

Minutes of the Meeting of Northrepps Parish Council held on 03 October 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. G. Smith

Clerk Mrs J. Warner

District Cllr. A. Fitch Tillett to item 6 incl.

Prior to the meeting, the Chairman voiced thanks to Colin Phillips and everyone involved in the recent 'Ride Northrepps' event.

1. Minutes of the Parish Council Meeting held on 05 September 2023

It was **AGREED** that the minutes of the Parish Council meeting held on 05 September 2023 be **APPROVED** as a true record. The minutes were signed by the Chairman.

2. Apologies for absence

Apologies were accepted from Cllrs. Redmond and Renaud.

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 there had been no volunteers to help set up a Community Speedwatch and that the majority of comments on social media had been against it. Thus, it was **agreed** to not progress this.

5.3 Other police matters

As P.C. Mezzetti was unable to attend the meeting, he had suggested that any matters are raised at the next SNAP meeting. Cllr. Callaghan will attend the meeting and she will raise the issues of inconsiderate parking in the village and anti-social behaviour on the playing field.

6. District Council and County Council

6.1 County and District Councillor Reports.

Members were in receipt of the written report from Cllr. Fitch-Tillett (attached).

Questions and updates from previous meetings:

Flooding

It was noted that the site visit to Frogshall was very interesting. Those present learnt about the works undertaken to prevent flooding but also catch rainfall and keep the water clean. The project in Northrepps is now being used as an example for use elsewhere.

Road safety on Norwich Road/Crossdale Street

There was no update. County Cllrs. Maxfield and Adams are yet to meet.

Speeding traffic on Rural Roads

Cllrs. Millman and Redmond represented the Parish Council at the public meeting. The key point was that only the government can change the speed limits on rural roads. A speed limit change cost £5k and takes 18 months to implement. There are new SAM signs with speed cameras incorporated but these have not yet been introduced in Norfolk. The police may introduce motorbikes to use on speed checks in villages.

Quiet Lanes

The Clerk read a response from the Highways Engineer. It was **agreed** to instruct the Clerk to ask whether the Parish Council could remove the Quiet Lanes signs to reduce the confusion between pedestrians and drivers.

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

Shucks Lane – Cllr. Fitch Tillett was thanked for her hard work in getting the fallen branches cleared. It was noted that there are also fallen branches in the hedges near the Village Hall on New Road.

Cllr. Fitch Tillett left the meeting.

7. Planning

7.1 Planning Applications and decisions

Planning applications for consideration

There were none.

Planning applications considered under planning protocol

There were none.

7.2 **Updates on live planning applications**

There were no updates to report.

7.3 **North Walsham West Local Plan Development Brief**

This was circulated to members and noted. There were no comments.

7.4 **S106 monies from Broadgate Close Development**

It was noted that a response has been received from East Law outlining the procedure for claiming the S106 funding for the playing field. The Clerk will obtain further clarification.

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

Potholes – The Clerk was asked to again report the potholes on New Road

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 **Internal Control Report**

It was noted that Cllr. Callaghan had carried out the quarterly inspection and found no issues of concern.

9.4 **Review of Financial and Non Financial Risk Assessment**

Members were in receipt of the revised document which was **approved**.

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

It was **agreed** to co-opt Mr. William Hannant and Mr. Wayne Risebrow onto the Parish Council. The Clerk will arrange completion of the necessary paperwork.

9.6 **Conclusion of Audit**

Members were in receipt of the External Auditors Report and Certificate and it was noted that there were no matters of concern. The Notice of Conclusion of Audit and relevant paperwork has been posted on the village notice board and Parish Council website.

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

There were no other matters to report.

10. **Playing Field & Allotments**

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

Repairs and inspections

Refer 10.4 below.

10.2 **Parish Noticeboards**

It was noted that the door to the noticeboard is broken and has been removed. It was **agreed** that the door does not need to be replaced and that the rest of the board is stable and in reasonable condition. This item will be removed from the agenda.

10.3 **Self sown oak tree**

The tree surgeon will remove this when he carries out the other tree works.

10.4 **Rospa Inspection**

The springers are yet to be painted and the bolts need to be tightened. The Clerk will chase up the quote for the playbark. The Clerk advised that there are still items in the report which need to be monitored.

10.5 **Stability of Village Sign**

It was noted that the village sign has been inspected by the person who made it and he advised that it is secure and unlikely to fall.

10.6 **Cleaning of Bus Shelters**

It was **agreed** to accept a quotation from C P Cleaning Services to clean all four bus shelters at a cost of £240. It was **agreed** to consider including a budget for twice yearly cleans of the shelter when setting the Parish Council budget for 2024/5.

10.7 **Asset Inspection**

The Clerk will obtain quotations for the other items identified in the inspection report.

Maintenance of the phone box will be placed on the next agenda for an update from NVT.

10.8 **Hedge outside Village Hall**

It was noted that the Village Hall Committee have agreed to pay half the cost of reducing the height of the hedge as far as possible. The Clerk will obtain a fresh quotation.

10.9 **Parish Council Maintained Gardens**

It was noted that two parishioners have offered to clear the overgrown beds and barrel planters at no cost. The Parish Council insurers have provided a draft Volunteer policy, sign up and induction sheets and risk assessment which have been adapted as appropriate and circulated to members. It was **agreed** to adopt the policy and progress the works. Cllrs. Mackay and Smith will meet with Mr. Youngman and Mr. Risebow to complete the paperwork and risk assessment and set a date to clear the beds. A public meeting will be set up to recruit volunteer gardeners to plant up and maintain the beds.

10.10 **Defibrillator**

It was noted that the Clerk has applied for grant funding but it was felt that the defibrillator needed to be replaced as a matter of urgency. It was therefore **agreed** to accept a quotation from Community Heartbeat Trust for a Zoll3 defibrillator and heated cabinet to be installed outside The Foundry Arms PH.

10.11 **Tree works**

It was noted that the tree works are yet to be carried out.

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

There was no update to report. Confirmation is awaited from the person who wishes to set up the sessions.

10.13 **Cromer Youth FC use of Playing Field**

It was noted that the Village Hall Committee have received comments about the number of training sessions and have stressed that CYFC need to book the village hall too if they wish to use the car park and WCs. They are dealing directly with CYFC.

The Clerk advised that the club is now very successful and has grown considerably since they first hired the playing field and that the training sessions will move elsewhere when the clocks change.

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

The Clerk provided an update in respect of the clearance of overgrown plots and the reallocation of vacant plots to people on the waiting list. It was **agreed** to invite parishioners to apply to be on the waiting list before any plots are offered to non-parishioners.

11. **Correspondence and other matters**

11.1 **Bonfire Night Event**

It was noted that only three councillors are available to help at the event but the Chairman advised that this is sufficient. It was noted that The Foundry PH will provide an outdoor food stall and man the bar and that volunteers will serve teas and coffees.

It was noted that a local paramedic has confirmed to the Chairman that he will provide first aid cover. Cllr. Smith and Millman confirmed they have had fire marshall training in the past.

The Clerk stressed that ALL volunteers must be given a copy of the risk assessment and must all complete sign up and induction forms and the completed forms passed to her for safe keeping. The Chairman will arrange completion of the forms by all concerned and will ensure that the team letting off the display sign for receipt of the risk assessment and the instructions from Dynamic Fireworks.

Poppyland Radio have kindly offered the use of their PA system.

11.2 **North Norfolk Marathon – Sunday 28 April 2024**

Members were in receipt of information about the event and whilst there were no objections in principle there was concern that the return route runs in front of The Foundry Arms PH. It was stressed that access to the pub and to the village hall and playing field must not be obstructed. The event organiser will be asked to contact the landlord of The Foundry Arms.

11.3 **Slow Ways**

Members were in receipt of an email the contents of which were noted.

11.4 **Correspondence received since 04 July 2023** (circulated)

Norfolk ALC & Wellbeing

Newsletters

D Day 80

Register for the event

Community Action Norfolk

Newsletters

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 07 November 2023

There being no further business, the Chairman closed the meeting at 20:25.

Signed

Dated.....

DISTRICT COUNCILLOR'S REPORT

October 2023

Cabinet Approvals:

Three members of Cabinet were missing! Accepted the recommendations from the Planning Policy & Built Heritage Working Party in respect of the Glaven Valley Conservation Area – extending the boundaries. Noted the performance report – interesting as in the recent Peer Review there were considerable criticisms – apart from Coastal which was recognised as the best in the Country! Accepted grant funding from The Local Authority Housing Fund to purchase up to 4 properties as temporary accommodation for the homeless. Allocated **£1,186.00 of 106 monies** for affordable housing in conjunction with housing providers. Finally we are now an AGE FRIENDLY COMMUNITY!

Full Council Decisions:

I'm afraid I missed Full Council as I had been on a very tiring Site Visit to Halvergate Marshes with the Association of Drainage Authorities earlier in the day and realistically didn't quite get home in time!

Ward Issues:

I have finally got Shucks (Nut) Lane, Northrepps made safe from falling branches and a promise that the pothole and overgrowth will be attended too shortly. It took a plea to the Deputy Leader of NCC to get action! We had a very informative visit to Templewood with the Chair Norfolk Flood Alliance, the County Council Manager - Surface Water Flooding and members of Regain The Rain.

I did my best to resolve a bit of confusion in respect of the siting of a new defibrillator at the slope in Overstrand and was horrified that NNDC are insisting to charge for this. I shall raise this at the next Full Council.

There are a few current planning applications – I haven't been approached in respect of any – so far!

Cllr Angie Fitch-Tillett
Poppyland Ward, NNDC

Financial Matters:**Payments for approval at October meeting**

102517	PKF Littlejohn LLP – External Audit	£	252.00
102518	NNDC – Dog and litter bin empties	£	954.72
102519	Secret Gardens – Maintenance contract (Sept)	£	200.00
102520	J Warner – Clerks Salary & Expenses (Sept)	£	263.12
102521	Norfolk Pension Fund (Sept)	£	91.00
102522	HMRC – PAYE (July, Aug, Sept)	£	178.00
102523	Norfolk ALC – Training	£	25.00
102524	T T Jones Electrical – Street Light maintenance	£	30.74

Direct debit payments:

19/09/2023	NPower Street Light Electricity (for Aug)	£	52.49
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Receipts since last meeting:

Bank Interest	£	76.34
Allotment rents	£	100.00
NNDC Precept	£	9338.00

Financial Statement:

Reconciled balances as at 29/09/2023

Community Account	£17678.67
Business Premium Account	£26412.18
Business Premium Account	<u>£ 4813.77</u>
	£48904.62

Less cheques issued but not banked

102481	£	20.00
102419	£	100.00

Balance	£48784.62
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Signed
Chairman *Responsible Financial Officer*

Dated

NOTE: The original signed copy is held in the accounts.