

**SEA PALLING & WAXHAM PARISH COUNCIL MEETING**

**MINUTES**

**21st July 6.30pm 2020**

**The Meeting was held remotely by ZOOM.**

Attendees: K Matthews (Chairman), J Cocker (Vice Chairman), S Deary, G Casson.

In attendance; Patsy Adams (Clerk)

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All minutes are draft until approved at a subsequent meeting

The meeting began at 6.30pm

1. **APOLOGIES FOR ABSENCE** Cllr Vacca and Cllr Crafter
2. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS** None
3. **PUBLIC PARTICIPATION – Restricted to 2 minutes.** No Members of the public attended the meeting
4. **COUNTY & DISTRICT COUNCILLOR and POLICE REPORTS.** Cllr reports will be requested for the next meeting in September.
5. **FINANCE and GOVERNANCE. AGAR –** The documents were circulated to members prior to the meeting.

*5.1 TO CONSIDER THE REPORT FROM THE INTERNAL AUDITOR.* On a proposal from Cllr Casson Members voted to accept the Internal Auditor’s Report.

*5.2 TO CONSIDER AND COMPLETE THE ANNUAL GOVERNANCE STATEMENT.* On a proposal from Cllr Casson Members voted to complete the Annual Governance Statement

*5.3 TO CONSIDER THE ACCOUNTING STATEMENT.* On a proposal from Cllr Casson Members voted to accept the Accounting Statement.

*5.4 To approve the appointment of a decorator to paint outstanding maintenance items It was agreed that the Clerk and the Chairman will assess the condition of the assets. If work is required, the clerk was instructed to get quotes. Quotes will be considered by email.*

**UPDATE ON ITEMS FROM THE PREVIOUS MINUTES**

* 1. **Beach Road Parking** **– the Abortive Costs Agreement To receive an update from the Clerk.** The Clerk informed the meeting that Highways have agreed to pass on the contact details for the Design Team so that the Clerk may liaise with them direct.
	2. **The Marrams – parking issues.** It was agreed that this matter will be passed to Cllr Price and the Police
	3. **The ditches and drains in Clink Road**. The Chairman will discuss this matter with Russell Tanner (Community Trust).
	4. **To receive an update from the Chairman regarding issues that have arisen since the lockdown ended.** There have been a number of issues (parking/toilets/visitor numbers/visitor behaviour). However, the issues have been resolved. The Chairman informed the meeting that the four Members of the Community are going to form a Flood Warden scheme.
	5. **To agree a strategy (in accordance with information previously circulated) to manage Parish Complaints to Land Owners – and to Highways, where appropriate, and publish the strategy to residents.** The Members received an update from the Clerk about a Sea Palling resident who made a report to the press about the poor service received from the Council and Highways regarding the over grown hedgerow on Waxham Road. The Clerk informed the meeting of the following:
* Hedgerows are not cut back before August because of nesting birds
* The hedgerow in question is not owned by the Council or Highways. The resident should’ve taken the matter up with the Landowner.

It was agreed that Highways have been extremely helpful to the Parish over recent years and have often undertaken work outside of their remit. Members were saddened to hear that this matter has compromised the goodwill that has been enjoyed thus far. Members agreed that future complaints of this nature should be responded to as follows:

* All hedgerows and paths are not cut back between March and August.
* Overgrown hedgerows should be reported to the landowner. If the landowner does not respond then the Parish Council will report the matter as a non-compliance.

It was further agreed that the Chairman will write to Highways to apologise

1. **ITEMS FOR THE NEXT AGENDA** The Clerk was asked to chasethe overgrown vegetation on the Coast Path previously reported to Highways. Cllr Deary asked the Clerk to get an update about the SAM2 sign from Lessingham Parish Council. Cllr Casson informed the meeting that the original village sign has been restored by residents. They would like to erect the sign on an area of verge near to West End Terrace. The Clerk asked Cllr Casson for the dimensions so that she may seek consent from Highways.
2. **TO CLOSE THE MEETING**. There being no further business, the Chairman closed the meeting at 7.35pm

The next meeting will be held on 22nd September. The members will review the current arrangements but it seems most likely that the meeting will be held remotely.