

Minutes of the Meeting of Northrepps Parish Council held on 07 May 2019 at 7.15 pm at Northrepps Village Hall

Present:

Chairman Cllr. A. Mackay, Vice Chairman Cllr. L. Fish,
Cllr. G. Bartlett, Cllr. H. Claxton,
Cllr. S. Penlington, Cllr. G. Smith, Cllr. J. Youngman

Clerk Mrs J. Warner PSLCC AICCM

2 members of the public.

Prior to the meeting all councillors signed their Declaration of Acceptance of office forms which were witnessed by the Clerk.

The Chairman welcomed everyone to the meeting. He introduced new Councillor Gavin Smith and thanked former Councillors Jennie Cummings Knight and Susan Riggott.

1. Election of Chairman

It was unanimously **AGREED** to elect Cllr. Mackay to the role of Chairman. Cllr. Mackay signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

2. Election of Vice-Chairman

It was unanimously **AGREED** to elect Cllr. Fish to the role of Vice-Chairman. Cllr. Fish signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

3. Minutes of the Parish Council Meetings held on 02 April 2019 & 16 April 2019

It was **AGREED** that the minutes of the Parish Council meetings held on 02 April 2019 & 16 April 2019 be **APPROVED** as a true record. The minutes were signed by the Chairman.

4. Apologies for absence

Apologies for absence were accepted from Cllr. Callaghan due to illness. Apologies were noted from County Cllr. Maxfield and District Cllr. Fitch-Tillett.

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

There were no declarations of interest or requests for dispensations.

6. Councillor roles & responsibilities

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

Cllr. Fish	Health & Village Hall
Cllr. Bartlett	Footways, Highways & Lighting

Cllr. Callaghan	Financial checks & Police
Cllr. Claxton	Playing Field inspections
Cllr. Penlington	Environment
Cllr. Smith	School
Cllr. Youngman	Planning

7. Appointment of Cheque Signatories

It was **AGREED** to appoint Cllrs. Mackay, Fish & Bartlett as cheque signatories. Cllr. Bartlett will be added once the new bank account has been set up.

8. Review of Financial Control Procedures

It was **AGREED** that Cllr. Claxton will review the financial control procedures once the external audit is complete.

9. Appointment of Internal Auditor

It was **AGREED** to appoint CRP Accounting as Internal Auditor.

10. General Power of Competence

It was **AGREED** to adopt the General Power of Competence.

11. Co-option of Councillor

It was **AGREED** to advertise the vacancy which is to be filled by co-option. All applicants will be invited for interview, if possible, before the June meeting.

12. Public Participation

It was noted that the remains of the fallen tree are to be removed.

13. Police Matters

13.1 **Police Newsletter** – Noted

13.2 **Other Police Matters**

Concern was raised in respect of the builders' vehicles parked near the village sign. It was **AGREED** that the Chairman will speak to the residents and ask that the builders park their vehicles at the Village Hall car park.

14. District Council and County Council

14.1 **County and District Councillor Reports.**

District Cllr. Fitch – Tillett - There was no report.

County Cllr. Maxfield – Refer attached.

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

There were none to report.

15. Planning

15.1 Planning Applications and decisions

Planning applications for consideration

There were no applications for consideration.

15.2 Pre- Submissions

There were no matters to report.

15.3 Local Plan

It was noted that the local plan has been released and that the public consultation will run from 07 May 2019 to 19 June 2019. The Clerk asked that members read the documents in order that a response can be agreed at the June meeting.

15.4 Other Planning Matters (for information only)

There were no other planning matters to report.

16. Highways & Transportation

16.1 Leaning Pole & Power Lines

The Clerk was instructed to contain UKPN for an update.

16.2 Overgrown trees and hedges

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

Bulls Row – The Clerk was instructed to contact the landowner to ask that the trees near the streetlight are cut back.

16.3 Pedestrian Safety at entrance to Churchyard

It was noted that research by the Highways Boundaries team has established that part of the area in question is Highways and part the responsibility of the Trails team. It was **AGREED** to instruct the Clerk to arrange a site visit with all concerned.

16.4 Dog Fouling on The Avenue

It was noted that the dog bin has not yet been installed. The Clerk will contact NNDC for an update.

16.5 Traffic Regulation Orders

Various traffic orders were circulated to members and noted.

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

Craft Lane – The Clerk was asked to report a sagging powerline on Craft Lane.

Streetscene Inspectors – The Clerk was asked to report a pothole at the top of Nut Lane.

17. Finance & Regulatory Matters

- 17.1 **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).

- 17.2 **Actuals Against Budget to date**

These were circulated and noted.

- 17.3 **Payment for Glass Bank**

It was **AGREED** to set up a Direct Debit once the new bank account is set up.

- 17.4 **Bank Reconciliation for year ended 31 March 2019**

Members were in receipt of the bank reconciliation which was **APPROVED**. The bank reconciliation was signed by the Chairman and by the Clerk as RFO.

- 17.5 **Summary of Accounts for year ended 31 March 2019**

Members were in receipt of the Summary of Accounts which were **APPROVED**. The Summary of Accounts was signed by the Chairman and by the Clerk as RFO.

- 17.6 **Report from Internal Auditor for year ended 31 March 2019**

Members were in receipt of the report from the Internal Auditor and were please to note that there were no matters for concern.

- 17.7 **Annual Governance Statement for year ended 31 March 2019**

The Clerk read out and members **AGREED** their response to the Annual Governance Statement which was signed by the Chairman and by the Clerk as RFO.

- 17.8 **Accounting Statements for year ended 31 March 2019**

Members were in receipt of the Accounting Statement which had been signed by the Clerk as RFO. It was **AGREED** to approve the Accounting Statement. The Statement was signed by the Chairman.

17.9 **Statement of Variances**

Members were in receipt of the Statement of Variances which was noted.

17.10 **Notice of Public Rights & Publication of Unaudited Annual Governance Statement and Accountability Return**

It was **AGREED** to set the date as 17 June 2019 to 26 July 2019.

17.11 **Repairs to Council Owned Assets**

The Clerk advised that she is waiting for a quotation from the contractor.

17.12 **Insurance Review**

The Clerk advised that all the information has been sent to Came & Co and no reply has been received to date.

17.13 **Full Council Training**

It was noted that costs for training have been received but it was **AGREED** to defer this until the vacancy has been filled.

17.14 **Condolence Book**

It was noted that the Clerk is still sourcing quotations.

17.15 **Annual Inspection of Play Equipment**

It was noted that Play Safety have provided a quotation and will be inspecting the equipment in June.

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

There were no other matters to report.

18. Playing Field & Allotments

18.1 **Dog Control Order**

The Clerk advised that the Council's maintenance contractor has been asked to install a pole for the new signage.

18.2 **Maintenance of Crossdale Street Bus Shelter**

The Clerk advised that the Council's Maintenance contractor has pushed the bargeboard back into place and will quote for other works.

18.3 **Tree Works**

The Clerk advised that now the end of year finance has been almost completed she will spend some time obtaining quotations. It was noted

that the Tree officer at NNDC has given consent for the works identified in the inspection report.

18.4 Bookings for Playing Field

Members considered two booking requests both of which were approved subject to payment of the booking fee and production of the necessary public liability insurances.

18.5 Clearance of allotment plot

It was noted that the Clerk and Cllr. Youngman will visit the allotment site after the meeting.

18.6 Other matters (for information only)

It was noted that a molehill has appeared on the running track. The Clerk was asked to instruct the Pest Controller to deal.

19. Other works & projects

Norfolk Day – It was noted that the Church are progressing their plans for the Village Fete.

Flower Festival and Village Walk – Thanks were given to all those involved in these successful village events.

20. Correspondence

20.1 Correspondence received since 02 April 2019 (list circulated)

Norfolk ALC	Weekly updates Nominations for NALC Executive
NCC	Pathmakers trustees Parish Paths Seminar
CPRE	Rural Housing Conference
First Responder	Defibrillator checks
Community Action Norfolk	Newsletters
Various leaflets and brochures	

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

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

There were no matters.

