

North Creake Parish Council

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

Present: Councillors A Bunkle (Chair), J Brettingham Smith (Vice-Chair), S Baker, A Culshaw, J Robinson, J Rocklin, and S Harvey (Clerk/RFO).

Member of Public: 0

1. The Chairman welcomed all present to the meeting.
2. **Apologies for Absence:** it was AGREED to accept apologies from Cllr S Sandell. Apologies for absence were also received from Borough Councillor C Morley.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meetings held on 8th June 2023 were circulated before the meeting. It was AGREED that they were 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 had provided a report via email and advised that There had been considerable work by the new Administration in preparing a new plan for what they wished to achieve over the next 4 years. It was noted that they were concentrating more on the Queen Elizabeth Hospital as the new modular design would result in smaller rooms with the need for more nurses. Cllr C Morley also noted that the new hospital was not being designed to cover growth in the population and age distribution.

Cllr C Morley advised that each of the seven District Council leaders and the Norwich City Council leader had written jointly to the Secretary of State to raise their concerns that the proposed Devolution Deal was inadequate and to ask for a delay in the decision making, more information on how the current deal was going to help Districts and a fresh consultation as insufficient information was available.

Cllr C Morely advised that the Councillor Community Support Grant would be underway shortly and that Norfolk Community Foundation had details of various grants that were available.

Cllr C Morley also reported that for those working aged people on various benefits they would be recommending to full Council that they do not pay, in future years, any Council tax due to the current hard times.

It was noted that the £1000 grant for defibrillators was coming to an end, and then a national scheme would take over.
7. **Clerks Report:**

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

AGAR: the Clerk advised that the AGAR had now been submitted to PKF Littlejohn LLP and the AGAR and accompanying documents were available on the PC website. The notice period for members of the public wishing to access and make copies of the AGAR and associated documents will run from 19th June until 28th July.

Telephone Kiosk: it was noted that Wyer Electrical had rescheduled their appointment from Friday 7th July to Friday 28th July due to staff sickness. The visit was to install the lighting and motion sensor.

Arborcraft Treecare: it was noted that the BCKLWN Tree Officer had advised that as the size of branches that were to be removed were less than the threshold, there would be no need to gain approval. The work would be carried out by the end of July.
8. **Open Spaces**
 - a. **SAM2 Speed Signs/Norfolk Safety Camera Partnership**
 - i. **To receive a data report from the SAM2 Signs:** the Clerk reported that between the 22nd May and the 11th July the SAM2 cameras had been situated on West Street and Church Street. The SAM2 sign on Church Street had recorded a total number of 54,864 vehicles, with an average speed of 30.08 mph, an 85th percentile of 36.2 mph and a maximum speed of 70 mph on 31st May at 7.00 pm.

The SAM2 sign on West Street had recorded a total number of 18,678 vehicles, with an average speed of 28.6 mph, an 85th percentile of 39.4 mph and a maximum speed of 70 mph on 7th June at 11.55 pm.

- ii. **To receive a speeding offence update from NSCP:** Malcolm Fitzsimmons (Senior Safety Camera Enforcement Officer) has advised that during the three visits in May there had been 7 offences recorded and over the three visits in June, 5 offences had been recorded. Data had also been supplied from the new 50mph zone along the B1355.
 - b. **To note any issues arising from the Play Area weekly visual inspections:** visual inspections of the play area had been carried out on the 7th, 16th, 23rd June, and there were no issues to report.
 - c. **Outdoor Gym equipment: to receive a funding update and agree to meet funding shortfall from earmarked reserves:** it was noted that £7,207 had been secured from other funds to meet the overall cost of the project which amounted to £10,674 (ex VAT). It was AGREED that a further £3,467 from Parish Council earmarked funds for the Play Area would be contributed to meet the shortfall of the overall project cost.
 - d. **To consider feedback received for additional play area equipment and to approve a project to pursue for grant funding:** it was AGREED that further feedback should be secured for additional equipment for the play area before a final decision was made, given the costs involved in a potential project. It was AGREED that Cllr J Rocklin would organise a focus group consisting of children and parents within the parish in order to obtain some suggestions/feedback regarding the type of play facilities children would like to see.
 - e. **To discuss the further management of the land at Shammer:** it was AGREED that Cllrs A Culshaw and J Brettingham Smith and J Robinson would meet at Shammer to determine a plan for the site on Sunday 23rd July. Cllrs J Brettingham Smith and A Culshaw would create an article for both the Creake News and Facebook to publicise the land that was available, and that the Council could be approached by individuals to plant and/or sponsor a tree. Cllr J Robinson suggested that he could provide an IBC to be used to provide water for the land.
 - f. **To consider work to the willow tree on the village green:** it was AGREED that as Althorp Estate was the lessor of the village green an approach should be made to the Estate Director regarding the work to the willow tree.
 - g. **To note correspondence received and to consider the proposals for School Meadow: correspondence regarding the proposals for the land were noted.** it was noted that Cllr A Bunkle had received comments from parishioners regarding the work that had been carried out and had corresponded with and relayed the feedback to the landowners.
9. **Footway Lighting**
- a. **To note any streetlights requiring attention:** None.

10. 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 – June)	270.47	DD
Clerk's Salary (June)	241.97	SO
Cozens UK Ltd (Street Lighting Maintenance Mar/Apr/May)	36.00	BACS
TTSR Ltd (Grounds Maintenance Invoice 2 of 4)	923.35	BACS
Fenland Leisure Products Ltd (Safety Surfacing Cradle Seat Swings)	4,191.24	BACS
Wicksteed Leisure Ltd (Play Area Inspection 2019)	54.00	BACS
Clerk's Expenses (13th Apr to 12th July 2023)	77.37	BACS
- c. **To note the finances received during June 2023:**

Norfolk Community Foundation (Jack's Lane CBF)	2,707.00
Bingo Fundraisers (Play Area)	860.00
Credit Interest (Instant Access Account)	216.51
Donation from JBS for Play Area	10.00
- d. **To approve the June 2023 financial statement:** it was AGREED to accept the June 2023 statement, which was signed by the Chairman, Cllr A Bunkle.
- e. **To approve a transfer of £3,500 from the Instant Access Account for payment of work to install safety surfacing underneath the cradle seat swings:** it was AGREED that £3,500 should be transferred from the Instant Access account to the T1 Current account. It was noted these funds would be deducted from the earmarked funds for the play area (safety surfacing) which currently totalled £3,500.00.

- d. **To verify the Parish CIL Annual Report for 2022/23:** it was noted that a sum of £2,102.10 in CIL payments had been received by the Council in January 2022. The payment had been earmarked towards the replacement of the Rocking Horse on the Play Area, which had now been spent. The CIL Annual Report had been completed and would be returned to the BCKLWN and published on the PC website.
- b. **To consider a donation towards the Burnham Market Area Community Car Scheme:** it was AGREED that a donation of £100 should be donated to the scheme.

11. General Data Protection Regulations

- a. **To note data protection advice for Councillors:** an advice note was provided to all Councillors outlining their responsibilities to ensure that individual's personal data whether it is stored electronically or as a hard copy is protected.
- b. **To review and adopt a General Data Protection Policy:** it was noted that the draft policy outlined what the Parish Council were required to do in order to comply with the 2018 GDPR Act. It was considered and AGREED that the draft policy should be adopted and would be made available on the Parish Council website.
- c. **To review and approve a GDPR Privacy Statement:** it was noted that the statement outlined to members of the public how the Parish Council were able to use their personal data. It was considered and AGREED that the statement should be approved and would be made available on the Parish Council website.
- d. **To review and approve the Information Audit:** it was noted that there was a requirement to undertake an information audit which should detail the personal data held by the Council, where it came from, the purpose for holding the information and whom the Council would share the information with. It was considered and AGREED that the information audit should be approved and would be made available on the Parish Council website.

It was noted that the Clerk undertook and update to Data Protection training in March 2022.

12. Correspondence

To note any general correspondence received.

- a. **Future Biogas, Rye Harvest at Egmere Energy:** it was noted that the correspondence had been circulated to Councillors and added to the PC website.
- b. **Norfolk Constabulary, Motorcycle Speed Enforcement Survey:** it was noted that the correspondence had been circulated to Councillors and the survey had been completed and returned to Norfolk Constabulary.
- c. **Outlaw Triathlon Holkham – Sunday 9 July 2023:** noted.
- d. **BCKLWN Home Improvement Schemes:** it was suggested that the BCKLWN should be invited to make use of the North Creake Village Facebook page.
- e. **BCKLWN, Rural England Prosperity Fund (REPF):** noted.
- f. **NCC, Invitation to Bid for Parish Partnership 2024/25:** it was suggested that the following schemes should be reported to Highways to ascertain whether they would be eligible for PPS funding.
 - Make good or formalise the unofficial layby at Wells Road.
 - Provision of a trod between the Normans Lane junction and the Abbey Road PROW, Wells Road.
 - Provision of a trod from Normans Lane junction with Burnham Road heading north.

13. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting.**
 - Abandoned Car at Dunns Lane: details of the vehicle were noted, and it was AGREED this should be reported to the BCKLWN.
 - It was noted that cars parking along Burnham Road near to the West Street junction were causing difficulty for larger/agricultural vehicles to pass.

14. Planning

- a. **Planning applications received:**

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

- c. **To note applications approved/refused by Borough Planning Control:**
23/00136/F North Creake 104 West Street - Creation/Separation of new 3 bedroom dwelling within the previously approved extension 22/01696/F forming two individual dwellings.
Application Withdrawn 30 June 2023 Withdrawn Application
- d. **Notification of New House Name 2 Stanhoe Road Shammer:** formerly Highview Barn, 2 Stanhoe Road to: Goose Barn, 2 Stanhoe Road.

15. **Date of next Parish Council meeting and any agenda items:** Next meeting to be held on Thursday 14th September, 2023.

Meeting closed: 8.45 pm.

.....Chairman

.....Dated

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