

OVERSTRAND PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 3 JANUARY 2018 IN THE PARISH HALL

Present: Cllr B Stratton (Chairman), Cllr G Partridge (Vice-Chairman)
Cllrs T Bennett, V Hastings, A Page, R Smith

Members of Public: - 3

Clerk: Mrs June White

1. Apologies for Absence

Cllr Begley (ill health), Cllr Brittlebank (ill health), Cllr Debbage (ill health)

2. Members' Declaration of Interest and Requests for Dispensation

Cllrs Page and Bennett declared an interest in item 13.1 and Cllrs Partridge and Bennett declared an interest in item 15 on the agenda. All were given a dispensation to speak and vote as there were no pecuniary interests.

3. Minutes of Previous Meetings

3.1 Members agreed the Minutes of the Full Council Meeting, held on Wednesday 6 December 2017 and they were duly signed by the Chairman.

4. Chairman's Announcements

The Chairman announced that the new tide tables have been put up.

5. County & District Councillor Reports

District Cllr A Fitch-Tillett reported the following:

- Wished everybody a Happy New Year
- She was appointed Chair of the Development Committee on 19 December 2017.
- NNDC are aware of the cliff fall at the end of the promenade and they have got this in hand.

County Cllr E Maxfield was unable to attend the meeting and no report was received.

6. Police Report

The Clerk reported the Overstrand crime figures for November 2017, taken from the Police website as follows:

2 x crimes reported on or near Church Close. 1 crime was for criminal damage and arson and the other one was a violence and sexual offence. Both are under investigation. There was also one crime reported on or near Carr Lane of violence and sexual offence. No formal action is being taken on this as it is not in the public interest.

7. Public Participation Time

The Chairman closed the meeting to allow Members of the Public and any Councillors with prejudicial interests to speak.

- There were no members of the public that wished to speak at this point.

The Chairman re-opened the meeting.

8. Planning

8.1 The following planning applications were considered:

PF/17/2054 Erection of single-storey rear extension and alterations to attached garage to provide habitable space
45 Cromer Road, Overstrand, Cromer, NR27 0NT

Members resolved to **support** this application with the usual caveat in respect of lighting.

PF/17/2009 Erection of single storey rear extension, insertion of 2 no. rooflights to front and alterations to windows in gable end
31 Harbord Road, Overstrand, Cromer, NR27 0PL

Members resolved to **support** this application with the following comment:

“Whilst generally supporting the application it is noted that the new rear extension is to be clad in cedar and a large, single light, window is to be inserted in the gable wall. These are alien features in an otherwise largely homogenous terrace and represent discordant notes in the streetscape which forms part of the Overstrand Conservation Area. We would request that the external finish respect the ambience of the extant streetscape and that the new window be more in scale with the other windows in the terrace.”

8.2 To report on planning decisions

PF/17/1743 Erection of dormer extension and balcony, first floor accommodation, rear extension and garage alterations
7 Clifton Way, Overstrand

Withdrawn

8.3 To report on Neighbourhood Plan

Cllr Partridge explained that he had put together a skeleton framework for the Neighbourhood Plan. He outlined the main points. It was agreed that the Steering Group would meet and a meeting would then be arranged with NNDC to take this forward.

9. Finance

9.1 Members agreed the payments and receipts for December 2017

9.2 Members agreed and accepted the bank reconciliation up to 31 December 2017

9.3 Cllr Bennett reported that he had carried out a spot check on the accounts and no anomalies were found.

9.4 The Clerk reported that an interim audit of the accounts had been carried out in accordance with the Accounts & Audit (England) Regulations 2014. The Internal Auditor was unable to find any errors in the financial records. The Internal Auditor was, however, concerned that a spot check had not been carried out for the first 6 months of the Financial Year in line with the Internal Control system. The Clerk reminded Members that this needed to be done in order to comply with their Financial Regulations.

10. General Purpose and Amenities

10.1 To receive reports from Members on sub-committees

- *Parish Hall* – See agenda item 16
- *Allotments* – See agenda item 15
- *Web/Publicity* – Cllr Page reported that there had been 753 users on the website for the last month with 407 of those being new users and 346 returning to the site. 40.9% visited the site using tablets, 39.2% via laptops/desktops and 19.9% via mobiles.
- *Events/Entertainment* – Nothing to report.
- *Street Lighting* – A meeting is to be arranged with TT Jones to go through the finer details of the contract.

11. Represented Groups

11.1 There was nothing to report on the Coastal Forum

There was nothing to report on the North Norfolk Parish and Town Council Forum. Cllr Partridge reminded Members that the 2nd Home Questionnaire would need to be completed by the February closing date.

12. Highways

12.1 Members agreed to appoint Cllrs Stratton, Partridge and Bennett to meet with Northrepps Parish Council in order to discuss the possible installation of a pond to prevent Cromer Road flooding.

12.2 The Clerk reported that the damaged trees on Cromer Road, caused by a vehicle accident are to be replaced before the end of March by Highways. Cllr Stratton raised concerns about the daffodils that had been planted and it was agreed the Clerk would contact Highways to notify them of the bulbs.

13. Churchyard

13.1 Members resolved to make a section 137 payment to the Church of £500 towards the grounds maintenance of the burial ground.

14. Data Protection Officer

- 14.1 Members resolved to appoint the Clerk as the Data Protection Officer in line with advice given by "Norfolk Parish Training & Support".

15. Allotments

- 15.1 The Clerk reported that there is no written lease agreement in respect of the allotments, as the agreement was a "Gentleman's Agreement" which dates back to the landowner's Grandfather's time. The yearly peppercorn rent was set by the Parish Council at £7.80 per year. Previously the peppercorn rent was paid every four years but the Clerk informed Members that a payment has been made for the last 3 years and payments will be made at Michaelmas on an annual basis from this date forward.

- 15.2 Members resolved that the Chairman could close the meeting to allow Members of the Public and any Councillors with prejudicial interests to speak on this agenda item.

The landowner of the track used to access the allotments spoke on this item after which the Chairman re-opened the meeting.

Members resolved to make a one off payment to a maximum of £750 for materials to repair the track used by allotment holders to access the allotments based on advice received from "Norfolk Association of Local Councils". It was agreed that a working party will be used through the allotment holders to lay the materials and that Overstrand Parish Council would have no involvement or responsibility for the working party. Members agreed that future maintenance of the track has to be considered and a plan needs to be put in place. It was agreed that this would be a future agenda item.

- 15.3 Members resolved to adopt the "Allotment Privacy Statement". It was also agreed that the Clerk should contact the website provider to find out costs for Members to have Overstrand Parish Council email addresses in order to comply with data protection.

16. Parish Hall

- 16.1 Members discussed the storage etc. in the Parish Hall and it was agreed that the Parish Hall Sub-Committee would meet to look into extending the Parish Hall and report back to Council.
- 16.2 Members agreed that the Parish Hall needed painting inside and it was agreed that the Parish Hall Sub-Committee would meet to look into this and report back to Council. Members resolved to ask for help from the "Community Payback Scheme".

17. Council Assets

- 17.1 Members agreed to ask the "Community Payback Scheme" to paint the Info Point and Geo Point.
- 17.2 Members agreed that they would look at the areas of the village they are responsible for and update the Clerk on all assets and any works required. It was also agreed to use the "Community Payback Scheme" to clean, repair, paint any assets that require work doing to them. The Clerk reported that she was updating the notices in the Notice Boards.

18. Grants

- 18.1 Members agreed to advertise grant applications to be considered by Council which will then be presented at the Annual Parish Meeting.

19. Concession Opportunities

- 19.1 The Clerk reported that there are 2 concessions opportunities that NNDC are offering in Overstrand, both located on Pauls Lane Car Park. NNDC have included 2 new clauses in their concession licences as follows:

- To keep the Area and the Property clean, tidy and clear of rubbish emanating from the permitted use.
- The Licensee shall, at its own expense, provide sufficient and suitable containers for the containment of refuse and litter and shall before leaving the Area and the Property ensure that all refuse emanating from the permitted use is cleared. The Licensee will be liable for any costs incurred by the Licensor in removing rubbish emanating from the permitted use from the Area of the Property at any time.

20. To Report any other business

There was no other business to report

21. Correspondence

Card from the Bowls Club thanking the Parish Council for their help during the year

22. Date of Next Meeting

The date of the next meeting of the Parish Council will be held on Wednesday 7 February 2018 in the Parish Hall at 7.30pm.

23. Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Strangers) Act 1960 that the Press and Public be excluded during the discussion of CONFIDENTIAL matters.

The Chairman closed the meeting to the Press and Public

- 23.1 It was agreed that a new cleaning schedule would be put together for the Parish Hall and that the Clerk would work out how long tasks took. Members resolved that the Clerk and Chairman would visit the Cleaner to talk through the new schedule.

There being no further business the Chairman closed the meeting at 9.30pm.

CHAIRMAN:

DATE:

OVERSTRAND PARISH COUNCIL
BANK RECONCILIATION
31-Dec-17

BANK STATEMENTS

Bank balances as at 31 December 2017		
Deposit Account	£0.00	
Treasurer's Account	£39,621.57	
Shoreline Management Account	£3,963.89	
Total cash in bank at 31 December 2017		£43,585.46
(a cumulative total of all balances listed above)		
Less unpaid/uncleared invoices at 31 December 2017	-£299.10	£43,286.36
Chq130 - A Dean - Parish Hall Cleaning (£65.00)		
BACS - TT Jones - Street Light Maintenance (£216.10)		
Chq128 - G Partridge - Travelling Expenses (£18.00)		
Add unbanked cash at 31 December 2017	£52.46	£43,338.82
Net balance as at 31 December 2017		£43,338.82

CASH BOOK

Cash book opening balance at 1 April 2017		£24,709.11
Add receipts during the year	£41,407.65	£66,116.76
Less payments during the year	-£22,777.94	£43,338.82
Cash book closing balance		£43,338.82

Overstrand Parish Council – Payments and Receipts for December 2017

Date: December 2017							
V No.	Payee	Detail	Pm't Method	Net (£)	VAT (£)	Gross (£)	Receipts (£)
Ex68	Eon	Street Light Energy	DD	105.10	5.26	110.36	
Ex69	TT Jones	Street Light Maintenance	BACS	180.08	36.02	216.10	
Ex70	HMRC	PAYE	BACS	15.99	0.00	15.99	
Ex71	W Reynolds & Sons	Allotment Rent	BACS	23.40	0.00	23.40	
Ex72	J White	Salary, Phone & Home Allowance	BACS	748.20	0.00	748.20	
Ex73	A Dean	Parish Hall Cleaning December	C130	65.00	0.00	65.00	
In38	Soul Church	Parish Hall Rent					260.00
In39	Various	Firework Donations, PH Rent, Allotment Rent	BS72				38.00
In40	Various	Parish Hall Rent	BS73				235.00
In41	Various	Firework Donation & Parish Hall Rent	BS74				30.00
TOTALS				1,137.77	41.28	1,179.05	563.00

Signed:

Date: