

**HAPPISBURGH PARISH COUNCIL**

**MINUTES OF A MEETING OF HAPPISBURGH PARISH COUNCIL  
HELD AT THE WENN EVANS CENTRE ON 9<sup>TH</sup> NOVEMBER 2015 AT 7.30PM**

**Present:**

**Cllr Glenn Berry (Chairman), Cllr David Mole, Cllr George Siely, Cllr Kirsty Ritchie, Cllr Robert Fleming, Cllr Cubitt Siely, Cllr Jan Newall**

**Jo Beardshaw (Clerk)  
17 members of the public**

1. **To consider apologies for absence.** Sue Stockton had sent her apologies for absence, which were accepted
2. **To receive Declarations of Interest on agenda items.** None
3. **To agree the minutes of the meeting of Happisburgh Parish Council held on Monday 13<sup>th</sup> September and matters arising** (for information only). The minutes were agreed.
  - 3.1 The Chairman updated the Parish Council on the planning situation regarding Felicity and Felicity Field
  - 3.2 The Chairman noted that the cladding on the toilet block was being rectified by NNDC contractors
  - 3.3 NCC Highways were looking into cutting the hedges at Coronation Close
  - 3.4 The baby change station within the toilet block was in hand
  - 3.5 The circular walk signs were in place and people were enjoying the walks

**4. Reports**

**4.1 The Chairman’s report.** The Chairman thanked those involved in the zipwire challenge in aid of the Lighthouse. He thanked the team involved and in particular Joy and Patrick Tubby. The Chairman also thanked Leonie and Rosemary very much for their hard work on the beach clean, and thanked Rodney for repairing and cleaning the signs. The Chairman noted that on Wednesday the school were holding an opening of their new classroom and had invited him, but he was unable to attend. Cllrs Mole and Siely agreed to attend in his place. The **Clerk** would inform the school. The Chairman also reported that there had been an incident on the beach involving a kite surfer colliding with a member of the public on the beach. The Chairman also thanked Janet Thompson for tidying up the plants on Pump Hill Corner. He suggested that the Parish Council might consider having a ‘plant fund’ as it had in previous years where villagers who wish to undertake some voluntary planting for the general benefit of the village can be reimbursed the value of the plants from the Parish Council.

**4.2 District and County Councillor reports:**

District Councillor Lee Walker had been unable to attend the meeting due to ill health.

County Councillor Eric Seward firstly noted that he had been working with the Clerk to attempt to find a way to get the hedge on Beach Road cut. As the hedge is private, it should be the responsibility of the landowner but the ownership was under question, and the Highways team, despite frequent attempts, had failed to contact the landowner. Cllr Seward was able to confirm

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that Highways were then planning to undertake the work themselves, as a one off, during December. The **Chairman** said that he would try to speak with Clarenco again to determine the ownership of the hedge

Cllr Seward also explained that the ‘reimagining Norfolk’ NCC document which the Clerk had recently emailed to all Councillors included details regarding the reduction of general Highways maintenance including potholes, hedge cutting etc. The Chairman asked that this be added to the January agenda. Cllr Seward reported that the Norfolk CAB service had been agreed and would have offices in North Walsham and Holt and a more extensive outreach service.

Cllr Fleming asked the County Councillor about the planning application for 9 houses, permission for which he said would run out in April 2016. The County Councillor agreed to look into this

Cllr Seward explained that there was some discussion about Gt Yarmouth Borough Council sharing staff with NNDC:

*‘At North Norfolk District Council’s Full Council meeting on Wednesday 21 October, following a constructive debate councillors unanimously agreed to the interim shared arrangement which will see Chief Executive Sheila Oxtoby shared with Great Yarmouth Borough Council.*

*As well as sharing the Chief Executive role North Norfolk District Council’s Section 151, Chief Finance Officer, Karen Sly, will also take up an interim shared role for Great Yarmouth. The new interim arrangements will begin from 7 November and enable both authorities to test out the shared management approach while a business case is worked up with Elected Members from each authority on the opportunity for sharing services.’*

#### **4.3 Police report.**

The PCSO had apologised that she would be unable to attend the meeting due to her shift pattern, but had written to the Clerk with the following report:

