

Minutes of the Meeting of Northrepps Parish Council held on 03 April 2018 at 7.10 pm at Northrepps Village Hall

Present:

Chairman Cllr. A. Mackay, Vice Chairman Cllr. L. Fish,
Cllr. H. Claxton, Cllr. J. Cummings-knight, Cllr. S. Penlington, Cllr. S. Riggott,
Cllr. J. Youngman

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

4 members of the public

Prior to the meeting, Cllr. Cummings-knight signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

1. Minutes of the Parish Council Meeting held on 06 February 2018

It was **AGREED** that the minutes of the Parish Council meeting held on 06 February 2018 be **APPROVED** as a true record.
The minutes were signed by the Chairman.

2. Apologies for absence

Apologies were accepted from Cllr. Bartlett (charity presentation event), Cllr. Callaghan (illness) and PCSO Holmes. It was noted that Cllr. Maxfield hopes to be at the meeting but will be arriving late.

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

Members made the following declarations:

Cllr. Riggott – Any Village Hall and Allotment matters

Cllr. Cummings-Knight – Allotment matters

4. Public Participation

No members of the public wished to speak.

5. Police Report

5.1 Update from PCSO & Newsletter

Members were in receipt of the monthly newsletter.

5.2 Any other police matters (for information only)

There were no other police matters to report.

6. District Council and County Council

6.1 County and District Councillor Reports.

District Cllr. Fitch Tillett provided an update (refer attached). It was noted that the site visits for the emerging Local Plan will take place on 03 May 2018 and that the pre-application for the Norwich Road development has been received at NNDC (also refer items 7.2 & 7.3).

County Cllr. Maxfield had circulated a report prior to the meeting (refer attached). There were no other updates.

7. Planning

7.1 Planning Applications and decisions

Planning applications for consideration

PF/18/0281 – Installation of two dormer windows to rear roof slope at 5 Craft Lane – No objections.

PF/18/0378 – Demolition of existing bungalow and erection of single storey detached dwelling at Greenwood, 16 Stevens Road – No objections

Planning Decisions received from NNDC

There were no planning decisions to report.

7.2 Pre- Submissions

It was noted that the pre-application for the Norwich Road development has been received at NNDC and at this stage the Parish Council are not consulted. It was **AGREED** to instruct the Clerk to contact NNDC to ask that S106 funding is included for the replacement of play equipment at Northrepps Playing Field.

7.3 Local Plan

It was **AGREED** to ask Cllr. Bartlett to attend the forthcoming site visit. It was noted that the Built Heritage meeting at NNDC in May will decide which sites will go forward to the Local Plan.

7.4 Neighbourhood Planning

It was noted that the Chairman had not attended the recent event due to a medical appointment. He hopes to attend on another occasion.

7.5 Other Planning Matters (for information only)

There were no other planning matters to report.

8. Highways & Transportation

8.1 Leaning Pole & Power Lines

It was noted that UK Power Networks hope to carry out the works during the week commencing 14 May.

8.2 Overgrown trees and hedges

New Road – It was **AGREED** to continue to monitor the trees and the spring growth and if necessary ask Highways to inspect again.

Bulls Row – The Clerk was asked to contact Highways for an update re the tree blocking the street light on Bulls Row. It was noted that Highways are dealing re overgrown hedges on Bulls Row and will be siding out the footway near the entrance to Broadgate Close.

8.3 **Mud on Craft Lane**

It was noted that NNDC and NCC Highways have inspected the road and have advised that the buildup is not in the wheel track and presents a minimal risk to road users who should be driving to the conditions of a narrow bendy road.

8.4 **Road safety on A149**

Concern was raised following another accident on the A149. It was **AGREED** to instruct the Clerk to contact NCC Highways to ask the Casualty Reduction Team to look into the number of incidents on the stretch of road between the junction with Manor Farm through to Thorpe Market.

8.5 **Footpaths FP8, FP9, FP13, FP16**

It was **AGREED** to raise no objections to the modification orders to upgrade the above-mentioned footpaths to restricted byways.

8.6 **Traffic Regulation Orders**

Members were in receipt of TROs issued since the last meeting.

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

Items to be reported/chased up:

Hall Road – Flooded close to the junction with New Road.

Blocked Drains/Gullies near School Barn

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).

9.2 **Actuals Against Budget to date** – As this is the first month of the new financial year, there was no report.

9.3 **Quarterly Finance Checks**

It was noted that due to illness, holiday and other commitments, Cllr. Callaghan had not been able to meet with the Clerk to carry out the check for the third quarter. The accounts will now be forwarded to the Internal Auditor for the annual audit. It was recommended by the Clerk and **AGREED** that the accounts will also be submitted for External Audit. The Clerk advised that the cost of External Audit had been included in the budget.

9.4 **Review of Assets for Insurance Purposes**

The Clerk advised that works are still on-going but due to the volume of other Parish Council matters she had not yet had time to complete the valuation.

9.5 **Play Equipment**

The Clerk advised that three quotations have now been received and a spreadsheet summarising the quotations had been circulated to members. The project now relies on the sourcing of grant funding.

9.6 General Data Protection Regulations & Record Retention

A training session had been attended by 8 members of the Parish Council who will be responsible for agreeing the necessary policies and procedures in respect of GDPR. Members were in receipt of a report from the Clerk (attached) and the first draft of the Data Protection Policy. It was noted that work on the Information Audit and privacy notices and consent forms is on-going. It was also noted that the Clerk had spent several hours going through the old filing cabinet assessing what documents need to be retained and what records can be disposed of. It was **AGREED** that the Chairman and Vice Chairman would go through all the records in the 'dispose of' pile to double check that nothing was being disposed of in error. The Clerk suggested that many of the older minute books and registers should be taken to the Norfolk Record Office for safe keeping.

9.7 Bench for Adventure Playground

The Chairman advised that some parents had contacted him asking whether a bench could be installed inside the fenced area. It was **AGREED** to instruct the clerk to purchase a bench to match the one just outside the fence.

9.8 Letters from Grant Recipients

It was noted that letters of thanks had been received from the organisations which had received S137 grants.

9.7 Other Financial and regulatory matters (for information only)

There were no other matters to report.

10. Playing Field & Allotments

10.1 Dog Control Order

There was no further update.

10.2 Maintenance of Council Owned Assets

There was no further update re the contracted maintenance works and the public liability insurance is still awaited.

The Clerk advised that the door to the main noticeboard has been removed as the locks are broken and that the Stevens Road noticeboard is starting to rot.

10.3 Cromer Youth Football Club

It was **AGREED** that the Parish Council will fund two pest control sessions per annum and the CYFC will be asked to fund any additional works. This will be included in the hire agreement.

10.4 Allotment Hedges

It was noted that the works to the allotment hedges at the playing field site are complete.

10.5 Bookings for Playing Field

There were no bookings for consideration.

10.5 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 WW1 Commemorations which will include a church service at 11am during which the bench will be dedicated. There will be a muffled peal of bells and a display of memorabilia relating to the memorial. In the evening a piper will play and discussions are underway to arrange a torch lit procession from the school to the churchyard for the lighting of the beacon.

Cllr. Fish advised that she is to meet with the vicar and the school to progress the arrangements.

It was noted that Cllr. Fish and the Clerk both attended a meeting with other parishes at NNDC to share information about the proposed commemorations.

The Clerk confirmed that a sum of money has been earmarked in the budget for the commemorations.

11.2 Other matters (for information only)

There were no other matters to report.

12. Correspondence

12.1 Correspondence received since 06 February 2018 (list circulated)

Norfolk ALC	Weekly newsletter
NCC	A vision for Norfolk 2021 Norfolk Biodiversity awards Norfolk Access Improvement Plan Update re Stagecoach
NNDC	Big Society Fund Boundary Review Norfolk Day
<i>It was AGREED to instruct the Clerk to contact Rev. Roper to ask whether a Norfolk Day flag could be flown from the Church flagpole on 27 July 2018. If permission is granted, the Parish Council will supply the flag.</i>	
NPFA	Newsletter
SLCC	AGM & Training Day
CPRE	Newsletter
Hornsea project Three	Newsletter
Community Action Norfolk	Newsletter

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

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

There were no items reported.

14. To note the date of the next meeting: Tuesday 01 May 2018 (Annual Parish Council Meeting)

15. 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.

Cllr. Cummings-Knight and Cllr. Riggott declared an interest and left the meeting.

16. Allotment matters

Following the receipt of a complaint, it was **AGREED** to send a letter to all allotment tenants drawing their attention to the regulations relating to the issue raised and taking the opportunity to enclose a copy of the first draft of the new tenancy agreement. Tenants will also be advised that over the coming weeks, paperwork will be issued in respect of the new GDPR regulations.

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

Signed

Dated.....

