

Minutes of the Meeting of Northrepps Parish Council held on 06 August 2019 at 7.00 pm at Northrepps Village Hall

Present:

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

Clerk Mrs J. Warner PSLCC AICCM

Prior to the start of the meeting Cllr. Lynda Holloway signed the Declaration of Acceptance of Office and was welcomed on to the Parish Council.

1. Minutes of the Parish Council Meeting held on 02 July 2019

It was **AGREED** that the minutes of the Parish Council meeting held on 02 July 2019 be **APPROVED** as a true record. The minutes were signed by the Vice-Chairman.

2. Apologies for absence

Apologies for absence were accepted from Cllr. Callaghan and Mackay. Apologies were noted from District Cllr. Fitch Tillett and PC Mezzetti.

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

There were none.

4. Public Participation

There were no members of the public present.

5. Police matters

5.1 **Police Newsletter** – Noted

5.2 **Other Police Matters**

Following the recent theft of hand tools from a Councillor's work premises, members were reminded to remain vigilant.

6. District Council and County Council

6.1 **County and District Councillor Reports.**

There were no reports but updates were provided on the following:

Norwich Road Bus Shelter – It was **AGREED** to instruct the Clerk to make further investigations into the possibility of Parish Partnership Funding and obtain a quotation for a basic bus shelter.

30mph Bulls Row – Cllr. Fish advised that the hedge has been cut back and the sign is now more prominent.

Flytipping – The Clerk advised that some fly tipping on Carr Lane has been reported to NNDC Environmental Protection.

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

There were no other matters to report.

7. Planning

7.1 **Planning Applications and decisions**

Planning applications for consideration

There were no planning applications to consider.

7.2 **Pre- Submissions**

There were no pre-submission matters to report.

7.3 **Local Plan**

There were no updates to report.

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

It was noted that some parishioners are not happy with the appearance of the new property just inside the Cromer boundary and have been advised to raise their concerns with NNDC.

8. Highways & Transportation

8.1 **Issues raised at the last meeting**

Speeding Traffic on Crossdale Street – Highways advise that the police may be able to install monitoring equipment. This will then give them information to aid any enforcement measures. Cllr. Callaghan will bring this up at the SNAP meeting,

Trees on New Road near entrance to Grove Farm – The Highways Engineer will be contacting the landowner to arrange for the tree canopy to be raised.

Bulls Row – Highways are to deal with the eroding edges of the tarmac.

Norwich Road Railway Bridge – Highways are to arrange for a technician to visit and deal as appropriate.

Weed killing in village centre – Highways are referring this to the contracts supervisor.

Craft Lane hedges – The Clerk has emailed the land owner. If no action is taken this will be passed to Highways to deal.

Roadside advertising – Highways advise that if the advertising signs are attached to the fence then they would say they are deminimus and would not take any action. If they are in the verge in front of the fence then they are in the highway. If they are for local events they tend to take a light touch. Highways cannot give permission for any to be removed. Members advised that the out of dates signs have been removed.

8.2 Traffic Regulation Orders

One traffic order had been circulated to members.

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

A149 Speed Limit Change – It was **AGREED** to support a proposal to reduce the speed limit to 50mph from the A140 junction to Roughton Road.

Bulls Row / Madams Lane – It was noted that a resident has asked that action be taken to deter cars from turning at the end of Bulls Row/Madams Lane. The Clerk is liaising with Highways.

9. Finance & Regulatory Matters

9.1 Payments and Receipts & Financial Statement

The financial matters were **APPROVED** and the finance sheet signed by the Vice 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 28 June 2019

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

9.4 Cheque Signatories and Direct Debit Mandates

It was noted that the cheque signatories have been updated and it was **AGREED** to set up a monthly direct debit mandate to pay for the glass bank.

9.5 Operation London Bridge

The Clerk advised that she is progressing this and will bring the action plan back to Council once drafted. This item will be removed from the agenda.

9.6 Full Council Training

It was noted that the training is booked for 01 October 2019.

9.7 **Review of Policies**

Members reviewed the following policies:

- Parish Council Risk Assessment
- Management of Transferable Data Policy
- GDPR Policy & Privacy Notice(s)
- Records Retention and Disposal Policy

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

External Audit – It was noted that the Limited Assurance Review for the year ended 31 March 2019 is complete and the External Auditors have found no matters of concern. The Notice of Conclusion of Audit will be published on the Parish Council website and noticeboards.

10. **Playing Field & Allotments**

10.1 **Dog Control Order**

It was noted that the signage is in place but felt that the addition of a clearer No Dogs sign would be beneficial.

10.2 **Maintenance of Council Owned Assets**

It was noted that the maintenance contractor is yet carry out the agreed works.

10.3 **Parish Council Noticeboards**

It was **AGREED** that Cllr. Smith will draw up a spec to improve the surface of the noticeboards at Stevens Road and Crossdale Street. This will be passed to the contractor to provide a quotation.

10.4 **Pest Control Works**

It was **AGREED** to extend the pest control contract for a further 6 months.

10.5 **Works to play equipment**

It was **AGREED** to instruct the contractor to look into the possibility of an alternative safety surface under the Gyro Spiral.

10.6 **Replacement Play Equipment**

Cllr. Penlington advised that she had researched the cost of replacement swings from various suppliers and suggested that Kompan be asked to quote to provide a two seater swing. It was **AGREED** to instruct the Clerk to arrange for a new swing to be installed asap. In the longer term, the Council will look into developing a plan to replace the other wooden equipment and obtaining grant funding.

10.7 Goal Posts

It was noted that the crossbar from one of the goalposts has been removed. CYFC will be contacting the Clerk in respect of the future of the goalposts.

10.8 Damaged Street Light

The Clerk advised that the insurers of the vehicle which hit the lamp column on Foundry Close are dealing.

10.9 Bookings for Playing Field

There were no new bookings to report.

10.10 Other matters (for information only)

There were no other matters to report

11. Other works & projects

Norfolk Day – Cllr. Fish provided an update on a successful event. The Clerk was asked to send a letter of thanks to the parishioner who raised and lowered the flag.

VE Day 75 – Cllr. Fish provided an update. The Clerk stressed that a budget for the event needs to be considered at the next meeting.

Parish Path Seminar – Cllr. Smith provided a brief update and will circulate the information received at the seminar. He stressed the need for parishioners to help log the footpaths.

12. Correspondence**12.1 Correspondence received since 042 July 2019 (list circulated)**

Norfolk ALC	Weekly Newsletters
NNDC	North Norfolk Environment Forum 15/8/19
NCC	Norwich Western Link updates Norfolk Coast AONB Dark Skies Festival
Norman Lamb MP	Village Tour 2019
Community Action Norfolk	Newsletters
Norfolk & Waveney Health & Car Partnership consultation - <i>Members to forward any comments to clerk</i>	
Various leaflets, newsletters and brochures	

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)

There were no other matters to report.

14. To note the date of the next meeting: Tuesday 03 Sept 2019 at 7.00pm

15. 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.

16. Quotations for tree works

It was noted that three quotations have been received. Following consideration of the quotations it was **AGREED** to award the work to R. Bell.

There being no further business, the Vice Chairman closed the meeting at 8.45pm.

Signed

Dated.....

Financial Matters:

Payments for approval at August meeting:

DD	Eon Street Light Electricity (July)	£ 41.60
102137	Northrepps Village Hall – Repairs to standpipe	£ 22.20
102138	URM Group – Glass Bank (July)	£ 37.20
102139	Secret Gardens Maintenance Contract (July)	£ 188.00
102140	Clerk's Salary & Expenses (July)	£ 254.81
102141	Norfolk Pension Fund (July)	£ 78.21
102142	VOID	
102143	PKF Littlejohn – External Audit	£ 240.00
102144	Dynamic Fireworks Ltd	£ 780.00
102145	SW Witham & Sons – allotment works	£ 360.00

Receipts since last meeting:

Playing Field bookings	£ 50.00
VAT Refund	£ 636.54

Financial Statement:

Reconciled balances as at 28 July 2019	
Community Account	£24,551.49
Business Premium Account	£ 6,309.64
Business Premium Account	<u>£ 4,771.39</u>
	£35,632.52
Uncleared cheque	<u>£ 216.66</u>
	£35,415.86

NOTE: The original was signed by the Vice Chairman and Clerk as RFO

NORTHREPPS PARISH COUNCIL

BANK RECONCILIATION FOR QUARTER ENDED 28 JUNE 2019

	£
Balance as at April 1st 2019	<u>31132.61</u>
Total Receipts	8160.49
Less Total Payments	<u>3668.89</u>
Balance as at 28 June 2019	<u>35624.21</u>

These Cumulative funds are represented by:

Current Account:

Northrepps P. C. Community Account	24759.84
N.P.C. Business Premium Account	4771.39
N.P.C. Business Prem Account	<u>6309.64</u>
	<u>35840.87</u>
Less unrepresented cheques	<u>216.66</u>
	<u>35624.21</u>

Signed.....

Chairman

Signed.....

Responsible Financial Officer

Date.....

Date.....

NOTE: The original was signed by the Vice Chairman and Clerk as RFO