

OVERSTRAND PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 7 MAY 2025 IN THE PARISH HALL

Present: Cllr B Stratton (Chairman) and Cllr G Partridge (Vice-Chairman)
Cllrs V Bond, A Debbage, A Fitch-Tillett, E Newcombe and R Smith.
District Cllr A Fitch-Tillett.

Members of Public: - 1

Minutes taken by: Kelly Batterham

1. **Election of Chairman and Acceptance of Office**
Cllr Stratton was proposed by Cllr Fitch-Tillett and seconded by Cllr Bond. It was agreed - Cllr Stratton was elected as Chairman and duly signed the Acceptance of Office.
2. **Election of Vice-Chairman and Acceptance of Office**
Cllr Partridge was proposed by Cllr Smith and seconded by Cllr Fitch-Tillett. It was agreed - Cllr Partridge was elected as Vice-Chairman and duly signed the Acceptance of Office.
3. **To receive Apologies for absence**
All members were present at the meeting.
4. **Declarations of Interest and Requests for Dispensations**
There were no declarations of interest on this occasion.
5. **Minutes of Previous Meetings**
 - 5.1 Members agreed the Minutes of the Full Council meeting held on 2 April, which were duly signed by the Vice-Chairman.
6. **Committee and Group membership**
 - 6.1 Members agreed the membership of the Finance Committee as Cllrs Bond, Debbage, Newcombe, Partridge and Smith.
 - 6.2 Members agreed the membership of the Employment Committee as Cllrs Newcombe, Smith and Stratton.
 - 6.3 Members agreed the membership of the Planning Committee as Cllrs Bond, Debbage, Fitch-Tillett, Newcombe and Partridge.
 - 6.4 Members agreed the membership of the Allotments Committee as Cllrs Bond, Partridge and Stratton with Mr Roy Spittles being the allotment tenant representative.
 - 6.5. Members agreed to streamline the structure and amalgamate some of the Working Groups.
 - I. A Parish Assets Working Group was formed with the membership being Cllrs Bond, Debbage, Newcombe and Stratton.
 - II. Members agreed the membership of the Events and Publicity Working Group as Cllrs Newcombe, Partridge and Stratton.
 - III. Members agreed the membership of the Traffic Management Working Group as Cllrs Bond, Partridge, Smith and Stratton.
 - IV. Members agreed the membership of the Crab and Windfarm Info Points Working Group as Cllrs Newcombe, Partridge, Smith and Stratton.
 - V. Members agreed the membership of the Biodiversity Working Group as Cllrs Fitch-Tillett, Newcombe, Partridge and Stratton.
 - 6.6. Members agreed the membership of the Shoreline Management Committee as Cllrs Fitch-Tillett, Newcombe and Partridge with Mr Ralph West as a non-Councillor.
 - 6.7 Members agreed to adopt the Finance Committee Terms of Reference.
 - 6.8 Members agreed to adopt the Employment Committee Terms of Reference.
 - 6.9 Members agreed to adopt the Planning Committee Terms of Reference.
 - 6.10 Members agreed to adopt the Allotments Committee Terms of Reference.
 - 6.11 Members agreed to appoint Cllr Debbage as Internal Control Officer.
7. **Document Review**
 - 7.1 Members agreed to adopt the Standing Orders
 - 7.2 Members agreed to adopt the Financial Regulations
 - 7.3 Members agreed to adopt the Code of Conduct.

8. Chairmans Report

8.1 The Chairman confirmed that the Tide Timetables had been updated.

9. County & District Councillor Reports

County Cllr Maxfield submitted the following report:

Highways

As always, there's lots of highways and footpaths 'stuff' happening. Norfolk County Council (as part of a wider consortium of councils) has entered into a new contract for highways maintenance. I'm hoping this will lead to an improvement in the quality of some of the work we see but I will be asking questions about how performance will be monitored.

We've recently had the new speed limits introduced around Knapton and Swafield (and up to Mundesley). The notice for a speed limit reduction at Antingham has been published (the Parish Council did want it to go further along the A149). There's some movement on yellow lines around Tesco on Cromer Road, Mundesley. The Council has also agreed to paint 20mph signs on Back Street, Mundesley (which will no doubt need a road closure). I've also asked about priority signs for the chicanes on Cromer Road after they were added at Swafield Bridge and the new 20 Zone through Southrepps.

We are also finally seeing some plans develop for speed reduction measures in Trimmingham on the coast road.

Surface dressing will take place along the coast road in May – please contact me if you have any comments about the work when it is done.

Bus shelter funding

Just a reminder that I forwarded a separate letter about funding for bus shelters. Let me know if I can help with an application if you are making one. The deadline for applications is 30th June and up to £8,000 can be applied for.

Waste disposal and mineral extraction

The County Council has a new policy on Waste disposal sites and mineral extraction. It took nearly 10 years to put together and is 214 pages long!

It doesn't look as though the new document has been added to the policy page on Norfolk County Council website yet but if you are keen, it is here as Appendix 2: [Norfolk County Council - Norfolk Minerals and Waste Local Plan: Adoption version](#)

The important point is it is the policy defining where minerals can be extracted and where waste disposal sites can be sited (how far they should be from towns, what grade of agricultural land can be used, how environmentally sensitive areas can be affected etc). Both Sheringham and North Walsham recycling centres were planned to be moved so it will affect those decisions. The council officer sent me this update about Sheringham:

I also wanted to let you know that planning permission was granted by Norfolk County Council on 5 June 2024 for a new site for the Sheringham Recycling centre (application reference:

[FUL/2023/0005](#)). However, the planning decision has been judicially reviewed by an adjacent landowner; the case was heard at the High Court earlier this year and the County Council are currently awaiting a decision on the outcome.

Local Government Reorganisation

The County Council is preparing an updated submission to the Government about changes to the structure of local government in Norfolk. They are running a consultation that closes on 20th May. Please take a look and have your say!

[Share your thoughts and shape the future of local government in Norfolk - Norfolk County Council - Citizen Space](#)

Coffee pod recycling

Mundesley Parish Council asked about coffee pod recycling. I thought you might be interested to see the reply I got from the County Council about this:

As it happens the last time the Norfolk Waste Partnership (that's the body that brings all the eight Norfolk councils together on waste and recycling) looked at coffee pod recycling with Podback it was actually in the context of the district councils trialling a kerbside collection scheme, ie not via the county council recycling centres. That was in 2022 and I've asked for an update from the Norfolk Waste Partnership officers on that and I'll let you know when I have the latest.

I've also raised it with the officer leading the County Council's recycling centre service, and as we are just about to roll out a vape return service at recycling centres we'll learn what we can from that roll out and if suitable add in return points for additional items where it make sense (considering things like space required, demand, volume, reliability of partners, lack of alternatives etc). We've already done this for books and CD return points and I'll make sure that coffee pods are considered too and that will include speaking to other County Councils that have this option, to seek their insights and learn from their experiences as well.

In addition I've spoken to a colleague about recycling credits, which are payments that the County Council makes to groups (including Parish Councils) that collect materials for recycling (such as paper, glass or textiles). And whilst this item would be eligible for that process (it requires participants to be registered and submit evidence to receive the credit) the payments would probably be relatively small, but only because the scheme is weight based for the payments made and these items are fairly light in weight unless collected in large volumes.

And these items are a problem for recycling, as they are made of a mix of materials. That is why they aren't collected with other recyclable items and why the producers push hard on the direct return model using a Podback bag, either:

- *direct to local stores like Morrisons, Costa or Asda*
- *or doorstep collection*
- *drop off at Royal Mail locations*

And if you haven't found it already then you can find more information on local options here: [Recycle Checker | Podback](#) as this route and the drop off options may prove the most convenient for many.

Changes at County Hall

Norfolk's County Council elections were postponed of course but there were four by-elections where members resigned. Labour and the Greens held on to two seats they were defending but Reform UK won two seats too. In addition, Simon Ring, an independent councillor in Kings Lynn area has joined the 'Independent Group' which is myself and Jim Moriarty. The Conservatives still have a substantial majority of councillors so continue to run things at County Hall. There will be some changes to committee places, though, which matters because that is where councillors can take a more detailed look at plans and policies and issues. We should know more about the allocations after our AGM on 20th May.

District Councillor Fitch-Tillett submitted the following report:

Cabinet Approvals: Cabinet reported on the progress of the Corporate Plan with which they were content. My Conservative Colleague highlighted that connectivity in her Coastal Ward was far from satisfactory with some of her parishes being without either or both mobile phone signals or Broadband Wi-Fi. The Cabinet Member responsible replied that he was aware and unable to do anything more. Agreement was reached in respect of moving to purchase of new vehicles to collect Food Waste and that a dentist should take over the North Norfolk Visitor Centre. I asked if this was to offer NHS Dentistry as a full NHS offer is not available in Cromer, apparently these people have an NHS contract.

Full Council Decisions: I was unable to attend the extraordinary Full Council as it was sprung upon us, and it clashed with the Overstrand Annual Parish Meeting. It covered the agreement to offer food waste collections and to add the late offer from MCLG of nearly £M1/2 to the Capital Programme as agreed at the budget meeting in February.

Coastal Issues: NNDC Assistant Director Rob Young gave an excellent update to Overstrand Annual Parish Meeting. This included an explanation of The Coastwise Project and actions to be taken in respect of the cliff slip.

Ward Issues: The Public Meeting covering the proposed development at Pine Tree Farm, Northrepps was not advertised as the Parish Council Chairman had promised, which had caused a great deal of concern and in some cases, anger. I understand that there will be another public meeting once the date of its being on the Planning Committee agenda is known. I have been advised that this will be later in the summer. I called into Committee the Hungry Hill Farm Application for tourist Pods which officers were going to refuse. I am pleased to say that Committee supported me and approved the application.

Meetings and Events Attended: Cabinet, Parish Council x 2, Development Committee x 2, Blakeney Harbour Project Meeting, Overview & Scrutiny, Northrepps Public Meeting, Overstrand Annual Parish Meeting, Chairman's Reception – Cley Visitor Centre.