03 April 2018

District Councillor's Report March/April 2018

As, no doubt, you have read in the press, NNDC has a new Leader. Cllr John Lee was elected at Full Council on 21st February. For those of you who have not yet met John, he is Conservative Councillor for Suffield Park Ward – just next door, and a Cromer Fisherman – a direct descendent to Henry Blogg.

He has already made some changes to his Cabinet by reducing it back down to seven members and appointing one new Member who we are delighted to welcome here tonight. Cllr Hilary Cox, in addition to her IFCA position, has been appointed to take over my old portfolios of Coastal Management and Environmental Services. I can assure you they can not be in better hands.

At the same meeting, the budget was approved and this year, for the first time in seven years, Members approved unanimously, a small increase of 3.8% in their part of Council Tax.

The severe weather of last week has presented many challenges. Waste collections are still in a catch up situation and I hope residents have been able to keep updated by the many media announcements and information on the Council's website. I understand from officers they were expecting to clear the backlog in the first three days of this month, but it will take time to get back to normal. In any case residents are asked to leave all bins out so they may be collected as the trucks arrive.

There have been several further cliff falls all along the coast. The combination of high north easterly winds and heavy precipitation is the "perfect storm" to cause slump of cliffs, and I am sure there is more to come. Officers have had to lock the gate to the Vale Road beach access whilst they monitor a deep crack that has opened up in the car park area. There is pedestrian access, but until the ground conditions are drier there will be no access for vehicles. It is sad to see all the Marine life washed up on our beaches, but it seems nature is taking it's course and the gulls think it is Christmas and are doing a great job clearing it all up for us.

You may have noticed that you will now be able to pay for your car parking using a mobile phone app.

I am currently standing in as Leader of the Independent Group as our Leader is on annual leave. With another member joining us after Christmas and the LibDems winning the Worstead Bi-election, the political balance on Council Committees has been thrown into disarray and it is falling to me to juggle our eight Independents. Thankfully they are all very supportive and good natured, so whilst it is a lot of extra work, I shall get through it without having a nervous breakdown.

I really enjoyed the Overstrand Pantomime ten days ago and hope that attendance was not affected too badly by the weather. It was also very interesting to observe their planning Committee and a great help to me in my position of Chairman of the Development Committee.

One extra complaint that came last week about our Environmental Health Department being unable to recommend contractors to remove some dumped chemical containers. I regret this is this case due to procurement regulations.

I also had drawn to my attention that an application for low cost housing in Sidestrand appeared to have been decided. This referred purely to pre-application advice given to our strategic housing department to establish the need and qualifications that could be applied.

No further complaints or queries

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

03 April 2018

County Councillor report

The Snow!

Norfolk County Council's handling of the large snow-fall at the end of February attracted a lot of comment in the media. I am really keen to hear the views of the Parish Council about how they feel the Highways team handled it. Do please let me know if you have any views on what what worked well and what didn't.

DIY Waste Charges

From 1st April, the County Council introduced charges for the disposal of DIY waste at waste and recycling centres. You can read more about the charges at the Council's website: <https://www.norfolk.gov.uk/rubbish-recycling-and-planning/rubbish-and-recycling/diy-waste>

I did not support the new charges but now we are stuck with them it is important to keep an eye on the effects. There is a real worry that it will lead to more fly-tipping. I'd be really grateful if the Parish Council could keep an eye out for increased fly-tipping and to let me know if it occurs.

Biodiversity Awards 2018

The deadline for nominations for the 2018 Community Biodiversity Awards is fast approaching (30th April). It was a real pleasure to attend last year's celebration where Bacton Primary School won an award. The competition is open to Parish Councils, community groups and individuals who are making a real difference to their local environment. Details and applications forms can be found online here:

<http://www.norfolkbiodiversity.org/communityprojects/biodiversityawards.aspx>

Family Learning Courses

Norfolk Community Learning Services (NCLS) is running free family learning courses to give parents the tools to support their children with learning while improving their own English and maths skills at the same time. The pilot scheme was run in the Great Yarmouth area but they are looking for opportunities to expand the scheme into other parts of the county. They want to hear from community groups who would be interested in working with NCLS to set up this service in their area. The person to contact is Denise Saadvandi. Her phone number is 01603 306585 and her email address is denise.saadvandi@norfolk.gov.uk

Coasthopper

You might have seen that Sanders Coaches have taken over running the Coasthopper bus service. They have also said they will link the service with their existing route from Cromer to North Walsham which is great news for the local area. The Coasthopper is a really popular service for tourists and residents who want to explore the North Norfolk coast and make use of local businesses. I've contacted Sanders to ask for more details about their plans and will report back when I have them.

