

North Creake Parish Council

Minutes of the Annual Parish Council meeting of North Creake held in the Village Hall, North Creake on Thursday 11th May 2023 at 7.00 pm.

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

1. Election of Chair

It was proposed by Councillor J Robinson, seconded by Councillor S Sandell and carried that Councillor A Bunkle be elected Chair. Councillor A Bunkle accepted and signed the Declaration of Acceptance.

2. Election of Vice-Chair

It was proposed by Councillor S Sandell, seconded by Councillor J Robinson and carried that Councillor J Brettingham Smith be elected as Vice-Chair.

3. Apologies for Absence:

Apologies were received from Cllr J Brettingham Smith which were AGREED to accept.

4. Declarations of Interest on Agenda Items:

None.

5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant:

All declarations of acceptance of office signed and received.

6. The Minutes of the meetings held on 13th April 2023 were circulated before the meeting. It was PROPOSED by Cllr Sandell, SECONDED by Cllr J Robinson and AGREED as a correct record of the proceedings and signed by the Chairman, Cllr A Bunkle.

7. Parishioners Questions and Statements:

None.

8. To consider the process for the co-option of councillors for the vacancies arising from the election process:

it was noted that there were three Parish Councillor vacancies that were to be filled by co-option and that four applications had been received from qualifying candidates who had submitted a written statement to the Council to support their case for co-option. The vacant seats were dealt with in turn, and the Chair called for votes for the nominees. Following votes by ballot paper, Senita Baker, Andrew Culshaw and Jolanda Rocklin received a majority and were successfully co-opted on to the Council.

Andrew Culshaw signed the declaration of acceptance of office and joined the Council. The relevant forms would be made available to the other new Councillors to complete before the June meeting.

9. To agree the appointment of councillor's subgroups and outside bodies:

- Jack's Lane CBF Fund Panel:** Cllr S Sandell.
- Planning Advisory Group:** all Parish Councillors.
- To manage and collect data from the SAM2 Speed Signs:** Cllrs J Robinson.

10. To consider and agree bank signatories:

Cllrs A Bunkle, J Robinson and S Sandell would remain as signatories to both the Unity Trust T1 Current and Instant Access accounts. Cllr A Culshaw would also be added to the mandate.

11. Reports from County and Borough Councillors and Police:

No report was received from County Councillor A Jamieson.

Cllr C Morley provided a report on BCKLWN activities at the Annual Parish Meeting.

12. Clerks Report:

The Clerk went through her report and updated the Council on matters from April.

Outdoor Gym Equipment: the order had been confirmed with NGF Play Ltd, although the work would need be delayed until after a decision had been received on the funding applications. With a current

lead time of 8 weeks, NGF Play had advised that they would unlikely be in a position to carry out the work in July at the earliest. They were also happy to hold the total project price until then.

The Clerk advised that a funding application had already been submitted to Jack's Lane Community Fund for £5,000 and to Egmore Energy Community Fund for anything up to £2,000 (They had a total funding pot of £7,500 in total). A funding application would also be submitted to the Chiplow Community Fund for £5,000.

Safety Surfacing, Cradle Seat Swings: a provisional 2-week window had been provided for the work to be completed, between 5th June and 19th June.

SAM2 Portable Unit with Bluetooth: NCC had confirmed that the order could be placed with Westcotec Ltd and this had now been ordered. They would advise in advance of when the sign was likely to be delivered.

13. 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 a meeting would be arranged with the former Councillor, Len Fletcher, to discuss the SAM2 management going forward. Cllr J Robinson would also attend.
- ii. **To receive a speeding offence update from NSCP:** Malcolm Fitzsimmons (Senior Safety Camera Enforcement Officer) had reported that due to leave and vehicles being off the road they were only able to visit North Creake once in April where there were 6 offences and on May 4th where there were 5 offences.

b. **To note any issues arising from the Play Area weekly visual inspections:** visual inspection reports from the 31st March, 11th and 28th April were noted. There were no issues to report.

c. **To consider feedback received for additional play area equipment and to approve a project to pursue for grant funding:** following the consultation page being added to the website, the article being submitted to the May Creake News as well as Facebook posts, the comments received had indicated that Option3, the Litcham 6 Play Tower + Waxham 1 Toddler Tower was the preferred option. It was AGREED that the children should be consulted in order to obtain their views on the preferred option for the play area. The Clerk would liaise with Cllr S Baker.

d. **To receive and consider any actions following receipt of the annual Play Area Inspection:** it was noted that the inspection had been carried out by David Bracey (Play Safety Inspections) on 18th April and a copy of the report had been circulated to Councillors.

It was noted that a recommendation had been made that the goals be secured into the ground and that any rust or flaking paint should be removed. Cllr S Sandell suggested that new goal posts could be secured, and that funding could be obtained from the Football Association.

It was recommended that some of the steps (which were rotten) should be replaced in order to eliminate trip hazards.

It was recommended that the cracks in surface were repaired under the Cradle Seat Swings. It was noted that this work had already been approved and would be carried out imminently.

David Bracey also advised that the cableway had passed EN1176 and did not need tensioning and the brake worked. It was noted that the cable would need tensioning if the distance between the floor/surface and the bottom of the seat when laden with a person on the seat, was less than 350mm.

It was noted that all Government restrictions and the need for Covid signage was withdrawn on 8th April 2022, so it was at the discretion of the operator whether signs should still be displayed.

e. **To approve the cost to provide suitable lighting in the Telephone Kiosk:** it was noted that Wyer Electrical had confirmed that to supply and install an appropriate bulkhead light fitting with 1 gang waterproof light switch (if required) would be £215.00 +VAT. Wyer would also replace the spur for an un-switched version at the same time for no extra cost. If the existing light fitting was working and just needed a lamp replacing, they would only charge a standard call out fee (£60.00 +VAT). It was agreed to ascertain how the light would be activated before proceeding with the work.

14. Footway Lighting

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

15. Finance

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

b. **To approve the accounts for payment (see below):**

NPower (Street Lighting – April)	119.73	DD
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Heritage House (Donation)	150.00	BACS
Mr A Bunkle (Christmas Outdoor Lighting)	599.97	BACS
Mr N Slegg (Items for Christmas Event 2022)	64.50	BACS
David Bracey (Annual Play Area Inspection)	144.00	BACS
TTSR Ltd (Grounds Maintenance Invoice 1 of 4)	923.35	BACS
ICO (Data Protection Renewal Fee)	40.00	BACS
Clerk's Salary (April)	241.97	SO

c. **To note the finances received during April 2023.**

BCKLWN Parish Precept 15,801.00

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

e. **To approve the financial accounts for the financial year ending 31st March, 2023:** Copies of the accounts which had been circulated were considered by the Councillors and were PROPOSED by Cllr A Bunkle, SECONDED by Cllr J Robinson and APPROVED. The Clerk advised that given that both the income and expenditure for 2022/23 was greater than £25k the Council would automatically be subject to a limited assurance review. The AGAR would be completed ahead of the internal audit and approved at the June meeting.

f. **To approve the direct debit in force for the financial year 2023/24:**

NPower, Electricity for Street Lighting – Monthly direct debit.

g. **To approve the reimbursement of insurance costs for the Coronation event:** it was AGREED to reimburse insurance costs of £66.00 for the community celebration event for the Coronation. The cost would be deducted from the earmarked funds for Village Events.

16. **Correspondence**

To note any general correspondence received.

a. **Email from Parishioner, Play Area Feedback:** noted.

b. **Email from Parishioner, Creakes Gardening Club Trophies:** it was suggested that the trophies could be stored at the Village Hall along with items of a similar nature. The Clerk would ask the parishioner to liaise with Cllr A Bunkle.

17. **Highways Matters**

a. **Matters reported to the Clerk prior to the meeting:** Pothole, Wells Road reported to NCC.

18. **Planning**

a. **Planning applications received:** None.

b. **To consider plans since publication of agenda:** None.

c. **To note applications approved/refused by Borough Planning Control:**

23/00198/F North Creake Glebe Farm Wells Road - Construction of traditional wooden cart shed & potting shed.

Application Permitted 14 April 2023 Delegated Decision

19. **Date of next Parish Council meeting and any agenda items:** Next meeting to be held on Thursday 8th June, 2023.

Meeting closed: 8.25 pm.

.....Chairman

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL