

SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of South Creake Parish Council held in the Memorial Pavilion on Monday 3rd April 2023, at 7.00pm.

Present: Councillors, P Abbey (Chair), T Allen, J Amor, S Baldwin, P Collins, L Goodall, B Rosen, B Sexton, the Clerk, Sarah Harvey.
Borough Councillor C Morley
Member of Public: 4

1. The Chair welcomed all those present to the meeting.
2. **Apologies**
Apologies for absence were noted and accepted from Cllr R Chantree.
3. **Declarations of Interest on Agenda Items:** None.
4. **Minutes**
The Minutes of the meeting held on 6th March 2023 were AGREED and APPROVED as a correct record of the proceedings and signed by the Chair, Cllr P Abbey.
5. **Parishioner's Questions and Statements:** None.
6. **Reports from County and Borough Councillors and Police:**
No report was provided by County Councillor M Chenery of Horsbrugh.
Cllr C Morley advised that prior to the elections taking place on 4th May, there was very little to report on Borough Council activities.
7. **Clerks Report:**
The Clerk went through her report and updated the Council on matters from the previous month.
Parish Council Elections
The Clerk advised those present that the close of Nominations was Tuesday 4 April at 4pm.
Return of election expenses
It was noted that all candidates must return to the district/borough council a claim for expenses 28 days after the result of the election was declared (even if it is a nil return). Any candidate who failed to make the return and declaration within the specified period is liable to conviction.
Skip – Old Football Pavilion: it was noted that this was to be delivered on Monday 3rd April and would be available for ten days.
Footpath/Trod along Fakenham Road: it was noted that Damien Jeffries (Highways Engineer) had been advised that the Council would like the proposed trod to be costed and he had confirmed that he would provide a quotation in due course and ahead of a PPS bid being submitted.
It was noted that the **Annual Play Area Inspection** would be undertaken on Tuesday 18th April.
Land Registry Title for the Playing Field and draft lease for land at Burnside: the Clerk advised that Roger Taylor of Wellers Hedley was in contact with Butcher Andrews (solicitors working on behalf of the property owners of Burnside). It was noted that they had submitted an application for registration of the title to their land and this was at present with the Land Registry. It was noted that the relevant statement in connection with the registration of the additional plot of land would be forwarded shortly. Roger Taylor apologised for the delay stating his time had been occupied with other Councils wishing to complete matters before the end of the financial year and before elections, coupled with the increase in Corporation Tax.
8. **Open Spaces**
 - a. **SAM2 Speed Signs: To receive a data report from the SAM2 Signs:** Cllrs P Abbey and B Sexton reported that the data would be downloaded prior to the May meeting.
 - b. **To note any issues arising from the Play Area weekly visual inspections:** it was noted that visual inspections of the play area were carried out on the 3rd, 14th and 24th March and there were no issues to report. The litter bin was emptied on the 14th March. It was noted that the trapping of the moles had been successful, and no new activity had been noted.

9. Footway Lighting

- a. **To note any streetlights requiring attention:** None.

10. Finance

- a. **To note accounts for payment under the Late Payments Interest Act (1998):** None.
- b. **To approve the accounts for payment (see below):**
- | | | |
|---|---------|------|
| CPRE (Annual Membership) | £36.00 | BACS |
| Norfolk ALC (Annual Subscription) | £169.97 | BACS |
| Gamble Plant (Norfolk) Ltd (Skip Hire) | £264.00 | BACS |
| Clerk's Expenses (11 th Jan to 2 nd Apr 2023) | £102.35 | BACS |
- c. **To note the finances received during March 2023:**
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|---|--------|
| Unity Trust Bank Instant Access Account (Credit Interest) | £12.65 |
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- d. **To approve the March 2023 financial statement:** The financial statement for March 2023, was considered, approved and signed by the Chairman.
- e. **To consider a donation to the Memorial Pavilion towards defibrillator costs:** it was AGREED in principle that a donation should be made in the future to assist with ongoing costs associated with the defibrillator. Any amount agreed would be made using s137, which enabled local councils to spend a limited amount of money for purposes for which they had no other specific statutory expenditure.
- f. **To approve the cost of Freedom of Information training:** the Clerk provided Councillors with details of the course to be held on Thursday, 25th May 2023, online with the tutor Phil Brown. The cost was £48 for subscribers to NPTS. It was AGREED that the Clerk should attend and that the cost would be divided between the Clerk's four Parish Councils.
- g. **To approve the appointment of the internal auditor:** it was AGREED that Roger Canwell should be appointed to audit the accounts for the financial year 2022/23, at a cost of £35.00. The Clerk would correspond confirming his appointment and to arrange a suitable date prior to the 30th May, 2023, for the audit to be undertaken.

11. Co-option Procedures

- a. **To adopt a co-option policy in order to provide advice and guidance on the process:** the Clerk advised that given that local elections were to take place on the 4th May and that the Parish Council election may or not be uncontested it was good practice to put in place a co-option policy so both Councillors and members of the public were familiar with the procedure should it be required. The draft co-option policy and application form circulated to councillors was AGREED and would be reviewed, unless considered necessary sooner, in April 2027.

12. Correspondence

To note any general correspondence received.

- a. **Email from Parishioner, Speed Limit reduction:** noted.
- b. **Email from Parishioner, Speed Limit reduction:** noted.
- c. **Email from Parishioner, Planning breach at 37 The Old Chequers:** it was noted and advised that the alleged planning breach had been reported by the parishioner to BCKLWN Planning Enforcement.
- d. **PKF Littlejohn, 2022/23 AGAR external auditor instructions:** noted.
- e. **NCC, Update on bus service changes from April 3rd:** it was noted that Service 27: Creakes to Fakenham: which had operated only on Tuesdays and Thursdays would return to a Monday to Friday frequency. The service had been extended to Burnham Market to create a link from the Creakes which would offer connections to the Coastliner.
- f. **BCKLWN, National launch of life-saving public emergency alerts and date of test message:** noted.
- g. **Email from Parishioner, Placement of industrial Waste Bins, outside The Old Chequers:** noted.
- h. **Email from Parishioner, Illegal Parking/Industrial Waste Bins, outside The Old Chequers:** noted.

It was AGREED that in respect of correspondence items g and h that had been received that Highways should be advised of the illegal, obstructive and excessive parking outside The Old Chequers. Cllr P Abbey would contact the property owner to also raise each of the issues with them.

13. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting:** it was noted that NORFOLK COUNTY COUNCIL proposed to make a Temporary Traffic Regulation Order (WTRO3974) affecting the 1) Southgate from its junction with B1355 Fakenham Road for 30m southwards; and 2) B1355 Fakenham Road from 330m west of its junction with Southgate for 590m eastwards; to facilitate Anglian Water main repair works.
The road 1) would be temporarily closed (except for access) and road 2) would be temporarily subject to a 30mph speed limit with effect **from 15 th to 16 th April 2023** for the duration of the works expected to be about 2 days within the period.
Cllr B Sexton advised that an area of the B1355 within the 50mph limit contained a very large pothole.

14. Planning

- a. **To consider plans at the time of publishing:**
NO OBSERBATIONS
23/00083/CU - Change of use from self-contained annexe to single residential dwelling in its own right with shared access. at Solitaire 14 Burnham Road.
- b. **To consider plans since publication of agenda:** None.
- c. **To note applications approved/refused by Borough Planning Control:**
22/02268/F The Sextons 56 Church Lane - VARIATION OF CONDITION 3 OF PLANNING PERMISSION 16/00777/F: Ancillary building in the form of a log cabin
Application Permitted 24 February 2023 Delegated Decision

22/01975/F Manor Farm 57 Burnham Road - Widening of access from Burnham Road including part demolition and rebuilding of part front wall to improve visibility from access point,.General repairs to roadside wall,landscaping garden area including enhanced parking and turning area to front of house. Addition of porch to front of house and extension to rear of house for boot room/rear entrance, extension to south elevation for conservatory, upgrading driveway surface areas, erection of new and replacement gates, general overhaul and repairs to house.

Application Permitted 7 March 2023 Delegated Decision

22/01978/LB Manor Farm 57 Burnham Road - Widening of access from Burnham Road including part demolition and rebuilding of part front wall to improve visibility from access point,.General repairs to roadside wall,landscaping garden area including enhanced parking and turning area to front of house. Addition of porch to front of house and extension to rear of house for boot room/rear entrance, extension to south elevation for conservatory, upgrading driveway surface areas, erection of new and replacement gates, general overhaul and repairs to house.

Application Permitted 3 March 2023 Delegated Decision

15. Allotment Matters

- a. **To receive a report from the Allotment Subgroup.**
- **Letter from allotment tenant, regarding joint tenancy of allotment 52 Leicester Road:** request for sole tenancy by existing tenant was APPROVED.
 - **Letter from allotment tenant, regarding tenancy of allotments 20-23 and 31/32B Back Street:** request for change of tenant to both allotments was APPROVED.
- b. **To consider any other matters (for information only):** None.

16. **To propose items for the Parish Council website:** None.

17. Parishioner's Participation

A parishioner reported a pothole at the bottom of Swan Hill along the B1355.
A parishioner reported a pothole outside The Old Chequers, Front Street.
The Chair advised that parishioners could report potholes quickly and efficiently through the Norfolk County Council website.

18. Date of the Annual Parish Meeting and Annual Parish Council meeting and any agenda items:

It was noted that the next meetings were to be held on Wednesday 10th May, 2023, the first meeting to begin at 7.00pm.

Meeting closed: 8.15 pm.

.....Chairman

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROED BY FULL COUNCIL