

SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of South Creake Parish Council held in the Memorial Pavilion on Monday 4th July, 2022, at 7.30pm.

Present: Councillors, P Abbey (Chair), T Allen, S Baldwin, R Chantree, L Goodall, S Hunt, B Sexton, the Clerk, Sarah Harvey, County Councillor M Chenery of Horsbrugh and five parishioners.

1. The Chair welcomed all those present to the meeting.

2. **Apologies**

Apologies for absence were noted and accepted from Councillors P Collins and B Rosen.
Apologies for absence were noted from Borough Councillor C Morley.

3. **Declarations of Interest on Agenda Items**

None

4. **Minutes**

The Minutes of the meeting held on 6th June 2022 were PROPOSED, SECONDED and APPROVED as a correct record of the proceedings and signed by the Chair, Cllr P Abbey.

5. **Parishioner's Participation**

Mr P Hart (Secretary, SCWMI Committee) reported that at two recent Coffee Mornings held at the Memorial Pavilion raised £132 with donations for the East of England Air Ambulance. The previous month a raffle and a tombola had been held to raise money for the Ukrainian Appeal and the magnificent sum of £175 had been donated from the village to the cause. Mr P Hart noted that a party had been held on 11th June to celebrate his mother-in-law's 100th birthday. It was noted that compliments were received from many visitors appreciating a well-kept village and Pavilion. Councillor P Abbey on behalf of a parishioner advised that the alleyway leading from Winston Drive to Leicester Road required attention.

6. **Reports from County and Borough Councillors and Police**

County Councillor M Chenery of Horsbrugh reported that a car accident had occurred on 30th June at the crossroads at Waterden. Due to faded linage and lack of signage, there had been inadequate warning of the junction which had contributed to the accident occurring. County Councillor M Chenery of Horsbrugh advised that he had reported his concerns to Highways and asked them to assess the junction and implement the necessary safety measures.

County Councillor M Chenery of Horsbrugh reported that he was still communicating with Damien Jeffries (Highways Engineer) regarding outstanding money due to the Parish Council from the Local Member Fund for 2021/22 in respect of assistance relating to tree planting and SAM2 batteries.

County Councillor M Chenery of Horsbrugh noted that the Clerk had handed the minutes books for deposit with the Norfolk Records Office.

Borough Councillor C Morley had provided a short report via email stating that 'The National Audit Office and Public Accounts Committee are looking at investments in new hospitals which is adding jeopardy to the replacement for the QEH. I and some colleagues have written again to the Chancellor and Health Secretary pressing the case. But the green flag for a new hospital may have to wait for a general election.

The Major tranche of money from the promised Town Deal (total £25m) is for the Guildhall and adjacent buildings in Kings Lynn to be renovated. The Business Case has at last been agreed after much scrutiny and the final submission should be sent to the Treasury any day now, fingers crossed. The Council has recognised that it's Planning and Enforcement Teams are under strength and £1m pa has been agreed to recruit more people and reorganise the unit. I hope we can find the right people with the necessary skills who want to join us.

There is more levelling up money on offer and we are trying for £20m to represent most of the money needed for a new leisure centre in Hunstanton. The County are also bidding for money to build a new road and cycle network into Lynn from Hardwick and around the Southgates with a town gyratory. We wait to see if these bids are successful.'

7. Clerks Report:

The Clerk went through her report and updated the Council on matters from the previous month.

Land at Swan Hill

Matthew Henry (Assistant Director, Property & Projects, BCKLWN) had responded following intervention by Borough Cllr C Morley. He had now passed this to one of his team to pick up/allocate, so the PC should hear something imminently.

Unity Trust Bank

A notification had been received from Unity Trust Bank to advise that the switch from the Barclays Community Account to the T1 Current Account would take place on the 6th July and the former account closed. All regular payments held on the account would be set up on the account with Unity Trust Bank and any closing credit balance would be sent to the new account.

The Clerk advised that the Business Premium Account with Barclays would need to be closed manually, and the closing balance transferred to the Unity Trust Instant Access account. A letter had been drafted by the Clerk to this effect and would be signed by Cllrs T Allen, L Goodall and B Sexton.

AGAR

It was noted that the certificate of exemption had been submitted to PKF Littlejohn LLP and the AGAR and accompanying documents had been made available on the PC website. The notice period for members of the public wishing to access and make copies of the AGAR and associated documents would run from 27th June until 5th August.

SAM2 Signs

Damien Jeffries (Highways Engineer) confirmed that the SAM2 Signs could only be deployed in 20mph and 30mph zones and could not be placed in 50mph areas.

The Clerk advised that following a conversation with Westcotec Ltd that the signs did not require servicing. Cllr B Sexton advised that the power on/off switches were stuck on both devices.

War Memorial

It was noted that three companies had been approached to provide quotations, AJ Restoration, Clivenden Conservation and IMI.

Tree Inspection/Survey

The Clerk confirmed that the preliminary tree inspection report had been received shortly before the meeting and that this would be circulated for consideration at the September meeting. It was noted that Dan Yeomans had advised that the small Rowan tree near to the ford required a water bag urgently. Cllr P Abbey to investigate.

8. Open Spaces

- a. **To update on the land at Burnside:** it was noted that a further communication along with a plan of Burnside had been received by the Council from Butcher Andrews on behalf of their clients. The information was noted but it was AGREED that this should be carried forward to the September agenda to allow more time to consider the options being proposed.
- b. **To receive an update regarding maintenance of the telephone box, Village Green and approve any further repair costs:** Cllr P Abbey advised that Tony Rout would begin repainting the telephone boxes and the bridge railings the week commencing 11th July. At the same time Tony Rout would assess the door repair to the telephone box on the village green.
- c. **To receive advice from the Norfolk Rivers Trust regarding the section of the River Burn adjacent to the village green:** Cllr B Sexton reported that to undertake any work to the River Burn a £5,000 survey would need to be carried out. It was AGREED that in order to assist with movement along the stretch of water large stones would be added to the watercourse and assessed to see if this helped.
- d. **To approve a quotation for the content design of the information boards to be placed on the village green:** the Clerk advised that she had approached a local company, Tangerine Creative to ask for three quotations, one for content design only, one for content design and production and one for the complete unit. As well as three quotations an illustration had been provided for the complete unit, as an example of what they could provide. It was noted that in May 2021 the Council were awarded £1,195 from Jack's Lane Community Benefit Fund for use towards the information boards. It was AGREED that the quotation for the complete unit should be accepted for £1,560.
- e. **To receive a cost to repair the circular bench (Millennium Seat) on the Village Green:** it was noted that the Council had received an estimate to carry out the seating repairs using a softwood

which would cost £945. The Clerk advised that she had researched costs to replace the seating area entirely in a hardwood such as teak and costs did not far exceed what was being quoted for repair work. It was AGREED to carry the item forward to the September meeting and in the meantime the seat would be cleaned in order to make a better judgement as to how to proceed.

9. Play Area

- a. **To approve a quotation to clean and repaint the swings (horizontal bar only) and goal posts:** it was PROPOSED by Cllr T Allen, seconded by Cllr B Sexton and AGREED to accept the quotation from Tony Rout for £400.
- b. **To consider and approve costs to replace or repair the bench at Play Area:** it was noted that a quotation had been received from Tony Rout to replace the damaged wood with a softwood and to stain at a cost of £545. The Clerk advised that to avoid ongoing maintenance costs, the seat could be replaced with a similar recycled material seat identical to the seating on entrance to the Play Area. It was PROPOSED by Cllr B Sexton, seconded by Cllr T Allen and AGREED that another Elwood Recycled Material Seat should be purchased from Glasdon Ltd for £741.42.
- c. **To approve a quotation to replace the safety surfacing underneath the multiplay, rotaweb, see-saw, swings, spinning mushroom and spring rocker:** the Clerk advised that an approach had been made to three play equipment suppliers, Online Playgrounds, Wicksteed Leisure and Action, Play & Leisure, and that two quotes had been received. Each company had been advised of the timeframe required in which the quotations were to be received. It was AGREED that the quotation from Online Playgrounds would be accepted, at a total cost of £21,100. It was noted that the execution of the work would be dependent on a successful bid to the CIL Infrastructure Fund.
- d. **To consider an application to the CIL Infrastructure Fund and to agree a Parish Council contribution towards the safety surfacing project:** the Clerk advised that a local authority could apply to fund community projects and smaller local projects between £2,000 and £50,000. The conditions being that it was expected that there would be an element of match funding for these projects and that short to midterm projects would be completed within 5 years. It was PROPOSED and AGREED that an application should be submitted to the CIL Infrastructure Fund for the safety surfacing project, totalling £21,100. It was AGREED that the Parish Council would contribute 25% towards the project cost and that an approach would be made to County Councillor M Chenery of Horsbrugh for a contribution from the Local Member Fund. Letters of support for the project would also be requested from Borough Councillor C Morley and County Councillor M Chenery of Horsbrugh. It was noted that the application would need to be submitted by 1st August, 2022.

