

SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of South Creake Parish Council held in the Memorial Pavilion on Monday 5th September, 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, County Councillor M Chenery of Horsbrugh, Borough Councillor C Morley and eight parishioners.

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

2. **Apologies**

Apologies for absence were noted and accepted from Councillors S Hunt and B Rosen.

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

None

4. **Minutes**

Following an amendment to Agenda item 17, Parishioners Participation, to reflect that the funding awarded to South Creake from the Jack's Lane Community Benefit Fund as being £10,000, the minutes of the meeting held on 4th July 2022 were PROPOSED by Cllr T Allen, SECONDED by Cllr B Sexton 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 the Pavilion bookings for July and August had been slower due to the normal holiday season. The Pavilion management team were investigating ways of improving their website and marketing to attract further regular bookings and one-off events. Mr P Hart reported that the Coffee mornings continued to attract a good following and the raffles had made donations to a number of charities. These included in February £136 to the Night Shelter in King's Lynn, in March £101 to the RNLI, in April £111 to CATS (Catch and Treat Strays), in May £132 to the East Anglian Air Ambulance, In June £157 to the Ukrainian Appeal, in July £130 to Prostrate Cancer and in August £125 to EP Youth. A grand total of £892 in seven months. The September Coffee Morning is due to be held on 1st October and will be a MacMillan Coffee Morning. The Quiz Night would be held on Friday 30th September, advance bookings would need to be made as this was currently oversubscribed. It was noted that the new 100 Club year started in October and existing members were urged to re-join. The Pavilion AGM was to be held on Thursday 8th September at 7.00pm.

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

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 advised that the proper Give Way signage were still yet to be placed at the crossroads at Waterden.

Borough Councillor C Morley advised that Norfolk County Council had launched a consultation about changes to the rural mobile library service, as part of proposals to save £13 million. It was noted that the consultation would run from 22 July and until 14 September.

Borough Councillor C Morley advised that the Councillor Community Grant Scheme was open to local constituted groups or organisations whose primary purpose is to benefit the residents of their community. Grants were available from between £50 to £1,000. An application for funding could be made via the BCKWLN website.

Borough Cllr C Morley advised that the BCKWLN were supporting an initiative by Solar Together Norfolk to encourage residents to come together and invest in renewables through a group-buying scheme for solar panels and battery storage. Further details could be found on the BCKWLN website.

7. **Clerks Report:**

No matters were raised from July.

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 and each of the options being proposed were considered by the Council. It was PROPOSED by Cllr B Sexton, SECONDED by Cllr L Goodall and unanimously AGREED that the Council did not wish to sell any land to the property owners of Burnside but would agree to formalise the letting of the area by granting a lease for a term that enables the property owners to enjoy the land for the remainder of their lives. The Clerk would advise Butcher Andrews of the Council's decision.
- b. **To consider the movement of the Telephone Kiosk (Old School) to the Memorial Pavilion to house a defibrillator:** the Clerk advised that information had been received from BT regarding movement of the BT Kiosk and what would be required. It was noted that if any power was to be disconnected BT would have to appoint a contractor to do this work and this could take up to 3 months. The Clerk advised also that planning permission would be required in order to move the kiosk and that electrical testing would be required once it was in its new location. It was AGREED that this would be carried forward to the October agenda as the Memorial Pavilion Committee was yet to consider the suggestion.
- c. **To receive and approve quotations to clean the War Memorial, surrounding barrier and corner stones:** it was noted that three quotations had been received from AJ Restoration, Cliveden Conservation and IMI. It was PROPOSED by Cllr T Allen, SECONDED by Cllr B Sexton and AGREED that the quotation from AJ Restoration should be accepted. The Clerk would advise AJ Restoration of the Council's decision, as well as ascertain the soonest the work could be carried out.
- d. **To note and consider the Tree Inspection report:** the tree inspection report carried out by Tree Work & Surveys Ltd was considered by the Council. Cllr P Abbey advised that the small Rowan on the Village Green had been watered regularly by himself and was recovering and the ivy had been severed on the trees on the allotment. It was AGREED that the recommended work should be carried out to the Willow overhanging the Play Area and Lime on the Village Green within the next six months.
- e. **To consider a request from SC Tennis Club to absorb the adjacent footway to increase the size of the courts following installation of perimeter fencing:** it was PROPOSED by Cllr T Allen, SECONDED by Cllr R Chantree and AGREED that the footpath should remain in place.
- f. **To consider actions regarding the circular bench (Millennium Seat) on the Village Green:** it was AGREED to carry this forward to the October meeting.

9. Play Area

- a. **To consider an application to the NCC Social Infrastructure Fund and to agree a Parish Council contribution towards the safety surfacing project:** it was AGREED that a Parish Council contribution of 20% (£4,220) of the total project cost of £21,100 would be made towards the safety surfacing project. An application would be made to the NCC Social Infrastructure Fund by 5pm on 19 September 2022 to assist with the remainder of the cost.

10. Footway Lighting

- a. **To note any streetlights requiring attention:** None.
- b. **To approve the cost to replace the LED lantern outside St Mary's, Church Lane:** the Clerk advised that a quotation had been received from Cozens (UK) Ltd to supply and install a new bracket arm and LED streetlight. It was AGREED that an approach should be made to South Creake PCC regarding claiming for the costs through the PCC insurance.
- c. **To receive quotations for a fixed term electricity contract for parish street lighting:** the Clerk advised that she continued to forward the monthly invoices from SSE to Indigo Swan so that they could monitor the market for the Council. Indigo Swan continued to advise that SSE out of contract rates were currently one of the best/most competitive on the market and that it would be unwise for them to place the Council in a contract where it would be more expensive than these variable rates.

It was noted that the Clerk had contacted Octopus Energy to see if they may be able to assist the Council with their off-peak energy rates.

It was AGREED that an enquiry should be made with Cozens (UK) Ltd to see if the period of time the streetlights remained on could be reduced.

11. Finance

- a. **To note accounts for payment under the Late Payments Interest Act (1998):**
- Tony Rout, Painting Work including, bridge railings (£450), 2 x Telephone Kiosks (£1,300), horizontal bar swings (£200), goal posts (£200) and extra repair to Telephone Kiosk (£80). 2,230.00 BACS
 - Tree Work & Surveys Ltd, Tree Survey across four sites 420.00 BACS
- b. **To approve the accounts for payment (see below):**
- Burnham Market Area Community Car Scheme (Donation) 150.00 BACS
 - TTSR Ltd (Grounds Maintenance Invoice 3 of 4) 1,172.11 BACS

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

c. **To note the finances received during June, July and August 2022:**

June

Allotment Rent	60.00
SC Bowls Club (Annual Rent 2021 & 2022)	8.00
SC Tennis Club (Annual Rent 2021 & 2022)	10.00
CFC (Annual Pitch Rent 2022)	50.00
BCKLWN (Grant, QPJ Event)	200.00
Business Premium Account Interest (07/03/ to 05/06/22)	0.05

July

Allotment Rent	15.00
Unity Trust Bank (Deposit Cheque, T1 Current Account)	500.00
Unity Trust Bank (Deposit Cheque, Instant Access Savings Account)	500.00

August

Allotment Rent	32.50
Miss S Harvey, Duplicate Salary (June)	214.76

- d. **Financial Statements:** The financial statements for June, July and August 2022, were considered, approved and signed by the Chairman.
- e. **Smaller Authorities Audit Appointments - Option to opt out of the SAAA central external auditor appointment arrangements:** it was noted that under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. The next 5-year appointing period would run from 2022-23 until 2026-27 and the SAAA had undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. It was noted that all authorities require an appointed external auditor even if the authority met the criteria to qualify for exemption. It was PROPOSED by Cllr P Abbey, SECONDED by Cllr T Allen and AGREED that the Council would continue as part of the SAAA sector led auditor appointment regime and that no action was required.
- f. **To agree to amend the standing order for Clerk's Salary from £12.39 per hour to £12.95 per hour at 4 hours per week:** It was PROPOSED by Cllr P Abbey, SECONDED by Cllr B Sexton and AGREED that the Clerk should amend the standing order to reflect the increase in her hourly rate. This would be authorised along with the scheduled payments for September.
- g. **To reconfirm signatories for the Unity Trust Bank Accounts:** It was noted that Cllr B Sexton wished to be removed as a signatory to the bank accounts and it was AGREED that Cllr P Abbey would be added.

12. General Data Protection Regulations

- a. **To receive recommendations regarding the use of personal email addresses:** the Clerk advised that given that there was no legal obligation to use Council specific email addresses and that the amount of personal information being handled by the Council was minimal and documented in the information audit it was recommended that Councillors should continue to use personal email addresses. The Clerk made recommendations to Councillors with regard to handling emails that were specific to parish council business.

13. Correspondence

To note any general correspondence received.

- a. **Email from Parishioner, request for provision of sand pit at Play Area:** it was AGREED that as the Parish Council were currently planning and in the midst of obtaining funding to replace all of the safety surfacing at the Play Area, therefore a further project would not be considered at this time. The Clerk advised and it was noted that a sand pit, would present some issues when situated in a public space that could not be managed daily. The Council raised concerns as to the hygiene aspect of a sand pit. This would have to be monitored daily and covered whilst not in use and the sand would require a regular disinfectant treatment. The Clerk advised that the Council's insurers would expect this to be carried out and all risks mitigated. Therefore, the viability of such a facility was probably not suitable in an area which was unable to be monitored daily.
- b. **Email from Parishioner, use of fruit cages on allotments and impact on bird life:** it was AGREED to write/email to all allotment tenants to advise that fruit cages should be made bird proof where possible and that these should be checked on a daily basis.
- c. **Email from Parishioner, Bonfire nuisance from allotments:** it was noted that the Council had been reliably informed that the source of the bonfires was not from the Leicester Road allotments. It was AGREED that all allotment tenants would be reminded of the Bonfire Code of Conduct as per the BCKWLN website. It was AGREED that the parishioner should be requested to direct any evidence of the bonfire source to the Parish Council.
- d. **BCKLWN, Planning Update Session:** it was noted that Cllrs L Goodall and R Chantree expressed an interest in attending a session.
- e. **Email from Norfolk Police Rural Crime Officer, Decrease in Duck Numbers:** the Council had confirmed to Norfolk Police following the enquiry that no culling of the ducks had been discussed or taken place.

14. Highways Matters

a. Matters reported to the Clerk prior to the meeting.

- Partial collapse of flint wall, Back Street
- Pothole, Back Lane
- Road Signs fallen from post, Burnham Road
- Alleyway from Winston Drive to Churchill Estate.

Cllr B Sexton reported that the grip needed to be cleared on Bluestone Road adjacent to the Old School. That the newly reinstated bank adjacent to the footpath, Bluestone Road was eroding and required further work.

- b. **To consider bids for the Norfolk County Council, Parish Partnership Scheme 2023/24:** it was AGREED that the Clerk should investigate further the costs associated with fitting the SAM2 Signs with Bluetooth technology so that the data could be downloaded to a mobile.
- c. **To note tasks for the Highway Community Ranger visit:**
 - Speed Limit Signs upon entry/exit of the village required cleaning.
 - Footpath from 32 Front Street to the AW Pumping Station required siding out.

15. Planning

a. Planning applications received.

SUPPORT - 22/01472/F - Demolition of section of South boundary wall at Old Butchers Shop 54 Back Street.

OBJECT - 22/01245/F - Restoration of existing ROC Monitoring Post/Subterranean Bunker and erection of 5no self-contained holiday lets with associated parking and landscaping at WWII Observation Post Between Bloodgate Hill And London Lane.

The Council AGREED to support Borough Councillor C Morley's request for the planning application to be determined by Planning Committee.

- b. **To note applications approved/refused by Borough Planning Control:** None.

16. Allotment Matters

- a. **To receive a report from the Allotment Subgroup:** no report was received.
- b. **To consider any other matters (for information only):** the Clerk advised that all tenants rent had been received apart from one tenant on Back Street. It was noted that tenants were available for vacant plots once cleared at 29B Back St and 60A Leicester Rd. The Clerk would send a plan

of the allotments to Cllr T Allen and B Sexton in order for them to make arrangements to clear the plots.

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

18. Parishioner's Participation

A parishioner commented that it was very difficult to bird proof a fruit cage and netting used to deter birds from eating items planted on the allotment.

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

It was noted that the next meeting was to be held on Monday 3rd October 2022. It was AGREED to start the meetings at an earlier time at 7.00pm.

Meeting closed: 9.55 pm.

.....Chairman

.....Dated

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