

## **SOUTH CREAKE PARISH COUNCIL**

Minutes of the Annual Parish Council Meeting of South Creake Parish Council held in the Memorial Pavilion on Wednesday 11<sup>th</sup> May, 2022, at 7.30pm.

Present: Councillors, P Abbey (Chair), T Allen, S Baldwin, R Chantree, P Collins, L Goodall, B Sexton, the Clerk, Sarah Harvey and eight parishioners.

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

A vote of thanks was recorded for the Locum Clerk, Sarah Raven for the period of cover that she had provided whilst the Clerk, Sarah Harvey, was absent from work.

2. **Election of Chair**

It was proposed by Councillor B Sexton, seconded by Councillor L Goodall and carried that Councillor P Abbey be elected Chair. Councillor P Abbey accepted and signed the Declaration of Acceptance.

3. **Election of Vice-Chair**

It was proposed by Councillor P Abbey, seconded by Councillor B Sexton and carried that Councillor T Allen be elected as Vice-Chair.

4. **Apologies**

Apologies for absence were accepted from Councillors S Hunt and B Rosen. Apologies for absence were also noted from Borough Councillor C Morley and County Councillor Michael Chenery of Horsbrugh.

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

None

6. **Minutes**

The Minutes of the meeting held on 7<sup>th</sup> March 2022 were PROPOSED, SECONDED and APPROVED as a correct record of the proceedings and signed by the Chair, Cllr P Abbey.

7. **Parishioner's Participation**

Member of the public enquired whether the roadside bank adjacent to Back Street allotment site could be left unmown until much later in the year in order to encourage wildflowers and wildlife.

A member of South Creake Community Events advised that events to celebrate the Queen's Platinum Jubilee had been organised for Friday 3<sup>rd</sup> June and Sunday 5<sup>th</sup> June. The Parish Council were thanked for the work they carried out on behalf of the village.

Mr P Hart (Secretary, SCWMI Committee) advised that an Open Day was to be held at the Memorial Pavilion from 11am on Saturday 14<sup>th</sup> May. On Friday 20<sup>th</sup> May, a further Quiz Night was to be held. It was noted that this was now oversubscribed, and numbers had to be fixed to 50 attendees only. A Coffee Morning would take place on Wednesday 25<sup>th</sup> May. The previous Coffee Morning had raised £111 for the Wells RNL. A request had been received by Hunstanton Police to attend the June Coffee Morning – they were on a mission to be more high profile within the local community. Mr P Hart noted the events to celebrate the Queen's Platinum Jubilee, a bar was to be supplied by The Ostrich in the Memorial Pavilion on the 3<sup>rd</sup> June. On Sunday 5<sup>th</sup> June, a short church service was to be held in the Memorial Pavilion at midday followed by a bring your own picnic on the village green.

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

None.

9. **Clerks Report:**

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

**Land at Swan Hill**

The Clerk was still waiting for a response from Matthew Henry (Assistant Director, Property & Projects, BCKLWN). To be included on the June agenda.

**PROW, Leicester Rd allotments**

It was noted that the Locum Clerk had confirmed that there was no registered public right of way recorded over the Leicester Road allotments.

10. To agree the appointment of councillors to the following:

- a. **Allotment Working Group** – Cllrs R Chantree, L Goodall and B Sexton
- b. **Jack's Lane CBF Fund Panel** – Cllr L Goodall
- c. **South Creake Charities** – Cllrs P Abbey and L Goodall.

11. **To discuss the archive of old minute books to Norfolk Record Office for safekeeping.**

It was agreed to contact the Norfolk Records Office in order to establish the benefits of storing old minute books with them and whether the minutes would still be easily accessible to members of the public.

12. **Open Spaces**

- a. **To approve a quotation to carry out a tree inspection of village green and allotment sites** – it was proposed, seconded and AGREED that Dan Yeomans (Tree Works and Surveys Ltd) should undertake an inspection of all trees that were the responsibility of the Parish Council on the village green, playing field and both allotment sites for £350. It was noted that all trees would be plotted on a map and a summary of work recommendations provided along with a price guide.
- b. **To approve a quotation for the repainting of the telephone boxes** – it was noted that two quotations had been received. It was proposed, seconded and AGREED that Tony Rout be asked to repaint both adopted telephone boxes for £1,300.
- c. **To approve a quotation for the repainting of the road bridge, The Green** – it was proposed, seconded and AGREED that Tony Rout be asked to repaint the bridge railings for £450.
- d. **To update on the land at Burnside** – the Clerk advised that Butcher Andrews had been in touch with their clients and were waiting for them to respond.
- e. **To receive an update regarding the information boards and to note the extension of the final monitoring for the Jack's Lane CBF until mid September** – content was approved for three information boards (900mm x 600mm) to promote education around duck feeding. A quotation was received and accepted from Signet Signs to produce the three information boards for a total cost of £350. It was noted that this cost would be met by the grant received from Jack's Lane Community Benefit Fund. Norfolk Community Foundation had extended the final monitoring until mid - September to provide some further time for the working group to finalise and deliver the alternative project.
- f. **To approve the application to the BCKLWN Small grants Scheme for Queen's Platinum Jubilee for use towards planned village events** – it was noted that the BCKLWN were providing grants of up to £200 for Parish Councils and Community Groups for funds to assist Queens Platinum Jubilee events. It had been confirmed by the BCKLWN that the Parish Council could make an application on behalf of South Creake Community Events. An application had been prepared and would be submitted by Monday 16<sup>th</sup> May.
- g. **To approve the replacement/removal of the Perspex casing to NCC village map, bus shelter** – it was agreed to carry this item forward to the June meeting.

13. **Pavilion/Play Area**

- a. **To consider action regarding old pavilion and future use of the football pitch** – it was AGREED that given that the old pavilion was no longer in use, had been cleared of its contents and all utilities had been disconnected, the structure would be dismantled as soon as possible. It was proposed, seconded and AGREED that Colkirk FC should hire the village football pitch for a rent of £50 per season, to be reviewed in May 2023. The Clerk would establish a point of contact with the club to advise this and to obtain copies of their insurance details.
- b. **Play Area Inspection and Maintenance Policy:** the amendments to the policy were noted and it was AGREED the next review would take place in May 2023.
- c. **Play Area Risk Assessment:** the amendments to the risk assessment were noted and it was AGREED the next review would take place in May 2023.
- d. **Play Area Information Sign:** a template of the redrafted sign which included updated contact details, address and What3Words information was circulated. It was noted that two new signs had already been purchased and installed within the Play Area at a cost of £94.49.

- e. **To approve costs to replace the bench at Play Area** – it was AGREED to carry the item forward to June. In the meantime, the Clerk would obtain a cost to replace the rotten slat on the bench for comparison.
- f. **To receive, consider and approve any actions following receipt of the annual Play Area/Outdoor Gym Inspection** – it was AGREED that in the first instance the Clerk should obtain quotations for repair work to the safety tile surfacing beneath the multi-gym and tayplay, obtain quotes to repaint the goal posts and top bar of swings and obtain a cost for comparison to replace the swing unit.

#### 14. Footway Lighting

- a. **To note any streetlights requiring attention:** None
- b. **To receive quotations for a fixed term electricity contract for parish street lighting** – it was noted that Efficient Energy (formerly Utility Wise) had been tasked with securing at least three fixed price energy quotations for the Parish Council. It was noted that they were having difficulty as the type of meters were extremely old and should have been updated. Their recommendation was to contact the Parish Council's current suppliers, SSE, and ask for a renewal and take the longest-term contract possible in order to bring the costs as low as possible. It was AGREED the Clerk should investigate this with SSE and provide an update at the June meeting.

#### 15. Finance

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

Environment Agency, General Drainage Charges	27.51	101767
CPRE, Annual Membership	36.00	101768
Steward Safety Supplies, Allotment Signs	66.05	101769
Steward Safety Supplies, Play Area Signs	94.49	101770
David Bracey Play Safety Inspections	180.00	101771
TTSR Ltd, Grounds Maintenance	1,172.11	101772
Locum Clerk's Salary, 10 <sup>th</sup> Jan to 21 <sup>st</sup> Mar	241.87	101773
Clerk's Salary & Expenses Claim (3 <sup>rd</sup> Oct to 8 <sup>th</sup> May)	174.39	101774
Norfolk Parish Training & Support (Training Courses – Clerk)	53.67	101775
South Creake Tennis Club (Donation, Perimeter fencing)	500.00	101776
ICO, Data Protection Renewal fee	40.00	101777
Mr P Abbey, Expenses (office stationery, stamps and printer ink)	41.22	101778
Miss S Harvey (Spare Keys, Play Area & Village Litter Bins)	27.50	101779
Arthur J Gallagher Insurance, PC Insurance	1,404.49	101780

- c. **To note the finances received during February and March 2022.**

##### February

Allotment Rent	170.00
UKPN (Wayleave Payments, 2021 & 2022)	232.88

##### March

Allotment Rent	10.00
Business Premium Account Interest (06/12 to 06/03/22)	0.02
Santander Business Account Interest (07/09 to 05/03/22)	1.17

- d. **Financial Statements:** The financial statements for February and March 2022, were considered, approved and signed by the Chairman.
- e. **2021 - 2022 Accounts:** Copies of the accounts which had been circulated were considered by the Councillors and APPROVED. Councillor P Abbey noted that the adopted BT K6 Kiosk at the Village Green should be added to the Asset Register, purchase price £1.00.
- f. **To approve the direct debits in force for the financial year 2022 - 2023.**  
BCKLWN, Dog Waste Collection and Disposal – Annual  
SSE, Electricity for Street Lighting – Monthly
- g. **Internal Audit** - It was AGREED that Roger Canwell should be appointed to audit the accounts for the financial year 2021/22, at a cost of £35.00. The Clerk would correspond confirming his appointment and to arrange a suitable date prior to the 30<sup>th</sup> May, 2022, for the audit to be undertaken.

- h. **Online banking:** following a report issued by the Clerk a discussion took place on the advantages and disadvantages of online banking. It was PROPOSED by Cllr P Abbey, SECONDED by Cllr B Sexton and AGREED to open a Unity T1 Account (current account) and Instant Access Savings Account. To keep with Barclays the community account until Unity was established. All transactions would continue to be made using a two-signature authorisation system. Four signatories would be added to the account for this purpose – Cllrs T Allen, R Chantree, L Goodall and B Sexton.
  - i. **To consider the reviewed Financial Regulations and Standing Orders.**
    - Standing Orders:** it was noted that the standing orders had been updated to those applicable to smaller local authorities and the orders that had allowed the Council to meet virtually had been removed following expiry of the relevant legislation. It was PROPOSED, SECONDED and AGREED that the document be adopted by the Council.
    - Financial Regulations:** it was noted that the financial regulations had been reviewed and updated to include regulations on the use of online banking, points 6.15 through to 6.20. It was proposed, seconded and AGREED that the document be adopted by the Council.
  - g. **Training Updates for Clerk:** it was AGREED that the Clerk should attend courses on Data Protection, Refreshing Agenda's, Understanding Planning and Professional Minutes. The combined cost of the courses would be divided between the three Parish Councils that employed the Clerk, the cost to each Parish Council would be £53.67.
  - h. **Local Government Pay Increase:** The National Joint Council for Local Government Services had held a Pay Scales review and a 1.75% salary increase had been agreed effective from 1 April 2021. The Clerk's hourly rate would increase from £12.73 to £12.95. New rates of pay were effective from the 1<sup>st</sup> April 2021.
  - i. **Amendments to Clerk's Job Description:** it was noted that the job description has been updated to include visual inspections of the Play Area and maintenance/update of PC website.
16. **Highways Matters**
- a. **Matters reported to the Clerk prior to the meeting** – it was noted that a report had been received from a parishioner regarding the condition of the pavements in Front Street- some of the covers situated in the pavement had been lifted and had not been re positioned flat. The cover in the road opposite Valentine House in Front Street had particularly been left in a poor state.
  - b. **Traffic Regulation Order update between South and North Creake** - Grahame Bygrave (Director of Highways) had advised that the B1355 speed limit scheme was one of the new Road Safety Community Fund schemes approved at the March 2022 Cabinet meeting. It was noted that following funding approval, the proposed changes to the speed limits were now going through the design process, with a view to the statutory consultation starting in the summer.
17. **Planning**
- a. **Planning applications received** - None.
  - b. **To note applications approved/refused by Borough Planning Control.**
    - 21/02203/F South Creake The Ostrich Inn 1 Fakenham Road South Creake FAKENHAM Norfolk NR21 9PB - VARIATION OF CONDITION 2 OF PLANNING PERMISSION 20/01291/F: To amend drawings  
Application Permitted - 26 April 2022 - Delegated Decision
    - 21/01232/NMA\_1 South Creake Creake Business Park The Common South Creake Norfolk - NON-MATERIAL AMENDMENT TO PLANNING CONSENT 21/01232/F: The construction of a new industrial building within an existing industrial estate with all existing services and access.  
Application Permitted - 27 April 2022 - Delegated Decision
  - c. **To approve a Consultation on Planning Applications Policy** – it was noted that the policy had been produced in order to formalise how planning applications were dealt with by the Parish Council. It was proposed, seconded and AGREED that the document be adopted by the Council and reviewed annually.
18. **To propose items for the Parish Council website** – None. It was noted that Cllr P Abbey along with the Clerk also had access to administer the website.
19. **Date of next Parish Council meeting and any agenda items:**  
Next meeting to be held on Monday 6<sup>th</sup> June 2022 at 7.30pm.

The following items would be added to the agenda;  
Allotments

Meeting closed: 9.30 pm.

.....Chairman

.....Dated

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