

# North Creake Parish Council

Minutes of the Parish Council meeting of North Creake held in the Village Hall, North Creake on Thursday 8<sup>th</sup> June 2023 at 6.30 pm.

Present: Councillors A Bunkle (Chair), J Brettingham Smith (Vice-Chair), S Baker, A Culshaw, J Robinson, J Rocklin, S Sandell, and S Harvey (Clerk/RFO).  
Borough Councillor C Morley  
Member of Public: 0

1. The Chairman welcomed all present to the meeting.
2. **Apologies for Absence:** None.
3. **Declarations of Interest on Agenda Items:**  
Cllr J Robinson declared a pecuniary interest in agenda item 13c, Planning.
4. The Minutes of the meetings held on 11<sup>th</sup> May 2023 were circulated before the meeting. It was AGREED that they were 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 from County Councillor A Jamieson or Borough Councillor C Morley.
7. **Clerks Report:**  
The Clerk went through her report and updated the Council on matters from May.  
**Telephone Kiosk:** it was noted that Wyer Electrical had been booked to attend the telephone kiosk on 7<sup>th</sup> July to install the lighting and motion sensor. The cost would be within the £215.00 +VAT previously agreed.  
**Removal of Pavilion:** Daly Construction & Building Services had now dismantled the Pavilion and removed the debris from site as per their quotation. Dave Daly had advised that there would be an added charge to his original quotation as he hadn't realised the extent of the contents inside the Pavilion. The additional charges were calculated by the skip company which were based on tonnage. It was also noted that there would be a charge for taking the fridge to the tip as this could not be disposed of via the skip. It was noted that the additional charges amounted to £200.  
**Outdoor Gym:** the Clerk advised that a funding application had been completed and submitted to the Chiplow Wind Farm Community Fund for £5,000 to assist with the project cost of the outdoor gym equipment. It was noted that Jo Maddocks (NCF, Programmes Advisor) had advised that both Jack's Lane and the Chiplow Funds were oversubscribed and warned that projects could be part funded.  
The Clerk advised that the Council had been successful in their funding application to the Egmore Energy Fund and that a grant of £2,000 had been secured towards the project.  
**Safety Surfacing (Play Area):** it was noted that this would be completed over the 8<sup>th</sup>/9<sup>th</sup> June and that 2 metre fencing would be erected around site, which would be removed by Online Playgrounds on Monday 12<sup>th</sup> June.
8. **Open Spaces**
  - a. **SAM2 Speed Signs/Norfolk Safety Camera Partnership**
    - i. **To receive a data report from the SAM2 Signs:** there was no data available to report. The Clerk advised that she had met with the former Councillor, Len Fletcher, in order to ascertain how the data was extracted and analysed from the SAM2 signs. It was noted that on 22<sup>nd</sup> May one of the signs was placed on Church Street and the other on West Street. Data from the signs would therefore be available to the Council at the July meeting. It was noted that the keys to the padlocks for each of the signs had been passed to Cllr J Robinson.
    - ii. **To receive a speeding offence update from NSCP:** it was noted that speeding offence data had been received up until the 4<sup>th</sup> May, therefore further data for the months of May and

June would be made available at the July meeting. Malcolm Fitzsimmons (Senior Safety Camera Enforcement Officer) had reported that the chief constable had authorised an 8-week trial of the motorcycle to further evaluate the benefits of purchasing one. The trial would run from 11th July onwards. North Creake had been selected to be one of the villages that would benefit from having the bike carrying out speed enforcement at the Wells Rd junction. It was noted that if the bike managed to get a positive reception from members of the public in the rural communities, this would further assist the trials success.

- b. **To note any issues arising from the Play Area weekly visual inspections:** visual inspections of the play area were carried out on the 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> May and there were no issues to report. It was noted that there was still an issue with moles on the playing field.
- d. **To consider feedback received for additional play area equipment and to approve a project to pursue for grant funding:** it was noted that some children had been consulted in order to obtain their views on the preferred option for a new multi-play at the play area. The feedback received was that options 2 and 6 were the most favourable. It was AGREED that prior to selecting a multi-play option letters of support for the project should be sought from parishioners. It was noted that evidence of support would also be required to accompany any funding application that was made to the CIL Infrastructure Fund. It was AGREED that an article should be placed in the next edition of the Creake News and also posted on the village Facebook page.
- e. **To approve work to trap moles on the Village Green:** the Clerk advised that given the extensive mole issue on the village green and the implications this may have with grass cutting the Clerk had asked Len Fletcher (Fletcher Gardening Services) to set some mole traps and that his fee for around 4 visits would be £95. It was considered and AGREED that pest control formed part of the approved budget and the expenditure from that class of the budget would be accepted.
- f. **To approve a quotation to raise the crown on the Oak tree, Millennium Green:** it was noted that one quotation had been received to raise the crown of the oak tree on the Millenium Green by 3 metres. It was considered and AGREED that Arborcraft Tree Care should be appointed to carry out the work for £180 (+ VAT).
- g. **To receive information and a quotation to remove the steps to the embankment slide:** it was noted that the annual play area inspection report had recommended that some of the steps (which were rotten) should be replaced in order to eliminate trip hazards as and when resources were available. The Clerk advised that Daly Construction & Building Services had taken a look at the steps leading to the slide. It was noted that the steps were originally laid with concrete therefore removing the steps and leaving the area would create another hazard unless the areas were top soiled and turfed. It was advised that the work should be carried out during the autumn, when the ground was wetter and when the equipment wasn't being used as much. Daly Construction & Building Services had provided an indicative cost for the work of £960.00. It was AGREED that further quotes would be sought to carry out the work during the autumn.
- h. **To approve a quotation to permanently cap off live water pipe, playing field:** it was noted that following removal of the Pavilion Daly Construction & Building Services had shut off the water and capped the water main on the playing field for £75 (+VAT). It was noted that one of the two water mains going into the Pavilion had still been live and had only been temporarily capped off when the work was completed. This had now been permanently capped off.

## 9. Footway Lighting

- a. **To note any streetlights requiring attention:** None.

## 10. Finance

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

Senita Baker (King's Coronation Event Insurance Costs)	66.00	BACS
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- b. **To approve the accounts for payment (see below):**

NPower (Street Lighting – May)	305.28	DD
Mr R Canwell (Internal Audit Fee)	45.00	BACS
Daly Construction & Building Services (Pavilion)	2,400.00	BACS
Daly Construction & Building Services (Water Mains, PF)	90.00	BACS
Sarah Harvey (ICO (Data Protection Renewal Fee)	40.00	BACS
Clerk's Salary (May)	241.97	SO
- c. **To note the finances received during May 2023:**

Clay Shooting Club (Annual Rent)	100.00	
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Clay Shooting Club (Donation) 100.00

- d. **To approve the May 2023 financial statement:** it was PROPOSED by Cllr J Robinson, SECONDED by Cllr S Sandell and AGREED to accept the May 2023 statement, which was signed by the Chairman, Cllr A Bunkle.

Cllr A Culshaw left the meeting (7.30pm)

- e. **To receive a report from the Internal Auditor for the financial accounts 2022/23:** The Clerk reported that the internal audit for the financial accounts 2022/23 had been carried out and there were no matters of concern that the auditor wished to raise with the Parish Council. The internal auditors report would be available on the Parish Council website.
- f. **To approve the Annual Governance Statement in the 2022/23 AGAR (Form 3):** it was noted that Councillors had been circulated with a copy of the Statement for their information and it was AGREED that the Chairman and RFO sign the Statement.
- g. **To approve the Statement of Accounts in the 2022/23 AGAR (Form 3):** it was noted that Councillors had been circulated a copy of the Accounts for the year ending 31st March 2023, together with a bank reconciliation at the year end and reasons for variations. Councillors had also been provided with a copy of the Statement and it was considered and AGREED that the Chairman and RFO sign the Statement.
- h. **To approve a transfer of £1,800 from the Instant Access Account for payment of work to remove the Pavilion:** it was AGREED that £1,800 should be transferred from the Instant Access account to the T1 Current account. It was noted these funds would be deducted from the earmarked funds for the playing field which currently totalled 2,425.00.
- i. **To review and agree the internet banking policy:** it was considered and AGREED that the reviewed policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2024 or as required.

#### 11. Correspondence

To note any general correspondence received.

- a. **Enquiry from target rifle and clay pigeon club, possible use of Stone Pit:** noted that following their initial enquiry there had been no further details supplied by the club.
- b. **Norfolk Police, Possible Bookings of Village Hall for an Unlicensed Music Events (RAVE):** the information had been noted and made available to the Village Hall Committee.
- c. **BCKLWN, CIL Funding Applications:** it was noted that the fund opened on 1<sup>st</sup> July with an application deadline of the 1<sup>st</sup> August 2023.

#### 12. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting:** it was noted that a BT manhole cover in the pavement along Burnham Road required attention as a cavity had appeared in the cover.
- b. **Highways Community Ranger visit North Creake - July 2023:** it was noted that the following issue should be reported for attention.
- Overgrown hedging overhanging trod leading from St Mary's Church to the Village Hall.

#### 13. Planning

- a. **Planning applications received:** None.
- b. **To consider plans since publication of agenda:** None to date.
- c. **To note applications approved/refused by Borough Planning Control:**  
23/00686/AG Agricultural Buildings Crossways Farm W of Highfield Burnham Road - Agricultural Prior Notification: New wooden cabin to be used solely as a new farm office and restroom with welfare facilities  
AG Prior Notification - NOT REQD 12 May 2023 Delegated Decision

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

Next meeting to be held on Thursday 13<sup>th</sup> July, 2023 and the following item would be added to the agenda.

- Raising of crown and deadwood from Willow Tree, Village Green.

Meeting closed: 7.50 pm.

.....Chairman

.....Dated

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