

Minutes of the Meeting of Northrepps Parish Council held on 02 April 2019 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, Cllr. J. Youngman

Clerk Mrs J. Warner PSLCC AICCM
District Cllr. Fitch Tillett (for item 6.1 only)

3 members of the public.

Please note that District Cllr. Fitch Tillett arrived at the meeting during item 8 but for continuity of the minutes her report is included under item 6.

The Chairman welcomed everyone to the meeting and thanked them for all their work during their term of office.

1. Minutes of the Parish Council Meeting held on 05 March 2019

It was **AGREED** that the minutes of the Parish Council meeting held on 05 March 2019 be **APPROVED** as a true record. The minutes were signed by the Chairman.

2. Apologies for absence

There were no apologies for absence.

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

Cllr. Riggott declared an interest in any allotment and village hall matters.

4. Public Participation

There were no matters raised.

5. Police Matters

5.1 Police Newsletter – Noted

5.2 Other Police Matters

There were no other matters to report.

6. District Council and County Council

6.1 County and District Councillor Reports.

District Cllr. Fitch – Tillett advised that the permission for the airfield was granted and advised that there had been good coverage for Norfolk Day on the radio.

Cllr. Fitch Tillett left the meeting.

6.2 **Any other County and District Council matters** (for information only)

There were none to report.

7. Planning

7.1 **Planning Applications and decisions**

Planning applications for consideration

PF/18/1789 Continued use of land as airfield on a permanent basis. Variation of condition 2 (aerobatic operations) of planning permission PF/11/0232 to state: There shall be no aircraft movements to or from the site by aircraft to be used for/within: Parachute operations; flying displays with aerobatics (except for the purposes of re-fuelling before or following a flying display) or; aerobatics training. No form of flying display organisation or aerobatics training school shall be located at or operated from the site. Banner towing shall be limited to six occasions during the year, and there shall be no more than two public displays or open days at the site annually. [Reconsultation: Further amended description of development] Northrepps Aerodrome, North Walsham Road, Northrepps, Cromer, NR27 9LF

Decision made under planning protocol – No objections

7.2 **Pre- Submissions**

There were no matters to report.

7.3 **Local Plan**

It was noted that the public consultation will run from 07 May 2019 to 19 June 2019 and that various drop in events will be held across North Norfolk. The nearest event will be from 2.30pm to 7.30pm on 08 May 2019 at Cromer Parish Hall.

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 further update to report.

8.2 **Overgrown trees and hedges**

Junction New Road and Crossdale Street – The Chairman reported that the landowner will look into this.

8.3 **Pedestrian Safety at entrance to Churchyard**

It was noted that reaserch is on-going into ownership of this land. Research to date by Cllr. Fish in liaison with NCC, indicates that the land belongs to the Church.

8.4 **Dog Fouling on The Avenue**

It was **AGREED** to ask NNDC to install a dog bin near the entrance to Karttrak and to arrange for fortnightly empties.

8.5 **Traffic Regulation Orders**

Various traffic orders were circulated to members and noted.

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

Leaning footpath sign near parish noticeboard – It was noted that the Clerk has reported this to highways.

Litter picking – The Clerk was asked to send a letter of thanks to a parishioner who is regularly seen litter picking the verges within the parish.

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).

An extra item re the urgent removal of a fallen branch was added to the list and payment was authorised. The Clerk stressed that evidence of Public Liability Insurance must be obtained before anyone undertakes any works on behalf of the Parish Council.

9.2 **Actuals Against Budget to date**

These were circulated and noted.

9.3 **Limited Assurance Review**

It was **AGREED** to NOT declare the Parish Council as exempt from a limited assurance review.

9.4 **Inspection of Parish Council owned assets**

Members were in receipt of a recent inspection carried out by the Clerk and it was **AGREED** to ask the contractor for a quotation to carry out the necessary works except for the works to the Village Sign. The Clerk advised that she has received a quotation from a local carpenter and joiner but it was suggested that a further quotation is obtained from the person who supplied the sign. The Chairman will contact the person

concerned for a quotation. The Clerk asked that public liability is also provided.
Cllr. Claxton will bring the playing field inspection sheets to the next meeting.

9.5 **Insurance Review**

The Clerk advised that she is in receipt of correspondence from the Parish Council's insurer asking for up to date valuations in readiness for the next renewal. Members were in receipt of a revised list of insurance valuations but the Clerk stressed that the figures were only guesstimates and that her recommendation would be for a professional review. It was **AGREED** to accept the valuation undertaken by the Clerk

9.6 **Condolence Book**

The Clerk advised that she was awaiting a quotation.

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

It was noted that Cromer Surgery PPG have spent the £100 grant on an adjustable chair for patients to use when taking their blood pressure.

10. **Playing Field & Allotments**

10.1 **Dog Control Order**

The Clerk was instructed to continue to press NNDC for a date for the installation of the new signage.

10.2 **Maintenance of Council Owned Assets**

A quotation and evidence of public liability is still awaited.

10.3 **Pest Control Works**

It was noted that the pest control works have been successful and so far there have been no new molehills.

10.4 **Tree Inspection**

It was noted that the Clerk and Chairman had met to check the report. A tender document will be drafted and issued in due course. It was noted that Highways have no responsibility for the trees along the roadside adjoining the allotment site.

10.5 **Bookings for Playing Field**

It was **AGREED** to waive the booking fee for the Church Fete which will take place on 27 July 2019 and to permit part of the playing field to be used for an overflow car park.

10.6 **Allotment matters**

It was noted that the plot which has just been reallocated needs to be cleared before the new tenant can start cultivating it. Cllr. Youngman will meet with the Clerk to assess whether he can access the site with his farm machinery, if not, the maintenance contractor will be asked to clear it.

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

There were no other matters to report.

11. **Other works & projects**

Norfolk Day – It was noted that Cllr. Fish has promoted Norfolk Day on Radio Norfolk. The Norfolk Flag will be flown on the Parish Church. The Parish Church will hold their annual summer fete at the playing field.

Village Amenity Fund – It was noted that a group has been set up and it was stressed that whilst Cllr. Mackay has been invited to be their treasurer, the new group is not linked to the Parish Council.

12. **Correspondence**

12.1 **Correspondence received since 05 February 2019** (list circulated)

Norfolk ALC	Weekly Newsletters
NCC	Norfolk Coast Partnership celebration
NNDC	Community Transport Grants Arts & Culture Grants Big Society Fund
Community Action Norfolk	Newsletters
Keep Britain Tidy	Great British Spring Clean
First responder	Defibrillator check
Carers matter	Newsletter
Seafarers	Merchant Navy Day
Village Hall Committee	Annual Accounts to 31 December 2018
Various leaflets and brochures	

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)

Cllr. Riggott and Cummings-Knight advised that they were not standing for re-election to the Parish Council. They were both thanked for their work for the parish during their time as councillors.

14. To note the date of the next meeting: Tuesday 07 May 2019. This will be preceded by the Annual Parish Meeting.

There being no further business, the Chairman closed the meeting at 7.50pm.

Signed

Dated.....

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Financial Matters:

Payments for approval at April meeting:

102102	Community Heartbeat Trust – Defib Pads	£ 87.60
102103	Pest Control Works	£ 175.00
102104	VOID CHEQUE	£ 0.00
102105	URM Group – Glass Bank (March))	£ 32.74
102106	Secret Gardens Maintenance Contract (Mar))	£ 178.00
102107	Clerk's Salary & Expenses (Mar)	£ 222.71
102108	Norfolk Pension Fund (Mar)	£ 73.72
102109	HMRC – Paye Jan/Feb/Mar	£ 152.00
102110	Reimbursement of costs to clear fallen branch	£ 30.00

Receipts since last meeting: NIL

Financial Statement:

Reconciled balances as at 28 March 2019	
Community Account	£20,057.10
Business Premium Account	£ 6,306.50
Business Premium Account	<u>£ 4,769.01</u>
	£31,132.61
Less outstanding cheques	<u>£ 0.00</u>
	£31,132.61

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