

SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of South Creake Annual Parish Council held in the Memorial Pavilion on Wednesday 10th May 2023, at 7.30pm.

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

Member of Public: 5

1. Election of Chair

It was proposed by Councillor B Sexton, seconded by Councillor B Rosen and carried that Councillor P Abbey be elected Chair. Councillor P Abbey accepted and signed the Declaration of Acceptance.

2. Election of Vice-Chair

It was proposed by Councillor P Abbey, seconded by Councillor R Chantree and carried that Councillor T Allen be elected as Vice-Chair.

3. Apologies: None.

4. Declarations of Interest on Agenda Items: None.

5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant: All declarations of acceptance of office signed and received.

6. Minutes

The Minutes of the meeting held on 3rd April 2023 were PROPOSED by Cllr P Collins, SECONDED by Cllr L Goodall and AGREED as a correct record of the proceedings and signed by the Chair, Cllr P Abbey.

7. Parishioner's Questions and Statements:

Mr P Hart (Secretary, SCWMI Committee) congratulated both the organisers and helpers of the King Charles Coronation celebration for the first-class event that had been held at the Memorial Pavilion on Monday 8th May. Mr P Hart commented that it was pleasing to see the facilities that had been discussed at meetings before the pavilion was built be utilised so well. The Creake Exhibition, the children's activities in the Changing Rooms and the entertainment in the main hall saw the facilities, with the outside activities combined made for a rememberable day.

8. To agree the appointment of councillor's subgroups and outside bodies:

- a. **Allotment Working Group:** Cllrs J Amor, R Chantree and B Sexton.
- b. **Jack's Lane CBF Fund Panel:** Cllr L Goodall.
- c. **Planning Advisory Group:** all Parish Councillors.
- d. **South Creake Charities:** Cllrs P Abbey, J Amor and L Goodall.
- e. **To manage and collect data from the SAM2 Speed Signs:** Cllrs P Abbey and B Sexton.

9. To consider and agree bank signatories: Cllrs P Abbey, T Allen, R Chantree and L Goodall would remain as signatories to both the Unity Trust T1 Current and Instant Access accounts.

10. Reports from County and Borough Councillors and Police:

No report was received from County Councillor M Chenery of Horsbrugh.
Cllr C Morley relayed his apologies and had provided a report on BCKLWN activities at the Annual Parish Meeting.

11. Clerks Report:

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

Illegal Parking/Industrial Waste Bins, outside The Old Chequers: the Clerk advised that a response had been received from the Highways Engineer to concerns expressed by parishioners. The response had been circulated to Councillors for their information. The Clerk advised that the illegal parking of vehicles had been reported to Parking Enforcement who had advised that the double yellow lines had been installed without a legal order backing them, in which case they were unenforceable. Following contact with NCC Highways they agreed to reinstate the sign in this area that was required to enforce the double yellow lines and the yellow lining would be refreshed.

Norfolk Police advised that if parking caused an obstruction to the public right of way, and by obstruction they emphasised the right of way was completely blocked...this could be reported to Norfolk Constabulary on 101 as this was a criminal offence.

Highways had agreed to investigate the matter relating to the commercial waste bins to see what could be done. It was likely that they would need to contact the operators of the bins and make them aware they were being stored on the highway.

The Clerk advised that the BCKLWN planning department had also been advised of the situation with regard to the parking, upon a recommendation from NCC Highways, in order to ascertain what had been agreed for the business to be able to operate and if they were in breach of anything (such as parking restrictions etc). The Planning Enforcement Officer had advised that there was a file open for the building work at the address under reference 23/00165/UNOPDE and they had informed the owner that planning permission would be required. Once their investigation was complete, an update would be provided, and the Parish Council's comments would be added to the file.

Safety Surfacing, Play Area: funding applications had been submitted to Jack's Lane Community Fund and Egmore Energy Community Fund. Further applications were to be completed for Chiplow Community Fund, Awards for All and the CIL Infrastructure Fund.

12. Open Spaces

- a. **SAM2 Speed Signs: To receive a data report from the SAM2 Signs:** Cllrs P Abbey and B Sexton reported that the data would be downloaded prior to the June meeting.
- 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 31st March, 11th, 21st and 28th April and there were no issues to report. The litter bin was emptied on the 28th April.
- c. **To approve the draft statement of truth required to proceed with registration of the land at Burnside:** following the agreed amendments being made to the draft statement of truth it was AGREED that the Clerk should sign the statement on behalf of the Parish Council.
- d. **To receive and consider any actions following receipt of the annual Play Area/Outdoor Gym Inspection:** it was noted that the inspection had been carried out by David Bracey (Play Safety Inspections) on 18th April and a copy of the report had been circulated to Councillors. It was noted that safety surfacing beneath the swings, multi-play, tayplay, seesaw and mushrooms was to be installed or upgraded following receipt of grant funding. It was hoped that the work would be carried out this year.
The Clerk would arrange for a cost to be obtained to carry out work to the mature Willow in order to reduce the branches overhanging the play area, to raise the crown reduce any deadwood. It was noted that all Government restrictions and the need for Covid signage was withdrawn on 8th April 2022, so it was at the discretion of the operator whether signs should still be displayed.
- e. **To review the use of the football pitch by Colkirk FC:** Colkirk FC had reported that they '*had enjoyed their best season for many years and it had worked very well for them being able to use the excellent facilities.*' It was noted that Colkirk FC would be delighted to continue using the football pitch for the 2023/24 season. It was AGREED that the annual rent for the use of the football pitch should remain at £50. It was noted an update had also been provided for the village website.

13. Footway Lighting

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

14. Finance

- a. **To note accounts for payment under the Late Payments Interest Act (1998):** None.
b. **To approve the accounts for payment (see below):**

Scottish Hydro (April)	100.07	DD
Environment Agency (General Drainage Charges)	27.43	BACS
Mark Roy (Removal of wind blown Lime tree)	122.50	BACS
David Bracey Play Safety Inspections	180.00	BACS
AJG Community Schemes Insurance Policy Renewal	1,535.93	BACS
TTSR Ltd (Grounds Maintenance Invoice 1 of 4)	1,172.11	BACS
Clerk's Salary (April)	241.97	SO

It was PROPOSED by Cllr P Collins, SECONDED by Cllr B Sexton and AGREED that all payments should be authorised.

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

BCKLWN Parish Precept	16,336.00
Allotment Rent	95.00
Santander Business Account Interest (Mar 22 to Mar 23)	40.74

- d. **To approve the March 2023 financial statement:** The financial statement for March 2023, was considered, approved and signed by the Chairman. The March financial statement approved at the March meeting had showed a discrepancy of 6p. The Clerk advised that the listed payments total had been incorrect.
- e. **To approve the April 2023 financial statement:** The financial statement for April 2023, was considered, approved and signed by the Chairman.
- f. **To approve the financial accounts for the financial year ending 31st March, 2023:** Copies of the accounts which had been circulated were considered by the Councillors and were PROPOSED by Cllr P Abbey, SECONDED by Cllr L Goodall and APPROVED. The Clerk advised that given that both the income and expenditure for 2022/23 was greater than £25k the Council would automatically be subject to a limited assurance review. The AGAR would be completed ahead of the internal audit and approved at the June meeting.
- g. **To approve the direct debits in force for the financial year 2023/24:**
BCKLWN, Dog Waste Collection and Disposal – Annual direct debit
SSE, Electricity for Street Lighting – Monthly direct debit
- h. **To approve the cost of Councillors wishing to attend an Induction Course for Councillors:**
Cllrs J Amor and S Baldwin both expressed an interest in attending the course scheduled for the 14th and 21st June.

15. Correspondence

To note any general correspondence received.

- a. **Email Creative Home & Garden, Replacement Advertising Signage:** details of permanent signage to be erected on the corner of Front St/Leicester Rd between the junction and the bus stop to advertise the commercial premises at the top of Leicester Road were provided to Councillors. It was noted that the proprietors would need to contact both Planning and Highways to ascertain whether planning permission would be required and whether the sign could be sited in this particular location.

16. Highways Matters

- a. **Matters reported to the Clerk prior to the meeting:** None.
- b. **To consider the costs for a proposed trod along Fakenham Road:** it was noted that Damien Jeffries (Highways Engineer) had priced the proposed trod along Fakenham Road. To build a new trod 160m long with a width of 1m of loose-bound material, and to have timber edgings on both sides for strength the cost would be in the region of £19,897.97. This was an estimation based on the available current rates and could increase slightly (as well as decrease).
It was noted that a bid could be submitted under the Parish Partnership Scheme but the Parish Council would need to secure the funds for 50% of this, £9,948.99. A request could also be made to the County Councillor for some assistance to see if he had any available funding from his Local Member Fund.
It was considered and agreed that the scheme would not be pursued due to prohibitive costs and that use of the trod in this location would be limited.

17. Planning

- a. **To consider plans at the time of publishing:** None.
- b. **To consider plans since publication of agenda:** None.
- c. **To note applications approved/refused by Borough Planning Control:**
22/01246/LB South Creake WWII Observation Post Between Bloodgate Hill And London Lane - Listed building application for restoration of existing ROC Monitoring Post/Subterranean Bunker and erection of 5no self contained holiday lets with associated parking and landscaping

Application Permitted 14 April 2023 Delegated Decision

23/00301/F South Creake Rose Cottage 8 Burnham Road - 1st Floor extension over existing footprint to create an additional bedroom. Existing glass roof to be replaced with a flat roof with a lantern at rear.

Application Permitted 25 April 2023 Delegated Decision

- d. **Notification of New Property Addresses 57 and 63 Burnham Road:** noted.

18. Allotment Matters

- a. **To receive a report from the Allotment Subgroup.**
 - **Letter from allotment tenant, relinquishing tenancy of allotment 43, Leicester Road:** noted.
- b. **To consider any other matters (for information only): it was noted that there were a number of vacant allotments at both sites that were yet to be tenanted:** It was AGREED that an advert should be placed in the Creake News and on the village website. A poster would also be placed on the Parish Council notice board.

19. To propose items for the Parish Council website: None.

20. Parishioner's Participation

A parishioner (on behalf of the Tennis Club) asked whether a representation could be made to the Council on the future use of the land at Burnside.

The proprietor of The Old Chequers, Front Street commented on some of the issues raised by parishioners in respect of the property. It was noted that they had experienced issues with the service agreement with the waste disposal company in that the commercial waste bins were not being returned to the curtilage of the property. Smaller bins were to be obtained for the property going forward and a new waste disposal company were to be engaged.

It was noted that guests were advised that cars should not be parked on the area delineated with double yellow lines and parking should be within the courtyard of the property (which could park up to four cars). The proprietor advised that he was able to monitor car parking via cameras installed within the site, so that any issues could be dealt with in a timely manner. He was also happy to be contacted directly regarding any such issues.

The proprietor noted that Planning Enforcement had advised that planning permission would be required for the changes that were being made to the car port, as the property was within the conservation area. This would be granted retrospectively.

The proprietor also confirmed that they actively discouraged both stag and hen parties from staying at the property and that any large group were encouraged to gather in the rear garden after 11pm as opposed to congregating in the courtyard.

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

It was noted that the next meeting was to be held on Monday 5th June, 2023 at 7.00pm.

Meeting closed: 9.10 pm.

.....Chairman

.....Dated

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