

Minutes of the Annual Meeting of Northrepps Parish Council held on 19 May 2015 at 7.00 pm at Northrepps Village Hall

Present:

Vice Chairman Cllr. L. Fish,
Cllr. V. Callaghan, Cllr. S. Penlington, Cllr. S. Riggott, Cllr. J. Youngman
District Cllr. Fitch Tillett
Clerk Mrs J. Warner
2 members of the public

Prior to the meeting members signed their Declaration of Acceptance forms which were witnessed by the Clerk as Proper Officer.

In the absence of the Chairman, the Vice Chair Cllr Fish took the chair.

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. Cllr Fish signed the Declaration of Acceptance of Office form which was witnessed by the Clerk as Proper Officer.

3. Minutes of the Parish Council Meeting held on 07 April 2015

It was **AGREED** that the minutes of the Parish Council meeting held on 07 April 2015 be **APPROVED** as a true record. The minutes were signed by the Vice Chairman.

4. Apologies for absence

Apologies were accepted from Cllr. Mackay due to holiday and Cllr. Claxton due to work commitments.

It was noted that Mr & Mrs Poole had also forwarded their apologies.

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

There were no declarations.

6. Co-option

The Clerk read the co-option guidance received from NNDC. It was **AGREED** to advertise the vacancy with a deadline of 09 June 2015 for receipt of applications. All applicants will be invited to attend an informal interview on 16 June 2015.

7. Councillor Responsibilities

It was **AGREED** that members be appointed the following responsibilities:

School – Cllr. Mackay

Police – Cllr. Callaghan

Health – Cllr. Fish

Finance & Control Checks – Cllr. Callaghan

Environment – Cllr. Penlington

Village Hall – Cllr. Riggott

Footways, Highways & Lighting – Cllr. Youngman

Responsibility for planning and the playing field will be allocated once the two vacancies are filled.

It was also **AGREED** to consider councillor training once the two new members are appointed.

8. Report from District Councillor

Cllr. Fitch-Tillet advised that she is to be formally appointed Deputy Leader at NNDC tomorrow evening. Cllr. Fish asked that the WW1 team at NNDC be congratulated for their works towards the commemorations.

Cllr. Fitch-Tillett left the meeting.

9. Cheque Signatories

The Clerk asked that members consider appointing more than three signatories as it was sometimes difficult obtaining signatures. It was **AGREED** that this will be forwarded to the July meeting.

10. Internal Auditor

It was **AGREED** that Chris Pooley be reappointed as Internal Auditor.

11. General Power of Competence

It was noted that Northrepps Parish Council meet the necessary criteria for qualification and therefore it was **AGREED** to adopt the General Power of Competence.

It was resolved that the meeting be closed for public participation

12. Public Participation

Sewers on Craft Lane – A resident raised concern that the sewer has blocked on several occasions at the right hand turn to the sewerage works and residents are concerned that the new development will cause more blockages. It was suggested that Cllr. Fitch-Tillett and NNDC Environmental Health are asked for advice.

Crossdale Street- A resident raised concern that the highways sign directing people to the village centre is blocking visibility. Concern was also raised in respect of the speed of traffic along this stretch of road. The Clerk was instructed to pass the resident's details to Cllr. Northam and NCC Highways for advice.

The meeting was reconvened

13. Police

13.1 Police report

The police report was read out (refer attached).

Bulls Row - Cllr. Fish advised that an incident on Bulls Row has been reported to the police but they have had difficulty contacting the complainant.

Cromer Road Passing Places - Cllr. Fish also reported that she is in receipt of a complaint in respect of parking on the quiet lane near the

sub-station and at the passing place opposite the top of the allotments. She has been monitoring this and asking other residents but to date no problems have been identified.

Cromer Road/Northrepps Road – Cllr Fish read out a letter from a resident in respect of three incidents on the quiet lanes in the last month. Whilst this was not received in time for inclusion on the agenda, members **AGREED** that it be considered as a matter of urgency. It was suggested that the resident concerned attends the next SNAP meeting to ask that this be considered as a priority and also **AGREED** to instruct the Clerk to forward this to Cllr. Northam and NCC Highways for advice.

14. Planning

14.1 Planning Applications for consideration

PF/15/0426 Variation of condition 7 of planning permission ref 96/1353 to permit the increase of 6 carts to a maximum of 10 carts in use (ie with their engines running) at any one time at Karttrak, Hall Road, Northrepps

Northrepps Parish Council opposes the application PF/15/0426 to increase the number of carts in use at any one time from 6 to 10. Our objections are that the previous application from Karttrak PF/15/0097 to increase operating hours involves a 1 year trial period. We recommend this 1 year trial period from the previous application should expire with 6 carts, and then invite the applicant to re-apply for the increase in cart numbers should they wish to do so. This assumes a successful outcome of the trial period. We are also aware of objections from local residents to noise levels.

Planning Decisions from NNDC/NCC:

PF/15/0057 Erection of single storey extension to provide portable building (briefing/refreshment room) at Northrepps Aerodrome – Permit

PF/15/0242 Erection of polytunnel for storage of aircraft at Northrepps Aerodrome - Permit

14.2 Other Planning Matters (for information only)

Gallus Close – It was noted that a further street name had been proposed but members had previously **AGREED** to Gallus Close.

15. Highways & Transportation

15.1 To receive any Highway Matters (for information only)

It was noted that the Highways Rangers will be visiting the Parish during the week commencing 08 June 2015. The Clerk was asked to report that the sign near Northrepps Airfield needs to be realigned so that it is pointing in the right direction.

