

## SOUTH CREAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of South Creake Parish Council held in the Memorial Pavilion on Monday 3<sup>rd</sup> October, 2022, at 7.00pm.

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

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

2. **Apologies**

None.

3. **Declarations of Interest on Agenda Items**

None

4. **Minutes**

The Minutes of the meeting held on 5<sup>th</sup> September 2022 were PROPOSED by Cllr T Allen, 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 Participation**

Mr P Hart (Secretary, SCWMI Committee) reported that there had been a most enjoyable Soup and Pudding Quiz Night in September which had been attended by 61 people and had raised an impressive £467 for Pavilion funds. A group of villagers had also organised a successful MacMillan Coffee Morning and a figure of over £1,500 had been raised. The Pavilion committee wished to record their thanks to two particular individuals who had organised the event and their helpers for an excellent result. Mr P Hart advised of two new ventures for the Pavilion, which were Line Dancing evenings and the purchase of some Table Tennis equipment. It was noted that the Pavilion '100' club new year would start in October with the first draw taking place on the 26<sup>th</sup> October. The Pavilion AGM was held on 8<sup>th</sup> September with due respect and after a minute's silence, following the sad passing of Her Majesty, Queen Elizabeth II.

A parishioner advised that the footpath running alongside the roadway adjacent to 1 Rosedene and at the junction with The Green and the B1355 was obstructed with lavender and hollyhocks. This was causing pedestrians to walk out into the road at what was a busy junction and causing visibility issues. The Clerk advised that following failed attempts to speak to the property owner the matter would be referred to Highways for them to act, as footways were their responsibility.

The parishioner also asked the Council to organise the hedging around the playing field and allotments to be cut. This would be included on the November agenda.

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

No reports were available.

7. **Clerks Report:**

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

**Operation London Bridge:** this was completed with website links and a "Lightbox" effect placed on the website to explain the very sad death of Her Majesty Queen Elizabeth II.

**County Councillor Local Member Fund 2021/22:** Damien Jeffries (Highways Engineer) had been provided with the invoice for the 3 x SAM2 batteries purchased earlier in the year. The outstanding money due to the Parish Council from the Local Member Fund for 2021/22 would be paid directly into the Parish Council's bank account.

**Jack's Lane CBF, End of Grant Monitoring Form:** this had been completed and submitted to the Norfolk Community Foundation, following the grant received towards the 3 x information boards.

An expression of interest form had been submitted to **Norfolk County Councils Social Infrastructure Fund** for funding to assist with costs towards the safety surfacing project. The Council would be notified at the end of October as to whether they have been selected to submit an official application.

**War Memorial:** AJ Restoration had advised that the earliest the work could be scheduled was the first week of January 2023, it would be his first project of the New Year.

**LED lantern outside St Mary's, Church Lane:** a response was still be awaited from the St Mary's PCC.

It was noted that the new bench at the Play Area had been installed and that the information boards had been received but were yet to be installed.

## 8. Casual Vacancy

It was noted that a letter of resignation had been received from Councillor S Hunt following the September Parish Council meeting. The Council were advised that the Local Election Rules 2006 require a Casual Vacancy to be advertised on the Notice Board and Parish Council Website for a period of 14 days. If within the 14 days of the date of the notice a request, in writing, that an election should be held to fill the vacancy, signed by ten local government electors of the Ward is given to the Proper Officer (BCKLWN), then an election would need to be held. If no such request is received by the Proper Officer (BCKLWN), the Parish Council would take the necessary steps to fill the vacancy by co-option.

## 9. Open Spaces

a. **To appoint a solicitor and approve costs to amend the Land Registry Title for the Playing Field and draft a lease for land at Burnside:** it was noted that three quotations had been received from Birketts (recommended by the NALC), Wellers Hedley (recommended by NPTS) and NPLAW (used by the both the County and Borough Councils) for a quotation to register the area of land at Burnside as part of the Playing Field Title and to create a 'lease for life' agreement with the property owners of Burnside.

It was considered and AGREED that Wellers Hedley should be appointed to amend the Land Registry Title for the playing field. The cost of applying for title would be £475 plus VAT and Land Registry fees of £45. It was noted that Wellers Hedley should be asked whether a Land Registry compliant plan was required from the Parish Council.

The quotations to create a 'lease for life' agreement with the property owners of Burnside were considered but it was agreed that the costs involved were significant. It was AGREED that the property owners should be asked whether they would meet the costs especially as they would be getting a tenancy of the land for the rest of their lives (which had an obvious value) or whether a simpler form of agreement would suffice.

- b. **To receive pricing information regarding the Bluetooth technology to aid with the downloading of data from the SAM2 Speed Signs and consider a bid to the Norfolk County Council, Parish Partnership Scheme 2023/24:** it was AGREED not to pursue the purchase of a SAM2 Sign with Bluetooth capabilities at the present time.
- c. **To consider the movement of the Telephone Kiosk (Old School) to the Memorial Pavilion to house a defibrillator:** it was AGREED that this would not be pursued any further.
- d. **To consider actions regarding the circular bench (Millennium Seat) on the Village Green:** it was AGREED that once the leaves had fallen the bench would be cleaned and then assessed for repairs or replacement.

## 10. Footway Lighting

- a. **To note any streetlights requiring attention:** None.
- b. **To receive recommendations regarding the reduction of lighting period for street lighting:** it was AGREED that given that the electricity supply to the streetlights was unmetered, any saving made by fitting timers may not be reflected in the electricity price that was paid, as there was no meter to record energy consumption. Therefore, the cost involved to fit timer photocells to each streetlight could not be justified and would not be pursued.
- c. **To receive quotations for a fixed term electricity contract for parish street lighting:** the Clerk advised that she continued to forward the monthly invoices from SSE to Indigo Swan so that they could monitor the market for the Council. Indigo Swan continued to advise that SSE out of contract rates were currently one of the best/most competitive on the market and that it would be unwise for them to place the Council in a contract where it would be more expensive than these variable rates.

## 11. Finance

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

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

• Cozens (UK) Ltd, Street Lighting Maintenance (June/July/August)	36.00	BACS
• Tangerine Creative Ltd, Design of 3 Information Boards (900mm x 600mm)	1,872.00	BACS
• Tangerine Creative Ltd, Delivery of Information Boards	102.00	BACS
• Glasdon UK Ltd, Elwood Seat (Play Area)	889.70	BACS
• Clerk's Expenses (5 <sup>th</sup> July to 2 <sup>nd</sup> October)	21.52	BACS

It was PROPOSED by Cllr P Collins, SECONDED by Cllr L Goodall and AGREED that all outstanding accounts be paid.

c. **To note the finances received during September 2022.**

d. **To approve the September 2022 financial statement.**

It was noted that the bank statements for September had not been generated therefore finance received and the financial statement would be produced and approved at the November meeting.

12. **Village Website**

- a. **To review and approve the Website Accessibility Statement:** the Clerk advised that the website needed to be reviewed annually to make sure that it remained compliant and met accessibility regulations for public sector websites. Websites should be constructed so that most people can use it without needing to adapt it. It was noted that the website had been tested using wave.webaim.org and both the structural and design elements of the site were found to be complaint. The statement on the website had been updated and the site would be tested again in September 2023.

13. **Correspondence**

**To note any general correspondence received.**

- a. **Email, Speed Limit along B1355 20mph from Waterden Road to Creake Road (Creake Abbey junction):** the contents of the parishioner's email were noted. The Clerk advised that contact had been made with the Highways Engineer following receipt of the email for their professional advice and knowledge and a copy of the email had been sent directly to the parishioner.

*Highways had confirmed that '20mph zones were mainly used in urban and residential areas, but that they could be considered for some village centres. In the case of South Creake it was considered normal for these to be suited to a 30mph limit, and only dropped to 20mph should there be a school or a high concentration of vulnerable road users (such a busy shopping area – for example Burnham Market).'*

*The Highways Engineer commented that he did not see 'that South Creake fitted into the scope of dropping below 30mph at the present. A balance would have to be reached between the needs of the community and the needs of the motorist and especially where these roads were the main traffic routes through villages. Even if Highways took into consideration HGV's passing through these villages, the norm would be to allow them to continue through at 30mph rather than trying to slow them further to 20mph because as with normal traffic, there are no schools or a high concentration of vulnerable road users to consider.'*

*It was noted that 'Accident data from Norfolk Constabulary for South Creake in the 30mph section shows this to be a very safe section of highway with only one accident involving personal liability since 2016.'*

*The Highways Engineer finished by commenting that 'All in all I do not believe, currently, imposing a 20mph limit anywhere along these sections of highway in the villages will be beneficial.'*

*I am happy to support a feasibility study should the PC wish to have one undertaken to formally review the speed limits and also raise other possibilities for encouraging safe driving habits through the villages. This would be at a cost of £5000 approximately and would need to be paid for before such a study could be undertaken. This would be completed by the Road Safety Team and would look at all aspects of the road network and its users.'*

It was noted that the Parish Council had campaigned for more than 20 years to get the speed limit reduced to 30 mph all the way through the village and this had now been authorised following the execution of a speed limit survey carried out by the Road Safety Team

- b. **Email from Parishioner, Speed Limit reduction to 20 mph:** the contents of the parishioner's email were noted. The Clerk advised that a copy of Highways response had been sent directly to the parishioner.
- c. **Email from Allotment Tenant, Grass Cuttings:** it was noted that grass cuttings were being left near the fence line of the horse paddock at Back Street and that these could be fatal to horses. The Clerk advised that an information note had already been circulated to all tenants to ask them to refrain from doing this.
- d. **BCKLWN, Thinking Fuel Collective Oil Buying Scheme:** noted and it was suggested any information going forward could be placed in the Creake News
- e. **Norfolk Minerals and Waste Local Plan: Pre-Submission: Invitation to make representations:** noted.

**14. Highways Matters**

- a. **Matters reported to the Clerk prior to the meeting:** it was noted that the white lines at the crossroads junction near Haggards Lodge were still yet to be completed.

**15. Planning**

- a. **Planning applications received:** None.
- b. **To note applications approved/refused by Borough Planning Control:** None.

**16. Allotment Matters**

- a. **To receive a report from the Allotment Subgroup:** no report was received.
- b. **To consider any other matters (for information only):** it was noted that tenants were available for vacant plots once cleared at 29B Back St and 60A Leicester Rd. Cllr T Allen and B Sexton would make arrangements to clear the plots.

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

**18. Parishioner's Participation**

A parishioner commented that a bonfire taking place at one of the businesses on Leicester Road had blown smoke across the allotments and playing field into the village.

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

It was noted that the next meeting was to be held on Monday 7<sup>th</sup> November 2022 at 7.00pm.

Meeting closed: 8.20 pm.

.....Chairman

.....Dated

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