

Minutes of the Meeting of Northrepps Parish Council held on 22 November 2016 at 7.00 pm at Northrepps Village Hall

Present:

Chairman Cllr. A. Mackay, Vice Chairman Cllr. L. Fish,
Cllr. G. Bartlett, Cllr. V. Callaghan, Cllr. H. Claxton, Cllr. S. Riggott,
Cllr. J. Youngman

Clerk Mrs J. Warner MILCM
District Councillor Fitch-Tillett
P.C.S.O. Holmes
Headteacher Angie Hamilton

1. Minutes of the Parish Council Meeting held on 06 September 2016

It was **AGREED** that the minutes of the Parish Council meeting held on 06 September 2016 be **APPROVED** as a true record. The minutes were signed by the Chairman.

It was noted that the October meeting was cancelled due to not being quorate.

2. Apologies for absence

Apologies were noted from County Cllr. Northam.

Cllrs. Bumphrey and Penlington were absent with no apologies received.

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

Cllrs. Claxton & Mackay declared an interest in planning application PF/16/1438.

Cllr. Riggott declared an interest in allotment matters.

4. Forest School

Headteacher Angie Hamilton was welcomed to the meeting and members were interested to learn about the progress of the Forest School. A copy of a report prepared by Teresa Dowding will be recirculated to members (refer attached). Members **AGREED** to give permission for the school to use the site over the longer term. Ms. Hamilton invited members to attend some of the sessions.

Ms Hamilton left the meeting

5. Public Participation

There was no public participation.

6. Police Report

P.C.S.O. Holmes presented the police report (refer attached).

7. District Council and County Council

7.1 Report from District and County Councillors

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

7.2 Other NNDC & NCC matters

There were no other matters to report.

Cllr. Fitch-Tillett left the meeting.

8. Planning

8.1 Planning Applications for consideration

PF/16/1455 Removal of condition 11 of PF/14/0863 to allow construction without compliance with Code Level 3 at Plots 4&5, The Embankment
No objections

PF/16/1456 Removal of condition 10 of PF/14/0865 to allow construction without compliance with Code Level 3 at The Embankment
No objections

DP/16/0925 Proposed demolition of derelict bungalow at Crimond, 2 Norwich Road
No objections

PF/16/1438 Replace 3 existing pvc/tube frame hangers with one profiled steel clad hanger at Northrepps Aerodrome
No objections

PF/16/1556 Single storey extension to rear following demolition of existing single storey section to side of dwelling at 46 Hillside
No objections

Planning Decisions from NNDC/NCC:

NMA1/14/1559 Non material amendment request to erect extension to rear of double garage of plot 1 (retrospective) – Approved

NMA2/16/0639 Non material amendment request to omit north east elevation window and insert in to rear elevation at Bridge House, 50 Christopher's Close – Approved

NMA1/16/0639 Non material amendment to allow change of external render to weatherboard cladding at Bridge House, 50 Christopher's Close – Approved

PF/16/0654 Conversion of existing garage to annexe containing one bedroom, one bathroom, kitchen/lounge living space at 19 Emery's Close - Approved

8.2 Gallus Close (former cottage)

There was no update to report. Clerk to pursue this with NNDC.

8.3 Local Plan Call for Sites

Cllr. Bartlett attended the site visits and circulated a map of the sites to members. He advised that NNDC are looking to site around 500 houses of Norwich Road on sites C18 and C22.

8.4 BT Payphones

It was **AGREED** to object to the proposals to remove the payphones on Norwich Road and Church Street.

8.5 Changes to NNDC planning System

Members were in receipt of correspondence from NNDC and the Clerk. The Clerk reported on her attendance at the training sessions. It was **AGREED** to look into the possibility of funding from the Transparency Code to purchase a scanner and laptop.

8.6 **NNDC Local Planning Enforcement Plan**

The revised plan had been circulated to members and the contents noted. No comments were made.

8.7 **Neighbourhood Planning Bill**

The details of the consultation had been circulated to members and noted. No comments were made.

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

There were no other planning matters to report.

9. Highways & Transportation

9.1 **Pavement near school**

It was noted that the area in question had been turfed over.

9.2 **Verge Cutting**

It was noted that should the Parish Council agree to take on the cutting of the verges at the entrance to Broadgate Close and in front of the bus shelter on Norwich Road there could be some funding available from NCC Highways to cover costs. It was **AGREED** to take on these areas subject to adequate funding.

It was noted that the footway along Norwich Road between Carr Lane at Cromer has been cleared.

It was noted that the area of land at the junction of Hall Road and New Road has not yet been cut. It was **AGREED** to instruct the Clerk to contact NCC Highways to ask that this is pursued with the landowner. The Clerk was also instructed to ask NCC Highways for advice in respect of the vehicles which are often parked near the entrance to Hall Road.

9.3 **Traffic Orders**

Members were in receipt of a temporary traffic order in respect of carriageway resurfacing to the railway bridge on Norwich Road.

