

SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of South Creake Parish Council held in the Memorial Pavilion on Monday 6th June, 2022, at 7.30pm.

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

1. The Chair welcomed all those present to the meeting.
2. **Apologies**
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 11th May 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**
No comments.
6. **Reports from County and Borough Councillors and Police**
County Councillor M Chenery of Horsbrugh reported that he was chasing up payment for the agreed funding from his Local Member Fund for 2021/22 for the new SAM2 batteries that had been purchased and for money to assist with costs associated with tree planting.
County Councillor M Chenery of Horsbrugh reported that the boundary wall of Manor Farm, Burnham Road, had been reported to Highways as a potential danger to highway users. Highways would liaise with the property owners to rectify this.
Borough Councillor C Morley had provided a short report via email stating that 'the £25m Town Deal Fund for Kings Lynn was not going well and the earlier list given to Government could be achieved. A combination of wrong ideas and inflation.
We had an urgently called meeting on Monday evening to recast the proposals before Cabinet meeting on Wednesday. I therefore won't be able to get to your meeting. Please tender my apologies.
It is a quiet period in the Council as these project plans and others are thought through against rising costs, and the tax rebates are arranged and paid. I will help anyone, in Band D properties and below, who is still waiting to receive this money.'
7. **Clerks Report:**
Clerk went through report and updated the Council on matters from the previous month.
Land at Swan Hill
Still waiting for a response from Matthew Henry (Assistant Director, Property & Projects, BCKLWN). County Councillor M Chenery of Horsbrugh agreed to liaise with Matthew Henry regarding the issue.
Bench, Play Area & Village Green
Still waiting for a quotation to replace the rotten slats on both benches for comparison to the cost of a new recycled material bench. It was noted that Tony Rout had been approached for a quotation which would be available for the July meeting. Tony Rout had advised that all slats required replacement on the Play Area bench and only the slats making up the seat of the bench required replacing on the Village Green. He had advised that the quotation would be for softwood as opposed to hardwood as this would cost 6 to 7 times more.
Telephone Boxes/Bridge Railings
Tony Rout had been advised that he had been awarded the work and they would be repainted in due course.

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

Information had been obtained from the Norfolk Records Office with regard to the benefits of storing old minute books with them and whether the minutes would still be easily accessible to members of the public. It was PROPOSED by Cllr B Sexton, seconded by Cllr B Rosen that the minute books currently stored by the Clerk should be archived with the NRO. County Councillor M Chenery of Horsburgh, Chair of Norfolk Records Office would advise them that the Council wished to deposit minute books with them and would collect from the Clerk and take to the NRO.

9. **Open Spaces**

- a. **To update on the land at Burnside:** the Clerk reported that following contact with Butcher Andrews on the 6th June they had advised that Chris Taylor (Solicitor) was still liaising with his clients.
- b. **To consider a request for use of the telephone box, Village Green and approve repair costs:** it was noted that an enquiry had been received regarding using the kiosk for a book stop. It was noted that going forward it had been agreed that Cllr S Baldwin would manage use of the telephone kiosk once repaired and repainted which would be used as a library facility. It was AGREED that the enquirer if they wished could donate books to the facility. It was AGREED that Cllr P Abbey would liaise with Tony Rout to ascertain whether a repair to the telephone kiosk door would be effective. It was AGREED that if this was not practical a hardwood door surround should be purchased from x2 connect for £280.
- c. **To approve the replacement/removal of the Perspex casing to NCC village map, bus shelter:** it was AGREED to leave the NCC map uncovered.

10. **Play Area**

- a. **To receive an update regarding recommended work following the annual play area inspection:** It was noted that a quotation would be available for the July meeting. The integrity of both the swings and the goals posts was solid, therefore a quotation would be submitted for cleaning down and repainting these items only.
- b. **To consider an application to the CIL Infrastructure Fund to replace safety surfacing underneath play equipment:** The Clerk advised that the recent inspection report had provided recommendations in relation to the safety surfacing underneath the multi-play, rotaweb, swings, spinning mushroom and seesaw. The Clerk had spoken to David Bracey (ROSPA Qualified Play Area Inspector) regarding his recommendations in the case of the multi-play and the rotaweb i.e., the gaps between the tiles could be filled/reglued using a wetpour repair kit. Both he and another former ROSPA inspector now working for Online Playgrounds advised that although this would be a temporary fix for 12-18 months, these gaps would reform and gradually more would appear. His recommendation, if budget allowed was to gradually replace the surfacing, the main priority being that underneath the multi-play.
The Clerk advised that quotations were being sought to replace the safety surfacing underneath the multi-play, rotaweb, swings, spinning mushroom and seesaw. It was noted that the CIL Infrastructure Fund would open for applications from 1st July to 1st August. Following an enquiry with the CIL team at the BCKLWN they had agreed a funding application for this purpose would be acceptable. Therefore, following receipt of quotations (next month) and dependent on cost the Clerk recommended making an application to replace safety surfacing in each of these areas.

11. **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 Indigo Swan had been tasked with securing at least three fixed price energy quotations for the Parish Council. It was noted that although a request had been made to their suppliers for contract offers for the Parish Council's supply, nothing had been received. Indigo Swan believed this was due to the bank holiday and therefore they had a backlog of requests. It was hoped that the contract offers would be available for the next meeting.

12. **Finance**

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

b. To approve the accounts for payment (see below).

South Creake Community Events, Donation towards QPJ Event	£200.00	101781
Cozens (UK) Ltd, Street Lighting Maintenance Mar/Apr/May	£36.00	101782
Unity Trust Initial Deposit Cheque, T1 Current Account	£500.00	101783
Unity Trust Initial Deposit Cheque, Instant Access Savings Account	£500.00	101784
Mr R Canwell, Internal Audit Fee	£45.00	101785
Mr P Collins (Postcrete & Spikes for Allotment Signs)	£14.40	101786

c. To note the finances received during April 2022.

BCKLWN, Parish Precept	£17,728.50
Allotment Rent	£7.50

- d. **Financial Statement:** The financial statements for April 2022, was considered, approved and signed by the Chairman.
- e. **Internal Audit:** The Clerk reported that the internal audit for the financial accounts 2021/22 had been carried out and there were no matters of concern that the auditor wished to raise with the Parish Council.
- f. **Certificate of Exemption for 2021/22 AGAR:** it was noted that both the Gross Expenditure and Gross Income of the Council were under £25,000 and the Council could therefore agree to exempt itself from an External Audit. It was considered and AGREED that the Chairman and Clerk sign the Exemption Certificate.
- g. **Annual Governance Statement for 2021/22 (AGAR Part 2):** 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.
- h. **Statement of Accounts for 2021/22 (AGAR Part 2):** it was noted that Councillors had been circulated a copy of the Accounts for the year ending 31st March 2022, together with a bank reconciliation at the year end and reasons for variations. Councillors had also been circulated with a copy of the Statement and it was considered and AGREED that the Chairman and RFO sign the Statement.
- i. **Internet Banking Policy:** it was considered and AGREED that the draft policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2023 or as required.
- j. **Financial 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. It was considered and AGREED that the draft policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in January 2023 or as required.
- k. **General Risk Assessment:** it was considered and AGREED that the draft policy be adopted by the Council and placed on the Parish Council website. This would be reviewed annually or as required.
- l. **Record Management Policy:** it was considered and AGREED that the draft policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2025 or as required
- m. **Norfolk Accident Rescue Service:** it was AGREED that a donation of £100 be made to the service.

13. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting:** it was AGREED that;
Councillor P Abbey would arrange to clean the village gateways on Fakenham Road
An enquiry would be made with Highways as to whether the SAM2 signs could be used in a 50 mph limit restriction.
- b. **To note tasks for the Highways & Community Rangers visit in July:** None
- c. **To consider and approve the proposed 50 mph & 30mph speed limit on the B1355:** it was unanimously AGREED to support the proposals and Cllr P Abbey signed the reply slip to indicate the Parish Council's support.

14. Planning

- a. **Planning applications received.**

APPROVE - 22/00784/F - Replacement timber garden summerhouse at Drey Cottage Back Lane.

Dealt with by Delegated Decision

APPROVE - 22/00329/CU - Change of use from self-contained annexe to single residential dwelling in it's own right at Solitaire, 14 Burnham Road.

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

15. Allotment Matters

- a. **To approve the 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. A document was also circulated to explain the difference between committees and working parties. It was considered and AGREED that the draft terms of reference should be adopted.
- b. **To receive a report from the Allotment Subgroup including to note information regarding the southern boundary of Back Street allotments:** Cllr L Goodall reported that both she and Cllr B Sexton met up with the owners of the property and land to the south side of the allotments, who wished to replace the boundary fence. Both parties AGREED that the new fence would be placed one metre in from the boundary. It was noted that there was a large amount of rubbish along the boundary, some of which had been cleared by the property owners.
- c. **To consider a request for the Parish Council insurance policy to cover allotment tenant's plots and for the premium of the insurance be included in the annual allotment rent:** following an enquiry with the Parish Council's insurance company and receipt of information from them, it was AGREED that tenants should continue to provide their own insurance cover for their respective plots as per the tenancy agreements.
- d. **To note a complaint regarding bonfire smoke from allotment/nursery area:** it was noted that a letter had been received from a parishioner regarding ongoing issues with large smoky bonfires coming from the allotment/nursery area. The Clerk advised that if the issue was coming from a business, then the Borough Council had the powers to carry out enforceable action and the complainant had been advised of this. It was noted that there had been no reports of large bonfires on the Leicester Road allotments. The situation would be monitored.
- e. **To consider any other matters (for information only):** None.

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

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

Next meeting to be held on Monday 4th July 2022 at 7.30pm.

The following items would be added to the agenda;

Locations for SAM2 posts around the village

Cleaning War Memorial

Advice from Norfolk Rivers Trust regarding the section of the River Burn adjacent to the village green.

Meeting closed: 9.15 pm.

.....Chairman

.....Dated

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