

Bacton and Edingthorpe Parish Council

Elaine Pugh - Clerk to Council – 01692 402998

Raynham House, 10 New Road, North Walsham, Norfolk, NR28 9DF

www.bactonandedingthorpe.co.uk

Minutes of the Ordinary Parish Council Meeting

Held on Monday 12th November 2018 – 7.00pm @ Bacton Village Hall

Present: Susan Holden (Chair), Tricia Myles, Pauline Paterson, Richard Kimble, Ralph Bell, David Gale, Ian Witham and John East
Apologies: Sandra Emerson and Richard Barr
Others: NNDC - Steve Blatch and Russell Tanner
MOD Police, 2 representatives of the Duke
and 2 members of the public

- 1. To receive any requests for recording the Meeting via filming or audio.**
The Clerk informed that the meeting was being recorded on behalf of the Council. One member objected and they were informed that this was allowed under Standing Orders and if they did not wish to participate they could leave the meeting. The Clerk informed that Under the Transparency Act 2014 anyone could record the meeting as it was public.
- 2. To receive declaration of interest in items on the Agenda & receive Pecuniary Dispensations and authorisations**
Prejudicial interests were declared by Ian Witham on Agenda items 11, 12.4 and 12.9 as a member of Open Spaces
- 3. To consider apologies for absence**
Sandra Emerson and Richard Barr - accepted by the Council.
- 4. To approve outstanding Minutes**
Bacton & Edingthorpe Ordinary Parish Council Meeting
- Monday 10th September 2018
Resolved that these be approved.
- 5. Resolution to adjourn the meeting for public participation (15 mins), District and County Councillor Reports and to receive report from NNDC regarding public convenience upgrade**
Resolved to open the meeting to the public.

Steve Blatch and Russell Tanner informed the Council that NNDC owned 39 public toilets and that they had reviewed these assets and had identified a new funding strategy for them. As the sandscaping initiative was being progressed the facilities at the Coast Road had been assessed and it had been agreed to refurbish them. This would include new sanitary ware, walling, anti-slip flooring together with the provision of a full flood door which could be utilised as necessary. A graphic visualisation was handed round for members to view. The disabled facility would also be upgraded and the radar facility would be retained. These modifications would enable the facilities to be easier to clean and maintain.

The flower beds at the front may be removed and benches together with cycle racks provided along with new dementia friendly signage.

Discussion took place on the opening hours which would at present remain the same however, investigations are taking place on self-locking systems which are on a timer and may be a better solution going forward. The toilets would be closed whilst the work was in operation during February.

Members agreed that this upgrade was welcomed and thanked NNDC for attending.

As the 15 minute public speaking session had been utilised it was agreed to extend this as required.

The MOD Police gave their update which covered the Policing figures which were available now online and not supplied directly to them. Residents were warned to be vigilant over the Christmas period.

A member of the public outlined the case for the Council to seriously consider the registration of the Duke Pub as an Asset of Community Value and the reasons why they thought that this would be a good community project. They were aware that a member of the public with 30 signatures could also lodge this.

The owner of the Duke outlined the financial implications of this should the Council or anyone wished to pursue this line of enquiry and that as owners they would consider selling the asset to the Council for £229,500 plus VAT. To date there has been 2 offers on the property one of whom was a developer and the other who wanted it as a B&B - so far neither has been in a position to progress this further. Pre-application advice has been sought from NNDC whom had advised that it is not viable to knock the property down and start again. The best scenario would be to return it to a Victorian home or convert the structure into flats. The owner inferred that they may consider offering the Parish 50% of the car park to the village for a community asset. The property is deteriorating and has roof, drainage and other major defects. It is hoped to make positive steps in the New Year.

It was resolved to close the meeting to the public at 7.40pm

6. Finance

6.1 To consider donation to 3rd North Walsham Guides

The members considered this and resolved that a donation was not made in this instance - the Clerk would inform. EP

6.2 To consider and agree donation to the Royal British Legion S137

The Clerk informed that last year a donation of £50 was given and members considered that as the charity had a record year and RBL had high reserves.

It was resolved to reduce the amount to £27.00. EP

6.3 To approve monthly payments supplied to Council members

AMOUNT	DATE	PAYEE	CHQ
117.00	12.11.18	Mick Kinder (caretaking)	2077
78.00	12.11.18	The Play Inspection Co	2078
50.40	12.11.18	Indigo Waste Services	2079
25.20	12.11.18	North Walsham Fire Protection	2080
360.00	12.11.18	Mrs D Wright – Christmas party	2081
30.00	12.11.18	Southrepps Parish Council	2082
86.40	12.11.18	Mr S Nikolic – Christmas party	2083
420.06	12.11.18	NNDC - dog bin emptying	2084
72.36	12.11.18	Elaine Pugh (expenses)	2085
27.00	12.11.18	Royal British Legion S137	2086
185.00	12.11.18	Mr N Moore – Christmas party	2087

The Clerk informed that a bank error had been made by Barclays and that cheque 2066 for £270 had been cashed twice. A letter had been sent to Barclays Bank 4 weeks ago however, no response had been received. A second letter had been prepared for forwarding to Barclays for the signatories to sign. EP

Resolved to pay enbloc

Funds received

NNDC - 2nd tranche Precept £7,999

Interest £7.99

6.4 To consider budget and agree Precept for 2019-2020

The Clerk had circulated the budget and members discussed this matter. After careful consideration agreed an increase of £250 per annum. It was resolved that the Precept be set at £16,250.

The Clerk would complete the paperwork and forward to NNDC. EP

7. To review and consider planning

18/1820	Edingthorpe Hall, Church Lane	Installation of secondary glazed windows	A comment was forwarded to NNDC
18/1768	Inst of high speed broadband cabinet	Opposite Netherland, Mill Rd, Edingthorpe	There were no objections
18/1697	11 Sea View Estate	Demolition of detached garage and erection of single-storey ext to be used as a bedroom and workshop	There were no objections
18/2037	Seacroft, Mill Lane	Sub-division of dwelling to create 2 units of holiday accommodation and a single dwelling, and erection of detached garage, 3 storey side ext and single storey infill ext	Objected to by the Parish Council on access, visual splay, suitability of the road

8. To consider and review correspondence list

The Play Inspection Company - report for play equipment

NCC - Better Broadband for Norfolk - circulated

NCC - Proposed Bacton Car Park - circulated

Environment Agency - feedback on Coastal Erosion - circulated

Bacton Gas Terminal Complex - submission of Road Closure for H&S exercise

NCC County Councillor's report - October

Bacton and Walcott Coastal Management Scheme -

meeting notes of 5th September / 7th November - next meeting 16th January

Barclays Bank - North Walsham closure

Nicky Debbage - NNDC update Community Led Housing - next meeting 22nd Nov - BVH 6pm

NNDC - report on dog bin location near to Edingthorpe Church

Norfolk Boreas/Vattenfall update

NNDC - WW1 commemorative gift of Flanders poppy seeds

NNDC - Parish & Town Local Plan update events - information on website

Richard Kimble completion of the lower promenade

Norfolk Police - newsletter - circulated

NNDC - review of Polling Districts - no change for Bacton

Clerks and Councils Direct

Report Ian Witham - re FP14 - circulated

Shell - monthly update and confirmation of 2 benches - Councillors to review and respond

Agenda

NCC re closure of Bacton Road - junction with Birch Close to Bluebell Road, North Walsham

9. To review and consider the play equipment report and agree repairs

The Clerk highlighted the play equipment report and had drawn up a list of minor repairs which the Council agreed to implement and the majority of which could be undertaken by the caretaker. The Clerk would instruct the caretaker and provide a list of work to be undertaken. EP

Medium term there were several items which needed to be replaced and the Clerk would draw up a document together with costs for discussion. EP

Funding for these items may need to be sourced and Councillors would meet up to review the area.

10. To consider an application to NNDC for The Duke public house to be listed as an Asset of Community Value

The Clerk read out the conditions for nominating an ACV. Members considered this at length and various views and opinions were given. The costs involved were vast and that is without any refurbishment and the long-term burden for a building which may not be fully utilised.

It was resolved that the Council **does not apply** to NNDC to list the Duke as an ACV.

11. **To consider and review the agreement/license arrangement with the resident at Highbanks regarding car parking on the land at Edingthorpe**
 The Clerk informed that there were no stipulations on the land as to what it could be used for. There was an arrangement if it were developed for housing a mandatory fee would be paid to NNDC. The Council had implemented the conditions of the transfer of the land. The Clerk read out the agreement with the user and members considered that this matter needed to be concluded. Members resolved that there would be no further action or discussion taken on this matter. 2 members would review a location for the location of the new bench from Shell.
12. **To report on Matters Arising (updates and for information only)**
- 12.1 **Website update - Richard Barr**
 The website is receiving around 90 hits per day which seems to be a constant figure. As the website is becoming older and the software being used older it is difficult for it to be revamped. Richard is no longer able to maintain the site and has asked the Clerk to take on this task in due course. This will mean the setting up a new site and having a transition period until the site can be migrated across. The current website will be maintained as long as possible. EP
- 12.2 **Allotment invoices - sent out and cheques being received/banked**
 There is one allotment to be re-let. EP
- 12.3 **Multisports - this would be on the January 2019 Agenda.** Agenda
- 12.4 **Bund across field - FP14**
 A meeting had been held with residents and the report circulated to members. The bund may be a breach of planning control and this will be investigated further and monitored.
- 12.5 **Village sign**
 The Clerk would view the Bacton Village sign to assess any works which needed to be completed. EP
- 12.6 **The Duke - on the market for rent/sale - this had been covered under Agenda item 10.**
- 12.7 **Bacton Football Club - disposal of porta cabin and re-siting of container - this is work in progress and risk assessments being prepared. There had been no update on this and the Clerk would chase the Club for progress.** EP
- 12.8 **Condolence/Congratulation cards for residents**
 This matter had now been concluded and one had been sent out.
- 12.9 **Bacton Gas Terminal Company - 50 Years**
 The locations of the two benches needed to be agreed for Bacton and Edingthorpe and members were asked to bring forward their suggestions to the next meeting. Details of the suggested benches supplier was given out and members could view these online. Agenda
- 12.10 **Sandscaping**
 There was to be a site inspection on 22nd November at around 10.15 at Walcott seafront and then travel to the gas terminal. Members were welcome to attend this. Information was given that once the sand was in place that it would be like quick sand and there needed to be a blanket ban to keep people off of the beach. The slipways may also be closed.

20k had been allocated towards the provision of the car park although the lease as yet had not been agreed. The concrete apron overhang is cosmetic only and serves no use and it has been removed leaving the metal zigzag.

12.11 Car parking at School

The Clerk had met with the landowner who in turn had spoken to the Trustees of the land. In principle there could be a way forward to purchase the land however, there would need to be substantial investment into this project to utilise the area of a car park for the school. The Clerk would endeavour to progress this matter further and this would be an Agenda item. Agenda

12.12 Training dates available - GDPR 22nd October 7-9pm (Roughton) and Councillor Training Saturday 20th October 10-12pm (Southrepps)
The Clerk informed that she had attended both training dates and that Ralph Bell had attended Councillor Training. The cost of this to the Council was £30.

12.13 Play equipment - remedial repairs on the multiplay unit - completed

12.14 Overhanging foliage opposite allotments past St Peter's Court

This matter had still not been addressed and the Clerk would chase this again with Highways. EP

12.15 NNDC - Community led housing - 19th and 22nd September feedback
This event had been received well and a further meeting had been made for 22nd November - all were welcome to attend.

12.16 Children's Christmas Party 2018 - Sunday 9th December

The arrangements were well under way. The Clerk would arrange a risk assessment. All elements had been organised. EP

12.17 Proposed dog bin at Edingthorpe Church

NNDC had visited the location and suggested suitable positions. Ian Witham would assess the options and report back. EP

12.18 Meeting dates for 2019

These were circulated.

As it was 9pm and in order to conclude the business it was resolved that the meeting was extended by a further 10 minutes.

12.19 Footpaths and public rights of way - Ian Witham

There were no new reports.

13. To Receive Reports from Councillors and items for the next meeting

It was suggested that the Council has a Christmas Tree at the Church and this was welcomed by the Members. It was suggested if there were any costs that it could be utilised from the Chairman's allowance.

Concern was expressed with the reduction on the Mobile Library Service and suggested that the Council comments on the consultation - the Clerk would action. EP

The electricity cables had dropped down from the poles along the North Walsham Road. The Clerk would report this. EP

An additional caravan had been placed on the promenade at Walcott Beach without permission. The Clerk would report this again. EP

A suggestion was made that the Council holds a Christmas Lights competition. It was thought that this was too late to arrange for this year but would be one to follow through for 2019.

It has been requested that the Coastal path at the top of the promenade be scraped to enhance the surface. An update was given on the dog wardens. There were now 20 voluntary flood wardens on standby.

14. To confirm the date of the next meeting -
**Bacton & Edingthorpe Parish Council Meeting on
Monday 14th January 2019 - Bacton Village Hall at 7.00pm**

There being no further business the meeting was concluded at 9.30pm.

SUSAN HOLDEN (CHAIR)

14th January 2019

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Minutes of the Personnel Committee Meeting

Held on Monday 12th November 2018 – 6.30pm @ Bacton Village Hall

Present: Susan Holden (Chair), Tricia Myles, Pauline Paterson, Richard Kimble,
Ian Witham (partial - Ralph Bell and David Gale)

Apologies: Sandra Emerson and Richard Barr

- 1. Resolution to exclude public and press under Section 1(2) of the public bodies (Admission to Meetings) Act 1960 13**
Resolved that this be a closed meeting to conduct the business of the Council at Agenda item 2.
- 2. To appoint Clerk as Council's Data Protection Officer and salary review**
Discussion took place on the appointment of a DPO and it was noted that legislation had an opt out for Parish Councils. However, it was advised at the recent GDPR Training held by NPTS which the Clerk attended that it was advisable to appoint a DPO. No one else wished to take on this responsibility. On balance members considered and discussed this matter and it was resolved that the Clerk be appointed the Council's DPO.

Members discussed the pending pay award due to the Clerk and noted that they had not reviewed it for at least 2 years. In consideration of this it was resolved that the Clerk be awarded a pay increase to reflect this.

There being no further business the meeting was concluded at 6.45pm.

Susan Holden – Chair

Date: