

**MINUTES OF THE ANNUAL MEETING OF
SEA PALLING AND WAXHAM PARISH COUNCIL
HELD ON TUESDAY 23RD MAY, 2017 AT 7.55 PM
IN THE VILLAGE HALL, SEA PALLING**

Present:-

Chairman - Cllr. K. Matthews, Cllr. G. Casson, Cllr. T. Cleal,
Cllr. S. Deary and Cllr. G. Morris.

County and District Councillor R. Price.

Paul Hayter - Stalham and Smallburgh CFR.
Kate Duggan - Norfolk Coast Partnership.

Julie Chance MILCM - Clerk.

Four members of the public also attended the meeting.

1. ELECTION OF CHAIRMAN

- 1.1 It was **AGREED** that Cllr. K. Matthews be elected as Chairman of Sea Palling and Waxham Parish Council.
- 1.2 The newly elected Chairman completed and signed the Declaration of Acceptance of Office form witnessed by the Clerk.

2. ELECTION OF VICE-CHAIRMAN

- 1.1 It was **AGREED** that Cllr. T. Cleal be elected as Chairman of Sea Palling and Waxham Parish Council.
- 1.2 The newly elected Vice-Chairman completed and signed the Declaration of Acceptance of Office form witnessed by the Clerk.

3. APOLOGIES FOR ABSENCE

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

3.1 Casual Vacancy:- The Clerk reported that North Norfolk District Council have confirmed that no election has been called. This vacancy now needs to be filled by co-option. It was **AGREED** that the Clerk would advertise this Casual Vacancy and the applicants will be invited to an interview with the Members.

4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Prejudicial declarations of interest were received from Cllr. S. Deary in connection with any car park matters and Planning Application No. PF/17/0619 - Erection of two storey side extension - Keith Farm, Clink Lane. Declarations of interest were received from Cllr. G. Casson and Cllr. K. Matthews in connection with the grant application for Sea and Shore Watch.

5. MINUTES OF THE MEETING HELD ON TUESDAY 18TH APRIL, 2017

The Minutes of the meeting held on Tuesday 18th April 2017, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

6. PUBLIC PARTICIPATION

A member of the public said that it was refreshing to hear about the parking in Beach Road and that this matter will be able to go forward,.

7. COUNTY AND DISTRICT COUNCILLORS' REPORTS

7.1 County Councillor's Report:- County Councillor Price reported that he is undergoing training and induction as a new County Councillor. He will be serving on the Children's Committee and the Norfolk Health Overview and Scrutiny Committee. At present County Council run on a Committee system but they are looking into switching to a Cabinet system where each Member will have a portfolio. It is hoped that this will be implemented in 2019.

7.2 District Councillor's Report:- District Councillor Price reported that there is a new Chairman but the Leaders are remaining the same. The Council Tax has been frozen again this year. North Norfolk District Council are responsible for the coast which has six blue flag beaches. There are pups on the beach and Sea Palling has the infrastructure to deal with the extra visitors who wish to come and see the seals. District Councillor Price is working to try and make the car park in Sea Palling all year round parking to accommodate the visitors.

8. BEACH

8.1 Beach Road Parking:- The Chairman reported the site meeting with the new Highway Engineer was very positive. Discussion took place concerning the possibility of making the area in front of the ramp a pedestrian area. Vehicles which need access to the beach, holiday park and public house would still have this access. There was also discussion concerning one side of Beach Road being single yellow lines with the parking restrictions on the double yellow line side of the road being between 8.00 am and 6.00 pm. Partnership funding will also be investigated. The Highway Engineer will be emailing the points discussed and this matter will be discussed at the next meeting. The Highway Engineer acknowledges that this matter is a safety issue and needs to be dealt with as a matter of urgency. The process to implement any of the changes will take at least twelve months. County Councillor Price is liaising with the Police to arrange for cones to be in place during the busy season until these changes can be implemented.

8.2 Kate Dougan - Norfolk Coast Partnership - Seals and Pups:- Kate reported that 80% of their funding comes from DEFRA and Norfolk County Council host them. They are based at Fakenham. The Norfolk Coast Partnership manage the Norfolk Coast which is an area of outstanding natural beauty. They have a Management Plan. Kate enquired how much Sea Palling is being affected by the seals and the increased visitors. Kate would like to set-up a working group in Sea Palling as has been formed in Horsey. It was reported that a group of volunteers have been trained to deal with the seals and their pups and a board is on the beach to inform visitors of the proper procedure when visiting the area. County Councillor Price said that Sea Palling is a caring community with a very strong Parish Council who have managed to arrange for fencing over the dunes and signs through the Environment Agency. Sea Palling residents are used to people visiting their village and all the necessary infrastructure is in place to deal with the extra visitors. If the Parish Council need advice or help with any matters they will contact the Norfolk Coast Partnership. The new volunteer group will liaise with Kate and County Councillor Price to see if there are any issues that they can help with.

9. HIGHWAYS

9.1 Church Lane Drain:- The Clerk read an email received from Norfolk County Council stating that the Church Lane Drain issue has been resolved. It was **AGREED** that no further action would be taken in this matter.

9.2 Pavement - Bus Shelter - Beach Road:- The Clerk read an email received from Norfolk County Council stating that they are arranging for the pavement to be patched. It was **AGREED** that no further action would be taken in this matter.

- 9.3 Traffic Sign - Chapel Road:-** The Clerk read an email received from Norfolk County Council stating that the post will be replaced and the signs re-erected. It was **AGREED** that no further action would be taken in this matter.
- 9.4 School Bus:-** It was reported that despite attempts to arrange a meeting with Sanders Coaches this has yet to take place. It was **AGREED** that the Clerk will continue to try and arrange a date and time convenient to all parties.
- 9.5 Traffic Order - Ingham Road:-** Circulated. Noted.
- 9.6 Obstacles on Verges:-** Circulated. Noted.

10. FOOTPATHS

Nothing to report.

11. PLANNING

Cllr. S. Deary left the meeting.

- 11.1 Planning Application No. PF/17/0619 - Erection of two storey side extension - Keith Farm, Clink Lane, Sea Palling, NR12 OUL:-** No objections.

Cllr. S. Deary returned to the meeting.

- 11.2 Planning Decisions:-** Permission given for The Boat Shed, Beach Road, Sea Palling for siting of storage container.

12. FINANCIAL

- 12.1** The following cheques were **AGREED** and signed:-
- | | £ |
|--|--------|
| J I Chance - Salary, Travel and Office Allowance | 353.00 |
| HM Revenue and Customs - Tax | 77.20 |
| Sea Palling with Waxham PCC - S137 Grant | 275.00 |
| Sea Palling and Waxham Village Hall - Hire | 110.00 |
| Stuart Hutcheson - IT Support | 10.00 |
| Came & Company - Annual Insurance | 280.00 |
- 12.2 Annual Accounts for the year ended 31st March, 2017:-** The annual Accounts for the year ended 31st March, 2017 were **AGREED** and signed by the Chairman.
- 12.3 Annual Governance for the year ended 31st March, 2017:-** The Annual Governance for the year ended 31st March, 2017 was **AGREED** and signed by the Chairman and Clerk.
- 12.4 Annual Return for the year ended 31st March, 2017:-** The Annual Return for the year ended 31st March, 2017 was **AGREED** and signed by the Chairman and Clerk. The end of year Bank Statements were signed by all Members present.
- 12.5 Cleaning of Bus Shelters:-** Cllr. Cleal reported that she has requested a quotation from her window cleaner and this matter will be placed on the next agenda for an update.

- 12.6 **Sea and Shore Watch:-** The Clerk circulated information concerning the volunteer organisation to Members. It was **AGREED** to award an S137 grant in the sum of £275 to support the volunteers in their work.
- 12.7 **Stalham and Smallborough CFR:-** It was **AGREED** to award an S137 grant in the sum of £500 to support the volunteers in their work.
- 12.8 **Norfolk ALC:-** It was **AGREED** to renew the annual subscription with Norfolk ALC in the sum of £132.41.
- 12.9 **Interest on Reserves:-** It was **AGREED** that enquiries would be made into ways of receiving interest on the current reserves held by the Parish Council.

13. **CORRESPONDENCE**

- 13.1 **Coastal Special Interest Group - Newsletter:-** Circulated. Noted.
- 13.2 **NNDC - Newsletter:-** Circulated. Noted.
- 13.3 **The Local Government Boundary Commission:-** Circulated. Noted.
- 13.4 **Norfolk ALC - Newsletter:-** Circulated. Noted.
- 13.5 **Police - Newsletter:-** Circulated. Noted.,
- 13.6 **Email - Parking Church Road:-** Circulated. The Chairman reported that he has liaised with the writer of the email and will speak to the owners of the vehicles who are parking in Church Road. It was **AGREED** that no further action would be taken in this matter.

14. **DATE OF NEXT MEETING**

The date of the next meeting was noted as Tuesday 6th June, 2017 at 7.30 pm. Please note this meeting will be held in the Nissen Hut at the Parish Church.

There being no other business the Chairman closed the meeting at 9.10 pm.

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Chairman

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Date