

**MINUTES OF MEETING OF HAPPISBURGH PARISH COUNCIL
HELD AT THE WENN EVANS CENTRE ON 12th September 2011 at 7.30pm**

Present:

**Cllr Glenn Berry, Cllr Thomas Love, Cllr Dave Mole,
Cllr Kirsty Ritchie, Cllr Cubitt Siely & Cllr George Siely
District Cllr Lee Walker
Sally Gill (Clerk)**

4 members of the public

1. Apologies for Absence.

Apologies for absence were received from Cllrs Kim Holt & Bill Greeno, Cty Cllr Paul Morse and PCSO Dack.

2. Declaration of Interest on Agenda Items.

Thomas Love declared an Interest in the Pathfinder Project. Glenn Berry declared an Interest in Item 5, regarding speeding in Grubb Street.

3. Minutes of the Happisburgh Parish Council Meeting held on 11th July 2011

The minutes of the meeting of Happisburgh Parish Council held on 11th July 2011, having been circulated, were taken as read, **AGREED** and **APPROVED**. The minutes were signed by the Chairman.

4. Pathfinder Project

4.1 Glenn gave an update as follows:

Beach Works The bulk of the beach works have now been carried out with just the sharp sheet piles still to be done. Not as much metal from the old groynes was removed as was hoped for so they had to be sheared off instead. After the works are completed a beach pick is to be arranged. The old ramp has been cleared.

Beach Road NNDC has submitted an application of prior notification of intention to demolish 8 properties on Beach Road, although it is understood that NNDC do not wish to demolish until the EN12 policy is in force on another site in Happisburgh. There was concern that empty properties on Beach Road would invite vandalism and it was therefore **AGREED** that the Parish Council would write to NNDC to urge them to carry out the demolition as a matter of urgency.

Beach Ramp Glenn advised that NNDC had received 2 complaints about the new ramp, both have had a response from Brian Farrow, Coast Protection Engineer at NNDC. A third complaint was sent to NNDC on 7th September with a copy being sent to the Parish Council just prior to the meeting. Two of the complaints raised concern over the quality of hard core being used for the new ramp. A lengthy discussion took place concerning the materials being used for the soft earth ramp, the possible erosion of said materials and also a question about the spring near the ramp was raised. Glenn confirmed that the ramp would be graded and maintained annually as part of the Coastal Management works. There is a liaison meeting arranged for Wed 14th September at the new car park with Brian Farrow and it was **AGREED** that Glenn will raise all the concerns over the ramp at this meeting.

4.2 Proposed New Play Area Leonie has held one meeting with only 4 parents and 1 Parish Councillor in attendance. Leonie has contacted Rob Young, Coast & Communities Partnership Manager at NNDC about the proposed new play area, with a reply advising he would discuss the project with colleagues at NNDC to identify ways they might be able to support the project. He suggested speaking to Paul Ingham

regarding costs and sources of funding. The Committee is considering getting Charity Status and is looking for help from anyone who can assist with this process. Following an update on the new Play Area proposals the issue of an RLNI kiosk at the new car park was raised and a lengthy discussion took place. It was noted that the local RNLI felt it is a good idea and are interested in a kiosk but there has been no official approach from the RNLI to date. Cllr Love had understood that from the outset of the new car park a kiosk was planned and would like to see in writing exactly what is proposed. There was concern that if an approach was made for a kiosk there would be no hard standing provision planned at the car park. Glenn confirmed that if an approach was made from any party for a kiosk in the future, permission has been given and services are installed. Cubitt will find out for the Wednesday Liaison meeting if the RNLI are going to approach the Council.

5. Report from District & County Councillors

County Cllr Paul Morse sent apologies as he was unable to attend the meeting and sent in a written report, circulated to Cllrs, as below:

1. Very soon after the last meeting I observed what happens with the traffic at the School when children are dropped off at the start of the day, and I subsequently met with Amanda Sands, Chair of School Governors. There is no single solution but bringing the school car park into play has, I think, to be amongst them. I am exploring funding for a reconfiguration of the car park. Additional measures could include:

- Temporary 20mph zone (with flashing lights) at start/end of day - the cost is in the region of £10k which is a challenge
- Extending the zig-zags (might not find favour with the shop and nearby residents).
- Double yellow lines on the corners(not usually favoured in villages)

I am meeting Amanda and Linda Clayton (Head teacher) this week to try to take the use of the car park forward and am awaiting news from Highways re funding for a 20mph zone. I understand all Parents were written to and I am going to ask the Safer Neighbourhood Team to make their presence felt, though that cannot happen on a daily basis.

2. I have been told the work at the Dairy House in Beach Road is now complete. This was to desilt a soakaway and gully, and renovate the boundary edge between the property and road.

3. The work on the gullies and pipes in Coronation Road has been done; the outfall will be cleared, I am told, by November.

4. I have my regular meeting with the Area Highways Engineer this week and amongst the issues we will be looking at in my Division are:

- Measures to alleviate speeding in Grubb Street
- Stopping heavy vehicles using Hall and Lantern Lanes (their Satnavs direct them that way!)

5. There was some coverage by Radio Norfolk last month of the decommissioning of the flood sirens (including a 07.30 interview in Great Yarmouth with me), but the media interest has died again. It is Lib Dem policy to purchase a new flood sirens system

6. Watch this space on the cutting of footpaths. The Cabinet is reviewing the policy and there are some legal issues. Report any impassable paths – via the NCC website. I have reported one in Walcott and am trying to keep the issue in the public eye – asking a question at Cabinet on 12/9 for example.

7. I successfully advocated for some Parents in a School Transport issue.

8. I have just heard of a complaint about the material being used as underlay on the car park, but have not had the opportunity to follow it up.

District Cllr Lee Walker reported:

1. The houses on Beach Road are empty and has asked that they be made secure until demolished.
2. Will be attending a site visit on Wednesday for planning application ref: PF/11/0912, which has given cause for several concerns, access, blockage of a footpath, parking as it proposes corporate hospitality and potential noise levels. Cllr Walker will suggest this application is flagged for the next NNDC planning committee meeting.
3. Has been helping service/ex service personnel to secure support and funding to deal with a range of issues. Lee asked that the Parish Council advise her if they are aware of anyone who may need assistance.

There were no questions for Cllr Walker.

Cllr Lee Walker left the meeting

6. Police

6.1 Crime Report

PCSO Dack provided a report for the meeting:

Since July 11th 3 crime reports from the area have been received:

1st July –the donation box at Happisburgh Church had been forced – Crime Scene Investigators attended but no evidence was left at the scene.

Between 6th and 11th July a small glass panel window at Lodge Cottage was smashed, no entry was gained and unfortunately there was no evidence of who had caused the damage and no further investigation was carried out.

A report of harassment was received – the alleged offender was interviewed although a “no further action” decision was made.

New Priorities until 24/10/2011 are:

1. Anti social behaviour at Leeds Way, Horning
2. Anti social behaviour at the Poppy Centre, Stalham Recreation Ground
3. Concerns over inconsiderate parking around St Johns School in Hoveton

The next Police Surgery will be held at Stalham Recreation Ground car park on Saturday 1st October 3 – 4.30pm.

6.2 Other Police Matters

Cllr Bill Greeno attended a Street Briefing at Cart Gap on Saturday 27th August. The main issue was Jet Skis and the nuisance and safety aspects for residents. The report was circulated to Councilors. Cubitt Siely will talk to Bill Green concerning his prior involvement with issues concerning Jet Skis.

7. Public Participation

4 members of the public spoke with regard to various issues.

1 member of the public commented on 5 issues:

- a kiosk at the new car park would increase business and suggested inviting businesses to tender
- suggested siting maps at the new car park to raise awareness of local attractions
- the metal beach steps are dangerous could NNDC be asked to review
- is there an update on any planning on the site next to the school
- supports Paul Morse’s proposal to install a 20mph zone

1 member of the Public asked not to waste money on flashing signage when it is only used at the start and end of the school day. Also not to further the zig zag area.

Glenn advised this is being looked into but funding may not be available. The main way to alleviate the problems would be a drop off point.

1 member of the public commented on several issues:

- despite efforts from the School the issues are getting worse and the key to this is using the School car park
- concern over proposed planning application at Happisburgh Manor
- possible selectiveness over Pathfinder consultation meeting invites

Glenn advised that Norfolk County Council at present will not allow drop off/pick up on School premises but Paul Morse is attending another meeting with the School on Wednesday and Cllr Greeno will be attending a governors meeting on 19th September. The liaison group has had to push NNDC for dates to carry out the works, with demolition of properties now by December 2011.

The planning concerns were discussed earlier and the Parish Council comments noted at Item 12.

1 member of the public spoke regarding concern over the empty properties and possible vandalism, suggested the Parish Council put in a strong directive for the new housing being for local people and has grave concern over the materials used on the ramp and had consulted with the Environment Agency over the issue.

Glenn will raise the concerns with Brian Farrow at the liaison meeting on Wednesday.

8. Financial Matters.

8.1 Current bank balances were noted.

8.2 Bank Signatories:

Glenn has completed the required mandate to include George Siely and Kim Holt, and remove Carol Palfrey and Jane Archer, with just a signature from the Clerk required. The mandate giving the Clerk authority to obtain bank statements and deal with any enquiries on the bank accounts requires a signature from Clive Stockton. Once signed these two forms will then be returned to the Bank.

8.3 Mazars, External Auditors, have sent back their report finding everything in order.

8.4 The following cheques were **AGREED** and signed:

Clerks Pay & Exp: Aug/Sept	£211.77
HMRC Tax on Clerks pay	£40.00
Mazars External Audit Fee 10/11	£144.00
Total Payments;	£395.77

8.5 To Review and Adopt Financial Regulations and Internal Control Checks – this Item was deferred to the November meeting. To Approve and Adopt Internal Control Policy and Risk Management Policy – this Item was deferred to the November meeting.

9. Pavilion & Playingfield

Mike advised that the Playingfield committee had recently received a donation of £500. They have arranged 4 quiz evenings to raise funds, 2 at the Wenn Evans and 2 at The Lighthouse at Walcott. There were no questions for Mike.

10. Allotments

George Siely gave an update advising that he visits the site twice weekly and has recently put up three “No Dumping” signs. Four plots are not being worked and it was **AGREED** that letters would be issued to the Tenants. This includes 1 monitoring letter, 1 warning letter and 2 letters giving notice to terminate the Tenancy within one month.

11. Wenn Evans

Dave Mole reported on the following:

1. The Wenn Evans has lost the Stalham Bowls Club booking, as the Club has disbanded, losing an income of £400 pa.
2. A new cleaner has recently been taken on.
3. An advert has been put on the website, in the Village Newsletter and in the Town & Country free paper to promote and advertise the Wenn Evans.
4. A dog group has made an enquiry about using the centre. The Council are behind this idea.

12. Planning

12.1 Planning Applications

PF/11/0875 Erection of Two Storey Side Extension at 4 School Common Road for Mr A Wright. No objections.

PF/11/0913 Erection of Two Storey and Single Storey (extension of period of commencement of planning permission PF/08/1052) at The Old Vicarage, The Street for Mr A May. No objections.

PF/11/0926 Removal of Condition 2 of planning permission ref: PF/02/0681 to permit unrestricted residential occupancy at Bramble Cottage, Grubb Street for Ms B Fielding. No objections.

PF/11/0912 Change of use from Residential (C3) to a mixed use of C3, Weddings, Social and Corporate Hospitality Events with Associated Facilities and Ancillary Sleeping Accommodation at Happisburgh Manor, The Street for Clarenco LLP. The Parish Council have concerns over noise levels and also would like further information on exactly what is meant by Ancillary Sleeping Accommodation, therefore Glenn will contact the Planning Officer on Tuesday to address these issues.

PF/11/1085 Variation of condition 6 of permission ref: 95/1009 to permit permanent residential occupation at Barrons Lodge Cottage, Grubb Street. No Objections subject to an Environmental Officers Inspection. Concern was raised with this site as sewage is evident in a ditch, Glenn will contact planning services on Tuesday.

12.2 Planning Decisions

PF/11/0699 Permission for Erection of Single Storey Extension at Manor Farm, Coronation Road for Mr & Mrs Sands

PF/11/0817 Permission for Retention of holiday accommodation unit as converted with elevation changes at Yeoman Barn, Grubb Street for Mr J Dean.

12.3 Broads Authority DPD

Receipt was noted of the Broads Authority DPD Schedule of Changes to consultation. Glenn will retain the information.

12.4 There were no other Planning Matters.

13. Correspondence and Circulars

13.1 To receive correspondence and agree action:

1. NALC – Receipt was noted of Norfolk Link Aug 2011, Nalc Annual Report, Nalc AGM agenda for 1st October and a Quality Status event on 12th October.
2. Receipt was noted of Clerks & Councils Direct publication
3. Receipt was noted of NorfolkRCC Signpost
4. The Queens' Diamond Jubilee celebrations for next year will be discussed at the next meeting.
5. Receipt was noted of The Playingfield Newsletter and Norfolk Playingfield Association Annual Report for 2010/11
6. Receipt was noted of a letter of thanks from a resident regarding a Highways issue.

- 7. Receipt was noted of a letter from NCC advising that objections are withdrawn on a Licence Application for All Star Skip Hire, Grubb Street.
- 8. A request was made to consider moving the Under 5's Play Area next to the Wenn Evans to the new car park – the Council decided to leave it where it is for the time being.

13.2 To note correspondence received since 5th Sept 2011.

There was no further correspondence.

- 14. Meeting dates for 2012, previously circulated, were agreed. The Clerk will update the contact sheet to include these meetings.
- 15. Date of next meeting – **Monday 7th November 2011 at 7.30pm.**

There being no further business the meeting closed at 10.05pm.

Signed.....Date.....