

Minutes of the Meeting of Northrepps Parish Council held on 02 July 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. Youngman

Clerk Mrs J. Warner PSLCC AICCM
County Councillor Maxfield
District Councillor Fitch Tillett

2 members of the public.

1. Minutes of the Parish Council Meeting held on 04 June 2019

It was **AGREED** that the minutes of the Parish Council meeting held on 04 June 2019 be **APPROVED** as a true record. The minutes were signed by the Chairman.

2. Apologies for absence

Apologies for accepted from Cllrs. Penlington and Smith due to family matters.

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

There were none.

4. Public Participation

A resident asked that the trees near the village sign be cut back.

5. Election of councilor

All applicants had been interviewed by members prior to the meeting. It was **AGREED** to elect Lynda Holloway onto the council to fill the vacancy.

6. Police matters

6.1 **Police Newsletter** – Noted

6.2 **Other Police Matters**

Bulls Row – It was **AGREED** that concerns in respect of speeding vehicles will be raised at the next SNAP meeting. County Cllr. Maxfield will ask Highways whether the overgrown 30mph sign can be relocated close to the junction with Broadgate Close.

7. District Council and County Council

7.1 County and District Councillor Reports.

Members were in receipt of a report from County Cllr. Maxfield (attached)

Norwich Road Bus Shelter – It was noted that there could be Parish Partnership funding towards the cost of a bus shelter opposite Aldis Close. The Clerk will continue to make enquiries into costs, consents and funding.

Crossdale Street – Concern was again raised in respect of speeding and overtaking vehicles. It was requested that speed monitoring equipment be installed.

District Cllr. Fitch Tillett provided an update in respect of NNDC matters and her attendance at various meetings. It was noted that she has been appointed Vice-Chairman of Norfolk Coast Partnership.

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

There were no other matters to report.

Cllrs. Fitch Tillett & Maxfield left the meeting.

8. Planning

8.1 Planning Applications and decisions

Planning applications for consideration

LA/19/0757 Internal and external works to facilitate replacement of conservatory glazing; replacement of 5 windows and 2 rooflights and replacement of section of boundary fence
18 Church Street
No objections

PF/19/0969 Conversion of former school rooms to residential building
The Church Rooms, Church Street
No objections

PF/19/0994 Erection of two storey side extension with first floor balcony structure to east elevation and front porch
22 Bulls Row
No objections

8.2 Pre- Submissions

There were no pre-submission matters to report.

8.3 Local Plan

There were no updates to report.

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

There were no other planning matters to report.

9. Highways & Transportation

9.1 **Verge at entrance to Emery's Close**

It was **AGREED** that the Parish Council will take on the cutting of this verge. NCC Highways will make a payment to the Parish Council towards the cost.

9.2 **Traffic Regulation Orders**

There were no TROs to report.

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

Broken Signs – The Clerk reported that NNDC will be replacing the Rectory Road street name sign. NCC Highways will not be replacing the broken Quiet Lanes sign as this was a trial project which has since ended.

Trees on New Road near entrance to Grove Farm – With the increased growth of the trees members raised concerned that visibility is getting worse and several near misses have been reported. The Clerk will contact Highways to ask for a site visit.

Bulls Row - The edges of the tarmac are deteriorating. The Clerk will report this to Highways.

Norwich Road Railway Bridge - Overgrowth around this area needs to be cut back from the footpaths. The 30mph sign is obscured by foliage. The Clerk will ask Highways to deal.

Weed killing in village centre - Complaints have been received that when weedkiller was recently sprayed, several cars were misted too. The Clerk will contact Highways to ask that the operatives take more care when spraying weedkiller.

Craft Lane hedges - The trees/hedges are very overgrown and thus narrowing this road which is also a bus route. The Clerk was asked to contact the landowner to ask him to deal.

Roadside advertising - Concern was raised at the number of advertisements along the roadside near the A149/A140 junction some of which are for past events. The Chairman is going to take a look but in the meantime Highways will be asked whether this is highway or private land and whether the PC could have permission to remove the out of date signs.

10. Finance & Regulatory Matters

10.1 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).

10.2 Actuals Against Budget to date

These were circulated and noted.

10.3 Parish Council Bank Account

It was noted that the arrangements with Barclays to update cheque signatories is progressing.

10.4 Operation London Bridge

The Clerk advised that she is working on an Action Plan.

10.5 Full Council Training

It was **AGREED** to hold the Full Council training session in lieu of the October Parish Council meeting. Norfolk ALC will be asked to provide the training.

10.6 Review of Policies

Members reviewed the following policies:

- Standing Orders
- Financial Regulations
- Financial Risk Assessment
- Freedom of Information Act Publication Scheme

10.7 Other Financial and regulatory matters (for information only)

There were no other financial matters to report.

11. Playing Field & Allotments

11.1 Dog Control Order

It was noted that the maintenance contractor is yet to install a post for the necessary signage but the works are imminent.

11.2 Maintenance of Council Owned Assets

It was noted that the maintenance contractor has been instructed to carry out the agreed works.

11.3 Pest Control Works

It was noted that the molehills appear to be under control at present.

11.4 **Village Hall Car Park and Access to Playing Field**

It was noted that the access to the playing field has been blocked on several occasions. The Village Hall Committee have supplied a sign whci will be attached to the dog sign post once installed.

11.5 **Bookings for Playing Field**

Bookings were noted.

It was **AGREED** to allow the Friends of the School to have a one-off car boot sale on the playing field subject to ground conditions being suitable and that no traders are permitted. Only car boot sellers' vehicles will be permitted on the field. The hire fee for the playing field will be waived.

11.6 **Clearance of allotment**

It was noted that the plot has been cleared. This will now be allocated.

11.7 **Rospa Inspection**

Members were in receipt of the report from the recent Rospa inspection. It was **AGREED** to ask the maintenance contractor to quote for the works identified. Cllr. Youngman will look into the replacement of the shackles/end links on the nest swing.

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

Craft Lane Allotments – It was noted that one tenant would like to vacate ½ his plot. It was **AGREED** to accept this and offer the remainder of the plot to a new tenent with effect from the tenancy renewal date of 01 October 2019.

12. Other works & projects

Norfolk Day – Cllr. Fish provided an update.

VE Day 75 – Cllr. Fish provided an update. It was suggested that members bring their ideas for the celebrations to the next meeting. The Clerk advised that once the format of the event has been decided, a risk assessment and insurance needs to be arranged.

Parish Path Seminar – Cllr. Smith will report to the next meeting.

13. Correspondence

13.1 **Correspondence received since 04 June 2019** (list circulated)

Norfolk ALC	Weekly Newsletters
Community Action Norfolk	Newsletters AGM
Pensions Regulator	Re-enrolment

Job Centre website	Request for link on PC Website – declined
Norfolk & Norwich Hospitals Charity	Info re Boudicca appeal
Pensions Regulator	Re-enrolment
Various leaflets, newsletters and brochures	

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

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

There were no other matters to report.

15. To note the date of the next meeting: Tuesday 06 August 2019 at 7.00pm

16. RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC

It was **AGREED** that in view of the nature of the matters to be discussed that the public and press be excluded from the meeting.

17. Quotations for tree works

It was noted that two quotations have been received. It was **AGREED** to instruct the Clerk to obtain at least 3 quotations before these are considered.

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

Signed

Dated.....

COUNTY COUNCILLOR'S REPORT FOR JULY 2019

Parish Paths Seminar

I attended a seminar organised by the Norfolk Local Access Forum at the end of May which was also attended by a number of Parish Councillors and Clerks. I can't really summarise a whole afternoon of discussion here but I think the main things I took away from it is that the County Council is keen to update the formal record of Public Rights of Way (so please contact them with details of any paths that you think are not correctly recorded); and that they are keen to encourage Parishes to work together to increase use of footpaths in the county. The best contact is probably nlaf@norfolk.gov.uk. I also want to mention the Conservation Volunteers who do some great work in North Norfolk. Their website is www.tcv.org.uk/norfolk to find out more.

Local Highways Budget

We've been reminded of the guidance on what the Local Member Highways Budget can be used for. This is the allocation of £6,000 for small highways projects in each County Council division which I've been able to put to good use for various things over the last couple of years. The guidance says:

What can the money be spent on?

The funding can be spent on a wide variety of highway related aspects. Typical uses could include:

- Advisory signs i.e. "Unsuitable for HGV's and advisory speed limits i.e. 20mph signs outside schools would be possible.
- Small footway extensions and modifications
- More significant work to public rights of way
- Minor drainage work
- New non-regulatory signs and replacement of existing signs and road markings. Possibly some new road markings such as "SLOW".
- Feasibility work or investigations that cannot be resourced by existing front-line budgets.
- Minor traffic management projects including Traffic Regulation Order related works. However, it should be noted that these works can cost between £3,000 and £5,000 each and may be difficult to deliver within a 12-month timescale.
- Day rates for gangs to carry out additional maintenance to areas of the highways that a local Member would like improved i.e. public footpaths or verges.
- Other highway improvements – improved visibility splays, junction improvements, kerbing, work in conservation areas.
- Capital grants to parish councils for highway maintenance related equipment such as grass cutting or footway gritting equipment.

What is excluded from the fund?

Illuminated signs, street lighting or reflective bollards are not included in this initiative. This aligns with NCC energy saving objective of 50% by 2020, based on 2007 baseline.

In addition, the budget of £6,000 is not to be exceeded. Any schemes which are likely to exceed this amount will not be taken forward, unless other funding streams are confirmed.

NNDC Draft Local Plan

I mentioned in my last report that I had made a submission to the consultation on the new Draft Local Plan. The County Council is a consultee on the plan and my comments have been included in their submission. Following a recent public meeting in Trunch held to discuss the draft plan I have contacted the NNDC councillor with overall responsibility for the plan to ask some further questions (which I will share when I get answers). I've also written to the officer in charge of school place planning to ask for more information about how they will go about providing for the children moving into North Walsham if plans to build 2,000+ new homes in the town go ahead.

Services for children

Although the committee system has changed at County Hall so there is no longer a Children's Services committee for me to sit on, I am still taking an active interest in service's for Norfolk's children. I spoke at the Special Educational Needs Crisis March organised recently by SEND families. I've been involved in the redesign of mental health services for children and young people in Norfolk. And I recently attended a seminar to launch Norfolk's involvement in the Early Years Academy which will hopefully bring in best practice in Early Years work into the county. I'm also going to a meeting in Holt in the next few days to talk to staff about the new service that replaces Children's Centres. I'm always happy to answer questions about children's services and to take up issues and concerns.

Leadership

As you'll see from my email signature, I've recently taken on the leadership of the Liberal Democrat group at County Hall. It won't have much impact on my role as a local County Councillor - except that I've decided to get a new phone for County Council work (number below). I'll be sitting on the new Scrutiny Committee at County Hall as a result of my new role which means I will be able to raise issues that are of concern about any area of County Council policy: so if there's anything you think I should be raising, just let me know!

Best wishes

Ed Maxfield
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Financial Matters:Payments for approval at July meeting:

DD	Eon Street Light Electricity (June)	£ 42.99
102131	Secret Gardens Maintenance Contract (June)	£ 178.00
102132	URM Group – Glass Bank (June)	£ 36.00
102133	Clerk's Salary & Expenses (June)	£ 271.90
102134	Norfolk Pension Fund (June)	£ 78.21
102135	HMRC – Paye April May June	£ 158.20
102136	Play Safety Ltd – Rospa Inspection	£ 103.20

Receipts since last meeting:

Playing Field bookings	£ 100.00
Interest on bank accounts	£ 5.52

Financial Statement:

Reconciled balances as at 29 June 2019	
Community Account	£24,759.84
Business Premium Account	£ 6,309.64
Business Premium Account	<u>£ 4,771.39</u>
	£35,840.87
Uncleared cheque	<u>£ 216.66</u>
	£35,624.21