

## **Minutes of the Meeting of Northrepps Parish Council held on 01 August 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

Clerk Mrs J. Warner MILCM

County Cllr. E. Maxfield (to item 6 incl)  
Mr M. Gurney, Mr S. Logan, Mr J. Appleby  
10 members of the public including District Cllr. N. Pearce

### **1. Minutes of the Parish Council Meeting held on 04 July 2017**

It was **AGREED** that the minutes of the Parish Council meeting held on 04 July 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. Youngman (family occasion).

Apologies were noted from District Cllr. Fitch-Tillett and PCSO Holmes.

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

Members made the following declarations:

Cllr. Riggott – Village Hall and Allotment matters

Cllr. Mackay – Agenda item 4 Planning pre-submission

### **4. Planning pre-submission for land off Norwich Road**

*The Chairman left the meeting and Vice Chairman Cllr. Fish took the chair.*

Mr. Gurney and Mr. Logan presented the draft pre-submission for 270-300 homes and a new sport facility off the Norwich Road. It was noted that this is still in the earliest stages and there will be a public consultation event in September in Cromer Parish Hall.

Mr. Gurney advised that he welcomes questions from members of the public and is happy to meet with residents.

*Mr. Gurney, Mr. Logan and Mr. Appleby left the meeting.*

*3 members of the public left the meeting.*

*Cllr. Mackay rejoined the meeting and took the chair.*

### **5. Public Participation**

Dropped kerb - A request was received for a dropped kerb on the Nut Lane side of the pedestrian walkway by the Parish notice board. It was felt that this could be a project to be paid for from the County Councillor's highways allowance. County Cllr. Maxfield will look into this and bring back to the next meeting.

Norfolk Bat Survey – A request was made for permission to locate survey equipment at the Craft Line allotment site. This was agreed in principle subject to the consent of the landowner and allotment tenants. This will be ratified and the dates confirmed at the next meeting.

## 6. District Council and County Council

### 6.1 County and District Councillor Reports.

County Cllr. Maxfield advised that there was little to update since the last meeting. It was noted that a Director of Children's Services and a Chief Fire Officer have been appointed. NCC have to make £100m savings over the next 4 years but it is hoped to minimise the impact on residents. Cllr. Fish raised concern in respect of any cuts to adult social care.

*Cllr. Maxfield left the meeting.*

The Chairman read out a report from District Cllr. Fitch Tillett (refer attached).

## 7. Police Report

Members were in receipt of the newsletter from the Police.

## 8. Planning

### 7.1 Planning Applications and decisions

#### Planning applications for considerations

There were no new applications to consider.

#### Planning Decisions received from NNDC

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  
Permit

PF/17/0742 Single storey extension to front elevation  
The Stables, Church Street  
Permit

### 7.2 Other Planning Matters (for information only)

There were no other planning matters to report.

## 9. Highways & Transportation

### 9.1 SAM2 sign and monitoring of speed in centre of village

It was noted that there are on-going problems with the SAM2 sign. The Chairman is pursuing this with Westcotec.

### 9.2 Road Markings

It was noted that the road markings near the village sign have been corrected.

### 9.3 **Overgrown Trees on Bulls Row**

It was noted that the leaning pole and overgrown tree has been reported to UK Power Networks to deal. Mr. Gurney is aware and has advised that UKPN are responsible. It was **AGREED** to instruct the Clerk to also report this to UKPN.

### 9.4 **Overgrown footpaths**

It was noted that the overgrown hedge on Bulls Row has been reported to Victory Housing. The Chairman advised that he had trimmed the buddleia bush near the village sign.

### 9.5 **Dog Fouling and Dog Bins**

The Clerk advised that the dog bins are overflowing and NNDC have had to quadruple the collections. The dog bin at the end of Bulls Row is of particular concern. It was **AGREED** to accept the advice from NNDC to increase the bin collections to a weekly basis.

### 9.6 **Other Highway Matters** (for information only)

There were no other highway matters to report.

## 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 June 2017**

Members were in receipt of the bank reconciliation which was **APPROVED**. The bank reconciliation was signed by the Chairman and by the Clerk as Responsible Finance Officer.

### 10.4 **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.

### 10.5 **Review of Child Protection Policy**

The Child Protection Policy was reviewed and it was **AGREED** to make no changes.

### 10.6 **Review of Complaints procedure**

The Complaints Procedure was reviewed and it was **AGREED** to make no changes.

### 10.7 **Review of Environmental Policy**

The Environmental Policy was reviewed and it was **AGREED** to make no changes.

### 10.8 **Review of Equal Opportunities Policy**

The Equal Opportunities Policy was reviewed and it was **AGREED** to make no changes.

**10.9 Review of Training Policy**

The Training Policy was reviewed and it was **AGREED** to make to changes.

**10.10 Review of Internal Control Procedures**

Cllr. Claxton carried out a review of the Internal Control Procedures and found no need to make any changes.

**10.11 Water Supply at Allotments**

It was **AGREED** to pay the revised invoice for £979.82 in respect of the water supply for the playing field allotments to cover the last 10 years. The Village Hall Committee will in future forward invoices on a six-monthly basis.

**10.12 Grant to Village Hall Committee for car park**

It was **AGREED** to contact the Village Hall Committee to offer £200 towards the cost of levelling the car park. It was suggested that the Village Hall Committee should approach the school to see if they will also pay £200.

**10.13 Street light in Village Hall Car Park**

It was noted that T.T. Jones are yet to inspect the light.

**10.14 Fee for hire of Playing Field**

This was on the agenda in error.

**10.15 General Data Protection Regulation**

It was **AGREED** to pay for the Clerk to register for a webinar training session.

**10.16 Other Financial and regulatory matters (for information only)**

External Audit - The Clerk advised that the External Auditors have concluded the audit and raised no matters of concern (refer attached).

Finance Checks – It was noted that Cllr. Callaghan had carried out the finance checks for the first quarter of the financial year and found no matters of concern (refer attached).

**11. Playing Field & Allotments****11.1 Maintenance Works**

Molehills - The Clerk advised that she had sought advice from the Parish Council's Insurers and from the Public Protection Officer at NNDC. It was felt the Parish Council are taking sufficient precautions under the circumstances. It was **AGREED** to attempt gassing again and include funds in the budget for a set number of gassings/trapping. The Clerk advised that she was having problems contacting the pest control contractor but would continue to try.

**11.2 Conifers**

The contractor will carry out the works once the birds having finished nesting.

**11.3 Cromer Youth FC**

The Clerk read an email from CYFC. Members were sorry that CYFC would not be using Northrepps Playing Field next season but fully understand the reasons and would welcome them back in the future. It was **AGREED** that CYFC could leave the goalposts on the playing field.

**11.4 Dog Control Order**

The Clerk has contacted NNDC for an update but to date none has been received.

**11.5 Gardens**

An update was received from Mr & Mrs Ogley who have carried out some general pruning and weeding. They hope to meet with some other interested people to develop a maintenance plan for the gardens which will be presented to the Parish Council to secure some funding from the planting budget.

**11.6 Allotment Site at Playing Field**

Members were in receipt of an email from Mr. Gurney's land agent. Mr Gurney has offered to cap his agent's professional fees at £150. It was **AGREED** in principle to progress a licence for the use of the land for allotments for £1pa. The Clerk stressed that professional advice should be sought. Members felt that this could be considered once the draft licence has been received.

**11.7 Maintenance of Council Owned Assets**

It was noted that Cllr. Bumphrey will be carrying out the repairs to the Crossdale Street bus shelter during the week commencing 08 August. Cllr. Mackay advised that the new surface has been attached to the notice board near The Foundry and beading will be added to neaten the edges. Quotations are being sought for the other maintenance works.

**11.8 Update following RoSPA Inspection**

It was noted that advice has been received re the chains on the swing but further clarification is still required. The Clerk will meet with the contractor to progress the other works. The Clerk advised that she has met with a play equipment supplier to get guideline quotes for a new fence and toddler play equipment.

**11.9 Bookings for Playing Field**

There were no new bookings to report.

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

Members were in receipt of an email from a resident raising concern in respect of several issues at the playing field including molehills, missing fence palings, trip hazard and litter. Most of these issues were covered earlier on the agenda thus the Clerk will reply accordingly. Cllr. Mackay will keep an eye on the litter and bin. The Clerk advised that on two recent visits she had litter picked the area near the adventure playground. The trip hazard will be investigated but no issues were found in the recent RoSPA inspection.

**12. Other works & projects****12.1 WW1**

Cllr. Fish provided an update in respect of the Beacon of Light and commemorative bench.

**12.2 Firework event**

Cllr. Mackay advised that the fireworks have been ordered.

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

There were no other matters to report.

**13. Correspondence****13.1 Correspondence received since 04 July 2017 (list circulated)**

Norfolk ALC	Weekly Newsletters
NNDC	Local Green Space Allocations <i>It was <b>AGREED</b> to ask that Northrepps Playing Field and the open space at Gallus Close be designated as local green space</i>
NNDC	One2One newsletter
NCC	Silica Sand Review Changes to bus services 33 & 34
Norman Lamb MP	Village Tour 12.50pm, Thurs 31 Aug at phone box near Foundry Arms

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

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

There were no other matters.

**15. To note the date of the next meeting: Tuesday 05 September 2017****16. 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.

**17. 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 8.50pm

Signed .....

Dated.....

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

DD	EON – Street Light Electricity (July)	£ 29.62
101946	URM Group – Glass Bank (July)	£ 33.27
101947	Secret Gardens – Maintenance (July)	£ 178.00
101948	Northrepps Village Hall – Water for allotments 2007-17	£ 979.82
101949	Mrs J Warner – Salary & Expenses (July)	£ 230.90
101950	Norfolk Pension Fund – Pension (July)	£ 70.45
101951	Dynamic Fireworks	£ 780.00
101952	Mazars LLP – External Audit	£ 240.00

Consider grant to Village Hall Committee for levelling of car park

**Receipts since last meeting:****Financial Statement:**

Reconciled balances @ 28 July 2017		
Community Account		£21086.12
Business Premium Account		£ 6289.70
High Interest Business Premium Account		£ 4756.31
Building Society Account		<u>£ 123.37</u>
		£32255.50
Cheques yet to be cleared through account:		
Royal British Legion		<u>£ 50.00</u>
		£32205.50

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

**NORTHREPPS PARISH COUNCIL****BANK RECONCILIATION FOR QUARTER ENDED 30/06/2017**

	£
<b>Balance as at April 1<sup>st</sup> 2017</b>	<b><u>28299.42</u></b>
Total Receipts	8989.89
Less Total Payments	<u>3149.94</u>
<b>Balance as at 30 June 2017</b>	<b><u>34139.37</u></b>

**These Cumulative funds are represented by:**

**Current Account:**

Northrepps P. C. Community Account	23019.99
N.P.C. Business Premium Account	4756.31
N.P.C. High Interest Bus. Prem Account	6289.70
Nationwide Building Society Account	<u>123.37</u>
	<b><u>34189.37</u></b>
Less unrepresented cheques	<u>50.00</u>
	<b><u>34139.37</u></b>

**Signed**.....

*Chairman*

**Signed**.....

*Responsible Financial Officer*

**Date**.....

**Date**.....

NOTE: The original signed copy is filed in the Accounts