

## **Minutes of the Meeting of Northrepps Parish Council held on 07 February 2017 at 7.00 pm at Northrepps Village Hall**

### Present:

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

Clerk Mrs J. Warner MILCM  
2 members of the public

#### **1. Minutes of the Parish Council Meeting held on 03 January 2017**

It was **AGREED** that the minutes of the Parish Council meeting held on 03 January 2017 be **APPROVED** as a true record. The minutes were signed by the Chairman.

#### **2. Apologies for absence**

Apologies were accepted from Cllrs. Bartlett and Riggott due to other commitments. Cllr. Bumphrey was absent.  
Apologies were noted from District Cllr. Fitt-Tillett, County Cllr. Wyndham Northam and PCSO Holmes.

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

Cllrs. Mackay & Claxton declared an interest in planning application PF/17/0110.

#### **4. Public Participation**

Mr Poole was given permission to prune the Cheery tree on the boundary of the playing field. It was noted that the tree report will be considered later in the meeting.

#### **5. Police Report**

There was no up to date police report.  
Cllr. Callaghan reported on the recent police meeting at North Walsham. It was noted that in future the police would produce regular newsletters which will include shared crime statistics.  
The Clerk advised that a letter has been received enclosing copies of the presentation slides used at the meeting.

#### **6. District Council and County Council**

There were no reports.  
The Clerk advised that on Sunday 26 February the Chairman of NNDC Cllr. John Lee is hosting a special service to celebrate volunteering in North Norfolk.

#### **7. Planning**

##### **7.1 Planning Applications for consideration**

PF/1617/0110 Variation of condition 2 of planning permission PF/16/1438 to allow for revised roof design at Northrepps Aerodrome  
It was **AGREED** to raise no objections.

**Planning Decisions from NNDC/NCC:**

There were none to report

**7.2 Gallus Close (former cottage)**

It was noted that the Enforcement Team at NNDC are in the process of contacting the agent and that there may be a need for an amendment.

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

There were no other planning matters to report.

**8. Highways & Transportation****8.1 Verge cutting & overgrown hedges**

Verges at Broadgate Close and Crossdale Street – refer to item 16.2.

Overgrown hedges – Members were pleased to note that works had commenced at one of the properties and were complete on the other. The Clerk was instructed to write and thank the residents accordingly.

Public Rights of Way – Cllr. Fish presented a letter from a resident thanking Mr. Youngman and Cargills for keeping the public rights of way clear.

**8.2 New Road / Hall Road junction**

It was noted that Highways have installed a give way sign and are arranging for the hedges/trees to be cut back to improve visibility. Highways advised that cars parked on the verges obscuring visibility at junctions is a police matter.

**8.3 Road Surface**

It was noted that the junction of New Road, Church Street and Bulls Row is to be resurfaced this year and that any bad potholes will be filled.

**8.4 Storey's Loke Street Name Sign**

It was noted that Lovell's have erected a new street name sign.

**8.5 Litter Pick**

It was noted that thanks have been received from a resident in respect of the litter pick carried out along New Road. It is assumed that this was carried out by NNDC and the thanks forwarded to them.

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

It was requested that the Clerk contact Highways to ask that the highways signs at the junction of New Road and Crossdale Street be cleaned and to report a damaged drain on Crossdale Street.

**9. Finance & Regulatory Matters****9.1 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).

- 9.2 **Actuals Against Budget to date** – These were circulated to members and noted.
- 9.3 **Bank Reconciliation**  
Members were in receipt of the bank reconciliation to 29 December 2016 which was **APPROVED** and signed by the Chairman and by the Clerk as RFO.
- 9.4 **S137 Grants**  
Members considered the annual grant requests. It was **AGREED** to award the following grants:
- |  |      |
|--|------|
| St Mary's Church for upkeep of burial ground | £600 |
| Norfolk Citizen's Advice Bureau              | £100 |
| East Anglian Air Ambulance                   | £100 |
| Royal British Legion local branch            | £ 50 |
| Age UK Norfolk                               | £100 |
| Northrepps Luncheon Club                     | £ 50 |
- These were in addition to the S137 grants made earlier in the financial year to Friends of Northrepps School (£400) and Royal British Legion Poppy Appeal (£18).
- 9.4 **Transparency Code Funding**  
The Clerk advised that Northrepps Parish Council have been successful in securing grant funding of £459.97 to purchase a scanner and laptop. The funds are yet to be received from Norfolk Association of Local Councils.
- 9.5 **Village Hall Car Park Street Light**  
The Clerk advised that she had contacted the Village Hall Committee but to date has received no response.
- 9.6 **Crossdale Street Bus Shelter**  
There was no update.
- 9.7 **Other Financial and regulatory matters**  
There were no other financial matters to report.

## 10. Playing Field & Allotments

### 10.1 **Maintenance Works**

**Molehills** - It was noted that pest control works are to commence on 13 February 2017.

**Tree works** –The tree inspection has just been received and will be circulated for consideration at the next meeting.

**Conifers & Allotment Hedges** – A quotation from the contractor is awaited.

**10.2 Forest School**

The Clerk advised that she was awaiting professional advice on the lease.

**10.3 RoSPA Inspection**

It was noted that the Chairman has not yet fitted the new shackles on the swing.

**10.4 Dog Control Order**

It was noted that the Dog Control and Public Places Orders are now out to consultation.

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

Open Gardens Event – It was **AGREED** to allow the edges of the playing field to be used for parking providing ground conditions are suitable.

**11. Other works & projects****11.1 WW1**

It was **AGREED** that Cllr. Fish will liaise with the church and register for Northepps to participate in the nationwide Beacon of Light commemorations on 11/11/2018. This will be further discussed at the March meeting.

Cllr. Fish advised that she is still looking into the purchase of a commemorative bench to be installed near the War Memorial.

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

There were no other matters to report.

**12. Correspondence****12.1 Correspondence received since 03 January 2017 (list circulated)**

Norfolk ALC	Weekly Newsletters
Norfolk SLCC	Branch training day and AGM 21 April 2017 <i>Clerk to attend</i>
Community Action Nfk	Newsletter
Locality	Five Steep Guide for councillors

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 put forward for the next agenda.

**14. To note the date of the next meeting: Tuesday 07 March 2017**

**15. IT WAS AGREED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC**

The members of the public left the meeting.

**16. Tender documents**

16.1 **Street Lighting Maintenance 2017 - 2020**

It was noted that only one tender document had been received. It was **AGREED** to award the street lighting maintenance contract to T T Jones Electrical.

16.2 **Grounds Maintenance Contract 2017 – 2020**

Members considered two tender documents. It was **AGREED** to award the Grounds Maintenance Contract to Secret Gardens.

Members asked that the Clerk obtain further information in respect of the number of cuts before deciding whether to take on the verges from Highways.

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

Signed .....

Dated.....

**Financial Matters:****Payments for approval at February meeting:**

DD	Eon – Street Lighting Electricity	£ 27.98
101896	Boards Direct – Poster board	£ 65.88
101897	R Bell Tree Services – Tree inspection and report	£ 480.00
101898	Northrepps Village Hall – Hire of hall	£ 240.00
101899	Mrs J Warner – Salary & Expenses Jan	£ 217.38
101901	Norfolk Pension Fund – Pension Jan	£ 69.15
101900	Secret Gardens – Maintenance Jan	£ 150.00
101902	URM – Glass bank Jan	£ 32.21

**Receipts since last meeting:**

No receipts

**Financial Statement:**

Reconciled balances @ 03 Feb 2017	
Community Account	£16527.25
Business Premium Account	£ 6289.70
High Interest Business Premium Account	£ 4756.31
Building Society Account	<u>£ 123.37</u>
	<b>£27696.63</b>

**NORTHREPPS PARISH COUNCIL****BANK RECONCILIATION**

Financial Year April 1st 2016 - March 31st 2017

Date 29 December 2016

Balance per bank statements dated 29 December 2016

Community Account	£17,662.12
Business Premium Account	£6,289.70
Business Premium Account	£4,756.31
Building Society Account	<u>£123.37</u>
	£28,831.50
Plus payments received to be banked	<u>£0.00</u>
	£28,831.50

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

Opening Balance 1st April 2016	£40,291.06
Add Receipts during the year	£15,842.50
Less Payments during the year	<u>£27,302.06</u>
Closing balance 29 December 2016	£28,831.50