16. Finance & Regulatory Matters

16.1 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.

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

16.3 £106 money from Railway Triangle site / Christopher's Close

The Clerk had obtained various brochures for play equipment which Cllr. Penlington will peruse. Cllr. Fitch-Tillett was asked to find out the amount of funding available to the Parish Council. This item will be considered further at the next meeting.

16.4 Pension Policy

Members were in receipt of a revised Pension Policy which was **APPROVED**.

16.5 Bus Shelter Cleaners

It was **AGREED** to increase the rate of pay for the bus shelter cleaners to £10 per hour. It was also **AGREED** to ensure the cleaners had the equipment required to keep the shelters clean and tidy. If necessary the Clerk will arrange to supply the equipment eg. broom, gloves, cleaning fluid etc.

16.6 Street Lighting

The Clerk advised that NCC is in the process of offering to manage the street lights in Norfolk. Initial estimates indicate that it could cost Northrepps Parish Council around £21,000 to transfer the 20 street lights in the parish to NCC. It was **AGREED** to not progress this at the present time.

16.7 Summary of Accounts for Year Ended 31/03/15

Members were in receipt of the Summary of Accounts for the year ended 31 March 2015 which were **APPROVED** and signed by the Vice-Chairman and by the Clerk as Responsible Finance Officer.

16.8 Bank Reconciliation for Year Ended 31/03/15

Members were in receipt of the Bank Reconciliation for the year ended 31 March 2015 which was **APPROVED** and signed by the Vice-Chairman and by the Clerk as Responsible Finance Officer.

16.9 Report from Internal Auditor for Year Ended 31/03/15

Members were in receipt of the report from the Internal Auditor for the year ended 31 March 2015.

16.10 Annual Return and Governance Statement for Year Ended 31/03/15

Members were in receipt of the Annual return for the year ended 31 March 2015 which was **APPROVED** and signed by the Vice-Chairman and by the Clerk as Responsible Finance Officer.

The Clerk read out the Governance Statement and members **AGREED** the responses. The Governance Statement was signed by the Vice-Chairman and by the Clerk as responsible Finance Officer.

16.11 Transparency Code

It was noted that under the terms of the new Transparency Code all items of expenditure over £100 have to be posted on the Parish Council website. It was **AGREED** that ALL items of expenditure will be listed on the Northrepps Parish Council website.

16.12 Other Financial Matters (for information only)

There were no other matters to report.

17. Playing Field & Allotments

17.1 Maintenance Works

It was noted that CYFC are starting the ground works this week but they will no longer be dealing with the moles. It was **AGREED** to instruct the Clerk to ask Pest Express to deal. It was also **AGREED** to ask the maintenance contractor to clear the molehills and fill any mole runs and charge the Parish Council accordingly.

17.2 Dog Ban

The Clerk was instructed to contact NNDC for an update in respect of the dog ban. It was **AGREED** that if former Cllr. Laws cannot locate the no dog signs, the Clerk will order some more and Cllr. Youngman will arrange for them to be erected.

17.3 Bank near Village Sign

It was **AGREED** to ask the maintenance contractor to order the Grade A sleepers at the cost of £400.

17.4 Bookings for Playing Field

The Clerk advised that neither she or the Village Hall bookings clerk had been able to contact the person who had provisionally booked the hall and playing field for 06 June so it is assumed that this is not progressing.

Other confirmed bookings are as follows:

07 June 2015 –Victory Housing

12-14 June 2015 – Wedding – evidence of public liability, licences and payment of fee still awaited.

20-21 July 2015 – Northrepps School

15 August 2015 – Unconfirmed booking for wedding

It was **AGREED** that the edges of the playing field could be used as overflow parking on 21 June 2015 for the Open Gardens Event provided that ground conditions are suitable and that a steward is on duty at all times.

17.5 Other matters (for information only)

There were no other matters to report.

18. Other works & projects

WWI Commemorations – Cllr. Fish reported on her attendance at a meeting at NNDC.

19. Correspondence

19.1 **Correspondence received since 07 April 2015** (list circulated)

Norfolk ALC

Weekly Updates

Summer Conference –*Clerk to attend*

NCC

Consultation re Managing Flood Risk

Various information sheets and leaflets

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

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

21. To note the date of the next meeting: Tuesday 07 July 2015

22. 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.

23. Adventure Playground

It was **AGREED** to carry this item forward to the July meeting in order that it can be considered in conjunction with the S106 money (refer item 16.3 above). Members were asked to come up with ideas for improvements to the playing field.

There being no further business, the Chairman closed the meeting

Signed

Dated

Financial Matters:

Payments for approval at May meeting:

DD	Eon Street Lighting	£ 17.88
101709	Mrs J Warner – Salary & Expenses April	£ 215.34
101710	Norfolk Pension Fund – April	£ 67.17
DD	Eon Street Lighting – April	£ 17.30
101711	Secret Gardens- Grounds Maintenance April	£ 150.00
101712	Broker Network - Insurance Renewal	£ 520.78
101713	CRP Accountancy – Internal Audit	£ 135.00
101714	FCC Recycling – Glass Bank March	£ 32.21

Receipts:

NNDC Precept and Grant	£7228.00
NCC Recycling Credit (Dec to Mar incl)	£ 129.11

Financial Statement:

Reconciled balances @ 28 April 2015	
Community Account	£10371.17
Business Premium Account	£ 6284.18
High Interest Business Premium Account	£ 4752.13
Building Society Account	<u>£ 123.37</u>
	£21530.85