

**MINUTES OF THE MEETING OF UPPER SHERINGHAM PARISH
COUNCIL HELD IN THE VILLAGE HALL ON 2nd JULY 2026 at 6.00pm**

Present:

**Mr Dorey (Chairman), Mr Knowles (Vice Chairman),
Ms Baker, Mrs Hunt & Mrs Scott-Stone**

**Dst Cllr Heinink
Sally Gill, Parish Clerk**

4485. Apologies for Absence

Mr Battha-Pajor sent apologies, they were accepted. Dst Cllr Bailey sent apologies.

4486. Declarations of Interest on Agenda Items

There were none on this occasion.

4487. Minutes of the Meeting of 14th May 2026

Mrs Stone proposed acceptance of the minutes of the annual meeting of Upper Sheringham Parish Council held on 14th May 2026, seconded by Mrs Hunt. The Chairman signed the minutes

4488. Co-option to Casual Vacancies

An application has been received from Marina Baker to be co-opted to the Council. The application had previously been circulated to members and Mrs Stone proposed that Ms Baker is co-opted, seconded by Mr Knowles. It was unanimously agreed. Ms Baker signed a declaration of acceptance of office and joined the meeting. There is still one vacancy on the Council.

4489. Public Participation

No members of the public were present.

4490. Police

- a) Newsletters from the Police are circulated to members on receipt.
- b) There were no other Police matters on this occasion.

4491. County Council

a) Cty Councillor Report

Cty Cllr Withington had not provided a report for this meeting.

b) A148 Safety Improvements

No update at present on the safety improvements.

c) Bus Shelter Grant Scheme 26/27.

The scheme ran in 25/26 with a good uptake and has been continued this year. However as previously discussed there are no suitable sites in Upper Sheringham for a bus shelter.

d) Any Other Highway Matters

It was noted the road sign at the top of Holway Road has been damaged and is on the ground. Dst Cllr Heinink will inform the team responsible at NNDC to ensure it is repaired and reinstated.

The Clerk advised that the new SAM3 had been delivered and is now sited at Lodge Hill. Nick Wright will continue to charge the batteries and move the SAM on a monthly basis to one of the four sites in the village as agreed with the Highways Manager. Nick Wright will be reimbursed expenses of £25 per month as previously agreed.

Dst Cllr Heinink is dealing with an overgrown Leylandii tree along Butts Lane,

initially by ascertaining responsibility for the tree. This problem had been raised by a resident living adjacent to Butts Lane.

4492. District Council

a) Dst Councillor Report

Dst Cllrs Heinink and Bailey sent a report giving information on:

Blue Flag beaches in the district

Lifeguard service at local beaches

NNDC new Local Plan and a Call for Sites

Dst Councillors Actions for Residents

b) NNDC Local Plan and Call for Sites

Information from NNDC planning services had previously been circulated to members regarding the North Norfolk local plan 2024 – 2040 adopted in December 2025. National planning policy and legislation have changed since then, including Government guidance on housing need. NNDC is therefore required to begin work on a new local plan to make sure that planning policies remain up to date and effective, and that growth needs are planned for. NNDC have launched a Call for Sites which invites landowners, developers, agents, organisations and individuals to submit land to be considered for future development.

It was noted the District Councillors now have a member's allowance to spend within their district, of £2,000.

4493. Planning Matters

a) Planning Decision EF/26/0666

Decision notified re The Old Post Office, The Street, for a Certificate of Lawfulness re proposed replacement windows and door, and cladding to front and rear dormers. Permission is not required.

b) Any Other Planning Matters

There were none on this occasion.

4494. Finance

a) Payments

Npower, street light electricity, April, £26.19

Npower, street light electricity, May, £21.08

NNDC, dog bin x 1 emptying 26/27, £156.00

NorfolkALC, annual subs, £123.52

Westcotec, SAM3, £4134 (to be reimbursed net amount by NCC)

Mrs Hunt proposed making the above payments, seconded by Mr Knowles. It was agreed.

b) Income, Expenditure and Bank Balances

Receipt was noted of income, expenditure and bank balances to 30th June 2026.

4495. Parish Matters

a) Local Government Reorganisation

No further updates.

b) Norfolk Ponds Project

Members had previously received information on this project. This initiative was discussed with a launch planned for September 2027. The Clerk will note this information on the website and include in the next Parish newsletter.

c) SAM Update

This was covered earlier in the meeting.

d) Review of Parish Council Policies

a. Planning Policy

This policy has been completely updated and Mr Knowles proposed adopting, seconded by Mrs Stone. It was agreed.

b. Standing Orders.

A few amendments have been made and Mr Knowles proposed the policy has been reviewed and amended, seconded by Mrs Stone. It was agreed.

c. Records Management Policy

No amendments have been made and Mr Knowles proposed the policy has been reviewed with no amendments, seconded by Mrs stone. It was agreed.

4496. Correspondence Previously Received and Circulated

There was none on this occasion.

4497. Any Other Business for Information Only/Items for the Next Agenda

Mrs Baker noted there have been several near accidents at the junction of A148 and Gibbet Lane. Mrs Baker will report any future incidents to Cty Cllr Withington, who is working with the local MP on safety improvements along the A148.

4498. Date of Next Meeting – Thursday 3rd September 2026 at 6.00pm

There being no further business the meeting closed at 6.40pm

ChairmanDated.....