*22<sup>nd</sup> October- Public Order – incident under investigation*

*5<sup>th</sup> November – Criminal damage to a motor vehicle – incident under investigation.*

*Our current Policing Priorities are:*

- 1) Speeding on Stalham Road in Hoveton*
- 2) Anti- Social Behaviour during the Halloween and Bonfire night celebrations*
- 3) Road safety in relation to cyclists*

#### **4.4 Car Park report.**

The Chairman explained that there had been some correspondence with Marretts Chariots and Aylmerton Field Study Centre during the previous month regarding the buses driving down Beach Road. The Chairman outlined the correspondence and the Parish Council **agreed** that it did not wish to change the original decision that bus and coaches must not drive down Beach Road and should not be driven into the car park. The **Clerk** would inform Marrett’s Chariots of this decision.

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The Chairman explained that as a result of the huge numbers of school children attending the car park and playground, he suspected that Roy and Marie Cornell, who clean the toilet block and pay for the toilet roll and other materials would be spending more money than had been anticipated on those items. It was therefore discussed that the Parish Council could assist with these items. This item would be added to the January agenda and the **Chairman** would speak with Roy Cornell about anticipated expenditure on those items

The Chairman explained that the Clerk had received various correspondence from Rob Goodliffe and from Martin Green (legal) at NNDC regarding the Parish Council potentially having a food and drink at the car park. The Parish Council agreed that it would not be ideal to have food and drink vans on site because it did not wish to create competition to the local food and drink retailers. The Parish Council **agreed** to research vending machines further

#### **4.5 Pavilion and Playingfield report.**

Cllr Ritchie informed the Council that the Youth Football had now gone to Stalham for the winter. She also noted that there was now a groundsman in place at the club. Rob Breeze from the Cricket Club addressed the Council and noted that the 1<sup>st</sup> Cricket team had been promoted to a higher league and were hoping to obtain a grant for an all-weather pitch, which would be approximately £8000. He explained that he hoped to also promote the club so that there would be youth games and evening games. He noted that he was in discussion with the ECB (the England and Wales Cricket Board) and the Norfolk Cricket Board and that grants were available. The Chairman informed Mr Breeze that the Parish Council would be delighted to hear a proposal at the January meeting. Mr Breeze would email the Clerk with his proposal prior to the next meeting

#### **4.6 Allotments report**

Cllr G Siely noted that the allotments were running smoothly and that he also had a waiting list

#### **4.7 Wenn Evans Centre report**

Cllr Mole explained that the committee had been researching new floors for the Wenn Evans Centre and that three quotations had been obtained including one from Lees Flooring. This company had replaced the floors in many local authority buildings and were experienced. The Parish Council **agreed** that the Wenn Evans Committee could go ahead and commit funds for the flooring

Cllr Newall also noted that the Wenn Evans was also a chosen charity for the Waitrose Community Fund in January and she urged anyone shopping in Waitrose to put their green coin in the relevant box

Cllr Mole noted that a teleporter was required to fix the broken tiles on the roof, and that he would sort this out before the next meeting

#### **4.8 Playspace report and Beach Clean report (by Rosemary Munday)**

- *NGF dug out and expanded the concrete foundations on the bottom of the zipwire frame very swiftly meaning it was only out of action for a few days. We have made our own alterations to the zipwire seat to incorporate a knotted rope to help younger children take the seat to the top of the ramp.*
- *Five trees have been purchased and are due for delivery tomorrow.*

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- *Members of Happisburgh RNLi have generously agreed to give up their time to work in the play space on Saturday to install two concrete slabs for the seats and to dig the holes and plant the trees. RG Carter have kindly agreed to supply the shuttering material and David Jarvis is going to make the shutters up. Imogen Mole, who is the Tree Officer for Norwich City Council, is joining us on Saturday to advise on the tree planting.*
- *Both mounds were seeded, with Cllr Berry kindly supplying the grass seed. The mild weather has allowed the grass to come through really well, although the zipwire mound is somewhat bare beside the ramp so we will use grass removed from the seat pad areas on Saturday to patch this.*
- *The signage is with the printers as the first boards had a couple of mistakes - one down to us!*
- *An invitation letter to HRH the Duchess of Cambridge was sent but we have not yet received a reply. We will aim for an official opening in the spring when all the newly seeded areas should be well established.*
- *We may need to look at putting in a hard wearing surface in the entrance area near the toilet block to cope with the higher than anticipated footfall.*

Rosemary Munday also gave a Beach Clean report as follows:

- *Rob Goodliffe and Rosemary tried very hard to find a date when a beach clean could be combined with working with the Renosteel contractors to remove metal from the beach but as this proved extremely difficult with tides and working commitments the two events took place separately.*
- *On 15<sup>th</sup> October we organised a beach clean and had a fantastic response with a total of 15 volunteers. The area from the ramp to the wall at Cart Gap was cleaned. We filled the two large trade bins with black bags, plus had four fish boxes, a large gas bottle, several large plastic containers and more black bags beside the bins. NNDC collected the rubbish the following day. We also collected metal debris that was left ready for the contractors to bring up from the beach and dispose of.*
- *We were joined on the day by Michelle Duddy who regularly organises several beach cleans in the area and she was very impressed with the number of volunteers. Michelle brought her equipment along for us to use including litter pickers and the hoops to hold the bags open. Michelle is happy to lend us her equipment when we have another beach clean. As Michelle pays for this equipment herself we wondered if the Parish Council would consider making a small donation towards the cost.*
- *Three Renosteel contractors and a dumper truck were on the beach the following week and we worked with them to clear metal debris from in front of and behind the rock defences. This arrangement worked well and the dumper truck was filled.*
- *Unfortunately the high tides combined with easterly winds have meant a lot more rubbish has been washed up, although a number of dog owners are clearing some of this during their walks. Another clean will be organised in the new year.*

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#### 4.9 Neighbourhood planning report

Cllr Fleming informed the Council that he had spoken with Mark Ashwell at NNDC and he had confirmed that the application was in the process of being dealt with. Cllr Fleming noted that he would wait for the Core Strategy to be published by NNDC before he confirmed whether or not Happisburgh Parish Council would be looking to undertake a Neighbourhood Plan

#### 4.10 School report

Robert Fleming informed the Council that he had not been able to attend a school meeting since the last parish council meeting

### 5. Adjourn the meeting for public session / comments on planning applications and any other matters (at 8.34pm)

A member of the public complained that the verges on Coronation Close had not been cut. The Clerk would chase this up

A complaint was made that the dog waste bin on Whimpwell Street was full. The Clerk noted that if Kier were not informed, they could not know that bins are full. It was agreed that the Clerk would arrange for some phone number stickers to be added to each dog waste bin with the phone number of Kier

### Reconvene the meeting (8.40pm)

#### 6. Agenda items

- 6.1. To consider a further donation to HCW following a response regarding the toilet block at Cart Gap (Thomas Love). Cllr Love had been unable to attend the meeting but the HCW team were able to update the Council with the information that they had been allowed to use the RNLI station facilities. John Brooks added that this situation was not a long term solution and that the facilities at Cart Gap should not close from November to April. Councillors asked him about his ongoing costs for the winter. Mr Brooks explained that heating over the winter would cost around £200. The Parish Council **AGREED** to donate £250 from the car park account towards ongoing costs at the HCW
- 6.2. To agree meeting dates for 2016. These dates were **AGREED** by Councillors. All dates were the second Monday of every other month (January, March, May, July, September, November)
- 6.3. To receive an update on the village Broadband. Cllr Fleming noted that there was Fibre optic Broadband in the village but that the Grubb Street area could not receive it. Cllr Fleming noted that he felt that NNDC were not doing enough quickly enough regarding improved Broadband in rural villages.
- 6.4. To consider the purchase of a SAM2 sign following another item in the Parish News asking for volunteers. The Clerk reported that there had been no additional volunteers within the village. The Council asked if there might be a possibility of paying someone to undertake this work. The Chairman would investigate this with SIM home improvements
- 6.5. To consider a request from Aylmerton Field Study Centre / Marretts Chariots to drive coaches down Beach Road or park at the end of Beach Road to drop children off. This item was covered under item 4.4
- 6.6. To consider the purchase of a height restriction barrier for the car park. The Parish Council agreed that this would be a good idea. The Clerk would ask Kier if this would be acceptable for the bin lorries

- 6.7. To agree on action regarding food / drink station at the car park following the receipt of information from NNDC. This item had been covered under item 4.4 above
- 6.8. To receive a report from the Craft Club (six months following donation from the PC).  
The Parish Council agreed to match the previous donation made in the year, following a report given by the Club. The Council agreed to donate £76 at the January meeting
- 6.9. To discuss a preliminary precept figure for confirmation at the January meeting. The Parish Council agreed, on a preliminary basis, that it would request 50% of the required figure from NNDC and that the remainder would be paid by the Car Park account. Councillors looked through the precept recommendation figures which the Clerk had put together, and agreed that the required amount would be £7500. Half of this amount would be £3750. This figure would be finalised at the January meeting
- 6.10. To agree bank signatories (an additional one or two required). Cllrs Newall, Mole and Ritchie were **confirmed** as new bank signatories in addition to the existing signatories: Cllrs Berry and Siely (G)

## 7. Financial Matters

The Chairman noted that the proprietor of the catering van at the zipwire event had donated all of the profits to the Lighthouse

### The following receipts were noted:

- 7.1.1. NNDC. £242 Precept grant
- 7.1.2. NCC. Glass recycling. £217.70
- 7.1.3. Happisburgh Recreational ground and playing field. Contribution towards insurance. £360

### The following payments were authorised and signed:

- 7.1. PC Account. Chq no 650. URM. Glass recycling. £14.04 inc £2.34 VAT
- 7.2. PC Account. Chq no 651. Clerk salary and expenses. £443.88
- 7.3. PC Account. Chq no 652. Mazars external auditors. £390 inc £65 VAT
- 7.4. PC Account. Chq no 653. Deposit for solar panels on Wenn Evans Centre. £2,594.82
- 7.5. PC Account. DD. Clerk Pension. £33.25 PC contribution. £13.30 Clerk contribution. £46.55
- 7.6. PC Account. Chq no 654. SIM Home Improvements. September cut and strim at Wenn Evans. £90
- 7.7. PC Account. Chq no 655. Barcham Trees PLC. Trees for playspace. £1038 inc VAT TBC
- 7.8. CP Account. Chq no 93. Transfer of money to PC account for relocation of car park. £14,000
- 7.9. CP Account. Chq no 94. NNDC. Larger bin hire for car park. £79.80
- 7.10. CP Account. Chq no 95. Mr R Cornell. November pay for car park (additional two cleans due to zip wire event). £423
- 7.11. CP Account. Chq no 96. Mr R Cornell. December pay for car park. £418.50
- 7.12. CP Account. Chq no 97. Parkeon Ltd. P&D machine work. £291 inc £48.50 VAT
- 7.13. CP Account. Chq no 98. Katharine Yuill. P&D machine. £188.30
- 7.14. CP Account. Chq no 99. SIM Home Improvements cut and strim at car park (18.09.15 and 9.10.15). £300

## 8. Planning applications

None

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**9. Planning decisions noted**

- 9.1. NNDC. PF/15/1199. San Dunes, 19 Doggetts Lane. Variation of conditions to allow revised layout. Permitted
- 9.2. NNDC. PF/15/0707. Yenga, 1 Barton Lane. Demolition of existing dwelling and erection of a replacement dwelling. Permitted

**10. Items for the Parish News**

- 10.1. Donation requests

**11. Correspondence and Circulars for information and action**

- 11.1. Zurich Insurance. Confirmation of insurance of defibrillators (to be added to a future invoice)
- 11.2. Environment Agency. Sea defence work between Happisburgh and Winterton using 25,000 tonnes of rock
- 11.3. NNDC. Confirmation of Local Council Tax Support Scheme grant for 2016.2017 of £421 (a 13% reduction from the previous year)

**12. Any other business.** None

**13. Date of next meeting – Monday 11<sup>th</sup> January 2016**

**The meeting closed at 9.33 pm**

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