

Minutes of the Annual Meeting of Northrepps Parish Council held on 01 May 2018 at 7.00 pm at Northrepps Village Hall

Present:

Chairman Cllr. A. Mackay, Vice Chairman Cllr. L. Fish,
Cllr. V. Callaghan, Cllr. H. Claxton, Cllr. S. Riggott, Cllr. J. Youngman

Clerk Mrs J. Warner PSLCC AICCM
County Cllr. E. Maxfield(to item 11 incl)

3 members of the public

1. Election of Chairman

It was **AGREED** to elect Cllr. Mackay as Chairman for the forthcoming year. Cllr. Mackay signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

2. Election of Vice Chairman

It was **AGREED** to elect Cllr. Fish as Vice Chairman for the forthcoming year. Cllr. Fish signed the declaration of Acceptance of Office which was witnessed by the Clerk.

3. Minutes of the Parish Council Meeting held on 03 April 2018

It was **AGREED** that the minutes of the Parish Council meeting held on 03 April 2018 be **APPROVED** as a true record. The minutes were signed by the Chairman.

4. Apologies for absence

Apologies were accepted from Cllr. Bartlett (family issues), Cllr. Cummings Knight (family issues) and Cllr. Penlington (work commitment). Apologies were noted from District Cllr. Fitch Tillett due to attendance at a meeting at NNDC.

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

Members made the following declarations:

Cllr. Riggott – Any Village Hall and Allotment matters

Cllr. Youngman – Planning Application

6. Councillor Responsibilities

It was **AGREED** to appoint councillors to the following roles:

Cllr. Mackay – School

Cllr. Fish – Health

Cllr. Bartlett – Footways, Highways, Lighting

Cllr. Callaghan – Finance & Police

Cllr. Claxton – Playiong Field

Cllr. Cummings Knight – Planning

Cllr. Penlington – Environment

Cllr. Riggott – Village Hall

Cllr. Youngman – Planning

7. Review of Financial Control Procedures

It was **AGREED** that Cllr. Claxton will review the financial procedures and report back to a future meeting.

8. Appointment of Internal Auditor

It was **AGREED** to appoint Mr. C. Pooley as Internal Auditor for the forthcoming year.

9. Public Participation

No members of the public wished to speak.

10. Police Report

10.1 Update from Police

Members were in receipt of the monthly newsletter.

10.2 Any other police matters (for information only)

There were no other police matters to report.

11. District Council and County Council

11.1 County Councillor Report.

Flytipping - County Cllr. Maxfield voiced his concern in respect of the impact of charging for disposal of DIY waste and asked that any incidents of fly tipping are reported to him.

Crossdale Street - It was noted that a feasibility study of several road junctions is underway including the A140/A149 junction. If it is decided that a roundabout is required at this junction and there is funding available, work could start in 2019. The issues of speeding on Crossdale Street will be fed into this study. Members asked Cllr. Maxfield to request that the crossroads at Thorpe Market are included in the feasibility study.

Hall Road slip road – Cllr. Maxfield advised that he is yet to speak to residents.

Highways - Cllr. Fish raised concern at the number of incidents at the Norwich Road roundabout in Cromer due to the poor visibility when exiting Cromwell Road. She also raised concern in respect of vehicles blocking the access to driveways in Cromer and the need for planners to consider parking when giving permission for new/converted dwellings. The Clerk advised that white H bars can be arranged with Highways.

12. Planning

12.1 Planning Applications and decisions

Planning applications for consideration

NP/18/0638 – Prior notification of intention to erect agricultural storage building at Norfolk Farming Company, Hungry Hill – No objections (decision made under planning protocol).

PF/18/0721 – Variation of condition 2 (approved plans) of planning permission PF/10/1278 to allow for the replacement of glass roof with tiles and integrate into existing bungalow; sliding doors to be replaced with French doors at 10 Bracken Ave, Overstrand – No objections.

PF/18/0543 – Erection of two storey rear extension at Croftnest, Norwich Road – No objections

12.2 **Pre- Submissions**

There were no pre-submission matters to report.

12.3 **Local Plan**

It was **AGREED** that Cllr. Mackay will attend the site visits on 03 May and report back to the next meeting.

12.4 **Northrepps War Memorial**

It was noted that Northrepps War Memorial now has a Grade II listing.

12.5 **Other Planning Matters** (for information only)

The Clerk advised that there is an event in Trimmingham in respect of Community Led Housing. Northrepps Parish Council has not received an invitation but if any members would like to attend, the Clerk will contact NNDC to ask if this is possible.

13. Highways & Transportation

13.1 **Leaning Pole & Power Lines**

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

13.2 **Overgrown trees and hedges**

It was noted that works to overgrown hedges/trees on Bulls Row will be undertaken by the land owner. Members of the Parish Council will continue to monitor the spring growth along New Road and if necessary bring this back to a future meeting.

13.3 **Flooding, blocked drains and gullies**

It was noted NCC Highways have programmed for the drains on Church Street to be cleared in the next few weeks.

13.4 **Road safety on A149**

It was noted that the Casualty Reduction Team already have this in hand.

13.5 **Feasibility into junction improvements**

Refer item 11.1 above.

13.6 **Highway Rangers**

Members were in receipt of a notification re forthcoming visit by the Highway Rangers.

13.7 **Traffic Regulation Orders**

There were none to report.

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

Items to be reported/chased up:

New Road - Pothole

Northrepps Road – Potholes on hill just past Northrepps Cottage

14. Finance & Regulatory Matters

14.1 **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).

14.2 **Actuals Against Budget to date**

These were circulated prior to the meeting and noted.

14.3 **Clerk's Access to Bank Accounts**

It was noted that Barclays had stopped the Clerk's online access to bank statements and for transferring money between the Parish Council bank accounts. It was **AGREED** to instruct Barclays to reinstate the access.

The Chairman and Vice Chairman signed the Simple Servicing Authority.

14.4 **Bank Reconciliation for Year Ended 31 March 2018**

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.

14.5 **Summary of Accounts for Year Ended 31 March 2018**

Members were in receipt of the Summary of Accounts for the Year Ended 31 March 2018 which were **APPROVED**. The Summary of Accounts was signed by the Chairman and by the Clerk as Responsible Finance Officer.

14.6 **Report from Internal Auditor for Year Ended 31 March 2018**

Members were in receipt of the report from the Internal Auditor. It was noted that no matters for concern had been reported.

14.7 **Annual Governance Statement for Year Ended 31 March 2018**

The Clerk read out the Governance Statement and members **AGREED** a response to each question. The Governance Statement was signed by the Chairman and Clerk.

14.8 **Accounting Statement for Year Ended 31 March 2018**

Members were in receipt of the Annual Governance Statement which was **APPROVED**. The Annual Governance Statement was signed by the Chairman and by the Clerk.

14.9 **Statement of Variances**

Members were in receipt of the Statement of Variances which was **APPROVED**.

14.10 **Notice of Public Rights**

It was **AGREED** to set the date for the commencement of Public Rights to inspect the accounts as Monday 04 June 2018 and ending on Friday 13 July 2018.

14.11 **Review of Assets for Insurance Purposes**

Members were in receipt of the review of assets. It was noted that no prices had been forthcoming for the brick bus shelters of the Village Sign. It was **AGREED** to instruct the Clerk to forward the document to the Parish Council's insurers to ensure that all assets are fully covered by insurance

14.12 **Play Equipment**

The project now relies on the sourcing of grant funding.

14.13 **Street Lights**

It was **AGREED** to instruct the Street Lighting Contractor to carry out the 5-yearly electrical testing and certification of the Parish Council owned street lights.

14.14 **General Data Protection Regulations & Record Retention**

Members were in receipt of the drafted GDPR documents. Actions were agreed as listed below:

- Information Audit – The Clerk has this in hand.
- Data Protection Officer – Clarification required before appointment of a DPO.
- Data Protection Policy – It was **AGREED** to **ADOPT** the policy based on the LPTS template.
- Privacy Notices and Consent Forms – It was **AGREED** to **ADOPT** the notices and forms subject to some minor amendments.
- Management of Transferable Data – It was **AGREED** to **ADOPT** the policy.
- Records Retention and Disposal Policy – It was **AGREED** to **ADOPT** the policy.
- Subject Access Request Form – It was **AGREED** to **ADOPT** the form.
- Data Breach Form – It was **AGREED** to **ADOPT** the form.
- Review of Risk Assessment – This will be considered at the next meeting.

It was noted that some amendments to the documents will be required once it is known whether Parish Councils have to appoint a DPO.

14.15 **Bench for Adventure Playground**

It was noted that the new bench has been delivered and the Grounds Maintenance Contractor has been asked to arrange installation.

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

It was noted that the Clerk was in receipt of the Annual Accounts from the Village Hall Committee.

15. Playing Field & Allotments

15.1 Dog Control Order

There was no further update.

15.2 Maintenance of Council Owned Assets

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

15.3 Cromer Youth Football Club

It was **AGREED** that CYFC may start preparing the pitch for the forthcoming season.

15.4 Bookings for Playing Field

There were no bookings for consideration.

15.5 Other matters (for information only)

There were no other matters to report.

16. Other works & projects

16.1 WW1

Cllr. Fish provided a very comprehensive update in respect of the WW1 Commemorations. It was **AGREED** to decline the offer from a parishioner to compose a special piece of music for the church service. It is already a very full schedule and it was felt that it would be unfair to spend the majority of the budget on this when others are giving their time freely.

16.2 Norfolk Day

The Clerk advised that she has not yet received a reply from Rev. Roper and will contact him again to ask whether the Norfolk flag can be flown from the Church flagpole.

16.3 Other matters (for information only)

Mobile Libraries – Cllr. Fish advised that she has received a lot of support for the Mobile Library Service and other villages are interested too.

Volunteer Gardeners – Thanks were given to the team of volunteers. It was noted that a few of the larger plants were lost in the cold weather so any donations of plants would be appreciated.

17. Correspondence

17.1 Correspondence received since 03 April 2018 (list circulated)

| | |
|-----------------------------------|--------------------|
| Norfolk ALC | Weekly newsletters |
| Community Action Norfolk | Newsletters |
| Norfolk Playing Field Association | Newsletter |

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

01 May 2018

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

There were no items reported.

19. To note the date of the next meeting: Tuesday 05 June 2018

20. 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. Riggott declared an interest and left the meeting.

21. Allotment matters

The Clerk advised that she had written to all allotment holders as instructed and had enclosed the first draft of the revised allotment tenancy agreement. To date no replies have been received. It was **AGREED** to discuss and further review the new allotment agreement at the next meeting.

It was noted that a further complaint has been received in respect of an allotment issue. Two councillors advised that they had visited the allotment site on separate occasions and on each visit had found no cause for concern. It was **AGREED** to instruct the Clerk to contact the complainant to ask that the Chairman is immediately contacted if the issue is seen again in order that they can meet on site. If possible, photographic evidence should be obtained.

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

Signed

Dated.....

01 May 2018

Financial Matters:

Payments for approval at May Meeting:

| | | | |
|--------|---|---|--------|
| DD | Eon Street Lighting – March | £ | 30.61 |
| 102016 | T T Jones Electrical – Street Light Maintenance | £ | 27.16 |
| 102017 | CRP Accountancy – Internal Audit | £ | 140.00 |
| 102018 | Norfolk ALC – Membership | £ | 239.67 |
| 102019 | Glasdon UK – Bench | £ | 598.01 |
| 102020 | Mrs J Warner – Salary & Expenses (April) | £ | 232.19 |
| 102021 | Norfolk Pension Fund – Pension (April) | £ | 73.72 |
| 102022 | Secret Gardens – Maintenance (April) | £ | 182.00 |
| 102023 | URM Group – Glass bank (April) | £ | 31.68 |
| 102024 | Came & Company Insurance | £ | tbc |

Receipts since last meeting:

| | | |
|---------------------------------|---|---------|
| NNDC Precept & Grant | £ | 7996.00 |
| NCC Recycle Credits | £ | 170.67 |
| Allotment Rent from 2017 | £ | 10.00 |
| Upper Sheringham PC re training | £ | 75.00 |
| Beeston Regis PC re training | £ | 25.00 |
| Runtons PC re training | £ | 25.00 |

Financial Statement:

Due to account access problems at bank the statements are not currently available

NOTE: Original copy signed by Chairman and Clerk as RFO and filed in accounts folder