

Minutes of the Annual Meeting of Northrepps Parish Council held on 06 May 2014 at 7.00 pm at Northrepps Village Hall

Present:

Vice Chair Cllr. L. Fish
Cllr. H. Claxton, Cllr. B. Hannant, Cllr. S. Penlington, Cllr. J. Youngman
Clerk Mrs J. Warner
County Cllr. Northam and District Cllr. Fitch Tillett (to item 10 incl)
P.C.S.O. Roberts (to item 9 incl)

2 members of the public

1. Election of Chairman

It was unanimously **AGREED** that Cllr. Mackay be elected Chairman.

2. Election of Vice Chairman

It was unanimously **AGREED** that Cllr. Fish be elected Vice Chairman.

The declaration of acceptance of office forms will be signed as soon as possible.

3. Minutes of the Parish Council Meeting held on 01 April 2014

It was **AGREED** that the minutes of the Parish Council meeting held on 01 April 2014 be **APPROVED** as a true record. The minutes were signed by the Vice Chair.

4. Apologies for absence

Apologies were accepted from Cllr. Mackay due to holiday, Cllr. Callaghan due to illness & Cllr. Laws due to work commitments. Apologies were noted from P.C.S.O. Holmes.

5. Declarations of Interest & Dispensations in respect of Disclosable Pecuniary Interests

There were no declarations or requests for dispensations.

6. Appointment of representatives & spokespersons

It was **AGREED** to make no changes to the list of representatives which remain as per 2013/14:

Police Consultative Committee	Cllr Claxton
Village Hall Man. Committee	Cllr Miles
Footpaths, Highways and Lighting	Cllr Youngman
Planning	Cllr Hannant
Community Health	Cllr Fish
Recreation Ground & Inspection of Play Equipment	Cllr Laws
School Governor	Cllr Mackay
Financial Matters & Internal Control Procedures	Cllr Callaghan
Environment	Cllr Penlington

7. Appointment of Internal Auditor

A quotation is awaited from the current auditor.

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

No members of the public wished to speak.

The meeting reconvened.

9. Police

P.C.S.O. Roberts gave the police report (refer attached). It was noted that the increase in number of crimes is due to the changes in the way crimes are recorded.

P.C.S.O. Roberts left the meeting.

10. District Council and County Council

10.1 District Council

Cllr. Fitch Tillett made her report (refer attached).

10.2 County Council

Cllr. Northam made his report (refer attached).

Cllrs. Fitch Tillett and Northam left the meeting.

11. Planning

11.1 Planning Applications for consideration

PF/14/0447 Conversion of garages to one unit of holiday accommodation
Templewood, Frogshall, Northrepps

LA/14/0448 Alterations to garages to one unit of holiday accommodation
Templewood, Frogshall, Northrepps

It was **AGREED** to raise no objections to the above applications.

Planning Decisions from NNDC/NCC:

There were decisions to report.

11.2 Other Planning Matters (for information only)

There were no other planning matters to report but it was noted that it is rumoured that potential purchasers are interested in the former Cherryridge site

12. Highways & Transportation

12.1 Pond at Pit Row

It was noted that the Chairman had met with the Highways Engineer. NCC Highways are to clean the gullies etc.

12.2 Norwich Road Footpath

Cllr. Hannant reported that works to the footpath are complete.

12.3 Speeding vehicles on Norwich Road

The Clerk advised that P.C.S.O. Holmes has contacted David Law. This will be carried forward to the June meeting.

12.4 Other Highway Matters (for information only)

It was noted that the Highway Rangers will be in Northrepps during the week commencing 09 June 2014. The Clerk was asked to report potholes on Hungry Hill and outside Pine Tree Farm.

13. Financial Matters

13.1 Payments and Receipts & Financial Statement

The financial matters were **APPROVED** and the finance sheet signed by the Vice Chairman and the Clerk as Responsible Finance Officer (refer attached).

13.2 Summary of Accounts for year ended 31/03/14

13.3 Report from Internal Auditor

13.4 Annual Return for year ended 31/03/14

The accounts are still with the auditor. It was **AGREED** to carry these items forward to the June meeting.

13.5 Review of Standing Orders and Financial Regulations

As no members had brought the draft papers to the meeting it was **AGREED** to carry this forward to the June meeting. The Clerk will print off hard copies of the documents to bring to the meeting for each councillor.

13.6 Review of Financial Control Procedures

The Clerk advised that if it is agreed to permit electronic banking the financial control procedures will need to be reviewed. It was **AGREED** to carry this item forward to the June meeting.

13.7 Recycling Credits

The Clerk advised that there had been several errors in the first invoices from the new contractor but these have been resolved and the first credits have been received.

13.8 Grant – Northrepps Film Club

The Clerk read a letter from Northrepps Film Club. It was **AGREED** to invite Mr Gilling to the June meeting to discuss members concerns.

13.9 Purchase of Marquee

Members raised several concerns in respect of the purchase of a marquee including size, storage and durability. It was **AGREED** to not purchase a marquee but instead look into hiring a marquee for the Summer Event from Southrepps or Cromer VEO.

13.10 Other Financial Matters (for information only)

There were no other financial matters to report.

14. Playing Field & Allotments

14.1 Maintenance Works

The Clerk provided an update.

14.2 Dog Ban

The Clerk advised that there has been no update from NNDC.

14.3 Slabs at rear of Village Hall

In the absence of Cllr. Miles, this was carried forward to the June meeting.

14.4 Contracts for use of Playing Field

The Clerk advised that Cromer Youth Football Club have signed their contract. This will be countersigned by the Chairman.

14.5 Tree Inspection

It was noted that Cllr. Hannant is continuing the press the tree inspector for his report.

14.6 Allotments

It was noted that Mr Risebrow has a friend helping to cultivate his allotment. There is no subletting of the plot.

14.7 Other matters (for information only)

There were no other matters to report.

15. Other works & projects

15.1 Bus Shelter, Crossdale Street

There was no update but it was noted that swallows are nesting in the shelter.

15.2 Summer Event

The Vice Chairman and Clerk provided an update. The Clerk advised that cutbacks may have considered as the project is over budget.

16. Correspondence

16.1 Correspondence received since 01 April 2014 (list circulated)

Norfolk ALC	Weekly updates
Police & PCC	Weekly updates
Rural Services Network	Weekly updates
AONB	E-Newsletter
Came & Co	Newsletter
Coast Partnership	Community Events

All the above correspondence was noted and no comment made unless stated otherwise.

17. To receive items to be included on the next agenda and to consider any other business (for information only)

It was noted that the footpath from School Lane to Church Street is overgrown. The Clerk will remind the contractor to cut this as per his contract.

Community Litterpick – This will be on the next agenda for consideration.

18. To note the date of the next meeting: Tuesday 03 June 2014 at 7pm

19. RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC

It was **AGREED** that in view of the nature of the matters to be discussed that the public and press be excluded from the meeting.

The members of the public left the meeting.

20. Parish Council Insurance

Members considered quotations from four insurance companies. Following discussion it was **AGREED** to enter a three year agreement with Hiscox Insurance via Came & Co at a cost of £496.49 for 2014/15.

There being no further business, the Vice Chairman closed the meeting.

Signed

Dated