

Minutes of the Meeting of Northrepps Parish Council held on 07 May 2024 at 19.00 at Northrepps Village Hall

Present:

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

District Cllr. A. Fitch Tillett (to item 12 incl), County Cllr. E. Maxfield (for item 12)

Clerk Mrs J. Warner
1 Member of the public

1. Election of Chairman

It was proposed, seconded and **agreed** to elect Cllr. Mackay as Chairman.
Cllr. Mackay signed the declaration of acceptance of office.

2. Election of Vice Chairman

It was proposed, seconded and **agreed** to elect Cllr. Fish as Vice Chairman.
Cllr. Fish signed the declaration of acceptance of office.

3. Minutes of the Parish Council Meeting held on 02 April 2024

It was **AGREED** that the minutes of the Parish Council meeting held on
02 April 2024 be **APPROVED** as a true record. The minutes were signed by
the Chairman.

4. Apologies for absence

Apologies were accepted from Cllr. Nieboer.

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

There were none.

6. Councillor responsibilities

These were **agreed** as follows:

School – Cllr. Smith
Police – Cllr. Callaghan
Planning – Cllrs. Mackay, Millman and Smith
Footways, Highways & Lighting – Cllr. Renaud
Playing Field & Inspections – Cllrs. Hannant & Risebrow
Health – Cllr. Fish
Environment & Biodiversity – Cllrs. Hannant & Risebrow
Allotments – Cllr. Smith
Finance & Control Officer – Cllr. Callaghan

7. Appointment of cheque signatories

It was **agreed** that Cllrs. Fish, Mackay and Renaud would remain as cheque signatories.

8. Review of Financial Control Procedures

It was **agreed** to appoint Cllr. Millman to review the financial control procedures.

9. Appointment of Internal Auditor

It was **agreed** to appoint Mrs. D. Dann as Internal Auditor for the forthcoming financial year.

10. Public Participation

Hedge on Craft Lane – Concern was raised that the hedge in front of 3-8 Craft Lane is overgrown and not cut as regularly as it used to be. The Clerk advised that she had made enquiries as to who was responsible for the upkeep of the hedge and after numerous emails it had been confirmed that it is the responsibility of Orbit Housing who have been contacted and a response is awaited.

11. Police matters

11.1 Police Newsletters

Any newsletters were circulated and noted.

11.2 Other police matters

There were no other matters to report.

Cllr. Maxfield arrived during item 12.

12. District Council and County Council

12.1 County and District Councillor reports and updates

Members were in receipt of the written reports from District Cllr. Fitch Tillett and County Cllr. Maxfield (attached).

Norfolk Marathon – It was noted that this well and that feedback would be passed to the organisers at an upcoming meeting. The event will take place again on 13 April 2025.

Cllr. Fitch Tillett left the meeting.

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

Speed limit on Crossdale Street – Cllr. Maxfield advised that this has been referred to the Casualty Reduction Team for comment.

Members Highways Fund – Cllr. Maxfield advised that his members allowance has been retained at £10k for the year.

Pond at Pit Row – Cllr. Maxfield was asked whether NCC would work with the Parish Council to desilt the pond to reduce the flooding on the road.

Cllr. Maxfield left the meeting.

13. Planning

13.1 Planning Applications and decisions

Planning applications considered and responses agreed at meeting:

There were none.

Planning applications considered under planning protocol

There were none.

13.2 Updates on live planning applications

All planning decisions were circulated to members.

13.3 Other Planning Matters (for information only)

There were no other matters to report

14. Highways & Transportation

14.1 Traffic Regulation Orders

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

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

Potholes – Several potholes are still waiting to be filled.

15. Finance & Regulatory Matters

15.1 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).

15.2 Actuals Against Budget

The payments and receipts against budgets were circulated and noted.

15.3 Biodiversity Action Plan and Pond at Pit Row

It was noted that the pond has been added to the Parish Council insurance and that the insurers ask that a risk assessment is carried out.

Cllr. Smith advised that he has visited the site which is so overgrown it is difficult to access and the pond is completely silted up.

It was agreed that a separate meeting will be held to progress the biodiversity policy and action plan and this will include the pond. The Clerk will make enquiries into grant funding for restoration of ponds.

15.4 **Full Council Training**

Members were reminded that the Full Council Training will be at 18:30 on Tues 02 July at the Village Hall.

15.5 **Website and email addresses**

It was noted that most members have now set up their new email addresses. The Clerk will still retain the old address and run it alongside the new email address until all contacts are aware.

15.6 **CPR and Defibrillator training**

Members were reminded that the training session will take place on 15 May at 19:00 at the Village Hall. Only a handful of places remain.

15.7 **Insurance Renewal**

It was noted that the insurance has been renewed and that the Clerk was making enquiries as to whether separate cover is required for the firework event on 05 November. The Clerk suggested that members consider whether to take out cyber insurance but members **agreed** to not progress this.

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

It was noted that as the new model Financial Regulations have just been released, the review of Standing Orders and Financial Regulations will be on the next agenda.

16. **Financial matters for Year Ended 31 March 2024**

16.1 **Summary of Accounts & Bank Reconciliation for year ended 31/03/2024**

Members were in receipt of the summary of accounts and bank reconciliation for the year ended 31 March 2024 which were **approved**. The Summary of Accounts and Bank Reconciliation were signed by the Chairman and by the Clerk as Responsible Financial Officer.

16.2 **Report from Internal Auditor for year ended 31/03/2024**

Members were in receipt of the report from the Internal Auditor for the year ended 31 March 2024 the contents of which were noted and will be actioned as necessary.

The Clerk reminded members of the need to risk assessments to be forwarded so that they can be kept on file for 22 years and that she still

awaits the signed risk assessment and induction sheets from the event held on 05 November.

16.3 **Annual Governance Statement for year ended 31/03/2024**

The Clerk read out the Annual Governance Statement for the year ended 31 March 2024 and members agreed their responses. The Annual Governance Statement was signed by the Chairman and by the Clerk as Responsible Finance Officer.

16.4 **Accounting Statement for year ended 31/03/2024**

Members were in receipt of the Accounting Statement and variances for the year ended 31 March 2024 which had been circulated and signed by the Clerk as Responsible Finance Officer prior to the meeting. It was **agreed** to approve the Accounting statement which was then signed by the Chairman.

16.4 **To set date for the Period of Exercise of Public Rights**

It was **agreed** to set the dates for the Period of Exercise of Public Rights as Monday 03 June 2024 to Friday 12 July 2024. The notices and documents will be published on the website and noticeboards the preceding week.

17. **Playing Field, Maintenance & Allotments**

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

Repairs and inspections:

It was noted that the Hornsea grant application has been submitted. Cllr. Millman is obtaining quotations for play equipment via Play Northrepps.

17.2 **Maintenance of Village Gardens**

Cllrs. Smith, Hannant and Risebrow are to meet to progress this and also to look at some areas of the roadside which are silted up. The Clerk stressed that induction sheets and a risk assessment **MUST** be completed and forwarded to her before any work is carried out.

17.3 **Gallus Plough**

There was no update to report.

17.4 **Tree Inspection**

Members were in receipt of the tree inspection report which had highlighted a minimal amount of work required. It was **agreed** to ask the maintenance contractor to quote for the works.

17.5 **Asset inspection and allotment inspection**

Allotment inspection – Postponed due to ill health. New date to be set.

Asset Inspection – Members were in receipt of the report from the inspection carried out by the Clerk. It was noted that the bus shelters are to be cleaned by C P Cleaning services. It was **agreed** to recruit volunteers to clean and paint the phone box. It was **agreed** to ask the maintenance contractor to quote for the rest of the works.

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

There were no other matters to report.

18. Correspondence and other matters

18.1 **D Day 80 - 06 June 2024**

It was noted that it would not be practical to have a beacon at The Foundry PH and as the RBL Branch will be commemorating D Day on Armed Forces Day it was **agreed** to not have a beacon lighting event. The D Day 80 flag has been purchased and will be flown from the flagpole on the Church Tower for one week.

18.2 **Correspondence received since 07 November 2023** (circulated)

Norfolk ALC	Newsletters
Community Action Norfolk	Newsletters
EPIC	Norfolk Marathon – Cllr. Smith will attend the feedback meeting

Various leaflets and newsletters.

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

19. 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.

