

Minutes of the Meeting of Northrepps Parish Council held on 18 August 2020 at 7.30 pm at Northrepps Village Hall

Present:

Chairman Cllr. A Mackay, Vice Chairman Cllr. L. Fish,
Cllr. V. Callaghan, Cllr. L. Holloway, Cllr. S. Penlington, Cllr. G. Smith,
Cllr. J. Youngman

Clerk Mrs J. Warner PSLCC AICCM

1 member of the public for item 5 only

1. Minutes of the Parish Council Meeting held on 03 March 2020

It was **AGREED** that the minutes of the Parish Council meeting held on 03 March 2020 be **APPROVED** as a true record. The minutes were signed by the Chairman.

2. Apologies for absence

Apologies were noted from District Cllr. Fitch Tillett and County Cllr. Maxfield.

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

Cllr. Mackay declared an interest in planning application PO/18/1551.

4. Casual Vacancy

It was noted that three applications have been received for the two vacancies. The applicants will be invited for interview prior to the next meeting.

5. Public Participation

A representative from Cromer Youth FC advised that there seems to be confusion in respect of the booking of the playing field. It was explained that the contract is with CYFC as a whole and it is up to the teams involved to sort out their fixtures. It was **AGREED** to allow advertising boards during matches.

6. Police matters

6.1 Police Newsletters – Noted

6.2 Other Police Matters

It was noted that concern had been raised in respect of a van parked on the Village Hall car park overnight. Residents are asked to phone through any overnight parking to the police on 101.

7. District Council and County Council

7.1 County and District Councillor Reports.

Members were in receipt of a report from Cllr. Maxfield.

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

There were none to report.

8. Planning

8.1 Planning Applications and decisions

Planning applications for consideration

Cllr. Mackay left the meeting and Cllr. Fish took the chair.

PO/18/1551 Land East and west of Roughton Road

Outline application for a mixed-use scheme consisting of up to 185 homes, an Extra Car Home (Use Class C2), supported living for adults with learning disabilities (Use Class C2) & a sports & leisure park, together with associated infrastructure (Outline – details of access only)

It was **AGREED** to raise objections in respect of the following:

Impact on the AONB.

Impact on already congested highways.

Impact on Cromer Town Centre.

Impact on utilities - the water pressure is very poor on the outskirts of Cromer.

Loss of agricultural land.

Impact on already strained health and social services.

Houses in the area are not selling so there is no need for additional houses to be built.

Cllr. Mackay returned to the meeting and took the chair.

Planning applications considered under planning protocol:

PF/20/0677 – Cherry Tree Cottage, Bulls Row

Demolition of existing dwelling and erection of two storey detached dwelling, detached garage/workshop along with siting of temporary caravan for the duration of the works

No objections

PF/20/0530 – 64 Crossdale Street

Construction of two storey rear extension

No objections

8.2 Pre- Submissions

It was noted that Broadland Housing had held a virtual public consultation for the proposed exception housing scheme at Broadgate Close. There was no other update.

8.3 **Local Plan**

There was no update.

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

BT Poles – It was noted that the application has been withdrawn.

9. **Highways & Transportation**

9.1 **Bus Shelter on Norwich Road**

It was noted that the new bus shelter has been installed but the noticeboard is not easy to access. It was **AGREED** to consider changing the noticeboard to landscape layout to make it easier to access.

9.2 **Parish Partnership Scheme 2020/21**

This item will be put on the next agenda for consideration.

9.3 **Pedestrian Crossing point at top of Station Road / Norwich Road**

Members considered a request for a crossing but as it is within Cromer it was **AGREED** to pass this to Cromer Town Council.

9.4 **Street lighting on Norwich Road**

Members considered a request for additional street lighting on Norwich Road. It was **AGREED** to decline the request as it would have a detrimental effect on the dark skies.

9.5 **Potholes**

It was noted that various potholes had been filled.

9.6 **Overgrown Hedges**

Norwich Road near railway bridge – It was noted that this has been cut back and visibility improved.

Church street - Cllr. Mackay will contact the resident to ask that overgrown hedges are cut back.

9.7 **Streetscene Inspectors**

It was noted that the Streetscene Inspectors have made their quarterly visit.

9.8 **Traffic Regulation Orders**

Several traffic orders were circulated and noted.

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

There were no other highway matters to report.

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 Bank Reconciliation to 28 June 2020

Members were in receipt of the bank reconciliation to 28 June 2020 which was **APPROVED**. It was signed by the Chairman and by the Clerk as RFO.

10.4 Bank Reconciliation to year ended 31 March 2020

Members were in receipt of the bank reconciliation to 31 March 2020 which was **APPROVED**. It was signed by the Chairman and by the Clerk as RFO.

10.5 Summary of Accounts for year ended 31 March 2020

Members were in receipt of the summary of accounts for the year ended 31 March 2020 which were **APPROVED** and were signed by the Chairman and by the Clerk as RFO.

10.6 Report from Internal Auditor for year ended 31 March 2020

Members were in receipt of the report from the Internal Auditor the contents of which were noted.

10.7 Annual Governance Statement for year ended 31 March 2020

The Clerk read out the Governance Statement for the year ended 31 March 2020 and responses were **AGREED** by members. The completed Annual Governance statement was signed by the Chairman and by the Clerk as RFO.

10.8 Accounting Statement for year ended 31 March 2020

Members were in receipt of the Accounting Statement for the year ended 31 March 2020 which had been completed and signed by the Clerk as RFO. It was noted that the internal Auditor had made one correction to the figures. It was **AGREED** to **APPROVE** the Accounting Statement which was then signed by the Chairman.

10.9 **Statement of Variances for year ended 31 March 2020**

Members were in receipt of the Statement of Variances for the year ended 31 March 2020 which were **APPROVED**.

10.10 **Set date for Notice of Public Rights and Publication of Unaudited Annual Governance Statement & Accountability Return**

It was **AGREED** to set the dates for the notice of Public Rights as 24 August 2020 to 05 October 2020.

10.11 **Adoption of Phone Box**

It was **AGREED** to adopt the phone box near The Foundry PH. Residents will be asked to put forward suggestions for use. The Clerk advised that an allowance for maintenance will need to be included in the budget.

10.12 **Grant for COVID-19 Community Resource Fund**

It was noted that the Clerk had secured £1000 grant funding of which £200 had been donated to the Foodbank and £310 to Northrepps Village Trust towards printing costs and volunteer expenses. The balance would be earmarked for future spending on COVID related issues.

10.13 **Annual Inspection of Council Owned Assets**

It was noted that members had visited most of the assets and the report will be updated accordingly.

10.14 **Renewal of Insurance**

It was noted that the annual insurance had been renewed.

10.15 **Emergency Delegation Scheme due to on-going COVID-19 pandemic**

It was **AGREED** to adopt the following emergency delegation scheme which would be used should the Parish Council be unable to meet either in person or remotely:

In response to the Covid-19 pandemic situation and in any event that it is not possible to convene a meeting of the Parish Council in reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Council where such decisions cannot reasonable be deferred and must be made to comply with commercial or statutory deadlines, or to ensure public safety. This will be carried out where possible in consultation with council members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance where necessary. This delegation does not extend to matters expressly reserved to the Council in legislation. This delegation will be ceased by a decision of the Council at a meeting when it is considered no longer necessary.

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

Several letter of thanks for grants were noted.

11. **Playing Field & Allotments**

11.1 **COVID-19 and play equipment**

It was noted that the play equipment is now back in use and strict guidelines are displayed on posters around the site.

11.2 **Annual ROSPA Inspection**

Members were in receipt of the inspection report. It was noted that plastic spikes have been installed on crossbar of the nest swing to deter the pigeons and that replacement fencing palings are on order. The play bark has been raked so that there is an increased depth under the fall areas. Secret Gardens will be providing a quotation for other various repairs.

11.3 **Grounds Maintenance and repairs of Council Owned Assets**

It was **AGREED** to work with Northrepps Village Trust to fundraise to totally revamp the play area. Play equipment suppliers will be invited to meet and make suggestions as to how best to utilise the area whilst retaining the equipment which is in good order. Included in the quotations will be an outdoor gym area, some accessible equipment and installation of a rubberised surface instead of the playbark. In the meantime the existing equipment will be maintained in accordance with the ROSPA inspection.

11.4 **Visibility at entrance to car park**

The Chairman advised that he had met with a representative from the Village Hall Committee who is agreeable to the hedges being cut back at the entrance to improve visibility.

11.5 **Tree works at Craft Lane allotment site**

There was no update.

11.6 **Cromer Youth FC**

It was noted that CYFC would be training and playing matches at Northrepps Playing Field but are awaiting planning advice re the use of nets behind the goal area. It was **AGREED** that until planning consent is received, the Parish Council will allow nets to be temporarily installed as long as they are removed between matches.

11.7 **Bookings for Playing Field**

It was **AGREED** to waive the booking fee for the Royal British Legion to use the playing field on 26 June 2021.

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

There were no other matters to report

12. Other works & projects

VE day, VJ Day, Battle of Britain – Cllr. Fish provided an update. It was noted that it is hoped to commemorate VE Day in 2021. A Raf Ensign will be loaned to the Parish Council for Battle of Britain Day.

Norfolk Day – It was noted that the Norfolk flag was flown and that a letter of thanks has been sent to Mr. Burton.

Bonfire Night Event – Members were in receipt of a COVID-19 Risk Assessment. It was **AGREED** to defer any decision about the event to the end of September. The risk assessment will be reviewed in line with COVID-19 guidance in force at the time.

13. Decisions made remotely during COVID-19

It was noted that the following decisions had been **AGREED** by email during lockdown:

Notice Boards – A new noticeboard was purchased and installed at Crossdale Street. A noticeboard has been installed at the new bus shelter on Norwich Road to replace the one currently at Stevens Road.

Golf practice at Playing Field – It was **AGREED** to ban golf practice at the playing field.

Hire of Playing Field by Cromer Youth FC – It was **AGREED** to allow CYFC to hire the playing field for training and matches at the cost of £500 per annum. It was further **AGREED** to permit the redirection of the pitch subject to there being no impact on the neighbouring property. It was **AGREED** to allow CYFC to install nets to prevent balls from entering the nearby garden subject to CYFC obtaining any necessary planning consents.

Letter to Cromer Group Practice

It was **AGREED** to write to the partners at Cromer Group Practice to raise concern about various issues which had arisen at the start of lockdown. A reply was received and circulated to members.

14. Correspondence

13.1 **Correspondence received since 03 March 2020** (list circulated)

Norfolk ALC

Newsletters

Wellbeing initiative

Model Code of Conduct Consultation

Norfolk Resilience Forum	Updates re COVID-19
NCC	Visit East of England Survey Norwich Western Link Consultation Ash Dieback inspections Community Biodiversity Awards Norfolk Coast AONB Management Plan
NNDC	Taxi Handbook & Policy Consultation <i>Objections raised to drivers being unable to park on the streets near their homes at night, having to change the rooftop signs to a different colour and having the learn 'The Knowledge'.</i>
	WW2 Network Group update Various COVID-19 updates & info Discretionary Grant Scheme AONB Boundary Extension
Norfolk & Waveney Mind	Lighthouse Project
Duncan Baker	Silver Sunday
Power for People	Local Electricity Bill
Community Action Norfolk	Newsletters
British Horse Society	Historical Research Volunteers
NPTS	Training newsletters
Learnayay	Consider request for website link - noted but no decision made to upload link
Liquid 11	Phone line for isolated residents
NARS	Details of funding appeal
Morrisons	Details of food box scheme
CPRE	Green Spaces
Better Together Norfolk	Forthcoming meeting re Men's Shed
Norfolk Coast Partnership	Newsletter
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)

Norwich Road Bus Shelter - Cleaning

- 15. To note the date of the next meeting:** 13 October 2020 at 7.30pm to be preceded by interviews for Casual Vacancies

There being no further business, the Chairman closed the meeting at 9:15pm

Signed

Dated.....

County Councillor's report, Summer 2020

Back to business at County Hall

Last week the County Council held its first full council meeting since February. I can't pretend I have missed them.

We met 'virtually' and chose a new chair for the council and the allocation of committee places (as it was the delayed AGM). My committee load this year will be light but I can still raise issues about any of the County Council's services. I'm really pleased to have been asked to chair a group looking at housing for young people in care too.

We are all waiting to see what impact the Pandemic will have on council finances: it will depend on the size of the bailout the government decides to provide. It does seem likely there will be some sort of restructuring of local government with plans being published in September. It's likely that the County Council and District Councils will disappear in their current form to be replaced by a single 'unitary' authority. It's possible that the elections planned for next year will be postponed too.

Responding to the pandemic

You can divide the County Council's role into four parts:

1. Emergency co-ordination and public health. They seemed to be a bit slow off the mark but they do at least have a lot of people who have experience of doing this and they got into gear eventually. Norfolk has had one of the lowest reported infection rates in the country.
2. Adult social care. Care homes have been at the centre of a bit of a storm. It's been pretty awful for residents and their families. I have passed on concerns reported to me about a couple of homes over the last few months and also raised the concerns of parents of disabled people who are living in care re. the heavy restrictions on visits (which thankfully now seem to be easing.) There is a desperate need to sort out how our care system is funded and run – hopefully the government will get on with that soon.
3. Services for Children. Policy on school lockdowns has been made by government but the County Council still has an important role to play in supporting schools and in making sure pupils get the support they need. Hard earned rights for children with additional needs were paused during the pandemic and I have criticised the way many councils have welcomed this. It must not become a permanent situation. At last week's meeting of the Police and Crime Panel I asked the Chief Constable why reported cases of child abuse had fallen and he said he thought there was a 'hidden bubble' that we would only find out about when schools return in September. He said his team is working with County Council officers to be ready.
4. Everything else. Anyone trying to cross the bridge at Swafield will know that Highways work slowed down at the start of the pandemic. And many local libraries and County-run museums remain closed. Hopefully these will continue to get back to normal soon. I have raised concerns about the upkeep of local footpaths including the Coastal Path with the Trails Team.

Greater Anglia update

This is part of the most recent update from Greater Anglia for info which I thought you might find useful:



Let's Travel Safely this Summer

As you may have heard, the government has today lifted the guidance on only using public transport if necessary. That means anyone can take the train and other public transport for any purpose - commuting, business and leisure - from now on, which is good news. We're fully focused on providing a convenient and safe service, as we start to see more passengers travelling with us again.

We are running a full service on most routes, with almost 93% of the normal service now operating again, including more Norwich to London intercity services. Only the Stansted Express (currently operating with a half hourly frequency) and the Norwich to London intercity services are not yet back to a full service, reflecting current travel patterns. We'll continue to monitor demand on a daily basis and plan for the phased re-introduction of the remaining intercity and Stansted Express

services when appropriate.

As a reminder, it is mandatory for customers to wear a face covering when using public transport, to help reduce the spread of coronavirus. Children under the age of 11 and people with a disability or medical condition which means they cannot wear a face covering are exempt from wearing them.

It's also still important to observe social distancing. We've introduced a wide range of measures to make it easier for customers to do so at stations and on trains - including floor markings, one-way systems, new signs and queuing systems. We have also now installed hand gel dispensers at 20 of our busiest stations.

Sale of counterfeit goods

I recently had an enquiry about the sale of counterfeit goods at car boot sales and I thought you would be interested to see the response I got from Trading Standards:

Norfolk Trading Standards enforcement policy is that we will prioritise investigating counterfeit items with any potential safety risks such as counterfeit toys and electricals. In many circumstances, the large clothes/ accessories manufacturers will have their own brand protection companies and are able to take legal action in the courts themselves.

If there were indications of large-scale manufacturing in Norfolk, this too would be a priority for Norfolk Trading Standards along with any suspected counterfeit tobacco.

If a resident wishes to report suspected counterfeit goods, they can contact the Citizens Advice Consumer Helpline on 0808 223 1133. Citizens Advice receive consumer complaints on behalf of Trading Standards authorities and then provide the information to the relevant Trading Standards Authority.

Finally a note from me to say thank you for all the work you have been doing to support your communities over the last few months. If the Pandemic has taught us anything it is the power of people to help their neighbours. I hope everyone's efforts will get the recognition they deserve. I will do my best to attend the online Parish Council meetings that are in the diary (subject to me remembering what day of the week it is as I am going back on furlough from the day job in August). So hopefully I will see you (really or virtually) again soon.

County Councillor Ed Maxfield 27 July 2020

Financial Matters:Payments to be approved for payment on 01 April 2020:

102201	Secret Gardens – Maintenance (March)	£ 178.00
102202	Clerk's Salary & Expenses (March)	£ 231.17
102203	HMRC (Paye Jan/Feb/Mar)	£ 158.40
102204	Norfolk Pension Fund (March)	£ 78.21
102205	R Bell UK Ltd (tree works)	£ 1320.00
102206	T T Jones (Street Light Maintenance)	£ 27.78

Payments to be approved for payment on 01 May 2020:

102207	Norfolk ALC – Membership	£ 252.24
102208	Secret Gardens – Maintenance (April)	£ 185.00
102209	Secret Gardens – Removal of fallen tree	£ 80.00
102210	Came & Co – Insurance	£ 757.71
102211	Northrepps Village Trust – Grant COVID-19	£ 310.00
102212	Cromer & District foodbank – Grant COVID-19	£ 200.00
102213	Clerks Salary & Expenses (April)	£ 305.07
102214	Norfolk Pension Fund (April)	£ 79.61
102215	CRP Accounting – Internal Audit	£ 160.00

Payments to be approved for payment on 01 June 2020:

102216	Secret Gardens – Maintenance (May)	£ 185.00
102217	VOID	
102218	Clerks Salary & Expenses (May)	£ 244.97
102219	Bus shelter cleaning (6 months to end may)	£ 216.66
102220	Norfolk Pension Fund – Pension (May)	£ 79.61

Payments to be approved for payment on 01 July 2020

102221	Noticeboard Co UK Ltd (N'board for Crossdale St.)	£ 279.70
102222	Clerk's Salary & Expenses (June)	£ 237.17
102223	Secret Gardens - Maintenance (June)	£ 185.00
102224	Norfolk Pension Fund – Pension (June)	£ 79.61
102225	HMRC – Paye (April to June)	£ 158.20

Payments to be approved for payment on 01 August 2020

102226	Playsafety Ltd – Annual ROSPA inspection	£ 99.00
102227	T T Jones Electrical Ltd – Street Light Maintenance	£ 27.78
102228	Secret Gardens – Maintenance (July)	£ 185.00
102229	J Warner – Salary & Expenses (July)	£ 237.17
102230	Norfolk Pension Fund – Pension (July)	£ 79.61

Payments to be approved for payment on 01 September 2020

102231	Secret Gardens – Maintenance (August)	£	185.00
102232	J Warner - Salary & expenses (August)	£	288.77
102233	Norfolk Pension Fund – Pension (August)	£	79.61

Direct debit payments:

11/03/2020	Eon -Street light electricity for Feb	£	40.22
24/03/2020	URM Glassbank for Feb	£	34.80
11/04/2020	Eon- Street Lighting electricity for March	£	42.99
28/04/2020	URM Glassbank for March	£	37.20
12/05/2020	Eon- Street light electricity for April	£	41.60
26/05/2020	URM Glassbank for April	£	36.00
12/06/2020	Eon – Street light electricity for May	£	42.99
23/06/2020	URM Glassbank for May	£	37.20
11/07/2020	Eon – Street Lighting Electricity for June	£	41.60
28/07/2020	URM Glassbank for June	£	36.00
11/08/2020	Eon – Street Lighting Electricity for July	£	42.99
25/08/2020	URM – Glassbank for July	£	37.20

Income:

03/04/2020	Norfolk Community Foundation – COVID-19	£	1000.00
08/04/2020	Norfolk Community Foundation – VE Day 75	£	500.00
14/04/2020	HMRC – reclaimed VAT	£	1307.95
22/04/2020	NCC Recycle Credits	£	126.76
24/04/2020	NNDC Precept	£	8394.00
08/06/2020	Interest on bank account	£	1.70
08/06/2020	Interest on bank account	£	1.28
15/06/2020	NCC Verge cutting payment	£	86.03

NORTHREPPS PARISH COUNCIL

BANK RECONCILIATION FOR QUARTER ENDED 28 JUNE 2020

	£
Balance as at April 1st 2020	<u>31669.62</u>
Total Receipts	11417.72
Less Total Payments	<u>5288.41</u>
Balance as at 28 June 2020	<u>37798.93</u>

These Cumulative funds are represented by:

Current Account:

Northrepps P. C. Community Account		27153.84
N.P.C. Business Premium Account		4779.10
N.P.C. Business Prem Account		<u>6319.85</u>
		<u>38252.79</u>
Less unrepresented cheques & pending DDs:	URM DD	37.20
	102219	216.66
	102198	100.00
	102199	100.00
		<u>37798.93</u>

Signed.....

Chairman

Signed.....

Responsible Financial Officer

Date.....

Date.....

