>Detail</b>	<b>Pm't Method</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Gross (£)</b>	<b>Receipts (£)</b>
Ex90	Norfolk ALC	Spring Conference	BACS	55.00	11.00	66.00	
Ex91	Eon	Street Light Energy	DD	98.09	4.90	102.99	
Ex92	Screwfix	Parish Hall Light Tubes	DC	18.64	3.72	22.36	
Ex93	Norfolk Parish Training	Update Seminar & Clerks Networking	BACS	40.00	0.00	40.00	
Ex94	N Walsham Fire Protection	Fire Extinguisher Service	BACS	29.00	5.80	34.80	
Ex95	Zurich	Risk Management Seminar	BACS	30.00	6.00	36.00	
Ex96	Hughes Electrical	Parish Hall Vacuum Cleaner	DC	91.66	18.33	109.99	
Ex97	ICO	Registration	DC	35.00	0.00	35.00	
Ex98	Cromer Patient Group	Grant (S137)	C134	500.00	0.00	500.00	
Ex99	HMRC	PAYE	BACS	15.99	0.00	15.99	
Ex100	Lidl	Cleaning Materials	DC	7.87	1.57	9.44	
Ex101	Contractor	Parish Hall Cleaning - March	C136	65.00	0.00	65.00	
Ex102	Clerk	Salary, Home Allowance & Phone	BACS	748.20	0.00	748.20	
Ex103	NN Community Transport	Grant	C135	500.00	0.00	500.00	
Ex104	Josh Biz	Website Hosting, Maintenance & Plug In	BACS	330.00	0.00	330.00	
Ex105	J White	Training Travelling Expenses	BACS	55.80	0.00	55.80	
PC21	Kards & Bits	Parish Hall Cleaning Cupboard Lock	Cash	1.00	0.20	1.20	
PC22	Hughes Electrical	Parish Hall Vacuum Cleaner Bags	Cash	6.24	1.25	7.49	
In44	Various	Flag, Postcards, Walks & Parish Hall Rent	Cash				241.00
In45	Various	Flag, Web Advert, Parish Hall Rent	Cash				252.00
<b>TOTALS</b>				<b>2,627.49</b>	<b>52.77</b>	<b>2,680.26</b>	<b>493.00</b>

Signed: .....

Date: .....