

Minutes of the Meeting of Northrepps Parish Council held on 05 September 2023 at 19.00 at Northrepps Village Hall

Present:

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

Clerk Mrs J. Warner

District Cllr. A. Fitch Tillett to item 6 incl.
Duncan Baker MP joined the meeting remotely for item 6

1. Minutes of the Parish Council Meeting held on 04 July 2023

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

2. Apologies for absence

Apologies were noted from County Cllr. Maxfield.
Cllr. Redmond's apologies were received after the meeting.

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

There were none.

4. Public Participation

There were none

5. Police matters

5.1 Police Newsletters

Any newsletters were circulated and noted.

5.2 Community Speedwatch

It was noted that Norfolk Constabulary are promoting the setting up of Community Speedwatch groups. It was **agreed** to ask on social media for volunteers to come forward to coordinate this for the parish.

5.3 Other police matters

There were no matters to report.

6. District Council and County Council

Duncan Baker MP joined the meeting for item 6

6.1 County and District Councillor Reports.

Refer appendix for written reports which were circulated to members prior to the meeting.

Questions and updates from previous meetings:

Flooding

Meeting arranged to take place on 13 Sept at Templewood.

Road safety on Norwich Road

There was no update. County Cllrs. Maxfield and Adams are yet to meet. Members continue to ask that the speed limit is reduced to 40mph especially with the new developments in North Walsham. It was suggested that a mini roundabout at the New Road junction is considered.

The Clerk was asked to contact NCC Highways to ask that the overgrowth at the Carr Lane junction is cut back. The Clerk was also asked to request that the quiet lane signs are removed as some pedestrians think that vehicles should not use these roads.

Speeding traffic on Rural Roads

Duncan Baker MP was welcomed and he advised that during his summer visits to parishes, speeding was the number one concern in every village. A letter is to be sent to all parishes inviting residents to attend a public meeting on 29 September. Representatives from the police and NCC Highways will also be invited to attend.

Mr Baker questioned why Community Speedwatch volunteers cannot be given the power to issue penalty points.

It was suggested that a walking/cycle route from Northrepps to Cromer be established. Mr Baker suggested that Cllr. Smith refers this to Cllr. Maxfield and the Active Transport Project.

Benjamin Court

Duncan Baker MP gave an update in respect of the recent public meeting held in Cromer. He stressed that there is some merit in the proposal as there is medical evidence that with care and support people get better at home. With the other reablement units and nurses and carers visiting people in their homes, Social Services feel there is enough support in place.

The closure cannot be stopped but it was stressed that we do not want to lose the building which could be used for relevant healthcare and support services such as dementia and stroke. Carers are being recruited.

Members felt that with the advance of A.I., people are increasingly feeling more isolated.

Recycling Centres – DIY Waste

Members were in receipt of an email from Cllr. Maxfield, the contents of which were noted.

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

There were no other matters.

Duncan Baker MP and Cllr. Fitch Tillett left the meeting.

7. Planning

7.1 Planning Applications and decisions

Planning applications for consideration

PF/23/1392 – Cherry Tree Cottage, Bulls Row
No objections

Planning applications considered under planning protocol

There were none.

7.2 Updates on live planning applications

There were no updates to report.

7.3 Off-site footpath at Broadgate Close development

It was noted that NCC Highways have asked that the proposed footpath be made wider. Members **agreed** that they did not want to see a wide urban footpath and were concerned that it could encourage motorbikes. They would prefer to see an unsurfaced country footpath no wider than that originally proposed and definitely no lighting.

7.4 S106 monies from Broadgate Close Development

It was noted that Dist. Cllr. Fitch Tillett has referred this to the planning officer. To date there has been no response.

7.5 Inconsiderate parking

Cllr. Fish advised that numerous residents have raised concern re inconsiderate parking in the village especially on Bulls Row. It was **agreed** to invite P.C. Mezzetti to a parish council meeting to advise if anything can be done to address this.

7.6 Other Planning Matters (for information only)

There were no other matters to report.

8. Highways & Transportation

8.1 Traffic Regulation Orders

Any traffic orders had been circulated to members and were noted.

8.2 Modification Order for FP11

The order was circulated to members and noted.

8.3 Parish Partnership Scheme 2024/25

Members were in receipt of the letter. No projects were proposed.

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

Highway Rangers – The next visit was noted.

Speed Sign on Norwich Road – It was noted that this is now working.

9. Finance & Regulatory Matters

9.1 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).

