

OVERSTRAND PARISH COUNCIL

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

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

Members of Public: - 3

Clerk: Mrs June White

1. Apologies for Absence

There were no apologies for absence

2. Members' Declaration of Interest and Requests for Dispensation

Cllrs Bennett and Partridge declared an interest in item 12 on the agenda and were given a dispensation to speak and vote.

3. Minutes of Previous Meetings

3.1 Members agreed the Minutes of the Full Council Meeting, held on Wednesday 6 June 2018 and they were duly signed by the Chairman.

3.2 Members accepted the Minutes of the Planning Committee Meeting held on Tuesday 19 June 2018

3.3 Members accepted the Minutes of the Finance Committee Meeting held on Wednesday 27 June 2018

4. Chairman's Announcements

The Chairman thanked everybody who turned up today for the Norfolk Day photo taken by NNDC.

5. County & District Councillor Reports

County Cllr E Maxfield sent his apologies and the Clerk read his report as follows:

- Norman Lamb's annual village tour – I know Norman has cut down on the number of stops he is making on his annual tour of street corner advice surgeries following his health problems earlier in the year so I thought I would highlight the dates and times he is visiting villages in Mundesley division to make sure everyone knows how they can find him (I'm hoping to join him on those stops in case anyone has any County Council issues they want to raise with me):

10:50 Wednesday 29th August
Bacton, Bacton Superstore

11:40 Wednesday 29th August
Mundesley, NNDC car park Beach Road

13:30 Wednesday 29th August
Overstrand, Junction of Harbord Rd & High St

14:20 Wednesday 29th August
Northrepps, Phone box near Foundry Arms

16:00 Wednesday 29th August
Trunch, Corner Stores

- Small schools – For any of you who are governors of small schools can I put in a plug for the annual Small Schools Review. The survey will be going out to schools in the autumn and the answers it generates will help to shape the County Council's approach to supporting small schools in Norfolk. The timings for completion of the survey are designed to encourage the involvement of governing bodies in preparing the answers to the questions.
- Reinstatement of road markings – My colleague Tim Adams has highlighted a concern that road markings are not being repainted quickly enough after surface-dressing work is done. The contract states that it should be done within two weeks of completion of the work. I'm keen to learn of any examples in your village where this might have been a problem so I can report it on to County Hall and hopefully make sure the problem doesn't occur in the future.
- Grass cutting – I have also had complaints about the standard and frequency of grass cutting by the county. I know some parishes have taken on grass cutting themselves and the reports I hear are that it has generally led to a better service. I'd be interested to hear your views on the current service and whether it needs to be improved.

- Neighbourhood Watch (NHW) – I was recently asked to press the Police and Crime Commissioner to stand behind an apparent commitment to support NHW activities in the County. The reply I received from the police indicates that there is a review of the NHW going on. They state that they have a five-point plan to develop the existing NHW programme, with a view to a re-launch in April 2019.
 1. *Workshops with local co-ordinators and NHW members (September – November)*
 2. *Write up outcomes of workshops (November-December)*
 3. *Identify people's priorities and potential outcomes (December-January)*
 4. *Agree outcomes and create an action plan (January)*
 5. *Develop Communications Plan and apply for funding for new financial (February-March)*

These actions will be led by the Norfolk NHW committee with support from National NHW and Norfolk Constabulary. With a clear direction and action plan, Norfolk NHW aim to be one of the leading networks in the country contributing to building intelligence and directing support and intervention to benefit the local communities in both urban and rural areas.

There's no indication of how they will 'identify people's priorities' but I'd suggest writing direct to the PCC's office if you would like your views to be heard.
- Mobile library cuts – Sadly, 40% cuts in the mobile library budget look set to go ahead. This is despite surveys showing that nearly 60% of mobile library users do not access static library services and the Council simultaneously spending £2.4m on a strategy to reduce loneliness in the county.
- Market Town transport strategy – The County Council is part way through developing transport strategies for a number of market towns. I am especially concerned to make sure that the needs of villages along the coast are taken into account when it comes to developing these strategies. Here is what I have said on the issue:
 - *I am very keen that the reviews don't miss out the impact of market town growth on nearby villages. Traffic and transport problems don't stop magically at town borders.*
 - *In North Walsham's case, the planned growth of the town, the building of the NDR and the continuing growth in popularity of the coast east of Cromer (which will be further boosted by the Deep History project and by the dumping of thousands of tonnes of sand at Walcott and Bacton) are all good things but they are all increasing pressures on narrow roads north of the town. Bacton Parish (the communities of Edingthorpe and Pollard Street) is a particular focus for this - and the lack of parking provision in the village will likely store up another problem. Trimmingham and Gimingham is another area where there are growing concerns about the speed and volume of traffic.*
 - *I'm no expert in this field but it seems to me that there are four things that need to be looked at for the villages north of North Walsham as part of a transport strategy for the town:*
 - *where speed limits need to be lowered and enforcement improved*
 - *where support for bus routes needs to be increased. I am sure the extension of the Coasthopper will be a real boost to Mundesley, Trimmingham and Overstrand but what about the villages further east?*
 - *whether anything can be done with road designation/signing to reduce traffic flows on minor roads. There's a tech issue here too. Why doesn't the Council talk to Google about adaptations it could make to its route planning app that might encourage people to stick to preferred routes?*
 - *what can be done to improve facilities and safety for cyclists*
- That's it. Sorry it's so long – and I didn't even mention fly-tipping!

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

- Since The Council has moved into No Overall Control responsibilities have become much more inclusive. I am now a member of the Council Tax Working Party which reports to Cabinet and the Beach Huts Working Party which reports to Overview and Scrutiny.
- The June Cabinet dealt mainly with the cyclical financial reports but also approved the appointment of Dutch firm Royal Haskonian BV to design the Sandscaping Scheme for Bacton and Walcott. In addition it was agreed to renew the leases on the two Temporary Stopping Place for Gypsies and Travellers at Cromer and Fakenham.
- I spent a morning with The Coastal Engineering Manager for Coastal Partnership East walking the Overstrand Prom together with The Chairman of Overstrand Shoreline Management Committee, so that she was fully up to speed with the issues.
- The June Development Committee was very challenging as a member had been persuaded to challenge the minutes of the May meeting by one of The applicants. For the first items on the agenda I was assisted by two of the Councils lawyers to ensure correct procedure was followed.

- I was delighted to attend the formal opening of Trimmingham Village Hall especially as the whole project began with “Pathfinder” of which I was a Board member from the outset.
- The Planning Policy and Built Heritage Working Party of which I am a member, is preparing the New Local Plan and reports to Cabinet. This month we gave officers authority to publish the 5 year housing land supply in order to retain control of where development may take place. In addition we approved the selected sites for housing development in North Walsham to go forward for Public Consultation in early 2019.
- Overview and Scrutiny received reports from Cabinet and the various working parties and also agreed for an Asset Management Working Party to be formed, reporting to them as to the best use of the Council’s assets. This should prevent further unpopular decisions being made in the future.
- I attended the first night of The Pier Show and thoroughly recommend it as a great night out.
- For the first time, little attention was paid to Norfolk traditions and a Full Council was set to clash with The Royal Norfolk Show. I very proudly chose The Show!
- I attended an interview in Ipswich and am happy to say that The Environment Agency wishes me to stay on the Regional Flood and Coastal Committee as one of their appointees, for another year.
- Lastly, The Market Town Initiative was launched where The District has made available £100,000 for each of the four, namely Fakenham, Holt, North Walsham and Stalham, to bid for with the idea of increasing footfall in town centres for shopping and tourism.
- The Dog Control Orders and signage for Northtrepps Playing Field are now imminent.

6. Police Report

The Clerk reported that the crime figures on the police website have not been updated since April 2018

7. Public Participation Time

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

- A member of the public thanked the Parish Council for posting their draft minutes on the website
- A member of the public raised concerns about sand laying on the pavement at the White Horse
- A member of the public reported that lead cable had been stolen on Mundesley Road this month

The Chairman re-opened the meeting.

8. Planning

8.1 To consider the following planning appeal:

Appeal Ref: APP/Y/2620/W/18/3194835

PF/17/0222 Formation of children’s play area and erection of play equipment to rear of public house
 White Horse, 34 High Street, Overstrand, Cromer, NR27 0AB

Members resolved to object to the extension of the time limit to cover BST as there was no justification in the appeal document, however, supported an extension of time from mid-July to mid-September, the peak of the summer season. This was carried on a vote of 5 to 4.

8.2 To report on any planning decisions

PF/18/0635 Cedar Lodge, 1 Harbord Road, Overstrand, Cromer, NR27 0PL
 Demolition of rear conservatory, erection of single storey rear extension & addition of dormer windows to front and rear elevations to create additional accommodation in roof space

Approved

PF/18/0721 10 Bracken Avenue, Overstrand, Cromer, NR27 0NZ
 Variation of conditions 2 and 3 of planning permission PF/10/1278 to allow for replacement of glass roof with tiles and changes to the external elevations/roof profile to link extension into the existing bungalow and replacement of sliding doors with French doors

Approved

PF/18/0825 6 Thurst Road, Overstrand, Cromer, NR27 0PR
Demolition of existing conservatory, erection of part single and part two storey wrap around extension to side and rear, proposed front porch, 2 no. conservation roof lights on front elevation and installation of solar panels to side/rear roof slopes

Refused

PF/18/0417 Overstrand Court Hotel, High Street, Overstrand
Demolition of Overstrand Court Hotel & erection of 8 dwellings (comprising 3 no. detached houses, 1 no. single-storey dwelling and 4 no. terraced houses)

Withdrawn

9. Finance

- 9.1 Members agreed the payments and receipts for June 2018
- 9.2 Members accepted the bank reconciliation up to 30 June 2018

10. General Purpose and Amenities

- 10.1 To receive reports from Members on subcommittees
 - *Parish Hall* – Cllr Hastings asked if it was possible to use some weed killer on the weeds outside the front of the parish hall. It was agreed that the Clerk would look into this.
 - *Allotments* – See agenda item 12
 - *Web/Publicity* – Cllr Page reported that there had been 850 users to the website over the last month with 767 of those being new users. 45% of the visitors used desktops to visit the site, 24% tablets and 31% mobiles.
 - *Events/Entertainment* – There was nothing to report
 - *Street Lighting* – The Clerk reported that the street lights in Pauls Lane and High Street had now both been repaired
- 10.2 The Clerk informed Members that Community Payback have provisionally booked in OPC to carry out works in the village for the week of 17 to 21 September.
- 10.3 Members agreed that the Clerk could look at costs for seating for the bus shelter in High Street and to look at the cost of a new bus shelter with seating incorporated.
- 10.4 Members agreed that a bus shelter for the opposite side of the road in High Street would be a good idea but that space may be an issue. However, it was agreed that the Clerk would look at this and acquire costs.
- 10.5 Members agreed that Cllr Page and Mr Claridge from the Street Light Working Group would accompany TT Jones on their annual street light inspection in July.
- 10.6 Members agreed that Cllrs Begley, Smith, Partridge, Stratton and Pelton would form the Telephone Kiosk Subcommittee. The Subcommittee's remit is to look into options of where the Kiosk should be sited and its use and then report back to Full Council.

11. Represented Groups

- 11.1 There was nothing to report on the Coastal Forum.
- 11.2 There was nothing to report on the North Norfolk Parish and Town Council Forum
- 11.3 There was nothing to report on the Shoreline Management Committee; however, Cllr Partridge reported that he had met with District Cllr Fitch-Tillett and the new Coastal Engineer in order to look at Overstrand's shoreline and to highlight to her the importance of defending the shoreline.

12. Allotments

- 12.1 Members agreed that in order to comply with GDPR it was okay to give potential new tenants the telephone numbers of an Allotment Subcommittee member so that the potential tenant can contact him to view vacant plots. The Allotment Subcommittee member was happy for the Clerk to do this.
- 12.2 Members agreed that it was okay for the Allotment Subcommittee to trim vacant plots prior to viewings, however if it was felt that there was a safety issue then the Clerk must be notified and it would be taken to Full Council.
- 12.3 Members agreed that the tenant on Plot 29 could erect a frame for the collection of water.

13. Fireworks

- 13.1 Members agreed that a firework event would be held this year and that the person who previously ordered the fireworks on the Council's behalf could do so again. The fireworks can be ordered up to a value of £1,500 net, £1,800 including VAT.

14. GDPR

- 14.1 All Members signed the consent forms in respect of GDPR
- 14.2 All Members agreed that their names, addresses, telephone numbers and email addresses can be published on the notice boards and website.

15. Deep History Coast

- 15.1 Cllr Partridge informed Members of the Deep History Coast “Discovery Points” that NNDC are intending to install along our coast. The Overstrand theme will be “flint” and it is hoped to have the Discovery Points installed by early 2019.

16. Parish Partnership Scheme

- 16.1 The Clerk informed Members that the Parish Partnership Scheme Initiative will again be repeated in the financial year 2019/20. Members agreed to go away and consider options for any schemes in Overstrand that could benefit from this and then bring this back to the next Full Council meeting to discuss.

17. Community Action Norfolk

- 17.1 Members agreed to renew OPC’s membership with Community Action Norfolk on the same level as last year.
- 17.2 Members agreed that Cllr Partridge would represent OPC at the Community Action Norfolk AGM on Wednesday 11 July 2018.

18. Documentation

- 18.1 Members agreed to adopt the amended Standing Orders (section 31 Financial Matters).

19. To Report any other business

- The Clerk reported that NNDC are giving Hopkins Homes 14 days-notice to address the issue of outstanding S106 monies.
- The Clerk informed Members that a letter had been received from St Martin’s Church PPC regarding Cromer Road flooding.
- The Clerk received a letter from NNDC stating that the Overstrand War Memorial, which is situated in St Martin’s Churchyard, is recommended for listing at Grade II due to its historical and architectural interest.

20. Date of Next Meeting

The date of the next meeting of the Parish Council will be held on Wednesday 1 August 2018 in the Parish Hall at 7.30pm.

21. Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Strangers) Act 1960 that the Press and Public be excluded during the discussion of CONFIDENTIAL matters; which may have possible litigation implications

The Chairman closed the meeting to the public.

- 21.1 The Clerk informed Members that she had received a letter from a previous allotment tenant. Members acknowledged the content of the letter and it was agreed that the Clerk would notify the previous tenant that Council had been notified of the content.

There being no further business the Chairman closed the meeting at 9.35pm

CHAIRMAN:

DATE:

OVERSTRAND PARISH COUNCIL

BANK RECONCILIATION

30-Jun-18

BANK STATEMENTS

Bank balances as at 30 June 2018		
Deposit Account	£25,000.00	
Treasurer's Account	£20,337.33	
Shoreline Management Account	£3,963.89	
Total cash in bank at 30 June 2018		£49,301.22
(a cumulative total of all balances listed above)		
Less uncleared invoices at 30 June 2018	-£389.92	£48,911.30
C140 - Village Sign Group - Plants (£48.80)		
BACS - TT Jones - Street Light Maintenance (£276.12)		
C141 - Cleaner - Parish Hall Cleaning June (£65.00)		
Add unbanked cash at 30 June 2018	£21.04	£48,932.34
Net balance as at 30 June 2018		£48,932.34

CASH BOOK

Cash book opening balance at 1 April 2018		£38,731.00
Add receipts during the year	£16,189.27	£54,920.27
Less payments during the year	-£5,987.93	£48,932.34
Cash book closing balance		£48,932.34

Overstrand Parish Council – Payments and Receipts for June 2018

Date: June 2018							
V No.	Payee	Detail	Pm't Method	Net (£)	VAT (£)	Gross (£)	Receipts (£)
Ex19	Village Sign Garden Group	Village Sign Garden Plants	C140	40.67	8.13	48.80	
Ex20	SSE	Parish Hall Gas	DD	45.29	2.25	47.54	
Ex21	EON	Street Light Energy	DD	123.43	6.17	129.60	
Ex22	TT Jones	Street Light Maintenance	BACS	230.10	46.02	276.12	
Ex23	HMRC	PAYE	BACS	9.12	0.00	9.12	
Ex24	J White	Salary, Phone & Home Allowance (June)	BACS	760.77	0.00	760.77	
Ex25	Cleaner	Parish Cleaning - June	C141	65.00	0.00	65.00	
Ex26	SSE	Parish Hall Gas	DD	11.83	0.59	12.42	
Ex27	SSE	Parish Hall Electric	DD	51.75	2.58	54.33	
In5	HMRC	VAT Reclaim	BACS				677.27
In6	Various	Parish Hall Rents & Flag	BS80				277.00
TOTALS				1,337.96	65.74	1,403.70	954.27

Signed:

Date: