

Minutes of the Meeting of Northrepps Parish Council held on 07 February 2023 at 19.00 at Northrepps Village Hall

Present:

Chairman Cllr. A. Mackay, Vice Chairman Cllr. L. Fish,
Cllr. V. Callaghan, Cllr. E. Redmond, Cllr. M. Renaud, Cllr. G. Smith.

District Cllr. Fitch Tillett to item 7 incl.
County Cllr. E. Maxfield to item 7 incl.

Clerk Mrs J. Warner

7 members of the public

Prior to the start of the meeting, the Chairman congratulated the Northrepps Branch of the Royal British Legion on their fundraising award.

1. Minutes of the Parish Council Meeting held on 13 December 2022

It was **AGREED** that the minutes of the Parish Council meeting held on 13 December 2022 be **APPROVED** as a true record. The minutes were signed by the Chairman.

2. Apologies for absence

Apologies for absence were accepted from Cllrs. Buxton and Millman

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

There were none.

4. Public Participation

*It was **agreed** to move the footpath items to this point in the meeting and to permit the members of the public to participate.*

5. Footpaths and Public Rights of Way

5.1 Track behind The Rectory

Members were in receipt of an email from NCC in respect of a modification application for a Byway Open to All Traffic and also correspondence from a local land owner. Further comments were received in person at the meeting from two land owners and confirmed via a printed copy of a letter which was passed to the Clerk. Following discussion it was **agreed** that whilst members support the use of this track by walkers and horse riders, they raise strong concerns and objections to the track being opened to traffic. Members **agreed** to support the comments made by the local landowners. It was also noted that around 30 years ago numerous oak trees were planted along this area which would have to be removed should the track be opened to traffic.

Members also raised the question as to why there is no fee charged for these applications.

5.2 **Footpaths FP6 and FP11**

Members were in receipt of an email from NCC in respect of an application to upgrade these footpaths to Restricted Byways. Following discussion, it was **agreed** to respond to advise that whilst these footpaths are regularly used by walkers, members would not wish to see them opened up to other forms of traffic.

5.3 **Closure of cut through from New Road to Church Street**

It was noted that this land is in private ownership and that the owners wish to close it. The Parish Council is in receipt of the Land Registry Map and copies of maps which show that the cut through is on private land and is not a Public Right of Way.

The Clerk advised that whilst the Parish Council have carried out occasional maintenance of the cut through for many years, research indicates that when the new village hall was built, the Parish Council released the land back to the previous landowner.

The Clerk advised on the process to apply to register the cut through as a Public Right of Way which it could take 2-3 years. If successful, NCC would not take on maintenance thus the Parish Council would be responsible for keeping the PRoW in a good state of repair.

Following discussion, it was **agreed** that the landowners have the right to close the cut through and the Parish Council will withdraw the current maintenance with immediate effect. There was one abstention to the vote.

The members of the public were thanked for their time and left the meeting.

6. **Police matters**

6.1 **Police Newsletters** – Any newsletters were circulated and noted.

6.2 **Other police matters**

There were no other matters to report.

7. **District Council and County Council**

7.1 **County and District Councillor Reports.**

Cllr. Fitch Tillett advised that she had no formal report to make this month as she has been on leave. It was noted that she will be voting against any rise in the NNDC element of the Council Tax. It was noted that the Coastal Adaption consultation email had been circulated and Cllr. Fitch Tillett confirmed that it will not affect Northrepps.

Cllr. Fitch Tillett left the meeting.

Cllr. Maxfield had circulated information in respect of the Rural Business Awards and the Coastal Adaption Planning Document which were noted. Members were also in receipt of the agenda pack for the cabinet meeting which included a report on the mobile library service. One unused stop will be removed in Northrepps. Cllr. Maxfield also provided an update on recent OFSTED inspections.

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

20 minute cities – It was noted that Cllr. Maxfield has been contacted by two people in respect of 20 minute cities. These objections have been forwarded to the appropriate County Councillor for a response.

Cllr. Maxfield left the meeting.

8. Planning

8.1 **Planning Applications and decisions**

Planning applications for consideration

There were none.

Planning applications considered under planning protocol

There were none.

8.2 **Updates on live planning applications**

There were none.

8.3 **Broadgate Close Exception Housing Scheme**

Public Right of Way - It was noted that the signage is now in place and there have been no further problems with the PRoW through the compound.

Street Lighting - Members were in receipt of an email from NCC asking whether the Parish Council would require street lighting on the site. Members stressed the need to protect the dark skies and **agreed** that if any street lighting is required there should be no more than two street lights which should be LED and solar powered.

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

There were no other matters to report.

9. Highways & Transportation

9.1 **Traffic Regulation Orders**

Any traffic orders had been circulated to members.

9.2 **Public Rights of Way**

Refer item 5 above.

9.3 **Closure of path**

Refer item 5 above.

- 9.4 **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 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 December 2022

Members were in receipt of the Bank Reconciliation which was **approved** and then signed by the Chairman and by the Clerk as Responsible Finance Officer.

10.4 Councillor emails

It was noted that Norfolk ALC are trialling .gov emails for some councils which will be developed further later in the year. The Clerk advised that .gov emails are more secure and would separate council business from private emails.

10.5 Grant applications

Members were in receipt of grant applications which were considered and agreed. The Clerk will draft the letters and draw up the cheques for signing at the March meeting.

NOTE: Following the meeting an error in the figures was noted thus this will be further considered at the March meeting.

