

# North Creake Parish Council

Minutes of the Parish Council meeting of North Creake held in the Village Hall, North Creake on Thursday 16<sup>th</sup> December 2021 at 6.30 pm

Present: Councillors: A Bunkle (Chair), B Lynn, J Robinson, S Sandell, I Studd, J Brettingham Smith and S Raven (Locum Clerk) No members of the public present.

## **1. Welcome:**

The Chairman welcomed all present to the meeting.

## **2. Appoint temporary Locum Clerk:**

It was AGREED to appoint Sarah Raven as Locum Clerk. Hourly rate £12.73.

## **3. Apologies for Absence:**

It was PROPOSED, SECONDED and AGREED to accept apologies for absence from Cllr L Fletcher (personal). Apologies for absence were also received from Cllr C Morley (Borough Councillor).

## **4. Declarations of Interest on Agenda Items:**

Cllrs A Bunkle and S Sandell declared a pecuniary interest in Item 8a, Land at Shammer.

## **5. Minutes of the Meeting on 21<sup>st</sup> October 2021**

The Minutes of the meeting held on 21st October 2021 were circulated before the meeting. It was PROPOSED, SECONDED and AGREED to approved as a correct record of the proceedings and signed by the Chairman, Cllr A Bunkle.

## **6. Parishioners Questions and Statements:**

No members of the public were present.

## **7. Reports from County and Borough Councillor:**

No reports had been received from County Councillor. Cllr C Morley had sent his apologies and explained the Borough Councillors community grant available.

## **8. Land at Shammer**

Cllrs A Bunkle and S Sandell left the meeting and Cllr I Studd took the Chair.

Locum Clerk explained she had contacted the solicitor at Butcher Andrews to change the signature clauses on the Easement. Under Standing Orders for the Parish Council, it states two Councillors to execute a legal document.

It was PROPOSED, SECONDED and AGREED to signing the Easement. Cllrs I Studd and Cllr J Robinson signed the Easement and two plans which accompany the document, witnessed by Locum Clerk.

Cllr A Bunkle and S Sandell returned to the Meeting and Cllr A Bunkle took the Chair.

## **9. Future Biogas/Agricultural Traffic**

Cllr J Brettingham Smith explained there were no updates. Harvest had now been completed. No complaints received. It was AGREED to send a message of thanks to Future Biogas.

## **10. Open Spaces:**

- a) Arrangements for emptying the play area litter bin: It was AGREED for Locum Clerk to put in place a risk assessment for emptying the bin. No key for the litter bin has been found. Clerk to investigate where the key is or contact the Supplier for a new one. It was AGREED Locum Clerk to undertake play inspections in the interim on a weekly basis. Wicksteed had been contacted to undertake the annual play inspection.
- b) Christmas Tree Event 2021/2022 Event: There should be a committee formed for 2022 event. Lights might need renewing and possibly more lights to be placed on birch trees on Church Street. It was AGREED the left-over Santa presents for the children of the village to go to Heritage House, if they were unable to take them then to go to the Foodbank.
- c) SAM2 Speed Sign: Data had not been processed yet. Wells Road location for SAM2 should be relocated half way of Wells Road to also be used in both directions. Locum Clerk to arrange site visit with Highways to find an appropriate site.
- d) Report and update on Clay Shooting Club Draft Agreement: No update. Place on Agenda for next meeting.
- e) BT phone box: Discussion on what to use the phone box for. Agreement from BT to be placed on Agenda for next month. Cllr S Sandell to find out costs of defibrillations for next meeting.
- f) Conservation Office, Althorpe: The Surveyor for Althorpe is waiting for the Tree Officer at the Borough Council to consider an application and approve works.
- g) Annual Clock Service: This can take place on 10<sup>th</sup> January. Locum Clerk to liaise with the Clock Tower Captain regarding date.

## **11. Shammer Signage:**

A member of public had asked regarding a name sign to be placed for Shammer. Speed limit to be lowered to 50 mph and whether a dog bin can be placed at Shammer. Clerk had responded to request, no action needed.

## **12. Planning Matters:**

- a) Planning applications dealt with under Delegated Decision since October:
  - i) Ref: 21/01999/F Kyvetts, 23 Church Street, North Creake - Variation of Condition 2 of Planning Permission 20/00323/F: Single storey extension to dwelling – Object.
  - ii) Ref: 21/01990/F West Cottage 42 West Street North Creake Fakenham Norfolk NR21 9LQ – No comments made.

## **13. Footway Lighting**

- a) Streetlights requiring attention: None raised. A telegraph pole was leaning heavily on Dunns Lane. Locum Clerk to action.

## **14. Finance:**

- a) Accounts for payment under Late Payment Interest Act (1998): Salle Estates for Christmas Tree for £264.00. It was discussed a letter should be sent to Salle Estate stating the tree was disappointing in size this year for the amount of money charged.
- b) Accounts for payment: TTSR Ltd Grounds Maintenance £815.50 and Cozens (UK) Ltd £36.00, Sarah Harvey Wages £214.76 AGREED. Locum Clerk to ask Clerk for contact of employment to be sent to Chairman. Excluded item for public and press at next meeting to discuss payments for Clerk.

- c) Finances received during October and November 2021: Financial Statement had been produced and circulated. AGREED.
- d) October and November Financial Statement: It was PROPOSED, SECONDED and AGREED to accept the October/November Statement. The cheques that had not been reconciled and still outstanding. Locum Clerk to write to Barclays to stop the two cheques. December financial statement to then be adjusted.

Cllr J Brettingham Smith left the meeting.

- e) Business rates registration of holiday Home: It was discussed regarding businesses which had received £10,000 from covid grants from the Borough. Businesses do not contribute towards the precept. It was AGREED for Locum clerk to provide a list of all businesses which are self-contained holiday lets. Example letter also be circulated in readiness for discussing at the next meeting.
- f) Replacement costs for the Sports Pavilion: No update at present.
- g) CIL money: It was PROPOSED, SECONDED and AGREED to move the money from current account received for CIL to the Reserve Account.

**15. Highways Matters**

- a) Reported Matters: None
- b) Traffic Regulations Order update between South and North Creake: Locum Clerk had written to Cllr A Jamieson (County Councillor) but no update had been received.

**16. Dates for 2022 Meetings:**

It was AGREED to hold the meetings on Thursday 13<sup>th</sup> January 10<sup>th</sup> February, 14<sup>th</sup> April, 12<sup>th</sup> May, 9<sup>th</sup> June, 14<sup>th</sup> July, 8<sup>th</sup> September, 13<sup>th</sup> October, 10<sup>th</sup> November and 8<sup>th</sup> December.

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

Next meeting to be held on **Thursday 13<sup>th</sup> January 2022** at 6.30 pm in the Village Hall.

Items to be included:

- Pot holes near Church which are in the layby. Locum Clerk to check with Highways if this is their responsibility.
- Section 215 Notice to enforce land to be tidied up on Church Street.
- Street Lighting to be considered providing more lighting near the bridge.

Meeting closed: 7.45 pm

.....Chairman

.....Dated

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