

**MINUTES OF MEETING OF HAPPISBURGH PARISH COUNCIL
HELD AT THE WENN EVANS CENTRE ON 7th November 2011 at 7.30pm**

Present:

**Cllr Glenn Berry, Cllr Bill Greeno, Cllr Kim Holt, Cllr Dave Mole,
Cllr Kirsty Ritchie, Cllr Cubitt Siely & Cllr George Siely
Sally Gill (Clerk)**

11 members of the public

1. Apologies for Absence.

Apologies for absence were received from Cllr Clive Stockton, Cllr Paul Morse and PCSO Dack.

2. Declaration of Interest on Agenda Items.

Dave Mole declared an Interest in Item 10, he is known to an allotment tenant. Glenn Berry declared an Interest in Item 13.1 ref: PF/11/1203, he is known to the applicant.

3. Coastguard Presentation

North Norfolk Sector Manager Tony Gardener and two colleagues attended the meeting and gave an update on the current situation with regard to operational issues. The Coastguard station at Happisburgh is due to be demolished and has already been vacated for safety reasons. The Happisburgh section will be located at the new station in Bacton from next June, sharing with the Mundesley team, but they are still currently Operational. In November the Transport Minister will announce information on Coastguard changes, however there will be no changes to the rescue service.

4. Minutes of the Happisburgh Parish Council Meeting held on 12th September 2011

The minutes of the meeting of Happisburgh Parish Council held on 12th September 2011, having been circulated, were taken as read, **AGREED** and **APPROVED**. The minutes were signed by the Chairman.

Matters Arising from the Minutes as follows:

1. The new ramp has been skimmed, hardcore removed and taken away and leftover soil taken off site.
2. The RNLI have advised they do not wish to pursue having a kiosk at the new car park.
3. Referral has been made to the public health officer and the enforcement officer at NNDC regarding a property on Grubb Street where a sewerage problem was raised.
4. After investigations regarding land at Lighthouse Lane, Anglian Water have confirmed they do not own it. The land was handed over to residents and is private property. There is a current application to the land registry from a resident with only one objection to date.

5. Pathfinder

5.1 Glenn gave an update on the Pathfinder Project as follows:

The pre demolition consultation of the Beach Road properties has been approved but will only go ahead when planning permission has been obtained for properties elsewhere. However NNDC are looking at ways to bank the EN12 value of the properties and may be able to use delegated powers if the properties are deemed to be unsafe. Two sites in the village are under consideration.

5.2 New Car Park The contractors are due to finish the work later this week and tenders for the toilets have been received although they will not be on site until the new year. Landscaping still remains to be done. The Parish Council have today received a letter from a Beach Road resident about an opportunity to acquire a concrete sectioned workshop which could be used at the car park as a community kiosk. Glenn will follow up and obtain more information for the next meeting. Cubitt Siely reminded members that it is the RNLI in Poole who do not wish to have a kiosk at the car park as it would not be financially viable but the local RNLI do wish to be involved although they cannot pursue at present.

5.3 Proposed New Play Area The Play Space committee attended the meeting and gave an update on progress to date. Following a Liaison Group meeting on 28th September an area of land to the right of the car park has been identified for use subject to Parish Council approval. An information sheet was handed out setting out the options to move the project forward. To obtain funding the Play Space committee need to either set up a new charity with the area of land identified transferred to the trust or come under the umbrella of the Recreation Ground and Playing Field Trust Charity with the land being transferred to this trust, this being their preferred option. If land remains under the Parish Council this route would restrict access to funding. The committee also circulated drawings of possible play equipment which will be for all ages. The Committee will be arranging a local consultation but do need to know which avenue to take for setting up as a charity. There was a brief discussion about maintenance and insurance after the play equipment was installed, this will need further discussion after obtaining more information. The Parish Council **AGREED** in principal that the land identified at the new car park can be used for play equipment and that the Committee Trust should come under the Recreation Ground and Playing Field Trust. The Clerk will send written confirmation of this to the Committee. Glenn will seek advice regarding the legal side of the Playing Field Trust.

6. **Report from County Councillor**

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:

School Parking. Someone from NPS (NCC's wholly owned property company) visited the School just before half term to discuss options. I have not had the opportunity to discuss the outcomes with the School but it seems reconfiguring the car park is not considered a viable option primarily because the space available for drop off would only allow a few cars in at a time, it would also be expensive for the few benefits it would bring. I would be happy to ask NCC for a 20mph limit but whilst that could improve safety it won't reduce the congestion.

Slow Signs. In response to residents concerns some "slows" are to be put on the carriageway near the bends at the Happisburgh Common end of Grubb Street. This may not happen until the Spring – paint won't take if it is too cold. I tried for a speed limit but it was never really an option.

HGV Signs. Unsuitable for HGV signs are on order for Hall Lane/Lantern Lane. Clearly it won't stop sat navs directing vehicles there but larger vehicles may then decide to find an alternative route.

After a discussion about the safety issues at the School it was **AGREED** the Clerk will write to the School asking them to take responsibility to deal with the problems regarding parking on double yellow lines at drop off/pick up times of day, as the Parish Council are very concerned and would like the issue dealt with before an accident happens. Glenn will also speak to Paul Morse again about the School car park as parking enforcement is now the responsibility of NCC.

7. Police

7.1 Crime Report

Since the last meeting we have received 4 crime reports from the Happisburgh area.

- 1) 11-13th October- Criminal damage to a dwelling on Beach Road
- 2) 15-16th October- Criminal damage to a window on Whimpwell Street
- 3) 2nd Nov – Assault – Offender arrested, still under investigation
- 4) 3rd Nov - Common assault - resolved amicably.

Our current priorities are:

1. October 2011 – To monitor and address incidents of anti-social behavior at the Poppy Centre in Stalham
2. October 2011 – Investigate and reduce incidents of anti-social behavior in Horning
3. October 2011 – To address issues of anti-social behavior around Hoveton Village Hall and Grange Close in Hoveton

Our next street surgery will be held on 26th November - 2.30 to 3.30pm at Hoveton Village Hall car park.

7.2 Other Police Business

There is a new non-emergency Police number – 101. This replaces the previous 0845 number. Please note that for emergencies 999 should still be used

8. Public Participation

Six members of the Public spoke as follows:

1. Can a new noticeboard be provided. Glenn will ask for a noticeboard at the new car park and the Parish Council will identify siting for two noticeboards, in the Village centre and Coronation Close area. The Clerk will ask for an item to be put in the Parish newsletter asking for potential sites.
2. It was asked if the owner of land at Lighthouse Lane will be required to pay business rates, Glenn will refer to the District Councillor for action.
3. Regarding the Pathfinder works: Thank you for help with the ramp, particularly Cllr Love. A community shop at the car park could be an umbrella for several organisations. Is there an explanation for the change of plans for roadway to paving blocks. Glenn advised roadways were always intended to be hard paved. Confirmation was asked for when services will be disconnected.
4. It was asked who had raised the issue of a potential community shop.
5. Has any action been taken re asking local businesses about trading at new car park. The intention is to keep any revenue within the Village.
6. Did the Parish Council lobby for the Olympic Torch route to include Happisburgh. No information had been received prior to announcement of the route.

9. Financial Matters.

9.1 Current bank balances were noted.

9.2 Bank Signatories:

Glenn advised that Kim Holt will not now be a bank signatory and has been removed from the mandate, which will now be sent to Nat West for action.

9.3 The draft Financial Regulations, Internal Control Policy and Risk Management Policy having been previously circulated were **AGREED**.

9.4 Regarding appointment of the Internal Auditor for 2011/12 a notice will be placed in the local newsletter, inviting any local person with experience to advise the Council if they wish to take this on. The Clerk will find out costs from a local accounting firm and bring the information to the next meeting.

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

Clerks Pay & Exp: Oct/Nov	£210.94
HMRC Tax on Clerks pay	£40.00
Total Payments; £250.94	

- 9.6** It was **AGREED** to increase the Clerk's hours from 2 per week to 3 per week.
- 9.7** A resident had written asking for a dog bin and a planter to be placed at Coronation Close. It was **AGREED** that a dog bin is purchased, the Clerk will progress this. However it was decided not to purchase a planter.
- 9.8** NCC have invited local Councils to work with them in delivering capital projects, with match funding. No firm agreement was made but it was suggested to consider the initiative for work near the School.
- 9.9** The draft Budget for 2012/13 having previously been circulated was discussed and **AGREED** with a 2.5% increase to the Precept request, being £7,175 for 2012 The Precept form was signed by the Chairman, 2 Councillors and the Clerk.

10. Pavilion & Playingfield

Mike gave a brief update, advising that there would be fundraisers coming up in the near future. He asked if a donation would be made for grass cutting for the 2012 season. It was **AGREED** a donation of £400 would be made in 2012.

11. Allotments

George Siely gave an update advising that one tenant had vacated their plot and it had been re-allocated and there were still 2 tenants not complying with tenancy agreement rules. A tenant who had previously been advised that the tenancy agreement was terminated had written to Norman Lamb MP and the Monitoring Officer at NNDC. The Council had a brief discussion about this and **AGREED** to uphold their earlier decision that the agreement is terminated. The Clerk will write to the former tenant, Norman Lamb and the Monitoring Officer with the outcome. A further tenant who was advised the tenancy had been terminated has not vacated the plot so the Clerk will write to the former tenant asking him to do so. George Siely will clear the plots of outgoing tenants. In one letter of correspondence a tenant advised non receipt of a warning letter, so it was **AGREED** that all letters within the monitoring system would be send by recorded delivery.

12. Wenn Evans

Dave Mole reported on the following:

1. The Wenn Evans has received reimbursement from NNDC for the Premises Licence in the sum of £350, as Community Centres are no longer required to have a Premises Licence.
2. The Stalham Indoor Bowls Club are using the Centre again at £16 per session.
3. Dave Mole and Kim Holt be reviewing hirers fees and bring the rates to the next meeting.

13. Planning

13.1 Planning Applications

DP/11/1120 Prior notification of intention to demolish 8 dwellings at Beach Road for NNDC. No objections.

PF/11/1140 Erection of rear extension at 3 The Paddock, Lighthouse Lane for Mr & Mrs Taylor. No objections.

PF/11/1203 Erection of replacement single storey dwelling at Sandunes, Doggetts lane for Mr Oakes. No objections.

PF/11/1262 Installation of photovoltaic panels at Church Rooms, The Street for St Marys Church PCC. No objections.

PF/11/1298 Erection of replacement front conservatory at 5 Cart Gap Road for Mr & Mrs White. No objections.

PF/11/1313 Erection of 36m wind turbine at Mill Road, East Ruston. No objections.

13.2 Planning Decisions

PF/11/0926 Permission for removal of condition 2 of permission ref: PF/02/0681 to permit unrestricted residential occupancy at Bramble Cottage, Grubb Street for Ms Fielding.

PF/11/0875 Permission for erection of 2 storey side extension at 4 School Common Road for Mr Wright.

PF/11/0725 Permission for erection of replacement holiday dwelling at 8 Doggetts Lane for Mr Kelly.

PF/11/0912 Application withdrawn for Change of Use at Happisburgh Manor Clarenco LLP.

DP/11/1120 Permission for prior notification of intention to demolish nine dwellings at Beach Road for NNDC.

13.3 Receipt was noted of CPRE booklet on how to respond to Planning Applications

13.4 Receipt of email was noted advising that NCC have adopted the Norfolk Minerals and Waste LDF Core Strategy and DPD (2010 – 2026)

14. Primary School

Bill Greeno is the Parish Council Link Governor and attended a Governors meeting in September. Bill informed Councillors that the School will become a Voluntary Aided School, which will mean the School is not so dependent on the Local Education Authority. Other School matters have been covered earlier in the meeting.

15. Correspondence and Circulars

15.1 To receive correspondence and agree action:

1. NALC – Receipt was noted of Norfolk Link October 2011, Training Information and Election to Nalc Executive Committee.
2. NorfolkRCC – Receipt was noted of October edition of Signpost.
3. NCC – Receipt was noted of an Update on Highway Services – previously circulated.
4. Receipt was noted of a Coastal Communities Fund – updates will be informed when the project is launched – previously circulated.
5. Queens Diamond Jubilee. This item will be put on the agenda for discussion at the January 2012 meeting

15.2 To note correspondence received since 31st October 2011.

1. Receipt was noted of the November edition of Clerks & Councils Direct magazine.
2. NCC - Receipt was noted of an email advising that the responsibility for parking enforcement would be taken over by NCC, with a few exceptions that remain with the Police.

16. Date of next meeting – Monday 16th January 2012 at 7.30pm.

There being no further business the meeting closed at 10.10pm.

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