

Minutes of the Meeting of Northrepps Parish Council held on 19 October 2021 at 7.00 pm at Northrepps Village Hall

Present:

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

Clerk Mrs J. Warner PSLCC AICCM

County Cllr. Ed Maxfield (to item 7)
District Cllr. Fitch Tillett (to item 7)
Mr. Steve Blatch, CEO NNDC (to item 5)
Mr. Rob Henry, Senior Elections Officer NNDC (to item 5)
1 member of the public

1. Minutes of the Parish Council Meeting held on 03 August 2021

It was **AGREED** that the minutes of the Parish Council meeting held on 03 August 2021 be **APPROVED** as a true record. The minutes were signed by the Chairman.

2. Apologies for absence

Apologies for absence were accepted from Cllr. Smith (family commitment), Cllr. Millman (illness) and Cllr. Buxton (work commitment). Cllr. Penlington was absent.

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

There were no declarations of interest.

4. Public Participation

The member of the public asked the Chairman for permission to address the meeting under item 11.5. This was **APPROVED**.

5. Community Governance Review

Mr. Blatch and Mr. Henry were welcomed to the meeting and provided an update in respect of the proposed Community Governance Review of the Parish Boundary which would mean 125 properties in the parish of Northrepps would become part of Cromer.

They advised that the properties concerned would be paying higher council tax but would have access to the amenities in Cromer. Members felt that all the parishes around Cromer use the facilities in Cromer not just the residents in the area concerned. Likewise, many Cromer residents send their children to Northrepps Primary School and use the playground in Northrepps.

Members raised concerns in respect of the increase in the precept portion of the council tax for all properties moving to Cromer and also for all those remaining in the parish. The figures are awaited from the Accountancy Dept at NNDC.

It was also noted that some people had purchased their homes because they were located in Northrepps and others had spent all their lives in Northrepps and did not want to be moved to Cromer.

It was noted that several streetlights and the new bus shelter would be located in Cromer and the Clerk asked whether Northrepps Parish Council would be reimbursed for the cost of the bus shelter. Mr. Blatch advised that this was a matter for Cromer Town Council and Northrepps Parish Council to sort out between them.

Mr. Blatch and Mr. Henry were thanked and then left the meeting.

It was **AGREED** that a response to the consultation would be drafted to include the comments made above and to also ask whether the land earmarked for development in the emerging local plan would also be moved to Cromer in the future.

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 a written report (attached) and advised that he and Cllr. Adams are working together in respect of safety matters on the A149. It was noted that the NCC owned land at the former Cromer High Station site is to be sold by auction but with an overage clause should planning consent be sought in the future.

District Councillor

Cllr. Fitch Tillett presented her report (attached).

7.2 Parking at Bulls Row/Church Street junction

County Cllr. Maxfield provided an update in respect of a recent complaint and advised that no further information had been received. It was noted that the police had been asked to do some enforcement work in the area concerned.

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

There were no other matters to report.

Cllr. Maxfield and Cllr. Fitch Tillett were thanked and left the meeting

8. Planning

8.1 Planning Applications and decisions

Planning applications for consideration

PF/21/2514 – 130 Broadgate Close

No objections to changing the garage to living accommodation but concern was raised in respect of where vehicles from the holiday let would park.

Planning applications considered under planning protocol

PF/21/2263 – Shrublands Farm Camping Site

No objections

PF/21/2018 – 130 Broadgate Close

No objections

8.2 Updates on live planning applications

PO/19/0281 – Land at High Station – Application withdrawn

8.3 Broadland Housing Development at Broadgate Close

It was noted that Cllr. Fitch Tillett had advised that she was raising no objections to this application being approved under delegated powers unless it needs to go to the NNDC Planning Committee due to Highways objections.

8.4 Other Planning Matters (for information only)

There were no other planning matters to report.

9. Highways & Transportation

9.1 Traffic Regulation Orders

Any traffic orders had been circulated to members.

9.2 Speeding on A149

Refer item 7.1 above.

9.3 BT Works

It was noted that the proposed works will now take place during the week commencing 29 November. Thanks were given to NCC and BT Openreach for the efforts made to reschedule the works to minimise the impact on residents and businesses.

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

Several potholes were reported and also a leaning sign. The Clerk will report these to NCC Highways.

10. Finance & Regulatory Matters

10.1 **Payments and Receipts & Financial Statement**

The financial matters were **APPROVED**, and the finance sheet was 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 Sept 2021**

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

10.4 **Community Right to Bid**

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

10.5 **Review of policies**

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

- Complaints policy
- Environmental Policy
- Equal Opportunities Policy
- Training Policy
- GDPR & Privacy Policy

10.6 **Cromer Youth FC**

It was **AGREED** that as CYFC did not use the playing field for several months during the 2020/21 season due to the covid restrictions, as a goodwill gesture the fee for 2021/22 would be reduced by £200.

10.7 **Annual Governance & Accountability Return for YE 31 March 2021**

It was noted that the external auditors had found no matters for concern. The Notice of Conclusion of Audit has been published on the website and parish noticeboards.

10.8 **NN Parish & Town Forum and Second Homes and Holiday Lets**

Members saw no need to appoint a representative to the forum at the present time but would like to be kept updated.

In answer to the question raised at the last meeting, NNDC provided figures on the numbers of second homes and holiday homes in the parish. These were circulated to members and noted as follows:

The 2021 figures for Northrepps are:

Holiday homes (those let commercially paying business rates) = 22

Second home (used by owner/family) = 30

So total of 52 which we estimate is 9.2% of homes in the parish.

Northrepps is rather unusual in that your figures have actually gone down slightly since last year whereas the overall trend has been for second & holiday home numbers to increase and the district percentage is 11.8% of homes.

10.9 **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**

It was **AGREED** to ask the maintenance contractor if he could rake the play bark so that the levels are higher under the fall areas.

It was **AGREED** to ask Malcolm Ward to deal with the mole hills which have appeared at the top of the playing field.

Other matters identified in the ROSPA report will be dealt with together with item 11.2 at the December meeting.

11.2 **New Play Equipment**

Cllrs. Penlington & Smith are yet to report. The Clerk advised that she is being asked by the play equipment companies for a response to their quotations.

11.3 **Barrel Planters on Church Street**

It was noted that the current barrel planters measure 86cm/34" in diameter. It was **AGREED** to source replacements in time for the spring planting.

11.4 **Crossdale Street Bus Shelter**

The Chairman advised that a resident has offered to clear the ivy and replace the worn roof felt where necessary.

11.5 **Phone Kiosk**

A representative from Northrepps Village Trust presented information in respect of the possibility of using the phone box for a Village Information and History Point. It was noted that details of another proposal are awaited before any decision is made.

11.6 **Shared Ownership of allotment**

It was noted that approval had been granted for a family member to share the tenancy with an existing tenant. A new tenancy agreement has been signed by all concerned.

11.7 **Bookings for Playing Field**

It was noted that evidence of public liability insurance is awaited for the use of a bouncy castle at a forthcoming booking of the playing field. It was **AGREED** to discuss at the next Parish Council meeting whether to permit the use of bouncy castles and inflatables in the future.

11.8 **Other playing field and allotment matters** (for information only)

There were no other matters to report.

12. **Correspondence and other matters**

12.1 **Sally Bean's Bench**

An update from the owner of the bench is awaited.

12.2 **Firework Event**

It was noted that arrangements are in hand for the event

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

It was suggested that a budget for the event is set at the next meeting as part of the annual budget setting process.

12.4 **Armed Forces Covenant**

The pledge was signed by the Chairman.

12.5 **Defibrillator Training**

It was **AGREED** to discuss this at the next meeting.

12.6 **Offshore Transmission Network**

It was noted that this matter is being discussed by MPs for future networks. It was **AGREED** to make no comment at this time and to remove this item from the agenda.

12.7 **Commemorative Token**

It was noted that the commemorative tokens are to be presented to parishes over the coming weeks. Once it is received an appropriate site will be found to display it.

12.8 **Correspondence received since 03 August 2021** (list circulated)

- | | |
|------------------------|--|
| Norfolk ALC | Newsletters |
| Norfolk ALC Wellbeing | Newsletters |
| Norfolk County Council | 1 million trees for Norfolk
Dark Skies Festival |
| NNDC | Statement of Gambling Licensing Policy
Sustainable Communities Grant Fund
Climate Change Animation |
| Norfolk CAB | Chances – employability project |

Request for falls cushion Following consultation with the Parish Council insurers and a local paramedic it was **AGREED** that it would not be appropriate for the Parish Council to be responsible for the provision of an inflatable falls cushion.

- | | |
|---|-------------------------------------|
| Mundesley Parish Council | Email re Mundesley WW2 War Memorial |
| 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)

It was noted that the WW2 bench is being cleaned and teak oiled by a volunteer.

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

There being no further business, the Chairman closed the meeting at 8:50pm

Signed

Dated.....

County Councillor's report: October 2021

Verge cutting

At the September meeting of the County Council I asked the following question of the councillor in charge of the Highways service:

The most regular topic of correspondence I received as a councillor over the summer was complaints about overgrown verges and uncut hedgerows. I appreciate this change of policy was done in the name of protecting wildlife habitat – something we can all support. But can I ask that next year you ensure two things happen: first that the council communicates its approach to cutting better with local communities including parish councils; second that it allows for greater local flexibility in its approach, consulting with local communities to ensure that areas where overgrowth can cause danger are cut more regularly, not just a very narrow definition of 'vision splays' around junctions.

His answer was not very helpful but he did say he is encouraging Parish Councils to look at doing more of their own cutting. If you want to talk to Highways about how that might work (if you don't already do your own cutting), you can let me know or contact the local Highways Engineer, Steve White, direct.

Road safety schemes

After the meeting councillors received the following message from the head of Highways giving (a little bit) more information about the funding scheme that was trailed in the local press recently. The message said:

As you will be aware today's Full Council approved the launch of a new £1m Road Safety Community Fund (RSCF), which aims to deliver 100 new safety schemes in local communities over the next four years. These community-focused schemes are of small scale (up to £10,000) and will provide an avenue for Members to apply for funding to deliver highway improvements such as speed limit changes and other signing and lining additions or alterations. Please note that this is in addition to the Local Member Fund, which was recently increased to £10,000 per year, and the successful Parish Partnership scheme.

Applications for the Road Safety Community Fund will mirror the Parish Partnership Scheme process, whereby requests will be collated and prioritised based on the Local Transport Plan with a focus on casualty reduction. Like the Parish Partnership fund, your local Highways team will also be able to provide advice. Details of successful applications will be reported as part of the annual Highways Capital Programme report which is considered by Cabinet each spring. In order to deliver the 20 to 30 schemes per year as efficiently as possible, the Road Safety Community Fund will be delivered in geographical areas as detailed below:

- *Year 1 – King's Lynn & West Norfolk;*
- *Year 2 – North Norfolk, Broadland & Gt Yarmouth;*
- *Year 3 – South Norfolk & Breckland;*
- *Year 4 – Norwich & other subsequent requests.*

I'm keen to ensure communities in Mundesley division benefit from this scheme as much as possible. Any applications from us will need to be made next year not this year but if you think there is a scheme that could benefit from this funding in your Parish please let me know so we can start working on it.

Fund to support green projects

I am sure you will remember(!) that last year I proposed that the County Council introduce a Dragon's Den style prize fund to support environmental projects. I was promised then

that the Council would bring forward its own scheme and I guess this is it. Announced this week in a press release. I will keep you posted on further details when we have them:

A £70,000 online crowd funding scheme, to support environmental and community projects, is set to be launched by the county council. Crowd Fund Norfolk would enable communities to bid for the council to fund half the cost of a local environmental scheme, with the community raising the remainder. The maximum grant would be £15,000.

The first phase, focusing on tree planting and supporting our nationally important windmill heritage, also supports the council's commitment to plant one million trees, in line with our environmental policy and Norfolk's 25 Year environment plan.

A report to the council's cabinet says: "There is potential for this platform to boost community engagement by supporting community-driven projects benefitting local areas. A wide section of the community can be engaged through the crowdfunding process and the engagement enables significant financial contributions to be raised from the community for projects that matter most to them.

The report says the £70,000 could attract up to three times that amount in match funding from the community and other sources. The council's cabinet will consider the report when it meets at 10am on Monday, 4th October.

Flooding

At the September meeting of the council's Cabinet, they agreed the allocation of a £1.5 million Flood Reserve Fund **to support urgent works, repairs and to enable recommendations from flood investigation reports.** Plans include £695k for additional highway and ditch maintenance and £365k for drainage asset improvements. This funding will be used for work on the 285,864 metres of drainage grips and 31,037 metres of kerb drains on Norfolk's highways, as well as operations to clear some of the county's 145,305 gullies that help drain rain water.

Also included in the allocation are the costs of setting up and maintaining the single phone number set up by the Norfolk Strategic Flooding Alliance (NSFA) to give Norfolk residents one point of contact to report flooding. To report flooding anywhere in the county simply call 0344 800 8013.

County Councillor Ed Maxfield – tel. 07449706215.

Email edward.maxfield@norfolk.gov.uk

DISTRICT COUNCILLOR'S REPORT
October 2021

Cabinet Approvals:

Cabinet approved the following items: To be included in the Norfolk Business Rates Pool: that the proposed 400 dwellings, sports pitches, and homes for the elderly, south of Cromer and west of the Norwich Road, (Land behind Pine Tree Farm) Northrepps be included in the emerging North Norfolk Plan: That an extra item of Hardship Fund be included in the Council Tax Collection: NNDC Procurement Strategy: NNDC Customer Services Strategy: To form an integrated People Services department: To use a surplus in the Housing Fund to purchase additional properties for Temporary Housing and finally pledged to proper and Armed Forces Covenant.

Full Council Decisions:

I had to send apologies as I was away.

Coastal Portfolio News:

I spent a week at the end of September in Dorset at the LGA Coastal SIG annual Field trip and AGM. Rob Goodliffe – Coastal Manager, is working on a zero based budget to cover next two years. I hope as many of you as possible were able to log into our inaugural Norfolk and Suffolk Coastal Conference. It was of interest to coastal dwellers and inland residents alike and I'm proud to say we had a special item for schools - not just to help them with their studies but also to promote Coastal Management and Engineering as a career. The link is still "live" and I can forward it to anyone who may have missed it.

Ward Issues:

Other than notice of new planning applications, I arranged for fly tipping to be removed from Carr Lane.

Cllr Angie Fitch-Tillett
Poppyland Ward, NNDC

Financial Matters:**Payments to be approved at Sept/Oct meeting:**

102307	Secret Gardens (Maintenance – Aug)	£ 185.00
102308	Dynamic Fireworks	£ 780.90
102309	PKF Littlejohn LLP – External Audit	£ 240.00
102310	IGPP – Training seminar	£ 238.80
102311	J Warner – Clerks Salary & Expenses (Aug)	£ 242.98
102312	Norfolk Pension Fund (Aug)	£ 83.21
102313	J Warner – Clerks salary & expenses (Sept)	£ 242.93
102314	Norfolk Pension Fund (Sept)	£ 83.21
102315	HMRC – Paye (July/Aug/Sept)	£ 162.60
102316	Secret Gardens – Maintenance (Sept)	£ 185.00
102317	VOID	£ 0.00
102318	T T Jones Electrical (Oct/Nov/Dec)	£ 28.20
102319	C J Mason – Tree works	£ 900.00

Direct debit payments:

11/08/2021	Eon – Street lighting for July	£ 42.99
31/08/2021	URM Glassbank for July	£ 37.20
12/09/2021	Eon – Street lighting for August	£ 42.99
21/09/2021	URM Glassbank for August	£ 37.20

Receipts since last meeting:

Allotment rent (BACS)	£ 21.25
Allotment rent (Cash & cheques)	£ 220.70
Interest on bank account	£ 0.12
Interest on bank account	£ 0.16

Financial Statement:

Reconciled balances as at 28/09/2021		
Community Account		£ 26212.82
Business Premium Account		£ 4780.24
Business Premium Account		<u>£ 6321.36</u>
		£ 37314.42
Less uncleared cheques	102241	£ 1.00
	102271	£ 100.00
	102308	<u>£ 780.90</u>
		£ 36432.52

NOTE: The signed copy is held with the accounts

NORTHREPPS PARISH COUNCIL

BANK RECONCILIATION FOR YEAR ENDED 28 SEPT 2021

	£
Balance as at April 1st 2021	<u>34522.47</u>
Total Receipts	10247.26
Less Total Payments	<u>8337.21</u>
Balance as at 28 Sept 2021	36432.52

These Cumulative funds are represented by:

Northrepps P. C. Community Account	26212.82
N.P.C. Business Premium Account	4780.24
N.P.C. Business Prem Account	<u>6321.36</u>
	<u>37314.42</u>
Less unrepresented cheques & pending DDs:	
Cheque 102241	1.00
Cheque 102271	100.00
Cheque 102308	<u>780.90</u>
	36432.52

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