

**MINUTES OF MEETING OF HAPPISBURGH ANNUAL PARISH COUNCIL  
MEETING HELD AT THE WENN EVANS CENTRE ON 16th May 2011 at 7.30pm**

**Present:**

**Cllr Glenn Berry, Cllr Dave Mole, Cllr Kim Holt,  
Cllr Kirsty Ritchie, Cllr George Siely & Cllr Clive Stockton  
County Cllr Paul Morse & District Cllr Lee Walker  
Sally Gill (Clerk)**

**7 members of the public**

**1. Election of Chairman.**

It was unanimously **AGREED** to elect **Cllr Glenn Berry** as **Chairman**. Glenn agreed and signed a declaration of acceptance of office.

**2. Election of Vice-Chairman.**

It was unanimously **AGREED** to elect **Cllr Dave Mole** as **Vice-Chairman**. Dave agreed and signed a declaration of acceptance of office.

**3. Apologies for Absence.**

Apologies for absence were received from Cllr Cubitt Siely and Malcolm Kerby.

**4. Declaration of Interest on Agenda Items.**

Dave Mole declared an Interest in Item 15.1 Variation of Condition re Planning Permission ref: 04/2232.

**5. Minutes of the Happisburgh Parish Council Meeting held on 7<sup>th</sup> March 2011**

The minutes of the meeting of Happisburgh Parish Council held on 7<sup>th</sup> March 2011, having been circulated, taken as read, were **AGREED** and **APPROVED**. The minutes were signed by the Chairman.

**Matters Arising**

The Clerk advised that the Street Sign at the coast end of School Common Road was erected in April, the faded white lines at the Ridlington/Walcott/Happisburgh crossroads are due to be painted by June and NCC Highways were looking into works to remedy encroachment outside Hill Farmhouse. Glenn advised that a Property Manger from Anglian Water would visit Lighthouse Lane to help establish ownership of the wasteland behind the garages.

**6. Parish Council Vacancies**

Following the May Elections seven Councillors have taken post with 2 vacancies. The Parish Council is required to fill the vacancies by co-option. NNDC and Nalc have advised that the co-option process should be open and fair, it was therefore **AGREED** to advertise the vacancies on the noticeboard for 3 weeks and carry out interviews by 27<sup>th</sup> June. A panel of three Councillors will carry out the interviews, with the appointment of successful candidates to be ratified at the July meeting.

**7. Representatives**

**Allotments** – Glenn Berry, George Siely & Cubitt Siely will continue to have responsibility for the allotments.

**Recreation & Playing Field Committee** Glenn Berry, Dave Mole, George Siely & Kirsty Ritchie will be the representatives on the committee

**Wenn Evans Centre.** David Mole and Kim Holt will be representatives, Carol Palfrey will continue with the bookings and invoices but will no longer be on the management committee. There was a discussion about active promotion of the Centre but it was decided to wait to progress this until after the Council vacancies are filled.

**Charles Summers Trust** – It was **AGREED** that Carol will remain as nominee as it is not a requirement to be a Parish Cllr.

**Lighthouse Trust** Clive is a Trustee and will continue as representative. It was noted that the Parish Council appoints 4 representatives to the Trust and this will need to be reviewed in 2011. Clive will look at records of the Trust to confirm the date and actions required.

## 8. **Reports from District and County Councillors**

Lee Walker, District Councillor reported that following the May elections all District Cllrs have taken up office at NNDC, everything is in order, debt free and it is business as usual.

Paul Morse, County Councillor reported that there are currently three main issues: In March Highways visited Happisburgh and looked at all Highways issues and will take appropriate action. There is an ongoing school transport issue. NCC will put in a plan for works on the corner of Hill Farmhouse which may possibly have kerbs installed.

## 9. **Police**

### 9.1 **Police Crime Report**

No crime report was provided and there was no Police presence at the meeting.

### 9.2 **Other Police Matters**

There were none.

## 10. **Public Participation**

It was **RESOLVED** to close the meeting for Public Participation.

Carol advised that the deadline had passed for putting a notice in the Parish Newsletter about the Council vacancies

Mike invited everyone over to the Pavilion after the meeting to have a look at the refurbishment work.

## 11. **New Car Park**

Glenn and George had a meeting with Sheila Oxtoby, Jill Fisher, Brian Farrow, Rob Young, Rob Goodliffe and the NNDC Solicitor. It is almost certain the Car Park will be handed over to the Parish Council to run and negotiations are ongoing with regard to 2 years funding from Pathfinder monies. The Car Park and Toilets will be completed when taken over, probably in September, although it is still uncertain if the RNLi will have a kiosk. Planning permission has been received for the car park which will initially be used for plant while the beach is removed of debris, this should start in June. There will be a footpath from the car park to the Lighthouse. Works to the ramp will be funded from the Coast Protection budget. The Coast Watch have expressed an interest at being on site and Rob Young NNDC, will contact them in the near future about this. The car park fees will be set by the Parish council, season tickets will be considered

and a cleaning contract for the toilets will be kept local. Discussions are still ongoing for the footpath along Beach Road.

There is due to be a consultation at the Wenn Evans Centre on the replacement houses for the Beach Road properties, with the preferred site next to the School. Glenn will advise Paul Morse the date when the date is known.

There is interest in providing the village with more play equipment with siting on the car park being considered. The Parish Council have already agreed to offer support and if sited on the car park will be more involved.

## 12. **Financial Matters**

### 12.1 **End of Year Accounts**

The end of year accounts having been circulated were **AGREED** and signed by the Chairman.

### 12.2 **Annual Return**

The Annual Return was **AGREED** and signed by the Chairman and RFO. For the period when electors can inspect the accounts they will be retained by Glenn Berry, Chairman.

### 12.3 **Bank Balances**

Balances to date were noted.

### 12.4 **Approval of Payments**

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

Clerks pay/expenses April/May	£215.02
Clerks tax April/May	£40.00
NNDC – Lease of dog bin	£72.00
NNDC – emptying 3 dog bins	£349.44
NALC – Subs for 2011	£151.11
Norfolk RCC –Subs 2011	£25.00
Cllr G Siely Allotment rent O/P	£10.00
Wenn Evans – hire for meetings 09/10 & 10/11	£142.00

S137 donations for 2011:

Wenn Evans Centre	£100.00
Parish Newsletter	£100.00
Friends of Happisburgh Lighthouse	£100.00
C.A.B.	£100.00
Nth Walsham Area Transport	£100.00
Happisburgh Cricket Club	£400.00
Recreation and Playingfield Trust(10/11)	£143.99
A J Nash Internal Audit Fee	£20.00

Total Payments - £2,068.56

### 12.5 **Bank Signatories**

2 bank signatories are no longer Councillors, therefore it was **AGREED** to arrange for George Siely and Kim Holt to be added to the bank mandate for signing cheques.

### 12.6 **Dog Bin**

The 3 year lease for the dog bin at Whimpwell Street is due for renewal. It was **AGREED** to purchase a bin rather than lease. The Clerk will contact NNDC to arrange.

## 12.7 Donations

2 further applications for donations have been received from Age Uk Norfolk and Macmillan Cancer Support 100<sup>th</sup> birthday. It was **AGREED** that decisions on 2011 donations have been made and not to make a donation to these organisations.

## 13. Pavilion & Playingfield

**13.1** The Committee have arranged a fire check following the club licence application and will send a copy of the fire risk assessment to the fire officer. A portable appliance test (PAT) is to be arranged but the fixed electrical wiring test is still in force being renewed every 5 years. The extension to the bowls shed is not now going ahead as better use will be made of current storage. The Police have visited the Pavilion and everything is in order. Glenn noted that the Playingfield is strimmed fortnightly and is looking good. Jane gave out the minutes of the latest committee meeting held on 23<sup>rd</sup> March.

**13.2** The annual inspection of play equipment is due in June, at the cost of £63.00. It was **AGREED** that the Clerk arranges the inspection.

## 14. Allotments

The allotments are slowly taking shape and will be further improved when a plot at the side is sorted out. Two tenants who have not worked their plots have received monitoring letters, 1 tenant has vacated a plot and all the rubble has been removed. There is no waiting list at the moment with 1 plot let to a tenant outside the village but it is being worked. Thomas Love will be providing a water tank hopefully next winter.

## 15. Planning

### 15.1 Planning Applications

To consider planning applications and agree action:

Variation of Condition 5 of permission reference 04/2232 to permit permanent residential occupancy of Barn 1, Golds Farm Barn, North Walsham Road for Mr & Mrs Farnborough. No objections

LA/11/0415 Alterations to outbuildings at Thrums, The Hill for Mrs Burke.

No objections

PF/11/0530 Erection of 15m wind turbine at Moat Farm, School Common Road for Mr Popay. No objections.

### 15.2 Planning Decisions

PF/11/0169 Permission for 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.

PF/11/0164 Permission for erection of single storey extension – extension of period for commencement of Planning Ref no 08/537 Wayside Stables, The Street for Mr Chaney.

PF/11/0077 Permission for Erection of two storey dwelling – Land adjacent Cleveland Cottage, Beach Road for Mr & Mrs Batt.

### 15.3 L.D.F.

Receipt was noted of the LDF Site Allocations Document. Clive gave a brief update on the document which defines the allocation of land for development up to 2021, including a new policy for barns. The allocated sites have the ability

to gain planning permission. The Happisburgh site is for a mixture of 15 market and affordable homes with a further 9 homes taken from Beach Road to be replaced. In the future there may be a need to push for affordable housing based on need and to also push for an exceptions policy with rental done on a lettings basis policy.

The Site Allocations Document is available on the NNDC website.

**15.4 Other Planning Matters**

There were no other planning matters.

**16. Complaints Policy**

It was **AGREED** to adopt the draft Complaints Policy which had previously been circulated.

**17. Correspondence and Circulars**

**17.1 Correspondence Received**

1. Receipt of a letter from NNDC was noted advising of a new Mapping Agreement either with NNDC or direct to Ordnance Survey. It was **AGREED** to sign up for the free service with OS.
2. Receipt was noted of March NorfolkRCC newsletter.
3. Receipt was noted of March Norfolk Link.
4. Receipt was noted of free New Councillor training to be run jointly by NNDC and Nalc. The training is 7<sup>th</sup> June at NNDC Cromer, 15<sup>th</sup> June at Worstead and 20<sup>th</sup> June at Swanton Novers.
5. Nalc are providing further training courses at a cost of £40 per person. Nalc have asked for nominations to their executive committee, but no nominations were proposed.

**17.2 Correspondence Received since 9<sup>th</sup> May 2011.**

1. Receipt was noted of Clerks & Councils Direct newsletter.
2. Nalc have advised on a consultation regarding the Future of Audit.
3. Nalc have advised they will be holding their annual summer conference on 28<sup>th</sup> June. It was **AGREED** that the Clerk will attend, the cost being £40.00.
4. It was **AGREED** that a letter of thanks is sent to all former Councillors for all they have done for the Parish.

**18. Date of next meeting - Monday 11<sup>th</sup> July 2011**

There being no further business the meeting closed at 9.00pm.

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