10. Footway Lighting

- a. **To note any streetlights requiring attention:**
- b. **To receive quotations for a fixed term electricity contract for parish street lighting:** it was noted that Indigo Swan had been tasked with securing at least three fixed price energy quotations for the Parish Council. Indigo Swan had stated that they had been 'waiting to receive some correspondence from Scottish Hydro and unfortunately it wasn't the news they had wanted. They had with immediate effect, withdrawn all offers and prices from the market. This was because they had seen some very significant price increases. Recently prices had gone above what they were in March when the Ukraine/Russia situation began. This increase in prices was due to an LNG plant in the USA exploding and therefore reducing shipments of gas. Also, Gazprom had started to do more "maintenance" on pipelines leading into Europe which had reduced the gas coming in. What they were currently seeing with prices was that the offers available (if they remained valid) were actually more expensive than out of contract rates.' Indigo Swan would continue to monitor the market and as things improved they would be back in touch.

11. Finance

- a. **To note accounts for payment under the Late Payments Interest Act (1998):** None
- b. **To approve the accounts for payment (see below).**

101787 - Norfolk Accident Rescue Service, Donation	£100.00
101788 - Clerk's Salary & Expenses Claim (9 th May 22 to 4 th July)	£52.98
101789 – TTSR Ltd, Grounds Maintenance	£1,172.11
- c. **To note the finances received during May 2022.**

Allotment Rent	£497.50
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HMRC VAT Refund

£3,479.08

- d. **Financial Statement:** The financial statement for May 2022, was considered, approved and signed by the Chairman.
- e. **To consider a donation towards the Burnham Market Area Community Car Scheme:** it was PROPOSED and AGREED that a donation of £150 should be donated to the scheme.

12. General Data Protection Regulations

- a. **To receive a summary of the Parish Council's responsibilities:** the Clerk provided Councillors with a 'Data Protection' handout, which included a summary of the Council's responsibilities. The Clerk advised the Council that the use of personal email addresses and devices for council business was a significant data protection concern. A recommendation was that personal emails were replaced with designated Council email addresses. The Clerk was to provide a final recommendation at the September meeting.
- b. **To review and approve the Information Audit:** the amendments were noted, and it was PROPOSED, seconded and AGREED that the information audit be approved.
- c. **To review and approve the General Data Protection Policy:** it was noted no changes had been made to the policy, therefore it was PROPOSED, seconded and AGREED that the policy be approved.

13. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting:**
NCC, Traffic Restriction Notice - owing to a burst water main the use by vehicles of the U23735 Leicester Road from 50m south of its junction with U22187 Back Lane for 30m southwards in the PARISH OF SOUTH CREAKS will be temporarily prohibited from 4th to 8th July 2022 for the duration of the works, expected to be about 5 days within the period.
- b. **To review the locations of the SAM2 posts around the village:** the Clerk advised the Council of the current agreed and recorded sites with Norfolk County Council. It was AGREED that an enquiry should be made with the Highways Engineer as to whether a further site could be agreed on the 30mph repeater sign outside no.3 The Green.

14. Planning

- a. **Planning applications received:** None.
- b. **To note applications approved/refused by Borough Planning Control:**
22/00784/F South Creake Drey Cottage Back Lane - Replacement timber garden summerhouse.
Application Permitted
29 June 2022
Delegated Decision

15. Allotment Matters

- a. **To receive a report from the Allotment Subgroup:** No report received.
- b. **To consider and approve the clearance of vacant allotment plots prior to letting to new tenants:** Cllrs B Sexton and T Allen agreed to clear the vacant plots 60A at Leicester Road and 29B at Back Street for let to new tenants on or after 1st September.
- c. **To consider any other matters (for information only):** the Clerk advised that allotment rent was due by 30th June and the majority of this had been received. Tenants with outstanding rent would be contacted.

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

17. Parishioner's Participation

Cllr L Goodall reported that the Jack's Lane Community Benefit Fund had made 11 awards of funding, a total of £50,000, £10,000 of which came to South Creake.

18. Date of next Parish Council meeting and any agenda items:

Next meeting to be held on Monday 5th September 2022 at 7.30pm.

The following items would be added to the agenda;

Meeting start time.

Tree Inspection/Survey Report

War Memorial
Santander Business Account
Standing Orders – Unity Trust Bank

Meeting closed: 9.15 pm.

.....Chairman

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL