

## **Minutes of the Annual Meeting of Northrepps Parish Council held on 09 May 2023 at 19.15 at Northrepps Village Hall**

### Present:

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

District Cllr. Fitch Tillett to item 14 incl.

Clerk Mrs J. Warner

Prior to the meeting, members signed their Declaration of Acceptance of Office which were witnessed by the Clerk. Members were reminded to complete their Register of Interest forms online.

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

Cllr. Mackay was elected Chairman and signed the Declaration of Acceptance of Office.

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

Cllr. Fish was elected Vice Chairman and signed the Declaration of Acceptance of Office.

### **3. Minutes of the Parish Council Meeting held on 04 April 2023**

It was **AGREED** that the minutes of the Parish Council meeting held on 04 April 2023 be **APPROVED** as a true record. The minutes were signed by the Chairman.

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

There were no apologies for absence.  
County Cllr. Maxfield arrived after the meeting had ended due to his attendance at another meeting first.

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

There were none.

### **6. Councillor responsibilities**

It was **agreed** to continue with the same responsibilities and review these after the vacancies have been filled by co-option.

### **7. Appointment of Cheque Signatories**

It was **agreed** to appoint Cllrs. Fish, Mackay and Renaud as cheque signatories. Cllr. Mackay will arrange the necessary paperwork with Barclays and will also remove former Cllr. Penlington from the cheque signatories.

## **8. To appoint Councillor to review Financial Control Procedures**

It was **agreed** that Cllr. Millman will liaise with the Clerk to review the Financial Control Procedures including the Financial Regulations and Risk Assessment.

## **9. To appoint Internal Auditor**

It was **agreed** to appoint Diana Dann as Internal Auditor for the forthcoming council year.

## **10. To consider adoption of General Power of Competence**

It was **agreed** to adopt the General Power of Competence.

## **11. Vacancies on Council**

It was noted that following the uncontested election there are two vacancies on the Parish Council. The vacancies can be advertised for co-option after 35 days.

## **12. Public Participation**

There were no members of the public present.

## **13. Police matters**

### **13.1 Police Newsletters**

Any newsletters were circulated and noted.

### **13.2 Other police matters**

There were no matters to report.

## **14. District Council and County Council**

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

Due to the pre-election period, there were no updates to report.

*Cllr. Fitch Tillett left the meeting.*

### **14.2 Site Visit re Flooding**

There was no update.

### **14.3 Traffic collisions on Norwich Road**

There was no update to report.

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

Speed limit on Crossdale Street - Members raised concern in respect of the volume of traffic on Crossdale Street and Norwich Road which is increasing due to more housing and visitors and making it difficult to exit

New Road and Carr Lane. It was **agreed** to instruct the Clerk to contact Cllr. Maxfield and the Highways Engineer to request that the speed limit is reduced to 40mph to lessen the chance of future collisions. It was felt that most drivers adhere to the current speed limit.

Cars for Sale on junction of New Road and Crossdale Street – Concern was raised at cars for sale on the verge which is also obstructing the contractor from cutting the verge. It was **agreed** to instruct the Clerk to contact Cllr. Maxfield and the Highways Engineer for guidance.

## 15. Planning

### 15.1 Planning Applications and decisions

Planning applications for consideration

PF/23/0769 – Wayland, Craft Lane  
It was **agreed** to raise no objections.

Planning applications considered under planning protocol

There were none.

### 15.2 Updates on live planning applications

There were no updates to report.

### 15.3 Other Planning Matters (for information only)

There were no other matters to report.

## 16. Highways & Transportation

### 16.1 Traffic Regulation Orders

Any traffic orders had been circulated to members.

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

Potholes – It was noted that the potholes on Larners Hill had been marked but are yet to be filled and the markings have worn away.

## 17. Finance & Regulatory Matters

### 17.1 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).

### 17.2 Actuals Against Budget

Members were in receipt of the monthly budget sheets which were noted.

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

Internal Audit – Members were in receipt of the preliminary report from the Internal Auditor which had raised no issues for concern and only two advisories for consideration at the next meeting. The Summary of Accounts, Annual Governance Statement and Annual Return will be circulated for consideration at the June meeting.

Tree Inspection – It was agreed to appoint David Gillett to carry out the tree inspection.

**18. Playing Field & Allotments**

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

Repairs and inspections

Cllr. Mackay is yet to paint the springers.

Barrier to playing field – It was noted that the works are complete.

Fence surrounding playground and bark retaining boards – The contractor is yet to repair these.

18.2 **Parish Noticeboard near The Foundry PH**

Refurbishment will be progressed at the earliest opportunity.

18.3 **Self sown oak tree**

It was noted that Trunch Parish Council are interested in having the self sown oak tree. The Clerk will pursue this.

18.4 **Rospa Inspection**

An email advising of the forthcoming inspection was noted.

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

Armed Forces Day – It was agreed to waive the booking fee for the event. Cllr. Fish advised that there will be several stall holders present. The Clerk advised that they will each need to have public liability insurance and provide a risk assessment. The Clerk is happy to assist with the risk assessments if required.

**19. Coronation of King Charles III**

It was noted that the Coronation Celebrations went very well and were enjoyed by those who attended. It was **agreed** that the surplus mugs will be sold at cost and that some will be gifted to community stalwarts. It was **agreed** to pay The Foundry PH for setting up and manning the bar. It was **agreed** to gift the surplus tablecloths and flags to the RBL for Armed Forces Day.

**20. Correspondence**

20.1 **Correspondence received since 04April 2023** (circulated)

Norfolk ALC & Wellbeing

Newsletters & Legal update

Community Action Norfolk

Newsletters

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

**21. 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.

**22. To note the date of the next meeting:** 19:00 on 06 June 2023

There being no further business, the Chairman closed the meeting

Signed .....

Dated.....

**Financial Matters:****Payments to be considered at May meeting:**

102487	NNDC – TEN Application for coronation event	£ 21.00
102488	Secret Gardens – Maintenance (Apr)	£ 200.00
102489	N. Village Hall – Contribution to barrier repairs	£ 1336.00
102490	Norfolk ALC – Annual Subscription	£ 339.75
102491	A J Gallagher Ins brokers – Insurance	£ 1135.02
102492	Clerks Salary & Expenses (Apr)	£ 275.32
	Includes Postage stamps £12.00	
102493	Norfolk Pension Fund (Apr)	£ 91.00
102494	Reimbursement of printing costs for coronation fliers	£ 48.17

**Direct debit payments:**

19/04/23	NPower Street Light Electricity (for March	£ 45.36
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**Receipts since last meeting:**

06/04/23	HMRC - Reclaimed VAT	£ 1186.18
28/04/23	NNDC – Precept for half year	£ 9338.00

**Financial Statement:**

Reconciled balances as at 28/04/2023	
Community Account	£36315.38
Business Premium Account	£ 6335.49
Business Premium Account	<u>£ 4790.92</u>
	£47441.79
Less cheques issued but not banked	<u>£ 320.00</u>
Balance	£47121.79

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

Dated .....  
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