

OVERSTRAND PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 7 FEBRUARY 2018 IN THE PARISH HALL

Present: Cllr B Stratton (Chairman), Cllr G Partridge (Vice-Chairman)
Cllrs J Begley, A Debbage, V Hastings, A Page

Members of Public: - 3

Clerk: Mrs June White

1. Apologies for Absence

Cllr Bennett (another meeting), Cllr Brittlebank (ill health), Cllr Smith (ill health)

2. Members' Declaration of Interest and Requests for Dispensation

There were no declarations made and they were taken as read

3. Minutes of Previous Meetings

3.1 Members agreed the Minutes of the Full Council Meeting, held on Wednesday 3 January 2018 and they were duly signed by the Chairman.

4. Chairman's Announcements

The Chairman made no announcements

5. County & District Councillor Reports

District Cllr A Fitch-Tillett gave her report (see attached)

County Cllr E Maxfield was unable to attend and the Clerk read out his report (see attached)

6. Police Report

The Clerk reported that the Police Website had not been updated since the last meeting; therefore, there was nothing to report.

The SNAP meeting report is as follows:

- The same priorities as the last meeting i.e. hi viz patrols and speeding.
- Tailgating is an offence and drivers should take the registration number of the tailgater and report it to the police, who will then follow this up.
- Scam delivery cards are being put through letter boxes from bogus delivery companies. It is advised not to ring the number on the card as a charge will be made for the call.
- There will no longer be any PCSOs from 1 April and there will be no replacements for this role.

7. Public Participation Time

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

- A member of the public reported that during the last high tide a section of the railings had been removed. This was reported to NNDC who have confirmed they will address this.

The Chairman re-opened the meeting.

8. Planning

8.1 To report on planning decisions

PF/17/1617 Demolition of external lobby walls and erection of new lobby with pitched roof
18 Harbord Road, Overstrand, Cromer, NR27 0PN

Approved

PF/17/1863 Conversion of existing outbuilding to annexe
40 Pauls Lane, Overstrand, Cromer, NR27 0PF

Approved

9. Finance

9.1 Members agreed the payments and receipts for January 2018

9.2 Members agreed and accepted the bank reconciliation up to 31 January 2018

10. General Purpose and Amenities

10.1 To receive reports from Members on sub-committees

- *Parish Hall* – The Clerk reported that following a parish hall safety inspection the fire extinguisher in the kitchen has been mounted on the wall, a smoke detector and 2 carbon monoxide detectors have been fitted and the floor has been marked to denote change of levels in the floor into the lobby area.
- *Allotments* – The Clerk reported that Cllr Begley and the Clerk are attending an allotment training session on 27 February 2018 and would report back to Council in March.
- *Web/Publicity* – Cllr Page reported that there had been 675 users on the website for the last month with 409 of those being new users and 266 returning to the site. 38.7% visited the site using tablets, 41.5% via laptops/desktops and 19.9% via mobiles. Cllr Page also reported that the disk space has been increased on the website to make provision for the Neighbourhood Plan content.
- *Events/Entertainment* – Nothing to report.
- *Street Lighting* – Cllr Page explained the changes that had been made to the new contract with TT Jones and Members resolved to accept the new contract.

11. Represented Groups

11.1 There was nothing to report on the Coastal Forum

Cllr Partridge reported the following in respect of the North Norfolk Parish & Town Council Forum:

- NNDC meeting – A much better understanding was established in regard to the role the Forum can play as a voice for Town and Parish Councils.
- Second Homes Council Tax – National ALC have sent out the survey to all councils, which will inform a national campaign on the fair and equal distribution of second homes council tax and the issues of inflated housing prices and reduced housing stock availability. NNDC are campaigning hard at NCC to retain the current level of 12.5% Second Home Council Tax being directed back to NNDC.
- Local Planning concerns – A major concern raised by Town and Parish councils was with regard to availability of large paper plans and the ability to read information on small plans. Aware of this issue NNDC are in the process of redrafting their guidance for agents in terms of standards and methods of presentation of plans which it is hoped will overcome some of these difficulties. NNDC are aware of the difficulties the 3 week target has created and have introduced a weekly schedule of planning applications for clerks to check and an email to trigger the tracking system so that clerks are aware when the process starts from. Due to the change in the planning process NNDC are currently achieving over 90% of minor applications within the designated government target and 72% of major. Change of use applications and second homes/B&B: In order to help communities understand how the change of use process can be used to possibly manage the number B&Bs and second homes NNDC planning are going to look to clarify the definition and criteria of what constitutes residential/ B&B. When clarification is established this could be a policy within a Local Neighbourhood plan to support the management of the number of second homes within local communities.
- Kier Contract/Grounds maintenance and dog bins – There was an acceptance on NNDC's behalf that the Kier contract has been reduced to a point where it is having unacceptable consequences. This is being taken into account as NNDC review the contract for 2019 and also an evaluation of the possibility of some local councils taking on services currently being provided by NNDC.

12. Highways

12.1 The Clerk reported that a meeting has been arranged for Tuesday 13 February and that the landowner, County Cllr Maxfield, NCC Highways and representative Members of OPC will be attending to discuss the drainage issue and the possible installation of a pond to alleviate the flooding onto Cromer Road.

13. Data Protection

13.1 Members resolved to adopt the Contact Privacy Statement.

- 13.2 The Clerk reported that the first 5 email addresses are included in the website contract and any email address added after that will cost £10 per year per additional email account. Members agreed it was a good idea and asked the Clerk to find out the fee for setting the emails up.
- 14. Annual Parish Meeting**
- 14.1 Members resolved hold the Annual Parish Meeting on 11 April 2018.
- 15. Neighbourhood Plan**
- 15.1 The Clerk reported three members of the public have agreed to join the steering group and it was agreed that more members of the public were required. The Clerk also reported that a questionnaire was going to be put together to go out to all householders in order to identify what needs to go into the Neighbourhood Development Plan. Cllr Stratton said he would start working on the questionnaire and that there would be no cost to the Parish Council. The Clerk said she would write the Terms of Reference in respect of the steering group.
- 16. Community Resilience**
- 16.1 The Clerk reported that leaflets had gone out to all householders in the village and thanked all those that helped with the deliveries. There has been some positive response to the leaflets and a meeting is to be arranged to take this forward.
- 17. To Report any other Business**
- Cllr Partridge raised the issue of the S106 payments in respect of the Hopkins Homes development. The Clerk to chase this with NNDC.
 - Cllr Stratton reported on behalf of Cllr Bennett that he had concerns regarding rubbish on the car park. Members agreed to keep monitoring this.
 - Cllr Begley reported that the radar key on the disabled toilets in Pauls Lane cannot be used due to other locks on the door. Clerk to inform NNDC.
- 18. Correspondence**
- The Clerk reported that she had received a letter from visiting members of the public regarding the public toilets being locked and the cost of the car park. The clerk wrote back to the complainant and gave them NNDC's contact details.
- 22. Date of Next Meeting**
- The date of the next meeting of the Parish Council will be held on Wednesday 7 March 2018 in the Parish Hall at 7.30pm.

CHAIRMAN:

DATE:

**District Councillor's Report
February 2018**

The February Cabinet had a very long agenda. Its discussions were as follows:

- An additional clause to the Asset Management Plan so that there is a balance between commercialisation and public service.
- There would be no change to the provisions for Gypsies and Travellers.
- A Sub-Committee had been formed to liaise with Vattenfall in regard to their application to site a Wind farm off the coast with landfall at Cart Gap.
- The Housing Allocations Policy had been refreshed and there were no significant changes.
- Digital Transformation was moving forward to part 2.
- All aspects of the council's finance were discussed and the 2018/19 Budget was presented. It is showing a small rise in the District Element of Council Tax, the first for seven years. It will go forward to Full Council on 21st February for approval and / or amendment.
- Poppyland issues include that I have agreed that officers approve the Planning Application for a gymnasium at North Norfolk Business Park. Officers intend to leave the cliff slip at the west end of Overstrand Prom but to construct a safe pathway over it. I am awaiting advice as to whether a planning application will be needed for the surface water retention pond proposed in the Forest Park land.

**Cllr Angie Fitch-Tillett
Poppyland Ward, NNDC**

Norfolk County Councillor's Report – January/February 2018

- I'll start by repeating the apology in my December report that work is currently keeping me down in London a fair bit during the week. The good news is that will shortly come to an end as I will shortly be starting a new job based in Norwich. I might not make it to many Parish Council meetings in February but after that I won't have any excuse!
- COUNTY COUNCIL BUDGET AND SERVICES FOR CHILDREN – Thanks to everyone who responded to the various County Council budget consultations. The early part of the County Council's year is dominated by discussions about the budget. It looks as though the administration has changed its mind over cuts to bus subsidies and to the road gritting programme which is good news.
- My committee responsibility at County Hall is Children's Services and we went through a solid five hours of debate about various issues earlier this month. It included a discussion on planned cuts to the Children's Centre budget and moving Special Educational Needs funding away from schools clusters. I voted against both of those proposals for the same reason – that they were making the changes before coming up with an alternative plan that would make the service as good or better. Sadly they both went through.
- I should mention here that I am pleased Norfolk's Children's Services are judged to be improving by OFSTED. A lot of work has gone into tackling the problems identified by OFSTED back in 2013. Everyone accepts that more work needs to be done and I am working closely with councillors of all parties and council staff to make sure we get the right solutions for all children and young people in the County. If anyone has questions about specific parts of my work in this area I'd be happy to answer them.
- COUNCILLORS' ALLOWANCES – You will no doubt have seen the row over the increase in County Councillors' allowances. We voted twice on the issue – because the Lib Dem and Labour groups called an extra meeting of the Council early in January and I voted against the increase both times. The big increases went through despite the level of protest that was heard from the public. One of the oddest parts of change is that the increase is being back-dated to May 2017. I am going to give my back-dated pay to charity and if you know of any local good cause that would benefit from a donation, please let me know.
- HIGHWAYS – Highways issues always make up the biggest part of my postbag. I am currently supporting a number of small projects through the £6,000 allocated to Mundesley division from the Highways budget. The allocation for this year is getting close to being spent up but I assume we will get the same again next year. If you have any highways issues that could be tackled with a contribution from this fund, let me know.
- I've even started a 'pothole of the year' competition on my website after I spotted a pothole round the corner from County Hall was fixed within a couple of hours! So if you think you know of a pothole that might have been waiting to be fixed for a lot longer than that, just email me with the details!
- BROADBAND – There's an on-going effort to improve broadband speeds across Norfolk. Everyone seems to have their favourite statistic to show that they are making progress but I was struck by this one: a Parliamentary report shows that out of 650 Parliamentary Constituencies, North Norfolk sits 603rd in the league table for average broadband speeds. I know my colleagues on the recently formed Digital Innovation Committee at County Hall are working on improving that so hopefully there will be positive news in due course.
- YOUTH PARLIAMENT – Finally, do you know anyone who would like to stand for the Youth Parliament? It is a great way to get to know how politics works. To stand for election, candidates need to fill in an application form at www.norfolk.gov.uk/youthparliament by 5pm on February 7. All candidates are invited to a welcome event on Saturday, February 10 to meet the current MYPs and to learn how to run a campaign.

Ed Maxfield, January 2018

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OVERSTRAND PARISH COUNCIL
BANK RECONCILIATION
31-Jan-18

BANK STATEMENTS

Bank balances as at 31 January 2018		
Deposit Account	£0.00	
Treasurer's Account	£38,605.83	
Shoreline Management Account	£3,963.89	
Total cash in bank at 31 January 2018		£42,569.72
(a cumulative total of all balances listed above)		
Less unpaid/uncleared invoices at 31 January 2018	-£599.86	£41,969.86
Chq131 - A Dean - Parish Hall Cleaning (£65.00)		
BACS - TT Jones - Street Light Maintenance (£516.86)		
Chq128 - G Partridge - Travelling Expenses (£18.00)		
Add unbanked cash at 31 January 2018	£42.50	£42,012.36
Net balance as at 31 January 2018		£42,012.36

CASH BOOK

Cash book opening balance at 1 April 2017		£24,709.11
Add receipts during the year	£41,787.65	£66,496.76
Less payments during the year	£24,484.40	£42,012.36
Cash book closing balance		£42,012.36

Overstrand Parish Council – Payments and Receipts for January 2018

Date: January 2018							
V No.	Payee	Detail	Pm't Method	Net (£)	VAT (£)	Gross (£)	Receipts (£)
Ex74	SSE	Parish Hall Gas	DD	22.58	1.12	23.70	
Ex75	SSE	Parish Hall Electric	DD	111.20	5.56	116.76	
Ex76	Eon	Street Light Energy	DD	108.61	5.43	114.04	
Ex77	SSE	Parish Hall Electric	DD	14.28	0.71	14.99	
Ex78	HMRC	PAYE	BACS	15.99	0.00	15.99	
Ex79	Argos	Cordless Phone & Answer Machine	DC	20.83	4.16	24.99	
Ex80	Screwfix	Smoke & Carbon Monoxide Detectors	DC	46.65	9.32	55.97	
Ex81	J White	Salary, Phone & Home Allowance	BACS	748.20	0.00	748.20	
Ex82	A Dean	Parish Hall Cleaning - January	C131	65.00	0.00	65.00	
Ex83	TT Jones	New LED Lantern, Clifton Way O/S 8	BACS	430.72	86.14	516.86	
PC19	Argos	4 x Packs Printing Paper	Cash	8.30	1.66	9.96	
In42	Souls Church	Parish Hall Rent	BACS				260.00
In43	Railway Quilters	Parish Hall Rent	BS75				120.00
TOTALS				1,592.36	114.10	1,706.46	380.00

Signed:

Date: