

# North Creake Parish Council

Minutes of the Parish Council meeting of North Creake held in the Village Hall, North Creake on Thursday 14<sup>th</sup> July 2022 at 6.30 pm.

Present: Councillors A Bunkle (Chair), J Brettingham Smith, B Lynn, J Robinson, 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 Cllrs L Fletcher, S Sandell and I Studd which were PROPOSED, SECONDED and AGREED to accept.
3. **Declarations of Interest on Agenda Items:** Cllr A Bunkle declared a pecuniary interest in Agenda Item 9a, Land at Shammer.
4. The Minutes of the meeting held on 12<sup>th</sup> May 2022 were circulated before the meeting. It was PROPOSED by Cllr J Robinson, SECONDED by Cllr J Brettingham Smith and AGREED as a correct record of the proceedings and signed by the Chairman, Cllr A Bunkle.
5. **Parishioners Questions and Statements:** A statement was received by a parishioner and relayed to the Council by the Clerk. The parishioner asked whether a handle could be fitted to the dog waste bin on the village green. A replacement dog waste bin would be considered by the Council at the September meeting. The parishioner commented that the tree adjacent to the village sign required the overhanging branches to be reduced and an amount of deadwood removed. The Clerk would contact the Althorp Estate in order to advise and ask that the tree be inspected.
6. **Reports from County and Borough Councillor:**  
No report received from County Councillor A Jamieson or the Police.  
Borough Councillor C Morley had provided a short report via email stating that 'The National Audit Office and Public Accounts Committee are looking at investments in new hospitals which is adding jeopardy to the replacement for the QEH. I and some colleagues have written again to the Chancellor and Health Secretary pressing the case. But the green flag for a new hospital may have to wait for a general election.  
The Major tranche of money from the promised Town Deal (total £25m) is for the Guildhall and adjacent buildings in Kings Lynn to be renovated. The Business Case has at last been agreed after much scrutiny and the final submission should be sent to the Treasury any day now, fingers crossed.  
The Council has recognised that it's Planning and Enforcement Teams are under strength and £1m pa has been agreed to recruit more people and reorganise the unit. I hope we can find the right people with the necessary skills who want to join us.  
There is more levelling up money on offer and we are trying for £20m to represent most of the money needed for a new leisure centre in Hunstanton. The County are also bidding for money to build a new road and cycle network into Lynn from Hardwick and around the Southgates with a town gyratory. We wait to see if these bids are successful.'
7. **Clerks Report:**  
Clerk went through report and updated the Council on matters from the previous month.  
**Clay Shooting Club draft agreement**  
It was noted that the agreement had been signed by the Clay Shooting Club and Parish Council and was currently with the Althorp Estate for signing. It was noted that the Clay Shooting Club rent for 2021 and 2022 had been paid in full.  
**AGAR**  
The certificate of exemption has now been submitted to PKF Littlejohn LLP and the AGAR and accompanying documents made available on the PC website. The notice period for members of the public wishing to access and make copies of the AGAR and associated documents will run from 27<sup>th</sup> June until 5<sup>th</sup> August.

### **Unity Trust Bank**

The Barclays Business Premium Account had now been closed and the balance transferred to the Instant Access account with Unity Trust.

### **Norfolk Community Foundation**

It was noted that the Council had been successful in their funding application to the Jack's Lane Community Benefit Fund and had received the £5,000 grant to remove the existing rocking horse and replace with a new model. The Clerk advised that the work had been scheduled for November 2022.

### **92 West Street**

Freebridge had been notified of the Council's complaint and they had acknowledged receipt. Cllr B Lynn advised that the shrubbery/brambles overhanging and blocking pavement had now been removed.

## **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:**

**ii. To receive an update regarding the downloading of data from the SAM2 Speed Signs:**

It was noted that Westcotec Ltd had advised that in order to assess and potentially solve the issues being experienced with the SAM2 Signs Cllr L Fletcher would need to call them when his laptop was connected to the signs so that they could connect remotely using Teamviewer and try and ascertain what the issue was.

The Clerk also advised that the signs could be fitted with the appropriate technology so that the data could be downloaded to a mobile (android only) using Bluetooth. This would cost £500 per unit. It was AGREED that the Clerk would liaise with Westcotec Ltd in order to obtain a quotation and further information, as well as establish whether funding could be secured to assist with the cost from the County Councillors Local Member Fund and/or Parish Partnership Scheme.

**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;

April 4th 13 offences 16th 3 offences

May 18th 8 offences 25th 5 offences

June 18th 11 offences

Malcolm Fitzsimmons was still yet to do the risk assessment for the Wells Rd/Church Street Junction. It was noted that a new operator would be working out of Fakenham from July so North Creake should get some more visits.

**b. To receive defibrillator information for the BT phone box:** Cllr S Sandell would provide further information at the September meeting.

**c. To note information regarding the Rye/Maize harvests in North Creake:** noted.

**d. To approve a quotation to replace the safety surfacing underneath the flat seat and cradle seat swings:** it was AGREED that a third quotation would be sought from NGF Play Ltd for consideration alongside those already received from Online Playgrounds and Wicksteed Leisure Ltd.

**e. To consider an application to the CIL Infrastructure Fund and to agree a Parish Council contribution towards the safety surfacing project:** it was AGREED to delay an application until 2023, once a further quotation had been secured and some match funding had been identified.

## **9. Land at Shammer**

**a. To receive information and approve a course of action to conclude the deed of easement process:** it was noted that the deed of easement should be completed by the end of July. The Clerk would advise the Council once notification had been received from Butcher Andrews.

**b. To discuss the management of land/further planting of trees at the land at Shammer:** it was AGREED that Cllr B Lynn would contact the Conservation Officer at Althorp Estate to arrange a site visit in order to identify what plants/trees were maturing prior to the area being strimmed and cut in the autumn.

## **10. Footway Lighting**

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

**b. To receive further information and a second quotation for the installation of new streetlights in the parish:** it was noted that two further quotations had been sought for solar LED street lighting, from Westcotec Ltd and Sotham Engineering Services. The latter had advised they were not registered to work in the street. The Clerk would seek a third quotation from another company.

Westcotec Ltd had advised that the nearest site to North Creake where the solar lighting had been installed was Old Church Rd, Snettisham. The Clerk at Snettisham Parish Council would provide feedback from the Council in due course.

Cozens (UK) Ltd had advised that as yet they had not installed any of the solar lighting (that they had quoted for) but were soon to install 28 on a Taylor Wimpey site in Brantham.

It was AGREED to carry this item forward to the September meeting.

- c. **To receive quotations for a fixed term electricity contract for parish street lighting:** it was noted that Indigo Swan had been tasked with securing at least three fixed price energy quotations for the Parish Council. Indigo Swan had stated that they had been 'waiting to receive some correspondence from Scottish Hydro and unfortunately it wasn't the news they had wanted. They had with immediate effect, withdrawn all offers and prices from the market. This was because they had seen some very significant price increases. Recently prices had gone above what they were in March when the Ukraine/Russia situation began. This increase in prices was due to an LNG plant in the USA exploding and therefore reducing shipments of gas. Also, Gazprom had started to do more "maintenance" on pipelines leading into Europe which had reduced the gas coming in. What they were currently seeing with prices was that the offers available (if they remained valid) were actually more expensive than out of contract rates.' Indigo Swan would continue to monitor the market and as things improved they would be back in touch.

## 11. Finance

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

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

Norfolk Accident Rescue Service	50.00
Cozens (UK) Ltd, Street Lighting Maintenance Mar/Apr/May	36.00
TTSR Ltd Grounds Maintenance	831.80
Miss S Harvey, Wix.com, Annual Fees for Domain and Hosting – northcreakepc.info	106.06
Clerk's Salary & Expenses Claim (14 <sup>th</sup> April to 13 <sup>th</sup> July)	104.88

It was PROPOSED by Cllr B Lynn, seconded by Cllr J Robinson that all payments be authorised via the Unity Trust Bank T1 Current Account.

- c. **To note the finances received during May and June 2022.**

Unity Trust Bank (Initial Deposit Cheque, T1 Current Account)	£500.00
Unity Trust Bank (Initial Deposit Cheque, Instant Access Savings Account)	£500.00
Donation (Covid-19)	£100.00
Barclays Business Premium Account (Interest)	£4.19
Unity Trust Bank Instant Access Account (Interest)	£4.27

- d. **May and June Financial Statements:** It was PROPOSED, SECONDED and AGREED to accept the May and June 2022 Statements.

- e. **To agree to amend the standing order for Clerk's Salary from £12.39 per hour to £12.95 per hour at 4 hours per week:** It was AGREED that the Clerk should amend the standing order to reflect the increase in her hourly rate. This would be authorised along with the scheduled payments for July.

- f. **To consider a donation towards the Burnham Market Area Community Car Scheme:** it was AGREED that a donation of £100.00 would be given during the financial year 2022/23.

- g. **To receive a replacement cost for the Sports Pavilion:** no further update available.

## 12. General Data Protection Regulations

- a. **To receive a summary of the Parish Council's GDPR responsibilities:** the Clerk provided Councillors with a 'Data Protection' handout, which included a summary of the Council's responsibilities. The Clerk advised the Council that the use of personal email addresses and devices for council business was a significant data protection concern. A recommendation was that personal emails were replaced with designated Council email addresses. The Clerk was to provide a final recommendation at the September meeting.

- b. **To review and approve the Information Audit:** It was AGREED to carry this item forward to the September meeting.

- c. **To review and approve the General Data Protection Policy:** It was AGREED to carry this item forward to the September meeting.

### 13. Highways Matters

#### a. Matters reported to the Clerk prior to the meeting:

Email from Anglian Water regarding further sewer improvement work at Wells Road.

Email from Parishioner regarding the speed of vehicles through the village and a recommendation for the speed limit to be reduced to 20mph.

Cllr J Brettingham Smith advised that the SAM2 signpost had been relocated to its new position in Wells Road, however this was not the position agreed at the January site meeting with Sally Bettinson (former Highways Engineer). The Clerk advised that the new location had been agreed per the recorded location on the Parish Online map and as per the map supplied by Highways.

### 14. Planning

#### a. Planning applications received.

*Dealt with by Delegated Decision:*

SUPPORT - 22/00952/F - 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 at Uplands 80 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 September meeting.

### 15. Date of next Parish Council meeting and any agenda items: Next meeting to be held on Thursday 8<sup>th</sup> September 2022.

Meeting closed: 8.10 pm

.....Chairman

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL