

North Creake Parish Council

Minutes of the Parish Council meeting of North Creake held at The Village Hall, North Creake on Thursday 13th February 2024 at 6.30 pm.

Present: Councillors A. Bunkle (Chair) J Brettingham-Smith (Vice Chair), J Robinson, S Baker and J Rocklin and L Fletcher (Clerk/RFO).

No members of public attended the meeting

1. The Chairman welcomed all present to the meeting.
2. Apologies for Absence: Apologies were received and accepted from Cllr S Sandell and Cllr A Culshaw
3. Declarations of Interest on Agenda Items: None Declared
4. The Minutes of the meetings held on 9th January 2024 and 27th January 2024 were circulated before the meeting. It was agreed that they were a correct record of the proceedings and signed by the Chairman.
5. Parishioners Questions and Statements: None.
6. County and Borough Councillor Reports – Report from Cllr Jamieson was noted
7. Matters Arising / Clerks Report
 - a. The Clerk reported that he had contacted Acton Engineering seeking further detail regarding their quote for enlarging the bench on the millennium green, as yet no reply has been received. Clerk to chase again and ask them to remove the bench asap to avoid it getting damaged whilst tree work is being carried out
 - b. Rural housing needs survey – the Clerk circulated the amended draft survey, it was agreed that Q10 and Q11 needed amending to clarify that the affordable housing was affordable **rental** housing, also there is a typo in Q11 ‘this’ should be ‘those’. Clerk to contact Oliver Brice with amendments and to confirm councils’ approval for him to draft an advert/article promoting the survey.
8. Training – no new training opportunities available
9. Open Spaces
 - a. SAM2 signs – No updates on either SAM2 sign or speeding offences in the village. The Clerk reported that he had a possible contact via Burnham Mkt PC for the speeding data, Cllr Sandell to request further information.
 - b. Play area visual inspection – it was noted that there are no issues to report, other than the work commissioned to repair the zip line steps has not been done, Clerk to chase.
 - c.
 - i. MUGA – it was noted that the agreed area for the MUGA has been surveyed and that Cllr’s and Clerk met on-site with the managers for the installation to discuss the works. Installation work is expected to start w/c 3rd March. Clerk reported that whilst it should fall under the permitted development rules for local authorities a planning officer is due to visit the site to confirm, date to be confirmed.
 - ii. MUGA draft policy – The draft policy for use of the MUGA was circulated prior to the meeting and agreed. It was further agreed to install ‘Users of the playing field and equipment on it do so at their own risk. No liability is accepted by North Creake

Parish Council' signs, clerk to get quote for the signs. It was agreed that once completed the MUGA would be left unlocked but that this would be reviewed. The Clerk advised that there would be a gap between installation of the MUGA and marking the tarmac and council agreed that the MUGA would be kept locked until the marking had been done in order to keep the tarmac as clean as possible
iii. Public announcement of MUGA – It was agreed to announce the project going ahead once confirmation from planning officer has been received, clerk to draft Facebook post and press release for Creake News

10. Footway lighting – Nothing reported

11. Finance

- a. Late payments – None
- b. Payments approved – The following payment list was agreed, the clerk drew the councils attention to the incorrect invoice and subsequent credit note from KLWNBC for dog litter bin collection
 - Dog waste collection (corrected invoice) £586.56
 - Parish On-line asset register mapping £54
 - Bank Charges £6
 - Scribe Accounts software £31.20
 - Clerks wages £265.72
- c. Finance received in January - None
- d. The January bank reconciliation was approved
- e. Precept payments – The Clerk advised that KLWNBC are changing from a single annual payment to two split payments in April and October
- f. Internal Auditor – It was agreed to appoint Roger Cranwell as the internal auditor
- g. Mobile phone for clerk – It was agreed that the Clerk should have a dedicated mobile phone for continuity and GDPR reasons, Clerk to research options
- h. IT requirements for council – It was agreed that in order to comply with GDPR requirements councillors should have individual tablets for council business along with gov.uk email addresses, it was further agreed that the Clerk should have a dedicated laptop for council business. Clerk to research options and report back.

12. Correspondence – A parishioner has contacted the council regarding the dog mess by the village pond on West St and requesting a dog mess bin. It was agreed to order a dog mess bin with mounting post from Galsdons at £218.26 inc VAT and Delivery

13. Highways matters – Vehicle left on Dunns Lane, it was noted that a motorhome has been left parked near the junction on Dunns Lane and that it has on several occasion had punctures. The Council agreed that it appears to be parked in contravention of section 243 of the highway code and instructed the Clerk to liaise with relevant authorities to discuss options as well as drafting a letter to the owner of the vehicle requesting that he find somewhere more suitable to park the vehicle especially given its location by the school bus stop.

14. Planning – No new application or decisions made

Date of next meeting 13th March 2025 at 6.30pm.

Meeting closed: 7:25 pm

.....Chairman
.....Dated

**THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL
COUNCIL**