9.2 Actuals Against Budget

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

9.3 Replacement Dog Waste Bin

It was **agreed** to pay NNDC for the replacement bin. NNDC will cover the cost of installation.

9.4 Annual Street Light Inspection

Members were in receipt of the quotation from T T Jones Electrical for the annual inspection and certification which was approved.

9.5 Review of policies

Members were in receipt of the following policies which were reviewed and no changes made:

- Complaints Procedure
- Environmental Policy
- Equal Opportunities Policy
- Safeguarding Policy
- Training Policy
- Council Privacy Notice
- Retention and disposal policy
- Management of transferable data policy

The Financial risk assessment documents will be combined and considered at a future meeting

9.6 **Co-option of members onto the council**

Two expressions of interest have been received. This will be advertised on social media again and all applications considered at the next meeting.

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

Norfolk ALC Conference – It was **agreed** to pay for the clerk to attend.

10. Playing Field & Allotments

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

Repairs and inspections

Cllr. Mackay is yet to paint the springers. The bonfire debris has not been cleared.

Concern was raised re the amount of litter on the playing field. It was suggested that this is from the youths who hang out at the playing field late into the evening. It was **agreed** to discuss this with P.C. Mezzetti. There had been suggestions that the litter was from CYFC but members felt that this was not the case. CYFC will be asked to chain up the goalposts.

It was noted that the Village Hall Committee are to install a CCTV system.

10.2 **Parish Noticeboards**

It was noted that the works to the notice board on Church Street are complete. The notice board near the village sign still needs to be repaired.

10.3 **Self sown oak tree**

It was **agreed** to ask the tree surgeon to remove this.

10.4 **Rospa Inspection**

Members were in receipt of the inspection report the contents of which were noted. The Clerk read out a list of the actions required. It was suggested by members that as the issues identified were low risk, they could just be monitored for now. This was **agreed**.

The Chairman will paint the springers (see 10.1 above) and tighten the bolts.

The Clerk will get a quotation for play bark to top up the surface under the main fall areas.

10.5 **Asset Inspection**

It was noted that the village sign is looser. The Clerk stressed that this needs to be checked as a matter of urgency. The Chairman will ask the person who made the sign to inspect it.

No quotations have been received for the cleaning of the bus shelters. Quotations will continue to be sought.

10.6 **Hedge outside Village Hall**

It was noted that the Village Hall Committee may help fund the cost of reducing the height of the hedge. A decision is awaited.

10.7 **Parish Council Maintained Gardens**

The Clerk raised concern that the Village Trust wanted to arrange the works to strip out the beds and stressed that public liability and a risk assessment would be required. It was **agreed** to ask Mr Youngman for a formal quotation for the works.

10.8 **Defibrillator**

It was noted that the defibrillator was not repairable. It was **agreed** to instruct the Clerk to obtain a quotation for a replacement defibrillator and cabinet at The Foundry PH. The Clerk will also register for grant funding.

The Village Hall Committee will make their own arrangements for a defibrillator at the Village Hall.

10.9 **Dogs being exercised on Playing Field**

There was no further update.

10.10 **Request to use playing field for under 4s football sessions**

It was **agreed** to offer the use of the playing field for an hour a week at no cost for a 6 month trial period. This is subject to receipt of satisfactory risk assessments, public liability, safeguarding policy etc. The hirer will separately need to contact the Village Hall committee if they wish to use the W.C.s. This will be reviewed in the spring.

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

Armed Forces Day – It was **agreed** to waive the booking fee for the 2024 event.

CYFC – It was noted that a list of the fixtures to the end of the 2023 have been received. The dates for the remainder of the season are awaited.

11. Correspondence and other matters

11.1 Bonfire Night Event

It was noted that due to the insurance restrictions on distances between the bonfire and the display, it would no longer be possible to have a bonfire. The Clerk will update the risk assessment and forward it to the insurer and the Safety Advisory Group. The Chairman advised that a local paramedic will again provide first aid cover at the event. The Clerk asked for details of the people setting off the display so that the risk assessment etc can be sent to them. They also need to accept in writing the firework manufacturers instructions. People trained in use of fire extinguishers need to be present. The signed risk assessment from the 2023 event is still awaited.

11.2 Motorhomes on Village Hall Car Park

It was noted that this is being discussed by the Village Hall Committee and signage has been erected.

11.3 Micro-power cuts

It was noted that the village and nearby parishes are suffering daily micro-power cuts. This will continue to be monitored and residents encouraged to report these to UKPN.

11.4 Correspondence received since 04 July 2023 (circulated)

Norfolk ALC & Wellbeing	Newsletters
NNDC	Parish Council engagement forum
Community Action Norfolk	Newsletters
Norfolk Playing Fields Assoc	Appeal for trustees

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

12. 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.

13. To note the date of the next meeting: 19:00 on 03 October 2023

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

It was **AGREED** that in view of the nature of the matters to be discussed that the public and press be excluded from the meeting.

15. Allotment Tenancy Matters

It was noted that two plots have been vacated. One was vacated almost a year ago but the termination notice from the tenant never reached the Clerk. Thus it was **agreed** to clear this plot before reallocating it. The other is to be strimmed by the outgoing tenant by the end of September.

16. Quotations for Tree works

Three quotations were received for the works identified by Mr Gillett. It was **agreed** to accept the quotation from C.J. Tree Services.

There being no further business, the Chairman closed the meeting at 21:15

Signed

Dated.....

District Councillor's Report

September 2023

I regret I have very little to report as there were no meetings at Council during August. Also, I took the usual opportunity to take a break.

However, the usual programme of meetings re-started yesterday (4th September) with a meeting of Cabinet. This was joined by a member of Broadland District Council stressing the concern in respect of no real attention being paid to traffic management should the proposed large developments for North Walsham be accepted.

Several difficult decisions were deferred, the most worrying being the condition of The Rocket House in Cromer. This is putting the Henry Blogg Museum at risk.

There is a prediction again that at the end of the financial year the Council finances will show an overspend.

The good news is that the additional funding for the Cromer and Mundesley Coast Protection Scheme was approved as was the Coastal Supplementary Planning Document (giving strength to development conditions in or near to the coastal erosion zone)

Cllr Angie Fitch-Tillett

Poppyland Ward NNDC

County Councillor's report August/September 2023

Road safety in North Norfolk

Hopefully you will have seen the email I circulated that I sent to Duncan Baker MP about road safety in North Norfolk (if not, you can read it here: <https://edmaxfield.org.uk/2023/08/20/road-safety-in-north-norfolk-my-letter-to-duncan-baker-mp/>)

Following the fatality in Swafield I have written to the Parish Council asking what measures they see as a priority, and to the Police and the County Council asking what steps they will be taking to review road safety through the village. Various suggestions have been made by local residents and I will make sure they are all considered.

Unadopted roads

I'm sometimes asked about repairs to 'unadopted roads': roads that are not legally part of the Highway but are privately owned and so are not maintained by the County Council. There are a fair few of these around the area and I know many of them are in a right old state. I asked the County Council Highways team for some clarity around the rules they follow about repairs.

Their starting-point is the Traffic Asset Management Plan (TAMP). It is long and quite technical but it is discussed and agreed by the County Council cabinet. You can read it here (a Google search on Norfolk County Council TAMP will take you to it too): <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/roads-and-travel-policies/transport-asset-management-plan>

Some private roads are also Public Rights of Way for non-motorised transport (walking, horses etc). The County Council has a legal duty to maintain those so that they are passable on foot on a horse. That doesn't mean they have a duty to fill in all the potholes and make it passable for cars etc.

Highway maintenance on public rights of way is mainly covered by the following legislation which include a range of powers and duties, predominantly linked to adopted highways:

Countryside Act 1968 s 27; Duty to maintain signs:

<http://www.legislation.gov.uk/ukpga/1968/41/section/27>

Highways Act 1980 [amended by the Rights of Way 1990 and Countryside and Rights of Way Act 2000]: <http://www.legislation.gov.uk/ukpga/1980/66>

- ☐ section 41; our duty to maintain highways maintainable at public expense
- ☐ section 51; removal of common law obligation to maintain a highway by reason of enclosure - consent to enclosure received from highway authority
- ☐ section 130; our duty to assert and protect rights of the public

The local Highways manager tells me: "I don't believe that any of the above mean we can instruct householders to maintain an unadopted road at their expense."

Water Management

At the last meeting of Mundesley Parish Council I was asked what Norfolk County Council could do to get Anglian Water to improve its record on sewage discharge. In the spring, part of Mundesley beach had to be closed because of discharges following a [burst pipe](#). We have since had a 'don't swim' warning at Mundesley after another discharge.