Highways budget

An early plea for suggestions on how I can use my £6,000 allocation for local highways projects. Last year it went towards creating a new footpath for Paston playing field, installing dropped kerbs in the centre of Northrepps and starting work on a flood relief scheme in Overstrand. This year's allocation is likely to be the last time it is available so I am really keen to ensure that Parishes get the most from it. Please let me know if there are any small highways projects in your community that you think would benefit from a contribution from this fund.

Ed Maxfield, County Councillor for Mundesley Division

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Financial Matters:

Payments made in March:

DD	EON – Street Light Electricity (Jan)	£ 30.61
102004	URM Group – Glass bank (Feb)	£ 29.57
102005	Secret Gardens – Maintenance (Feb)	£ 178.00
102006	Community Action Norfolk subscription	£ 20.00
102007	Mrs J Warner – Salary & Expenses (Feb)	£ 275.89
102008	Norfolk Pension Fund – Pension (Feb)	£ 70.45
102009	Secret Gardens (allotment hedges)	£ 1650.00
DD	EON – Street Light Electricity (Feb)	£ 27.65

Payments for approval at April Meeting:

102010	Norfolk PTS re GDPR Training	£ 250.00
102011	Mrs J Warner – Salary & Expenses (Mar)	£ 217.38
102012	Norfolk Pension Fund – Pension (Feb)	£ 70.45
102013	HMRC (Jan – Mar)	£ 147.80
102014	URM Group – Glass bank (Mar)	£ 32.74
102015	Secret Gardens – Maintenance (Mar)	£ 178.00

Receipts since last meeting:

Interest on bank account	£ 3.14
Interest on bank account	£ 2.37

Financial Statement:

Reconciled balances @ 30/3/18	
Community Account	£17408.60
Business Premium Account	£ 6293.94
Business Premium Account	<u>£ 4759.51</u>
	£28462.05

NOTE: Original document signed by Chairman and by the Clerk as RFO and filed in the accounts.

03 April 2018

General Data Protection Regulation (GDPR)

Report from the Northrepps Parish Clerk for the Council meeting to be held on 03 April 2018

Having recently attended a training seminar on the above topic, this report summarises the information given at this seminar and details the actions which the Council will need to make in order to comply with GDPR. Although GDPR does not come into force until May 2018, we are being encouraged by the ICO (www.ico.co.uk) to put into place all the things which the Regulation will expect us to do ahead of this date. GDPR is an EU law which the UK Government have confirmed will apply to this country. Our Government will be passing its own legislation on the matter.

What is GDPR?

This replaces the Data Protection Act of 1998. It is a Regulation which affects all authorities which collect personal data. We collect and use personal data for a number of reasons Council is expected to have all of its members and staff trained to understand the implications of the Regulation. It is ultimately the responsibility of the Council, as the Data Controller, to ensure that things are done correctly.

Things which need to be done – recognising the roles

The Data Controller must appoint a Data Protection Officer (DPO). This will need to be someone who is familiar with the workings of the Council as well as GDPR and with no conflict of interest in determining the purpose or manner of processing personal information. The DPO could be the Clerk. The appointment will need to be minuted and if it is the Clerk it will need to be included in the Job Description and Contract of Employment. We will also need to amend our Standing Orders at their next review (certainly before May 2018) to include an Order which recognises the Council as the Data Controller and the DPO. The Order should also say that all councillors and staff should be trained in GDPR.

NOTE: There is still some uncertainty as to whether the Clerk can be the DPO. It is hoped that this will be clarified towards the end of March. If not, alternative arrangements will need to be made.

Additional work for the DPO

The DPO will need to prepare an 'Information Audit' of personal information held. This audit must detail not only the information held, but the reason for it being held along with other information. The DPO must also issue Privacy Notices to people whose personal information is held by the Council. The DPO will need to include GDPR in the Council's Risk Management Schedule and undertake assessments of projects which might pose considerable risk in respect of data protection. The Clerk will also need to present to the Council a GDPR Policy for adoption. This Policy is considered to be one of the core policies of the Council.

Councillors will appreciate that this will have a considerable impact on the duties of the Clerk / DPO and this impact should be considered when we set our budget for the year 2018/19.

There remains an obligation on all members of the Council to be trained in this matter. Understanding the implications of this Regulation is one of the best ways of avoiding breaches in respect of personal data which could be costly for the council, time consuming for the Clerk as well as a risk to reputation.

Recommendation:

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The Council sets up a Working Party to programme the requirements as detailed above with a view to presenting this to Council at their next meeting.