

SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of South Creake Parish Council held in the Memorial Pavilion on Monday 3rd July 2023, at 7.00pm.

Present: Councillors, P Abbey (Chair), T Allen, J Amor, S Baldwin, R Chantree, P Collins, L Goodall, B Rosen and the Clerk, Sarah Harvey.

Borough Councillor C Morley

Member of Public: 4

1. The Chair welcomed all those present to the meeting.

2. **Apologies**

Apologies for absence were noted and accepted from Cllr B Sexton. Cllr P Collins apologised for his absence at the June meeting.

3. **Declarations of Interest on Agenda Items:** None.

4. **Minutes**

The Minutes of the meeting held on 5th June 2023 were PROPOSED by Cllr P Abbey, SECONDED by Cllr L Goodall and APPROVED as a correct record of the proceedings and signed by the Chair, Cllr P Abbey.

5. **Parishioner's Questions and Statements:**

Mr P Hart (Secretary, SCWMI Committee) reported that the regular monthly Coffee Morning raffle was always for a local charity or good cause. It was noted that the May raffle had raised £110 for The Duncan Forbes Dementia Club, a well-used charity that provided good support work in the area. In July it was noted that raffle sales would be donated to the Hillside Animal Sanctuary. A recent well supported and locally organised event attended by 60 people had also raised £829 for the East Anglian Air Ambulance

6. **Reports from County and Borough Councillors and Police:**

No report was received from County Councillor M Chenery of Horsburgh.

Borough Cllr C Morley advised that the new administration consisted of Independents working in partnership with the Liberal Democrat and Green Party and also working closely with the Labour Group. Cllr C Morley noted that as Cabinet Member for finance, he was attempting to ensure that each Cabinet Member understood their budget and were putting plans in place to manage their costs with the objective of saving some money to help residents with additional or better services.

It was noted that there were some significant concerns about the new Queen Elizabeth hospital. Cllr C Morely advised that there was a main concern that the outline design which had been agreed catered for a 95% fill capacity, which would neither cater for another pandemic nor growth in the numbers and age of the West Norfolk population. Furthermore, the modular design was planned to have more high dependency units and smaller wards which may need more nursing.

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.

7. **Clerks Report:**

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

AGAR: the Clerk advised that the AGAR had now been submitted to PKF Littlejohn LLP and that 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 would run from 19th June until 28th July.

Play Area Safety Surfacing: it was noted that in respect of funding to date the Parish Council had so far received, £1,000 from Egmore Energy Community Fund, £2,707 from Jack's Lane Community Benefit Fund and £2,500 from Chiplow Community Benefit Fund.

8. Open Spaces

- a. **SAM2 Speed Signs: To receive a data report from the SAM2 Signs:** Cllr P Abbey reported that the SAM2 signs had been repositioned at either end of the village.
- b. **To note any issues arising from the Play Area weekly visual inspections:** it was noted that visual inspections of the play area were carried out on the 30th May, 7th, 16th, and 23rd June and there were no issues to report. The litter bin was emptied on the 7th June.
- c. **To consider and approve quotations for tree work to trees on the village green/playing field:** three quotations were provided, detailing the cost to undertake the work as recommended within the tree inspection report (for 2022) for the playing field and village green. It was PROPOSED by Cllr T Allen, SECONDED by Cllr R Chantree and AGREED that Tree Work & Surveys Ltd would be appointed to carry out the work at a cost of £2,130 + £40 fee to the BCKLWN to apply for consent for tree work.
- d. **Application to the CIL Infrastructure Fund: To agree a Parish Council contribution towards the safety surfacing project and receive an update on funding received to date:** the deadline for applications to the CIL Infrastructure Fund was noted as the 1st August. It was noted that £6,207 had been secured from other funds to meet the overall cost of the project which amounted to £24,991.20 (ex VAT). It was PROPOSED by Cllr P Abbey, SECONDED by Cllr T Allen and AGREED that a further £4,039 from parish Council earmarked funds for the Play Area would be contributed to meet 41% of the overall project cost. An application for the remainder of the sum (£14,745.20) would be submitted to the CIL Infrastructure Fund.

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):**

Allotment Deposit Refund to Outgoing Tenant	50.00	BACS
TTSR Ltd (Grounds Maintenance Invoice 2 of 4)	1,172.11	BACS
Clerk's Expenses (3 rd April to 2 nd July)	26.49	BACS
Clerk's Salary (June)	241.97	SO
- c. **To note the finances received during June 2023:**

Allotment Rent	205.00
Jack's Lane Community Benefit Fund (NCF)	2707.00
- d. **To approve the June 2023 financial statement:** it was noted that the bank statements had not been generated for June by Unity Trust Bank therefore the financial statement would be approved at the September meeting.
- e. **To consider a donation towards the Burnham Market Area Community Car Scheme:** it was PROPOSED and AGREED that a donation of £150 should be donated to the scheme.

11. Correspondence

To note any general correspondence received.

- a. **Email from Parishioner, Parking outside The Old Chequers:** the contents of the parishioner's letter were noted. It was AGREED that the concerns/observations of the parishioner should be brought to the attention of The Old Chequers owner and that an update should be secured from Highways regarding the double yellow lining and replacement signage for the layby area. It was also queried whether planning permission was to be sought for the retrospective change of use for the cart shed.
- b. **Outlaw Triathlon Holkham – Sunday 9 July 2023:** noted.
- c. **BCKLWN, Rural England Prosperity Fund (REPF):** noted.
- d. **NCC, Invitation to Bid for Parish Partnership 2024/25:** it was AGREED to consider schemes and discuss further at the September meeting.

12. 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.

Cllr B Rosen left the meeting (8.00 pm).

13. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting:** Cllr L Goodall advised that NCC Highways had requested that the Parish Council write to the landowner regarding branches overhanging the B1355, near The Elms, as they required urgent attention.

14. Planning

- a. **To consider plans at the time of publishing:** None.
- b. **To consider plans since publication of agenda:**
SUPPORT
23/00953/F - Loft Conversion at 2 Rosedene Court Front Street.
- c. **To note applications approved/refused by Borough Planning Control:**
21/01592/NMA_1 South Creake Manor Farm Cottage 50 Burnham Road South Creake
- NON MATERIAL AMENDMENT TO PLANNING APPLICATION 21/01592/F - Single storey rear extension and single storey side extension
Application Permitted 19 June 2023 Delegated Decision

23/00083/CU South Creake Solitaire 14 Burnham Road South Creake - Change of use from self contained annexe to single residential dwelling in its own right with shared access.
Application Refused 15 June 2023 Delegated Decision

23/00677/LDE South Creake Sutton House 33 Back Street South Creake
- Application for a Lawful Development Certificate for the existing use of land as garden land associated with Sutton House
Was Lawful 7 June 2023 Delegated Decision

15. Allotment Matters

- a. **To receive a report from the Allotment Subgroup:** Cllr J Amor reported that the entrance way to Leicester Road allotments was very uneven. Cllrs T Allen, R Chantree and B Sexton would arrange for this to be filled with aggregate. Cllr J Amor advised that the hedgerow/bank that ran adjacent to Back Street was becoming very overgrown. Cllr P Collins offered to strim and clear the pathway for allotment owners. Cllr J Amor recommended that the vacant allotment poster should continue to be advertised.
- b. **To note allotments that remain untilled and agree to write to the respective tenants to advise that their tenancy could be terminated:** it was AGREED as per clause 17 of the tenancy conditions that the tenants of allotments 19B and 33 should be advised that as their allotments remained untilled their tenancies would be terminated.

- 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 4th September, 2023 at 7.00pm.

Meeting closed: 8.30 pm.