10. Police Report

The Clerk reported that there were no available statistics for March or April 2025.

11. Public Participation Time

Nobody wished to speak on this occasion.

12. Planning

12.1 To report on planning decisions made by North Norfolk District Council:

- PF/24/2481 Installation of solar panels on south-facing roof slope
Danum House, 22 Pauls Lane, Overstrand NR27 0PE
Approved
- PF/25/0219 Demolish single storey side & rear extensions, construction of replacement
two storey side extension to form new kitchen and bedroom/bathroom above
35 Harbord Road, Overstrand, NR27 0PL
Approved
- PF/25/0375 Removal of unsafe chimney stack
1 Highfield Road, Overstrand NR27 0NQ
Approved
- PF/25/0417 Erection of detached outbuilding (summerhouse) to replace the existing
summerhouse
The Old Rose Garden, 3 Harbord Road, Overstrand NR27 0PL
Approved

13. Finance

- 13.1 Members agreed and accepted the payments and receipts for April 2025.
- 13.2 Members considered and accepted the bank reconciliation up to 30 April 2025.
- 13.3 Members agreed payment of £1,595.35 to Clear Council for the renewal of the Councils annual insurance policy.

14. Activity Overview

- 14.1 The Chairman ran through the activity overview and reminded members of diarised Working Group meetings.

15. General Purposes and Amenities

- 15.1 Cllr Newcombe supplied the following website statistics for April 2025 which were relayed to the meeting: 709 users of which 56.6% were on mobile devices, 36.2% used desktops to visit the site and 7.2% used a tablet. The most popular pages for April 2025 were the Agendas and Minutes (148 views), the Council home page (127 views), Our Village (76 views), What's On (59 views) and Overstrand Walks (55 views).

16. Neighbourhood Plan

- 16.1 Members discussed the current status of the draft Neighbourhood Plan and Committee. It was agreed to contact previous members of the Committee to ascertain their interest in continuing to be part of the group and progressing the plan.

16. To Report any other Business

Members requested the following to be included on a future agenda:
Future of Belfry Arts Centre, Beach dog ban, Pavement parking and fireworks.

17. Date of Next Meeting

The next meeting will take place on Wednesday 4 June 2025 in the Parish Hall at 7.30pm.

There being no further business the Chairman closed the meeting at 8.57pm.

Chairman..... Date.....

Overstrand Parish Council – Payments and Receipts for April 2025

Date: April 2025							
No.	Payee	Detail	Pm't Method	Net (£)	VAT (£)	Gross (£)	Receipts (£)
EX001	Octopus Energy	Parish Hall gas and electric	DD	73.00	3.65	76.65	
EX002	Norfolk Parish Training & Support	Annual subscription	EFT	310.00	0.00	310.00	
EX003	Community Heartbeat	Defibrillator maintenance/support 25/26	EFT	495.00	99.00	594.00	
EX004	Lloyds Bank	Service charges	DD	4.75	0.00	4.75	
EX005	Co-op Food	Refreshments for Annual Parish meeting	DC	3.73	0.00	3.73	
EX006	SSE	Street light energy	DD	192.56	19.47	212.03	
EX007	Zen Internet	Parish Hall Broadband and Clerks phone	DD	41.99	8.40	50.39	
EX008	HMRC	PAYE/NI - Apr '25	EFT	551.51	0.00	551.51	
EX009	Kelly Batterham	Clerk salary and WFH allowance - Apr	EFT	1,231.66	0.00	1,231.66	
EX010	Norfolk Pension Fund	Pension contributions - Apr '25	EFT	472.11	0.00	472.11	
EX011	Amazon	Printer paper	DC	19.24	3.85	23.09	
INV01	Hirers	Parish Hall Hire	EFT				120.00
INV02	Tenants	Allotment rent and deposits x3	EFT				150.00
INV03	Tenant	Allotment rent 24/25 and 25/26 paid in adv	EFT				20.00
INV04	NNDC	Parish Precept 50%	EFT				15,500.00
HH01	Lloyds bank	Interest	EFT				49.07
TOTALS				3,395.55	134.37	3,529.92	15,839.07

OVERSTRAND PARISH COUNCIL
BANK RECONCILIATION
30-Apr-25

BANK STATEMENTS

Bank balances as at 30 April 2025		
Deposit Account	£34,600.00	
Treasurer's Account	£21,875.00	
Shoreline Management Account	£3,963.89	
Reserves	£59,750.83	
Total cash in bank at 30 April 2025		£120,189.72
(a cumulative total of all balances listed above)		
Less uncleared invoices at 30 April 2025	£0.00	£120,189.72
Add unbanked cash at 30 April 2025	£0.00	£120,189.72
Net balance as at 30 April 2025		£120,189.72

CASH BOOK

Cash book opening balance at 1 April 2025		£107,880.57
Add receipts during the year	£15,839.07	£123,719.64
Less payments during the year	-£3,529.92	£120,189.72
Cash book closing balance		£120,189.72