

# CRIMPLESHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, duly convened on Monday, 20<sup>th</sup> May 2019 at Crimbleham Village Hall. Commenced at 7.30pm with Councillor James Lane in the chair.

**Attending:**

Cllr David Lane  
Cllr James Lane  
Cllr Mark Sawatzki

Clerk – Sarah Thorpe

Cllr Geoffrey Hipperson (Borough Councillor)

No parishioners were present

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Before the start of the meeting Cllr James Lane welcomed Cllr Sawatzki to his first meeting following his election in the recent uncontested Parish Council elections.

**1. Election of Officers**

**Item a. Chairman:** Cllr David Lane was proposed by Cllr James Lane and seconded by Cllr Sawatzki. Cllr David Lane advised that he was willing to accept the role. There were no other nominations. It was agreed by all to elect Cllr David Lane as Chairman. Cllr David Lane completed the acceptance of office form.

*Cllr David Lane took over the Chair at this point.*

**Item b. Vice Chairman:** Cllr Biggs was proposed by Cllr James Lane and seconded by Cllr David Lane. Cllr Biggs had advised before the meeting that she was willing to accept the role if elected. There were no other nominations. It was agreed by all to elect Cllr Biggs as Vice Chairman.

**Item c. Declarations of acceptance of office:** Cllr Biggs to complete later.

**2. Apologies for Absence and Declaration of acceptance of office**

Apologies had been received from Cllr Pamela Biggs, Cllr Jeffrey Carter, Cllr Kevin Cornwell, Cllr Janet Watkins and Cllr Mike Howland (Borough Councillor). Cllr Cornwell and Cllr Watkins had not yet completed the declaration of acceptance of office, following a proposal by Cllr James Lane, seconded by Cllr David Lane, it was agreed that they could complete the declaration later.

**3. Declarations of Interest**

None

**4. Public Forum**

No parishioners were present.

**5. Minutes of the Meeting Held on 18<sup>th</sup> March 2019**

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 David Lane, seconded by Cllr James Lane, the minutes were agreed as a true record and signed by the Chairman.

**6. Matters Arising**

All outstanding Highways issues had been chased up and new issues had been reported. The following items remained outstanding:

Main Road – several pot holes and damage to road surface

Market Lane – surface water flooding

Church Road – siding out footpath. Highways advised this had been completed but it had not.

Springfield Close – Highways had advised that new fence installed was not a problem.

Clerk to ask for support from County Councillor Brian Long to get outstanding items actioned.

**7. End of Year Accounts/Finance**

**Item a. Approve end of year accounts for 2018/19.** Documents had been circulated to all prior to the meeting. The accounts were discussed. Following a proposal by Cllr James Lane and seconded by Cllr David Lane, it was agreed by all to approve the accounts.

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

- Item b. Review of Assets Register.** The document had been circulated to all prior to the meeting and the register was discussed. Following a proposal by Cllr James Lane and seconded by Cllr David Lane, it was agreed by all to approve the review of the register.
- Item c. Internal Auditors Report.** The Clerk ran through the report from the Internal Auditor. She advised that the Auditor was happy to confirm that all the correct procedures had been followed by the PC, and that no action was required. Following a proposal by Cllr James Lane, seconded by Cllr David Lane, it was agreed by all to approve the report.
- Item d. Statement on Internal Control for 2018/19.** A Statement on Internal Control had been produced and given to all prior to the meeting. Following a proposal by Cllr James Lane and seconded by Cllr David Lane, it was agreed by all to approve this Statement.

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

- Item e. Certification as exempt from limited assurance review.** The Clerk advised that under the current regulations the PC was able to certify itself as exempt as income and expenditure were below £25K for the year. Following a proposal by Cllr James Lane, seconded by Cllr David Lane, it was agreed by all that the PC should certify itself as exempt. The relevant certificate on page 3 of the Annual Governance and Accountability Return (AGAR) was signed by the Clerk and Chairman.
- Item f. Completion of Annual Governance Statements for 2018/19.** The Clerk ran through page 5 of the AGAR, there were no comments or queries. Cllr James Lane therefore proposed that the PC should answer "yes" to statements 1-8 on page 5 of the AGAR, seconded by Cllr David Lane. This was agreed, and the document was signed by the Chairman and the Clerk.
- Item g. Accounting Statements for 2018/19.** The Clerk explained the figures on page 6 of the AGAR. Cllr David Lane proposed approval of these Accounting Statements, seconded by Cllr James Lane. This was agreed, and the document was duly signed by the Chairman; the Clerk had signed previously. The Clerk advised that all audit documents would be displayed on the PC website and that the exercise of electors' rights would commence on 17<sup>th</sup> June and end on 26<sup>th</sup> July 2019.
- Item h. Insurance Policy for 2019/20.** The Clerk advised that the PC was about to enter the third year of a three-year contract with Inspire through Came & Company Insurance Brokers. The policy still included cover for the playing field and the new play equipment had been added to the policy, it was agreed that the it provided sufficient cover for the needs of the PC. Following a proposal by Cllr James Lane, and seconded by Cllr David Lane, it was agreed by all to accept the quotation of £441.09 for the coming year, which was an increase from last year due to the addition of the play equipment.

