

Minutes of the Meeting of Northrepps Parish Council held on 03 August 2021 at 7.00 pm at Northrepps Village Hall

Present:

Vice Chairman Cllr. L. Fish,
Cllr. V. Callaghan, Cllr. L. Holloway, Cllr. M. Millman, Cllr. M. Renaud,
Cllr. S. Penlington

Clerk Mrs J. Warner PSLCC AICCM
County Cllr. Ed Maxfield (to item 7)

The Vice Chairman welcomed Cllr. Millman to the Parish Council and expressed condolences to Cllr. Smith and his wife on the loss of Shirley.

1. Minutes of the Parish Council Meeting held on 06 July 2021

It was **AGREED** that the minutes of the Parish Council meeting held on 06 July 2021 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. Mackay (urgent family business), Cllr. Smith (urgent matter) and Cllr. Buxton (work commitment). Apologies for absence from District Cllr. Fitch Tillett were noted.

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

There were no declarations of interest.

4. Councillor Responsibilities

It was **AGREED** to appoint the following responsibilities:

Cllr. Mackay – Village Hall
Cllr. Fish – Health
Cllr. Callaghan – Finance & Police
Cllr. Holloway – Playing Field
Cllr. Millman – Planning
Cllr. Penlington - Environment
Cllr. Renaud – Footways, highways & lighting
Cllr. Smith - School

5. Public Participation

There were no members of the public present.

6. Police matters

6.1 **Police Newsletters** – Noted

6.2 **Other police matters** – There were none to report.

7. District Council and County Council

7.1 County and District Councillor Reports.

County Councillor

Cllr. Maxfield provided an update and advised that he was in receipt of correspondence from around the division in respect of the cutting of verges and clearing of footpaths. The second rural cut of verges is underway. Public rights of way are programmed separately. Cllr. Maxfield will be questioning verge cutting at a forthcoming meeting at County Hall and will be attending the PRow Access Forum.

It was noted that County Cllr. Maxfield and Adams are talking to the Casualty Reduction Scheme regarding the accidents on the A149.

7.2 Community Governance Review

There was no update to report.

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

There were no other matters to report.

Cllr. Maxfield left the meeting

8. Planning

8.1 Planning Applications and decisions

Planning applications for consideration

PF/21/1868 – Toron, 11 Stevens Road – No objections

PF/21/1971 – Wayland, Craft Lane – No objections

PF/20/1781 – Land off Broadgate Close – No objections

Planning applications considered under planning protocol

There were none to report.

8.2 Updates on live planning applications

There were no updates.

8.3 Broadland Housing Development at Broadgate Close

There was no update to report other than the revised planning application mentioned above.

8.4 Other Planning Matters (for information only)

The Clerk was asked to find out how many holiday homes and second homes there are in Northrepps.

9. Highways & Transportation

9.1 Traffic Regulation Orders

Any traffic orders had been circulated to members.

9.2 Parish Partnership Scheme 2022/23

Members were in receipt of the letter from NCC but had no projects to put forward at this time.

9.3 Pothole Prevention Work

Members were in receipt of an email from County Cllr. Maxfield in respect of the NCC funding for Pothole Prevention work and made the following suggestions to reduce potholes:

- Regularly clean out the ditches and gullies to prevent flooding
- Plant more hedges to prevent snow drifting onto the roads which are then damaged by snow clearing machinery/tractors
- Properly repair potholes when they do occur

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

It was noted that there had recently been two accidents on the A149 at Antingham

10. Finance & Regulatory Matters

10.1 Payments and Receipts & Financial Statement

The financial matters were **APPROVED**, and the finance sheet was signed by the Vice 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 2021

Members were in receipt of the bank reconciliation to 28 June 2021 which was **APPROVED**. It was signed by the Vice Chairman and by the Clerk as RFO (refer attached)

10.4 Cheque Signatories

Cllr. Fish advised that she had been in contact with Barclays but as yet the change in cheque signatories has not been confirmed.

10.5 Community Right to Bid

It was noted that the nomination form is yet to be completed.

10.6 **Review of policies**

The following policies were reviewed and it was **AGREED** to make no amendments.

- Management of Transferable Data Policy
- Retention and Disposal Policy
- Freedom of Information Act Publication Scheme
- Safeguarding Policy (contact details of organisations updated)

10.7 **Virtual Conference re loneliness**

It was **AGREED** that Cllr. Renaud would attend.

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

There were no other financial or statutory matters to report.

11. **Playing Field & Allotments**

11.1 **Grounds Maintenance, Repairs & RoSPA Inspection**

This item was carried forward to the September meeting to be considered together with item 11.2.

11.2 **New Play Equipment**

Cllrs. Penlington & Smith are yet to meet to discuss this.
It was noted that a resident has asked that some skateboarding equipment be included in any plans to renovate the playing field.

11.3 **Inspection of Parish Council Owned Assets**

An update is awaited from Cllr. Mackay re the bus shelter roof.

11.4 **Barrel Planters on Church Street**

Measurements of the barrels are awaited from Cllr. Smith.

11.5 **Phone Kiosk**

A post will be put on the village facebook page asking for ideas and also for volunteers to manage the phone box.

11.6 **Bookings for Playing Field**

There were no new bookings to report.

11.7 **Allotment Matters**

It was **AGREED** to arrange a site visit to check that all the plots are being cultivated. Tenants will be notified when the allotment invoices are issued.

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

There were no other matters to report.

12. Correspondence

12.1 **Correspondence received since 06 July 2021** (list circulated)

Norfolk ALC	Newsletters Wellbeing initiative NALC Share Certificate
Duncan Baker MP	Constituency visit 2021
Community Action Norfolk	Newsletters
Norfolk Coast Partnership	Newsletter

Various leaflets, newsletters and brochures

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

12.2 **Norfolk Day**

It was noted that the Norfolk Flag was flown and a letter of thanks will be sent.

12.3 **Sally Bean's Bench**

It was noted that the owner of the land where the bench is sited is yet to reply.

12.4 **Firework Event**

There will be an update at the September meeting.

12.5 **HM Queen Elizabeth's Platinum Jubilee**

Arrangements will be discussed and budgeted in due course. It was suggested that a working group is set up in due course to progress arrangements.

12.6 **Armed Forces Covenant**

It was **AGREED** to support the Armed Forces Covenant and sign the Covenant Pledge.

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

It was noted that there is a new schedule for the mobile library.

14. To note the date of the next meeting: 07:00pm 07 September 2021

It was **AGREED** to combine the October and November meetings – date tba

There being no further business, the Chairman closed the meeting at 8:20pm

Signed

Dated.....

Financial Matters:**Payments to be approved at July meeting:**

102303	Secret Gardens (Maintenance – Jul)	£ 185.00
102304	NNDC – Litter & dog bin empties	£ 695.76
102305	J Warner – Clerks Salary & Expenses (Jul)	£ 258.77
102306	Norfolk Pension Fund (Jul)	£ 83.21

Direct debit payments:

12/07/2021	Eon – Street lighting for June	£ 41.60
17/07/2021	ICO – Data Protection	£ 35.00
27/07/2021	URM Glassbank for June	£ 36.00

Receipts since last meeting:**Financial Statement:**

Reconciled balances as at 28/07/2021		
Community Account		£ 28619.69
Business Premium Account		£ 4780.12
Business Premium Account		£ 6321.20
		<u>£ 39721.01</u>
Less uncleared cheques	102241	£ 1.00
	102271	£ 100.00
	102293	<u>£ 213.26</u>
		£ 39406.75

Signed
Chairman *Responsible Financial Officer*

Dated

NOTE: Signed copy held in accounts

NORTHREPPS PARISH COUNCIL

BANK RECONCILIATION FOR YEAR ENDED 28 JUNE 2021

	£
Balance as at April 1st 2021	<u>34522.47</u>
Total Receipts	10067.53
Less Total Payments	<u>4246.31</u>
Balance as at 28 June 2021	<u>40343.69</u>

These Cumulative funds are represented by:

Current Account:

Northrepps P. C. Community Account	29556.63
N.P.C. Business Premium Account	4780.12
N.P.C. Business Prem Account	<u>6321.20</u>
	<u>40657.95</u>
Less unrepresented cheques & pending DDs: Cheque 102241	1.00
Cheque 102271	100.00
Cheque 102293	213.26
	<u>40343.69</u>

Signed.....

Chairman

Signed.....

Responsible Financial Officer

Date.....

Date.....

Note: Signed copy held in accounts

