

Minutes of the Meeting of Northrepps Parish Council held on 07 August 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. H. Claxton, Cllr. J. Cummings-knight,
Cllr. S. Penlington, Cllr. S. Riggott

Clerk Mrs J. Warner PSLCC AICCM
4 members of the public

1. Minutes of the Parish Council Meeting held on 03 July 2018

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

2. Apologies for absence

Apologies were accepted from Cllr. Youngman (work commitments).
Apologies were noted from the District and County Councillors.

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

Members made the following declarations:
Cllr. Cummings-Knight – Allotment matters.
Cllr. Riggott – Allotments and Village Hall

4. Public Participation

Representatives from the volunteer gardening team advised that some plants had been lost in the spring but they do have some more to plant.

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.

There were no reports.

7. Planning

7.1 Planning Applications and decisions

Planning applications for consideration

LA/18/1139 Erection of single storey extension, alterations to joinery and glazing at Old Manor House, Golden Square
No objections.

PF/18/1475 Proposed single storey rear extension at the Poplars, Stevens Road
No objections.

NP/18/1238 Prior notification of agricultural development for the erection of a grain store at Northrepps Farming Company, Hungry Hill
Application withdrawn

7.2 Pre- Submissions

There were no updates.

7.3 Local Plan

It was **AGREED** that Cllrs. Mackay, Cummings-Knight and the clerk will attend an update event at NNDC.

7.4 Other Planning Matters (for information only)

There were no other planning matters to report.

8. Highways & Transportation

8.1 Leaning Pole & Power Lines

There was no update. The Clerk will again contact UKPN.

8.2 Overgrown trees and hedges

The Clerk will ask NCC Highways for an update on the properties at Bulls Row / Broadgate Close. The Chairman will contact the landowner for an update re the land at the junction of New Road and Hall Road.

8.3 Traffic Regulation Orders

There were no TROs to report.

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

It was noted that a car for sale on the verge at Crossdale Street is to be reported to NCC Highways.

9. Finance & Regulatory Matters

9.1 Payments and Receipts & Financial Statement

The financial matters were amended and **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**

These were circulated and noted.

9.3 **Bank Reconciliation to 30 June 2018**

Members were in receipt of the bank reconciliation which was **APPROVED** and signed by the chairman and by the Clerk as RFO (refer attached).

9.4 **Financial Control Checks**

Cllr. Callaghan advised that she had carried out the quarterly checks and found no issues to report.

9.5 **Replacement of play equipment**

Grant funding is yet to be sourced.

9.6 **Review of policies**

The following policies were reviewed and **ADOPTED**

Standing Orders
Financial Risk Management Policy
Complaints Procedure
Environmental Policy
Equal Opportunities Policy
Safeguarding Policy
Training Policy

It was noted that the Financial Control Policy will be reviewed once the External Audit is complete.

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**

The Clerk was asked to contact Cllr. Fitch-Tillett for a further update.

10.2 **Maintenance of Council Owned Assets**

It was noted that the quotation and public liability is still awaited.

10.3 **Bookings for Playing Field**

The Clerk provided an update received from the Parish Council's insurers. It was **AGREED** to continue to permit bouncy castles and inflatables to be used but the hirer will be made aware that the Parish Council will take no liability. Satisfactory evidence of public liability insurance will be required before a booking can be confirmed.

10.4 **RoSPA Inspection**

A quotation is awaited from the maintenance contractor.

10.5 **Allotments**

It was **AGREED** to ask the maintenance contractor to strim the vacant allotment plot which will then be offered to the next person on the waiting list. The fee for 2017/18 will be waived.

- 10.6 **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.
- 11.2 **Norfolk Day**
The Clerk was instructed to write to the parishioner who kindly raised and lowered the flag on Norfolk Day.
- 11.3 **Bonfire Night**
The Chairman advised that all arrangements are in hand.
- 11.4 **Other matters** (for information only)
There were no other matters to report.

12. Correspondence

12.1 **Correspondence received since 05 June 2018** (list circulated)

Norfolk ALC	Weekly newsletters Preventing radicalisation
Norfolk County Council	Better Broadband for Norfolk Annual review of schools
NNDC	Gambling Policy Review
First responder	Defibrillator checks
Community Action Norfolk	Newsletters
Seafarers	Merchant Navy Day 03 Sept

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)

Halsey House roundabout – add to next agenda for update from County Cllr. Maxfield.

14. To note the date of the next meeting: Tuesday 02 October 2018

It was **AGREED** to cancel the September meeting due to unavailability of the Clerk due to a family commitment. Should any urgent matters arise, an urgent meeting will be called.

There being no further business, the Chairman closed the meeting at 7.30pm

Signed

Dated.....

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

DD	Eon -Street Light Electricity (June)	£ 33.69
102042	Clerks Salary & Expenses (July)	£ 228.31
102043	Norfolk Pension Fund (July)	£ 73.72
102044	Secret Gardens – Maintenance (July)	£ 178.00
102045	URM Group – Glass bank (July)	£ 32.74
102046	Dynamic Fireworks	£ 780.00

Pre-approval of regular payments for September

Receipts since last meeting:

Norfolk County Council	Recycle credits	£ 209.42 *
Booking for playing field		£ 50.00 *

*yet to be cleared through bank account

Financial Statement:

Reconciled balances as at 28 July 2018	
Community Account	£19,800.75
Business Premium Account	£ 6,297.08
Business Premium Account	<u>£ 4,761.88</u>
	£30,859.71

NOTE: Original copy signed and filed in accounts

NORTHREPPS PARISH COUNCIL**BANK RECONCILIATION FOR QUARTER ENDED 30 JUNE 2018**

£

Balance as at April 1st 2018	<u>28462.05</u>
Total Receipts	9038.48
Less Total Payments	<u>4354.09</u>
Balance as at 30 June 2018	<u>33146.44</u>

These Cumulative funds are represented by:

Current Account:

Northrepps P. C. Community Account	22087.48
N.P.C. Business Premium Account	4761.88
N.P.C. Business Prem Account	<u>6297.08</u>
	<u>33146.44</u>
Less unrepresented cheques	<u>0.00</u>
	<u>33146.44</u>

Signed.....

Chairman

Signed.....

Responsible Financial Officer

Date.....

Date.....

NOTE: Original copy signed and filed in accounts