

**Minutes of the Meeting of Northrepps Parish Council
held on 04 July 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. J. Youngman

Clerk Mrs J. Warner MILCM

County Cllr. E. Maxfield (from item 8), District Cllr. Fitch Tillett
2 members of the public

1. Minutes of the Parish Council Meeting held on 06 June 2017

It was **AGREED** that the minutes of the Parish Council meeting held on 06 June 2017 be **APPROVED** as a true record. The minutes were signed by the Chairman.

2. Apologies for absence

Apologies were accepted from Cllr. Bumphrey (work commitments) and Cllr. Riggott (holiday). Apologies from Cllr. Penlington were received after the meeting.

Apologies were noted from PCSO Holmes.

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

There were no declarations.

4. Public Participation

No members of the public wished to address the meeting.

5. Police Report

Members were in receipt of the newsletter from the Police.

6. District Council and County Council

6.1 County and District Councillor Reports.

District Cllr. Fitch Tillett made her report (refer attached).

A report from County Cllr. Maxfield report had been circulated to members prior to the meeting and was noted (refer attached).

Cllr. Fitch Tillett left the meeting.

7. Planning

7.1 Planning Applications for consideration

**PF/17/1048 Single Storey rear extension
5 Craft Lane, Northrepps**

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

PF/17/0949 Upgrading of existing telecommunication installation to include upward extension to tower, additional antennas and dishes, relocation of existing antennas and additional equipment cabins within existing compound

Communications Centre Orange NRF0038, Norwich Road, Northrepps

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

Planning Decisions from NNDC/NCC:

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

PF/17/0012 Conversion of farm buildings to 5 residential dwellings, new windows and doors, roof alterations, elevational changes and single storey extension to east elevation of Barn 1 at North Norfolk Business Centre, Crossdale Street, Northrepps - Permit

- 7.2 **Other Planning Matters** (for information only)
There were no other planning matters to report.

8. Highways & Transportation

8.1 **Parking on Emery's Close**

It was noted that the Clerk had written as requested to the manager at the care home. No further comments have been received.

8.2 **Traffic issues in Village**

Highways advised that there is currently no funding for reducing speed limits. The only way forward would be for the Parish Council to purchase an advisory flashing 20mph outside the school but this would only be operational at the times that children are going to and from the school. It was **AGREED** to continue to rotate the SAM2 sign and download the data to get a better picture of traffic speeds in the centre of the village.

8.3 **Highways issues raised at last meeting**

The Clerk advised that she had reported the various issues to NCC Highways. Cllr. Fish advised that the give way sign is still facing the wrong way and asked that the Clerk pursue this with Highways.

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

Parish Partnership Scheme – Details of the 2018 scheme were noted.
Road Markings – It was noted that the road markings at the junction of Church Street and School Lane need to be corrected. The Clerk was asked to contact NCC Highways.

Tree on Bulls Road – Concern was raised that the electricity pole near the Alms Houses is leaning and the power cables are running through the branches. The Clerk was asked to contact Mr. Gurney to raise concern.

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).

It was noted that the Village Hall Committee had submitted an invoice for water used by allotment holders. It was **AGREED** to instruct the Clerk to contact the Village Hall Committee to ask for a breakdown of the calculations.

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

9.3 Review of Assets for Insurance Purposes

The Clerk advised that due to the volume of other Parish Council matters she had not yet had time to commence the valuation.

9.4 Review of Standing Orders

Members were in receipt of updated Standing Orders which were **APPROVED** and **ADOPTED**.

9.5 Review of Financial Regulations

The Financial Regulations were reviewed and it was **AGREED** to make no changes.

9.6 Review of Freedom of Information Publication Scheme

The Freedom of Information Publication Scheme was reviewed and it was **AGREED** to make no changes.

9.7 Review of Parish Council Risk Assessment

The Parish Council Risk Assessment was reviewed and it was **AGREED** to make no changes.

9.8 Review of Internal Control Procedures

Cllr. Claxton will carry out the review and report back to the August meeting.

9.9 Annual Report

Members were in receipt of the Annual Report which was **APPROVED**.

9.10 Date of October meeting

It was **AGREED** that due to the Clerk being unable to attend the October meeting, the meeting will be cancelled.

9.11 Other Financial and regulatory matters (for information only)

There were no other matters to report.

10. Playing Field & Allotments

10.1 Maintenance Works

Molehills - The Clerk will contain the pest controller again to ask when the treatment will be carried out.

10.2 Conifers

The contractor is yet to carry out the works. The Clerk has asked for an update.

10.3 Cromer Youth FC

An update from CYFC was circulated to members and it was noted that a further email had been sent asking whether the pitch could run diagonally across the ground. A reply is awaited.

10.4 Dog Control Order

No update has been received from NNDC.

10.5 Gardens

It was noted that the two volunteers are continuing to try and recruit volunteers and a poster will be printed in the Cromer Times. It was suggested that potential volunteers could be invited to a meeting to find out what is involved. It was **AGREED** to instruct the Clerk to ask the Maintenance Contractor to cut back and tidy the gardens as a one-off until volunteers are recruited.

10.6 Allotment Site at Playing Field

The Clerk advised that she had no further update. It was **AGREED** to instruct the Clerk to write to the allotment holders of the land concerned to advise them of the current situation.

10.7 Frogshall Allotment Site

It was noted that Anglian Water have confirmed that they will maintain the track.

10.8 Maintenance of Council Owned Assets

Quotations are still awaited and previously agreed works are yet to take place. It was noted that the Rospa inspection has taken place and report noted. The Clerk was instructed to obtain quotations for the necessary works and to research grants for a new fence and toddler climbing frame.

10.9 Bookings for Playing Field

There were no new bookings to report.

10.10 Other matters (for information only)

There were no other matters to report.

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

Cllr. Fish provided an update in respect of the Beacon of Light and commemorative bench. Members were asked for suggested wording for the bench.

11.2 Firework event

Cllr. Mackay advised that he will be placing the order for the fireworks for the 05 November event.

11.3 Other matters (for information only)

There were no other matters to report.

12. Correspondence**12.1 Correspondence received since 06 June 2017** (list circulated)

Norfolk ALC	Weekly Newsletters
Town & Parish Forum	Update re Second Homes Council Tax & Big Society Grants – <i>Noted & no response</i>
Community Action Nfk	AGM and newsletter
Norfolk Playing Fields Ass	AGM
NCC	'A good education for every Norfolk learner'
Clerk s & Councils Direct	Magazine
Coast Partnership	Community Ponds Project – <i>referred to E Anderson and River Mun project</i>
NNDC	Green Space Designations – <i>carry forward to August meeting</i>

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

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

There were no other matters.

14. To note the date of the next meeting: Tuesday 01 August 2017**15. IT WAS AGREED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC**

As there was no update on the following item members of the public remained.

16. Quotations**16.1 Allotment Hedges**

This item will be kept on hold until the land issue is sorted out.

There being no further business, the Chairman closed the meeting at 8.00pm

Signed

Dated.....