

SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council meeting of South Creake Parish Council held virtually via Zoom on Monday 5th October, 2020, at 7.30pm.

Present: Councillors, S Freakley (Chair), P Abbey, T Allen, P Collins, L Goodall, B Rosen, B Sexton and the Clerk, Sarah Harvey.

1. The Chair welcomed all those present to the meeting.
2. Apologies
Apologies were received from Councillor R Chantree.
3. Declarations of Interest on Agenda Items
There were no declarations of interest declared.
4. Parishioner's Participation
There were no parishioners present.
5. Matters Arising from the Minutes for Information Only
Following an amendment to Agenda Item 7c, Open Spaces to state that the information board would be 'partially funded' by the NRT, it was resolved that the minutes of the Parish Council Meeting held on Wednesday 16th September, 2020, be approved and signed by the Chairman.
6. Matters Arising from the Minutes for Information Only
There were no matters raised.
7. Open Spaces
 - a. **Football Club** – the Clerk advised that the Secretary of the Football Club had confirmed that he would attend the meeting and that no apologies for absence had been received. It was agreed to carry this forward to the November agenda.
It was noted that the Jack's Lane Community Fund was open to receive applications on a rolling basis and that £20,000 was available.
 - b. **Reopening of the Play Area/Outdoor Gym;**
Play Area/Outdoor Gym Risk Assessment – it was noted that a copy of the risk assessment completed by the Clerk had been circulated to members prior to the meeting. The Clerk advised that Government guidance included a requirement to “carry out an appropriate COVID-19 risk assessment” which made clear that “failure to complete a risk assessment which took account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID19, could constitute a breach of health and safety law”. On that basis, it was noted that the Risk Assessment took each of the Key Principles as set out in the guidance and assessed whether or not practical arrangements can be put in place in the context of South Creake Play Area/Outdoor Gym.
The Clerk concluded that government public health guidelines were a considerable challenge not only to South Creake Parish Council but also to all operators of these type of facilities. The Parish Council also needed to be aware of its duty of care both to public and its staff.
It was noted that, due to the size, location and open nature of the playground it was almost impossible to effectively close the site off and prevent people from using it; it was a much more practical approach to open and advise users how to stay safe.
The Clerk therefore recommended that a pragmatic approach should be agreed with clear information to the public about risks. It was noted that the decisions were based on the guidance issued by the Association of Play Industries following consultation with Ministry of Housing, Communities and Local Government who issued the original government advice.

It was considered and agreed by the Council that steps should be taken to open both the Play Area and Outdoor Gym in line with the recommendations set out within the risk assessment.

Covid-19 Signage for Play Area/Outdoor Gym – the Clerk highlighted the importance of installing permanent outdoor signs in both areas to provide clear information to users about the risk and what was expected of the public whilst using the areas. The Clerk advised that Steward Safety Supplies were able to produce the appropriate signs as A1 size for £37.86 and A2 for £28.77. It was agreed that whilst permanent signs were being produced, temporary A4 laminated signs would be put in place.

- c. **River Burn Refugia, Burnham Road** – Councillor S Freakley advised that an update had been received from Ursula Juta (Catchment & Education Manager, NRT) stating that the refugia and the information sign would be funded in 2020 and that it was hoped that work would start in November. It was noted that the Environment Agency had been much slower in approving all of the paperwork which was why there had been delays, but the legal agreements would all be in place within the next 2 weeks, following which dates could be confirmed with the contractors and landowners. It was noted that the Norfolk Rivers Trust had confirmed that they would contribute £100 towards the information sign to be placed on the village green.
 - d. **Duck Population Information** – Councillor S Freakley advised that a draft of the information leaflet had been circulated amongst Councillors prior to the meeting, the content of which was formally agreed. It was agreed that the leaflet should be circulated to the majority of properties around both the village green and playing field and this should be done now and again next year. It was also agreed that the contents of the leaflet should be also included within the Creake News.
 - e. **Rent Agreement, Land Adjacent to Playing Field** - the Clerk advised that she had received a copy of the original deeds to the Playing Field on CD-ROM from the Norfolk Records Office and that further advice had been sought from Hayley Wright Ltd. The Clerk reported that Hayley Wright has suggested that the Council consider whether the land in question was of any benefit to the parish and to consider possibly giving this land to the property owners. It was agreed that the land in question was sizeable and that the Council would not be prepared to gift the area of land in question. It was agreed that the Clerk should advise Hayley Wright Ltd and obtain a quotation for the work involved to revise the current Title Plan for the playing field to reflect the additional land shown on the original deeds and draft a rental agreement.
 - f. **Aircraft Noise** – Councillor B Rosen explained that a meeting (via Zoom) had been arranged between James Wild MP, representatives from RAF Marham and individuals from the Parish Council. It was hoped that compromises may be reached in order to limit the aircraft noise experienced within the village. It was noted that the Parish Council would receive an update at the November meeting.
8. Correspondence
The following correspondence had been received and the contents noted.
- a. Correspondence received since 30th September, 2020;
 - **Borough Councillor C Morley, Covid-19 Update.**
 - **Borough Councillor C Morley, Green Homes Grant Scheme.**
 - **Email from Parishioner, Community Fibre Partnership** – Councillor B Rosen advised that he had experience of the scheme and that BT Openreach had suggested that the speed benefits were more appropriate for commercial rather than residential areas. Councillor S Freakley would respond to the parishioner.
9. Highway Matters
- a. The Clerk advised that potholes had been reported adjacent to the River Burn, Back Lane. Councillor S Freakley reported a pothole opposite 2 Avondale Road and advised that areas of Southgate Road required attention.
 - b. **Speed Limit Reduction, Burnham Road** – the Clerk advised that Sally Bettinson (Highways Engineer) via County Councillor M Chenery of Horsbrugh had confirmed that she was not aware

of any funding for Traffic Regulation Orders (TRO's) or assistance with funding for them. She had noted that there had been some member assistance in TRO's through the Local Member Fund. It was noted that a TRO would cost approximately £6,000 or more and that the Parish Council would need to fund the balance. The Clerk also noted that she had received confirmation from Sally Bettinson that there was no available funding for TRO's from Norfolk County Council, so any changes to TRO's would have to be externally funded, apart from any contribution from County Councillor M Chenery of Horsburgh. Sally Bettinson (Highways Engineer) noted that any available funding for TRO's County wide was directed to sites which were accident black spots and where there had been fatalities.

The Clerk also advised that she had contact the Fund Administrator for the Jack's Lane Community Benefit Fund to identify if any funding could be secured towards a Traffic Regulation Order. It was noted that the fund could not consider applications for highways related projects as these were considered to be the responsibility of Highways and the Fund criteria stated that projects involving improvement works to buildings or land cannot be supported, unless the group has ownership or a lease in place.

It was agreed that the Clerk would advise the parishioners who had written to the Council regarding speeding concerns along Burnham Road to update them with this information.

It was agreed not to pursue this issue further at the present time.

10. Footway Lighting

- a. There were no issues reported.

11. Finance

- a. Accounts for payment under the Late Payments Interest Act 1998:
 - 101717 – Norfolk County Council, Digital Photography - £49.44
- b. Accounts for payment: It was resolved that the following accounts should be paid.
 - 101718 – Clerk's Quarterly Expenses (6th July to 4th October) - £73.44
 - Standing Order – Clerk's Salary & Travel (September) - £214.76
- c. To note the finance received during August.
 - Allotment Deposit & Rent (New Tenant) - £55.00
- d. Financial Statement: The financial statements for August 2020, were considered, approved and signed by the Chairman.
- e. **Zoom Subscription** – it was considered and agreed that the Parish Council should subscribe to Zoom Pro in order to allow for unlimited meetings per year, with each meeting having an unrestricted time limit. The Clerk proposed that the account would be used by Great Massingham, North Creake and South Creake Parish Councils and the monthly cost of £11.99 would be divided three ways, amounting to a cost of £3.99 per month per Council. It was noted that the Clerk would pay for the subscription monthly and reclaim the subscription costs quarterly through her expenses.

12. Planning Matters

- a. **Applications received** - there had been no new planning applications received.
- b. **Applications approved** - there had been no planning applications approved/refused.

13. Allotment Matters

- a. Councillor S Freakley advised that an existing tenant had relinquished half a plot to a new tenant on the Back Street site.
Councillor S Freakley advised that two of the new tenants at the Back Street allotments had done nothing to their allotments. Councillor S Freakley reported that as a consequence she had emailed both tenants to ascertain whether the allotments were to be used. One of the tenants had been emailed three times with no response.
Planting of fruit trees on vacant allotment land, Back Street – it was agreed to carry this forward until the November meeting.

b. **Matters for information only** – there were none noted.

14. Parishioner's Participation

There were no parishioners present.

15. It was noted that the next Parish Council Meeting would be held on Monday 2nd November, 2020 at 7.30pm.

With no other business the Chairman closed the meeting at 8.40 pm.

..... Chairman
2nd November, 2020

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL