

SOUTH CREAKE PARISH COUNCIL

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

Present: Councillors, T Allen, J Amor, B Sexton, S Baldwin, P Collins, R Chantree, and B Rosen
Members of Public: 3

1. Vice Chair Tim Allen chaired the meeting and welcomed all those present to the meeting.
2. **Apologies:** Cllrs Abbey, Goodall, Morley and the clerk
3. **Declarations of Interest on Agenda Items:** None.
4. **Minutes**
The Minutes of the meeting held on 4th of November 2023 were proposed by Cllr Allen, seconded by, Cllr Collins and all in favour.
5. **Parishioner's Questions and Statements:**
Mr. P Hart (Secretary, SCWMI Committee) advised on the future events for December.
6. **Reports from County and Borough Councillors and Police:**
None
7. **Matters Arising** from the last meeting:
 - a. Wood carvings update – Cllr Allen advised that the carvings are in hand and expected to be completed in the New Year.
 - b. Replacement trees update deferred to January.
8. **Open Spaces:**
 - a. SAM2 signs – data download to be available for the next meeting.
 - b. Quotations for grounds maintenance 2024 – Clerk has requested 2 quotes and received 1 to date.
9. **Footway Lighting** – no issues reported
10. **Finance**
 - a. To approve the December (to date) payments – Proposed Cllr Baldwin, seconded Cllr Collins
 - b. To approve the November bank reconciliation, bank statements and payments/receipts – proposed Cllr Collins, seconded Cllr Amor and all in favour.
 - c. Budget for 24/25 –all councillors review the draft especially regarding the reserves. The precept has to be agreed by the 31st of January 24.
Clerk has updated the reserves policy document for approval at the January 24 meeting.
 - d. Three-month probationary period review for the Clerk – permanent position, proposed by Cllr Sexton, seconded by Cllr Chantree and all in favour.
11. **Correspondence:**
 - a. Clerks Report: Working on the Financial Reserves Policy and updated the Standing Orders.
Attended a session on the new Local Council Award Scheme – 3 stages, Foundation, Quality & Quality Gold. Suggest we apply for the Foundation as a lot of the requirements are already in place.
The new biodiversity policy – I have not had as much time to spend on this as needed but

will have some free time between Christmas and the new year. To include allotments, playing fields, play area, etc.

- b. Items for the next newsletter – please advise the clerk. ACTION all
- c. Free cycle rack – no views
- d. Donation request from the West Norfolk Disability Service – agreed as last year.
- e. Hedgehog Highway Project – defer to January 24 meeting
- f. Swan Hill – Holkham has offered to tidy up the area en route to Walsingham. We agree to the removal of suitable trees and vegetation along with replanting with some hardwood.

12. Highways Matters

- a. Matters reported to the Clerk prior to the meeting: None
- b. Rangers next visit will be February 24 and any jobs to be sent to the clerk
- c. Clerk to request a visit from Highways to review the junction on Avondale and Leicester Roads. ACTION clerk

13. Planning

- a. To consider plans at the time of publishing:
23/01988/LB & 23/01952/F - VARIATION OF CONDITION 2 OF LISTED BUILDING CONSENT 22/01978/LB: Widening of access from Burnham Road including part demolition and rebuilding of part front wall to improve visibility from access point. General repairs to roadside wall, landscaping garden area including enhanced parking and turning area to front of house. Addition of porch to front of house and extension to rear of house for boot room/rear entrance, extension to south elevation for conservatory, upgrading driveway surface areas, erection of new and replacement gates, general overhaul and repairs to house at Manor Farm House 57 Burnham Road South Creake – HAS BEEN APPROVED
23/00246/TREECA | X2 Medium/small Wild Cherry trees on front boundary between no 11-12 Fakenham Road, South Creake. Tree's are approximately 5m in height with a base circumference of 60cm and are in contact with LV conductors and within 5m from the front of the properties. Client wishes trees to be reduced to ground level and the stumps treated with Eco-plugs. Other trees along boundary including Holly, are to be retained. | 11 The Green South Creake Fakenham Norfolk NR21 9PD - APPROVED
To consider plans since publication of agenda -None
- b. To note application decisions by Borough Planning:
23/01474/NMA_1 | NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 23/01474/F: Replacement outbuilding for use as annex to dwelling house | 35 Bluestone Road South Creake Fakenham Norfolk NR21 9LY – Application Permitted
Appeal to refusal- 23/00066/REF | Construction of new garage for Goldcrest House | Goldcrest House, Avondale Road South Creake & Horseshoe Farm Roman Road South Creake Norfolk - Alleged unoperational development

14. Allotment Matters

To receive a report from the Allotment Subgroup:

- a. Clerk and Cllr Amor will be sending out a letter regarding unattended plots.
- b. Skip in place.

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

16. **Parishioner's Participation:** None

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

It was noted that the next meeting was to be held on Monday 8th of January 2024 at 7.00pm.

Meeting closed: 8.26 pm.

APPROVED NOVEMBER PAYMENTS

C Boyden	Salary	230.83
HMRC	PAYE	57.60
SSE	electricity	105.15
C Boyden	Expenses inc Mileage	66.45
TTSR	grounds maintenance September	172.11
BCKLWN	Election charge	54.60

APPROVED DECEMBER PAYMENTS

C Boyden	Salary	230.83
HMRC	PAYE	57.60
SSE	electricity	105.15
S Harvey	National salary increase backdated	87.12
Cozens	Sept/Oct/Nov	36.00
NCC	Safer membership fee	30.00
Gamble Plant	Skip hire	216.00