

CRIMPLESHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, duly convened on Monday, 15th September 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. David Lane
Cllr. Janet Watkins

Clerk – Sarah Thorpe

1. Apologies for absence

Apologies had been received from Cllr Barry Crowson, Cllr James Lane, Borough Cllr Trevor Manley & PCSO Jane Edwards.

2. Declarations of Interest

None.

3. Public Forum

No members of the public were present.

4. Police Report

PCSO Jane Edwards had sent a report along with her apologies. She advised that there had been 4 calls since the last meeting. One criminal damage to fencing; one highway disruption; one Road Traffic Collision (damage only); and one alarm going off.

5. Minutes of the meeting held on 21st July 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 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 now been removed by Highways.
- b. **Anglian Water: tidy of substation** – This has now been done.
- c. **Track off Market Lane** – Norfolk County Council (NCC) have advised on the procedure for amendments to the Definitive Map of Public Rights of Way (PROW) and it was agreed that this track was unlikely to meet the requirements.
- d. **Access to Footpath 2: Letter to Mr Richard Carter** – A telephone call had been received from Mr Carter following the letter issued to him. He advised that he would not be putting up any additional signs in relation to the issues mentioned in his letter. The Clerk advised that she was still looking through all of the old minute books that had been given to her and had so far got to 1997. It was agreed that she should

continue to look through the minutes as it was felt that further relevant information would be shown after this date. The PC believed that Highways installed a PROW sign after this date and that the whole route from the Church to the end of Footpath 2 in West Dereham was shown as a PROW on a map given to NCC at around that time. A letter to also be sent to NCC on this matter.

Action: Item d - Clerk to check minutes and contact NCC.

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 Carter, 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 | 42.40 | 1.80 | 44.20 | 100696 | <i>Clerk's expenses/admin Aug-Sept</i> |
| The Play Inspection Co Ltd | 59.95 | 11.99 | 71.94 | 100697 | <i>Annual Playground Inspection</i> |
| Mazars | 100.00 | 20.00 | 120.00 | 100698 | <i>External Audit Fee</i> |
| K&M Lighting Services Ltd | 20.10 | 4.02 | 24.12 | 100699 | <i>Street Light maintenance Aug/Sept</i> |
| Earth Anchors Ltd | 667.00 | 133.40 | 800.40 | 100700 | <i>New WW1 Centenary Seat</i> |
| | £ 889.45 | £ 171.21 | £ 1,060.66 | | |

Item b. Review of Reconciled Cashbook. The Clerk advised that she had reconciled the Cashbook to the end of August. 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 14/01133/F – Change of use of redundant farm buildings to Veterinary Surgery, including ancillary staff accommodation at Home Farm, Downham Road, Crimplesham. A decision had been made by the PC to SUPPORT this application but to express concern regarding the width of the entrance.

9. Health & Safety.

Item a. Matters requiring attention - No serious Health and Safety matters were discussed. The following item was noted:
A recent water leak on Main Road, which had closed the road.

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

item c. Playing Field Inspection Report – The annual report had been brought to the meeting. It contained several action points but all of them were “low risk” or “very low risk.” It was therefore agreed that no urgent action was needed at this stage and the document should be circulated to all Cllrs before the next meeting when it should be discussed in detail.

10. Correspondence.

The Clerk updated the PC with items of correspondence received which included: Changes to kerbside recycling service from 1 October 2014; details of a consultation on NCC's budget and priorities for 2015/18; and Thinking Fuel Oil Buying Scheme from Norfolk Rural Community Council (NRCC)

- Item a. Thinking Fuel Oil Buying Scheme:** Following a proposal by Cllr Biggs and seconded by Cllr Carter it was agreed that the PC should join this scheme as NRCC were offering free lifetime membership at the moment. Details to be included in the next Newsletter.

11. Parish Affairs.

- Item a. Crimplesham Playing Field.** Further improvement work to be considered when the Inspection Report has been circulated. Moles need to be cleared and to consider the possible addition of wooden goal posts for the future.
- Item b. Parish Partnership Scheme (PPS) – Village Gateways.** Still awaiting manufacture by the supplier.
- Item c. Dog Waste Bins.** No response has been received to the article in the Newsletter. To leave item on agenda but consider purchase in the next financial year.
- Item d. Community Grant Award for Commemoration of WW1 Centenary.** Delivery of the seat from Earth Anchors is expected within the next few days. Clerk to issue cheque for payment when confirmation received from Cllr Lane that seat has been safely received. It was suggested that the old seat could be moved to the Playing Field.

12. Internal Council Affairs.

- Item a. Report from External Auditor.** The Annual Return has been concluded and there were no comments or suggestions. Notice to be displayed on PC board.
- Item b. Review of Parish Council documentation and effectiveness of internal control –** The amended Members' Handbook had been circulated to all prior to the meeting. No further amendments were suggested. Following a proposal by Cllr Cornwell and seconded by Cllr Carter it was agreed to adopt this document.
- Item c. Storage of historical Parish Council documents –** The Clerk had collected the bags of documents from the Chairman and reviewed the contents. She was waiting for further details regarding storage of some of these items at the Norfolk Records Office in Norwich.

13. Agenda Items For The Next Meeting

Items to remain on the agenda as already agreed.

Quotes to be obtained from Westcotec for Vehicle Activated Signs to encourage speed reduction and then considered for purchase through the PPS next year.

14. Date and time of the next meeting.

Monday 17th November 2014. Commencing at 7.15pm in Crimplesham Village Hall.

Meeting closed at 8.35pm

Signed as a true record of the meeting: _____

Date: _____