20. To note the date of the next meeting: 19:00 on Tuesday 04 June 2024

There being no further business, the Chairman closed the meeting at 20:00.

Signed

Dated.....

District Councillor's Annual Report
May 23 – April 24

As you will probably already know, due to my extreme frustration with the lack of direction and management in general, by the ruling LibDem Group at North Norfolk, I have re-joined the Conservative Group as Shadow Portfolio Holder for Coastal Management. I hope residents will be sympathetic in this respect.

Council Tax

I was extremely dissatisfied that NNDC had increased its portion of Council tax again for the second year in a row but thank Parish Councils for maintaining its precept without any increase.

Waste Contractors

There had been some teething problems in the first couple of weeks of rescheduling with missed bin collections but the issue seems to be settling down.

Coastal Issues

The long-awaited Cromer/Mundesley Coast Protection Scheme has started – I was Coastal Portfolio Holder all the way through the development of this scheme until last year.

I was unhappy to see the removal of the goats on the cliff in Cromer.

There have again been several severe cliff slumps along our frontage. The Coastal Path behind Sidestrand Hall School has slumped so severely that it is likely that it will be re-routed inland to go round Sidestrand Church.

Part of the Overstrand promenade had been closed off by NNDC due to a cliff slip.

The beach huts on Overstrand promenade had historically been removed during the winter, however this has not happened in recent years but would be looked at by the Overview and Scrutiny Committee.

The survey issued by NNDC regarding dog restrictions on beaches is live and I urge residents to take part.

I chair the Wash & North Norfolk Marine Partnership Advisory Group and was appointed Director ADA – the Association of Drainage Authorities and am the Chair of their Eastern Region Committee.

Housing

I have huge concerns over the current housing situation in North Norfolk but was pleased with the Northrepps Scheme which is nearing completion.

Thank you to all residents for their help and support.

Cllr Angie Fitch-Tillett

Poppyland Ward, North Norfolk District Council

County Councillor's Report May 2024

It seems to be becoming harder and harder to write a monthly update from the County Council because things have gone so quiet at County Hall. Maybe it's because they are all waiting for the elections to change something. Maybe it is because they have no money to do anything new with. Anyway, I'll carry on trying to do my best to keep you informed!

Flourish Awards

If you know of any person or organisation working with children or young people, please encourage them to look at the Council's Flourish Awards:

<https://www.norfolk.gov.uk/flourishawards2024>

It's their second year and they are a worthwhile set of awards to pursue to recognise important work being done.

Hardship Fund

I've attached details of the Hardship Fund which will be available again this year.

Western Link

The saga of the Western Link drags on. You might be interested in the latest briefing which is here: <https://www.norfolk.gov.uk/article/57555/Norwich-Western-Link-Briefing---March-2024>

Highways funding

My final allocation of Highways Funding is available now. Each year, councillors are allocated £10,000 to put against small scale Highways projects in the community. I have tended to allocated them on a first come, first served basis so if you village would benefit from some small Highways-related project funding, please let me know.

Ed Maxfield

Tel. 07449 706215

Financial Matters:

Payments for approval at May meeting

102572	Secret Gardens – Maintenance (April)	£ 240.00
102573	Mrs D Dann – Internal Audit	£ 40.00
102574	J Warner – Clerk’s salary & expenses (April)	£ 216.20
102575	Norfolk Pension Fund (April)	£ 95.61
102576	D Gillett – Annual tree inspection	£ 320.00
102577	A J Gallagher Insurance brokers	£ 1180.76

NOTE: A grant cheque for £100 issued in Sept 2022 which had been reccredited through the end of year accounts as it hadn’t been cashed, cleared through the bank in April 2024 so will be included in this month’s payments.

Direct debit payments:

18/04/2024	NPower Street Light Electricity (for Mar)	£ 101.02
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Receipts since last meeting:

18/04/2024	VAT refund for 2023/2024	£ 1379.35
30/04/2024	Precept (half year)	£ 9448.00

Financial Statement:

Reconciled balances as at 26 April 2024	
Community Account	£ 3901.34
Business Premium Account	£26603.27
Business Premium Account	<u>£ 4848.60</u>
	£35353.21

Note: Precept received on 30 April.

Signed	
Chairman	Responsible Financial Officer

Dated	
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NOTE: signed copy held with accounts.