

**MINUTES OF THE ANNUAL MEETING FOR
SEA PALLING AND WAXHAM PARISH COUNCIL
HELD ON WEDNESDAY 11TH MAY, 2016 AT 8.15 PM
IN THE VILLAGE HALL, SEA PALLING**

Chairman - Cllr. A. Allen, Vice-Chairman - Cllr. S. Deary,
Cllr. G. Casson, Cllr. J. Crafer, Cllr. K. Matthews and Cllr. G. Morris.

County Councillor A. Bradnock.
District Councillor R. Price.

Julie Chance MILCM - Clerk.

Five members of the public also attended the meeting.

1. ELECTION OF CHAIRMAN

1.1 It was **AGREED** that Cllr. Alex Allen be elected as Chairman of Sea Palling and Waxham Parish Council. The Declaration of Acceptance of Office Form was completed and signed by Cllr. Allen and the Clerk.

2. ELECTION OF VICE-CHAIRMAN

2.1 It was **AGREED** that Cllr. Kevin Matthews be elected as Vice-Chairman of Sea Palling and Waxham Parish Council. The Declaration of Acceptance of Office Form was completed and signed by Cllr. Matthews and the Clerk.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. T. Cleal and PCSO J. Boardman.

4. DECLARATION OF INTEREST AND DISPENSATIONS

Declarations of interest were received from Cllr. S. Deary in respect of the beach signs and grant requests.

Declarations of interest were received from Cllr. A. Allen in respect of an email from a member of public.

5. MINUTES OF THE MEETING HELD ON TUESDAY 12TH APRIL, 2016

The Minutes of the meeting held on Tuesday 12th April 2016, having been circulated, were taken as read, **AGREED** and signed by the Chairman. A member of public said she would like it noted that the picnic for the Queen's 90th Birthday is a community event and the Community Trust will not be making all the arrangements.

6. PUBLIC PARTICIPATION

A member of the public asked for an update on the parking on Beach Road. The Chairman said that this matter would be dealt with under the item on the agenda.

7. COUNTY AND DISTRICT COUNCILLORS' REPORTS

7.1 County Councillor's Report:- County Councillor Bradnock reported that Norfolk County Council are unable to meet our request for all year round enforcement for the double yellow lines in Beach Road due to lack of funding. County Councillor Bradnock was asked to stress the change in Sea Palling with the arrival of seal pups which is making the situation in Beach Road dangerous. Emergency vehicles are unable to gain access to any properties or the beach with cars parked on both sides of the road. It was **AGREED** that County Councillor Bradnock will take this matter back to Norfolk County Council and ask for the cost and whether there is a possibility that this can be a project for Partnership Funding. County Councillor Bradnock also reported that the requested hatched box will not be funded from Norfolk County Council. District Councillor Price will look into this matter and try and get this decision overturned.

Norfolk County Council are meeting on 27th June to discuss devolution. The public consultation period will commence on 4th July until 2nd August. County Councillor Bradnock will send the details to the Clerk for circulation. Devolution needs to have agreement from twenty three authorities.

7.2 District Councillor's Report:- District Councillor Price reported that the new litter bins are now in place. Members asked whether they could have their openings widened as they are unable to be used as they are and rubbish is being left outside the litter bins. District Councillor Price will report this matter back to the Officers at North Norfolk District Council.

The new Coastal Partnership is underway and they have joined up with Suffolk. North Norfolk District Council are still working on shared services in order to make savings.

8. **NORTH NORFOLK DISTRICT COUNCIL - AFFORDABLE HOUSING**

8.1 The Clerk reported that 82 forms were returned as follows:-

YES	-	20
NO	-	62
NO COMMENT	-	0

It was **AGREED** that the Clerk would inform North Norfolk District Council that Sea Palling residents do not want an affordable housing development.

9. **POLICE**

9.1 **Police Report:-** Attached

10. **BEACH**

10.1 **Seal Pups Sign:-** The Clerk reported that she has received a quotation for the new sign in the sum of £11.90 plus VAT. It was **AGREED** that this sign would be ordered. Cllr. Matthews will look at the most appropriate place for the sign to be erected and District Councillor Price will ask permission from North Norfolk District Council on behalf of the Parish Council.

10.2 **Parking Beach Road:-** This matter was dealt with under County Councillor's Report.

10.3 **Base of Fence Mill Lane and Clink Lane:-** The Clerk reported that she has still not received a reply from the Environment Agency and will chase accordingly. District Councillor Price will be copied into the email in order that he can also chase this matter.

10.4 **Directional Signs:-** Circulated. It was **AGREED** that District Councillor Price will report back to the officers that the Members are happy with the signs with the exception of removing the words 'Bathers Only' on the Blue Flag Beach sign.

10.5 **Buoys:-** Cllr. Casson will collect the buoys and the Inshore Lifeboat have volunteered to put them out.

11. **HIGHWAYS**

11.1 **Verge Cutting:-** The Clerk reported that Cllr. Morris has provided her with the name of a contractor who would be willing to quote for the verge cutting. It was **AGREED** that the Clerk will forward the specification documentation to the contractor.

11.2 **Bridge - Ditch West End:-** It was reported that this bridge has been replaced. It was **AGREED** that no further action would be taken in this matter.

11.3 **New VAS Sign:-** It was **AGREED** that the Clerk would obtain an update and report to the Members at the next meeting.

- 11.4 30 mph Sign:-** Cllr. Morris reported that one of the 30 mph signs is covered by foliage. It was **AGREED** that the Clerk would request Norfolk County Council to cut back the foliage on this sign.
- 11.5 Drain - Church Road/St Margaret's Road:-** Cllr. Morris reported that the drain at Church Road/St Margaret's Road is blocked. It was **AGREED** that the Clerk would request Norfolk County Council to unblock this drain.
- 11.6 Potholes:-** It was **AGREED** that the Clerk would ask Norfolk County Council to fill the potholes on the Waxham Road.

12. FOOTPATHS

- 12.1 Footpath Behind St Margaret's Place:-** It was reported that the work has not yet commenced. This matter will be placed on the next agenda for an update.
- 12.2 West End Terrace Footpath:-** It was reported that the fallen tree has been removed. It was **AGREED** that no further action would be taken in this matter.

13. PLANNING

- 13.1 Planning Applications:-** None received.
- 13.2 Development Committee:-** Nothing to report.
- 13.3 Planning Decisions:-** None received.

14. NATURAL ENGLAND - COASTAL PATH

- 14.1** The Clerk read an email received from Norfolk County Council stating that they are still trying to obtain funding for the requested fencing. This matter will be placed on the next agenda for an update.
- 14.2** Cllr. Crafer reported that a gate has been erected across one of the footpaths which form part of the new coastal path. It was **AGREED** that the Clerk would inform Norfolk County Council of this development.

15. FINANCIAL

- 15.1** The following cheques were **AGREED** and signed:- £
- | | |
|---|--------|
| J I Chance Salary, Travel, Postage and Stationary | 450.51 |
| HM Revenue and Customs | 77.40 |
| Sea Palling and Waxham Village Hall - Hire | 120.00 |
| Norfolk ALC - Annual Subscription Renewal | 128.22 |
- 15.2 Annual Governance for the year ended 31st March, 2016:-** The Annual Governance Statement was **AGREED** and signed by the Chairman and Clerk.

- 15.3 **Annual Accounts for the year ended 31st March, 2016:-** The annual accounts for the year ended 31st March, 2016 were **AGREED** and signed by the Chairman. It was **AGREED** to earmark £8,000 of the reserves for highway projects.
- 15.4 **Annual Return for the year ended 31st March, 2016:-** The Annual Return for the year ended 31st March, 2016 was **AGREED** and signed by the Chairman and Clerk.
- 15.5 **End of Year Bank Statements:-** The end of year bank statements were signed by all Members against the Bank Reconciliation.
- 15.6 **Grant Requests:-** It was **AGREED** to award £275 to the Sea Palling with Waxham Community Trust towards the Queen's 90th Birthday celebrations and £275 to the Sea Palling with Waxham PCC for the upkeep of the churchyard.
- 15.7 **Assets Maintenance:-** It was **AGREED** that the maintenance required for the bus shelters and one of the dog bins would go out to tender. The Clerk will action accordingly.
- 15.8 **Full Council Training:-** The Clerk reported that she has arranged the requested full council training for Wednesday 8th June at 6.30 pm in the Village Hall. The cost of the training is £250.
- 15.9 **Annual Insurance:-** It was **AGREED** to renew the annual insurance with Came & Company at a cost of £273.75. It was **AGREED** that a three year agreement would be entered into in order that the annual premium can be maintained at £273.75.

16. CORRESPONDENCE

- 16.1 **North Norfolk Town and Parish Forum:-** It was **AGREED** that Sea Palling and Waxham Parish Council will support this initiative.
- 16.2 **Email:-** The Clerk read an email from a resident enquiring when the next batch of records were going to be sent to the Norfolk Records Office. The Clerk reported that she will not have time to carry out any extra work in order for this to happen for some time. It was **AGREED** that no further action would be taken in this matter.
- 16.3 **Norfolk Minerals Site Specific Allocations:-** Circulated. Noted.
- 16.4 **Parish Paths Seminar:-** Circulated. Noted.

17. DATE OF NEXT MEETING

The date of the next meeting was noted as Tuesday 21st June, 2016 at 7.30 pm in the Village Hall, Sea Palling.

There being no further business the Chairman closed the meeting at 9.40 pm.

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Chairman

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Date