The District Council (not the County Council) is the lead authority on environmental health and on coastal management, and the water companies don't have to answer to local politicians as they are privately owned and are regulated by Parliament. But we can still raise issues with them and bring some pressure to bear. This is a summary of the exchange I had with the council officer in charge of waste and water management at County Hall and the information I sent to the Parish Council:

Anglian Water were recently 'examined' at Scrutiny Committee at County Hall. Scrutiny's job is to examine the performance of public services in some depth. While we normally focus on County Council-run services we do sometimes call in external bodies such as AW. If you are keen, you can watch a recording of the session online here: [Scrutiny Committee – 22nd March 2023 – YouTube](#). The AW session starts about 10 minutes in.

THE RIVER MUN: At the Scrutiny meeting I mentioned the work done at Frogshall to provide ecological solutions to cleaning the River Mun. It's relevant because the owner's treatment pond system lies just downstream from the AW plant at Northrepps and by cleaning the river it helps to reduce the damage caused by any flooding (as well as improving the quality of the river itself). I was also told recently that a group of 14 farmers have come together to work on improving the quality of the river. Henry Cator, the new chair of the Norfolk Strategic Flooding Alliance, has accepted my invitation to visit Frogshall to look at the project himself.

IMPLEMENTING SCHEDULE 3: This featured a lot in the Scrutiny Committee discussion. It is a change in the law that would increase the importance of water management in the planning process (I found this summary helpful: [Understanding Schedule 3 of the Flood and Water Management Act 2010 | GeoSmart Information](#)). Councillors and residents could, if they wish, write to Duncan Baker MP to urge the government to get a move on in making this long-promised change.

The Rivers Trust maintain a website that records information which can be used in pressing AW to take action: [Raw sewage in our rivers | The Rivers Trust](#), and Anglian Water also publishes its own data: <https://www.anglianwater.co.uk/services/sewers-and-drains/storm-overflows/>

So the County Council can bring pressure to bear by calling AW back into Scrutiny. It can work with others, like the District Council, to push for action. And the council officer in charge of waste and water management has also pointed out to me that the Regional Flood and Coastal Committee has an environment sub-group, and that if we want to make points to the RFCC that could be done through our County Council representatives.

Closure of rail ticket offices

The consultation on Greater Anglia's plans to close ticket enquiry offices has been extended to 1 September but I thought anyone concerned might be interested to read what the County Council said about it. This is from the Council's press release:

Cabinet member for highways, transport and infrastructure, Councillor Graham Plant, said: "The county council cannot support Greater Anglia's proposals to replace station ticket offices with roving staff.

"I am concerned that these changes could affect the most vulnerable people in society, who rely on ticket office staff to help them and could struggle to use ticket machines.

"Our rail prospectus was informed by consultation, which indicated that, for many people, the absence of station staff and ticket offices acted as a barrier to using the railway.

"It is unacceptable that this consultation is being rushed through in 21 days, without evidence of the demographics of users at individual stations and how potential negative impacts would be mitigated." (the consultation has since been extended).

The County Council's Rail Prospectus is supposed to have been updated but that process has stalled. I keep asking about it in the hope they will finally get on with it and I will report back to you when it is completed.

County Councillor Ed Maxfield

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

102506	Allotment lease	£	50.00
102507	T T Jones – Street Light maintenance	£	30.74
102508	Dynamic Fireworks	£	785.20
102509	Westcotec Ltd – SAM2 Battery	£	100.80
102510	Playsafety Ltd – Rospa Inspection	£	106.80
102511	Secret Gardens – Maintenance (July)	£	200.00
102512	J Warner – Salary & Expenses (July)	£	263.12
102513	Norfolk Pension Fund (July)	£	91.00
102514	Secret Gardens – Maintenance (Aug)	£	200.00
102515	J Warner – Salary & Expenses (Aug)	£	287.32
102516	Norfolk Pension Fund (Aug)	£	91.00

Direct debit payments:

12/07/23	ICO – Data Protection Registration	£	35.00
17/07/23	NPower Street Light Electricity (for June)	£	51.95
17/08/23	NPower Street Light Electricity (for July)	£	53.10

Receipts since last meeting:

NCC Verge Cutting	£	108.11
Allotment rents	£	65.00

Financial Statement:

Reconciled balances as at 28/08/2023

Community Account	£	8783.37
Business Premium Account	£	26348.70
Business Premium Account	£	<u>4800.91</u>
		£39932.98

Less cheques issued but not banked

102506	£	50.00
102481	£	20.00
102419	£	100.00

Balance	£39762.98
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Signed	
Chairman	Responsible Financial Officer

Dated	
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