**Item i. Approval of Monthly Expenditure.**

Payee	Goods/ Services	VAT	TOTAL	Ref	Supplier/Service
Fenland Leisure Products Ltd	11861.13	2372.23	<b>14233.36</b>	100836	<i>Purchase of new play equipment</i>
Haven Power	25.20	1.26	<b>26.46</b>	DDR	<i>Street Light Electric April</i>
S Thorpe	224.42		<b>224.42</b>	S/O	<i>Clerk's salary April</i>
Haven Power	24.34	1.22	<b>25.56</b>	DDR	<i>Street Light Electric May</i>
S Thorpe	224.42		<b>224.42</b>	S/O	<i>Clerk's salary May</i>
S Thorpe	77.73	2.67	<b>80.40</b>	100837	<i>Clerk's expenses April/May</i>
Mrs C M Hurley	50.00		<b>50.00</b>	100838	<i>Internal Auditor</i>
BCKLWN	51.50		<b>51.50</b>	100839	<i>Litter bin emptying</i>
Norfolk ALC	136.64		<b>136.64</b>	100840	<i>Annual Membership Subs 2019/20</i>
Came & Company	441.09		<b>441.09</b>	100841	<i>Annual Insurance Premium</i>
Totals	<b>£ 13,116.47</b>	<b>£ 2,377.38</b>	<b>£ 15,493.85</b>		

The Clerk ran through the above payments for authorisation. Following a proposal by Cllr James Lane, seconded by Cllr David Lane, the payments

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were authorised and the cheques were presented to councillors for signature at the end of the meeting.

**Item j. Review of Reconciled Cashbook.** The Clerk advised that she had reconciled the cashbook to the end of April and presented the cash book and bank statements to the Chairman for inspection.

## 8. Planning Matters

New applications:

**Item a. Planning application C/2/2019/2004: Wereham Recycling Centre – Change of use to a mixed development to allow disposal of trade waste in conjunction with the existing household waste recycling centre; installation of a reuse shop for onsite sale of waste items suitable for reuse; ancillary small-scale sale of non-recycled items; operation Monday to Sunday 07:00 to 18:00 hours all year round.** This application had been received since the last PC meeting. The application had been considered and it had been agreed to SUPPORT the application.

Decisions received from the BC: None.

## 9. Health & Safety

**Item a. Matters Requiring Attention.** The following issues were raised:

- Main Road/Market Lane junction – concern was expressed about the location of a school bus stop which was close to the junction of Market Lane. Details of bus company to be supplied.
- Litter bins had not been emptied last time a collection was due. Next collection was due on Thursday. Clerk to contact BC.

**Item b. Health & Safety Inspections for PC assets.** No completed forms were received. The Clerk advised that the new play equipment needed to be inspected on a weekly basis; Cllr James Lane confirmed that he had been inspecting the equipment weekly and would add this to the inspection sheet.

*Action: Item a: Clerk to contact bus company and BC*

## 10. Correspondence

The Clerk updated the PC with items of correspondence received which included:

- Email from Borough Councillor Mike Howland, following a conversation he had with a resident on Market Lane, regarding the surface water flooding issue which had previously been reported to Highways. The Clerk advised that she had spoken to Highways about this issue as the PC had previously been informed that due to lack of money this matter would not be resolved in the last financial year. Highways had advised that it was on the list of work to be considered but it was low priority and could not be completed until an adjoining ditch was cleaned out by the landowner. Information on the landowner was provided and would be passed to Highways.
- An email had been received from a resident regarding speeding vehicles through the village. The email asked about a Community Speed Watch Scheme being set up. The Clerk advised that she had replied to the resident to inform them that another resident had already raised this issue at the Annual Parish Meeting in March. The PC had tried to set a scheme up in the past but there had been no volunteers to get involved. The PC had agreed that the matter could be advertised again, in the next issue of the newsletter, which would be published over the next couple of weeks. There were now three volunteers so if another three could be found a scheme could be set up.
- Information from Growing Communities Project on training for volunteer Master Gardeners.
- Information from Norfolk ALC on applications to join their Executive.
- Information on vacancies for trustees to join Pathmakers.
- Information on newly expanded Lily service.
- Letter from NARS advising of their services and asking for a donation.
- Clerk and Councils Direct Newsletter.

## 11. Parish Affairs

**Item a. Crimplasham Playing Field.** The damage to the slide had been repaired. Both litter bins had been vandalised in recent months; Cllr James Lane had already repaired one and the other one would be repaired shortly.

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**Item b. Update on data from SAM2 sign.** Cllr James Lane advised that the SAM2 sign had been erected on Market Lane from 11<sup>th</sup> April to 18<sup>th</sup> April; all vehicles recorded had been travelling within the speed limit. The sign was then erected near the playing field, facing in the direction of incoming from Wereham, from 19<sup>th</sup> April to 7<sup>th</sup> May, which covered the Easter weekend. A total of 41,937 vehicles had been recorded; during the 19-day period 25,717 vehicles, which represented 61%, were recorded travelling within the speed limit; 16,220 vehicles, which represented 39%, were travelling above the speed limit. These figures were a little worse than the figures recorded earlier in the year, but better than figures recorded last year.

**Item c. Purchase of Litter Picking equipment.** The Clerk provided information on purchase of the equipment and the issues with supplying the equipment to a resident, in relation to insurance cover, risk assessments and disposal of litter collected. The Clerk advised that the BC Clean up team did carry out litter picking, if the PC requested them to attend any problem areas in the village. Following a discussion, it was agreed that the best option was to ask the BC Clean-up team to carry out litter picking.

**Item d. Report from Crimbleham Parochial Church Council.** This item had been carried forward from the Annual Parish Meeting in March 2019. A report had been received and it was read out by the Clerk.

*Action: Item c. – Clerk to respond to resident regarding litter picking.*

**12. Internal Council Affairs**

**Item a. PC Newsletter – next issue.** The following items should be included in the next issue: call for volunteers to set up Community Speed Watch Scheme; request for volunteers to help with the Village Hall. Cllr James Lane to provide details on event to be held at the Church.

**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> July 2019, commencing at 7.30pm in Crimbleham Village Hall for an Ordinary Parish Council Meeting.

Meeting closed at 8.35pm