

**MINUTES OF THE MEETING OF CROMER TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, NORTH LODGE PARK ON 11 MARCH 2013**

PRESENT

Mayor Cllr. G. Smith, Deputy Mayor Cllr. D. Pritchard,
Cllr. T. Adams, Cllr. D. Airs, Cllr. T. Bartlett, Cllr. H. Cox, Cllr. S. Eastwood,
Cllr. J. Hamilton Emery, Cllr. G. Hayman, Cllr. A. Nash,
Cllr. K. Royall, Cllr. Saunders

Mrs. J. Chance (Town Clerk), Mrs. J. Warner (Deputy Town Clerk)

District Cllr. J. Lee, District Cllr. A. Yiasimi,
Mr T. Fitzpatrick (Leader, NNDC), Ms. S. Oxtoby (C.E.O., NNDC)
P.C.S.O. Roberts, Head Teacher P. Bignell,
Reporter A. Hurrell,
9 members of the public

The Mayor welcomed everyone and introduced the guests.

1. **MINUTES OF THE TOWN COUNCIL MEETING HELD ON 28 JANUARY 2013**

It was unanimously **AGREED** that the minutes of the Town Council meeting held on 28 January 2013 be **APPROVED**. The minutes were signed by the Mayor. A spelling mistake was noted.

2. **DECLARATIONS OF INTEREST**

Members declared interests as follows:

Cllr. T. Bartlett – Cromer Preservation Society & COAST.

Cllr. S. Eastwood – Skatepark.

Cllr. Cox –Crab & Lobster Festival.

Cllr. Royall –Crab & Lobster Festival

It was noted that declaration forms would be completed by all members declaring an interest.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were considered and accepted from Cllrs. Bond, Plewman and Woodcock due to illness and from Cllr. Harris due to work commitments.

4. **POLICE MATTERS**

4.1 **Police Report**

The police report was circulated and commented upon (refer attached). PCSO Roberts also advised members of the SNAP meeting and the current priorities.

4.2 **Other Police Matters**

There were no other police matters to report.

5. **YOUTH**

5.1 **Cromer Academy Student Council**

Head teacher Mrs Bignell made a presentation in respect of the proposed new trust (refer attached) and answered questions from members. Mrs Bignell was thanked for taking the time to attend the meeting.

5.2 **Youth Advisory Board**

Cllr. Eastwood advised that there will be no update until a Youth Advisory Board is set up for the Cromer area.

5.3 **Skatepark**

An update from the group was circulated (refer attached).

5.4 **Other Youth Matters** (for information only)

Details of the forthcoming visit by the Junior School were circulated.

PCSO Roberts and Mrs Bignell left the meeting.

6. **CASUAL VACANCY**

It was **AGREED** that the casual vacancy would be filled by Jen Hamilton Emery. The declaration of acceptance of office form was signed by Cllr. Hamilton Emery and witnessed by the Clerk. Cllr. Hamilton Emery joined the councillors

*It was **AGREED** to suspend standing orders to allow an emergency item to be discussed.*

7. **BEDROOM TAX**

Members were in receipt of a memo in respect of the 'bedroom tax' (refer attached). It was **AGREED** to instruct the Clerk to write to NNDC to ask them to consider waiving some of the costs which are going to be incurred by those with carers and disabled children.

Cllr. Pritchard declared an interest and took no part in the above item.

8. **PRESENTATION FROM TOM FITZPATRICK & SHEILA OXTOBY (NNDC)**

Mr. Fitzpatrick and Ms. Oxtoby gave an update on various issues including a new project to promote tourism in North Norfolk. It was **AGREED** to invite a representative to a future meeting.

Members asked questions on a variety of topics including the following:

Beach regeneration – Rob Goodliffe will be asked to provide an update.

Car Parking Charges – Will be reviewed after the end of the financial year.

Waiving of car parking fees on New Year's Day – This will be looked at in conjunction with requests from other towns and parishes but stressed that car parking fees help council tax down.

