

**Minutes of the Meeting of Northrepps Parish Council
held on 04 September 2017 at 7.00 pm at Northrepps Village Hall**

Present:

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. E. Maxfield (to item 7 incl), District Cllr. A. Fitch Tillett (to item 6 incl)
Mr. M. Gurney

8 members of the public including District Cllr. N. Pearce

1. Minutes of the Parish Council Meeting held on 01 August 2017

It was **AGREED** that the minutes of the Parish Council meeting held on 01 August 2017 be **APPROVED** as a true record. The minutes were signed by the Vice Chairman.

2. Apologies for absence

Apologies were accepted from Cllr. Mackay (illness) and noted from PCSO Holmes. Members queried the absence of Cllr. Bumphrey from whom no apologies had been received and instructed the Clerk to remind him of the 6 month rule.

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

Members made the following declarations:

Cllr. Riggott – Village Hall and Allotment matters

4. Public Participation

No members of the public wished to address the meeting.

5. Police Report

The Clerk read out the notice from the Safer Neighbourhood team.

6. District Council and County Council

6.1 County and District Councillor Reports.

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

Cllr. Fitch Tillett left the meeting.

County Cllr. MAXfield made his report (refer attached).

Cllr. Fish raised concern in respect of cuts which could effect the elderly.

Cllr. Maxfield asked that she email her concerns to him.

6.2 Dropped Kerb

Cllr. Maxfield advised that he had contacted the Highways Engineer but had not yet received a reply as the engineer was on leave.

7. Planning

7.1 Planning Applications and decisions

Planning applications for considerations

PF/17/1324 Erection of domestic greenhouse (retrospective) 20 Ridgeway, Cromer

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

PF/17/1269 Erection of 2 storey dwelling with attached garage Crimond, Norwich Road, Cromer

Members raised concern in respect of the close proximity to the neighbouring property. It was **AGREED** to ask that any windows on the south side which overlook the neighbouring property are frosted glass.

Planning Decisions received from NNDC

There were no planning decisions to report.

7.2 Pre-submission for Norwich Road Development

Mr. Gurney advised that the pre-submission has been presented to Cromer Town Council and he has also leaflet dropped and met with residents in Norwich Road, Burnt Hills and Roughton Road. 42 comments have been received to date. A public consultation will be held on 07 September 2017 at Cromer Parish Hall. It was noted that the draft plans have been amended to include more screening along Roughton Road and the park behind Burnt Hills has been changed to allotments. Acoustic screening will be included behind the woodyard.

Concern was raised in respect of whether the infrastructure will be able to cope with the additional housing. Mr. Gurney advised that this will be investigated as part of the planning process. It is understood that the sewer will run alongside the railway line and that all the houses will have solar panels and electric car charging points. Cllr. Maxfield advised that the surgery and schools would not have been consulted as this is the responsibility of NCC and the CCG.

Mr. Gurney was thanked for his update

7.3 Other Planning Matters (for information only)

It was noted that a community consultation for a site off Roughton Road is to be held at Cromer Parish Hall on 14 September 2017.

8. Highways & Transportation

8.1 SAM2 sign and monitoring of speed in centre of village

It was noted that the SAM2 sign has been repaired and re-instated.

8.2 Overgrown Trees on Bulls Row

It was noted that the leaning pole and overgrown tree has been reported to UK Power Networks to deal. One of the UKPN scheduling team will be in contact in due course.

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

Crossdale Street

A resident has raised concern with the Clerk and the County Councillor in respect of the speed of traffic on Crossdale Street. It was **AGREED** to consider this in more detail at the next meeting. Cllr. Bartlett and County Cllr. Maxfield will raise this at the next SNAP meeting.

New Road / Hall Road junction

It was **AGREED** to instruct the Clerk to contact a resident to ask that the overhanging tree be cut back in order that visibility at this junction can be improved.

Cllr. Maxfield and Mr. Gurney left the meeting.

3 members of the public left the meeting.

9. Finance & Regulatory Matters

9.1 **Payments and Receipts & Financial Statement**

The financial matters were **APPROVED** and the finance sheet signed by the Vice Chairman and the Clerk as Responsible Finance Officer (refer attached). It was noted that Barclays bank are closing their Cromer branch but payments can be paid in at the Post Office.

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

9.3 **Internal Control Policy**

It was **AGREED** to approve the Internal Control Policy for the year ended 31 March 2017 (refer attached).

9.4 **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.

9.5 **Street Light in Village Hall Car Park**

It was noted that this light is now included in the maintenance contract and there will be no extra cost until April 2018.

9.6 **Play Equipment**

It was **AGREED** to obtain quotations and look into grant funding for a new fence, toddler swing and toddler climbing frame to replace the existing wooden structures which have a very short life span.

9.7 **Electrical inspection of street lights**

It was **AGREED** to instruct the street lighting contractor to carry out the 5 year electrical inspection.

9.8 **Laptop and printer/scanner**

A quotation has been received. This will be circulated to members and carried forward to the next meeting for consideration.

- 9.9 **Other Financial and regulatory matters** (for information only)
There were no other financial matters to report.

10. Playing Field & Allotments

10.1 **Maintenance Works**

Molehills - The Clerk advised that despite several emails and phone calls she had not received a reply from the pest controller. It was **AGREED** to continue to monitor the situation.

10.2 **Conifers**

It was noted that the contractor will be removing the conifers this month.

10.3 **Dog Control Order**

It was noted that the Clerk has asked District Cllr. Fitch Tillett to obtain an update

10.4 **Gardens**

Mr & Mrs Ogle advised that they have recruited a team of 10-15 volunteers. It was **AGREED** to set a maximum budget of £450 for the initial works to the raised bed. Some of this will come from reserves.

10.5 **Allotment Site at Playing Field**

Members were in receipt of a draft allotment tenancy agreement for the land. The Clerk stressed that she was not experienced in land transactions and that the advice from NPLAW was that a formal lease should be used. Thus the Clerk was not in a position to recommend the tenancy agreement presented.

Members **AGREED** to pursue the use of an allotment tenancy agreement subject to some amendments.

10.6 **Maintenance of Council Owned Assets**

Members were in receipt of a quotation for the maintenance works to the Church Street bus shelter, the Commemorative Bench and the Stevens Road notice board. It was felt that the quotation was too expensive and **AGREED** to instruct the Clerk to ask whether the contractor could carry out the works for £600.

10.7 **Update following RoSPA Inspection**

It was noted that Mr. Riggott has replaced the missing fence slats. Cllr. Youngman will tighten the connectors on the toddler swing. Clarification in respect of the chains on the next swing is still awaited.

10.8 **Dog and Litter Bins**

Litter Bin at Village Hall Car Park – It was **AGREED** that the Parish Council would not take on the responsibility for the old black bin near the Village Hall. The Clerk advised that the Parish Council should arrange for NNDC to empty the newer bin on the corner of the car park. Members **AGREED** to continue the arrangements with the Village Hall committee that the bin could be emptied into their trade bins.

Dog Bins – Cllr. Fish advised that she and some residents were monitoring the emptying of the dog bins and that they had not been emptied during bank holiday week. The Clerk was instructed to contact NNDC accordingly.

10.9 **Bookings for Playing Field**

It was noted that an enquiry has been received for a booking in October but the enquirer has asked whether the hire fee could be refunded if the weather is bad. It was **AGREED** that there should be no refund as the fee covers administration costs.

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

Allotment tenant - It was noted that despite leaving several letters on an allotment the Clerk has still not received contact details for the tenant.

11. Other works & projects

11.1 **WW1**

Cllr. Fish provided an update in respect of the Beacon of Light and commemorative bench. Details were circulated to members. The Clerk advised that a risk assessment will be required for the beacon of light and will draft this for consideration by members.

11.2 **Firework event**

Cllr. Mackay is progressing arrangements. The Clerk will notify the Parish Council insurers and police. Cllr. Riggott will check that the Village Hall is booked.

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

There were no other matters to report.

12. Correspondence

12.1 **Correspondence received since 01 August 2017** (list circulated)

Resident Craft Lane bat survey – 20/21/22 September
*Permission was given for the survey to take place on 20-22 September.
Mr. Anderson and the allotment tenants are all aware.*

Norfolk ALC Weekly Newsletters

CPRE Norfolk Vision for Norfolk

NCC Norfolk Strategic Framework

Norfolk CAB Grant funding request

CPRE Vision for Norfolk
New housing targets campaign

Members were asked to contact the Clerk with any responses as the deadline is prior to the next meeting.

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 07 November 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 Vice Chairman closed the meeting at 8.45pm

Signed

Dated.....

District Councillor's Report September 2017

August is traditionally the quietest month of the year with no formal Meetings other than the Development Committee. I attended and spoke at both the Site Visit and Committee in respect of the Overstrand White Horse Play Equipment Proposal. The decision was for delegated approval by the Head of Planning, subject to the walk way height being reduced to no more than 2 meters and the equipment being sited no less than 1 meter from the back boundary.

Very few other items have come my way, however I do have a couple of things to report. The Norwich Road proposed development has been in the news, and other than a few concerns in respect of the proposed roundabout being close to the railway bridge, it seems to be quite well received.

There has been some fly tipping again on Nut Lane which has now mostly been cleared and I hope everyone saw the report in respect of the prosecution of a fly tipper who was caught in this location earlier this year.

I am still getting the occasional complaint in respect of neglected grass cutting and on investigation it seems that Norfolk County Council are the culprits. I have passed this on to the County Councillor.

Cabinet this week approved the very lengthy response to the Dong Energy proposed wind farm north of Cromer and also the purchase of Itteringham Community Shop.

I have had a couple of reports of noise issues which I have reported and would remind residents that RockStock will be taking place this coming week end on Overstrand Cricket Pitch. This is an annual event which is licensed – I hope as many of you that can, will attend, there is a full programme of excellent bands.

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

Norfolk County Councillor's Report - September 2017

County Hall is just starting to spring back to life after the summer break. It is still too early to have any clear indication of how the administration will aim to make the financial savings it needs to make – this is going to dominate discussions over the next six months and later in September my group has a meeting with the Council's finance chief which will start to give us a clearer picture of what is needed.

I will update at the meeting on any very local issues but here is a summary of some of the issues that affect us all.

Ponds!

I am meeting with Kate Dougan of the Norfolk Coast Partnership in mid September to get more information about the ponds project she wrote to Parishes about in the summer. The project is running behind schedule but they still hope to put in a lottery bid for funding and they have had a number of expressions of interest from individuals in Mundesley division.

Events in Cromer

The problems experienced in Cromer in August received national media attention. It is not directly my responsibility but I am keeping a close eye on developments in case it has any knock on effects on our communities. I know that Norman Lamb, county councillor colleagues on the Police and Crime committee and Cromer's County Councillor are all working hard to ensure the right lessons are learned. If there is anything you want to feed into discussions you are welcome to contact me.

Footpaths

I have a meeting coming up shortly with the Highways officer who is responsible for maintenance of footpaths (Public Rights Of Way) locally. If you have any comments or issues you want me to raise with her, do let me know.

Do you know an Eco Hero?

Norfolk County Council is seeking nominations for its 2018 Eco Hero awards. The six categories are eco home, eco food producer, eco primary school and secondary school, eco community group, eco small business. More information and nomination details can be found at www.eco-awards.co.uk

Children's Services issues

I have raised a number of issues with the out-going director of Children's Services. I have asked for information about how the Council expects the new funding regime for nursery places (30 hours free child care) to work in practice, particularly in rural areas. I have also asked about students over the age of 16 who get support with travel costs as this seems potentially vulnerable to cuts in the future. There's also a whole set of issues relating to children with special needs and how they are served by the schools system in the County. This is likely to be a significant topic for the new permanent director of Children's Services who starts work in early October.

Website

I aim keep my website up to date with news about the work I am doing for the local area.

The address is www.edmaxfield.org.uk

Ed Maxfield, September 2017

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

DD	EON – Street Light Electricity (Aug)	£ 30.61
101953	Northrepps Village Hall – S137 Grant for car park	£ 200.00
101954	Mrs J Warner – Salary & Expenses (Aug)	£ 270.05
101955	Norfolk Pension Fund – Pension (Aug)	£ 70.45
101956	Secret Gardens – Maintenance (Aug)	£ 178.00
101957	URM Group – Glass Bank (Aug)	£ 32.74
101958	Westcotec – SAM2 sign repairs	£ 222.00

Pre-approval of regular payments for September.

Receipts since last meeting:

Interest on Nationwide account	£ 1.01
Allotment rents	£ 110.00

Financial Statement:

Reconciled balances @ 31 Aug 2017	
Community Account	£18493.07
Business Premium Account	£ 6289.70
High Interest Business Premium Account	£ 4756.31
	£29539.08
Receipts yet to be cleared through account – Allotment income	£ 110.00
- Nationwide account	£ <u>124.38</u>
	£29773.46

NOTE: The original copy has been signed by the Vice Chairman and Clerk and is filed in the accounts.

NORTHREPPS PARISH COUNCIL
INTERNAL CONTROL POLICY
FOR THE YEAR ENDING 31st MARCH 2017

1. SCOPE OF RESPONSIBILITY

The Accounts and Audit Regulations 2003 states that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk

The Northrepps Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

Internal control is designed to reduce financial risk to the Council

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

✓The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chairman signs the last page of the minutes, and initials all other pages.

✓Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council.

✓The Council reviews its obligations and objectives and approves budgets for the following year at its October meeting. The October meeting of the Council approves the level of precept for the following financial year.

✓The Council has appointed an Internal Control Officer who meets four times each year and monitors progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The Council will receive reports from the ICO and will monitor progress against its aims and objectives.

✓The Council receives a monthly financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations.

✓Two councillors (out of three named signatories) must sign all cheques. The signatories will also initial the cheque stubs and a voucher detailing the payment. The signatories will ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. The Clerk / RFO may not authorise payments, but a resolution from the Council proposed and seconded will agree the receipts and payments made for each month.

✓At the year end, the Chairman / ICO shall ensure that the cash book totals are reconciled to the year end bank statement and shall sign the cash book and the year end bank statement as evidence of this check.

3.2 Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are maintained.

✓ The duties of the Clerk / RFO are laid down in a Job Description which is reviewed each year.

✓The RFO submits all the requested information to the External Auditor by the required date

✓The RFO arranges for the public notices to be displayed

✓The RFO will retain all relevant documents relating the financial year for 10 years (Annual Return, VAT Returns, PAYE/NIC information, Public notices, Fixed Asset register, Risk assessments; accounts and supporting information)

3.3 Internal Auditor

The Council has appointed an Independent Internal Auditor who reported to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

✓The effectiveness of the internal audit is reviewed annually, and the council agrees to the appointment of the Internal Auditor. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

✓The scope of the work (and the charge) of the IA is reviewed annually and the review and the appointment is minuted.

✓The IA will inspect the accounts at the year end (prior to completion of the Annual Return pages 2 and 3) and will complete page 5 of the Annual Return

✓The IA will write a separate report to the Council (a copy of which is sent to the Chairman) detailing any findings they might have.

✓The report of the IA is copied to all members of the Council and considered as an agenda item at the next meeting. Recommendations from the report will be recorded in the minutes.

3.4 External Audit:

The Council's External Auditors, appointed by the Audit Commission, submit an External Auditor's Report, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by:

- Full Council – identification of new activities
- Internal Control Officer – reports made
- Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks – risks identified
- Internal Auditor who reviews the Council's system of internal control. The auditor will make a written report to the Council (in addition to Section 4 Report in the Annual Return.) – action arising from reports

- The Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. The External Auditor issues an annual audit certificate – action arising from Audit Report.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

There were no significant internal control issues identified.

6. EXTERNAL AUDIT OPINION

The External Auditor issued an unqualified opinion and there are no actions arising.

Chairman

Clerk/RFO

Date

NOTE: The original document was signed and is filed in the accounts