

SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of South Creake Parish Council held in the Memorial Pavilion on Monday 4th of September 2023, from 7.00pm.

Present: Councillors, P Abbey (Chair), T Allen, J Amor, B Sexton, S Baldwin, R Chantree, P Collins, L Goodall, B Rosen and the Clerk, Caroline Boyden
Borough Councillor C Morley
Members of Public: 5

1. The Chair welcomed all those present to the meeting and introduced Caroline Boyden as the new Parish Clerk.
2. **Apologies**
None
3. **Declarations of Interest on Agenda Items:** None.
4. **Minutes**
The Minutes of the meeting held on 3rd of July 2023 were proposed by Cllr Abbey, seconded by Cllr Collins and all in favour.
The Minutes of the extraordinary meeting held on the 24th of August were proposed by Cllr Abbey, seconded by Cllr Collins and all in favour.
5. **Parishioner's Questions and Statements:**
Mr P Hart (Secretary, SCWMI Committee) reported that the Norfolk & Norwich Art Circle Exhibition held at the Pavilion from the 25th of August to the 1st of September was well supported and compliments were made about the village, location of the hall and the first class facilities. Several sales were made. The Coffee Morning on the 26th of July raised £125 for the Norfolk Accident Rescue Services (based at Dereham). The Coffee Morning on the 23rd of August raised £136 for Cancer Research.
A Quiz Night with Soup and Pudding will be held on Friday the 29th of September and places need to be booked as it is a very well attended event.
6. **Reports from County and Borough Councillors and Police:**
No report was received from County Councillor M Cheney of Horsburgh.
Borough Cllr C Morley advised:
 - a. that the Net Zero Community email from BCKLWN had been set out to all parishes. £300,000 funding is available over a 2 year project and the deadline for responses is the 18th of September. The key points are Community Energy Schemes, Greener Transport etc. The clerk has a hard copy for completion later at this meeting.
 - b. The Annual Council Tax Support Scheme consultation is now open offering 100% support for people on low incomes etc.
 - c. Fixed penalty notices are being introduced for fly tipping.
 - d. A meeting on Business Rates Retention – the Borough Companies rates levy plus green levy = £42m with BCKLWN only retaining £12m.
 - e. Reminder of council tax - £2000 council tax gives £1500 to NCC, £280 to Police and £100 to BCKLWN.
 - f. Manor Farm House – ref 23/01488/LB – can call in if necessary.
 - g. The producer responsibility for packaging has been delayed. A deposit return scheme for plastic bottles/cans in 2025.
7. To formally approve the appointment of Caroline Boyden as the Parish Clerk and RFO- all in favour.
8. **Clerks Report:**
The Chair went through her report and updated the Council on matters from the previous month.
AGAR: Ckerj reported that 2 figures were incorrect, but PKF Littlejohn advised adjustment to be made by next year and everything else was fine.

Play Area Safety Surfacing: Confirmation had been received from the CIL funding that our application had been awarded of £14,745.20. This means that we now have enough funds available to go ahead with the resurfacing and Caroline to contact Baz at Online Playground to arrange a start date.

Tree overhanging the B1355 – the landowner has confirmed that they have arranged for the tree to be removed.

Highways – the Old Chequers. Highways confirmed that the order to refresh the yellow lining is with their contractor and weather dependent. Also, that the sign order is now complete.

SAM2 Speed Signs: To receive a data report from the SAM2 Signs 50mph zone on The Common, towards North Creake:

Average speed combined of 47.2mph

Average 85th Percentile: 55mph

Average number of vehicles: 21416

Average number over the 50mph: 6614

Website: the war memorial photo project information has been added and can be found as a sub heading underneath “Memorial Pavilion”.

9. Open Spaces

a. **SAM2 Speed Signs: To receive a data report from the SAM2 Signs- as clerk’s report.**

b. **To note any issues arising from the Play Area weekly visual inspections:**

Visual inspections were carried out 30th June, 7/14/21/28 July and 10/18/24 August with no issues other than the surfacing. The litter bin was emptied on the 7th July and 10/24 August

c. **To appoint a person/s to carry out the routine visual inspection of the Play Area**

It was agreed that Cllrs Collins and Baldwin would complete visual inspections fortnightly. All in favour.

d. **To appoint a person/s to empty the play area litter bin** Cllr Collins agreed to take this on and all in favour.

e. **To consider and approve quotations for tree work to trees on the village green/playing field:**

10. Footway Lighting

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

11. Finance

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

Cozens for street light maintenance Dec 22/Jan/Feb 23	36.00	BACS
Cozens for street light maintenance Mar/Apr/May 23	36.00	BACS
Cozens to supply & install LED lantern & bracket 9033	714.00	BACS

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

BMACS annual donation	150.00	BACS
NPTS understanding planning training (JA & SB)	96.00	BACS
Clerk’s Salary (July)	241.97	SO
Clerk’s Salary (August)	241.97	SO

c. **To note the finances received during July and August 2023:**

Allotment Rent	140.00
Norfolk Community Foundation (Chiplow CBF)	2500.00
Edgemere Energy Community Benefit Fund	1000.00

d. **To approve the June, July and August 2023 financial statements:**

Proposed Cllr Abbey, seconded Cllr Amor and all in favour along with the suggestion to put Cozens maintenance payments on a monthly standing order of £12.00

e. **To approve the proposed subscription to Scribe Accounting** – proposed Cllr Abbey

Seconded Cllr Baldwin and all in favour. Clerk to arrange set up asap.

f. **To approve the Risk Management Policy-** proposed Cllr Abbey, seconded Cllr Collins and all in favour.

