

**MINUTES OF ANNUAL MEETING OF HAPPISBURGH PARISH COUNCIL
HELD AT THE WENN EVANS CENTRE ON 13TH MAY 2009 at 7.30pm**

Present:

**Cllr Glenn Berry, Cllr Jane Archer, Cllr Peter Gore, Cllr Thomas Love, Cllr David Mole,
Cllr Carol Palfrey, Cllr Clive Stockton
County Cllr Paul Morse**

**Sally Gill (Clerk)
Julie Chance**

2 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 Jane Archer** as **Vice-Chairman**. Jane agreed and signed a declaration of acceptance of office.

3. Apologies for Absence.

Apologies for absence were received from Cllr Cubitt Siely, District Cllr Lee Walker and PCSO Dack.

4. Declaration of Interest on Agenda Items.

Clive Stockton – Item 5 – Trustee and Vice Chair of Lighthouse Trust. Thomas Love – Item 11 – Sea defences.

5. Representatives.

Allotments. Peter Gore will have responsibility to oversee the allotments. Clerk will liaise to review and renew tenancy agreements.

Playing Field Trust. All Parish Councillors are trustees.

Wenn Evans Centre. David Mole and Carol Palfrey to represent with Glenn Berry and Jane Archer to help and support as and when needed.

Lighthouse Trust. The trust is appointed by the Parish Council with a tenure of 4 years. Clive to continue as trustee and Vice Chairman. Clive will obtain a trust document to confirm when the next review is due.

6. Minutes of the Happisburgh Parish Council Meeting held on 16th March 2009

The minutes of the meeting of Happisburgh Parish Council held on 16th March 2009, having been circulated, were taken as read, **AGREED** and **APPROVED**. The minutes were signed by the Chairman.

Matters Arising for information not included on agenda

- 6.1 Clive reported that he is still trying to arrange for a pay phone outside the pub. He is awaiting to hear if there is any other solution as pay phones are not normally sited outside pubs.

7. Report from County Councillor Paul Morse.

- 7.1 Advised of the difficulties with narrow roads due to encroachment on Lighthouse Lane. This has been discussed with a highways engineer and following a highways meeting in June they will let Paul have an update. When this issue has been resolved Paul will talk to highways about the bollards opposite the fish shop which are causing difficulties for vans and farm vehicles. He will meanwhile obtain information concerning this from site maps.
- 7.2 Happisburgh common is not at present on a bus route however Norfolk County Council would be receptive to giving this consideration. Await an update from **NCC** on this issue.
- 7.3 Amanda Sands has concerns over pick up/drop off at Primary School. This is to be discussed at a governors meeting along with input from the police on safety measures.
- 7.4 County wide there are concerns at Norfolk County Council over management of contract services.

8. Co-option of Four Vacancies.

It was **AGREED** to advertise the vacancies on the noticeboard with a deadline of 20th July. It was also **AGREED** to advertise in the Parish Newsletter which Carol will co-ordinate. At the next Parish Meeting the applications will be considered and an interview date arranged.

9. It was **RESOLVED** to close the meeting for public participation. No members of the public wished to speak.
The meeting reconvened.

10. Financial Matters.

10.1 The End of Year Accounts were **AGREED** and signed by the Chairman.
County Cllr Paul Morse left the meeting.

10.2 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 Chairman Glenn Berry.

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

NNDC – emptying dog bins -	£155.48
Sally Gill - Clerks pay -	£202.85
HMRC – Clerks tax -	£36.58
CAB – precept donation -	£30.00
Parish newsletter – precept donation -	£60.00
Churchyard – precept donation -	£50.00

Payment was **AGREED** for materials for the pavilion repairs.

10.4 Current bank balances were noted – see attached report. The recreation ground and playing field trust repaid the loan of £250.00 from Lighthouse Inn on 8th May 09. Insurance is paid for this year up to 31/3/10, but insurance quotes are to be obtained for next year when renewal is due, to include fidelity guarantee. The Asset register is to be reviewed as soon as possible.

11. Sea Defence.

Malcolm Kerby was not present. Rock from the Environment Agency is being stored at Doggetts Lane for consolidation of frontage at Happisburgh. Majority of the rock should be secured on site later this summer. An announcement should be made by the Adaptation Board this summer.

12. R.N.L.I.

Temporary building is completed and the ramp is finished. The complaint has been addressed. There are two remaining NNDC issues to be dealt with. i) Modification to the fencing to ensure no-one is trapped the Happisburgh side of the beach. ii) Also signage is to be reviewed from a legal point of view.

13. Pavilion.

Repairs have been started. Following the quiz evening the Playing Field Trust has made a donation of £355.75 to the Parish Council. A grant of £640 was **AGREED** for repairs to the Pavilion. The cricket club intend to donate money from fundraising to the Playing Field Trust for repair work. Glenn and Jane are going to arrange a meeting to discuss the future of the playing field.

14. Wenn Evans Centre.

Receipt of a complaint was noted concerning cars being driven around the car park late at night. Glenn will speak to PCSO Dack.

15. Play Equipment.

It was **AGREED** to have an annual inspection of play equipment. The Clerk had contacted several qualified firms and arranged for ROSPA to carry out the inspection at a cost of £60. The play area could be at risk from cricket balls – it was noted that the Playing Field is covered for Public Liability.

16. Planning.

16.1 Planning Applications
20090308PF Twee Cottage. To raise roof and install dormer windows.
No objections
20090394PF 10 Doggetts Lane. Erection of single storey timber building to provide additional living accommodation. No objections

16.2 Noted that Coffee Shop in Cart Gap Road is to be renamed

17. Police. Crime report was noted. 1 theft from a dwelling on 16th March which is still under investigation.

18. Correspondence and Circulars.

- 18.1** Boundary Committee – receipt noted of documents from Boundary Committee, NNDC and Norfolk County Council. Clive gave a detailed explanation on the structural review proposals. The **AGREED** response to the Boundary Committee was for an enhanced status quo.
- 18.2** CPRE litter pick event in June – it was **AGREED** not to participate.
- 18.3** Stalham Town Council – request for support over their concerns on NNDC LDF-site specific consultation process. The **AGREED** response was that we did not have enough information to give support.
- 18.4** NALC executive committee elections – it was **AGREED** more information needed to vote. Clerk to contact NALC to request more information.
- 18.5** Receipt noted of a letter from NNDC advising agendas to be emailed to Chairman and Clerk. If Councillors wish a copy please advise Clerk who will then forward.
- 18.6** Receipt noted of Norfolk Link, The Playing Field, Norfolk Policing Plan, Clerks and Councils Direct and Local Councils Update. If anyone wishes to read please advise Clerk who will forward.
- 18.7** Glenn has received an invitation to an Area Forum on 8th July. Glenn and Clive will attend.
- 18.8** Receipt of letter noted from Sea Palling and Waxham Parish Council asking for support with their efforts to improve bus services to Stalham. It was **AGREED** to support and the Clerk will write to Norman Lamb sending copies to Norfolk County Council and Sea Palling Parish Council.

19. Date of next meeting – **Monday 20th July 2009.** (Carol gave apologies for 20/7/09)

There being no further business the meeting closed at 10.05pm.

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