

## **Minutes of the Meeting of Northrepps Parish Council held on 03 March 2015 at 7.00 pm at Northrepps Village Hall**

### Present:

Chairman Cllr. A. Mackay, Vice Chairman Cllr. L. Fish,  
Cllr. V. Callaghan, Cllr. H. Claxton, Cllr. S. Penlington, Cllr. S. Riggott  
District Cllr. Fitch Tillett  
Clerk Mrs J. Warner  
4 members of the public

#### **1. Minutes of the Parish Council Meeting held on 03 February 2015**

It was **AGREED** that the minutes of the Parish Council meeting held on 03 February 2015 be **APPROVED** as a true record. The minutes were signed by the Chairman.

#### **2. Apologies for absence**

Apologies were accepted from Cllr. Lawes and Cllr. Youngman. Apologies were noted from County Cllr. Northam and PCSO Holmes.

#### **3. Declarations of Interest & Dispensations in respect of Disclosable Pecuniary Interests**

There were none.

#### **4. Public Participation**

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

It was noted that that a cypress tree in the garden alongside the boundary of the playing field has been inspected and is to be removed. This will allow room for the other trees to develop.

Concern was raised in respect of the potholes on the entrance roads to Northrepps and near the pub. The Clerk will report these to NCC Highways. It was also requested that the drains and gullies on Norwich Road be cleared.

*The meeting was reconvened*

#### **5. Police**

##### **5.1 Police report**

The Clerk read the report from PCSO Holmes (refer attached).

It was noted that the Clerk and Cllr. Callaghan will be attending the Partnership meeting on 23 March at Trunch Village Hall.

#### **6. District Council and County Council**

##### **6.1 District Cllr. Report**

Cllr. Fitch Tillett gave a report (refer attached) on her work as District Councillor.

It was noted that concern had been raised via the EDP Streetlife page in respect of the speed limit on Crossdale Street. It was **AGREED** to refer this to the PCSO and County Councillor to deal.

*Cllr. Fitch Tillett left the meeting*

## 7. Planning

### 7.1 Planning Applications for consideration

There were none.

#### Planning Decisions from NNDC/NCC:

PF/15/0023 Erection of two-storey side, single-storey rear extensions and detached double cart shed garage at 73 Crossdale Street – Permit

PF/14/1494 Erection of single storey rear extension at 4 craft Lane – permit.

### 7.2 Gallus Close (former Cherryridge site)

Revised plans for the site were noted. The response to a street lighting questionnaire for the site was considered and it was **AGREED** that the Parish Council would like to see street lighting on the site, do not want to take responsibility for the street lighting and ask that the County Council take on the street lights. It was also stressed that any street lights take into account the dark skies policy, do not illuminate the sky and have the widest possible spacing between each light.

### 7.3 Other Planning Matters (for information only)

There were no other matters to report.

## 8. Highways & Transportation

### 8.1 To receive any Highway Matters (for information only)

There were no matters to report.

## 9. Finance & Regulatory Matters

### 9.1 Payments and Receipts & Financial Statement

The financial matters were **APPROVED** and the finance sheet signed by the Chairman and the Clerk as Responsible Finance Officer (refer attached). The monies from the sale of burgers etc at the Firework Display is yet to be received.

### 9.2 Actuals Against Budget to date – Members were in receipt of the Actual Receipts and Payments against Budget which were noted.

### 9.3 Defibrillator

The Clerk advised that she had contacted the insurers who had advised that in order to provide cover for loss or damage, the Parish Council would have to agree ownership of the equipment or accept full responsibility for it should damage or theft arise. It was **AGREED** to take on full responsibility for the defibrillator and arrange the insurance.

9.4 **Circus Tent**

It was **AGREED** that the school can erect a circus tent on the playing field on 20 & 21 July and that any fee for use be waived.

9.5 **Transparency Code**

The Clerk advised that with effect from the new financial year much more information will need to be published on the website including an itemised list of all expenditure over £100.

9.6 **External Auditor**

It was noted that the Mazars Durham office will be carrying out the external audit. The Clerk advised that in future years parishes with income or expenditure under £25,000 will not need an external audit but members **AGREED** that it would still be wise to continue to undertake an external audit.

9.7 **Other Financial Matters** (for information only)

It was noted that a letter had been received from HMRC detailing the processes required for the end of the tax year.

**10. Playing Field & Allotments**

10.1 **Maintenance Works**

Refer item 16 below.

10.2 **Dog Ban**

The Chairman will contact Cllr.Laws to ask when the signs will be erected.

10.3 **Bank near Village Sign**

Refer item 16.

10.4 **Other matters** (for information only)

There were no other matters to report.

**11. Other works & projects**

11.1 **WW1**

Cllr. Fish reported on the WW1 event at NNDC. It was **AGREED** that Cllr. Fish represent the Parish Council at future meetings.

**12. Correspondence**

12.1 **Correspondence received since 03 February 2015** (list circulated)

Norfolk ALC                      **Weekly Updates**

Rural Services Network   **Weekly updates**

NNDC                              **WW1 Centenary events 2014-18**

Rural Housing Alliance   **Affordable housing Guide for councils**

**FCC Recycling**                      **Duty of care transfer notice – It was *AGREED* to instruct the Clerk to complete this**

**Resident letter**                      **Copy of letter to NNDC re Karttrack planning application – The resident will be advised that the PC have already responded to the application**

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

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

There were no other matters to report.

**14. To note the date of the next meeting:** Tuesday 07 April 2015 – Annual Parish Meeting at 7pm to be followed by the Parish Council meeting.

It was **AGREED** that due to the elections, the usual May and June meeting dates will be cancelled and the Parish Council will hold the Annual Parish Council meeting on 19 May 2015.

**15. 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.*

**16. Adventure Playground**

It was noted that a revised quotation is still awaited.

**17. Bank near Village Sign**

It was **AGREED** to accept the quotation from the contractor to lay two rows of sleepers to form a terrace. The quotation to fill the area with woodchip was put on hold until a decision is made in respect of the play surface at the playground. The Clerk will contact NCC Highways for the street furniture licence and NNDC for permission to trim the trees.

There being no further business, the Chairman closed the meeting at 7.55pm

Signed .....

Dated .....