

03 May 2016

## **Minutes of the Annual Meeting of Northrepps Parish Council held on 03 May 2016 at 7.15 pm at Northrepps Village Hall**

### Present:

Vice Chairman Cllr. L. Fish,  
Cllr. V. Callaghan, Cllr. S. Riggott, Cllr. S. Penlington, Cllr. J. Youngman  
Clerk Mrs J. Warner

District Cllr. Firch Tillett (to item 10 incl)  
3 members of the public

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

### **1. Election of Chairman**

It was **AGREED** to elect Cllr. Alistair Mackay as Chairman.

### **2. Election of Vice Chairman**

It was **AGREED** to elect Cllr. Lorna Fish as Vice Chairman.

### **3. Minutes of the Parish Council Meeting held on 05 April 2016**

It was **AGREED** that the minutes of the Parish Council meeting held on 05 April 2016 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 illness, Cllr. Bumphrey & Cllr. Bartlett due to holiday commitments and Cllr. Claxton. Apologies were noted from PCSO Holmes.

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

Cllr. Riggott declared an interest in allotment matters.

All members declared an interest in respect of planning application for playing field.

### **6. Councillor Responsibilities**

It was **AGREED** to appoint the following responsibilities to members:

Cllr. Mackay – School

Cllr. Fish – Health

Cllr. Bartlett – Footways, Highways & Lighting

Cllr. Bumphrey – Planning

Cllr. Callaghan – Finance Checks and Police

Cllr. Claxton – Playing Field inspections

Cllr. Penlington – Environment

Cllr. Riggott – Village Hall

Cllr. Youngman – Planning

### **7. Internal Auditor**

It was **AGREED** to appoint Chris Pooley as Internal Auditor for the forthcoming financial year.

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## **8. Public Participation**

There was none.

## **9. Police**

The Vice Chairman read out the police report (refer attached).

## **10. District Council and County Council**

### **10.1 County Councillor Report**

There was no report.

### **10.2 District Councillor Report**

Cllr. Fitch Tillett read her report (refer attached)

### **10.3 Passing Places**

It was noted that the signs have been removed. It was **AGREED** to instruct the Clerk to contact Cllr. Northam to ask that he liaise with Highways to ensure that the developers install the geo-matting to stabilize the banks.

*Cllr. Fitch Tillett left the meeting.*

## **11. Planning**

### **11.1 Planning Applications for consideration**

Members considered the following applications:

PF/16/0346 & La/16/0347 Conversion of barns to form 3 holiday lets at Manor Farm – It was **AGREED** to raise no objections.

AN/16/0478 Directional road sign (retrospective) at Karttrak - It was **AGREED** to raise no objections but members would prefer a brown tourism sign.

PF/16/0458 Variation of condition 7 of PF/96/1393 to allow use of a maximum of 10 karts at any one time at Karttrak – It was **AGREED** to raise no objections.

PF/16/0176 Siting of container for general football club storage at Village Hall (Playing Field) - Members declared an interest and raised no objections.

### **Planning Decisions from NNDC/NCC:**

There were none to report.

### **11.2 Other Planning Matters (for information only)**

Following the receipt of queries from residents, members asked whether the fence being erected at a property on Aldis Close needs planning permission as it was thought that these gardens were meant to be open plan. The Clerk was instructed to contact NNDC and Cllr. Fitch Tillett to find out whether fences are permitted.

## 12. Highways & Transportation

### 12.1 Highway Rangers

It was noted that the Highway Rangers are due to visit the parish during the week commencing 06 June 2016. The Clerk was instructed to ask that the verges on Norwich Road be litter picked.

### 12.2 Overgrown hedges

The Clerk was asked to contact the maintenance contractor to request that the buddleia near the village sign be cut right back.

Cllr. Fish advised that most of the hedges had now been cut back and that she was still hoping to speak to one resident and asked that this be carried forward to the next agenda.

### 12.3 Leaning Tree

It was noted that no response had been received in respect of the leaning tree on the bank near Forest Lodge. As it is on the verge it was **AGREED** to instruct the Clerk to contact NCC Highways to ask them to deal.

### 12.4 Blocked Gutter

It was noted that despite informal requests to the owner of a property on Church Street to clean out the gutters, no action had yet been taken.

Cllr. Youngman offered to clean out this gutters if permission is received from the owner. It was **AGREED** to instruct the Clerk to contact the owner of the property to ask for permission.

### 12.5 To receive any other Highway Matters (for information only)

There were no other matters to report.

## 13. Finance & Regulatory 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 Actuals Against Budget to date – These were circulated to members and noted (refer attached).

### 13.3 Summary of Accounts for year ended 31 March 2016

### 13.4 Bank Reconciliation for year ended 31 March 2016

### 13.5 Governance Statement & Annual Return for year end 31 March 2016

### 13.6 Report for Internal Auditor

It was noted that the accounts are still with the Internal Auditor thus all matters relating to the end of the financial year will be carried forward to the June meeting.

### 13.7 Other Financial and regulatory matters

There were no other matters to report.

## 14. Playing Field & Allotments

### 14.1 Maintenance Works

There was nothing to report.

### 14.2 Adventure Playground

The Clerk has contacted the companies concerned for an update.

### 14.3 Trees near new flower bed

There was no update.

### 14.4 Allotments

It was noted that the vacant plot has been allocated.

### 14.5 Other matters (for information only)

It was noted that a booking has been received for the playing field for 11 June 2016.

## 15. Other works & projects

### 15.1 Memorial Plaque

It was noted that it has been suggested by parishioners that a memorial plaque is erected at the bus shelter in memory of Geoffrey Risebrow. It was agreed to support this. Cllr. Fish will talk to the family and this will be discussed in more detail at the next meeting.

## 16. Correspondence

### 16.1 Correspondence received since 05 April 2016 (list circulated)

Parliament	Response to petition re right to appeal against planning decisions
Norfolk ALC	Weekly updates
Community Act.Nfk	Newsletter
NNT&P Forum	Request for support
Community Payback	Letter requesting projects
Came & Co	Newsletter

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)

Request to change date of November meeting – Discuss at June meeting.

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Height of chimneys on converted cottages at Lovell site – Concern was raised that these are much lower than other nearby chimneys. The planning application will be checked and this will be on the agenda for the June meeting.

**18. To note the date of the next meeting:** Tuesday 07 June 2016

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

The members of the public left the meeting.

**20. To consider quotations**

**20.1 Pest Control at Playing Field**

Advice from the pest controller contacted by the Chairman is still awaited. It was **AGREED** to instruct the clerk to also obtain advice and quotations from other pest controllers.

**20.2 Tree Inspection**

Advice from the tree inspector contacted by the Chairman is still awaited. It was **AGREED** to instruct the clerk to also obtain advice and quotations from other contractors.

**20.3 Church Street Noticeboard**

Quotations are still being sought for a suitable replacement noticeboard or replacement surface. It was suggested that a new notice board could perhaps be purchased in memory of Mr Risebrow. This will be discussed at the June meeting.

**20.4 Binding of minutes of meetings**

It was **AGREED** to accept the quotation from Richard Lane Book Binders to bind the minutes at the cost of £45 per bound book.

There being no further business, the Vice Chairman closed the meeting at 8.10pm.

Signed .....

Dated.....



**NORFOLK**  
CONSTABULARY  
*Our Priority is You*

**Cromer  
Safer Neighbourhood Team**

**Northrepps Annual Parish Council**

**Meeting Report**

**1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016**

**Annual Crime Figures:**

1st April 2015 to 31st March 2016 - 21 crimes have been recorded

In comparison to:

1st April 2014 to 31st March 2015 - 23 crimes were recorded.

**Calls to Police:**

- 100 calls to Police during 2015 to 2016

**Current priorities:**

1. Speed Enforcement in Cromer and Surrounding areas.
2. High Visibility Patrols in Cromer and surrounding Parishes
3. Youth Interaction at Cromer Skate Park

The next SNAPs priority setting meeting will be held at Cromer Town Council Offices, North Lodge Park on Monday 25th July 2016 at 6.30pm

PCSO 8163 Allison Holmes – CROMER SNT

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[www.norfolk.police.uk](http://www.norfolk.police.uk)  
[www.sntcromer@norfolk.pnn.police.uk](mailto:sntcromer@norfolk.pnn.police.uk)

Supporting

SAFER  
NEIGHBOURHOODS

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## **District Councillor's Report May 2016**

I can confirm that the Passing Place signs have now been removed.

The temporary arrangement whereby 2 Heads of Service and the Chief Executive are being shared with Gt Yarmouth Borough Council should be made permanent in June depending on the outcome of elections on 5<sup>th</sup> May. I have spent a considerable amount of time at Sea Palling dealing with various issues whilst my colleague Cllr Price was on compassionate leave.

Coastal Management East went live on 1<sup>st</sup> April with the appointment of the Partnership Manager. The formal launch will take place in early June and we have already had a familiarisation tour from Caister on Sea through to Overstrand. I met with representatives from Mundesley, together with their Councillors and officers from the Coastal Team to understand the issues in respect of the Trafalgar Court Ramp and try and find a way forward.

We had a routine briefing meeting of the Regional Flood and Coastal Committee in Chelmsford and I also went up to visit Oliver Letwin MP The Chancellor of the Duchy of Lancaster with operators of the Bacton Terminal, the Environmental Agency, The Crown Estates and our Chief Executive to explain the need for extra funds to assist with the proposed coast defence scheme. He has pledged to come back to us by early June.

The Cromer Sea Defence Scheme is now complete and I attended the “wash up” meeting with the liaison group yesterday. The project manager still has some issues and these will be addressed at the cost of the contractors within 12 months. We are still engaged with the Devolution process, which we must commit to (or otherwise) in June before going out to public consultation.

I have received many queries and comments about the old railway embankment in Northrepps Road, I have discussed the works with the contractor and done my best to explain the objective of retaining the views from Northrepps Cottage enhanced by Humphrey Repton.

I am aware of the planning application from Karttrack and checked with neighbours in Christopher Close as to if they had any noise issues. Those I asked confirmed that they did not.

**Cllr Angie Fitch-Tillett Poppyland Ward, NNDC**

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**Financial Matters:**

Payments for approval at May meeting:

DD	Eon – Streetlighting	£ 24.10
101829	Berryman – Glass bank March	£ 32.21
101830	The Tower Mint – Queen’s Birthday Medals	£ 164.22
101831	T T Jones Electrical – Street Light Maintenance	£ 24.38
101832	The Broker Network – Insurance	£ 516.19
101833	Mrs J Warner – Salary & Expenses April	£ 221.94
101834	Norfolk Pension Fund – Pension April	£ 68.46
101835	Berryman – Glass Bank April	£ 32.21
101836	Secret Gardens – Maintenance April	£ 150.00

Receipts since last meeting:

Precept	£ 6650.00
Transitional Grant	£ 577.00

Financial Statement:

Reconciled balances @ 29 April	
Community Account	£35171.86
Business Premium Account	£ 4754.54
High Interest Business Premium Account	£ 6287.36
Building Society Account	£ 123.37
	<u>£46337.13</u>
Less unrepresented cheques	£ 100.00
	<u>£46237.12</u>

*NOTE: Original copy signed by Chairman and Clerk and kept with accounts*