22. To note the date of the next meeting: 7pm on Tuesday 04 July 2019.

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There being no further business, the Chairman closed the meeting at 8.15pm.

Signed

Dated.....

Financial Matters:

Payments for approval at May meeting:

102112	Norfolk ALC – Annual Subscription	£ 248.66
102113	Avena – Confidential waste	£ 19.80
102114	CRP Accountancy – Internal Audit	£ 150.00
102115	T T Jones Electrical – Street Light Maintenance	£ 27.78
102116	URM Group – Glass Bank (April)	£ 36.00
102117	Void cheque	£ 0.00
102118	Secret Gardens Maintenance Contract (April)	£ 182.00
102119	Clerk's Salary & Expenses (April)	£ 244.44
102120	Norfolk Pension Fund (April)	£ 76.81

Receipts since last meeting:

NNDC Precept & transitional grant	£ 7973.00
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Financial Statement:

Reconciled balances as at 04 May 2019

Community Account	£27,035.94
Business Premium Account	£ 6,306.50
Business Premium Account	<u>£ 4,769.01</u>
	£38,111.45
Adjustment for incorrectly presented cheque	<u>£ 0.60</u>
	£38,110.85

NOTE: The original copy has been signed by the Chairman and the Clerk and filed in the accounts.

COUNTY COUNCILLOR REPORT

NNDC

Congratulations to Angie for her re-election as your District Councillor. I am sure the new Local Plan for North Norfolk will be taking up a lot of her time over the coming months. The County Council has a role in planning issues only as a consultee - particularly relating to the impact on Highways and school places. I have been asked to submit any comments I have about the draft District Plan by 24th May: The County Council will then submit a 'corporate response' to the plan. I am very happy to include any points you would like to make in my comments to the County Council.

THE COUNTY COUNCIL'S NEW 'CABINET STRUCTURE'

I am writing this immediately after the County Council's AGM where the new 'Cabinet' was confirmed. I have mentioned the move from a committee system to a cabinet system at previous meetings but in a nutshell it means that the senior politicians making up the cabinet (all from the majority Conservative group) will make decisions about policy and councillors will have the chance to scrutinise those decisions through a new set of committees (up to now, the committees themselves debated and agreed the policies.) There are arguments for and against the new system and I'm not going to go over them again: what really matters is that nothing really changes in how you can raise issues that concern you: if you have any concerns about any aspect of the County Council's work I would be very happy to take them up on your behalf.

After two years on the Children's Services committee - a job I am hugely grateful to have had - I have decided not to sit on any of the major new committees.

CLIMATE CHANGE

There was a debate at today's Council meeting (and a number of questions to the leader) about the County's role in tackling climate change. The issue is pushing itself up the political agenda and it's likely that we will be discussing the issue a number of times over the next two years in relation to decisions the Council makes. The Council also adopted a 'vision document' to guide its policies over the next two years at the meeting today and one of the points made in the debate was how little it talked about public transport: a really important service in its own right of course but also an important part of an environmentally sustainable future.

SPECIAL EDUCATIONAL NEEDS

The government has launched a review of how special education needs and disability (SEND) services are funded. There's a real crisis looming in funding for SEND - it's predicted that there will be a £3.1 billion short fall in funding for Children's Services overall by 2025 and SEND services make up a huge part of the overall Children's Services budget. At today's AGM I asked the Council leader if he will support parents who are campaigning to get the government to increase SEND funding. I'd be happy to provide any additional information about the campaign if any members of the Parish Council or community are interested.

COUNCILLORS' EXPENSES

07 May 2019

At today's Council meeting we also debated the latest recommendation from the independent panel that looks at Councillors' expenses. The panel recommended that councillors don't get another increase in allowances at this time - this was accepted by councillors. I am sure the issue will be debated again soon because the leader of the Council has not ruled out looking at who gets additional allowances under the new cabinet system.

HIGHWAYS ALLOWANCE

With the £6,000 local highways fund topped up again for this financial year I am always on the look out for small highways projects locally that could be paid for from the fund. If you have any suggestions, just let me know.

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