

North Creake Parish Council

Minutes of the Parish Council meeting of North Creake held in the Village Hall, North Creake on Thursday 13th October 2022 at 6.30 pm.

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

Member of Public: 1

1. The Chairman welcomed all present to the meeting.
2. **Apologies for Absence:** Apologies were received from Cllrs J Brettingham Smith, B Lynn, J Robinson and S Sandell which were AGREED to accept.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meeting held on 8th September 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 September.

Stone Pit Gate: Acton Engineering had completed the repair work to the gate the week beginning 26th September and they had provided 2 keys. The Clerk had passed one of the keys to the Clay Shooting Club for access. Three further keys would be made available.

Freebridge Community Housing: Freebridge had confirmed that they had visited the property at 92 West Street and that further pictures have been taken. They intended to further contact and liaise with the tenant regarding this.

Freebridge had also contacted the tenant at 19 Dunns Lane who had informed them that he was on their garden assistance programme. The grass had been cut at the property but not the hedging, which they were going to action.

Highways Issues: the tree roots through the pavement outside 19 Dunns Lane had been investigated by Highways but this did not meet their intervention levels.

Damaged drain adjacent to Village Green, had been repaired.
8. **Open Spaces**
 - a. **SAM2 Speed Signs/Norfolk Safety Camera Partnership**
 - i. **To receive a data report from the SAM2 Signs:** Cllr L Fletcher reported that the SAM2 Speed signs were to be moved to Wells Road to monitor incoming and outgoing traffic.
 - ii. **To receive a speeding offence update from NSCP:** the Senior Safety Camera Enforcement Officer, Malcolm Fitzsimmons had further advised that the Wells Road/Church St junction was not suitable for any of their small vans to deploy from, so they would continue to use the existing site for the time being until such time they get the go ahead to purchase a safe camera motorbike which would allow them to park in spaces with restricted space and without causing an obstruction to members of the public. Regarding a 'mobile' camera, the Safety Enforcement Team had used one during the summer as a trial with great success allowing them to park in driveways pavements etc.
 - b. **To receive further information regarding the SAM2 Sign upgrade and the Parish Partnership Scheme bid:** the Clerk advised that Westcotec Ltd had provided the Council with an official quotation for a new SAM2 Sign with Bluetooth data collection unit for the Parish Partnership Scheme bid. County Cllr A Jamieson had also kindly pledged £1500 towards the cost of the new SAM2 Sign from his Local Member Fund. Westcotec Ltd had advised that if the existing batteries were lead acid 12V34Ah these would be suitable for the new SAM 2. Westcotec Ltd had confirmed that they did not refurbish and resell their signs therefore they did not buy back. It was agreed that the quotation received from Westcotec Ltd should be revised, as the additional batteries and charger would not be required.

- c. **To receive and approve costs to install the defibrillator into the BT Kiosk:** the Clerk reported that Wyer Electrical Ltd had confirmed that the supply to the telephone kiosk should be suitable and that a single 13amp waterproof socket outlet for the proposed heated wall cabinet would need to be installed. It was PROPOSED by Cllr L Fletcher, SECONDED by Cllr I Studd and AGREED that the estimate of £100.00 - £150.00 +VAT should be accepted, and the work carried out. The Clerk advised that the Egmore Energy Community Fund Scheme had fully dispersed all funds for 2022, but that the fund would open again in January 2023. It was AGREED that as money had been earmarked for the project the defibrillator should be acquired.
- d. **To approve the cost for a replacement dog waste bin, Village Green:** it was PROPOSED by Cllr I Studd, SECONDED by Cllr L Fletcher and AGREED that the Metal Fido 35 Dog Waste Bin from Glasdon UK Ltd should be purchased for £214.32 + VAT.
- e. **To consider plans for the Christmas Tree event for 2022:** it was noted that the Christmas lighting had been tested and that a budget of up to £50 was AGREED to purchase accessories required to install the lighting. It was AGREED that the Clerk would order an 18ft Christmas tree from Salle Estate for delivery the week beginning the 21st November in order for this to be set up on Saturday 26th November. It was AGREED that the light switch on event would be held on Friday 2nd December. Cllr A Bunkle would advertise via the village Facebook page and invite villagers to help in organising the event and to help with putting up the lights.

9. Land at Shammer

- a. **To receive recommendations regarding the management of land at Shammer:** it was AGREED to carry this forward to the November meeting as neither Cllrs J Brettingham Smith or J Robinson were available to report.

10. Stone Pit

- a. **To consider action to gate the western side of the Stone Pit and the gap in the fencing/hedging:** Cllr I Studd reported that he had met with Althorp Estate Manager, Stuart Coleman on the 30th September. Stuart Coleman had agreed to speak to the Earl Spencer regarding the installation of a gate to the western side of the Stone Pit. It was AGREED that a sum of £250 would be ringfenced in order to purchase barbed wire and posts to fill the 10 metre gap in the fencing/hedging. Cllrs A Bunkle, I Studd and L Fletcher to assist with installation.
- b. **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 further request 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 24hours of one of their game days. It was AGREED unanimously that the Clay Shooting Club had a marginal effect on the game. It was noted that clay shooting times took place on a Sunday between 10 am and 12 midday and that shooting never took place on a game day. Game days took place the following day and after 10am, therefore it was AGREED that it was unnecessary to include this clause within the agreement.

11. Footway Lighting

- a. **To note any streetlights requiring attention:** None.
- b. **To receive a recommendation regarding the reduction of lighting period for street lighting:** it was AGREED that given the electricity supply to the streetlights was unmetered, any saving made by fitting timers may not be reflected in the electricity price that was paid, as there was no meter to record energy consumption. Therefore, the cost involved to fit timer photocells to each streetlight could not be justified and would not be pursued.
- 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 the NPower out of contract rates were currently one of the most competitive on the market and that it would be unwise for them to place the Council in a contract where it would be more expensive than these variable rates.

12. Finance

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

Fiona Davies, 50% Deposit Village Sign	382.50 BACS
Npower (Street lighting Electricity Charges 1 st August to 31 st August)	274.16 BACS

- b. **To approve the accounts for payment:**
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| Acton Engineering, Repairs to Gate at Stone Pit | 290.40 | BACS |
| Clerk's Expenses (14 th July to 12 th October 2022) | 28.94 | BACS |
| Npower (Street lighting Electricity Charges 1 st September to 30 th September) | 285.59 | BACS |
- c. **To note the finances received during September 2022.**
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| Unity Trust Bank, Instant Access Account, Credit Interest | 57.51 | |
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- d. **September Financial Statement:** it was PROPOSED by Cllr L Fletcher, SECONDED by Cllr I Studd and AGREED to accept the September 2022 statement, which was signed by the Chairman, Cllr A Bunkle.
- e. **To approve the direct debit mandate for Npower:** the Clerk advised that there had been a stop on the Parish Council's account preventing payments being made to Npower over the course of the past few months. It was noted that outstanding payments were collected by NPower on 20th September for £2,485.05 by direct debit, however the direct debit appeared to have failed again when payment was due for £274.16 on 26th September. Consequently, NPower had removed the direct debit from the account. It was PROPOSED by Cllr I Studd, SECONDED by Cllr L Fletcher and AGREED that the direct debit mandate should be renewed and submitted to NPower.
- f. **To receive and accept a quotation for the Parish Council insurance policy:** it was noted that the long-term agreement had expired and that three quotations had been sought from other insurance companies. It was PROPOSED by Cllr I Studd, SECONDED by Cllr L Fletcher and AGREED that the Council should appoint BHIB as their insurer for the next three years for a premium of £572.49.
- g. **To review reserves and earmark recently received funds:** it was PROPOSED by Cllr L Fletcher, SECONDED by Cllr I Studd and AGREED that the £1,000 consideration received following completion of the deed of easement should be earmarked for use towards the land at Shammer.

13. General Data Protection Regulations

- a. **To review and approve the Information Audit:** it was noted that no changes had been made, therefore it was PROPOSED, seconded and AGREED that the information audit be approved.
- b. **To review and approve the General Data Protection Policy:** it was noted no changes had been made to the policy, therefore it was PROPOSED, seconded and AGREED that the policy be approved.

14. Village Website

- a. **To review and approve the Website Accessibility Statement:** the Clerk advised that the website needed to be reviewed annually to make sure that it remained compliant and met accessibility regulations for public sector websites. Websites should be constructed so that most people can use it without needing to adapt it. It was noted that the website had been tested using wave.webaim.org and both the structural and design elements of the site were found to be complaint. The statement on the website had been updated and the site would be tested again in September 2023.

15. Correspondence

To note any general correspondence received.

- a. **BCKLWN, CIL Infrastructure Funding Governance and Applications 2023.**
- b. **Burnham Market Parish Council, Neighbourhood Plan Pre-Submission Regulation Consultation:** noted and no comments recorded.
- c. **Norfolk Minerals and Waste Local Plan: Pre-Submission: Invitation to make representations:** noted and no comments recorded.

16. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting:** Cllr I Studd reported a sinkhole in the roadway outside 76 West Street that required investigation.
Road drain opposite main playing field gate at Dunns Lane was blocked and required attention. Cllr I Studd noted a complaint received from a neighbouring property of 92 West Street regarding the general state of the garden and the height of trees in rear garden.

17. Planning

- a. **Planning applications received:**

NO OBSERVATIONS

22/01696/F - Proposed Two Storey Side Extension and Single Storey Rear Extension to 104 West Street.

- b. **To note applications approved/refused by Borough Planning Control:** None.
- c. **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 November meeting when further members would be present.

18. **Date of next Parish Council meeting and any agenda items:** Next meeting to be held on Thursday 10th November 2022.

The following items would be added to the agenda;

Planting of permanent Christmas Tree

Switching Street Lighting off

Repair/Replacement/removal of Pavilion

Meeting closed: 7.55 pm.

.....Chairman

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL