

CRIMPLESHAM PARISH COUNCIL

Minutes of an ordinary meeting of the Parish Council, duly convened on Monday, 20th January 2014 at Crimplesham Village Hall. Commenced at 7.15 pm with Councillor David Lane in the chair.

Attending:

Cllr. Pamela Biggs
Cllr. Barry Crowson
Cllr. Jeffrey Carter
Cllr. Kevin Cornwell
Cllr. David Lane
Cllr. James Lane
Cllr. Janet Watkins

Borough Councillor Trevor Manley
County Councillor Brian Long

Clerk – Kate Cobley
Sarah Thorpe

1. Apologies for absence

None

2. Declarations of Interest

Cllr Biggs declared a non pecuniary interest in item 11b and Cllr Watkins and Cllr James Lane declared a non pecuniary interest in item 11c.

3. Public Forum

No members of the Public were present.

4. Police Report

No report was given as PCSO Jane Edwards was not present.

5. Minutes of the meeting held on 18th November 2013

The Chairman reminded councillors to look at the accuracy of the minutes and that matters arising would be dealt with imminently. Following a proposal by Cllr. Biggs, seconded by Cllr. James Lane, the minutes of 18th November 2013 were agreed as a true record and signed by the Chairman.

6. Matters Arising

The Clerk reported that all actions from the last meeting had been carried out.

7. Finance

Item a. Approval of Monthly Expenditure. The Clerk ran through the payments for authorisation. Following a proposal by Cllr. James Lane, Seconded by Cllr Crowson, the payments were authorised and the cheques were presented to councillors for signature at the end of the meeting as follows:

Payee	Goods/ Services	VAT	TOTAL		Supplier/Service
Eon	80.95	4.01	84.96	DD	Street Light Electricity Nov and Dec
K. Cobley	329.60	0.00	329.60	100677	Clerk's Wages December & January
S. Thorpe	103.00	0.00	103.00	100678	New Clerk's Wages - 10 hrs for January
HMRC	81.40	0.00	81.40	100679	PAYE - Clerk December & January
K&M Lighting Services Ltd	53.96	10.80	64.76	100680	Street Light maintenance - December & January
Crimplesham Village Hall	90.00	0.00	90.00	100681	Hire of Village Hall for meetings
Crimplesham Parochial Church Council	900.00	0.00	900.00	100682	S137 Donation for grass cutting in church yard
Crimplesham Village Hall	900.00	0.00	900.00	100683	S137 Donation for New Kitchen in Village Hall
	£ 2,538.91	£ 14.81	£ 2,553.72		

Item b Review of Reconciled Cashbook. The Clerk advised that she had been unable to reconcile the Cashbook to the end of December due to her not receiving the bank statement for November. The Cashbook is to be reconciled for this period by the new Clerk for the next meeting.

Item c Precept for 2014/15. The Clerk presented the budget for 2014/15 and advised the Council that she expected that reserves at the end of March 2014 would be equal to the precept agreed for 2013/14 and that the Council was in a position to consider reducing the precept or maintaining it at the same level as last year. A discussion took place on this matter and a proposal was made by Cllr Cornwall and seconded by Cllr Biggs to maintain the precept at the same amount as 2013/14, which was a total of £7000. This was agreed.

8. Planning Matters.

Item a Planning Application 13/01569/F, A two storey extension at 3, Churchfields, Main Road, Crimblesham.
A decision notice has been received from the Borough Council advising that permission has been granted.

9. Health & Safety.

No serious Health and Safety matters were discussed. The following items were noted for action in due course:

- Pot hole on A1122 Downham to Fincham direction near Stow Barn junction.
- Water leak on Market Lane, bottom of Adelph Terrace, near No 4, West View
- Loose manhole cover on Main Road, between Church Road and Frimstones

ACTION: Clerk to action as appropriate.

10. Correspondence.

The Clerk reported on correspondence received. She drew Member's attention to the following items in particular:

- A letter received from Peter Humphrey Associates asking for the Parish Council's comments on a possible planning application to convert the Auto Salvage Scrap Yard in Wereham to a residential development. It was agreed to comment that the Parish Council would have concerns with traffic access, flooding issues and contamination of land.
- A letter has been received from e-on asking for the Parish Council to confirm if it is a micro business. It was agreed that this term is correct under the guidelines quoted by the letter.

ACTION: Clerk to issue letters of reply.

11. Parish Affairs.

Item a. Crimlesham Playing Field. The Clerk reported that she had been unable to obtain the information required from the Playing Field Committee or Trust to allow this to be added to the PC Insurance Policy with the current company. As the PC does not own the land they require the permission of the trustees before it can be added to the PC policy. The present situation means that the trustees of the Playing Field Committee would be personally liable if an incident were to occur.

Cllr Long spoke about the PC trying to acquire the title to the land by completing an application with Land Registry. The Clerk advised that she was familiar with this process. It was proposed by Cllr Biggs; seconded by Cllr James Lane and agreed by all that the PC should try to acquire the title to the land.

Cllr Biggs asked that a request should be made to the Playing Field Committee for the return of the Hedge Cutters that were purchased by the PC.

A quotation has been received from Holly Landscapes for maintenance of the Playing Field. It was proposed to accept this quotation by Cllr Biggs; seconded by Cllr Watkins and agreed by all. No donation to be made to the Playing Field Committee under the circumstances.

ACTION: Clerk to look into acquiring land for PC with Land Registry and issue letter to Playing Field Committee asking for the return of the Hedge Cutters. Also formally accept Holly Landscapes quotation.

Item b. Crimlesham Village Hall. It was suggested that the PC continues to help the Village Hall to make improvements and that a donation to cover the cost of refurbishment of the Kitchen should be made. A donation of £900 was proposed by Cllr Cornwell; seconded by Cllr Watkins and agreed by all.

Item c. Crimlesham Parochial Church Council. A quotation has been received by the Church from Holly Landscapes for maintenance of the Churchyard. A donation of £900 was proposed by Cllr Biggs; seconded by Cllr Carter and agreed by all.

Item d. Parish Partnership Scheme 2014. A quotation has been obtained for decorative gateways for the parish. The cost of manufacture is £365 per gate, with four being required and there would be an extra cost for Highways to collect and install. The PC would be responsible for maintenance. The cost of VAS has also been obtained and this would be £3000 for a mobile sign that displays the driver's current speed or £5000-£6000 for fixed signs that flash when the speed limit is exceeded to advise the driver of the speed limit in force.

It was proposed by Cllr Cornwell; seconded by Cllr Carter and agreed by all to bid for funding to obtain four decorative gateways.

A proposal was made by Cllr Carter to also bid for funding to obtain a mobile VAS sign but there was no seconder.

ACTION: Clerk to submit bid for funding from Parish Partnership Scheme

12. Internal Council Affairs.

Item a. Parish Newsletter. There was a discussion about the production of a parish newsletter, to better inform residents about Parish Council activities. It was agreed that this could be produced by the new Clerk on a quarterly basis and delivered by the Councillors. Further information at the next meeting.

Item b. New Clerk Contract Approval and Simple Servicing Authority with the bank. A contract had been produced for the new Clerk using the model contract for 4 hours per week at the current rate (NJC Scale LC1. Point 22). The Chairman and Miss Sarah Thorpe both signed the contract. It was agreed to sign the authority from the bank to give her a Simple Servicing Authority on the bank accounts

Item c. Parking on verge near Village Hall. Complaints have been made to drivers parking on the verge to attend functions at the Village Hall by a resident at Rose Cottage. It was agreed to establish the exact ownership of the verge with Highways before proceeding with this matter.

Item d. Grants available for WW1 Centenary Commemorations. Cllr Manley advised the PC that an application procedure was in place for funding on this matter. It was proposed by Cllr Crowson; seconded by Cllr Biggs and agreed by all that a quotation be obtained for a new Bench on the Village Green and an application be made for funding.

Item e. Rubbish collections and disposal. Cllr Long provided information on the current situation.

ACTION: Clerk to action all above matters.

13. Agenda Items For The Next Meeting

- Playing Field Committee - news
- Production of Parish Newsletter

14. Date and time of the next ordinary meeting.

Monday, 17th March 2014. Commencing at 7.15pm in Crimpleham Village Hall.

Meeting closed at 8.40pm

Signed as a true record of the meeting: _____

Date: _____