10.6 Resignation of councillor

Members were sad to receive the resignation of Cllr. Penlington. It was agreed to write to Ms. Penlington to thank her for all her hard work whilst on the Parish Council. It was noted that NNDC have been informed and that as the Parish Council elections are in May there is no need to fill this vacancy.

10.7 Any other financial and regulatory matters (for information only)

Parish Council Budget and Precept – Members were in receipt of an email from NNDC advising that the tax base for 2023/24 had been miscalculated. This means that the amount due via the Parish Council element of the Council Tax will be higher than anticipated.

A press release has been prepared to explain why the increase in the Parish Council element of the Council Tax is so high. This will be posted

on social media and on the Parish Council notice boards at the beginning of March.

11. Playing Field & Allotments

11.1 Grounds Maintenance, Repairs & RoSPA Inspection

Repairs and inspections

Secret Gardens has replaced the rubber matting under the giro spiral. Cllr. Mackay is yet to paint the springers.

Barrier to playing field – It was noted that the contractor is yet to carry out the works. A copy of his public liability insurance is awaited.

Debris from Bonfire Night - it was noted that this has still not been cleared.

11.2 Parish Noticeboards

This item is carried forward to the next meeting for an update.

11.3 Allotment matter

It was **agreed** to allow an allotment tenant to plant dwarf fruit trees provided long the growth is kept in check. A request to remove a small oak tree will be considered once more detail is known and this will be referred to the tree officer at NNDC.

11.4 Other playing field and allotment matters (for information only)

Vehicles on playing field – It was noted that all allotment holders had been reminded not to drive across the football pitches and to park on the car park unless it is absolutely necessary to take their vehicle across. If there are further issues with vehicles, members may consider changing the lock and stopping all access to vehicles.

12. Correspondence and other matters

12.1 CPR & Defibrillator training

This item will be removed from the agenda until a date can be sorted. The Clerk will post an online defib training link on the village facebook page.

12.2 Coronation of King Charles III

It was noted that the Village Hall has provisionally been booked for Sunday 07 May 2023. The Clerk has circulated various information sheets including those from the Parish Council insurers and from the Government. The Clerk confirmed that Parish Council budget for coronation celebrations is £1000.

The Chairman advised that various community groups have indicated that they would like to be involved in arranging the event and he will arrange a meeting of the working group. The Clerk advised that she would like to be included

and is willing to help write the risk assessments and event management plan. It was suggested that consideration is given to presenting a commemorative mug to the pupils at the village school. The Clerk will obtain costs.

12.3 Correspondence received since 13 December 2022 (circulated)

Norfolk ALC & Wellbeing	Newsletters
Norfolk County Council	Nplaw – legal advice for councils
NNDC	Town and Parish Council Forum
Norfolk & Waveney MIND	Introduction
Community Action Norfolk	Newsletters
Hornsea3	Consultation and community fund

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)

There were no other matters to report.

14. To note the date of the next meeting: 19:00 on 07 March 2023
Due to the Parish Council elections, the May meeting will be moved to Tuesday 09 May 2023.

There being no further business, the Chairman closed the meeting at 20:45

Signed

Dated.....

Financial Matters:**Payments made since last meeting**

102458	Secret Gardens – Maintenance (Dec) & repairs	£ 535.00
102459	Clerk's Salary & Expenses (Dec)	£ 263.32
102460	Norfolk Pension Fund (Dec)	£ 92.57
102461	HMRC – Paye	£ 202.40
102462	St Mary's Church – GPOC	£ 1250.00
102463	Community Heartbeat Trust – Defib support	£ 162.00
102464	T T Jones Electrical – Street light Maintenance	£ 126.74
102465	Shred Station – Confidential waste	£ 3.60
102466	Northrepps Village Hall – hire of hall	£ 200.00
102467	Secret Gardens – Maintenance (Jan)	£ 185.00
102468	Clerks Expenses – Printer ink	£ 85.00
102469	Clerks Salary & Expenses (Jan)	£ 263.12
102470	Norfolk Pension Fund (Jan)	£ 92.57

Direct debit payments:

17/12/22	NPower Street Light Electricity	£ 19.30
17/01/23	NPower Street Light Electricity	£ 48.74

Receipts since last meeting:

Interest on bank accounts	£ 6.20
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Financial Statement:

Reconciled balances as at 28/01/2023	
Community Account	£30186.54
Business Premium Account	£ 6327.64
Business Premium Account	<u>£ 4784.98</u>
	£41299.16
Less cheques issued but not banked	<u>£ 100.00</u>
Balance	£41199.16

Signed
Chairman *Responsible Financial Officer*

Dated

NOTE: Original copy signed and filed in the accounts.

NORTHREPPS PARISH COUNCIL

Bank reconciliation for quarter ended 28 December 2022

	£
Balance as at 01 April 2022	<u>36484.98</u>
Total Receipts	30393.17
Less Total Payments	<u>24536.96</u>
Balance as at 28 December 2022	<u>42341.19</u>

These Cumulative funds are represented by:

Northrepps P. C. Community Account	31428.57
Business Premium Account	4784.98
Business Premium Account	<u>6327.64</u>
	42541.19
Less outstanding cheques:	
2 x household support grants	200.00-
Reconciled balance at bank	42341.19

Signed.....
Chairman

Signed.....
Responsible Financial Officer

Date.....

Date.....

Note: Original copy signed and filed in the accounts