12. Correspondence

To note any general correspondence received.

a. **Email from a Parishioner, SAM 2 Sign:** “thank you for putting the 30mph speed reduction camera in place at the North Creake end of the village. It has made a tremendous difference for us to get in and out of our drive. We did not realise the difference these devices make to the traffic.”

- b. **Email from a Parishioner re South Creake Broadband update.** As per update in the Creake News.
- c. **Email from a Parishioner re Disabled access to the Green** – “Sorry to bother you but I’ve been having problems accessing the green in the village on my mobility scooter. There was a van parked in the lay-by next to the Churchill Estate entrance where I usually access the green and I had problems getting up the slops by the bridge. The bridge is also very steep, so I ended up getting off my scooter and driving it along with me on it to get up the Slope. I tried to get through by the dog poo bin, but the gap is too small”. It was agreed that 2 areas are widened to allow access for disability scooters only.
- d. **Email from TTSR** – Clerk advised that they had request what3 words for the location of the tennis and bowling areas – as they should have this information, the clerk will respond accordingly.
- e. **Tree work on the green** – Clerk advised that she had spoken to BCKLWN tree specialist who will look into what type of trees would flourish and advise asap. He will also look into any funding schemes.
- f. **Correspondence from Unity Trust Bank** – to amend the clerk details – signed by Cllr Abbey.
- g. **NCC, Invitation to Bid for Parish Partnership 2024/25:** it was agreed to consider schemes and discuss further at the October meeting.

13. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting:** None
- b. **Items for Rangers next visit** -To clear the footway from Front Street, Old Chequers to the School as very overgrown.
To cut back the lavender which his overhanging the footpath on The Green ending at Front Street as it is forcing pedestrians onto the road.

14. Planning

- a. **To consider plans at the time of publishing:**
 - 23/01135/F – The creation of a natural swimming pond at Sutton House, 33 Back Street – the addition of a small amount of subdued lighting on the steps was considered and a “no observations” comment was proposed Cllr Abbey, seconded Cllr Sexton. Majority in favour.
 - 23/010474/F – Replacement outbuilding to an Annex at 35 Bluestone Road – Agreed that support be given to this as in keeping with the area. Proposed Cllr Sexton, seconded Cllr Baldwin, and all in favour.
 - 23/00884/F – retrospective change of cart shed to games room at The Old Chequers, 37 Front Street. It was noted that the UPVC was changed to aluminum and timber. A comment of “no observations” proposed by Cllr Sexton, seconded Cllr Baldwin and all in favour.
- b. **To consider plans since publication of agenda:**
 - 23/01488/LB – Proposed change of use from an outbuilding store to a residential Annexe in the setting of a great II listed dwelling. Raising of floor levels in bedroom and bathroom areas as outlined by the flood risk assessment. Manor Farm House, 57 Burnham Road. It was agreed to support this application as considered in keeping with the area and the improvement it would make to the property. Proposed Cllr Sexton, seconded Cllr Abbey and all in favour.
 - 22/01245/F – in relation to the ROC Monitoring Post/Subterranean Bunker converting into 5 holiday lets – this was objected to and any appeal to be called in.
- c. **To note applications approved/refused by Borough Planning Control:**
 - App/V2635/x/22/3291180 Horseshoe Farm re erection of a dwelling** – appeal dismissed
- d. To review the proposed Planning Policy – it was agreed to carry this over to the October meeting and consider additional information from the clerk.

15. Allotment Matters

- a. **To receive a report from the Allotment Subgroup:**
- b. Email from tenant requiring assistance with the removal of rubbish from plots 43 and 60A – the tenant has now cleared both plots of rubbish resulting in a large pile of rubbish at the fence line of plot 43. Can the Parish Council – Cllr Sexton to check the rubbish and the access.

- c. The tenants of both 19B and 33B at Back Street have been notified that their tenancies have been relinquished. The tenant of 19A would like to take over 19B and the tenant of 28B would like to take over 29B – both of these requests were approved.
- d. The tenant of plot 60 has requested that the oak and willow trees are removed. It was decided that the trees should stay, and the tenant offered an alternative plot.
- e. The fence erected by the tenant of plots 34-36 was considered too close to the track but it was decided to leave it as the plots are much improved.
- f. The issue of dog poo was discussed as reports received of some poo thrown into the allotments. It was agreed to look into signage and the possibility of a gate. Allotment holders are allowed to bring their dogs in the allotments, but it seems loose dogs are accessing the area now.
- g. It was agreed that the Leicester Road track would be filled in.
- c. **To consider the long-term management/use of vacant allotments: it was noted that** allotments 46 to 51 Leicester Road were still vacant. The Clerk provided some suggestions to the Council regarding the future management/use of the plots which were noted.
- d. **To consider any other matters (for information only): the Clerk advised that** there was currently half an allotment available on Back Street and six allotments available at Leicester Road. An advertisement for vacant allotments had been placed in the Creake News edition for July and a notice on the website.

16. **To propose items for the Parish Council website:** None.

17. **Parishioner's Participation**

A parishioner noted that a tent that had been erected on adjacent land was encroaching on allotment land.

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

It was noted that the next meeting was to be held on Monday 2nd of October 2023 at 7.00pm.

Meeting closed: 8.56 pm.

.....Chairman Dated

South Creake Parish Council APPENDIX 1

Payments for approved September 2023

Name	Reason	Amount £	
S Harvey	Salary	241.97	Standing Order
SSE	electricity	105.15	Standing Order
Cozens	Lighting maintenance	36.00	
Community Car	Donation	150.00	
NPTS Training	Planning course	96.00	

Payments under the Late Payments Interest Act (1998):

PFK Littlejohn	External Audit fee	252.00	
Starboard (Scribe)	annual subscription	437.40	
Bank Charges		18.00	