

**MINUTES OF PARISH MEETING HELD ON 7th March 2011
at WENN EVANS CENTRE at 7.30pm**

Present

**Cllrs Berry, Archer, Holt, Love, Mason, Mole, Palfrey, Ritchie, C Siely & G Siely
6 members of the public, PCSO Dack & Sally Gill(Clerk)**

Chairman Glenn Berry welcomed Councillors and the public to the meeting and invited questions to be put to Councillors.

Several questions were put to the Council as follows:

1. Pathfinder and beach debris removal – at the beach corner would the submerged metal be removed? Glenn will contact Brian Farrow at NNDC to find out
2. Also regarding beach debris will the corrugated sheets be coming out? It was confirmed the sheet piles will be removed .
3. Pathfinder car park – when will the work start? It was advised that the Car Park would be in place first and then the beach clearance work will start, although tenders are currently being sought for the works. The car park should be ready this summer to be handed over to the Parish Council who have already put in a Statement of Intent to NNDC to run the new car park.
4. Pathfinder car park and toilets – will they be run/locked up locally? Glenn advised that the costings include an employee and hope that a local resident can be employed. Negotiations are still ongoing with the RNLI, who aim to have a kiosk sited at the car park, with a view to them taking on keyholder responsibilities.
5. The Junction of the roads to Happisburgh, Walcott and Ridlington has faint road markings – can anything be done? The Clerk will contact Paul Morse and ask him to arrange for NCC Highways to look into.
5. Could there be a road sign installed at School Common Road on the coast end? - The Clerk will contact the street signage team at NNDC to enquire if a sign can be sited there.

There being no further questions or issues the meeting closed at 7.40pm

**MINUTES OF MEETING OF HAPPISBURGH PARISH COUNCIL
HELD AT THE WENN EVANS CENTRE ON 7th March 2011 at 7.40pm**

Present:

**Cllr Glenn Berry, Cllr Jane Archer, Cllr Kim Holt,
Cllr Thomas Love, Cllr Roger Mason, Cllr Dave Mole, Cllr Carol Palfrey
Cllr Kirsty Ritchie, Cllr Cubitt Siely & Cllr George Siely
PCSO E Dack
Sally Gill (Clerk)**

6 members of the public

1. Apologies for Absence.

Apologies for absence were received from Cllr Peter Gore and Cty Cllr Paul Morse

2. Declaration of Interest on Agenda Items.

Jane Archer declared an interest in the Pathfinder and Thomas Love declared an interest in the new car park.

3. **Minutes of the Happisburgh Parish Council Meeting held on 14th February 2011**
The minutes of the meeting of Happisburgh Parish Council held on 14th February 2011, having been circulated, were taken as read, and subject to an amendment at Item 6 to read bowls shed not bowls pavilion were **AGREED** and **APPROVED**. The minutes were signed by the Chairman.
4. **Pathfinder** The Pathfinder team will cease in April with the Coastal Protection Team taking over. There are three residents of Beach Road who have not accepted an offer from NNDC to purchase their property. The demolition of the houses purchased will start when the compound has been set up.
5. **Reports from District and County Councillors**
There were no Cllrs present and no reports were received.
6. **Police**
- 6.1 **Crime Report**
PCSO Dack gave a report as follows: Between 22nd- 25th December a CCTV camera was stolen from a property at Coronation Close, reported a few weeks after the incident occurred. 21st February a couple of reports were received about a red panel van in the Beach Road area with the occupants of the vehicle removing pieces of metal and asked that people are vigilant as the Police do receive reports of vans/trucks going round the area collecting metal. The Police have advised NNDC about the taking of metal.
- 6.2 **Other Police Matters**
There were none.
7. **Financial Matters**
- 7.1 Current bank balances were noted
- 7.2 Insurance renewal. It was **AGREED** to proceed with Allianz Insurance for 2011/12. The Insurance has increased due to re-valuation of Assets and the general rise to Insurance premiums.
- 7.3 The following cheques were **AGREED** and signed:
- | | |
|--|-----------|
| Sally Gill - Clerks pay & exp: Feb/March | £214.14 |
| HMRC – Clerks tax Feb/March | £40.00 |
| Happisburgh Heritage Group s137 Donation | £100.00 |
| Aon Ltd (Brokers for Allianz) | £1,988.16 |
- 7.4 Other Financial Matters
Previously the Internal Audit at the end of the financial year has been carried out by Diana Wrightson, however this year she is not available. Tony Nash a Cromer Town Cllr and a member of Nalc Exec Committee has agreed to carry out the Internal Audit for a fee of £20.00
8. **Planning**
- 8.1 **Planning Applications**
PF/11/0077 Erection of 2 storey dwelling at land adjacent to Cleveland Cottage, Beach Road for Mr & Mrs Batt. Objection as not in line with other properties and not to the same height.
PF/11/0164 Erection of single storey extension - extension of period for commencement of Planning Ref no 08/537 Wayside Stables, The Street for Mr I Chaney. No objections.
PF/11/0267 Erection of 2 storey side extension at Lingfield House, Whimpwell Street for Z Fuller. No objections.
PF/11/0268 Erection of 2 storey side/rear extension at 34 Coronation Close for

A Elgie. No objections.

PF/11/0169 and PF/11/0169 amended Change of use from agricultural/amenity land to public car park/amenity land and construction of beach access ramp at Site opposite Sea Shell, Beach Road for NNDC. Support subject to consideration being given to re-positioning of posts so that the boundary at the kissing gate is made parallel and not angled in order to save future costs when the car park is required to be rolled back. There were 2 letters of objection mainly on grounds of noise and increased traffic flow. By making the boundary parallel it would mean the toilet block and kiosk could be moved further away from residents. Glenn advised that negotiations are underway for a footpath from the Coast Road up to old Beach Road with property owners and land agents for the wooded part. When this is finalised there will be a footway that has never been there before, for pedestrians. There was a suggestion of a scheme to offer car park fee reimbursement if using local shops, however it was felt it is not the Council's responsibility to help businesses only to create the best environment for said businesses.

8.2 Planning Decisions

Variation of condition 2 of Planning Ref 10/0180 to extend time period for painting of building at DLH Autorecyclers, Grubb Street. Permission given. PF/10/1356 erection of detached pre-fabricated workshop building at DLH Autorecyclers, Grubb Street. Permission given.

8.3 Any Other Planning Matters

There were none.

9. Allotments

9.1 George gave a brief update on progress made to improvements at the Allotment Site. The site has now mainly been cleared of rubbish. The plots are now set out but there is a heap of soil with nettles on one plot which needs to be moved. This will be dealt with by monitoring/warning actions as in the Tenancy Agreement. Unfortunately one of the new gate locks has broken already. One tenant is no longer a resident of Happisburgh as the previous Tenancy Agreement allowed this providing there was no waiting list. As there is now a waiting list of 3 the tenant will be asked to vacate his plot by 1st January 2012. It was noted that there is some asbestos on the site which Glenn will arrange the correct disposal of and advise Council of the costs.

9.2 A revised Tenancy Agreement has been drawn up with the main changes being that tenants are required to be Happisburgh residents, to include no carpets at the site, to introduce regular inspections with monitoring and warning letters to be used and also for the agreements to be signed. It was **AGREED** that the new Tenancy Agreement is introduced and that tenants must adhere to it, using monitoring and warning letters if plots are not in good condition and not being cultivated. A monitoring letter will give 1 month to put right the plot and if this is not done a warning letter will be issued giving 1 month to make good and if the plot is still not in good condition 1 months notice will be served on the tenant to terminate the agreement. A hard line will be taken to make sure that in future the allotments are in good order and well maintained. Currently there is a plot which is not well maintained therefore a monitoring letter will be issued.

9.3 A letter has been received from an allotment tenant making suggestions and asking permission for to erect a hedge on the allotment boundary and to have windbreaks erected on his plot. The offers of help are works that have already been carried out and permission was not give for a boundary hedge or windbreaks on plots. The clerk will send a written response.

10. Pavilion & Playingfield

10.1 The Cricket Club asked for permission to extend the bowls shed and have confirmed that the Bowls Club are in agreement to this. It was **AGREED** to approve in principal that the Parish Council make a planning application and use funds that are left in the budget set aside for Recreation and Playingfield donations.

10.2 Mike advised CCTV is installed at the Pavilion with one camera to the front and one at the back door. Security lights have been fitted to the main door and the corner. It was noted that a seat has been laid down as the legs are rotten and the holes have been filled in for safety. The Cricket Club have bought a new kitchen for the Pavilion which will be installed in the next 2 or 3 weeks. There is a bill due for payment for tractor repairs and it was **AGREED** that the £400.00 set aside in next years budget for the Recreation and Playingfield Trust will be approved at the next meeting in May.

11. Correspondence and Circulars**11.1 Correspondence Received**

1. Receipt of a letter from Mr & Mrs Pugh was noted, asking for support in obtaining a kerb outside their property. It was **AGREED** that highways works are not in the remit of the Parish Council and the Clerk would write to advise them to contact NCC highways.
2. Receipt of an email from Leonie Hughes was noted, advising that she wishes to pursue looking for a site and co-ordinating the provision of a new play area Happisburgh. The Council supports her with this project and Glenn will contact her with regard to looking for a suitable site and investigate whether anything can be incorporated with the Pathfinder project.
3. Receipt of a letter was noted, regarding NCC Street Scene delegation to local Councils. In previous correspondence local Councils had been asked if they wish to take on any local highways services. The Clerk had been instructed to write and ask if any budget would be available with delegation of services. The response advised that at present NCC are unable to provide financial details with regard to paid elements of work. Thomas Love updated Councillors regarding the delegation of footpaths.
4. The Chair of School Governors has contacted Glenn to ask if the Parish Council are arranging anything to celebrate the forthcoming Royal Wedding. After discussion it was **AGREED** that the Council are not going to arrange or co-ordinate any celebrations.

11.2 Correspondence Received since 28th February

1. The Clerk has received information regarding the forthcoming local Council elections which included application packs, guidance notes on completion and a timetable of proceedings. The packs were handed out to Councillors.
2. It was asked if waste land behind garages at Lighthouse Lane, which has vehicles and boats dumped and is in a state of disrepair, could be tidied up. Glenn will look into who owns the land and this issue will be put on the next agenda.

12. Date of next meeting - Monday 16th May 2011 – Annual Parish Council Meeting

There being no further business the meeting closed at 9.10pm.

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