

**MINUTES OF THE MEETING OF TRIMINGHAM PARISH COUNCIL**  
**HELD ON MONDAY 10<sup>TH</sup> SEPTEMBER, 2018 AT 7.00 PM**  
**IN THE NEW VILLAGE HALL, TRIMINGHAM**

**Present:-**

Chairman - Cllr. T. Brown, Cllr. P. Benford, Cllr. L. King and Cllr. A. Scarborough.

Julie Chance PSLCC - Clerk.

Twelve members of the public also attended the meeting.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. D. Gotts and Cllr. S. Kirk.

**2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Declarations of interest were received from Cllr. T. Brown and Cllr. L. King in connection with any matters relating to the New Village Hall Management Committee.

**3. MINUTES OF THE MEETING HELD ON MONDAY 9<sup>TH</sup> JULY, 2018**

The Minutes of the meeting held on Monday 9<sup>th</sup> July 2018, having been circulated, were taken as read, **AGREED**, with the exception of a spelling mistake on page 2, and signed by the Chairman.

**4. PUBLIC PARTICIPATION**

The Vice-Chairman of the Gimingham Road Residents' Association updated all present on the situation concerning the land owned by Norfolk County Council. The Gimingham Road Residents' Association are working with the Kearns Foundation and the Fairyland Trust to secure the land and prevent any development.

A member of the public asked where the money had gone that was raised for playing field equipment. The money was raised over 16 years ago and it was **AGREED** that the Clerk would check the minutes to try and find the answer.

## 5. COMMUNITY HOUSING FUND

- 5.1 The Chairman reported that the Community Steering Group have issued a questionnaire which has been circulated to every household with the newsletter. The deadline for the return of the questionnaires is the end of September. This matter will be placed on the next agenda for an update.

## 6. COASTAL

- 6.1 **Coastal Path - Trimmingham House to Village:-** It was reported that no improvements have been made. It was **AGREED** that the Clerk would arrange a site meeting with Norfolk County Council to discuss a way forward. It was **AGREED** that members of the public whose garden is being used as part of the footpath will be invited to the meeting.
- 6.2 **Deep History Coast:-** The Chairman reported that although the Pilgrim Shelter will be a discovery point for the Deep History Coast project, no income will be raised from the use. The Parish Council is still waiting for the details of the project and this matter will be placed on the next agenda for an update.
- 6.3 **Dead Seal:-** Cllr. King reported that the dead seal which was found on the beach some time ago has now been washed out to sea. This matter was reported to North Norfolk District Council Environmental Health Department with a request to remove the seal. By the time the seal was washed away it had rotted and smelt. It was **AGREED** that the Clerk would ask District Councillor Fitch-Tillett to look into this matter and ascertain why the seal was not removed from the beach.

## 7. COUNTY AND DISTRICT COUNCILLORS' REPORTS

- 7.1 **County Councillor's Report:-** None given.
- 7.2 **District Councillor's Report:-** None given.

## 8. POLICE

- 8.1 **Police Newsletters:-** Circulated.
- 8.2 **SNAP:-** Report attached.
- 8.3 **Community Speed Watch:-** Cllr. King reported that the team are waiting for the dates for the training to begin. This matter will be placed on the next agenda for an update.

## 9. PLAYING FIELD

- 9.1 **Meeting - Harrison Family:-** The Chairman reported that he and the Clerk will be meeting with the Harrison family shortly. This matter will be placed on the next agenda for an update.

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- 9.2 **Hedge:-** A member of the public reported that the hedge on the access

road to the playing field needs cutting. The Clerk and Chairman will raise this matter with the Harrison family at the meeting. This matter will be placed on the next agenda for an update.

## 10. HIGHWAYS AND OTHER MATTERS

- 10.1 Bench - Village Sign:-** The Clerk reported that recycled plastic benches ranged in price. It was **AGREED** that the Clerk will investigate the cost and dimensions of metal WWI benches and this matter will be placed on the next agenda for an update.
- 10.2 Speed Limit - Cromer Road:-** The Clerk reported that Norfolk County Council has agreed to remove the white lines on the narrow part of Cromer Road just past the Church. They will also make this an advisory 20 mph speed limit. It was **AGREED** that the Clerk will ask County Councillor Maxfield for an update on the timescale for this work.
- Cromer Road - Staden Park - Woodlands Holiday Park:-** The Clerk reported that Norfolk County Council have informed the Parish Council that the speed limit will be changed to 30 mph from Staden Park 340 metres west. This will not cover the Coastguard Cottages. The Parish Council wrote to Norfolk County Council and requested that the area should include Coastguard Cottages. Norfolk County Council said that this would not be possible. The Clerk met with County Councillor Maxfield who is liaising with the officer concerned to try and implement this request. The Clerk will write to County Councillor Maxfield to request an update. This matter will be placed on the next agenda for an update.
- 10.3 Map Sign:-**The Clerk reported that she has submitted the form requesting permission for the Parish Council to erect a new sign on Norfolk County Council land. Unfortunately Norfolk County Council will not supply a new map or board. This matter will be placed on the next agenda for an update.
- 10.4 Lay-by Gimingham Road:-** It was reported that the potholes have been repaired. It was **AGREED** that no further action would be taken in this matter.
- 10.5 Broken Highway Signs:-** It was reported that the signs have been replaced. It was **AGREED** that no further action would be taken in this matter.
- 10.6 Village Hall Sign:-** The Clerk reported that she has not heard from Norfolk County Council and she will chase accordingly.
- 10.7 Pavements - Staden Park:-** The Clerk reported that she has not had a reply from Norfolk County Council and she will chase accordingly.
- 10.8 Loop Road:-** The Chairman reported that he will be meeting with Norfolk County Council to discuss this matter. The Loop Road has been blocked with a fence. This matter will be placed on the next agenda for an update.
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- 10.9 Temporary Traffic Order:-** Circulated. Noted.

11. **GIMINGHAM ROAD LAND - KEARNS FOUNDATION AND LOCAL RESIDENTS**

11.1 It was **AGREED** that the Clerk would write to Norfolk County Council requesting a meeting to discuss the situation with the piece of land on Gimingham Road.

12. **FOOTPATHS**

12.1 **Broadwood Close to Church:-** The Clerk reported that she has not had an update from Norfolk County Council and she will chase accordingly.

13. **PLANNING**

13.1 **Planning Applications:-** None received.

13.2 **Local Plan Event - 1<sup>st</sup> November - NNDC:-** It was **AGREED** that the Clerk would inform North Norfolk District Council that Cllr. Brown and Cllr. King will be attending.

14. **PILGRIM SHELTER/NEW VILLAGE HALL**

14.1 **Trustees Report:-** The Chairman reported that the first AGM will be held on Wednesday 12<sup>th</sup> September at 7.00 pm in the New Village Hall. The new hall is being well used.

14.2 **Management Committee:-** Report attached. A member of the public queried the use of the word Trosh and explained that unless there is a thrashing drum the event cannot be called a Trosh. Cllr. King confirmed that there will be a thrashing drum.

14.3 **Bunk House - Pilgrim Shelter:-** The Chairman reported that he will be meeting with North Norfolk District Council to discuss funding opportunities for the Pilgrim Shelter and this matter will be placed on the next agenda for an update.

14.4 **Acoustics:-** A member of the public reported that the acoustics are not very good in the new hall. The Members will try a different lay out for the next meeting.

15. **FINANCE**

15.1	The following cheques were <b>AGREED</b> and signed:-	£
	Clerk's Salary two months plus office allowance and postage	554.90
	HMRC - Tax	128.60
	URM Bottle Bank	15.84
	ALS Lawns and Fencing - Verges	130.00
	Stuart Hutcheson IT Support	35.00
	PKF Littlejohn - External Auditor	240.00

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15.2 **Monthly Accounts - July:-** Circulated. **AGREED.**

15.3 **Annual Budget - Year Ended 31<sup>st</sup> March, 2020:-** Circulated. It was

**AGREED** that the £900 for the maintenance of the new village hall land would be met by the Management Committee and not the Parish Council. The Clerk will ask the contractor to invoice separately. Cllr. King raised the issue of the Clerk's hours and said that they should be reduced now that the new village hall has been completed. The Clerk pointed out that her hours were not increased to cover the new village hall but at the advice of NALC. NALC recommend that the smallest Parish Councils should pay for four hours per week which is the hours the Clerk has been on until the increase to cover the work as Data Protection Officer. The increase in hours to cover the work for the new legislation was agreed at the last meeting. The fact that this matter was discussed in a public meeting was inappropriate. The law states that any staff matters should be discussed in part two of a meeting and this matter was not on the agenda. The Clerk is covered by law and has a contract of employment and is entitled to be treated within the employment law. Cllr. King may have broken the employment law and the Clerk will be taking advice on how to deal with this matter. The Chairman, Members and members of the public all supported the Clerk and said that her experience was invaluable and they all felt that they were getting very good value for money.

- 15.4 Annual Return - 31<sup>st</sup> March, 2018:-** The Clerk reported that the external audit has been completed and signed off with no comments once again this year.

**16. GENERAL DATA PROTECTION REGULATIONS**

- 16.1 New Standing Orders:-** Circulated. **AGREED.**  
**16.2 New Risk Assessment:-** This matter will be placed on the next agenda for an update.  
**16.3 List of Documents for Retention and Disposal:-** Circulated. **AGREED.**  
**16.4 Information Audit:-** Circulated. **AGREED.**

**17. CORRESPONDENCE**

- 17.1 Norfolk ALC - Newsletters:-** Circulated. Noted.  
**17.2 NNDC One2One:-** Circulated. Noted.  
**17.3 NCC Potential Dark Sky Discovery Site:-** Circulated. This matter will be discussed at the meeting with the Harrison family and an update will be given at the next meeting.

**18. MEETING DATES 2019**

- 18.1** The Clerk circulated the draft meeting dates for 2019. **AGREED**

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**19. DATE OF NEXT MEETING**

The date of the next meeting was noted as Monday 12<sup>th</sup> November, 2018 in

the New Village Hall at 7.00 pm.

**20. PUBLIC PARTICIPATION**

This matter was dealt with under Management Committee Report.

**There being no other business the Chairman closed the meeting at 8.30 pm.**

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**Chairman**

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**Date**