

North Creake Parish Council

Minutes of the Parish Council meeting of North Creake held in the Village Hall, North Creake on Thursday 8th September 2022 at 6.30 pm.

Present: Councillors A Bunkle (Chair), J Brettingham Smith, L Fletcher, J Robinson, S Sandell, I Studd and S Harvey (Clerk/RFO).

Member of Public: 0

1. The Chairman welcomed all present to the meeting.
2. **Apologies for Absence:** Apologies were received from Cllr B Lynn which were PROPOSED, SECONDED and AGREED to accept.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meeting held on 14th July 2022 were circulated before the meeting. It was PROPOSED, SECONDED and AGREED as a correct record of the proceedings and signed by the Chairman, Cllr A Bunkle.
5. **Parishioners Questions and Statements:** None.
6. **Reports from County and Borough Councillor:** No reports were received.
7. **Clerks Report:**

The Clerk went through report and updated the Council on matters from July.

Tree, Village Green
Althorp Estate had removed the overhanging branches adjacent to the Village Sign.

SAM2 Post, Wells Road
Damien Jeffries (Highways Engineer) in relation to the incorrect positioning of the SAM2 post along Wells Road had commented that he would not have the funds to move it again this financial year, but if it was revisited, a discussion could be had later on in the year to possibly look to do it in 23/24.

Safety Surfacing, Quotation
NGF Play Ltd had confirmed that they had been unsuccessful in obtaining a quotation from their subcontractors for the work to replace safety surfacing underneath the swing units.
8. **Open Spaces**
 - a. **SAM2 Speed Signs/Norfolk Safety Camera Partnership**
 - i. **To agree an appointment to manage and collect data from the SAM2 Speed Signs.**

Cllr L Fletcher confirmed that he would continue to manage the SAM2 units. This would be reviewed at the Annual Parish Council meeting in May 2023 following the local elections. Cllr L Fletcher reported that the SAM2 Sign on Church Street (between 19/8/22 to 4/9/22) had recorded 26,089 vehicle counts with an 85th percentile speed of 39 Mph, average speed of 29.8Mph and a maximum speed of 70Mph on 20/9/22 at 12.55am
Cllr L Fletcher reported that the SAM2 Sign on Burnham Road (between 1/8/22 to 4/9/22) Had recorded 33882 vehicle counts with an 85th percentile speed of 37.5Mph, average speed of 29.7Mph and a maximum speed of 85Mph on 21/8/2 12.50am.
Cllr L Fletcher also advised that the update also showed the 50th percentile speed, in both cases the figure was within 0.1mph of 30 mph which meant that half of all vehicles coming through the village were speeding.
 - ii. **To receive pricing information regarding the Bluetooth technology to aid with the downloading of data from the SAM2 Speed Signs:** Westcotec Ltd had advised that SAM2 units were older than 3 years therefore could not have the Bluetooth function retrofitted. An alternative to this was to purchase a portable data collector which uses the same bracketry system as the signs. This would involve moving the signs with the data boxes to the different sites within the village. Two options were provided with prices starting from £1,675 (ex VAT). The Clerk advised that to purchase a new SAM2 sign with the Bluetooth technology built in would cost £3,319.00 (ex VAT).

It was PROPOSED by Cllr I Studd, SECONDED by Cllr S Sandell and AGREED that one new SAM2 sign with the Bluetooth technology should be purchased. An application would be made via the Norfolk County Council, Parish Partnership Scheme to recover 50% of the cost and an approach for further funding would be made to County Councillor A Jamieson from the Local Member Fund.

The Clerk agreed to make enquiries with Westcotec Ltd to ascertain whether the current batteries that were used would be compatible with the new sign and whether Westcotec Ltd could provide a trade in price for the current SAM2 sign that was to be replaced.

- iii. **To receive a speeding offence update from NSCP:** The Senior Safety Camera Enforcement Officer, Malcolm Fitzsimmons had reported the following results for North Creake;

25th July, 6 offences

10th August, 7 offences

23rd August, 2 offences

The Clerk would liaise with Malcolm Fitzsimmons to establish whether the risk assessment had been completed for the Wells Rd/Church Street Junction and whether a mobile speed device could be used in the village as in Bircham and Sedgeford. The Clerk would also ask whether it would be helpful to share the data from the SAM2 Signs with NSCP.

- b. **To receive defibrillator information for the BT phone box:** Cllr S Sandell advised that she had approached London Hearts for information and a recommendation regarding the supply of a suitable defibrillator and cabinet to be installed into the Telephone Kiosk. It was noted that London Hearts would make available a £300 grant towards the total cost of the equipment required. The defibrillator, external heated cabinet along with other sundries including training would cost a total of £2,215 plus installation fees. It was PROPOSED by Cllr I Studd, SECONDED by Cllr L Fletcher and AGREED that the defibrillator should be purchased. Cllr S Sandell would provide the Clerk with details of the defibrillator in order to liaise with Wyr Electrical Ltd regarding installation and to obtain an estimate of the likely costs. The Clerk would also write to Future Biogas to ascertain whether they would be able to assist with funding the cost.
- c. **To note information regarding the Rye/Maize harvests in North Creake:** it was noted that there had been a drop-in session with the Egmore Farming Team on Tuesday 30th August. Cllr J Brettingham Smith had been unable to attend. The Clerk would obtain an update via email for the Council.

9. Play Area

- a. **To receive and consider recommendations regarding the Rocking Horse:** the Clerk noted that the Rocking Horse was to be removed and replaced in November by Yates Playgrounds for £6,950.00. Following the deterioration of the footboards and the Rocking Horse being removed from use over the summer Yates Playgrounds had confirmed that they were unable to bring their work schedule forward in order to carry out the work sooner. It was AGREED that no repairs should be undertaken to the Rocking Horse and it would remain out of use until it was replaced in November.
- b. **To consider and approve a quotation to remove steps to embankment slide:** the Clerk advised that it had agreed in March 2022 to remove the wooden sleepers from the embankment slide and that this would be actioned by Councillors. Alternative suggestions for steps were discussed but it was agreed to let the area grass over. The Clerk had obtained a quote for the removal and disposal of the sleepers from K & K Handyman Service for £180.00. It was AGREED that Cllrs J Robinson and I Studd would voluntarily remove the steps from the embankment slide.

10. Land at Shammer

- a. **To note the conclusion of the deed of easement process, receipt of the consideration and storage of the documents:** it was noted that Butcher Andrews had provided the Council with electronic copies of the completed Deed of Easement and that the original had been placed in their strong room for safe keeping on the Parish Council's behalf. They did not make a charge for storage. The consideration of £1,000 had now been received into the Parish Council's current account.
- b. **To discuss the management of land/further planting of trees at the land at Shammer:** it was AGREED that Cllrs J Brettingham Smith and J Robinson would arrange a site visit to assess both the hedging and grass cutting required. Recommendations would be available for the October meeting.

11. Stone Pit

- a. **To note and consider a request from the Althorp Estate to make a revision to the Clay Shooting Club agreement:** it was noted that a proposal had been received from the Althorp Estate that the agreement should be amended to reflect that no shooting in the quarry should take place within 48 hours of one of their game days. It was AGREED unanimously that the condition should be rejected and not included with the agreement.
- b. **To note damage to the entry gate and to consider and approve a quotation to repair damage/replace gate:** it was PROPOSED by Cllr J Brettingham Smith, SECONDED by Cllr J Robinson and AGREED that Acton Engineering should be asked to carry out the necessary repair work to the existing gate for £242 (ex VAT).
Cllr I Studd advised that he was to meet with Stuart Coleman (Althorp Estate Director) on 30th September to discuss gating the western side of the Stone Pit.

12. Footway Lighting

- a. **To note any streetlights requiring attention:** None.
- b. **To receive and consider quotations for the installation of 3 x solar LED streetlights in the parish:** the third quotation obtained by the Clerk from K & M Lighting Services was noted. It was considered and AGREED that the installation of solar lighting should be held in abeyance and not be pursued at the current time.
- 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 NPower to Indigo Swan so that they could monitor the market for the Council. Indigo Swan continued to advise that it would be unwise for them to place the Council in a contract where it would be more expensive than the variable rates currently being paid.
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.

13. Finance

- a. **To note accounts for payment under the Late Payments Interest Act (1998):** None.
- b. **To approve the accounts for payment:**

TTSR Ltd, Grounds Maintenance Invoice 3 of 4	831.80	BACS
Cozens (UK) Ltd, Street Lighting Maintenance (Jun/Jul/Aug)	36.00	BACS
Mr A Bunkle, 3 x Litter Pickers	30.00	BACS
Burnham Market Community Car Scheme, Donation	100.00	300001

It was PROPOSED by Cllr L Fletcher, seconded by Cllr J Brettingham Smith that all payments be authorised via the Unity Trust Bank T1 Current Account.

- c. To note the finances received during July and August 2022.

July

Norfolk Community Foundation (Jack's Lane CBF Grant)	5,000.00
Clay Shooting Club (Annual Rent 2021 & 2022)	200.00
Butcher Andrews (Deed of Easement Consideration)	1,000.00

August

None

- d. **July and August Financial Statements:** it was PROPOSED by Cllr J Brettingham Smith, SECONDED by Cllr I Studd and AGREED to accept the July and August 2022 Statements.
- e. **To approve a transfer of earmarked reserves to Instant Access Account:** it was AGREED that the following payments should be transferred to the Instant Access Account.

Norfolk Community Foundation (Jack's Lane CBF Grant)	5,000.00
Butcher Andrews (Deed of Easement Consideration)	1,000.00
- f. **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 AGREED that the Council would continue as part of the SAAA sector led auditor appointment regime and that no action was required.

- g. **To receive a replacement cost for the Sports Pavilion:** Cllr I Studd advised that he was having difficulty obtaining an actual cost but estimated that to replace the Sports Pavilion would be between £7 - £10,000.

13. Correspondence

To note any general correspondence received.

- a. **BCKLWN, Planning Update Session:** it was noted that that Clerk would aim to attend one of the two sessions being provided.

14. 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.

15. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting.**
- **Overgrown hedging and tree roots through pavements Dunns Lane:** the Clerk would advise Freebridge Community Housing regarding the overgrown hedging and ask Highways to inspect the pavement outside of the property.
 - **Damaged drain adjacent to Village Green:** reported and programmed for repair. Cllr I Studd advised that vegetation was still overgrowing the pavement outside 92 West Street.
- b. **To consider bids for the Norfolk County Council, Parish Partnership Scheme 2023/24:** a bid would be prepared as agreed for a new SAM2 sign with the Bluetooth technology.
- c. **To note tasks for the Highway Community Ranger visit:** None.

16. Planning

- a. **Planning applications received:** None.
- b. **To note applications approved/refused by Borough Planning Control:**
22/00952/F North Creake Uplands 80 West Street - VARIATION OF CONDITION 2 OF PLANNING PERMISSION 22/00227/F: Removal of existing conservatory. Construction of single storey rear extension and two storey side extension
Application Permitted - 27 July 2022 - Delegated Decision
- c. **To consider the development of an Emergency Plan:** it was AGREED not to pursue this at the current time.
- d. **To consider the development of a Neighbourhood Plan for North Creake:** it was noted that Councillors had been supplied with a guide from CPRE/NALC to give an overview of the neighbourhood development plan process. It was AGREED to consider this further at the October meeting.

17. **Date of next Parish Council meeting and any agenda items:** Next meeting to be held on Thursday 13th October 2022.

The following items would be added to the agenda;
Approval of GDPR Policy and Information Audit
Gap in Hedging/fencing at Stone pit
Review of Earmarked Reserves (£1,000 consideration received)
Christmas Lighting

Meeting closed: 8.15 pm.

.....ChairmanDated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL