

North Creake Parish Council

Minutes of the Annual Parish Council meeting of North Creake held in the Village Hall, North Creake on Thursday 12th May 2022 at 6.30 pm.

Present: Councillors A Bunkle (Chair), J Brettingham Smith, B Lynn, L Fletcher, J Robinson, S Harvey (Clerk/RFO).

Member of Public: 0

1. The Chairman welcomed all present to the meeting.
2. **Election of Chair**
It was proposed by Councillor L Fletcher, seconded by Councillor J Brettingham Smith and carried that Councillor A Bunkle be elected Chair. Councillor A Bunkle accepted and signed the Declaration of Acceptance.
3. **Election of Vice-Chair**
It was proposed by Councillor A Bunkle, seconded by Councillor L Fletcher and carried that Councillor I Studd be elected as Vice-Chair.
4. **Apologies for Absence:** Apologies were received from Cllrs S Sandell and I Studd which were PROPOSED, SECONDED and AGREED to accept. Apologies for absence were also received from County Councillor A Jamieson and Borough Councillor C Morley.
5. **Declarations of Interest on Agenda Items:** None
6. The Minutes of the meeting held on 14th April 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.
7. **Parishioners Questions and Statements:** None
8. **Reports from County and Borough Councillor:** None
9. **Clerks Report:**
Clerk went through report and updated the Council on matters from the previous month.
Proposed section 215 notice
Heidi Wedge (Planning Enforcement Officer) apologised for the delay in coming back to the Council with an update. She advised that she had inspected the site on 5th May and would contact the owners to make enquiries, ask their intentions regarding the site and state the possible action that could be taken. The case would be formally reviewed on the 30th June and any necessary action agreed. Consideration would be given to whether the area of land was having a negative impact on the amenity of the area. The Clerk would contact Heidi Wedge for an update during early July.
Repainting village sign
Fiona Davies had confirmed that the sign would be repainted in July (she had 3 other village signs ahead of North Creake's to complete). Cllrs J Robinson and I Studd had kindly offered to remove the sign for her ahead of her coming to collect it. The sign would then be taken straight to the powder coaters, it should be with them no longer than 2 weeks, it would then take Fiona Davies around another week plus to paint on top and lacquer. A 50% deposit was required as per her quotation. She was happy to wait until July, allowing time to sort out online banking, then payment could be transferred by BACS.
Play Area
Play Area Information Signs had been updated and replaced.
An application had been submitted to Jack's Lane Community Benefit Fund for funding towards replacement of the Rocking Horse.
Surface Repair kits were on order.
Land at Shammer
Butcher Andrews had confirmed that McNamara Associates Ltd were still having their part of the deed of easement signed. An email had been sent to Dan Evans from Butcher Andrews to ask if the

process was nearly complete. It was agreed that the Clerk should contact Butcher Andrews again within a fortnight for another update.

10. To agree the appointment of councillors to the following:

- a. **Jack's Lane Community Benefit Fund** – Cllr S Sandell
- b. **To manage and collect data from the SAM2 Speed Signs** – to carry forward to the June meeting.

11. **Open Spaces:**

a. **Report regarding the SAM2 Speed Sign:** No data had been supplied. Cllr L Fletcher agreed to liaise with Westcotec Ltd regarding the downloading of data. There were issues with the required software and its compatibility with Windows 11. Cllr A Bunkle was to investigate whether he could secure a laptop that ran an older version of Windows that could be used for the purpose. The new Senior Safety Camera Enforcement Officer, Malcolm Fitzsimmons had reported the following results for North Creake;

- February 17th - 3 Offences
- April 4th - 13 offences
- April 16th - 3 Offences

Malcolm Fitzsimmons had provided the Council with a table (Appendix One) to advise what the consequences were for drivers depending on their speed. He had also advised that Norfolk Safety Camera Partnership were looking at trailing a motorcycle, which would give them more areas to enforce from. Malcolm Fitzsimmons had also agreed that the suggested location of the junction with Wells Rd/Church St looked like a potential site that they could use in the near future, as long as the van was not causing much of an obstruction.

- b. **To receive a report and update regarding the Clay Shooting Club draft agreement** – the Clerk advised that she had spoken to the club contact and emailed him copies of both the old and the new Clay Shooting Club agreements. The Clerk also advised him that the rent from last year was overdue, and that this year's rent was now due. The club contact had been provided with the Parish Council's address so that the agreements could be signed and returned. The Parish Council's bank details had also been provided to the club contact (at their request) so that the rent could be paid via BACS. It was AGREED that the club also needed to provide the Parish Council with a copy of their current insurance policy in order to comply with their agreed use and before they made use of the Stone Pit again.
- c. **To receive defibrillator information for the BT phone box and to note recommendations following electrical testing and approve the cost for additional work** – it was PROPOSED by Cllr J Brettingham Smith, SECONDED by Cllr J Robinson, and AGREED the recommendations made by Wyer Electrical Ltd should be undertaken at a cost of £335. Wyer Electrical Ltd had advised that following completion of the work this the kiosk would then be ready for any additional works required at a later date for a defibrillator by installing a suitable consumer unit in place of the existing switch fuses, enabling a spare way for the defibrillator and isolator. They had also advised that prior to purchasing a defibrillator the specification should be checked to make sure the current incoming supply to the kiosk is ample.
- d. **To approve the replacement/removal of the Perspex casing to NCC village map, bus shelter** – it was PROPOSED by Cllr A Bunkle, SECONDED by Cllr B Lynn that the Perspex casing be replaced for a cost of £85 + £40 + VAT per hour for fitting.
- e. **To discuss the Platinum Jubilee** – it was noted that a meeting to further arrangements had been held on the 9th May. Cllr B Lynn advised that on Sunday 5th June there would be a Church Service to commemorate the Queen's Platinum Jubilee.

12. **Footway Lighting**

- a. **To note any streetlights requiring attention:** None
- b. **To receive a quotation for the installation of new streetlights in the parish** – the Clerk advised that she had spoken to Roy Cozens (Cozens (UK) Ltd) the week commencing the 2nd May, at which point he had said that he would provide the Council with a quotation for the meeting. Roy Cozens (Cozens (UK) Ltd) had been reminded again on 9th May. A quotation was still being awaited.
- c. **To receive quotations for a fixed term electricity contract for parish street lighting** - it was noted that Efficient Energy (formerly Utility Wise) had been tasked with securing at least three fixed price energy quotations for the Parish Council. It was noted that they were having difficulty

as the type of meters were extremely old and should have been updated. Their recommendation was to contact the Parish Council's current suppliers, NPower, and ask for a renewal and take the longest-term contract possible in order to bring the costs as low as possible. It was AGREED the Clerk should approach Indigo Swan in order for them to seek an alternative fixed contract for the Parish Council.

13. Finance

a. **To note accounts for payment under the Late Payments Interest Act (1998).**

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|--|---------|--------|
| Unity Trust Initial Deposit Cheque, T1 Current Account | £500.00 | 101641 |
| Unity Trust Initial Deposit Cheque, Instant Access Savings Account | £500.00 | 101642 |

These payments were PROPOSED by Cllr L Fletcher, SECONDED by Cllr J Robinson and APPROVED.

b. **To approve the accounts for payment.**

| | | |
|--|---------|--------|
| Cozens (UK) Ltd, Street Lighting Maintenance (Jun/Jul/Aug) | £36.00 | 101643 |
| TTSR Ltd, Grounds Maintenance | £831.80 | 101644 |
| Norfolk Parish Training & Support, Training Courses | £53.67 | 101645 |
| Steward Safety Supplies, Play Area Signs + Fitting | £142.95 | 101646 |
| Information Commissioner, Data Protection Fee | £40.00 | 101647 |
| Tony Rout, Repainting Play Area equipment & Goal Posts | £950.00 | 101648 |

These payments were PROPOSED by Cllr A Bunkle, SECONDED by Cllr L Fletcher and APPROVED.

c. **To note the finances received during April 2022.**

| | |
|------------------------|------------|
| BCKLWN, Parish Precept | £16,048.00 |
|------------------------|------------|

d. **April Financial Statement:** It was PROPOSED by Cllr A Bunkle, SECONDED by Cllr L Fletcher and AGREED to accept the April 2022 Statement.

e. **2021-2022 Accounts:** Copies of the accounts which had been circulated were considered by the Councillors. It was PROPOSED by Cllr A Bunkle, SECONDED by Cllr J Brettingham Smith and resolved that they be APPROVED.

f. **To note the receipt of CIL revenue and to consider how funds should be spent** – it was noted that a sum of £2,102.10 In CIL payments had been received by the Council in January 2022. It AGREED that the payment should be earmarked towards the replacement of the Rocking Horse on the Play Area. The CIL Annual Report was completed and would be returned to the BCKLWN by 30th June and published on the PC website.

g. **To consider and approve an internet banking policy** – it was agreed to amend the policy to include within procedures that where any payments was required the Parish Clerk would email copies of the invoices requiring payment to all of the Councillor signatories with internet access before raising a payment request online. It was agreed to carry this forward for approval at the June meeting.

h. **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. The policy along with a breakdown of the Councils general and earmarked reserves would be considered further at the June meeting.

i. **Replacement costs for the Sports Pavilion:** No update at present.

j. **Training updates for the Clerk** – it was agreed that the Clerk should attend Writing Professional Minutes (£36). It was noted that the total cost of the course would be divided between the three Parish Councils that employed the Clerk.

14. Highways Matters

a. **Reported to the Clerk:** None

It was AGREED to enquire with NCC Highways as to when the SAM2 post along Wells Road would be relocated to its new position.

15. Planning:

a. **Planning applications received:** None

b. **To note applications approved/refused by Borough Planning Control:**

22/00227/F North Creake Uplands 80 West Street North Creake Fakenham Norfolk NR21 9LQ -
Removal of existing conservatory. Construction of single storey rear extension and two storey
side extension Application Permitted 8 April 2022 Delegated Decision

- c. **To consider the impact of planning policy on future development within North Creake** – no
comments were made. It was agreed to carry this forward to the June meeting.

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

Next meeting to be held on Thursday 9th June 2022.

Meeting closed: 7.30 pm

.....Chairman

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROED BY FULL COUNCIL