

North Creake Parish Council

Minutes of the Parish Council meeting of North Creake held in the Village Hall, North Creake on Thursday 13th April 2023 at 6.30 pm.

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

1. The Chairman welcomed all present to the meeting.
2. **Apologies for Absence:** None.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meetings held on 9th March 2023 were circulated before the meeting. It was PROPOSED by Cllr I Studd, 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:** None.
6. **Reports from County and Borough Councillor:**
Borough Councillor C Morley thanked the Council for their forbearance at Parish Council meetings and advised that prior to the elections taking place on 4th May, there was very little to report on Borough Council activities. Cllr C Morley made reference to two planning applications within the village, one associated with the removal of trees at the Old School and the division of a semi-detached property into two properties at 104 West Street. Cllr C Morley stated that he would call the latter application in for this to be considered by the Planning Committee should there be a recommendation to approve.
7. **Clerks Report:**
The Clerk went through her report and updated the Council on matters from March.
Parish Council Elections
The Clerk advised that where there were uncontested elections and if there were any vacancies remaining, the Parish Council were free to co-opt but only following the 4th May election.
Return of election expenses
It was noted that candidates must return to the district/borough council a claim for expenses 28 days after the result of the election was declared (even if it is a nil return). Any candidate who fails to make the return and declaration within the specified period is liable to conviction.
Safety surfacing underneath the cradle swing units: it was noted that this work had been ordered and a start date was yet to be received.
Pavilion Removal: Daly Construction & Building Services had advised that the work would commence once the ground started to dry out.
It was noted that the **Annual Play Area Inspection** would be undertaken on Tuesday 18th April.
Motorbike Nuisance West St/Dunn's Lane: it was noted that following the Council's email to Stuart Coleman (Althorp Estate) had responded stating that he 'believed that the land in question was farmed in hand and that he could confirm that Althorp Estate had not given permission and never would for the use of any type of off-road vehicles.
Flytipping/Tree Removal, Dunn's Lane: Stuart Coleman (Althorp Estate) had responded stating that he had written to the occupiers of the property and had informed them that what was allegedly being done was a criminal offence and if found, legal action would be taken against them.
Defibrillator Signs: Cllr I Studd advised that he had installed the new defibrillator signs to the outside of the telephone kiosk.
8. **Open Spaces**
 - a. **SAM2 Speed Signs/Norfolk Safety Camera Partnership**
 - i. **To receive a data report from the SAM2 Signs:** Cllr L Fletcher reported that both signs had been taken down and had not been in use.

- ii. **To receive a speeding offence update from NSCP:** it was noted that speeding offence data had been received by the Council up until the 31st March and in summary there had been 17 offences in February and 21 offences over the course of March.
 - iii. **To consider the future management of the SAM2 Signs:** it was AGREED that from May 2023 the data would be extracted, and the batteries charged by the Clerk. The signs would be delivered to the Clerk one week prior to the meeting date and the signs would be rotated and installed by Councillors.
- b. **To acknowledge the Parish Partnership Scheme grant for the SAM2 Sign and to agree to the terms of the grant/sign Memorandum of Understanding:** it was PROPOSED by Cllr J Brettingham Smith, SECONDED by Cllr L Fletcher and AGREED that the agreement and Memorandum of Understanding be signed by the Cllr A Bunkle and the Clerk. It was noted that once the order for the new SAM2 had been placed with Westcotec Ltd and the sign received, the invoice would be submitted to NCC so that they could send their agreed contribution by BACs transfer to the Parish Council.
 - c. **To note any issues arising from the Play Area weekly visual inspections:** inspection reports from the 3rd, 14th and 24th March were noted. There are no issues to report.
 - d. **To consider feedback received for additional play area equipment and to approve a project to pursue for grant funding:** the Clerk advised that a consultation page had been added to the Parish Council website and that an article had been submitted to the Creake News (May edition). The Clerk would also arrange a series of posts for the North Creake Village Facebook page. Cllr A Bunkle advised that a parishioner had raised a further £1,500 through an Easter Bingo Evening in order to assist with the cost of purchasing further equipment for the Play Area. Cllr L Fletcher noted that he had met and been advised by a funding specialist who had provided details of up to 40 organisations in Norfolk that could potentially be approached for grants towards play equipment. Cllr L Fletcher intended to work through each of the funds to establish which the Parish Council were eligible to apply for.
 - e. **To approve the cost to purchase further Christmas lighting for the trees on the Village Green:** it was PROPOSED by Cllr S Sandell, SECONDED by Cllr I Studd and AGREED that £599.97 should be spent on further Christmas lighting for the Village Green. This would be deducted from the earmarked funds for the Christmas event.

9. Footway Lighting

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

10. Finance

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

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

NPower (Street Lighting – March)	283.94	DD
Norfolk ALC (Annual Subscription)	144.74	BACS
Clerks Expenses (12 th Jan to 12 th April 2023)	163.20	BACS
Clerk's Salary (March)	241.97	SO

It was PROPOSED by Cllr L Fletcher, SECONDED by Cllr J Robinson and AGREED that all payments should be made.

- c. **To note the finances received during March 2023:**

Business Donations	200.00
Bingo Fundraisers (Play Area)	1400.00
Credit Interest (Instant Access Account)	183.95

- d. **To approve the March 2023 financial statement:** it was PROPOSED by Cllr J Robinson, SECONDED by Cllr I Studd and AGREED to accept the March 2023 statement, which was signed by the Chairman, Cllr A Bunkle.
- e. **To approve the cost of Freedom of Information training:** the Clerk provided Councillors with details of the course to be held on Thursday, 25th May 2023, online with the tutor Phil Brown. The cost was £48 for subscribers to NPTS. It was AGREED that the Clerk should attend and that the cost would be divided between the Clerk's four Parish Councils.
- f. **To approve the appointment of the internal auditor:** it was AGREED that Roger Canwell should be appointed to audit the accounts for the financial year 2022/23, at a cost of £35.00. The Clerk would correspond confirming his appointment and to arrange a suitable date prior to the 30th May, 2023, for the audit to be undertaken.

11. Co-option Procedures

- a. **To adopt a co-option policy in order to provide advice and guidance on the process:** the Clerk advised that given that local elections were to take place on the 4th May and that the Parish Council election may or not be uncontested it was good practice to put in place a co-option policy so both Councillors and members of the public were familiar with the procedure should it be required. The draft co-option policy and application form circulated to councillors was AGREED and would be reviewed, unless considered necessary sooner, in April 2027.

12. Correspondence

To note any general correspondence received.

- a. **Email from Parishioner, Roadside Safety Mirror:** the Clerk noted that she had responded to the parishioner to advise that any street furniture to be placed on the highway had to be authorised by Norfolk County Council, Highways.
- b. **Email from Community Engagement Officer, MotorBike Nuisance West St/Dunn's Lane:** response from PC Paula Gilluley was noted i.e., that if permission had not been given by the landowner then this would be a matter of civil trespass for the landowner to deal with.
- c. **PKF Littlejohn, 2022/23 AGAR external auditor instructions:** noted.
- d. **Environment Agency, Maintenance Work April 2023-March 2024:** noted.
- e. **NCC, Update on bus service changes from April 3rd:** it was noted that Service 27: Creakes to Fakenham: which had operated only on Tuesdays and Thursdays would return to a Monday to Friday frequency. The service had been extended to Burnham Market to create a link from the Creakes which would offer connections to the Coastliner.
- f. **Police and Crime Commissioner (PCC) Time to Talk Public Sessions:** it was noted that Mr Giles Orpen-Smellie, the Police and Crime Commissioner (PCC) would be hosting online "Time to Talk" sessions, which were open to the public and offered an opportunity for a 15minute slot with the PCC either via Microsoft Teams or telephone to discuss any issues. To book a slot individual were asked to contact the PCC's office directly at opccn@norfolk.police.uk or call 01953 424455. Slots available were noted as, Thursday 30th March 9.30-12.30, Friday 12th May 9.30-12.30, Friday 21st July 9.30-12.30, Friday 18th August 9.30-12.30, Friday 3rd November 9.30-12.30.
- g. **BCKLWN, National launch of life-saving public emergency alerts and date of test message:** noted.

13. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting.**
 - **Update regarding Oak Tree/Grass Cutting Expenses, Millennium Green:** Damien Jeffries response was noted. *'NCC would not at this moment in time look to undertake any work to the tree on the green in Wells Road, other than maintaining it so it remains healthy and safe to the public. As this is posing no danger to the public currently from falling branches or damage, we would not use public funding to improve its aesthetics appearance.'*

We do not have the funding to reimburse the grass cutting over and beyond what we already cut this green. Again, we only cut for safety reasons (usually twice a year), anything beyond this for aesthetic appearances will be at the PC's expense.'

14. Planning

- a. **Planning applications received:** None.
- b. **To consider plans since publication of agenda:**

OBJECT

23/00136/F - Creation/Separation of new 3 bedroom dwelling within the previously approved extension 22/01696/F forming two individual dwellings. at 104 West Street.
- c. **To note applications approved/refused by Borough Planning Control:**

23/00109/F Chalk Hill 73 Burnham Road - Retrospective application to retain the location of a shepherds hut located within the boundary of 69/73 Burnham Road.

Application Permitted 14 March 2023 Delegated Decision

15. **To acknowledge and thank outgoing Councillors for their service to the village during the election period:** the Chair, Cllr A Bunkle, on behalf of the Parish Council thanked both retiring Councillors B Lynn and I Studd for the respective terms that they had served the Council and the village. It was noted that their wealth of knowledge, experience and contributions would be greatly missed.
16. **Date of the Annual Parish Meeting and Annual Parish Council meeting and any agenda items:** It was noted that the next meetings were to be held on Thursday 11th May, 2023, the first meeting to begin at 6.30 pm.

Meeting closed: 8.00 pm.

.....Chairman

.....Dated

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