Lighting in toilets at Runton Road – This will be looked in to.

Dog fouling – NNDC Environmental Health are setting up a Community Warden Team. Mark Whitmore can be contacted for further information. It was suggested that the income from fines for dog fouling could allay the car parking fees. It was also suggested that the car parking attendants be given the authority to issue fines.

It was **AGREED** that representatives from NNDC be invited to attend meetings on a 6 monthly basis.

9. **QUESTIONS TO COUNTY & DISTRICT COUNCILLORS**

District Cllr. Yiasimi was welcomed to the meeting.

Marrams Shelter – Cllr. Lee will find out when the works will be complete. It was stressed that the shelter needs to be open for the season.

Former T.I.C. – Cllr. Cox will find out when works will commence to demolish the building.

10. It was **resolved** that the meeting be closed for public participation.

PUBLIC PARTICIPATION

Steps to Safety - It was noted that a letter has been sent to the Town Council asking that the 4 parishes work together to pursue the safety measures and to ask that the Welcome top Cromer sign is relocated near the entrance to the cemetery. It was also suggested that the developers of the proposed Crematorium are asked to contribute towards the cost of a mini roundabout.

Basement Flat – The owner of the flat advised that an error in the registry needs to be corrected and asked that a Right of Way be granted for courtyard access to the flat. He advised that the legal right of way is through the building but that the entrance is now blocked. The purchaser needs a legal right of way to the flat else the only option is to unblock the door.

The meeting re-opened.

11. **NORTH LODGE PARK**

It was noted that a workshop had been held and was well attended. Discussions are underway as to whether it is viable to set up a trust to run the park or whether it should stay as it is. A report is awaited from the consultants a further meeting is to be arranged. It was noted that this was a stakeholder meeting and that a range of focus group meetings are to be held.

Cllr. Lee, Mr. Fitzpatrick and Ms. Oxtoby left the meeting.

12. **AMBULANCE SERVICE**

Cllrs. Airs and Cox reported on their visit to the ambulance service at Hellesdon. They advised that the problem is lack of resources and turnaround times. It was noted that following the public meeting, the Clerk wrote raising these concerns.

13. **PLANNING TRANSPORTATION & ENVIRONMENT COMMITTEE**

13.1 **Minutes of the meetings of the Planning Transportation & Environment Committee held on 07 February 2013 & 07 March 2013**

Cllr. Eastwood presented the minutes of the meetings held on 07 February 2013 and 07 March 2013 which were **APPROVED** and **ADOPTED**.

13.2 **A148 Holt Road**

Cllr. Cox provided an update and it was **AGREED** that a joint parish meeting will be arranged.

It was also **AGREED** to look into relocating the Welcome to Cromer sign (as requested during public participation) and to also introduce 'Thank you for visiting' signs and signs in Norfolk dialect.

The Clerk advised that any request for S106 money needs to be discussed at the planning stage.

It was asked that it be minuted that the proposed footpath across the bridge will place pedestrians in danger and that there is a need to press for a footbridge. Cllr. Cox was asked to confirm that the footpath is a temporary solution for 3 years. Cllr. Cox advised that she could not confirm this but that the footpath is better for those who currently use the bridge and that the footbridge is still on the wish list. It is currently placed 14 out of 79.

14. **PROMOTIONS & DEVELOPMENT COMMITTEE**

14.1 **Minutes of the meeting of the Promotions & Development Committee held on 05 February 2013**

Cllr. Nash presented the minutes of the meeting held on 05 February 2013 which were **APPROVED** and **ADOPTED**.

Several members of the public left the meeting.

14.2 **Long Distance Triathlon**

Cllr. Saunders asked that it be minuted that she has concerns in respect of the use of the coast road for the event. It was noted that these concerns were raised at the previous meeting but reassurance was given by the organisers that the cyclists have to stick to strict rules and no road closures are required. It was **AGREED** to support the event.

14.3 **St. George's Day Concert**

It was **AGREED** to not hold a concert this year.

15. **STRATEGY & FINANCE COMMITTEE**

15.1 **Minutes of the meeting of the Strategy & Finance Committee held on 26 February 2013**

Cllr. Pritchard presented the minutes of the meeting held on 26 February 2013, which were **APPROVED** and **ADOPTED**.

Parish Plan – It was noted that due to illness this is behind schedule but there will be a display at the Community Open Day.

15.2 **Review of Standing Orders, Financial Regulations and Financial Control Procedures**

It was **AGREED** to make no changes to the Standing Orders and Financial Regulations subject to changes to the wording in respect of the new Code of Conduct adopted last year. It was noted that Norfolk ALC are still awaiting the revised model wording. It was **AGREED** to appoint Cllr. Saunders to review the Internal Control Procedures.

15.3 **Time for Reflection**

Members discussed the time for reflection. Following discussion it was **AGREED** to move on to the next item on the agenda with no decision made.

16. **WORKS & GENERAL PURPOSES COMMITTEE**

16.1 **Minutes of the meeting of the Works & General Purposes Committee held on 12 February 2013**

Cllr. Pritchard presented the minutes of the meeting held on 12 February 2013, which were **APPROVED** and **ADOPTED**.

16.2 **Cemetery Forms, Fees and Rules & Regulations**

It was **AGREED** to approve the revised fees and look into setting an exhumation fee. It was requested that a benchmarking exercise is carried out before the next review of fees.

It was **AGREED** to adopt the revised forms.

It was **AGREED** in principle to adopt the draft Rules and Regulations subject to some further amendments.

The Deputy Clerk was thanked for the amount of work carried out on this.

17. **MAYOR & DEPUTY MAYOR**

17.1 **Mayor's Report**

Refer attached.

17.2 **Deputy Mayor's Report**

The Deputy Mayor advised that he not attended any events.

18. **REPORTS FROM MEMBERS ON OTHER COMMITTEES**

Poorlands Trust – Report circulated (refer attached) in respect of using the land for social housing. It was **AGREED** to instruct the Clerk to approach the local housing associations and NNDC and to also investigate Community Housing Trusts. Norfolk Rural Community Council are using Cromer Poorlands as a case study. A full report will be produced for the Town Council.

Bittern Line – Cllr. Cox read a report from Greater Anglia.

19. **CORRESPONDENCE**

19.1 **Correspondence as detailed below**

The correspondence listed was noted or action agreed as detailed in appendix attached.

19.2 **Correspondence received since 04 March 2013**

There was no other correspondence to report.

20. **DATE OF THE NEXT MEETING:** 15 April 2013 at 7.00pm

21. **TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC**

The remaining members of the public and the press left the meeting.

It was **AGREED** to add an urgent item in respect of the Basement Flat.

22. **WAR MEMORIAL**

A quotation is still awaited. It was **AGREED** to progress this at the next meeting of the Works & General Purposes Committee.

23. **LEASE OF LAND (Cemetery No 2 site)**

It was noted that the draft option for lease has been received. Once the lease has been agreed plans will be drawn up by Westerleigh.

24. **ALLOTMENT LAND**

Members were given an update in respect of a plot of land which is for sale.

The Clerk provided information in respect of the possible costs involved.

Following discussion, it was **AGREED** to delegate authority to Cllr. Pritchard, Cllr. Bartlett and the Clerk to progress this.

25. **BASEMENT FLAT**

It was noted that the information given under public participation was incorrect. Use of access is permitted over the garden and via a door from the car parking area but there is no right of way. The door in the basement was not in the plans and was there purely for ease of building works. There has never been permission for the internal door.

Members received a letter from the prospective purchaser.

Following discussion it was **AGREED** to block up the internal basement door as a matter of urgency. It was also **AGREED** that all communication is via the solicitors not from the office. The Town Clerk was asked to only acknowledge future correspondence.

The Mayor was thanked for chairing a long evening meeting.

There being no further business, the Mayor closed the meeting at 9.30pm.

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Signed

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Dated