

OVERSTRAND PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON WEDNESDAY 2 MAY 2018 IN THE PARISH HALL

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

Members of Public: - 3

Clerk: Mrs June White

1. Election of Chairman

Cllr Bennett proposed that Cllr Stratton should be elected, seconded by Cllr Begley. Cllr Stratton agreed to stand for a further year and there being no other nominations, the proposal was AGREED by all Members.

2. Election of Vice-Chairman

Cllr Page proposed that Cllr Partridge should be elected, seconded by Cllr Hastings. Cllr Partridge agreed to stand for a further year and there being no other nominations, the proposal was AGREED by all Members.

3. Declaration for Acceptance of Office

The Chairman and Vice-Chairman signed their Declarations of Acceptance of Office.

4. Apologies for Absence

Cllr Debbage (on holiday), Cllr Smith (unwell)

5. Members' Declaration of Interest and Requests for Dispensation

Cllr Begley declared an interest in item 14.1 on the agenda, planning application PF/18/0417 and did not speak or vote on this item. Cllr Bennett declared an interest in item 14.1, planning application PF/18/0721 and did not speak or vote on this item.

6. Minutes of Previous Meetings

- 6.1 Members agreed the Minutes of the Full Council Meeting, held on Wednesday 4 April 2018 and they were duly signed by the Chairman.
- 6.2 Members accepted the Minutes of the Finance Committee Meeting, held on Tuesday 10 April 2018.

7. Co-option

- 7.1 Cllr Bennet proposed to accept Mr Pelton onto the Council, which was seconded by Cllr Hastings. Members voted unanimously to co-opt Mr John Pelton onto Overstrand Parish Council. The Chairman invited Mr Pelton to join Council and he signed his Declaration of Acceptance of Office.

8. Committees and Sub-committees

- 8.1 Members agreed Finance Committee membership as Cllrs Begley, Debbage, Page, Pelton and Smith.
- 8.2 Members agreed Planning Committee membership as Cllrs Begley, Bennett, Debbage, Page and Partridge.
- 8.3 It was agreed that all Councillors would remain members of the General Purpose & Amenities Committee and membership of the Sub-committees were agreed as follows:
- Parish Hall – Cllrs Begley, Debbage, Hastings, Page and Pelton.
 - Allotments – Cllrs Begley, Bennett, Partridge and co-opted member Mr R Spittles
 - Web/Publicity – Cllrs Begley, Page and Smith
 - Events/Entertainment – Cllrs Begley and Bennett

- 8.4 Members agreed Shoreline Management Committee membership as Cllrs Partridge and Begley. Members asked the Clerk to check if Mr W Reynolds and Mr R West still wished to remain co-opted members.
The Chairman remains an ex officio member of all Committees and Sub-committees
- 8.5 Members resolved to adopt the reviewed Finance Committee Terms of Reference.
- 8.6 Members resolved to adopt the reviewed Planning Committee Terms of Reference.

9. Council Documents

- 9.1 Members resolved to adopt the reviewed Standing Orders with amendments as agreed.
- 9.2 Members resolved to adopt the reviewed Financial Regulations.
- 9.3 Members resolved to adopt the reviewed Code of Conduct.

10. Chairman's Report

The Chairman reported that the Neighbourhood Plan questionnaires have been delivered to all households in the village and completed questionnaires have started coming in.

11. County & District Councillors Report

District Councillor A Fitch-Tillet reported the following:

- I was part of the interview panel for the new Head of Planning and can report that our selected candidate has accepted the post and will start with us in July.
- The Council's Overview and Scrutiny Committee has responded to my request for a discount in beach hut rentals for local residents, by setting up a Working Party to thoroughly research and respond to all aspects pertaining to Beach Huts along our coastal frontages. I have been appointed to the Working Party and will report back after our first meeting to be held later this month.
- Overview and Scrutiny have also taken ownership of the Market Towns Initiative with another Working Party to attempt to breathe new life into our four towns, namely Stalham, North Walsham, Holt and Fakenham. I attended the launch and the proposal is to work with the town councils, chambers of trade etc.
- I was pleased that the Development Committee that I Chair, passed new housing and community facilities in the old RAF West Raynham Site. It is sad to see many of the barrack blocks and other RAF buildings standing empty and deteriorating although the hangers are now in industrial use.
- I received guidance from Natural England on how to deal with the wax oil currently found on our beaches, which I have passed to the Parish Clerk.
- Coastal have advised that they will be leaving the slump on the Clifton Way slipway so as not to further endanger the dwellings above.
- I have received a complaint in respect of alterations to one of the dwellings in Bracken Avenue which I have passed to the Planning Manager for a response.

County Councillor E Maxfield reported the following:

- Sanders are now running the Coast Hopper service from North Walsham to Wells. The No.5 bus service is now incorporated in this.

Members raised concerns that there would now be a lesser service for the village.

Members asked CC Maxfield to chase the highways issues that have been reported i.e. the kerb stone by the sports field and the car park sign in High Street.

12. Police Report

The Clerk informed Members that there had been no reported crimes in Overstrand for February 2018.

13. 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 raised his concerns with District Cllr Fitch-Tillett regarding the cliff fall and stability of the cliff and regarding litter on the beach. District Cllr Fitch-Tillett agreed to look into this.

14. Planning

14.1 To consider and agree planning applications:

PF/18/0417 Demolition of Overstrand Court Hotel & erection of 8 dwellings (comprising 3 no. detached houses, 1 no. single storey dwellings and 4 no. terraced houses Overstrand Court Hotel, High Street, Overstrand

Members resolved to **support** this application. Cllr Begley did not speak or vote on this.

PF/18/0721 Variation of condition 2 (approved plans) of planning permission PF/10/1278 allow for replacement of glass roof with tiles & integrate into existing bungalow; sliding doors to be replaced with French doors
10 Bracken Avenue, Overstrand, Cromer, NR27 0NZ

Members resolved to **support** this application. Cllr Bennett did not speak or vote on this.

PF/18/0635 Demolition of rear conservatory, erection of single storey rear extension & addition of dormer windows to front and rear elevations to create additional accommodation in roofspace
Cedar Lodge, 1 Harbord Road, Overstrand, Cromer, NR27 0PL

Members resolved to **support** this application.

14.2 Planning Decisions

PF/18/0321 Installation of replacement windows and replacement of conservatory roof
22 The Londs, Overstrand, Cromer, NR27 0PW

Approved

PF/18/0328 Erection of single storey side extension garage/accommodation
17 Cromer Road, Overstrand, Cromer, NR27 0NT

Approved

15. **Finance**

15.1 Members agreed the payments and receipts for April 2018.

15.2 Members agreed the bank reconciliation up to 30 April 2018.

15.3 Members resolved to adopt the reviewed Financial Risk Assessment with changes.

15.4 The Clerk informed Members of the Internal Auditor's report as follows:

"I am satisfied that all systems in use by the Clerk ensure compliance with the regulations. I found no discrepancies in the accounts, and the account and other relevant Governance documents were complete. Standards are met, and I signed the return to the District Auditor to that effect".

15.5 Members resolved to appoint Douglas Harrow as the internal auditor for the financial year 2018/19 at a cost of £125.

15.6 Members resolved to agree the Statement of Income and Expenditure for year ended 31 March 2018

15.7 Members resolved to approve Section 1 – "Annual Governance Statement 2017/18" of the Annual Return for the year ended 31 March 2018. This was duly signed by the Chairman, followed by the Clerk.

15.8 Members resolved to approve Section 2 – "Accounting Statements 2017/18" of the Annual Return for the year ended 31 March 2018. This was duly signed by the Responsible Financial Officer, followed by the Chairman.

15.9 Members agreed the cost of the Insurance renewal with Zurich for £864.20. This is part of a 3 year contract.

15.10 Members resolved to renew the Membership with Norfolk ALC at a cost of £202.49.

15.11 Members resolved to adopt the General Power of Competence. This was following confirmation that at least 2/3rd of OPC Members are declared elected and that the Clerk has the CiLCA qualification post 2012. Due to the fact that OPC will now undertake activities under the General Power of Competence, Section 137 ceases for the Council.

16. General Purpose and Amenities

16.1 To receive reports from Members on sub-committees

- *Parish Hall* – Nothing to report.
- *Allotments* – The Clerk reported that a site inspection is due to be arranged. Plot 51 has now been cleared of weeds etc however an amount of debris/rubbish remains. The Subcommittee will look at this in order to assess safety and report back to Council.
- *Web/Publicity* – There were 533 users for the month with 473 being new users. 40.1% used desk tops, 30.4% tablets and 29.5% mobile phones.
- *Events/Entertainment* – Nothing to report
- *Street Light Working Group* – The Clerk informed Members that she had reported the street light in Pauls Lane on the corner to TT Jones, as it wasn't working.

17. Represented Groups

17.1 There was nothing to report on the Coastal Forum
There was nothing to report on the North Norfolk Parish and Town Council Forum

18. To Report any other Business

- The Clerk that a meeting had been held in respect of the Cromer Road flooding. Highways are going to issue a brief to the Design Team who will liaise with the Ecologist. It was agreed that NCC will be responsible for managing the pond by maintaining the gullies, silt chambers and reed bed. A further meeting has been arranged for Monday 2 July 2018 at 2.00pm at Northrepps Cottage.
- NNDC have confirmed that revenue income generated from the concessions on Pauls Lane Car Park are used district wide in helping to fund services. They do not ring fence income specifically for projects in the village or town where the asset is located. Due to this at this time the fund will not be specifically used to fund increased opening of the public toilets at Pauls Lane, however this is something they may consider in the future.
- The Clerk informed Members that she will be contacting the book binders in order to get the Minutes bound.

19. Correspondence

- The Clerk had received an email regarding Guidance on waxy oil on beaches. The Clerk informed Members that she had asked if a poster was available so that this could be put on notice boards and the website.

20. Date of Next Meeting

The date of the next meeting of the Parish Council will be held on Wednesday 6 June 2018 in the Parish Hall at 7.30pm.

21. 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 employment matters

The Chairman closed the meeting to the Press and Public

- 21.1 Members resolved to give the Clerk an increment rise in recognition of her CiLCA qualification
- 21.2 Members resolved to award the Clerk an annual salary rise of 2% in line with Government recommendations.
- 21.3 Members agreed to one week annual leave for the Clerk.

Meeting closed at 9.20pm

CHAIRMAN:

DATE:

OVERSTRAND PARISH COUNCIL
BANK RECONCILIATION
30-Apr-18

BANK STATEMENTS

| | | |
|---|-----------------|-------------------|
| Bank balances as at 30 April 2018 | | |
| Deposit Account | £0.00 | |
| Treasurer's Account | £49,163.39 | |
| Shoreline Management Account | £3,963.89 | |
| Total cash in bank at 30 April 2018 | | £53,127.28 |
| (a cumulative total of all balances listed above) | | |
| Less uncleared invoices at 30 April 2018 | -£810.60 | £52,316.68 |
| C133 - J Begley - Travelling Expenses (£19.80) | | |
| C137 - Internal Auditor - Internal Audits (£125.00) | | |
| BACS -TT Jones - Street Light Maintenance (£100.80) | | |
| C138 - Cleaner - Parish Hall Cleaning April (£65.00) | | |
| C134 - Cromer Patient Participation Group - Grant (£500.00) | | |
| Add unbanked cash at 30 April 2018 | £22.74 | £52,339.42 |
| Net balance as at 30 April 2018 | | £52,339.42 |

CASH BOOK

| | | |
|--|-------------------|-------------------|
| Cash book opening balance at 1 April 2018 | | £38,731.00 |
| Add receipts during the year | £14,925.00 | £53,656.00 |
| Less payments during the year | -£1,316.58 | £52,339.42 |
| Cash book closing balance | | £52,339.42 |

Overstrand Parish Council – Payments and Receipts for May 2018

| Date: May 2018 | | | | | | | |
|-----------------------|-------------------------|--|--------------------|-----------------|----------------|------------------|---------------------|
| V No. | Payee | Detail | Pm't Method | Net (£) | VAT (£) | Gross (£) | Receipts (£) |
| Ex10 | Norfolk Parish Training | GDPR Training - Cllr Begley | BACS | 35.00 | 0.00 | 35.00 | |
| Ex11 | CTIS | Neighbourhood Plan Questionnaires | BACS | 350.00 | 70.00 | 420.00 | |
| Ex12 | J White | Salary, Phone & Home Allowance (April) | BACS | 760.77 | 0.00 | 760.77 | |
| Ex13 | Norfolk ALC | Annual Subscription | BACS | 202.49 | 0.00 | 202.49 | |
| Ex14 | Zurich | Insurance | BACS | 864.20 | 0.00 | 864.20 | |
| Ex15 | EON | Street Light Energy | DD | 115.62 | 5.78 | 121.40 | |
| Ex16 | Post Office | 24 x 2nd Class Stamps | DC | 13.92 | 0.00 | 13.92 | |
| Ex17 | J White | Salary, Phone & Home Allowance (May) | BACS | 783.17 | 0.00 | 783.17 | |
| Ex18 | Cleaner | Parish Hall Cleaning - May | C139 | 65.00 | 0.00 | 65.00 | |
| Pc1 | Wilko | Parish Hall Swing Bin Liners | Cash | 1.42 | 0.28 | 1.70 | |
| In2 | White Horse Players | Parish Hall Rent | BS78 | | | | 40.00 |
| In3 | SLCC | Clerk Training Bursery | BS79 | | | | 30.00 |
| In4 | Various | Parish Hall Rents | BS79 | | | | 240.00 |
| TOTALS | | | | 3,191.59 | 76.06 | 3,267.65 | 310.00 |

Signed:

Date: