

Minutes of the Meeting of Northrepps Parish Council held on 02 August 2016 at 7.00 pm at Northrepps Village Hall

Present:

Vice Chairman Cllr. L. Fish,
Cllr. H. Claxton, Cllr. S. Riggott, Cllr. J. Youngman

Clerk Mrs J. Warner MILCM

1 member of the public

1. Minutes of the Parish Council Meeting held on 05 July 2016

It was **AGREED** that the minutes of the Parish Council meeting held on 05 July 2016 be **APPROVED** as a true record. The minutes were signed by the Vice Chairman.

2. Apologies for absence

Apologies were accepted from Cllrs. Bartlett, Callaghan, Mackay and Penlington. Apologies were noted from District Cllr. Fitch Tillett, County Cllr. Northam and PCSO Holmes.

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

Cllr. Riggott declared an interest in any allotment matters.

4. Public Participation

The member of the public did not wish to address the meeting.

5. Police Report

The police report was read out (refer attached).

Cllr. Fish advised that she has received complaints from parishioners in respect of vehicles parked near School Barn. It was **AGREED** to instruct the Clerk to ask that the police talk to the owners of School Barn and also to contact NCC Highways for guidance.

6. District Council and County Council

There were no reports.

7. Planning

7.1 Planning Applications for consideration

There were no applications to consider.

Planning Decisions from NNDC/NCC:

AN/16/0478 Direction road signs (retrospective) at Karttrak, Hall Road – Consent

PF/16/0639 Single storey rear extension at Bridge House, 50 Christopher's Close – Permit

PF/16/0346 Conversion of barns to form 3 holiday lets at Manor Farm - Permit

7.2 **Gallus Close (former cottage)**

It was noted the NNDC are looking into whether there has been any breach of planning control in respect of the chimney stacks.

7.3 **Kartrak**

It was noted that Kartrak have the necessary licences to operate a café.

7.4 **Other Planning Matters** (for information only)

There were no other matters to report.

8. Highways & Transportation

8.1 **Passing Places**

It was noted that the Chairman had met with the Highways Engineer who advised that the passing places meet highway standards. Cllr. Fish asked that it be noted that plans need to be double checked for any future developments in the village to ensure they do not change as they progress.

8.2 **Overgrown Hedges**

It was noted that the hedges at Broadgate Close are being cut. Concern was raised that a tree is overhanging the wall almost opposite the pub. The Clerk was asked to investigate and if necessary contact the owners of the property concerned.

8.3 **Leaning Tree**

It was noted that NCC Highways are yet to inspect.

8.4 **Highway Rangers**

A list of potholes will be passed to the Clerk to forward to Highway.

8.5 **Railway Bridge**

It was noted that the road over the railway bridge on Norwich Road is to be resurfaced on 06 November.

8.6 **To receive any other Highway Matters** (for information only)

There were no other 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 Vice Chairman and the Clerk as Responsible Finance Officer (refer attached).

9.2 **Actuals Against Budget to date** – These were circulated to members and noted.

9.3 **Bank Reconciliation**

The bank reconciliation to 30 June 2016 was **APPROVED** and signed by the Vice Chairman and the Clerk as RFO (refer attached).

9.4 **Appointment of adjudicator re Pension Policy**

It was **AGREED** to appoint Cllr. Claxton as Adjudicator. The Pension Policy will be updated to reflect this and a copy sent to Norfolk Pension Fund (refer attached).

9.5 **Annual Report**

Members were in receipt of the Annual Report which was **APPROVED** (refer attached).

9.6 **Other Financial and regulatory matters**

It was noted that the Crossdale Street brick bus shelter needs a deep clean as it smells strongly of urine. Members suggested that the shelter should be opened up or replaced with a modern design and asked that this be put on the next agenda for discussion.

10. Playing Field & Allotments

10.1 **Maintenance Works**

Molehills - It was noted that the works have been postponed until ground conditions are suitable.

10.2 **Adventure Playground**

An email from the supplier of the equipment was read out and the contents noted. It was **AGREED** to ask to meet with the sub-contractor on site to discuss the height levels of the equipment and the woodchip.

10.3 **RoSPA Inspection**

Members considered the report from the annual RoSPA inspection. It was noted that CYFC are to deal with the goal posts. It was **AGREED** to instruct the Clerk to arrange for the maintenance contractor to deal with the other issues raised and to contact Proludic in respect of replacement chain connectors.

10.4 **Dog Control Order**

It was noted that NNDC are in the process of compiling the maps to go out with the consultations. It is hoped that the consultation process will be in the next few weeks. Cllrs. Youngman & Claxton will arrange for the no dog signs to be erected.

10.5 **Village Fete**

It was **AGREED** that no fee would be charged for the use of the playing field for the Village Fete.

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

It was suggested that a notice board be erected on the side of the village hall in order that safety and other notices can be posted. This could be shared by the Parish Council and Village Hall. This will be further discussed at the next meeting.

11. Other works & projects

11.1 Memorial Plaque

It was **AGREED** to order a brass plaque measuring 6" x 8" and let the family know once it has been installed.

11.2 Fireworks

It was noted that arrangements are in hand.

11.3 WW1

Cllr. Fish provided an update. It was noted that she and the Clerk are liaising in respect of the purchase of a suitable display board.

11.4 Other matters (for information only)

There were no other matters to report.

12. Correspondence

12.1 Correspondence received since 05 July 2016 (list circulated)

N Lamb MP	Details of village tour
Local Govt Boundary Cmsn	Electoral Review of North Norfolk
Parish & Town Forum	Letter from R Arguile
NCC	Devolution consultation
Norfolk ALC	Weekly newsletters
Parliament	Public parks inquiry
Benjamin Foundation	Appeal for accommodation

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 matters to report.

14. To note the date of the next meeting: Tuesday 06 September 2016

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

There were no members of the public present.

16. To consider quotations

16.1 **Church Street Noticeboard**

The Clerk advised that two companies had advised that they could supply self-healing rubber sheets but neither had provided a quotation.

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

Signed

Dated.....

Northrepps Parish Council Meeting Report

3rd April 2016 to 29th July 2016

Crime Figures for this period –

There have been 3 reported crimes during this period

1 x Common Assault

1 x Anti Social Behaviour – personal

1 x Sexual offence

Calls to Police - 43 Calls have been received from members of the public.

Police Surgeries

Cromer Town surgeries have been cancelled for the summer months with immediate effect. Such as Morrisons, Budgens, Barclays and Nat West Bank, Library and Tourist Information Centre.

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 24th October 2016 at 6.30pm

PCSO 8163 Allison Holmes – CROMER SNT

Financial Matters:Payments for approval at August meeting:

DD	Eon – Street Lighting Electricity	£ 23.32
101855	Mrs J Warner – Salary & Expenses July	£ 223.78
101856	Norfolk Pension Fund – Pension July	£ 69.15
101857	Playsafety Ltd – RoSPA Inspection	£ 96.60
101858	Berry Man- Glass Bank July	£ 32.21
101859	Secret Gardens – Maintenance July	£ 190.00

Receipts since last meeting:

NCC Recycle Credits	£ 112.03
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Financial Statement:

Reconciled balances @ 30 July 2016	
Community Account	£30014.77
Business Premium Account	£ 4755.13
High Interest Business Premium Account	£ 6288.14
Building Society Account	£ 123.37
	<u>£41181.41</u>
Less unpresented cheques	£ 0.00
	<u>£41181.41</u>
Plus 1p re bank error	

Note: Original signed copy filed in accounts

NORTHREPPS PARISH COUNCIL**BANK RECONCILIATION**

Financial Year April 1st 2016 - March 31st 2017

Date 28 June 2016

Balance per bank statements dated 28 June 2016

Community Account	£31,747.68
Business Premium Account	£6,288.14
Business Premium Account	£4,755.13
Building Society Account	<u>£123.37</u>
	£42,914.32
Minus uncleared cheque	<u>£193.26</u>
	£42,721.06

Net balances reconcile to entries in the Receipts & Payments book as follows

Opening Balance 1st April 2016	£40,291.06
Add Receipts during the year	£7,228.37
Less Payments during the year	<u>£4,798.36</u>
Closing balance 28 June 2016	£42,721.07

Note: 1p bank error identified.

Signed

Janet T. Warner
Clerk to Northrepps Parish Council

Signed

Cllr. A. Mackay
Chairman Northrepps Parish Council

NOTE: Original signed copy filed in accounts



LOCAL GOVERNMENT PENSION SCHEME

Employer's Policy Statement Exercise of Discretionary Powers

Since 1997, the LGPS legislation has required every Employer to issue a written policy statement on how it will exercise the various discretions provided by the scheme; to keep it under review; and to revise it as necessary.

The LGPS Regulations require all employers who were active on 1 April 2014 to provide an updated policy statement which needs to have been published and notified to the Norfolk Pension Fund by 1 July 2014. Please use our standard form— SR85 (or provide the same information in your own format if you prefer) and return it to us by the due date or within one month of any changes you make to your policy. New Employers should publish their policy statement within one month of joining the scheme.

Help on completing this form can be found in our Guide to Employers' Discretions (SR86) and in your Employers' Administration Manual.

Your policy statement should show the basis on which the employer would make its decisions on the various discretions. The government has advised that employers should not 'fetter their discretion'; i.e. policies should not be so rigid or restrictive as to prevent flexibility where a (possibly unanticipated) situation requires it.

You may wish to consult your employees or their representatives before making or changing your policy statement.

Once you've issued a policy statement, you should arrange for it to be reviewed from time to time, particularly if and when there's a change to any of your stated policies. If the review results in any alteration to your policy statement, the new version must be published and a copy sent to NPF within one month of the changes being made.

The next two pages set out the various employer discretions from April 2014.

The first five are required by law to be included in your policy statement.

The requirement is in Reg 60(1) of the LGPS Regulations 2013 and Reg 66 (1) of the LGPS (Administration) Regulations 2007.

The remainder need not be included but we would recommend it, especially for our larger employers; we appreciate that it might seem a bit cumbersome for those with only a few of members.

Name of Employer	NORTHREPPS PARISH COUNCIL has adopted the policies shown on the following pages
Signed (authorised signatory)	
Name of authorised signatory	
Date	

POLICY STATEMENT

COMPULSORY ITEMS:

Funding of Additional Pension : Regulations 16(2e) 16(4d)

Northrepps Parish Council may fund wholly, or in part, a member's additional pension contract. The payment can be paid by regular contributions or a lump sum.

The cost of this would fall on Northrepps Parish Council.

NB. Where an APC is used to cover a period of unpaid leave and the member makes an option to pay for it within 30 days of returning to work then the employer has to pay 2/3rd of the cost with the member paying the rest of the balance.

Awarding Additional Pension : Regulation 31

Northrepps Parish Council may increase a member's benefits by awarding additional pension up to a maximum of £6,500 p.a. from April 2014. This amount is subject to an annual increase each April.

The cost of this would fall on Northrepps Parish Council.

Flexible Retirement : Regulation 30(6)

Northrepps Parish Council may give consent for a member aged 55 or more who reduces their grade or hours of work (or both) to receive all or part of their LGPS benefits immediately, even though they haven't left its employment.

Any cost for the early payment would fall on Northrepps Parish Council.

Waiving of Actuarial Reduction : Regulation 30(8)

If the benefits payable on retirement before normal pension age would normally be reduced for early payment, Northrepps Parish Council may agree to waive all or part of the reduction.

The cost of doing so would fall on Northrepps Parish Council.

Early Payment of Pension : Regulation 30 of the LGPS (Benefits, Membership and Contributions) Regulations 2007

Northrepps Parish Council may give consent for a member aged 55 or more who has left its employment prior to April 2014 without an entitlement to immediate LGPS benefits to receive them straight away regardless.

Any cost for the early payment would fall on Northrepps Parish Council.

If the benefits payable would normally be reduced for early payment, Northrepps Parish Council may agree to waive all or part of the reduction on compassionate grounds.

The cost of doing so would fall on Northrepps Parish Council.

NON-COMPULSORY ITEMS:

Membership Aggregation : Regulation 22(7b) (8b)

A member who transfers from another LGPS employer, either directly or after a break, must have their two periods of membership aggregated provided they do so while still an active member in the new post. The member has twelve months from the aggregation to opt to keep their periods of membership separate.

Northrepps Parish Council has discretion to extend the twelve months time limit.

Shared Cost AVCs : Regulation 17(1)

Northrepps Parish Council may contribute towards a Shared Cost AVC Scheme, i.e. an AVC Scheme into which Northrepps Parish Council pays contributions as well as the member.

The cost of doing so would fall on Northrepps Parish Council.

NON-COMPULSORY ITEMS (continued):

Forfeiture of Pension Rights : Regulation 19(2), 91, 92, 93

If a member leaves as a result of a conviction for an offence in connection with their LGPS employment or as a result of their own criminal, negligent or fraudulent act in connection with that employment, Northrepps Parish Council has discretion (within the terms of these five regulations) to direct all or part of their LGPS pension rights should be forfeited and / or paid over to Northrepps Parish Council or specified dependants of the member.

Appointment of Adjudicator for Member Disagreements : Regulation 74(1)

There is a three-stage dispute procedure for members who disagree with any LGPS decision made by Northrepps Parish Council. The first stage is handled by Northrepps Parish Council.

Cllr. Hayley Claxton was appointed as Adjudicator at the meeting of Northrepps Parish Council held on 02 August 2016.

Employers must appoint an Adjudicator. You may appoint internally or externally. In every notification of any decision made under the Regulations must inform the person concerned of the job title and address of the person appointed under Regulation 74(1) to whom any application may be made for adjudication.

Transfers of Pension Rights : Regulation 100(6)

A member who has previous pension rights in a different pension scheme may transfer them into the LGPS provided they opt to do so within twelve months of joining it.

Northrepps Parish Council has discretion to extend the twelve month time limit.

Members' Contribution Rates : Regulation 9(3)

Northrepps Parish Council has to allocate members into the appropriate contribution band at the beginning of each financial year. If a member's pay moves into a different band during a financial year, Northrepps Parish Council has discretion to implement the new band immediately but may prefer to wait until the next annual review.

Admission Policy ('designating bodies' only) : Regulation 3(5)

Employees of Northrepps Parish Council are not automatically members of the LGPS but are allowed to join if they, or the class of employee to which they belong, have been designated by Northrepps Parish Council for membership.

The pension policy of a 'designating body' should therefore show the criteria it uses in allowing employees to join the LGPS.