

## **Minutes of the Meeting of Northrepps Parish Council held on 05 January 2021 at 7.00 pm via zoom**

### Present:

Chairman Cllr. A Mackay, Vice Chairman Cllr. L. Fish,  
Cllr. J. Buxton (from item 12), Cllr. V. Callaghan, Cllr. L. Holloway,  
Cllr. S. Penlington, Cllr. M. Renaud, Cllr. G. Smith, Cllr. J. Youngman

Clerk Mrs J. Warner PSLCC AICCM  
County Cllr. Maxfield and District Cllr. Fitch Tillett to item 15 incl.

It was agreed to reorder the agenda to prioritise the setting of the budget and precept.

It was noted that the new Councillors had signed their Declarations of Acceptance of Office in front of the Clerk and completed the Register of Interest Forms which have been forwarded to NNDC.

### **1. Minutes of the Parish Council Meeting held on 13 October 2020**

It was **AGREED** that the minutes of the Parish Council meeting held on 13 October 2020 be **APPROVED** as a true record. The minutes will be signed by the Chairman at the earliest opportunity.

### **2. Apologies for absence**

There were no apologies for absence.

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

There were no declarations of interest.

### **4. Public Participation**

There were no members of the public present.

### **5. Budget and precept for 2021/22**

Members were in receipt of the draft budget which was **APPROVED**. It was **AGREED** to set the precept at £16,849.

### **6. Police matters**

6.1 **Police Newsletters** – Noted

6.2 **Other Police Matters** – There were no other police matters to report

## 7. District Council and County Council

### 7.1 County and District Councillor Reports.

Members were in receipt of a written report from Cllr. Maxfield (refer attached). It was noted that NCC are holding a special meeting next week to decide the future of Holt Hall. Cllr. Maxfield advised that he will contact the Highways Engineer for an update in respect of the flooding at the railway bridge on Hall Road.

Cllr. Fitch Tillett provided a brief update in respect of revised bin collections and also advised that due to pre-determination she cannot comment on the Bulls Row development as she is on the Development Committee.

### 7.2 Community Governance Review

It was noted that NNDC have approved a proposal to review the parish boundaries. These include possibly extending the boundary of Cromer to the railway line on Norwich Road so potentially the dwellings on Norwich Road, Stevens Road and Christopher's Close will move from Northrepps to Cromer. Further information will be forthcoming in due course. Members raised concern at the impact on the property owners currently paying Council Tax in Northrepps and the impact on the tax base. Concern was also raised that the recently purchased bus shelter would no longer be in Northrepps.

### 7.3 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

There were none to consider.

#### Planning applications considered under planning protocol:

##### **PF/20/1781 – Land north of Broadgate Close**

Construction of 19 dwellings (use Class C3), parking, landscaping and drainage, with associated highway access from Broadgate Close and a temporary construction access and compound area off Nut Lane.

*Members of Northrepps Parish Council feel that this is an attractive and well thought out development and appreciate that the developers are proposing that construction traffic accesses the site and compound via a temporary entrance off Cromer Road (Nut Lane).*

*Members do however have the following concerns:*

*Highways - Northrepps Parish Council strongly object to the suggested pedestrian crossing and pavement changes at the junction of Church Street/Cromer Road/School Close and by the Village Sign which they feel would be detrimental to pedestrian and driver safety.*

*Members ask that the road layout and right of way at this junction is changed so that traffic approaching the village from Cromer Road (Nut Lane) has to stop to give way to traffic approaching from School Close (New Road) and Church Street.*

*With the increased volume of traffic, there is also a case for a 20pmh speed limit to be introduced in this area.*

*Housing allocation - Northrepps Parish Council ask that the housing allocation scheme gives priority to those with a link to the Parish of Northrepps. (NOTE: NNDC have since advised, that under the Housing Allocation Scheme, priority would be given to those with a link to Northrepps and the surrounding parishes).*

*S106 - Northrepps Parish Council are working on a project to refurbish the play equipment at the playing field and would appreciate a S106 contribution towards the cost of what is looking to be a very expensive project.*

## 8.2 **Government Planning White Paper**

Members were in receipt of documents from NNDC and CPRE relating to the Planning White Paper consultation. No comments were put forward.

## 8.3 **Other Planning Matters** (for information only)

Roughton Road Development – It was noted that this application has been withdrawn.

NNDC Planning Portal – It was noted that the system has been upgraded. The Clerk and Cllr. Fitch Tillett have both reported issues in accessing the planning portal and making comments.

## 9. Highways & Transportation

### 9.1 **Traffic Regulation Orders**

There were none to report

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

Concern was raised that signage is often not collected once highway works are complete. Cllr. Maxfield will pursue this with Highways.

## 10. Finance & Regulatory Matters

### 10.1 **Payments and Receipts & Financial Statement**

The financial matters were **APPROVED**, and the finance sheet will be signed by the Chairman and the Clerk as Responsible Finance Officer at the earliest opportunity (refer attached).

#### 10.2 **Actuals Against Budget to date**

These were circulated and noted.

#### 10.3 **Bank reconciliation to 30 Sept 2020**

Members were in receipt of the bank reconciliation which was **APPROVED**. It will be signed by the Chairman and the clerk as RFO at the earliest opportunity (refer attached).

#### 10.4 **External Auditor Report & Certificate for year ended 31/03/2020**

Members were in receipt of the External Auditor Report and Certificate. It was noted that an insurance claim should have been netted off the AGAR totals. This will be rectified accordingly (refer attached).

#### 10.5 **Change of Internal Auditor**

It was noted that Mr Pooley has retired and **AGREED** to appoint Sharon Secker as Internal Auditor with immediate effect.

#### 10.6 **Textile Recycling Bank**

There was no update in respect of the installation of the textile bank which will be sited on the concrete pad at the Village Hall car park. Cllr. Fitch Tillett will pursue this.

#### 10.7 **Adoption of telephone kiosk near The Foundry PH**

Due to the Covid restrictions the Parish Council will establish a purpose for the phone box in due course. Suggestions were for a book swap, jigsaw swap and seed swap but it was felt that these should not proceed until it is safer to do so. It was noted that a dip in the ground outside the door to the phone box needs to be filled to prevent large puddles forming.

#### 10.8 **Parish Council Website**

It was noted that following consultation with Norfolk ALC the website has been checked and meets the new accessibility regulations.

#### 10.9 **Grant request**

It was noted that a grant request had been received and will be considered with other grant requests at the February meeting.

#### 10.10 **Councillor Training**

It was noted that Cllr. Renaud will be attending two new councillor training sessions in February.

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

There were no other financial matters to report.

**11. Playing Field & Allotments**

11.1 **Grounds Maintenance and repairs to council owned assets**

There was no update

11.2 **New Play Equipment**

See item 17.

11.3 **Hedges at entrance to car park**

There was no update.

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

There was no update.

11.5 **Bookings for Playing Field**

There were no new bookings to report

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

Allotment Tenancy – The Clerk will contact the outgoing tenant to check that the allotment is now clear and then reallocate the plot to the next person on the waiting list.

*Cllr. Buxton arrived at the meeting. He had been held up due to work commitments.*

**12. Other works & projects**

VE day, VJ Day, Battle of Britain – Cllr. Fish will provide an update once it is known whether the Covid restrictions will still be in place.

**13. Correspondence**

13.1 **Correspondence received since 13 October 2020** (list circulated)

Norfolk ALC

Newsletters

Wellbeing initiative incl Vaccination Programme

NCC

Annual Budget Consultation  
Norfolk Coast Partnership update

Carers Matter	Introduction email
Census 2021	Recruitment email
MIND	Suicide intervention workshop
Holt Hall	Email from member of the public
Community Action Norfolk	Newsletters
Resident	Thank you letter
Jehovah's Witnesses	Letter and brochure
Transport East	Survey
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 matters reported.

**15. To note the date of the next meeting: 02 February 2021 at 7pm**

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

*Cllrs. Maxfield and Fitch Tillett left the meeting.*

**17. Quotations for new play equipment**

It was **AGREED** to set up a working group to look at the quotations and report back to the next council meeting. Cllrs. Callaghan, Fish, Penlington, Smith and the Clerk will meet remotely on 11 January 2021 to pursue this.

There being no further business, the Chairman closed the meeting at 8:05pm

Signed .....

Dated.....

Happy New Year! It's not exactly the start we were hoping for but maybe we can look forward to things getting back a little more to normal by the Spring. *Please let me know if there is anything I can do to help your community's response to the latest lockdown.* Whether it's promoting support that's on offer through my social media channels; or direct help on the ground, I am happy to help if I can.

The on-going Pandemic response has had a significant impact on a range of County Council services: Norfolk Winter Covid Support Scheme

The County Council has set up a special support scheme to help Norfolk residents get through winter. It's for anyone who is experiencing financial hardship as a result of COVID-19. If you need help or support, get in touch as soon as you can. And if you don't need this support, but know someone who does, please pass the message on. Details here: [Norfolk Winter Covid Support Scheme - Norfolk County Council](#)

Norfolk Library Service

Libraries did not re-open Christmas. A Select and Collect service will be available at some premises in the New Year. In addition, a few locations will also continue to offer access to computers so that our customers can access critical public services online. Library users are asked to check the [Norfolk County Council website](#) for full details of what is available. A wide range of online services are still available, including eBooks, eNewspapers, eMagazines, eAudio and online activities.

Recycling centres and other services

All of the Council's recycling centres remain open, with social distancing measures in place. All reuse shops are closed until further notice. You can find more details about this, and other Council services, here: [Emergency closures information for schools, libraries, recycling centres and museums - Norfolk County Council](#)

Vaccine roll-out in care homes

Mundesley District Councillor Wendy Fredericks raised the issue of vaccine roll-out to care home residents with me and with local MP Duncan Baker. It doesn't seem to be progressing as fast as any of us would hope. Norfolk's Director of Public Health confirmed to me that the local NHS is responsible for the roll out and that she would expect them to give details of their plans soon. Mr Baker has also been pressing for speedy action behind the scenes.

County Council elections

The County Council elections are due to be held in early May. I have asked North Norfolk District Council to consider writing to everyone in the District to offer them a postal vote. It's important that the elections are made as safe as possible. There's more information about postal voting, including how to apply, here: [Home | Postal Voting in 2021 Elections \(north-norfolk.gov.uk\)](#)

New address

I moved home just before Christmas. My new address, which you are welcome to share, is: 36a Market Place, North Walsham NR28 9BT. My email address (edward.maxfield@norfolk.gov.uk) and phone number (07449 706215) are unchanged.

*Ed Maxfield, County Councillor for Mundesley Division*

**Financial Matters:**

Payments to be approved at January meeting:

102242	Secret Gardens – Maintenance (Oct)	£ 185.00
102243	Clerk's Salary & Expenses (Oct)	£ 340.27
102244	VOID	
102245	Norfolk Pension Fund (Oct)	£ 81.77
102246	RBL Poppy Appeal – S137	£ 19.00
102247	Cromer PPG – S137 replacement cheque	£ 100.00
102248	Secret Gardens – Maintenance contract (Nov)	£ 185.00
102249	Bu Shelter Cleaner – 6 months to Nov	£ 216.66
102250	J Warner – Salary & Expenses (Nov)	£ 242.73
102251	Norfolk Pension Fund (Nov)	£ 81.77
102252	PKF Littlejohn – External Audit	£ 240.00
102253	NNDC – Dog & Litter Bins	£ 695.76
102254	Secret Gardens – Maintenance (Dec)	£ 185.00
102255	T T Jones Elec – Maintenance Jan/Feb/Mar	£ 27.78
102256	J Warner – Salary & Expenses (Dec)	£ 242.93
102257	Norfolk Pension Fund – Pension (Dec)	£ 81.77
102258	HMRC – Paye (Oct/Nov/Dec)	£ 162.80

Direct debit payments:

11/11/2020	Eon – Street lighting for October	£ 42.99
27/11/2020	URM Glassbank for October	£ 37.20
12/12/2020	Eon – Street Lighting for November	£ 41.60
24/12/2020	URM Glassbank for November	£ 36.00

Receipts since last meeting:

19/10/2020	Allotment Rent	£ 175.00
26/10/2020	Allotment Rent	£ 30.00
15/10/2020	CYFC 10 months hire	£ 420.00
	Cancelled cheque	£ 100.00
26/11/2020	NCC Recycle Credits	£ 223.81
07/12/2020	Bank interest	£ 0.16
07/12/2020	Bank Interest	£ 0.12

Financial Statement:

Reconciled balances as at 28 November 2020	
Community Account	£29031.62
Business Premium Account	£ 6320.72
Business Premium Account	<u>£ 4779.76</u>
	£40132.11
Less uncleared cheques	<u>£ 38.20</u>
	£40093.91

**NORTHREPPS PARISH COUNCIL****BANK RECONCILIATION FOR QUARTER ENDED 30 SEPT 2020**



£

<b>Balance as at April 1<sup>st</sup> 2020</b>	<b><u>31669.62</u></b>
Total Receipts	22327.25
Less Total Payments	<u>7683.01</u>
<b>Balance as at 30 Sept 2020</b>	<b><u>46313.86</u></b>

**These Cumulative funds are represented by:**

**Current Account:**

Northrepps P. C. Community Account	35313.38
N.P.C. Business Premium Account	4779.76
N.P.C. Business Prem Account	<u>6320.72</u>
	<b><u>46413.86</u></b>
Less unrepresented cheques & pending DDs: Chq 102199	100.00
	<b><u>46313.86</u></b>

**Signed**.....

*Chairman*

**Signed**.....

*Responsible Financial Officer*

**Date**.....

**Date**.....

NOTE: The original copy has been signed and is filed in the accounts.

## 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

## 2 External auditor report 2019/20

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Information received from the smaller authority indicates £2,376 of insurance claims have been included as income in Section 2, Box 3. These items should have been netted off against the relevant expenditure in Box 6 rather than shown as income. Section 2, Boxes 3 and 6 for the current year should therefore read £2,923 and £12,942 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

## 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP



External Auditor Signature

Date 21/11/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))