

# North Creake Parish Council

Minutes of the Parish Council meeting of North Creake held in the Village Hall, North Creake on Thursday 9<sup>th</sup> June 2022 at 6.30 pm.

Present: Councillors A Bunkle (Chair), J Brettingham Smith, B Lynn, J Robinson, S Sandell, I Studd, S Harvey (Clerk/RFO) and Borough Councillor C Morley.  
Member of Public: 0

1. The Chairman welcomed all present to the meeting.
2. **Apologies for Absence:** Apologies were received from Cllr L Fletcher which were PROPOSED, SECONDED and AGREED to accept.
3. **Declarations of Interest on Agenda Items:** None
4. The Minutes of the meeting held on 12<sup>th</sup> May 2022 were circulated before the meeting. It was PROPOSED, SECONDED and AGREED as 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 report received from County Councillor A Jamieson or the Police.  
Borough Councillor C Morley reported that the Community Support Grant was open for applications for 2022/23. It was noted that no applications were received from North Creake in 2021/22. Funding was available for village organisations, excluding Parish Councils.  
Borough Councillor C Morley reported that the renovations to the Guildhall in King's Lynn were ongoing and costs to complete the project were steadily increasing. Meetings were being scheduled weekly in order to help manage the project going forward.  
Borough Councillor C Morley reported that a further 15 people could be recruited into planning posts. It was noted that Planning officers were currently having to deal with a caseload of around 177 cases each, compared to between 99 and 110 in neighbouring councils. The Borough Council could also be seeking additions to the Planning enforcement team to deal with the 500+ enforcement caseload that the current team was working on, a figure which is higher than all other district councils in Norfolk.
7. **Clerks Report:**  
Clerk went through report and updated the Council on matters from the previous month.  
**Land at Shammer**  
Following an update from Butcher Andrews on the 6<sup>th</sup> June, the Parish Council were advised that Dan Evans (Cozens Hardy LLP) on behalf of McNamara Associates Ltd on 31<sup>st</sup> May had reported that they were chasing the other solicitor and hope to come back to Butcher Andrews shortly. They were doing everything they could to get the signed document from them to enable completion. The Clerk would further correspond with Butcher Andrews and Michael McNamara of McNamara Associates Ltd to advise that the Parish Council were very exasperated at the length of time it was taking to sign and complete the deed of easement. Both parties would be asked to contact Cozens Hardy to state the Council's mounting exasperation and frustration in the time it was taking to sign and complete the deed of easement. The Clerk would note that the signed deed of easement from the Parish Council was sent to Cozens Hardy in January 2022 and that the month of June was the sixth month that Cozens Hardy had had to complete. Both parties would be advised that the Council felt that Cozens Hardy were acting unprofessionally and this in turn was reflecting badly on McNamara Associates reputation.  
**BT Kiosk**  
An electrical installation inspection had been carried out by Wyer Electrical Ltd on 27<sup>th</sup> May as agreed at the May Council meeting at a cost of £335.

### **NCC Village Map**

The Perspex casing had been replaced by Steward Safety Supplies and the invoice for payment received.

### **CIL Annual Report**

This had been completed, signed and returned to BCKLWN CIL team and uploaded on to the Parish Council website.

### **SAM2 Post**

The post had now been programmed for relocation to its new agreed site at Wells Road. The Highways Engineer had been unable to provide a date that this would be carried out.

### **Safety Camera Enforcement Update**

Malcolm Fitzsimmons (Senior Safety Camera Enforcement Officer) had confirmed that they would be shortly running a trial with a safety camera motorcycle for a few weeks, and that they had earmarked North Creake as one of the main sites to deploy the bike. The Council would be advised when this would happen along with the results. The Clerk would liaise with Malcolm Fitzsimmons (Senior Safety Camera Enforcement Officer) to obtain speeding offence results for May and June, as well to ascertain whether they would pursue use of the village bridge location.

### **Unity Trust Bank**

A notification had been received from Unity Trust Bank to advise that the switch from the Barclays Community Account to the T1 Current Account had been completed and the former account closed. All regular payments held on the account would be set up on the account with Unity Trust Bank and any closing credit balance would be sent to the new account.

The Clerk advised that the Business Premium Account with Barclays would need to be closed manually, and the closing balance transferred to the Unity Trust Instant Access account. A letter had been drafted by the Clerk to this effect and would be signed by Cllrs A Bunkle and I Studd.

### **Proposed section 215 notice**

Cllr S Sandell advised that the area of land adjacent to 8 Church Street had been tidied by the property owners.

## **8. Open Spaces**

### **a. SAM2 Speed Signs**

#### **To agree an appointment to manage and collect data from the SAM2 Speed Signs.**

Cllr L Fletcher had advised prior to the meeting that he had found an old laptop and that he was going to try and load the software onto it to see if it would work with the speed signs.

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

In his absence, Cllr L Fletcher reported via email that he had managed to download data from the speed sign that was situated on Church Street, however the sign appeared to have developed the same fault as the other SAM2, in that it had reverted to 1st January 1970. The data extracted cited 19,245 vehicles, an 85<sup>th</sup> percentile speed of 36.3mph, an average speed of 29.8mph and a maximum speed of 70mph.

Cllr L Fletcher advised that he had attempted to download the data from the SAM2 sign that had been situated on West Street, but on analysing the data the software consistently crashed.

Cllr L Fletcher reported that he had downloaded new updated software from the company that made the sensors in the USA, which he thought would work, but only momentarily.

It was AGREED that the Clerk should establish whether Cllr L Fletcher had spoken to Westcotec Ltd regarding the difficulties the Council were experiencing with the signs. The Council AGREED that the Clerk should liaise with Westcotec Ltd on their behalf with the hope that a solution may be able to be identified to the problem.

### **b. To receive an update regarding the Clay Shooting Club draft agreement.**

The Clerk advised that a representative from the Clay Shooting Club had signed three copies of the new lease. These would now need to be signed by both the Parish Council and Althorp Estate. Once complete all parties would receive an original copy.

A copy of the insurance certificate for the Club had also been received. Rent for 2021 and 2022 was to be transferred via BACS. The Parish Council's account would be checked for receipt once the May bank statement had been received, any unpaid rent would be chased.

Cllr A Bunkle would

### **c. To receive defibrillator information for the BT phone box.**

Cllr S Sandell provided the Council with an example of a fully automatic defibrillator. Concerns were raised regarding access to and safe storage of the defibrillator. It was AGREED that Cllr S Sandell would contact the Community Heartbeat Trust for advice on defibrillators and the potential installation in a K6 Telephone Kiosk.

d. **To consider an application to the CIL Infrastructure Fund to replace safety surfacing underneath the swing units at the Play Area.**

The Clerk advised that she had spoken to a ROSPA trained Play Safety Inspector regarding recommendations that the cracking safety surfacing could be filled/reglued using a wet pour repair kit. It was noted that both he and another former ROSPA inspector now working for Online Playgrounds had advised that this would be a temporary fix for 12-18 months and that the gaps would reform and gradually more would appear. Their recommendation, if budget allowed would be to gradually replace the surfacing, the main priority being that underneath the cradle swings. The Clerk reported that quotations had been sought to replace the safety surfacing underneath both sets of swings. It was noted that the CIL Infrastructure Fund opened for applications from 1<sup>st</sup> July to 1<sup>st</sup> August. Following an enquiry with the CIL team at the BCKLWN they had agreed a funding application for this purpose would be acceptable. Therefore, following receipt of quotations and dependent on cost the Clerk recommended making an application to replace safety surfacing at the Play Area. It was AGREED that the quotations along with an application to the CIL Infrastructure Fund would be further discussed at the July meeting.

e. **Future Tree Planting on the land at Shammer.**

Cllr B Lynn raised concerns regarding the wooden fencing guard that had been placed around a recently planted tree. It was noted that the Council had agreed in principle to a tree being planted, but not the specific species or to the fencing guard. It was noted that formal contact regarding the proposal should have been made and the details agreed by the Parish Council.

f. **To discuss the Platinum Jubilee.**

It was AGREED that a letter of thanks should be sent to those who planned, organised and executed the events on behalf of the village.

9. **Footway Lighting**

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

b. **To receive a quotation for the installation of new streetlights in the parish.**

The Clerk advised that Cozens (UK) Ltd had explained that there was a delay in obtaining a quotation from UKPN, as they were advising road closures may be required in order to complete the proposed works. It was estimated the cost per streetlight could be between £3,000 and £6,000. Cozens (UK) Ltd had provided a quotation for an alternative option for 3 x Solar LED streetlight columns, at a total cost of £6,750.00. It was AGREED to approach Snettisham Parish Council in order to obtain their views on solar street lighting. Two further comparative quotations would be obtained.

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 advised on 9<sup>th</sup> June that they were still yet to receive any prices from their suppliers so they would not be able to provide the Council with anything for the meeting. Prices would be made available for the July meeting.

10. **Finance**

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

None

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

Steward Safety Supplies Ltd, Perspex Covering to NCC Map (Bus Shelter)	102.00 BACS
Mr Roger Canwell, Internal Audit Fee	40.00 BACS
Wyer Electrical Services Ltd, Electrical Inspection/Work (BT Kiosk)	402.00 BACS

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

c. **To note the finances received during May 2022.**

d. **To approve the May 2022 financial statement.**

It was noted that the Barclays Community Account bank statement for May was yet to be received.

- e. **To receive a report from the Internal Auditor for the financial accounts 2021/22.**  
The Clerk reported that the internal audit for the financial accounts 2021/22 had been carried out and there were no matters of concern that the auditor wished to raise with the Parish Council.
- d. **To approve the certificate of exemption in the 2021/22 Annual Governance Annual Return (AGAR).** it was noted that both the Gross Expenditure and Gross Income of the Council were under £25,000 and the Council could therefore agree to exempt itself from an External Audit. It was PROPOSED by Cllr J Brettingham Smith, seconded by Cllr I Studd and AGREED that the Chairman and Clerk sign the Exemption Certificate.
- f. **To approve the Annual Governance Statement in the 2021/22 AGAR.**  
It was noted that Councillors had been circulated with a copy of the Statement for their information. It was PROPOSED by Cllr S Sandell, seconded by Cllr J Robinson and AGREED that the Chairman and RFO sign the Statement.
- g. **To approve the Statement of Accounts in the 2021/22 AGAR.**  
It was noted that Councillors had been circulated a copy of the Accounts for the year ending 31st March 2022, together with a bank reconciliation at the year end and reasons for variations. Councillors had also been circulated with a copy of the Statement and it was considered and AGREED that the Chairman and RFO sign the Statement.
- e. **Internet Banking Policy:** it was PROPOSED by Cllr J Brettingham Smith, seconded by Cllr B Lynn and AGREED that the draft policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2023 or as required.
- f. **Financial Reserves Policy:** copies of the financial reserves policy had been circulated amongst Councillors for approval. It was noted that the purpose of the policy was to set out how the Council would determine and review the level of reserves it held. It was PROPOSED by Cllr I Studd, seconded by Cllr S Sandell and AGREED that the draft policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in January 2023 or as required.
- g. **General Risk Assessment:** it was PROPOSED by Cllr J Brettingham Smith, seconded by Cllr J Robinson and AGREED that the draft policy be adopted by the Council and placed on the Parish Council website. This would be reviewed annually or as required.
- h. **Record Management Policy:** it was PROPOSED by Cllr A Bunkle, seconded by Cllr J Brettingham Smith and AGREED that the draft policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2025 or as required
- i. **Norfolk Accident Rescue Service:** it was PROPOSED by Cllr I Studd, seconded by Cllr S Sandell and AGREED that a donation of £50 be made to the service.

## 11. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting.**  
Pothole in footpath, o/s 24 Church Street reported.  
Potholes in roadway, Normans Lane reported.  
Shrubbery/Brambles overhanging and blocking pavement o/s 92 West Street. Complaints received and parishioner fallen over. Freebridge Housing Association to be advised.  
Edge of roadway eroded; steep drop off verge of carriageway. Cllr J Brettingham Smith to forward photos to the Clerk in order to advise Highways.
- b. **To note tasks for the Highways & Community Rangers visit in July:** None
- c. **To consider and approve the proposed 50 mph & 30mph speed limit on the B1355:** it was AGREED to support the proposals and Cllr A Bunkle signed the reply slip to indicate the Parish Council's support.

## 12. Planning:

- a. **Planning applications received:** None
- b. **To note applications approved/refused by Borough Planning Control:**  
21/02461/F 11 Church Street North Creake Norfolk - Demolition of out building to the rear of the site and plant room attached to the school with the removal of the shipping containers found to the rear of the site. Change of use from F1 to C3. Extension to the rear of the property and construction of dormers

Application Permitted

19 May 2022

Delegated Decision

22/00227/NMA\_1 North Creake Uplands 80 West Street - NON MATERIAL AMENDMENT TO PLANNING PERMISSION 22/00227/F: Removal of existing conservatory. Construction of single storey rear extension and two storey side extension

Application Withdrawn

30 May 2022

Withdrawn Application

c. **To consider the impact of planning policy on future development within North Creake.**

Cllr I Studd commented that there were pockets of land available within the village for future development proposals and commented on the type of housing that would be supplied as part of those proposals. Cllr S Sandell advised that although North Creake was categorised as a smallvillage/hamlet within the Local Plan it may be worth considering the production of a Neighbourhood Development Plan. It was agreed to consider this further at the July meeting.

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

Next meeting to be held on Thursday 14<sup>th</sup> July 2022.

The following items would be added to the agenda;

Management of land/Further planting of tree, land at Shammer  
Neighbourhood Development Plan

Meeting closed: 8.20 pm

.....Chairman

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROED BY FULL COUNCIL