

## **Minutes of the Meeting of Northrepps Parish Council held on 02 January 2018 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. S. Riggott, Cllr. J. Youngman

Clerk Mrs J. Warner PSLCC  
District Cllr. A. Fitch Tillett (to item 7 incl)

3 members of the public

### **1. Minutes of the Parish Council Meeting held on 05 December 2017**

It was **AGREED** that the minutes of the Parish Council meeting held on 05 December 2017 be **APPROVED** as a true record. The minutes were signed by the Chairman.

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

Apologies were received from Cllr. Penlington due to family illness.

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

Members made the following declarations:

Cllr. Riggott – Any Village Hall and Allotment matters

### **4. Public Participation**

A resident asked about the street light in the Village Hall car park. The Clerk advised that the contractor needs access to the power supply in the Village Hall and is liaising with the key holder.

### **5. Novus Homes**

No representative was present to provide an update.

### **6. Police Report**

#### **6.1 Update from PCSO & Newsletter**

Members were in receipt of the monthly newsletter,

#### **6.2 Any other police matters (for information only)**

There were no other police matters to report.

### **7. District Council and County Council**

#### **7.1 County and District Councillor Reports.**

District Cllr. Fitch Tillett advised that she had little to report due to the Christmas and New Year break. Members were pleased to learn that Cllr. Fitch Tillett has been appointed Chair of the Development Committee at NNDC.

*Cllr. Fitch Tillett left the meeting.*

No updates were available re other issues previously raised with Cllr. Maxfield. These will be carried forward to the next meeting.

## 8. Planning

### 8.1 Planning Applications and decisions

#### Planning applications for consideration

There were no planning applications for consideration.

#### Planning Decisions received from NNDC

There were no planning decisions to report.

### 8.2 'Greater Cromer'

Cllr. Bartlett provided a brief update and read out the draft survey questions which will be circulated for consideration.

### 8.3 Norfolk Coast Partnership – Neighbourhood Plans

Members were in receipt of an email from Norfolk Coast Partnership in respect of Neighbourhood plans. The Chairman expressed an interest in attending an event if it is in Cromer.

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

There were no other planning matters to report.

## 9. Highways & Transportation

### 9.1 Leaning Pole & Power Lines

It was noted that UKPN are to attend but a road closure will need to be arranged before works can commence.

### 9.2 Slip road near Hall Road

Members were in receipt of an email from NCC Highways advising that a one way system would be possible if funding could be sourced but it could increase the speed of traffic. It was **AGREED** to continue to monitor the situation and carry this forward to the next meeting.

### 9.3 Large sign near school

It was noted that the sign is the legal minimum size thus no further action will be taken.

### 9.4 Speeding vehicles on Hungry Hill

It was noted that the parish boundary runs along the road at the point in question thus either side of the road is in a different parish. It was also noted that this is a rural road with hardly any frontages and the nature of it would suggest that sensible drivers will drive at an appropriate speed. Those who chose to drive at inappropriate speeds are unlikely to change their habits. Thus, members **AGREED** that no action will be taken at present.

### 9.5 Pond

Members were in receipt of an email from Overstrand Parish Council advising that they wish to install a pond on land near Northrepps Cottage to divert surface water run-off from the road. It was **AGREED** to raise no objections as long as they have the permission of the land owner and any necessary planning consents. Members felt there was no need to meet with Overstrand Parish Council.

- 9.6 **Other Highway Matters** (for information only and inclusion on the next agenda)

Items to be reported to Highways:

Highway sign outside Pine Tree Farm is facing the wrong way.

Deep Pot hole outside entrance to turkey farm on Hungry Hill.

Overgrowth at entrance to Broadgate Close

## 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 **Casual Vacancy**

It was noted that no election has been called thus the vacancy will be filled by co-option. A letter is to be sent to Mr. Bumphrey.

10.4 **Review of Assets for Insurance Purposes**

The Clerk advised that she has commenced the work but due to the volume of other Parish Council matters she had not yet had time to complete the valuation.

10.5 **Play Equipment**

The Clerk advised that quotations are still awaited and grant funding to be sourced.

10.6 **General Data Protection Regulations**

It was noted that full council training would cost £250 but could be shared with another parish council. The clerk was instructed to contact other parishes to see whether they would like to be involved in a joint training session.

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

There were no other matters to report.

## 11. Playing Field & Allotments

11.1 **Dog Control Order**

It was noted that District Cllr. Fitch Tillett is pursuing this at NNDC.

11.2 **Maintenance of Council Owned Assets**

The Chairman advised that Mr. Chambers will be carrying out the works in the spring.

11.3 **Update following RoSPA Inspection**

The Clerk advised that new chains & fittings would cost in excess of £1000. As there is still a lack of clarity and not a high risk, it was **AGREED** to wait until the next RoSPA inspection in June before taking any action.

**11.4 Bookings for Playing Field**

It was **AGREED** to allow people attending the open gardens event on 26/27 May to park on the edges of the playing field subject to the ground conditions being suitable.

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

There were no other matters to report.

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

Cllr. Fish provided a brief update in respect of the Beacon of Light and commemorative bench. It was noted that a full update will be given at the February meeting.

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

There were no other matters to report.

**13. Correspondence****12.1 Correspondence received since 05 December 2017** (list circulated)

NNDC Future grounds maintenance – *It was **AGREED** that Northrepps Parish Council do not wish to take on additional grounds maintenance from NNDC.*

SLCC Newsletter

Norfolk ALC Weekly newsletter – *It was noted that council employees have been offered a two year pay increase.*

NNP&TC Forum Newsletter & survey – *A survey was completed online*

Defibrillator Inspection report

NNDC Invitation to feedback sessions for planning system – *Clerk to attend*

Hornsea Project Three Consultation deadline

UKPN Roadshow

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)

New Road – Visibility near entrance to Grove Farm

**15. To note the date of the next meeting:** Tuesday 01 February 2018

**16. 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.

**17. Quotations**

17.1 **Allotment Hedges**

It was noted that the Clerk has contacted several contractors and quotations are awaited.

It was **AGREED** to add two urgent items to the agenda.

**18. Bottle Bank**

The Clerk advised that she is not prepared to sign the forms for the recycle credits if she is made aware that trade waste from any source is being placed in the bank. It is understood that as the bottle bank is on Village Hall land the waste from the Village Hall is can be placed in the bottle bank.

**19. Clerk's contract of employment**

The Clerk raised concern at the number of extra hours she is currently working and asked members to consider ways in which the workload could be lessened. It was **AGREED** to place this on the next agenda for full consideration.

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

Signed .....

Dated.....

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

DD	EON – Street Light Electricity (Nov)	£ 29.62
101982	LCPAS – GDPR Templates	£ 30.00
101983	NPFA – Membership 2018/19	£ 20.00
101984	TT Jones- Street Light Maintenance	£ 103.27
101985	Secret Gardens – Maintenance (Dec)	£ 178.00
101986	URM Group – Glassbank (Dec)	£ 32.74
101987	Mrs J Warner – Salary & Expenses (Dec)	£ 223.90
101988	Norfolk Pension Fund – Pension (Dec)	£ 70.45
101989	HMRC – Paye Oct Nov Dec	£ 148.00
101990	Stuart Hutcheson – Laptop & Printer/scanner	£ 675.00

**Receipts since last meeting:**

NCC Recycle Credits (March-Jun 2017)	£ 211.16
Bank Interest	£ 1.93

**Financial Statement:**

Reconciled balances @ 20 Dec 2017	
Community Account	£23378.99
Business Premium Account	£ 6290.80
Business Premium Account	<u>£ 4757.14</u>
	£34426.93
Outstanding cheque	<u>£ 216.66</u>
	£34210.27

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