

**Minutes of the Meeting of Northrepps Parish Council
held on 03 January 2017 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. Penlington,
Cllr. S. Riggott, Cllr. J. Youngman

Clerk Mrs J. Warner MILCM

County Cllr. W. Northam, District Cllr. A. Fitch-Tillett
P.C.S.O. Holmes, Headteacher Angie Hamilton
3 members of the public

It was agreed to reorder the agenda to bring forward the item in respect of the Forest School.

1. Minutes of the Parish Council Meeting held on 22 November 2016

It was **AGREED** that the minutes of the Parish Council meeting held on 22 November 2016 be **APPROVED** as a true record. The minutes were signed by the Chairman.

2. Apologies for absence

Apologies were noted from Cllr. Bumphrey due to work commitments.

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

Cllr. Fish declared an interest in planning application PF/16/1731.

Cllr. Riggott declared an interest in allotment matters and village hall matters.

4. Public Participation

There was no public participation.

5. Police Report

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

It was noted that Cllrs. Bartlett and Callaghan would be attending a meeting at North Walsham in respect of changes to the way in which crime statistics will be presented to parish councils.

6. District Council and County Council

6.1 Report from District and County Councillors

Cllr. Northam gave a report on his work as County Councillor (refer attached).

Cllr Fitch Tillett have a report of her work as District Councillor (refer attached) and gave her apologies for the February meeting.

6.2 Other NNDC & NCC matters

There were no other matters to report.

Cllrs. Northam and Fitch-Tillett left the meeting.

7. Forest School

Members considered the proposals put forward by Teresa Dowding in her report dated 29 September 2016 (refer report attached to minutes of November meeting). The requests were **APPROVED** subject to the gravel board and chippings being removed as and when CYFC install their storage container. It was **AGREED** to instruct the Clerk to draft a contract granting the school use of the land for a forest school at a nominal fee.

PCSO Holmes and Mrs Hamilton left the meeting.

8. Planning

8.1 Planning Applications for consideration

PF/16/1731 Erection of two storey side extension and single storey rear extension at 116 Broadgate Close – No objections

Planning Decisions from NNDC/NCC:

PF/15/0639 Change of use to mobility centre and electric bike showroom with workshop/office/storage at Unit 1, Old Station Yard, Norwich Road – Permit

PF/16/1438 Replace 3 existing pvc/tube frame hangers with one profiled steel clad hanger at Northrepps Aerodrome – Permit

DP/16/0925 Proposed demolition of derelict bungalow at Crimond, 2 Norwich Road – Prior approval not required.

8.2 Gallus Close (former cottage)

There was still no update to report. It was **AGREED** to instruct the Clerk to ask District Councillor Fitch-Tillett to pursue this.

8.3 Local Plan Call for Sites

There was no update to report.

8.4 Planning Protocol

It was **AGREED** to adopt the planning protocol (refer attached) and to appoint all of the members of the Parish Council to the Planning Advisory Group.

8.5 Other Planning Matters (for information only)

There were no other planning matters to report.

9. Highways & Transportation

9.1 Verge cutting & overgrown hedges

The Clerk advised that NCC Highways are prepared to pay a small amount towards the cutting of the verge at Broadgate Close and by the Crossdale Street bus shelter and would expect 5 cuts per year. It was **AGREED** to defer any decision until after the maintenance tenders are received.

It was **AGREED** to instruct the Clerk to contact Highways to ask for improved signage and white lines at the junction of New Road and Hall Road.

9.3 **Traffic Orders**

Members were in receipt of a temporary traffic order in respect of and road closure in Sidestrand.

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

The Clerk was instructed to ask Highways/NNDC to litter pick Norwich Road and to report that the road surface near the school and at the junction of Bulls Row and Church Street is breaking up.

The Clerk was instructed to contact Lovells to ask that the street name sign for Storey's Loke be reinstated.

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 **Transparency Code Funding**

It was **AGREED** to apply for grant funding from the Transparency Code Funding for a laptop and scanner.

10.4 **Tender Documents for Street Lightings Maintenance and Grounds Maintenance**

It was noted that several contractors had already expressed interest. It was therefore **AGREED** to not advertise in the local press.

10.5 **Street Light in Village Hall car park**

It was noted that an informal request had been received asking the Parish Council to consider taking on the maintenance of the street light. It was **AGREED** that the Parish Council would only consider taking on the street light after it has been converted to LED and subject to evidence that the column has been inspected and is in good condition.

10.6 **Crossdale Street Bus Shelter**

The Chairman advised that the shelter needs to be painted and the bargeboards need to be repaired/replaced. It was **AGREED** that the Chairman and Cllr. Bumphrey will carry out the necessary works.

10.7 **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 number of molehills has increased and **AGREED** to accept the revised quotation from the pest controller.

Tree works –The tree inspection is yet to take place.

Conifers – A quotation from the contractor is awaited.

11.2 RoSPA Inspection

It was noted that the Chairman has purchased the new shackles for the nest swing but is yet to arrange for them to be fitted.

11.3 Dog Control Order

There was no further update. It was **AGREED** to ask the District Councillor to Pursue this.

11.4 Notice boards

It was **AGREED** to purchase a lockable poster frame from Boards Direct.

11.5 Allotment Hedges

A quotation from the maintenance contractor in respect of the allotment hedges is awaited.

11.6 Other matters (for information only)

There were no other matters to report.

12. Other works & projects

12.1 WW1

Cllr. Fish advised that she will have a full update for the next meeting.

12.3 Other matters (for information only)

There were no other matters to report.

13. Correspondence

13.1 Correspondence received since 22 November 2016 (list circulated)

Norfolk ALC	Weekly newsletters
NNDC	Big Society Awards Electoral Review – Draft recommendations
Norfolk PTS	New subscription service
<i>It was AGREED to not subscribe at present but to consider it again once the service is more established</i>	
AONB	Sustainable Development Fund
NCC	Silica Sand Review

NNDC

BT Payphone consultation

It was noted that NNDC recommend that the payphone on Church Street is retained but the one on Norwich Road is removed.

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)

There were no matters to put forward for the next agenda.

15. To note the date of the next meeting: Tuesday 07 February 2017

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

Signed

Dated.....



NORFOLK
CONSTABULARY
Our Priority is You

Cromer
Safer Neighbourhood Team

Northrepps Parish Council Meeting Report

22nd November 2016 to 3rd January 2017

Crime Figures for this period –

There has been 4 reported crimes during this period

1 x Assault Occasioning Grievous Bodily Harm

2 x Common Assaults

1 x Sexual Offence

Calls to Police - 17 Calls have been received from members of the public.

Current priorities:

1. Speed Enforcement in Poppyland Area.
2. ASB in North Lodge Park and High Visibility Patrols
3. Cycle Safety in Cromer

The next SNAPs priority setting meeting will be held at Cromer Town Council Offices, North Lodge Park on Monday 23rd January 2017 at 6.30pm

PCSO 8163 Allison Holmes – CROMER SNT

101

www.norfolk.police.uk
www.sntcromer@norfolk.pnn.police.uk

Supporting

SAFER
NEIGHBOURHOODS

District Councillor's Report January 2017

A Happy New Year to you all.

At the last Full Council of 2016 two new Cabinet Members were announce, Cllr Price (Waxham Ward) will now hold the portfolios for Housing and Licensing and Cllr Prior (Holt Ward) Health and Wellbeing and Sports and Leisure.

The Local Government Association has asked me to lead nationally on strandings – that is the beaching of wales and other large marine mammals. I am working with Kings Lynn and Teignbridge to establish best practise. This is in addition to leading on Marine Litter.

The funding gap fro The a Bacton / Walcott Sandscaping Scheme is closing, the Environment Agency has found another £150,00 to assist with this. There is a proposal to visit the scheme in the Netherlands later this year for fact finding.

The Environment service has had several campaigns running over the Christmas period. The request to recycle all Christmas wrappings and decorations, also a very hard hitting social media campaign on clearing up after dogs. Our goats have returned to Cromer and are now managing the habitat in Happy Valley.

The Council is facing several challenges in 2017. The closure of the funding gap as Central Government Grant reduces year on year, the contract to manage the pier will be awarded in May and a decision must be reached in the future of The Sheringham Splash.

Locally, I was able to get Anglian Water to treat as very urgent a blocked sewer in with help from our Environment Services Manager, and the surface water drainage and Japanese Knotweed in Hillingdon Park continues to be an issue which is involving three departments at District, the Police, The Environment Agency and Norfolk County Council Flood manager.

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

REPORT FROM COUNTY COUNCILLOR NORTHAM:

- 1) Norfolk was one of 28 similar councils which took part in the National Highways and Transport survey. This survey included public transport, walking, cycling, congestion, road safety and road maintenance. Norfolk was rated as third highest in the survey.
- 2) Winter preparations. We have 16,000 tons of salt in stock and an arrangement with Compass Minerals to keep up the available supply of salt. We service 1,800 Grit Bins, we have 6 Gritting Loftiest and they cover 49 gritting runs, that is 2,000 miles of A, B and some C class roads. The A11, A12 and A47 roads are gritted by Highways, England.
- 3) NNDR. This is progressing well they have started planting 30,000 native trees, shrubs and hedges along the route, some Norwich schoolchildren have been involved in the tree planting.
- 4) Over the Christmas period Adult and Children's Social services emergency duty teams provided assistance to 147 Adults and 96 children. The Children's Services Outreach Team provided assistance to families whose children would otherwise gone into care.

NORTHREPPS PARISH COUNCIL – Planning Protocol

The procedures set out below were adopted at a meeting of the Parish Council on 03 January 2017

1. Summary

This procedure sets out how the Parish Council considers planning matters on which it is consulted by the Planning Authority. It takes into account that:

- The consultation period for planning application is 21 days, which means that not all planning applications can be considered by the Parish Council at its scheduled meetings.
- The Parish Council believes that its constituents are best served by the Parish Council responding to application in a timely fashion.
- To ensure that consultations on planning applications are dealt with in time, the Parish Council has appointed a Planning Advisory Group to facilitate the responses of the Council to planning matters.

The Parish Council has therefore resolved that any substantive actions in respect of planning matters shall be taken either by:

- the Parish Council as a whole, or
- by the Clerk acting on the advice of the Planning Advisory Group.

Planning Advisory Group

2.1 Membership

- At each Annual Meeting the Parish Council shall appoint from amongst its members a Planning Advisory Group of at least three members to serve until the following annual meeting.
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- If a vacancy occurs at any time by way of resignation or otherwise the Council may appoint one of its members to fill the vacancy who will serve until the next following Annual Meeting.

2.2 Duties

- It shall be the duty of the Planning Advisory Group to give initial consideration to any planning matters on which the Parish Council is consulted including policy matters such as local plans as well as

specific planning applications.

- Where the Council is invited to make representations on a planning application to the Planning Authority, it shall be the duty of the Planning Advisory Group to ensure that the Council's Planning Protocol, as set out paragraph 3 below is adhered to in all material respects.
- The Planning Advisory Group will seek to ensure that the Parish Council is seen to be fair in its treatment of the rights of applicants and local residents and that its views as consultee are consistent and well-considered.
- The Planning Advisory Group shall have no power to make substantive decisions in respect of planning matters.

2.3 Conflict of interests

- A member of the Planning Advisory Group who has a material interest in a planning matter referred to it shall take no part in the discussion or handling of the application.

3 Planning Protocol

3.1 Options for responding to planning applications

One of the following options shall apply when notice of a planning application on which the Parish Council is invited to comment is received.

Option 1: If there is a scheduled Parish Council meeting before the end of the consultation period then the Clerk will place the matter on the Agenda for that meeting and any decision will be taken at that meeting.

Option 2 : If there is no scheduled meeting before the end of the consultation period, but the Planning Advisory Group [or the Chairman of the Council] considers that the application should be considered by the full Parish Council then a special meeting will be called for this purpose and any decision taken at that meeting. This option shall also apply if at least two members of the Council request that the Chairman or Clerk call a special meeting.

Option 3: In other cases any response by the Council shall be delegated

to the Clerk who shall seek advice from the Planning Advisory Group and/or the Chairman of the Council and shall circulate any draft response to all Councillors for their comments.

3.2 Procedure at meetings of the Council

- In those cases where a planning application comes before a full meeting of the Parish Council, the any residents will be able to speak at the meeting during public participation.
- If a request is received from the applicant to speak to the Council then this will normally be permitted unless the Council, by a majority decision, determines otherwise.
- Any Councillor with a material interest in the application will take no part in the debate, unless invited to speak by the Chairman, and will not be entitled to vote on any relevant motion.
- The Council shall consider the application in public session and will decide on what response, if any, shall be provided.

Payments for approval at January meeting:

DD	Eon – Street Lighting Electricity	£ 27.08
101888	T T Jones – Street Light Maintenance	£ 206.20
101889	R Bell Tree Services – Tree works	£ 240.00
101890	RBL Poppy Appeal – Poppy wreath (S137)	£ 18.00
101891	URM – Glass bank Dec	£ 32.21
101892	Secret Gardens – Maintenance Dec	£ 150.00
101893	Mrs J Warner – Salary & Expenses Dec	£ 237.93
101894	Norfolk Pension Fund – Pension Dec	£ 69.15
101895	HMRC – Paye Oct Nov Dec	£ 171.40

Receipts since last meeting:

Bank interest	£ 1.37
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Financial Statement:

Reconciled balances @ 28 December 2016	
Community Account	£17662.12
Business Premium Account	£ 6289.70
High Interest Business Premium Account	£ 4756.31
Building Society Account	<u>£ 123.37</u>
	£28831.50

NOTE: The original finance sheet was signed by the Chairman and Clerk and filed in the accounts.