

Minutes of the Annual Meeting of Northrepps Parish Council held on 02 May 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
PCSO Holmes
3 members of the public

1. Election of Chairman

It was **AGREED** to elect Cllr. Mackay as Chairman. Cllr. Mackay signed the Declaration of Acceptance of office, which was witnessed by the Clerk as Proper Officer.

2. Election of Vice Chairman

It was **AGREED** to elect Cllr. Fish as Vice Chairman. Cllr. Fish signed the Declaration of Acceptance of office, which was witnessed by the Clerk as Proper Officer.

3. Minutes of the Parish Council Meeting held on 04 April 2017

It was **AGREED** that the minutes of the Parish Council meeting held on 04 April 2017 be **APPROVED** as a true record. The minutes were signed by the Chairman.

4. Apologies for absence

Apologies were accepted from Cllr. Bumphrey (holiday). Apologies were noted from Cllr. Fitch Tillett, Cllr. Northam and NCC candidate Fiona Turner.

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

Cllr. Riggott declared an interest in any allotment matters and the Village Hall Committee.

6. Councillor Responsibilities

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

| | |
|------------------|-------------------------------|
| Cllr. Mackay | School |
| Cllr. Fish | Health |
| Cllr. Bartlett | Footways, Highways & Lighting |
| Cllr. Bumphrey | Planning |
| Cllr. Callaghan | Finance & Police |
| Cllr. Claxton | Playing Field |
| Cllr. Penlington | Environment |
| Cllr. Riggott | Village Hall |
| Cllr. Youngman | Planning |

7. Review of Financial Controls

It was **AGREED** to appoint Cllr. Claxton to meet with the Clerk to review the financial controls

8. Appointment of Internal Auditor

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

9. Public Participation

No members of the public wished to speak.

10. Police Report

Members were in receipt of the Cluster Newsletter & Report and PCC Newsletters. PCSO Holmes provided an update in respect of current priorities. It was noted that the police have patrolled and assessed the areas reported at the last meeting. No parking obstructions have been found at the time of the patrols and there has been only one call to police re Bulls Row which was dealt with satisfactorily.

PCSO Holmes advised that in respect of the incident at Grove Farm, a male was arrested for several firearms offences and is currently on police bail. There are no concerns for public safety.

11. District Council and County Council

There were no reports.

12. Planning**12.1 Planning Applications for consideration**

**PF/17/0575 Erection of dormer to front elevation and installation of roof light to rear elevation
Spring House, School Lane**

It was **AGREED** to raise no objections.

**PF/17/0642 Change of use of holiday unit to residential annexe;
external cladding; changes to windows and doors and insertion of roof lights**

Woodland House, Cromer Road

It was **AGREED** to raise no objections.

Planning Decisions from NNDC/NCC:

PF/17/0248 Erection of single and two storey rear extension at 5 Craft Lane – Permission refused

12.2 Other Planning Matters (for information only)

It was noted that the revised plans for the chimney stacks on the cottages on Church Street/Gallus Close are being recommended for approval.

13. Highways & Transportation**13.1 Verge cutting & overgrown hedges**

It was **AGREED** to sign the service delegation agreement to take on the verge cutting from NCC.

13.2 **Parking issues**

An article asking for residents to park considerately was published in the Cromer Times. Cllr Fish advised that residents have since seen an improvement. PCSO Holmes advised that the police will continue to keep an eye on the situation and sked that residents report any incidents to the police using 101.

13.3 **Traffic Orders**

It was noted that the A148 / B1436 will be closed from 19:00 to 06:00 between 8th to 13th May due to construction of the roundabout.

13.4 **SAM2 sign**

Concern was raised that the SAM2 sign was still not working. The Chairman advised that the batteries are on charge and will be installed asap.

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

Thanks were given to NCC Highways for the filling of numerous potholes in the parish.

Concern was raised in respect of the amount of dog fouling on FP2 which leads from Bulls Row to Nut Lane. The Clerk was asked to contact NNDC for advice.

14. Finance & Regulatory Matters

14.1 **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).

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

14.3 **Review of Assets for Insurance Purposes**

The Clerk advised that there had been no professional review for many years and recommended that a full review take place. A quotation had been obtained from G.A. Keys and the work is expected to cost between £300-£400 to inspect all the assets and produce a full report.

Members **AGREED** that they could review the assets themselves at no cost to the council.

NOTE: Agenda items 14.4 to 14.8 were in respect of the 2016/17 end of financial year were removed as the accounts are still with the Internal Auditor. These will be placed on the agenda of the June meeting for consideration.

14.4 **Crossdale Street Bus Shelter**

It was noted that Cllr. Bumphrey is obtaining costings for the works involved and will charge only for the materials not the labour.

14.5 **Other Financial and regulatory matters**

There were no other financial matters to report.

15. Playing Field & Allotments

15.1 Maintenance Works

Molehills - It was noted that further molehills have appeared and it was **AGREED** continue with the gassing. It was further **AGREED** that it may be necessary to look at a longer term solution to the problem.

15.2 Conifers

the Chairman advised that Mr Gurney has given verbal confirmation that the conifers may be removed. The Clerk will instruct the contractor to commence the works. Cllr. Youngman will liaise with the contractor to collect the debris.

15.3 Cromer Youth FC

It was noted that CYFC had paid their fees in full and forwarded the signed contract to the Clerk.

15.4 Forest School

It was noted that the Clerk had received the signed tenancy agreement from the school.

15.5 RoSPA Inspection

The Chairman advised that the new shackles will be installed on the swing later this week.

15.6 Dog Control Order

It was noted that the Dog Control and Public Places Orders are progressing. There was no update.

15.7 Gardens

The Clerk advised that articles had been sent to all of the local papers asking for volunteers to come forward but with no success. The Chairman advised that he would be talking to the school to see if they could help.

15.8 Allotment Site at Playing Field

Members were in receipt of the draft Heads of Terms from the landowner's agent. It was noted that his fees would be charged at £150 p.h. and would take 3-5 hours. The Chairman suggested that the Parish Council should draft their own agreement. The Clerk raised concern that she is not experienced in dealing with property and land transactions. She advised that whilst she had not received a reply from NPLaw, the advice from CAN was that the Parish Council obtain their own professional advice before signing any agreements.

It was **AGREED** that the Parish Council are not prepared to pay the professional fees and suggested that Mr Gurney could simply use an allotment agreement such as the Parish Council use to let out the allotments but with a provision to permit the Parish Council to further sublet the land to the allotment tenants.

The Clerk was instructed to advise the agent of the decision and the Chairman will speak to Mr Gurney.

15.9 Other matters (for information only)

Frogshall Allotment Site

The Clerk advised that she had contacted Mr Anderson in respect of the track which has been damaged by the Anglian Water vehicles.

Bonfires on Allotments

It was noted that following concern that some tenants were preparing to burn household items on their allotments, the Clerk has written to all tenants to remind them of the guidance issued by the National Allotments Society and that only allotment waste should be burned on site.

Hire of Playing Field

The following requests for use were considered and approved:
09 September 2018 – Wedding reception

16. Other works & projects

16.1 WW1

Cllr. Fish provided an update in respect of the Beacon of Light and commemorative bench. It was noted that the Church had agreed that a traditional wooden bench should be sourced.

16.2 Other matters (for information only)

There were no other matters to report.

17. Correspondence

17.1 Correspondence received since 04 April 2017 (list circulated)

| | |
|-------------------------------|--|
| Norfolk ALC | Weekly Newsletters |
| Boundary Commission | Electoral review of North Norfolk |
| Came & Co | Newsletter |
| Norfolk Playing Fields | Summer Party invitation Newsletter |
| NARS | Grant funding request |
| Village Hall Committee | Annual accounts |
| Village Hall Committee | Letter re dog fouling and car park. <i>The Clerk has provided an update in respect of the dog control orders. The Chairman will contact Lovells again re the levelling of the car park.</i> |
| Northrepps Luncheon Club | Letter of thanks in respect of grant |
| Various brochures and fliers. | |

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

18. 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.

19. To note the date of the next meeting: Tuesday 06 June 2017 at 7pm

20. 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.

21. Quotations

21.1 **Allotment Hedges**

It was noted that the Clerk has arranged to meet several contractors to obtain quotations.

There being no further business, Chairman closed the meeting at 8.20pm

Signed

Dated.....

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

| | | | |
|--------|--|---|--------|
| DD | EON – Street Light Electricity (April) | £ | 27.98 |
| 101922 | URM – Glass bank (April) | £ | 32.21 |
| 101923 | Norfolk ALC (Annual subscription) | £ | 201.98 |
| 101924 | Norfolk Playing Field Asson (Annual subscription) | £ | 20.00 |
| 101925 | Mrs J Warner – Salary & Expenses (April) | £ | 272.54 |
| 101926 | Norfolk Pension Fund – Pension (April) | £ | 70.45 |
| 101927 | Secret Gardens- Maintenance (April) | £ | tbc |
| 101928 | Came and Co - Preapproval of annual insurance to Came and Co. Insurance value of parish council owned assets under review. Renewal due 01 June 2017 premium amount awaited | | |
| 101929 | TT Jones Electrical – Street light maintenace contract | £ | 26.29 |

Receipts since last meeting:

| | | |
|---|---|---------|
| NCC recycling credits (Oct 16 to Feb 17 incl) | £ | 198.83 |
| NNDC Precept and grant | £ | 7815.00 |
| CYFC 2016/17 season | £ | 500.00 |
| Hire of playing field 15/07/17 | £ | 50.00 |
| Hire of playing field 08/09/18 | £ | 50.00 |

Financial Statement:

| | |
|--|-----------------|
| Reconciled balances @ 30 April 2017 | |
| Community Account | £24357.75 |
| Business Premium Account | £ 6289.70 |
| High Interest Business Premium Account | £ 4756.31 |
| Building Society Account | <u>£ 123.37</u> |
| | £35527.13 |
| Less cheques to be banked | £ 50.00 |
| Plus payments banked and not cleared | <u>£ 600.00</u> |
| | £36077.13 |

NOTE: Original copy signed and filed in accounts.