

## **Minutes of the Annual Meeting of Northrepps Parish Council held on 04 May 2021 at 7.00 pm via zoom**

### Present:

Chairman Cllr. A. Mackay, Vice Chairman Cllr. L. Fish,  
Cllr. V. Callaghan, Cllr. L. Holloway

Clerk Mrs J. Warner PSLCC AICCM  
District Cllr. Fitch Tillett  
Mr. E. Mumford-Smith (Broadland Housing)  
Mr. M. Lloyd (Rossi Long Consultancy)

### **1. Election of Chairman**

It was **AGREED** to elect Cllr. Mackay as Chairman. The declaration of acceptance form will be signed at the earliest opportunity.

### **2. Election of Vice Chairman**

It was **AGREED** to elect Cllr. Fish as Vice-Chairman. The declaration of acceptance of office form will be signed at the earliest opportunity.

### **3. Minutes of the Parish Council Meeting held on 06 April 2021**

It was **AGREED** that the minutes of the Parish Council meeting held on 06 April 2021 be **APPROVED** as a true record. The minutes will be signed by the Chairman at the earliest opportunity.

### **4. Apologies for absence**

Apologies for absence were accepted from Cllr. Smith.  
Cllr. Renaud's apologies were received after the meeting.  
Apologies were noted from County Cllr. Maxfield.

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

There were none.

*It was **AGREED** to reorder the agenda to bring the following item forward.*

### **6. PF/20/1781 - Land off Broadgate Close – Broadland Housing**

Mr. Ed Mumford-Smith from Broadland Housing gave an update in respect of the proposed development on the land north of Broadgate Close.

Mr. Mike Lloyd from Rossi Long Consulting advised that NCC Highways are still pressing for the off-site changes re the extension of pavements and a pedestrian crossing and also that all construction traffic accesses the site off Broadgate Close rather than Cromer Road.

Members felt that the footway changes would be a very costly and totally unnecessary expense as the pupils all use the main entrance off School Close.

Pedestrians walking to the school from Broadgate Close walk across the pavement between the Village Sign and Parish Noticeboard and then cross Cromer Road to get to the School Close pavement opposite. Members are only aware of one accident there and in recent years arranged for barriers to be erected where the footway meets the highway to prevent people stepping straight out onto the road.

Members would support a proposal for a small number of larger delivery vehicles to access the site via Broadgate Close when the materials cannot be delivered on smaller vehicles (eg. roof trusses) but ask that all other deliveries and contractors access the compound via Cromer Road. It was requested that advance notification is given to residents when deliveries are expected via Broadgate Close and that all contractors park on the site not on the surrounding roads.

It was **AGREED** to instruct the Clerk to write to the Planning Officer to raise these concerns and to send a copy of the letter to the NCC Highways Officer and the District and County Councillors.

## **7. Councillor Responsibilities**

It was **AGREED** to review the councillor responsibilities once the casual vacancy has been filled.

## **8. Cheque Signatories**

It was **AGREED** that the cheque signatories will be Cllrs. Mackay, Fish, Holloway and Penlington. The Chairman will contact the mandate team at Barclays to arrange this.

## **9. Financial Control Procedures**

It was noted that these were reviewed at the April meeting.

## **10. Internal Auditor**

It was **AGREED** to appoint Di Dann as Internal Auditor for the forthcoming year.

## **11. Public Participation**

There were no members of the public present.

## **12. Police matters**

12.1 **Police Newsletters** – Noted

12.2 **Other Police Matters** – There was nothing to report.

## **13. District Council and County Council**

### **13.1 County and District Councillor Reports.**

Members were in receipt of written reports from District Councillor Fitch Tillett (refer attached).

### 13.2 **Community Governance Review**

There was no update to report. It was noted that District Cllr. Fitch Tillett had responded to the consultation and a copy circulated to members.

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

There were no other matters to report.

*Cllr. Fitch Tillett left the meeting*

## 14. Planning

### 14.1 **Planning Applications and decisions**

Planning applications for consideration

There were none to consider.

Planning applications considered under planning protocol:

There were none to report.

### 14.2 **Updates on live planning applications**

There were no updates.

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

It was noted that a proposed lawful development application has been received at NNDC for Beeston Lodge, Crossdale Street.

## 15. Highways & Transportation

### 15.1 **Traffic Regulation Orders**

Any traffic orders had been circulated to members.

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

There were no other highway matters to report.

## 16. Finance & Regulatory Matters

### 16.1 **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).

### 16.2 **Actuals Against Budget to date**

These were circulated and noted.

16.3 **Councillor Vacancy**

It was noted that the deadline for receipt of applications is 31 May 2021.

16.4 **Bank Reconciliation for year ended 31 March 2021**

Members were in receipt of the bank reconciliation for the year ended 31 May 2021 which was **APPROVED**. It will be signed by the Chairman and by the Clerk as RFO at the earliest opportunity.

16.5 **Summary of Accounts for year ended 31 March 2021**

Members were in receipt of the summary of accounts for the year ended 31 March 2021 which was **APPROVED**. It will be signed by the Chairman and by the Clerk as RFO at the earliest opportunity.

16.6 **Report from Internal Auditor for year ended 31 March 2021**

Members were in receipt of the report from the Internal Auditor, the contents of which were noted and will be actioned accordingly.

16.7 **Annual Governance Statement for year ended 31 March 2021**

The Clerk read out the Governance Statement for the year ended 31 March 2021 and members **AGREED** their response. The Governance Statement will be signed by the Chairman and by the Clerk at the earliest opportunity.

16.8 **Accounting Statements for Year Ended 31 March 2021**

Members were in receipt of the Accounting Statement for the year ended 31 March 2021 which was **APPROVED**. The statement which had already been signed by the Clerk, will be signed by the Chairman at the earliest opportunity.

16.9 **Statement of Variances**

Members were in receipt of the Statement of Variances for the year ended 31 March 2021 which was noted.

16.10 **Notice of Public Rights and Publication of Unaudited Annual Governance Statement and Accountability Return (AGAR)**

It was **AGREED** To set the dates as Mon 14 June 2021 to Fri 23 July 2021.

16.11 **Any other financial and regulatory matters** (for information only)

There were no other financial or statutory matters to report.

## **17. Playing Field & Allotments**

### **17.1 Grounds Maintenance and repairs to council owned assets**

Cllrs. Penlington and Smith will report to the June meeting.

### **17.2 New Play Equipment**

Cllrs. Penlington & Smith will report to the June meeting.

### **17.3 Inspection of Parish Council Owned Assets**

It was noted that the person who installed the village sign will treat the wood according. The Chairman carry out a visual inspection of the Crossdale Street bus shelter roof and report back to the June meeting. The Chairman will arrange for the Church Street bus shelter to be swept. Maintenance to the phone box will be carried out once a decision is made as to it's future purpose.

### **17.4 Barrel Planters on Church Street**

It was noted that two residents have agreed to tend to the plants in the barrel planters and will ask the landlord at The Foundry PH for access to water. The Clerk will source replacement planters. It was noted that residents of Gallus Close may be happy to assist too.

### **17.5 Phone Kiosk**

It was **AGREED** to keep this on the agenda until a decision is made re it's future purpose.

### **17.6 Bookings for Playing Field**

There were no new bookings to report.

### **17.7 Allotment Requests**

There were no new requests to consider.

### **17.8 Other matters (for information only)**

Raised Bed – It was noted that a nearby resident will be approached to ask whether the water barrel can be filled to trickle feed the raised bed.

## **18. Correspondence**

### **18.1 Correspondence received since 06 April 2021 (list circulated)**

Norfolk ALC

Newsletters  
Wellbeing initiative

NCC

Candidate list for election

Community Action Norfolk

Newsletters

NNDC

Joint meeting of NN Town & Parish Forum

Various leaflets, newsletters and brochures

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

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

Mobile Library – Posters detailing the schedule of visits will be displayed on the parish noticeboards.

Armed Forces Day – The RBL will be acknowledging this in a way which will not attract crowds.

Items for next agenda:

Sally Bean's Bench

Motorcycles on footpaths

**20. To note the date of the next meeting: 07:00pm 01 June 2021**

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

**22. Tree works**

It was noted that the NNDC Tree Officer has consented to the suggested works. The deadline for receipt of quotations is 31 May 2021.

**23. Allotment tenancies**

It was **AGREED** that the widow of an allotment tenant can retain the allotment until the end of the current tenancy year after which it will be reallocated to the next person on the waiting list.

Members were pleased to see that several young families have taken on allotments and asked that a letter be sent to all tenants asking that children remain with the boundary of the tenant's allotment unless invited onto another plot. It was noted that some play equipment has been erected on some plots and that some other parishes do allow small items of play equipment. This matter will be considered at a future meeting when the tenancy agreements are reviewed.

There being no further business, the Chairman closed the meeting at 08:20pm

Signed .....

Dated.....

**DISTRICT COUNCILLOR'S REPORT**  
**May 2021**

**Due to COVID all Meetings have been held Virtually.**

I took a couple of weeks leave from Council business between Cabinet and Full Council.

**Cabinet Approvals:**

Cabinet approved to join the Norfolk Strategic Planning Framework, The North Norfolk Diversity and Inclusion Strategy, agreed an Assurance Review on The Cromer Sports Hub, received a COVID actions report, agreed that Boards should be appointed to oversee the North Walsham and Fakenham improvement projects, investment in the Fakenham roundabout construction, a Grant to Norfolk Information, Advice and Advisory service and approved the renewal of the Public Space Protection Orders.

**Full Council Decisions:**

Further Grants to support Businesses in North Norfolk were agreed, A report was received on Council's preparation for many more visitors during the summer. There were motions in respect of support for the Environment Bill and to highlight and support sufferers of Domestic Abuse both of which were agreed.

**Coastal Portfolio News:**

**Innovative Resilience Fund - Progress Update**

After the exciting news that Coastal Partnership East had been successful in securing funding for the Norfolk and Suffolk Coastal Transition Programme, we are developing a 100 day programme to support the team through the next project phases. The first of those will be to submit an FCERM7 to the Environment Agency, followed by an Outline Business Case (OBC) to be submitted by September 2021. The FCERM7 will unlock £40k to help us to develop an OBC. Additional resource to support the work is being considered as part of the 100 day programme as well as what additional studies and surveys might be needed. The OBC will determine the level of funding we will have to deliver our project. Our Expression of Interest, submitted in January, forecast an £8m need to deliver the ambitious range of products and outcomes. More detail can be found in the attached internal briefing.

**Cromer Phase 2 and Mundesley Coast Protection Scheme – Progress Update**

Mott MacDonald have been appointed as consultants for this scheme

**National FCERM Strategy & LGA Coastal Special Interest Group**

CPE have drafted the work plans for 3 of the national LGA SIG working groups with our national colleagues from around the coast- key calls for a national coastal minister, a review of the CPA and WG's to undertake CPA surveys this summer to establish good practice guidance on biodiversity net gain for CPA frontages, innovative funding and finance mechanisms and planning policies and tools

Key staff attended the CGN discussion on strategic asset management – namecheck collector app and need to have better evidence on real cost of revenue

### **Sea Defence Revenue Maintenance**

Mackinnons have been appointed to undertake the works for the east end of the Overstrand frontage. The works will commence in the autumn so as not to interfere with the tourist season.

### **Ward Issues:**

Cllr Ed Maxfield covered any Ward issues whilst I was on leave – my very sincere thanks to him.

I wrote a very strong evidence based objection to the change of the Parish Boundary of Northrepps – a copy of which I sent to the Parish Clerk, NNDC Cabinet and NNDC Chief Executive.

**Cllr Angie Fitch-Tillett**  
**Poppyland Ward, NNDC**



**District Councillor's Annual Report  
2020/21**

There is probably no need to comment that this last year has been extraordinary due to COVID which has caused total disruption to the normal Council way of working. All meetings have been held virtually and we have all learned the term "You're Muted" and managed interruptions from children, pets, phones and workmen's noises. Nevertheless after an initial halt, business has continued but some services have suffered from delays due to many staff being re-deployed and working from home, some with poor internet provision. Several Members and Officers fell into the vulnerable group and had to isolate - I was one. I am nevertheless, proud to say that North Norfolk remained at the bottom of the table of COVID infection rates thought the year and much credit must go to our residents for keeping themselves and all of us as safe as possible.

The District suffered badly though the summer with an unexpected enormous influx of visitors. This put extra stress on all of our services especially as many of these visitors did not know how to behave along our coast and in our towns and countryside, leaving extra rubbish, getting cut off by the tide in places, blocking our roads and ignoring the Hands, Face, Space Message. As we move into less restrictions, Council has put plans into operation to manage the expected influx this year.

There have been several emphases in the Council's working practices over the year. There is much concern in respect of Climate Change and all operations take this into consideration. There has been a much publicised Management Review – only to be expected with a new Administration and a new Chief Executive - much like any business with a change of management. Last April the contract for rubbish collection changed from Kier to Serco.

As Cabinet Member for the Coast I have now served an extra year as Chairman of Coastal Partnership East due to COVID and despite not meeting in person we have achieved a great deal. Nationally, I Chair the LGA Coastal Special Interest Group's Adaptation Working Group – looking at communities at risk from erosion and flooding and how to help them prepare for the future. I am very pleased that our Innovative Resilience Fund bid for £8m has been agreed by DEFRA and that Trimmingham is one of the Communities involved in this bid. I also Chair the National Working Group researching way to provide insurance to properties at risk from erosion.

Within North Norfolk we have the second part of the Cromer Coast Protection Scheme together with Mundesley CP about to start with Mott MacDonald appoint as consultants. Repairs and rewards continue all the time and there will be a tidy up scheme at the east end of Overstrand starting in the autumn.

Ward issues are mostly to do with planning and subsequently to enforcement, taking most of my time. There has been a great deal of delay with these due to COVID and a change to the IT system supporting Planning. There is great concern in respect of the proposal to change the Boundary of Northrepps and lose Christopher's Close, Stevens Road and the properties on Norwich Road north of the railway bridge to the Parish of Cromer. I have written a strong objection to this.

**Cllr Angie Fitch-Tillett  
Poppyland Ward, NNDC**

**Financial Matters:**

Payments to be approved at May meeting:

102282	David Gillett – Tree inspection	£ 320.00
102283	Secret Gardens – Maintenance (Apr)	£ 185.00
102284	D Dann – Internal Audit	£ 40.00
102285	J Warner – Clerks Salary & Expenses (Apr)	£ 242.93
102286	Norfolk Pension Fund (Apr)	£ 83.21
102287	T T Jones Electrical – Street Light Contract	£ 28.20
102288	Came & Co – Insurance renewal	£ 794.83

Direct debit payments:

11/04/2021	Eon – Street lighting for March	£ 42.99
27/04/2021	URM Glassbank for March	£ 37.20

Receipts since last meeting:

15/04/2021	HMRC - VAT Refund	£ 1555.68
30/04/21	NNDC - Precept	£ 8424.50

Financial Statement:

Reconciled balances as at 30/04/21		
Community Account		£ 32850.12
Business Premium Account		£ 4780.00
Business Premium Account		<u>£ 6321.04</u>
		£ 43951.16
Less uncleared cheques	102241	£ 1.00
	102271	£ 100.00
	102273	£ 100.00
	102277	<u>£ 253.24</u>
		£ 42496.92

Signed ..... *Chairman* ..... *Responsible Financial Officer*

Dated ..... ..

NOTE: The signed copy is held in the accounts.

**NORTHREPPS PARISH COUNCIL**

**BANK RECONCILIATION FOR YEAR ENDED 31 MARCH 2021**

	£
<b>Balance as at April 1<sup>st</sup> 2020</b>	<b><u>31669.62</u></b>
Total Receipts	23469.35
Less Total Payments	<u>20616.50</u>
<b>Balance as at 31 March 2021</b>	<b><u>34522.47</u></b>

**These Cumulative funds are represented by:**

**Current Account:**

Northrepps P. C. Community Account	23622.43
N.P.C. Business Premium Account	4780.00
N.P.C. Business Prem Account	<u>6321.04</u>
	<b><u>34723.47</u></b>
Less unrepresented cheques & pending DDs: Cheque 102241	1.00
Cheque 102271	100.00
Cheque 102273	100.00
	<b><u>34522.47</u></b>

**Signed**.....

*Chairman*

**Signed**.....

*Responsible Financial Officer*

**Date**.....

**Date**.....

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# NORTHREPPS PARISH COUNCIL

## Summary Receipts and Payments Account for the year ended 31st March 2021

31st March 2020		31st March 2021
£		£
	<b>RECEIPTS</b>	
15076.00	Precept	16787.00
869.00	Transitional grant from NNDC	0.00
0.00	Agency Services reimbursed	0.00
0.00	Loans taken out	0.00
0.00	Capital Receipts	0.00
20.46	Interest on Investments	5.07
286.25	Allotment Rents	290.00
150.00	Recreation Ground Lettings	500.00
636.54	V.A.T. Repayments	1307.95
3336.50	Miscellaneous	729.33
	(Fireworks           £ 0.00)	
	(Glass bank         £543.30)	
	(Verge Cutting     £ 86.03)	
	(Returned cheque £100.00)	
<u>0.00</u>	Donations/Grants	<u>3850.00</u>
<b>20374.75</b>	<b>Total Receipts</b>	<b>23469.35</b>
	<b>PAYMENTS</b>	
7243.58	General Administration	6756.85
0.00	Agency Services	0.00
1400.00	Section 137 Payments	2210.00
14.98	Capital Expenditure (incl from reserves)	5938.61
493.12	Allotments	50.00
3469.63	Street Lighting	617.28
4547.17	Recreation Ground etc	3748.00
<u>2669.26</u>	Miscellaneous	<u>1295.76</u>
<b>19837.74</b>	<b>Total Payments</b>	<b>20616.50</b>

**Note: All payments are shown inclusive of VAT**

# NORTHREPPS PARISH COUNCIL

## Summary Receipts and Payments Account for the year ended 31st March 2021

<b>£</b>		<b>£</b>
<b><u>31132.61</u></b>	<b>Balance as at April 1st</b>	<b><u>31669.62</u></b>
20374.75	Total Receipts	23469.35
<u>19837.74</u>	Less Total Payments	<u>20616.50</u>
<b><u>31669.62</u></b>	<b>Balance as at 31st March</b>	<b><u>34522.47</u></b>

**These Cumulative funds are represented by:**

<b>Current Account</b>		
20863.65	Northtrepps P. C. Community Account	23622.43
<b>Deposit Accounts</b>		
4777.82	Business Premium Account	4780.00
6318.15	Business Premium Account	6321.04
<b><u>31969.62</u></b>		<b><u>34723.47</u></b>
<u>300.00</u>	Less unpresented cheques	<u>201.00</u>
<b><u>31669.62</u></b>		<b><u>34522.47</u></b>

**The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its receipts and payments during the year.**

Signed.....  
*Chairman*

Signed.....  
*Responsible Financial Officer*

Date.....

Date.....

NOTE: The signed copy is held in the accounts

# NORTHREPPS PARISH COUNCIL

## Summary Receipts and Payments Account for the year ended 31st March 2021

### Supporting Notes for the year ended 31st March 2021

#### 1. Assets

##### Movements in the year

a.) **During the year the following assets were purchased at the cost shown:**

	£
Norwich Road Bus shelter	4700.00
Crossdale Street Noticeboard	233.08
Dog bin at The Avenue	0.00
Dog signs	11.96
Union Flag	5.95
<b>Total</b>	<b>4950.79</b>

b.) **During the year the following assets were disposed of:**

Stevens Road Notice board	129.00
Crossdale Street Notice Board	129.00
<b>Total</b>	<b>258.00</b>

c.) **At 31st March 2020 the following assets were held:**

	Value £
<b>Community Asset</b>	
Recreation Ground      Nominal value	1.00
Community Defibrillator      Nominal value	1.00
<b>Fixed Assets</b>	
<u>Playground Equipment</u>	
Target Wall	2910.87
Adventure Playground	18571.00
Skiddaw Play Unit	8048.00
2 x Springers (£800 supplied FOC)	0.00
<u>Gates &amp; Fences</u>	
Adventure Playground fence	1616.65
<u>Natural Surfaces</u>	
<u>Other Surfaces</u>	
Bark Pit Extension	3852.53
Safety Surface	1625.00
	2625.00

<u>Street Furniture</u>	
Litter bin	295.00
Metal bench	545.00
Village sign	1810.00
Garden Bench (near Village Sign)	620.00
Notice Board (near Village Sign)	1230.00
Notice Board (Crossdale Street)	129.00
Notice Board (Stevens Road)	129.00
20 Streetlight columns	16449.80
3 Bus Shelters	13290.00
7 Grit bins	714.00
4 dog bins	354.00
PA System	350.00
Plaque	60.00
Planters	149.97
SAM2 VAS	3894.00
Bench	258.27
Litter Bin	227.89
2 Grit bins	261.00
Poster Board	65.88
WW1 Commemorative Bench	526.15
Laptop	510.00
Printer	90.00
Metal bench	598.01
Norfolk Flag	4.49
No dog signs	14.98
<b>Total</b>	<b>84452.49</b>
Plus items purchased in (a) above	4950.79
Less items disposed of in (b) above	258.00
<b>Total of Assets</b>	<b>89145.28</b>

# **NORTHREPPS PARISH COUNCIL**

## **Summary Receipts and Payments Account for the year ended 31st March 2021**

### **2. Leases**

At the close of business on 31st March 2021 there were no leases in operation.

### **3. Borrowings**

At the close of business on 31st March 2021 there were no loans to the Council outstanding

### **4. Debts Outstanding**

At the close of business on 31st March 2021 the NIL debts were owed to the council.

### **5. Capital Reserve**

There was no Capital Reserve set aside during the year ending 31st March 2021

### **6. Earmarked Reserves**

Earmarked reserves of £16350 were set aside as follows:

Bus shelters	£2650
Computer equipment	£1000
Election costs	£1500
Street Lights	£3500
Business continuity	£3000
Allotments	£ 500
Playing field equip	£3000
Village event	£1000
Planting	£ 200



## NORTHREPPS PARISH COUNCIL

### Summary Receipts and Payments Account for the year ended 31st March 2021

#### 7. TENANCIES

During the year the following tenancies were held with the Council as landlord

##### Property Rent (p.a.)

	£
Allotment R1	30.00 including water
Allotment R2	30.00 including water
Allotment R3	30.00 including water
Allotment R4	30.00 including water
Allotment R5	30.00 including water
Allotment R6	30.00 including water
Allotment R7a	15.00 including water
Allotment R7b	15.00 including water
Allotment C1	20.00
Allotment C2	20.00
Allotment C3	20.00
Allotment C4a	10.00
Allotment C4b	10.00

During the year the following tenancies were held with the Council as Tenant

Landlord	Property	Rent (p.a.) £
E. Anderson	Frogshall allotments	50.00
S. Gurney	Playing Fields Allotments	1.00 (if charged)

# NORTHREPPS PARISH COUNCIL

## Summary Receipts and Payments Account for the year ended 31st March 2021

### 8. S137 PAYMENTS

Section 137 of the Local Government Act 1972 enables Parish/Town Councils to spend up to the product of £8.32 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. The limit for this Council for the year ended 31st March 2021 was £7463.04 (897 electors) and payments made were as follows:

	£
St. Mary's Church for burial ground	600.00
Norfolk Citizens Advice Bureau	150.00
Northrepps Royal British Legion Branch	100.00
Friends of Northrepps School	100.00
Northrepps Village Hall	100.00
Cromer Group Practice PPG	200.00
Cromer Community & Hospital Friends	181.00
EEAS (For Community First Responders)	50.00
Royal British Legion (Poppy Wreath)	<u>19.00</u>
Total grants	1500.00
Donations as follows were made from the COVID fund	
Northrepps Village Trust	310.00
Cromer Foodbank	200.00
Northrepps Village Trust	<u>200.00</u>
Total paid from Covid fund	710.00
<b>Total grants paid</b>	<b>2210.00</b>

*NOTE: Northrepps Parish Council adopted the General Power of Competence in May 2019.*

### 9. Agency Work

During the year the Council undertook no agency work on behalf of other authorities

### 10. Advertising and Publicity

During the year the Council incurred no costs for advertising or publicity.

### 11. Contingent Liabilities

The Council's Accounts for the year 2020/21 do not include provision for any contingencies.

### 12. Pensions.

During the year the Council made contributions of £981.26 to Norfolk Pension Fund

**13. Trust Funds**

During the year the Council has administered No Trust Funds.

**Signed**.....  
*Chairman*

**Signed**.....  
*Responsible Financial Officer*

**Date**.....

**Date**.....

NOTE: The signed copy is held in the accounts