

# 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> April 2022 at 6.30 pm.

Present: Councillors A Bunkle (Chair), I Studd, B Lynn, J Robinson, S Sandell and 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 Cllrs J Brettingham Smith (personal) and L Fletcher (personal) which were PROPOSED, SECONDED and AGREED to accept.
3. **Declarations of Interest on Agenda Items** were received from Cllr S Sandell 9f Jack's Lane Community Benefit Fund (non-pecuniary) and 13a Planning Application 21/02461/F (pecuniary). Cllr A Bunkle 13a Planning Application 21/02461/F (pecuniary).
4. The Minutes of the meeting held on 10<sup>th</sup> March 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**  
County Councillor A Jamieson was not present.  
Borough Councillor C Morley advised that there may be a delay in current and new planning applications being processed as a surface water issue was being investigated. It was noted that bin collection days would be changed from Tuesday to Monday, with these being implemented from the 9<sup>th</sup> May. It was hoped this would improve bin collection routes making them more efficient and environmentally friendly. All households would be notified of the changes.
7. **Clerks Report:**  
Clerk went through report and updated the Council on matters from the previous month.  
**Land at Shammer**  
Butcher Andrews had advised that McNamara Associates Ltd were still having their part of the deed of easement signed, it was taking time as it needed to be sent around the country. Butcher Andrews invoice had now been settled by McNamara Associates Ltd and they had also sent them the £1,000 consideration which Butcher Andrews were holding pending completion.  
**Information, LED Street Lighting**  
The Clerk advised that the original LED street lighting was installed by T.T Jones Electrical Ltd and that the brackets were not replaced. Invoice details were supplied to the Council.  
11/02/16 – 16 x streetlights (Urbis Ampera, Dunns Lane & West Street) – 4450.88 - 101363  
11/05/17 – 9005 (Urbis Ampera, Burnham Road) – 355.20 - 101419  
12/04/18 – 12 x streetlights (Venture STL030, Burnham Rd & Church St)– 2402.40 - 101469  
14/06/18 – 9004 (Venture STL030, Wells Road) – 200.20– 101475  
**Play Area**  
Play Area equipment was to be repainted by Tony Rout after the Easter holidays and before May half term. The equipment was to be painted using Hammerite, so it was noted that colours may not match the existing.  
**Section 215 Notice**  
Planning Enforcement Officer, Heidi Wedge was still investigating. The Clerk had asked her to provide the Council with an update at her earliest convenience.
8. **Open Spaces:**
  - a. **Report regarding the SAM2 Speed Sign:** No data had been supplied. It was AGREED to request further data from the Safety Camera Enforcement Officer and request they review their current location within the village.

- b. **Clay Shooting Club draft agreement:** Cllr A Bunkle had received no response regarding the draft agreement. The Clay Shooting Club had requested a copy of the previous agreement which Cllr A Bunkle would email to them.
- c. **BT Phone Box:** Cllr S Sandell agreed to deliver report for defibrillators at the next meeting. The Clerk noted that enquiries had been made with two local Parish Councils who had suggested approaching the Community Heartbeat Trust. They work with BT to turn adopted kiosks into storage for defibrillators. BT would also provide free electricity for the first 7 years of the project for all CHT projects - <https://www.communityheartbeat.org.uk/convert-phone-box>  
It was noted that the electrical testing and repainting had been carried out.
- d. **Village Sign:** Two quotes had been obtained for repainting the village sign. It was PROPOSED by Cllr I Studd SECONDED by Cllr S Sandell and AGREED to accept the quotes from Fiona Davies for £765.
- e. **Platinum Jubilee:** Discussions on what events were taking place within the village over the bank holiday weekend. The Village Hall were to organise a dog show, scarecrow competition, live stream broadcasted celebrations on Saturday evening and Sunday, host a picnic. The Jolly Farmers PH to possibly host a quiz and barbeque on the Friday.

## 9. Pavilion/Play Area

- a. **Use of the Pavilion and the necessary repairs:** it was AGREED that the Pavilion was unsuitable to function as premises for a Youth Club. Cllr S Sandell stated that the Benjamin Foundation had assessed the building and determined this whilst evaluating its use when previously requested for use as a Youth Club.
- b. **Play Area Inspection and Maintenance Policy:** the amendments to the policy were noted and it was AGREED the next review would take place in April 2023.
- c. **Play Area Risk Assessment:** the amendments to the risk assessment were noted. It was PROPOSED by Cllr A Bunkle, SECONDED by Cllr J Robinson and agreed to approve the risk assessment.
- d. **Play Area Information Sign:** a template of the redrafted sign which included address and What3Words information was circulated. It was PROPOSED by Cllr I Studd and SECONDED by Cllr A Bunkle and AGREED to purchase two new signs at a cost of £19.37 + VAT each, along with fitting charged at £40.00 + VAT per hour from Steward Safety Supplies.
- e. **Surface repair under Cradle Swings:** one quotation had been sought from Online Playgrounds for a self-repair and one quotation for a repair by Wicksteed Leisure Ltd. It was PROPOSED by Cllr A Bunkle, SECONDED by Cllr J Robinson that the appropriate repair kit should be obtained from Online Playgrounds for a cost of £130.
- f. **Cost to repair or replace the Rocking Horse and approve a grant application to Jack's Lane Community Benefit Fund:** it was noted that two quotations had been received one from Yates Playgrounds and one from Wicksteed Leisure for the replacement of the Rocking Horse with a similar model. One quotation had been received to repair the existing rocking horse from Wicksteed Leisure Ltd. It was PROPOSED by Cllr A Bunkle and SECONDED by Cllr B Lynn that the Rocking Horse should be replaced by Yates Playgrounds at a cost of £6,950.  
It was proposed by Cllr Studd and all AGREED that to cover the cost of the Rocking Horse an application for £5,000 should be made to Jacks Lane Community Benefit Fund and the remainder of the total sum should be met by using the CIL Parish Payment received in January for £2,102.10.

## 10. Footway Lighting

- a. **Streetlights requiring attention:** None
- b. **New Streetlights in the Parish:** Cozens (UK) Ltd is still awaiting costs from UKPN in order to complete the quotation for the new street lighting proposal.
- c. **Street Lighting Maintenance Contract:** it was noted that the street lighting maintenance contract expired with Cozens (UK) Ltd at the end of 2021. A new 3-year contract had been sought with them; the annual cost remained at £120.00 per annum. It was PROPOSED by Cllr A Bunkle and SECONDED by Cllr I Studd and AGREED that a further 3-year contract be signed with Cozens (UK) Ltd.
- d. **Fixed term electricity contract for parish street lighting:** it was noted that Efficient Energy (formerly Utility Wise) were in the process of securing at least three fixed price energy quotations. Efficient Energy had advised prior to the meeting that prices had not been made available because;

*‘there has been a massive spike in electricity recently therefore what I would advise doing is holding off fixing anything into contract yet.*

*As your usage is very small and your bills not too high currently it will be much more beneficial to give it another month before locking anything in place.*

*This goes for all your meters you control and just to confirm when will your meetings be in May? As I will continue to monitor the market for you and watch for any drops.’*

Efficient Energy had been advised of the May meeting date and prices would be secured on behalf of the Council prior to then.

## 11. Finance:

a. **Accounts for payment under Late Payment Interest Act (1998):** None

b. **Accounts for payment:**

Payment	£
Wicksteed Leisure (Annual Play Area Inspection)	72.00
Althorp Estate (Passing Place, Annual Rent)	1.00
Locum Clerk’s Salary (21/02 to 18/03)	241.87
Clerk’s Salary & Expenses	184.77
Hayes + Storr (Search Fees)	50.40
Tony Rout (Telephone Box)	450.00
Tony Rout (Bridge Railings)	1150.00
Wyer Electrical Services Ltd	120.00

These payments were PROPOSED by Cllr S Sandell, SECONDED by Cllr I Studd and APPROVED.

c. **Finances received during March 2022:** Business Premium Account Interest (6<sup>th</sup> Dec to 6<sup>th</sup> Mar).

d. **March Financial Statement:** It was PROPOSED by Cllr A Bunkle, SECONDED by Cllr J Robinson and AGREED to accept the March 2022 Statement.

e. **Online banking:** following a report issued by the Clerk a discussion took place on the advantages and disadvantages of online banking. It was PROPOSED by Cllr I Studd, SECONDED by Cllr A Bunkle and AGREED to open a Unity T1 Account (current account) and Instant Access Savings Account. To keep with Barclays the community account until Unity was established. All transactions would continue to be made using a two-signature authorisation system. Five signatories would be added to the account for this purpose – Cllrs A Bunkle, I Studd, L Fletcher, J Robinson and S Sandell.

f. **Business rates registration of holiday Home:** Letters had been sent to all self-let holiday homes. One donation received of £200 to date.

g. **Replacement costs for the Sports Pavilion:** No update at present.

h. **Financial Regulations:** following the March meeting the financial regulations had been updated to include regulations on the use of online banking, points 6.15 through to 6.20.

**Standing Orders:** it was noted that the standing orders had been updated to those applicable to smaller local authorities and the orders that had allowed the Council to meet virtually had been removed following expiry of the relevant legislation. It was PROPOSED by Cllr I Studd, SECONDED by Cllr J Robinson and AGREED that both documents be adopted by the Council.

i. **Training Updates for Clerk:** it was AGREED that the Clerk should attend courses on Data Protection, Refreshing Agenda’s and Understanding Planning. The combined cost of the courses would be divided between the three Parish Councils that employed the Clerk, the cost to each Parish Council would be £38.60.

j. **Local Government Pay Increase:** The National Joint Council for Local Government Services had held a Pay Scales review and a 1.75% salary increase had been agreed effective from 1 April 2021. The Clerk’s hourly rate would increase from £12.73 to £12.95. New rates of pay were effective from the 1<sup>st</sup> April 2021.

k. **Amendments to Clerk’s Job Description:** it was noted that the job description has been updated to include visual inspections of the Play Area and maintenance/update of PC website. It was PROPOSED by Cllr I Studd, SECONDED by Cllr J Robinson and AGREED that the amendments be made.

- I. **Payment for additional hours incurred above contracted hours as per the Clerk's contract of employment:** it was PROPOSED by Cllr A Bunkle, SECONDED by Cllr B Lynn and AGREED that an annual appraisal (as per the Clerk's contract) be carried out in September 2022. It was AGREED that the Clerk should keep a timesheet of the hours worked going forward so this could be reviewed at the same point.

## 12. Highways Matters

- a. Reported to the Clerk: None
- b. **Traffic Regulation order between South and North Creake:** Grahame Bygrave (Director of Highways) had advised that the B1355 speed limit scheme was one of the new Road Safety Community Fund schemes approved at the March 2022 Cabinet meeting. It was noted that following funding approval, the proposed changes to the speed limits were now going through the design process, with a view to the statutory consultation starting in the summer.
- c. **Wells Road, Pull In:** comments were noted following a site meeting between Cllrs J Brettingham Smith, S Sandell and Ben Upton (Collection Support Technician, Anglian Water). It was advised that going forward Anglian Water had agreed on;
- better/proper use of the layby by making sure any lorries enter via Normans Lane so they could park up completely within the layby.
  - if there was a tanker on site then any technicians would park at the end of the road and walk up.
  - if there was a second tanker on site for an issue then that would wait at the top of the road.
  - the relevant team would be briefed with this information and laminated copies of the details placed inside the kiosk at the station.
  - Agreement to speak to local builders to try and get opposite verge top soiled.
  - Anglian Water raised concerns that permission would be required from Highways to make layby more permanent.
  - Anglian Water would be happy to tidy the improper passing place up with topsoil but it was agreed on site that any tractors and lorry's using the lane regularly would likely drive over it and it would soon revert to its original state.

## 13. Planning:

- a. Planning applications received:

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

### NO OBSERVATIONS

21/02461/F | 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 | 11 Church Street.

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

### OBJECT

22/00345/F - Proposed replacement dwelling and garage (self-build) at Holkham View 115 Burnham Road.

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

Next meetings to be held on Thursday 12<sup>th</sup> May 2022. The Annual Parish meeting would commence at 6.00pm to be followed by the Annual Parish Council meeting at 6.30 pm in the Village Hall.

The following items would be added to the agenda;  
CIL Parish Payment Report  
Future Village Development  
Internet Banking Policy

Meeting closed: 8.45 pm

.....Chairman

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROED BY FULL COUNCIL