

CRIMPLESHAM PARISH COUNCIL

Minutes of an ordinary meeting of the Parish Council, duly convened on Monday, 17th March 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
PCSO Jane Edwards

Clerk – Sarah Thorpe

1. Apologies for absence

County Councillor Brian Long sent his apologies due to a family commitment.

2. Declarations of Interest

None

3. Public Forum

No members of the Public were present.

4. Police Report

PCSO Jane Edwards advised that there have been 5 calls, 2 for highways disruption, 1 for welfare check, 1 for seizure of a car and 1 for theft of daffodils. She asked if the PC was still planning to produce a newsletter and if a note could be included about her role and giving her contact details. The police are still targeting speeding vehicles and the possibility of a Community Speed Watch being set up was discussed.

Cllr Cornwell arrived at this point giving his apologies for being late.

Details to be included in the newsletter and to ask for volunteers.

5. Minutes of the meeting held on 20th January 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. Biggs, seconded by Cllr. Watkins, the minutes of 20th January 2014 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. She advised that the invoice for installation of the new low energy streetlights has been received and submitted to Norfolk County Council (who are due to pay 75% of the cost under the Parish Partnership Scheme). They have advised that the money will be paid direct to the PC and asked if the PC could pay the bill, when it is due at the end of March. Following a proposal by Cllr Watkins, seconded by Cllr Biggs it was agreed to sign the cheque and for the Clerk to pay at the end of March. A proposal was made by Cllr Crowson, seconded by Cllr Carter to contribute 25% of the cost of the Clerk attending the NALC/SLCC Spring Conference. 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	81.46	4.08	85.54	DD	Street Light Electricity Jan & feb
S. Thorpe	370.80	0.00	370.80	100684	Clerk's Wages - 18 hrs per mth Jan & Feb
S. Thorpe	72.69	0.00	72.69	100684	expenses & admin
K&M Lighting Services Ltd	37.03	7.41	44.44	100685	Street Light maintenance - Feb & March
K&M Lighting Services Ltd	6650.00	1330.00	7980.00	100686	PPS - new low-energy lighting
	£ 7,211.98	£ 1,341.49	£ 8,553.47		

Item b Review of Reconciled Cashbook. The Clerk advised that she had now been able to reconcile the Cashbook to the end of February. The Chairman 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 14/00131/F - Solar PV Panel installation and inverter hut at Pall Ring Company Ltd, Downham Road, Crimplasham.
A decision was made to SUPPORT this application with comments that the screening should be improved.

Item b Planning Application 14/00308/F – Construction of first floor extension, forming master bedroom and en-suite at Rose Cottage, Market Lane, Crimplasham. It was agreed to SUPPORT this application.

Item c Planning Enforcement issue – Tudor Cottage, behind Gloucester House, Main Road, Crimplasham -
New windows are currently being installed. To be referred to Planning Enforcement for investigation.

9. Health & Safety.

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

- Pot hole at the top of Market lane near junction with Main Road.
- Road breaking up on Main Road – between Willow Heath Road and Frimstone.
- Willow Heath Road sign (Church Road end) – wooden posts have rotted and sign is currently leaning by the hedge. Also road sign damaged at A1122 end of road.

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 further letter received from Peter Humphrey Associates stating that they believe they can overcome concerns expressed by the PC and asking for comments on the principle of converting the Auto Salvage Scrap Yard in Wereham to a residential development. It was agreed to comment that the Parish Council would need to see a planning application which showed how their concerns had been addressed before it was able to make a decision.
- Thank you letters from the Village Hall and the Church for the donations from the PC.
- Information from NALC including Norfolk Link Newsletter and details of future events.

ACTION: Clerk to issue letters of reply.

11. Parish Affairs.

Item a. Crimplesham Playing Field. The Clerk reported that she had spoken to the Charity Commission, Fields in Trust Organisation and Land Registry. However it was proving difficult to move forward on several issues regarding this matter without confirmation from the trustees of the Playing Field Committee that they are happy for the PC to take over management of the Playing Field. She advised that she had sent both of the trustees a letter asking for them to confirm that they were happy for the PC to take over but had not heard from either of them. She said that the Playing Field could not be added to the PC's current insurance policy without this confirmation. It was agreed that the Clerk would provide letters for the trustees to sign and send these to Cllr Biggs who would visit the trustees to try to obtain their authority. The Clerk would continue to work on completing the land registry.

ACTION: Clerk to action as agreed.

Item b. Parish Partnership Scheme. The clerk advised that she had received confirmation that the PC had been successful in its bid for funding to install decorative gateways in the village. She was however waiting for written details of the exact cost. It was expected to be £1460 plus an additional £300 for installation making a total of £1760. The funding would cover half of this cost and the PC would meet the other half. It was agreed that these should be painted white.

12. Internal Council Affairs.

Item a. Parish Newsletter. The Clerk discussed plans to produce the first PC Newsletter. She advised that she planned to include items on the new low energy street lighting, the proposed decorative gateways, the application for funding of a new bench. Regular events at the Village Hall could be shown and a request for ideas of other events. Clerk to discuss with Cllr Biggs for details. The Clerk asked if Cllrs were happy for their details to be shown. Cllrs Cornwell & Crowson agreed for their email addresses to be shown, Cllr Watkins agreed for her email address and phone number to be shown, Cllrs David Lane, James Lane, Biggs and Carter agreed for their phone numbers to be shown. The Clerk agreed to produce the Newsletter during the next couple of weeks and send a draft to all Cllrs for approval before producing 90 copies and delivering to Cllr David Lane for distribution by Cllrs.

- Item b. Reappointment of Internal Auditor – Sheila Goodwin.** Following a proposal by Cllr Cornwell, seconded by Cllr Carter it was agreed to reappoint Sheila Goodwin as the Internal Auditor.
- Item c. Parking on verge near Village Hall.** The Clerk advised that she was still awaiting confirmation from Highway on the ownership of the verge.
- Item d. Grants available for WW1 Centenary Commemorations.** A grant application has been submitted but no decision has been received.
- Item e. New contract from K & M Lighting Services Ltd.** The Clerk advised that a new one year contract has been received following the installation of the new low energy lighting. The cost has reduced to £120.65 plus vat per year. Following a proposal from Cllr Cornwell, seconded by Cllr Carter it was agreed to sign this contract. The Chairman signed the contract on behalf of the PC. Clerk to ensure that e-on have been advised of low energy lighting.
- Item f. Report from NALC/SLCC Spring conference.** The Clerk updated the PC on matters of interest from the conference.
- Item g. Dog Fouling.** Cllr Biggs asked if the Clerk could obtain some dog fouling notices. The Clerk agreed to obtain and sent to Cllr Biggs. It was also agreed that the new police and BC initiative to combat dog fouling should be included in the newsletter.
- Item h. Village Green boundary.** A request has been received from a parishioner for details of the Village Green boundary at the ditch edge. Cllr James Lane agreed to provide the Clerk with details of when the land was registered and the Clerk to investigate. A request was also made to trim some trees but it was agreed to look at the situation before making a decision.
- Item i. HGV restriction signs on Main Road.** It was agreed that the Clerk would contact Highways to ask if the signs could be larger and moved closer to the junctions.

ACTION: Clerk to action all above matters.

13. Agenda Items For The Next Meeting

- Playing Field Committee - news

14. Date and time of the next meeting.

Monday, 19th May 2014. Commencing at 7.30pm in Crimplesham Village Hall.
The Annual Parish Assembly followed by the Annual Meeting of the Parish Council.
Both meetings to be advertised in the Newsletter.

Cllr Cornwell gave his apologies in advance for this meeting.
Meeting closed at 8.50pm

Signed as a true record of the meeting: _____

Date: _____