9.4 **Other Highway Matters** (for information only)

Pot Holes - Members reported several pot holes and blocked grips etc and asked that the details be passed to NCC Highways to deal. The Clerk reminded members that these can all be reported at any time the NCC website.

Grit Bins - The Clerk advised that she had received a request for a grit bin to be placed at the junction of Rectory Road but the Highways Engineer has advised that the site does not meet the necessary criteria.

10. Finance & Regulatory Matters

10.1 **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).

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

10.3 **Bank Reconciliation to 30 September 2016**

Members were in receipt of the bank reconciliation to 30 September 2016 which was **APPROVED**. The bank reconciliation was signed by the Chairman and by the Clerk as RFO. The Chairman initialled the bank statements (refer attached).

10.4 **Quarterly Finance Checks**

It was noted that Cllr. Callaghan had carried out the quarterly finance checks and had found no matters of concern. The report will be filed in the accounts folder.

10.5 **Maintenance and Street Lighting Contracts**

Members were in receipt of the updated tender documents (refer attached). It was **AGREED** to instruct the Clerk to go out to tender for both contracts.

10.6 **Pensions Regulator – Declaration of Compliance**

It was noted that the Clerk had completed all the necessary paperwork and the declaration of compliance has been acknowledged by the Pensions Regulator.

10.7 **Budget and Precept 2017/18**

Members were in receipt of the draft budget for 2017/18 (refer attached). It was **AGREED** to approve the budget and set a precept of £14,602. This will be supplemented by a grant of £1,027 from NNDC.

10.8 **Crossdale Street Bus Shelter**

It was noted that the Chairman and Cllr. Bumphrey are yet to visit the bus shelter to assess how it can be made more open and thus prevent anti-social behaviour.

10.9 **Other Financial and regulatory matters**

There were no other financial matters to report.

11. **Playing Field & Allotments**

11.1 **Maintenance Works**

Molehills - It was noted that the Pest Control works are scheduled to take place on 19/20 December.

Tree works – It was noted that R Bell Ltd are to carry out the works to the trees near the raised bed on 28 November 2016. The tree inspection is yet to take place.

The maintenance contractor has now cleared the area near the village noticeboard.

Conifers – It was **AGREED** to ask the maintenance contractor to remove the conifers along the footpath which leads from opposite the playing field to Church Street. It was noted that the conifers are not the responsibility of the adjoining landowner but they have been consulted.

11.2 Adventure Playground

It was **AGREED** to sign off the works to the playground and to also submit the end of grant report to NNDC re The Big Society Grant,

11.3 RoSPA Inspection

It was noted that the Chairman and Cllr. Youngman have inspected the nest swing and agreed that 4 new connectors are required. These will be sourced by the Chairman.

11.4 Dog Control Order

There was no further update.

11.5 Notice boards

Playing Field - Following discussion, it was **AGREED** to not proceed with the purchase of a noticeboard to be installed on the wall of the Village Hall but instead to purchase a small board to be attached to the fence surrounding the playground.

Church Street - It was noted that Ian Royall had donated some board suitable for lining the surface of the noticeboard near The Foundry. The Chairman will arrange for this to be installed. The Clerk was asked to send a note of thanks to Mr Royall.

11.6 Village Hall Committee

The Chairman advised that Lovells have assured him that they will level the car park once they have the correct machine on site.

11.7 Allotment tenancy

The clerk advised that she still has no contact details for one of the tenants but that the rental payment had been received. It was also noted that one of the plots is vacant and is in the process of being reallocated.

11.8 Other matters (for information only)

Allotment hedges – It was noted that the hedges surrounding the allotments at the playing field are now very high and are overshadowing the plots. The Clerk was asked to obtain a quotation to cut them down to a manageable height. Once cut back, the tenants will be reminded of their responsibility of keeping the hedges in good order.

12. Other works & projects**12.1 Fireworks**

It was noted that the firework display and bonfire had gone well and in total £380.73 was raised towards the cost of the event.

12.2 WW1

Cllr. Fish provided an update and advised that they may be able to apply for a grant for a commemorative bench. A letter from Remember WW1 was read out.

12.3 NNCCG

Cllr. Fish reported on her attendance at a meeting in Aylsham.

- 12.4 **Other matters** (for information only)
There were no other matters to report.

13. Correspondence

13.1 **Correspondence received since 06 September 2016** (list circulated)

Norfolk ALC	Newsletters
	Precept Consultation – <i>It was AGREED to respond to the consultation objecting to the proposal to introduce automatic precept referendums.</i>
	Local Council Award Scheme
NCC	A good education for every Norfolk learner
DCLG	Neighbourhood Planning Bill
J Begley	Defibrillator checks – All OK
CPRE	Campaign re housing targets
NNDC	Community Land Trusts
NN Town & Parish Forum	Update re Second Homes Council Tax

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

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

Street Lights – It was reported that the light near Shrublands Farm is not working and that the column on Norwich Road is blocked by a tree which needs cutting back. The Clerk will report these matters to the Street Lighting Contractor.

15. **To note the date of the next meeting:** Tuesday 03 January 2016

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

Signed

Dated.....