

## CRIMPLESHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, duly convened on Monday, 21<sup>st</sup> July 2014 at Crimplesham Village Hall. Commenced at 7.30pm with Councillor David Lane in the chair.

**Attending:**

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

Borough Councillor Trevor Manley

Clerk – Sarah Thorpe

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**1. Apologies for absence**

None

**2. Declarations of Interest**

Cllr Watkins declared an interest in item 10 (c & d) as she is a personal friend.

**3. Public Forum**

One member of the public was present he asked for permission to take down some trees at the rear of the Village Green, that overhang onto his land, and to tidy up the area. It was agreed by all to give permission for this, following a proposal by Cllr Biggs and seconded by Cllr J Lane.

**4. Police Report**

PCSO Jane Edwards was not present, as she is still on light duties, and had not sent a report. However she had provided details of Homewatch Security Products that are available from her and it was agreed that this would be displayed on the notice board.

**5. Minutes of the meeting held on 19<sup>th</sup> May 2014**

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. Carter, seconded by Cllr. Biggs, the minutes of 19<sup>th</sup> May 2014 were agreed as a true record and signed by the Chairman.

**6. Matters Arising**

- a. **Rose Cottage: highway boundary and items on the highway** – The items have still not been removed. Clerk to contact Highways again to take action to ensure this matter is resolved as it is affecting bookings for the Village Hall.
- b. **HGV restriction signs** – Highways have advised that they believe the signs are the correct size and in the right location so will not consider making any amendments.

- c. **Land Registry details for Village Green** – Clerk reported that she had now been able to obtain a copy of the documents from Norfolk County Council. Their advice on the boundary was that they believe it would fall under riparian rules and therefore be the middle of the watercourse. If either landowner believes this does not apply they would need to produce evidence to support their opinion.
- d. **Tudor Cottage: new windows** – Clerk reported that she had received a reply from Planning Enforcement that they had taken into account the new window and increase in size of an existing window when making their decision that planning permission was not required.
- e. **Track off Market Lane** – Highways have advised that this is private land and not a public right of way. Cllrs agreed that residents of the parish had been walking this track for more than 50 years. It was agreed that the Clerk would contact Highways.

## 7. Finance

- Item a. Approval of Monthly Expenditure.** The Clerk ran through the payments for authorisation. Following a proposal by Cllr Biggs, seconded by Cllr Watkins, 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
S. Thorpe	341.94	0.00	<b>341.94</b>	100693	<i>Clerk's Wages/expenses June-July</i>
The Post Office	74.20	0.00	<b>74.20</b>	100694	<i>PAYE June-July</i>
K&M Lighting Services Ltd	20.10	4.02	<b>24.12</b>	100695	<i>Street Light maintenance June-July</i>
	<b>£ 436.24</b>	<b>£ 4.02</b>	<b>£ 440.26</b>		

- Item b. Review of Reconciled Cashbook.** The Clerk advised that she had reconciled the Cashbook to the end of June. The Councillors inspected the Cashbook and Bank Statements. Following a proposal by Cllr Cornwell, seconded by Cllr Carter it was agreed to accept the accounts.

## 8. Planning Matters.

- Item a. Planning Application 14/01036/F – Change of use of the site to production and storage of agricultural fertilisers also with retention of the single storey office building at Harvest House, Mast Farm, Downham Road, Crimplesham.** A decision was made by the PC to SUPPORT this application subject to the Chairman checking some details and informing the Clerk.

## 9. Health & Safety.

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

- Pot hole on Market Lane near junction with Main Road

- Item a. Health & Safety Inspections for PC assets** – Completed inspection sheets were returned to the Clerk by Councillors.

## 10. Correspondence.

- Item a. Borough Council: vacancy for canvassers for Register of Electors** – Canvassers are required for the village. It was agreed that the Clerk would produce a notice that could be displayed on the notice board

**Item b. Roadworks and road closure, Stradsett** – resurfacing work will take place for three weeks from 26 August 2014 on the A134 Stradsett – Lynn Road. Disruption to traffic could occur during the whole of this period. The junction of the A134/A1122 will need to be closed for one day on Sunday 31<sup>st</sup> August 2014 and a diversion will therefore be put in place to take traffic through Crimplasham on Main Road. The HGV weight restriction will need to be removed for this day. This information to be included in the next Newsletter.

**Item c. Closure of permissive footpath** – A letter has been received from Mr Richard Carter of Manor Farm advising that he has had to close the additional footpaths due to misuse by a minority of dog walkers. It was agreed to send him a letter advising him that the PC was sorry to hear this news and asking him if he will be putting signs in the village to advise members of the public.

**Item d. Public rights of way (PROW) map from Highways** – The Clerk advised that she had received a map from Highways that showed that the only PROW in Crimplasham was across Manor Farm but that it was only accessible from West Dereham now that Mr Carter had closed the permissive footpath. Cllrs agreed that in the past they had a historical map which showed that this PROW extended to the Church. This map was sent to Norfolk County Council about 15 years ago. Also until about 5 or 6 years ago there had been a sign saying Public Footpath near the Church. It was agreed that the Clerk would contact Highways regarding this matter.

## 11. Parish Affairs.

**Item a. Crimplasham Playing Field.** – A further discussion took place on whether the PC wished to retain the charity status for the Playing Field. No decision was reached at this stage.

Cllr D Lane advised that he had carried out some remedial work at the site but further work was needed. It was agreed that this work could be done by Councillors to avoid the need to employ a contractor and to keep the costs down. A reminder to be issued for return of the hedge trimmers. Anglian Water to be asked to trim tree at their station that overhangs the site.

**Item b. Parish Partnership Scheme – Village Gateways.** They have been ordered from the supplier.

**Item c. Dog Waste Bins.** It was agreed that information on this item would be put in the Newsletter to advise residents that the PC is considering this matter.

**Item d. Community Grant Award for Commemoration of WW1 Centenary.** The Clerk advised that the PC is free to purchase a cheaper seat than the one shown in the grant application. Several quotes had been obtained and these were discussed. Following a proposal by Cllr Carter and seconded by Cllr Crowson it was agreed to purchase a commemorative seat from Earth Anchors for £599.

**Item e. Parish Council Report** – This was read out to all. It contained a summary of key items carried out by the PC and expenditure and income for 2013/14.

## 12. Internal Council Affairs.

**Item a. Review of Clerk's hours and method of payment.** – The Clerk requested that her hours be increased to 20 PCM in line with her predecessor and that her salary and PAYE should be paid monthly by standing order. Following a proposal by Cllr Biggs and seconded by Cllr Watkins this was agreed by all.

- Item b. Amendment to item 6 of Financial Standing Orders** – Following a proposal by Cllr Crowson and seconded by Cllr Carter it was agreed by all that the Clerk’s budget for stationery and admin should be increased from £20 to £40 PCM.
- Item c. Review of Parish Council documentation and effectiveness of internal control** – The Chairman advised that he had reviewed the Members’ Handbook and had suggested minor amendments to the Clerk to correct inconsistencies and minor errors. These have been done. The Handbook to be returned to the Clerk and considered for approval at the next meeting.
- Item d. Storage of historical Parish Council documents** – The Chairman advised that he has three bags of historical documents. It was agreed that the Clerk would collect these and review the documents. She would also contact the Norfolk Records Office in Norwich to enquire about storage of historical documents that need to be retained.
- Item e. Newsletter** – A draft newsletter was shown to Cllrs and it was agreed that an item on Dog Bins would be added and then the document would be sent to Cllr Cornwell for confirmation of accuracy before printing. Following a proposal by Cllr Biggs and seconded by Cllr Crowson it was agreed to accept a quotation for printing the Newsletter in colour at £10.80 plus vat.
- Item f. Expenditure from the Training Budget** - Following a proposal by Cllr Biggs and seconded by Cllr Watkins it was agreed to allow the Clerk to attend training events/conferences and claim 1/6 of the cost of these events, up to £100 per annum, without the need for PC approval prior to the event.

**13. Agenda Items For The Next Meeting**

Items to remain on the agenda as already agreed.

**14. Date and time of the next meeting.**

Monday 15<sup>th</sup> September 2014. Commencing at 7.30pm in Crimplesham Village Hall.

Meeting closed at 9.30pm

Signed as a true record of the meeting: \_\_\_\_\_

Date: \_\_\_\_\_