

SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council meeting of South Creake Parish Council held virtually via Zoom on Wednesday 11th November, 2020, at 7.30pm.

Present: Councillors, S Freakley (Chair), P Abbey, T Allen, R Chantree, P Collins, L Goodall, B Rosen, the Clerk, Sarah Harvey and M Adcock, Secretary, Football Club.

1. The Chair welcomed all those present to the meeting.
2. Apologies
It was agreed to accept apologies from Councillor B Sexton (work). Apologies were also noted from Borough Councillor C Morley.
3. Declarations of Interest on Agenda Items
There were no declarations of interest declared.
4. Parishioner's Participation
There were no comments made.
5. Minutes
It was resolved that the minutes of the Parish Council Meeting held on Monday 5th October, 2020, be approved and signed by the Chairman.
6. Matters Arising from the Minutes for Information Only
The Clerk advised that the Covid-19 signs for both the Play Area and Outdoor Gym were to be collected imminently. Councillor P Abbey agreed that he was happy to receive the signs and would install them on behalf of the Council.
Councillor S Freakley thanked the individuals that had assisted in circulating the leaflet containing information about the River Burn and duck population.
Councillor P Collins advised on behalf of the Yorke Trust that the Quartet that had been staying and rehearsing at the Yorke Trust had arrived before the national lockdown had been implemented and that they were isolating. It was noted that this had been explained to the Police following their recent visit to the property.
7. Open Spaces
 - a. **Football Club** – Mr M Adcock, Secretary, Football Club, reported that they were keen to apply for funding from the Jack's Lane Community Benefit Fund to assist with the cost of replacing the existing wooden pavilion with a like for like structure. It was noted that the work involved to build a new structure would be undertaken by football club representatives and that the cost for materials would be recouped via the grant funding. The Clerk advised that in completing the funding application the Norfolk Community Foundation would require a copy of a recent bank statement, a copy of the most recent annual accounts and a copy of a quote/estimate to provide evidence of the costs. It was noted that the football club would need to confirm who owned the building/land in question. In terms of the land the club would need to confirm whether they held a lease and how long was remaining on the agreement. It was agreed that the Clerk should review and update the lease, so that the football club had a copy to submit alongside their funding application.
 - b. **Play Area Inspection & Maintenance Policy** – it was noted that a Parish Council representative was required to conduct weekly visual inspections of the Play Area and record any obvious defects for the next six months. Councillor B Rosen agreed to carry out the weekly visual inspections and monitor the litter bin. The Clerk would provide the appropriate keys to access both the Play Area litter bin and main litter bin.

- c. **Information Board, Village Green** – information from Earth Anchors and Nature Sign Design relating to lectern style information boards was circulated amongst the Council prior to the meeting for consideration. It was considered and agreed that Nature Sign Design should be approached in order to provide a formal quotation to accompany a potential application for funding to the Jack’s Lane Community Benefit Fund. It was agreed that an A1 size Aluminium Lectern (two legs) would be appropriate at a cost of £895. It was also noted that artwork should be designed for the sign at an additional cost of £300 per bespoke design. It was agreed that confirmation should be sought regarding the powdered coating colours available.
It was noted that £100 had already been pledged by the Norfolk Rivers Trust towards the cost of the sign. It was also noted that County Councillor M Chenery of Horsbrugh had pledged £700 from the Local Member Fund. It was agreed that confirmation should be sought as to whether this funding could only be used towards projects relating to the highway or whether this could be used towards the information board.
- d. **Christmas Tree** – it was agreed that the Clerk should make an enquiry and depending on availability order a 16 – 18ft Christmas tree from the Salle Estate. It was agreed that a cost of £200 should be budgeted. Councillor R Chantree would make an approach to Grocott and Murfit regarding making a donation towards the cost of the tree.
- e. **Rent License Agreement** – the Clerk explained that following the October meeting Hayley Wright Ltd had been asked to provide a quotation to revise the current Title Plan for the playing field to reflect the additional land shown on the original deeds and at the same time draft a new rental agreement. It was noted that an estimation of costs was still being awaited.
- 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 noted that following the meeting no further communication had been received from the parties and it was assumed that the situation would remain unchanged.
8. Parish Council Website
a. The Clerk noted that there had been issues uploading the relevant Parish Council documents to the website ahead of meetings on a couple of occasions, causing meetings to be deferred. It was noted that both the Coronavirus Act 2020 and the Transparency Code 2015 required Councils to display certain documents on their website ahead of Parish Council meetings. It was agreed that the Parish Council should be able to independently access and manage the relevant content. Councillor L Goodall agreed to liaise with the individual involved in managing the websites content in order for the Clerk to upload Parish Council information as and when required.
It was also agreed to investigate costs to replace the current website with an updated version in order to improve accessibility and make it easier to navigate. It was noted that the current annual hosting fee was £150.00 per annum and that this cost could also be significantly reduced.
9. Correspondence
The following correspondence had been received and the contents noted.
a. **BMACCS** - a letter had been received thanking the Parish Council for their donation of £100.00 towards the Community Car Scheme.
b. **BCKLWN, Democratic Services, Six Month Rule** – Councillors were reminded that section 85 (1) of the Local Government Act 1972 stated: ‘.....if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.’ It was noted that this requirement had not been amended as a result of any legislation or guidance connected to Covid-19. Disqualification was automatic – unless a dispensation was given beforehand. Receiving apologies were not in themselves a dispensation. A decision for dispensation based on the reason for failing to attend needs to be made before the expiry of the 6 months.
It was noted that if Members were attending remote virtual meetings convened in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police

and Crime Panel Meetings) (England and Wales) Regulations 2020, then these meetings count towards the 6 month rule in just the same way that physical meetings do.

If a Parish or Town Council became inquorate, the Borough Council was required to take steps to make it quorate again. It was therefore noted that any disqualifications should be reported to the Monitoring Officer and Electoral Services Manager:

- c. **Norfolk County Council, Budget Consultation 2021/22** – it was noted that Norfolk County Council published their budget consultation on 26th October and that it closed at midnight on 14th December. Further information could be found at www.norfolk.gov.uk/budget.
- d. Correspondence received since 28th October, 2020; there had been none received.

10. Highway Matters

- a. Councillor R Chantree reported that as a result of a large number of agricultural vehicles using Southgate Road, a large proportion of the verges along Southgate Road had been torn up and a number of the drainage ditches had become ineffective. The Clerk advised that this would be reported to Highways for them to investigate and programme the relevant work.
- b. **Management of SAM2 Signs** - it was agreed that Councillor T Allen would liaise with Councillor B Sexton regarding the software and downloading of data. It was agreed that data should be downloaded on a monthly basis and then the signs could be reset and moved to a new location.

11. Footway Lighting

- a. There were no issues reported.

12. Finance

- a. Accounts for payment under the Late Payments Interest Act 1998: there were none declared.
- b. Accounts for payment: It was resolved that the following accounts should be paid.
 - 101719 - Cozens (UK) Ltd, Cozens (UK) Ltd, Street Lighting Maintenance (Sept/Oct/Nov) - £36.00
 - 101720 - TTSR Ltd, Grounds Maintenance - £1,090.60
 - Standing Order – Clerk’s Salary & Travel (October) - £214.76
- c. To note the finance received during September.
 - Allotment Deposit & Rent (New Tenant) - £27.50
 - Allotment Rent - £140.00
 - Business Premium Account Interest (08/06 – 06/09) - £0.09
 - HMRC VAT Refund 2019/20 - £3,022.12
 - Santander Business Account Interest (07/04 – 06/09) - £46.89
- d. Financial Statement: The financial statements for September 2020, were considered, approved, and signed by the Chairman.

13. Planning Matters

- a. It was resolved that the following planning applications be recommended for;
APPROVAL
20/01291/F - Reception extension to rear, conversion of stores/dining hall to accommodation, addition of first floor restaurant/seating area, reconfiguration of kitchen/bar and reconfiguration of first floor accommodation, addition of windows and/or rooflights, various internal and external alterations including landscaping and seating areas at The Ostrich Inn, 1 Fakenham Road.
- b. **Applications approved** - there had been no planning applications approved/refused.
- c. **Planning Inspectorate APP/V2635/C/20/3252375: Land at Swimmers Barn Potato Store and Farmyard** - The appeal was allowed, and the enforcement notice was quashed.

14. Allotment Matters

- a. **Review of Conditions 17, 18 and 20** - Councillor S Freakley proposed and it was agreed that allotment tenancy conditions 17, 18 and 20 should be amended to state the following;

17. The Council retains the right to terminate the tenancy if any allotment remains untilled for more than **six consecutive months**.
18. **With the exception of restriction 17** if the tenant **has** been in breach of any of the forgoing provisions of this agreement for a period of one month or longer the Parish Council may re-enter upon the allotment and the tenancy shall thereupon come to an end; but without prejudice to any right of the Parish Council to claim damages for any breach or to recover any rent due before the time of re-entry but remaining unpaid.
20. Any notice required by this agreement to be given to the Parish Council shall be delivered to or sent by post to the Clerk of the Council and any notice to be given to the tenant shall be treated as sufficiently served **delivered by recorded delivery post** at the known address of the tenant.

It was noted that allotment tenancy conditions with the relevant changes highlighted would be circulated amongst allotment tenants when requests for allotment rent were circulated during April 2021.

Planting of fruit trees on vacant allotment land, Back Street – it was noted that free tree packs were available and that further information regarding this would be circulated.

River Burn Refugia, Burnham Road – Councillor S Freakley updated the Council following a recent email that had been received from Ursula Juta (Catchment & Education Manager, NRT). Following consideration of the points raised it was agreed that the spoil from the floodplain could possibly be removed to the field behind the allotments on the basis this was approved by Councillor B Sexton. Councillor S Freakley agreed to speak to the tenant of the allotment field to explain what would be happening and that the refugia may need to be temporarily fenced whilst the soil settles.

- b. **Matters for information only** – the Clerk advised that five allotment tenants rents were outstanding and that reminders that their rent was overdue would be forwarded to them.

Councillor S Freakley thanked Councillor P Collins for installing the new gate and fencing at the Back Lane entrance to the Leicester Road allotments.

15. Parishioner's Participation

There were no parishioners present.

16. It was noted that the next Parish Council Meeting would be held on Monday 7th December, 2020 at 7.30pm.

With no other business the Chairman closed the meeting at 9.30 pm.

..... Chairman
7th December, 2020

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL