

**Minutes of the Meeting of Stiffkey Parish Council held on
Monday 31st January 2022 at 7.30pm at Stiffkey Village Hall**

Present: Alexandra Hooper (Chairman)
David Clifton
Ian Curtis
Hannah Darby
Philip Harrison
David Smallridge
Catherine Moore, Parish Clerk

Also present: District Councillor Victoria Holliday and 3 members of the public.

1. Apologies for Absence

There were no apologies for absence.

2. Public Forum

a) Public

None.

b) County Councillor

No report.

c) District Councillor

Victoria Holliday's report had been circulated and notes of interest were highlighted. The Community First Responder and Rapid Response Vehicle information was being chased.

The Local Plan briefing had been circulated and noted that it was a positive development plan. Some concerns were raised on individual policies. Victoria was asked to send her views to the Chairman to help formulate the Parish Council's response.

ACTION: VH

3. Declaration of Interest for items on the agenda

None.

4. Planning

a) New Applications

RV/21/3452 Meadow Lea Cottage, Church Street: Variation of Condition 2 (approved plans) of planning permission PF/20/1518 to allow for area of existing wall to be removed.

The traffic issues associated with the development have been a problem. The application seemed to be dressed up as health and safety, and it was felt that information and technical input was lacking. It was felt that the application should be deferred to conservation and design. It was **agreed** to make these comments.

ACTION: Clerk

PF/21/3443 Highfield, 60 Wells Road: Tennis court with perimeter fencing.

It was felt that there should be a planning condition stating no external lighting. It was **agreed** to make these comments.

ACTION: Clerk

PF/21/3446 Grays Cottage, 3 Riverbank, Wells Road: Alterations to basement including insertion of windows in south elevation.

It was felt that the landscape officer should be consulted as this would have an impact with light pollution, and that a traffic management plan should be formulated. It was **agreed** to make these comments. **ACTION: Clerk**

b) Applications considered between meetings

PF/21/2924 Red Lion, Wells Road: Variation of condition 2 (approved plans) of planning permission PF/11/1254 to allow for design changes including rooms within basement for bins and laundry / staff room, addition of PV panels, new doors/windows to northwest and southeast elevations and roof terrace.

COMMENTS SUBMITTED

PF/21/3352 35 Wells Road: Single storey extension to dwelling; alterations to first floor window opening in south elevation with replacement windows; other external alterations.

NO COMMENTS

c) Decisions

None.

5. Election of Vice Chairman

It was noted that Kerensa Claydon had resigned from the Parish Council. Philip Harrison was elected as Vice Chairman, proposed by Alexandra Hooper, seconded by David Clifton, all in favour.

6. Minutes of the meeting held on Monday 29th November 2021

The minutes of the meeting were **agreed**, proposed by David Smallridge, seconded by Hannah Darby, all in favour, and were signed by the Chairman.

7. Matters Arising from the Minutes

a) Allotment Tenancies

The Clerk reported that all allotment tenancies had now been signed and received. Invoices would be sent out in March.

b) Update on Meadow Lea Traffic Management

Alexandra Hooper reported that the next set of lights would be 21st February to 1st April 2022. The Clerk had requested that Highways keep the Council updated, and had noted that the works could not overrun this time otherwise they would impact on Easter traffic, and it would be impossible to enforce. It was suggested that the Council could request Highways ask for a progress report at the halfway report. It was **agreed** that the Clerk would write to Highways and ask for reassurance that the works would be set at six weeks, with no extensions; or what enforcement action would be taken; and requesting a progress report every fortnight. **ACTION: Clerk**
It was not yet known whether the bus service would be able to run during the works, and that a positive spin had been put on the last set of works by the developers.

c) Maintenance of Hollow Lane Public Right of Way

Not progressed – to be actioned for the next meeting.

ACTION: AH

Greenway – it was noted that at the last meeting it was confirmed that this was a Byway Open to All Traffic, and that the minimum standard was only that it had to be passable. It was **agreed** that this would be on the next agenda. **ACTION: Clerk**

8. Finance

a) Financial Update

The Council had £8,722.08 in the bank as of 31st December 2021.

b) Payments

It was **agreed** to pay the following, proposed by David Smallridge, seconded by Phil Harrison, all in favour:-

C Moore	Salary & Expenses Dec 21 & Jan 22	£353.10
HMRC	PAYE Dec 21 & Jan 22	£88.20
Eon	Street Light Electric – Dec 2021	£26.61
Npower	Street Light Electric – Jan 2022	£51.21
Information Commissioner	Annual Registration	£35.00
TT Jones Electrical	Streetlights Maintenance	£33.55

9. **Correspondence**

a) Consultation on Proposed Submission Version North Norfolk Local Plan (Regulation 19 Publication)

The Plan had been circulated for comment, and the District Councillor had sent some notes regarding this. It was **agreed** not to make any comments on this consultation.

b) Blakeney Surgery

An email had been circulated from Blakeney Parish Council asking the Council to support the request to reinstate the Blakeney Surgery. It was **agreed** that the Chairman would draft and circulate a letter of support to be sent to Holt Medical Practice.

ACTION: AH / Clerk

c) General Correspondence

None.

10. **Other Matters**

a) Stoney Road Bridge; and Registering Footpath

It was **agreed** that Alexandra Hooper and Ian Curtis would pull together the research ready to submit to Norfolk County Council. This would be on the next agenda.

ACTION: AH / IC

Ian Curtis was asked to take some photos of the current state of the bridge and the rest of Stoney Road.

ACTION: IC

The owner of the Bangay was thanked for the superb work undertaken to the bridleway.

b) Annual Parish Meeting

It was **agreed** that the Annual Parish Meeting would be on Monday 23rd May 2022 at 7pm, followed by the Parish Council meeting at 7.30pm (moved from Monday 30th May 2022).

ACTION: Clerk

c) Internal Auditor 2021/22

It was **agreed** to appoint Kerrie Wilton as Internal Auditor at the same price as last year, proposed by Alexandra Hooper, seconded by David Smallridge, all in favour.

ACTION: Clerk

d) Additional Bank Signatories

It was **agreed** to appoint Hannah Darby as an additional bank signatory, proposed by Alexandra Hooper, seconded by Phil Harrison, all in favour.

ACTION: Clerk

It was **agreed** to exclude the press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960 for item 10e due to the confidential nature

of the business to be transacted, proposed by Alexandra Hooper, seconded by Phil Harrison, all in favour.

e) Clerk's Contract Renewal

It was **agreed** to appoint Catherine Moore on a permanent contract; to increase the salary to SCP20 from 1st April 2022; and to add contractual mileage of £35/meeting which would be taxable, proposed by Alexandra Hooper, seconded by David Clifton, all in favour.

ACTION: Clerk

The meeting was re-opened to the press and public.

f) Budget and Precept 2022/23

The budget was **agreed** as presented. The precept was **agreed** at £5,504, Band D £41.89, 6.76% increase, proposed Phil Harrison, seconded by David Clifton, all in favour.

ACTION: Clerk

11. **Date of Next Meeting**

The next meeting would take place on Monday 28th March 2022 at 7.30pm at Stiffkey Village Hall. Items for the next agenda:

ACTION: Clerk

- Grant to the Village Hall for payment of insurance
- Parish Council resubmission of Village Hall refurbishment plans to planning.
- Maintenance of footpaths

The meeting closed at 8.15pm.

CHAIRMAN