

SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of South Creake Parish Council held in the Memorial Pavilion on Monday 5th June 2023, at 7.00pm.

Present: Councillors, P Abbey (Chair), T Allen, J Amor, S Baldwin, L Goodall, the Clerk, Sarah Harvey.
Borough Councillor C Morley
Member of Public: 3

1. The Chair welcomed all those present to the meeting.
2. **Apologies**
Apologies for absence were noted and accepted from Cllrs R Chantree, B Rosen and B Sexton.
3. **Declarations of Interest on Agenda Items:** None.
4. **Minutes**
The Minutes of the meeting held on 10th May 2023 were PROPOSED by Cllr P Abbey, SECONDED by Cllr L Goodall and APPROVED as a correct record of the proceedings and signed by the Chair, Cllr P Abbey.
5. **Parishioner's Questions and Statements:**
Mr P Hart (Secretary, SCWMI Committee) reported that there had been a very successful Yard Sale held over the May Bank Holiday Weekend. It was also noted that a new group – Flow and Rockbox would be commencing classes in the Memorial Pavilion on Wednesdays.
6. **Reports from County and Borough Councillors and Police:**
Apologies for absence were received from County Councillor M Chenery of Horsburgh.
Borough Cllr C Morley advised that at the Annual Borough Council Meeting held on 18 May, it had been confirmed, that Cllr Terry Parish, Leader of the Independent Group, would become leader of the Borough Council and would form the administration in partnership with the Liberal Democrat and Green Party groups working closely with the Labour Group. Cllr C Morley noted that he had been appointed Cabinet Member for Finance.
Cllr C Morley reported that planning permission had been granted for a new multi-storey car park at the Queen Elizabeth Hospital site. Once completed, it was noted that the new hospital would start to be built on the existing car park site and was hoped to be in place by 2030.
7. **Clerks Report:**
The Clerk went through her report and updated the Council on matters from the previous month.
Street Name Plates: the Clerk advised that she had spoken with Chris Copeland (Address Management Officer) regarding the length of time it had taken to replace reported street name plates. Chris Copeland had advised that the actual reports had been processed by him in a timely manner, but that the team responsible for procurement works had not carried out a number of requests. It was noted that the Fakenham Road sign had now been replaced and the street name plate at Bluestone Rd had been replaced and sited in a new location.
Play Area Safety Surfacing: the Clerk advised that she had submitted a funding application to Chiplow Wind Farm Community Benefit Fund in May for £5,000. It was noted that Jo Maddocks, Programmes Advisor, had advised that both the Jack's Lane and Chiplow Funds were oversubscribed and as a compromise many of the projects may be part funded.
The Clerk advised that the Council had been successful in their funding application to the Egmore Energy Fund and that a grant of £1,000 had been secured towards the project.
8. **Open Spaces**
 - a. **SAM2 Speed Signs: To receive a data report from the SAM2 Signs:** Cllr P Abbey reported that the SAM2 Signs between the 26th January to the 5th June had recorded the following data.

SAM2 8479 (Outside The Old School)
85th Percentile Speed 33 MPH *
85th Percentile Vehicles 68516

Max Speed 60 MPH on 02/01/1970 0830
Total Vehicles 80607
Average Speed: 22.95

SAM2 9640 (Outside The Old School)

85th Percentile Speed 36.1 MPH *
85th Percentile Vehicles 75786
Max Speed 75 MPH on 16/03/2023 0830
Total Vehicles 89160
Average Speed: 28.37

The “85th percentile” speed is a speed at which 85% of traffic will be travelling at, or below, along a street or road.

- 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 5th, 12th and 19th May and there were no issues to report. The litter bin was emptied on the 12th May.
- c. **To consider and approve quotations for tree work to trees on the village green/playing field:** following the tree inspection in 2022 and the annual play area inspection report, two quotations had been sought to undertake the recommended tree work at the playing field and village green. Quotations had been received from Tree Work & Surveys and Arbocraft Trees. It was AGREED that a third quote should be sought from Chestnut Avenue Ltd, given that the value of the work exceeded £1,000. It was noted that given that all of the trees were in a conservation area, consent would be required from the BCKLWN to carry out any of the work.

9. Footway Lighting

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

10. Finance

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

Mr R Canwell (Internal Audit Fee)	50.00	BACS
Fletcher Gardening Services (Mole Trapping, Play Area)	95.00	BACS
NPTS (Induction for Councillors – JA & SB)	88.00	BACS
Sarah Harvey (ICO, Data Protection Renewal Fee)	40.00	BACS
Clerk’s Salary (May)	241.97	SO

It was PROPOSED by Cllr S Baldwin, SECONDED by Cllr L Goodall and AGREED that all payments should be authorised.

- c. **To note the finances received during May 2023:**

South Creake Bowls Club Rent 2022/23	4.00
South Creake Tennis Club Rent 2022/23	5.00
Colkirk FC (Football Pitch Hire 2023/24 Season)	50.00
- d. **To approve the May 2023 financial statement:** The financial statement for May 2023, was considered, approved and signed by the Chairman.
- e. **To receive a report from the Internal Auditor for the financial accounts 2022/23:** The Clerk reported that the internal audit for the financial accounts 2022/23 had been carried out and there were no matters of concern that the auditor wished to raise with the Parish Council. The internal auditors report would be available on the Parish Council website.
- f. **To approve the Annual Governance Statement in the 2022/23 AGAR (Form 3):** it was noted that Councillors had been circulated with a copy of the Statement for their information and it was AGREED that the Chairman and RFO sign the Statement.
- g. **To approve the Statement of Accounts in the 2022/23 AGAR (Form 3):** it was noted that Councillors had been circulated a copy of the Accounts for the year ending 31st March 2023, together with a bank reconciliation at the year end and reasons for variations. Councillors had also been provided with a copy of the Statement and it was considered and AGREED that the Chairman and RFO sign the Statement.
- h. **To review and agree the internet banking policy:** it was considered and AGREED that the reviewed policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2024 or as required.

11. Correspondence

To note any general correspondence received.

- a. **Canon Mark Dimond (King's Lynn Minster), Update on Pilgrimage route from King's Lynn to Walsingham:** noted.
- b. **BCKLWN, CIL Funding Applications:** it was noted that an application to the fund would be completed on behalf of the Council for assistance with the cost of the play area safety surfacing project. The fund opened on 1st July with an application deadline of the 1st August 2023.
- c. **Norfolk County Council, Changes to the Mobile Library Service:** it was noted that the new timetable would be available on the Parish Council website.
- d. **Email from Tennis Club, Mole Hills on Playing Field:** it was noted that mole hills had appeared around the edge of the tennis courts and concerns were raised regarding the potential damage they could cause to the playing surface. The Clerk advised that she had asked Len Fletcher (Fletcher Gardening Services) to set some mole traps and that his fee for around 4 visits would be £95.

12. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting:** None.
- b. **Highways Community Ranger visit South Creake - July 2023:** it was noted that the following issues should be reported for attention.
 - Cleaning the village gateways at Fakenham Road.
 - Side out the footpath from the AW Pumping Station to 32 Front Street.

13. Planning

- a. **To consider plans at the time of publishing:** None.
- b. **To consider plans since publication of agenda:** None.
- c. **To note applications approved/refused by Borough Planning Control:** None.
- d. **Notification of Appeal to Secretary of State APP/V2635/D/23/3318756, Old Butchers Shop, 54 Back Street:** noted.

14. Allotment Matters

- a. **To review and agree Allotment Working Group Terms of Reference:** it was noted that as per standing order 4, Committees & Advisory Groups, terms of reference had to be adopted for the allotment working group. It was considered and AGREED that the reviewed terms of reference should be adopted.
- b. **To receive a report from the Allotment Subgroup:** Cllr J Amor reported that generally plots were well looked after, although there were a small number that were not being maintained. Cllr J Amor would note the allotments that were not being looked after. Cllr J Amor noted that vacant plots, particularly at Back Street were overgrown and that prospective tenants may be deterred from renting a vacant plot.

The Clerk advised that there were three and half allotments available at Back Street and seven and half available at Leicester Road. Given that the some of the allotments were in an unuseable condition it was AGREED that any new tenant wishing to rent an allotment which they were happy to clear themselves should forfeit the initial deposit sum required from tenants. If new tenants were unhappy to clear a vacant plot a quotation should be obtained to both strim and weed kill the plot. It was suggested that plots that remained vacant in the long term could be covered with polythene to help suppress the weeds. The Council AGREED that Cllr P Collins should be asked if he could weed kill and strim allotment 60A Leicester Road as this was of particular concern.
- c. **To consider and agree the reimbursement of the initial deposit of £50 to the tenant of plots 34-36 Back Street:** it was AGREED that the tenant should be reimbursed with the initial deposit of £50 as the Council felt that the terms of clause 8 had been complied with.
- d. **To consider any other matters (for information only):** the Clerk advised that the previous tenants of allotments 46 to 51 Leicester Rd had agreed to continue to cultivate these in order to keep them in a reasonable condition until a decision was made on their future use.

15. **To propose items for the Parish Council website:** it was suggested that the recently installed information signs should be added to the website. Cllrs T Allen, R Chantree and B Rosen were thanked for their combined effort in placing these along the edge of the Rover Burn.

16. Parishioner's Participation

Parishioners advised that they had been strimming an adjacent allotment plot that had been vacant for several months as vegetation was becoming very overgrown.

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

It was noted that the next meeting was to be held on Monday 3rd July, 2023 at 7.00pm.

Meeting closed: 8.40 pm.

.....Chairman

.....Dated

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