

SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of South Creake Parish Council held in the Memorial Pavilion on Wednesday 11th January, 2023, at 7.00pm.

Present: Councillors, P Abbey (Chair), S Baldwin, R Chantree, P Collins, L Goodall, the Clerk, Sarah Harvey, Borough Councillor C Morley and two parishioners.

1. The Chair welcomed all those present to the meeting.
2. **Apologies**
Apologies for absence were noted and accepted from Cllrs T Allen, B Rosen and B Sexton.
3. **Declarations of Interest on Agenda Items**
None.
4. **Minutes**
The Minutes of the meeting held on 5th December 2022 were PROPOSED by Cllr P Collins, 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 the Coffee Morning held in December raised a total of £133 from the raffle for the Salvation Army. The Ukraine Humanitarian Appeal lunch raised a sum of £665 from the raffle/tombola. Thanks and congratulations were expressed to the organisers and all of the supporters. The Warm Space Social Afternoons were set to continue on Thursday afternoons through the winter months at no cost to the participants. Transport could be arranged, and funding had been received from the Norfolk Community Foundation. The initial Table Tennis evenings had been well attended and regular evenings were planned. Thanks were given to Cllr P Collins for his enthusiastic involvement. It was noted that a Quiz Night would be held on the 20th January and a Coffee Morning on the 25th January.
6. **Reports from County and Borough Councillors and Police**
Apologies for absence were received from County Councillor M Chenery of Horsbrugh and borough Councillor C Morley.

Cllr C Morley provided a brief report advising that the BCKWLN had created a fund to help communities in West Norfolk celebrate and commemorate the King's Coronation. Small grants of up to £200 were available for those who were hoping to organise Coronation related activities or events in their parish. It was noted that the Local Plan hearings had been adjourned and the Inspector had asked the BCKLWN to provide further evidence for their spatial strategy and housing allocations.
7. **Clerks Report:**
The Clerk went through her report and updated the Council on matters from the previous month.
Land Registry Title for the Playing Field and draft lease for land at Burnside:
It was noted that Steve Rayner (Property Briefing Ltd) had been instructed to produce a Land Registry compliant plan for land leased at Burnside. This has now been completed and passed to Roger Taylor of Wellers Hedley so that he could proceed with registering the title.
Chris Taylor (Butcher Andrews) had prepared a draft lease, which had been sent directly to Roger Taylor of Wellers Hedley for his consideration.
Street Name Plates: both Bluestone Road and Fakenham Road had been reported to the BCKLWN for attention.
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 6th October to the 8th December 2022 had recorded the following data.

SAM2 8479 (Fakenham Rd IN)

85th Percentile Speed 39.4 MPH *
85th Percentile Vehicles 50595
Max Speed 70 MPH on 07/01/1970 13:30:00
Total Vehicles 59524
Average Speed: 31.17

SAM2 9640 (Fakenham Rd OUT)

85th Percentile Speed 35.1 MPH *
85th Percentile Vehicles 53211
Max Speed 95 MPH on 13/10/2022 0700:00
Total Vehicles 62601
Average Speed: 30.25

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

9. Footway Lighting

- a. **To note any streetlights requiring attention:** None.
- b. **To receive quotations for a fixed term electricity contract for parish street lighting:** the Clerk advised that a further update had not been received from Indigo Swan. Cllr R Chantree and L Goodall expressed an interest in further investigating the price that was currently being paid monthly. The Clerk would supply the current price per kwh being paid along with the type of Led lanterns.

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).**

Property Briefing Ltd (Land registry compliant lease plan)	295.00	BACS
NCC, Safer Programme Annual membership	30.00	BACS
Clerk’s Expenses (2 nd Oct to 10 th Jan) & Backdated Pay (1 st Apr to 5 th Jan)	153.77	BACS

- c. **To note the finances received during December 2022.**

Unity Trust Bank Instant Access Account (Credit Interest)	3.73
---	------

It was PROPOSED by Cllr P Collins, SECONDED by Cllr L Goodall and AGREED that all outstanding accounts be paid.

- d. **To approve the December 2022 financial statement:** The financial statement for December 2022, were considered, approved and signed by the Chairman.
- e. **To approve the grounds maintenance contract with TTSR Ltd for 2023:** it was noted that the grounds maintenance contract for 2023 had been received from TTSR Ltd. The annual cost for 2023 would be £4,335.24. It was PROPOSED by Cllr P Abbey, SECONDED by Cllr R Chantree and AGREED to accept and approve a further one-year contract. It was noted TTSR Ltd had taken the decision to only quote for 1 year in the hope that costs may stabilise going into 2024.
- f. **To receive the draft budget and consider and agree the precept for the financial year 2023/24:** it was PROPOSED by Cllr P Abbey, SECONDED by Cllr P Collins and AGREED that the precept would increase by £3,397.50 to cover the additional costs of electricity, grounds maintenance and insurance. It was noted that the increase by Band D property would equate to £13.81 annually or £1.38 over a 10 month payment period for 2023/24.
- g. **To update and approve the General Reserves Policy:** copies of the financial reserves policy had been circulated amongst Councillors for approval. It was noted that the purpose of the policy was to set out how the Council would determine and review the level of reserves it held. The policy along with a breakdown of the Councils general and earmarked reserves was approved and would be reviewed in January 2024 as part of the budget.
- h. **Smaller Authorities Audit Appointments, Notification of external auditor appointment for the 2022-23 financial year for the 5-year period until 2026-27:** it was noted that PKF Littlejohn LLP had been appointed as auditor for 2022-23 to 2026-2027
- i. **To approve the cost of Understanding Planning course for Councillors:** the Clerk provided Councillors with details of the course to be held on Tuesday, 28 February 2023 between 7 –

9.15pm, online with the tutor David Fowler. The cost was £48 for subscribers to NPTS. It was AGREED to ascertain whether a discount to the fee would be given if multiple Councillors attended.

11. Correspondence

To note any general correspondence received.

- a. **Norfolk ALC, Platinum Jubilee Village Hall Fund:** noted and the details passed to the Memorial Pavilion Committee.

12. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting:**

- Potholes near Bus Shelter.

Cllr P Abbey advised that there were a number of potholes along the B1355 at The Green and Front Street.

13. Planning

- a. **Planning applications received.**

SUPPORT - 22/02268/F - VARIATION OF CONDITION 3 OF PLANNING PERMISSION

16/00777/F: Ancillary building in the form of a log cabin at The Sextons 56 Church Lane.

SUPPORT - 22/02186/F - Alterations to the fenestrations, minor internal alterations, conversion of garage to habitable space at Burn Cottage Back Lane.

Dealt with by Delegated Decision

22/01790/F- The creation of a natural swimming pond. at Sutton House 33 Back Street.

22/02148/F- Single Storey Rear extension (replacing Existing Garden Room) at Riverside Cottage, 14 Fakenham Road.

- b. **To note applications approved/refused by Borough Planning Control.**

22/01705/F South Creake Flint House 16 - 18 Back Street - Erection of single storey rear extension Application Permitted- 14 December 2022.

22/01790/F South Creake Sutton House 33 Back Street - The creation of a natural swimming pond. Application Withdrawn - 20 December 2022.

14. Allotment Matters

- a. **To receive a report from the Allotment Subgroup.**

- **Letter from allotment tenant, allotments 46-51 Leicester Road** – it was noted that allotments 46-51 would be relinquished at the end of March 2023. The current tenants would clear the allotments and mark out the plots for future use – a £10 fee was requested for doing this. It was AGREED that £10 fee would be accepted and that this would be deducted from the allotment rent due In April 2023.

- **Half allotment vacancy, Back Street** – it was noted that the tenant of number 25 wished to relinquish half his allotment with immediate effect.

- b. **To consider any other matters (for information only):** None.

15. To propose items for the Parish Council website: None.

16. Parishioner's Participation

Cllr P Collins noted that table tennis sessions would start on the 19th January from 6 – 8pm.

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

It was noted that the next meeting was to be held on Monday 6th February, 2023 at 7.00pm.

Meeting closed: 8.15 pm.

.....Chairman

.....Dated