

CRIMPLESHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Monday, 18th November 2019 at Crimplesham Village Hall. Commenced at 7.15pm with Councillor David Lane in the chair.

Attending:

Cllr Jeffrey Carter
Cllr Kevin Cornwell
Cllr David Lane
Cllr Mark Sawatzki

Clerk – Sarah Thorpe

No members of the public were present

1. Apologies for Absence

Apologies had been received from Cllr Pamela Biggs, Cllr James Lane, Cllr Janet Watkins, Cllr Mike Howland (Borough Councillor) and Cllr Brian Long (County Councillor)

2. Declarations of Interest

None.

3. Public Forum

None.

4. Minutes of the Meeting Held on 16th September 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 Sawatzki, seconded by Cllr Carter, the minutes were agreed as a true record and signed by the Chairman.

5. Matters Arising

Norfolk Constabulary had advised that speed monitoring had been carried out by a camera van on the C543 on 27th September and 4 offences had been processed.
All outstanding Highways issues had been chased up and new issues had been reported. The following issues had been resolved:
Church Road – blocked culverts and clearing of silt on road surface.
Main Road – damage to road surface near Church Road.
Main Road (next to Playing Field) – Anglian Water pumping station overgrown.
The following issues remained outstanding and the Clerk would continue to chase them up:
Playing Field – dead tree overhanging boundary from property next door.
Main Road – sunken inspection covers.
Market Lane – surface water flooding. It was agreed this should be pursued and Cllr. Long should be asked to assist as it was felt that Highways should resolve this long-standing issue, without further delay. Photos of the situation to be sent to the Clerk by Councillors next time there was heavy rain.

6. Finance matters

Payee	Goods/ Services	VAT	TOTAL	Ref	Supplier/Service
S Thorpe	224.42		224.42	S/O	Clerk's salary October
Haven Power	24.34	1.22	25.56	DDR	Street Light Electric October
S Thorpe	184.75	8.40	193.15	100847	Clerk's expenses August/Sept
Holly Landscapes	1264.29	252.86	1517.15	100848	Grounds maintenance
Haven Power	25.20	1.26	26.46	DDR	Street Light Electric November
S Thorpe	224.42		224.42	S/O	Clerk's salary November
Totals	£ 1,947.42	£ 263.74	£ 2,211.16		

Item a. Approval of Monthly Expenditure. The Clerk ran through the above payments for authorisation. Following a proposal by Cllr Cornwell, seconded by Cllr Sawatzki, the payments were authorised, and the cheques were presented to councillors for signature at the end of the meeting.

Signed as a true record of the meeting: _____

Date: _____

- Item b. Review of Reconciled Cashbook.** The Clerk advised that she had reconciled the cashbook to the end of October and presented the cash book and bank statements to the Chairman for inspection.
- Item c. Draft Budget for 2020/21.** A draft budget had been prepared by the Clerk. Copies were given to all Councillors and the figures were discussed. A decision on setting the precept to be made at the PC meeting in January.

7. Planning Matters

New applications and decisions received from the BC: None

8. Health & Safety

- Item a. Matters Requiring Attention.** The following issues were raised:
- Main Road (between Church Road and heading to Frimstone) pot hole, marked for repair but no action.
 - Main Road (from playing field towards village centre, near the Old Rectory) pot hole.
 - Main Road (from Crimplasham Hall to A1122) – overhanging trees had been hit by an HGV. No action at the moment.
 - Frimstones – concern was expressed about reports that Mick George Ltd, who had taken over ownership of Frimstones, were planning to apply for permission to use the old quarry as a land fill site. No information was available on any proposal at the moment.
- Item b. Health & Safety Inspections for PC assets.** Three completed forms were received.
- Village Sign – bushes in garden around the sign obscuring the sign. Cllr Biggs had agreed to ask her gardener to do this. Some of the best kept village plaques fixed to the base of the sign had come loose; Cllr David Lane agreed to carry out repairs.

Action: Item a: Clerk to report issues to Highways.

9. Correspondence

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

- Norfolk County Council (NCC) had advised of cuts to the Market Day bus service which meant that the service to King's Lynn on Tuesday, and Downham Market on Fridays would be stopping at the end of December.
- NCC had advised of an application for deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006.
- Barclays Bank had advised of a decrease in the interest rate for the savings account from 0.2% to 0.1%.
- Letter from Norfolk Citizens Advice advising of their services and asking for a donation.
- Clerk and Councils Direct Newsletter.

10. Parish Affairs

- Item a. Crimplasham Playing Field.** The goal posts were showing signs of rust; Cllr James Lane had agreed to obtain some metallic paint and deal with this.
- Item b. Request to use the Playing Field for parking of vehicles.** At the last PC meeting a member of the public had asked the PC to consider allowing part of the playing field to be used to park up to 30 cars a day whilst refurbishment of the Kingdom Hall took place from 1st December 2019 to 28th February 2020. The PC discussed the issue, and all agreed that this was not feasible for several reasons.
- Item c. Update on data from SAM2 sign.** Cllr James Lane had provided details of when the SAM2 sign had been erected near the playing field, facing in the direction of incoming from A1122, from 28th September to 20th October. A total of 46,189 vehicles had been recorded; during the 23-day period, the average speed of vehicles travelling within the limit was 29.18mph whilst the average speed of vehicles travelling above the limit was 34.5mph, which was a slight reduction from the previous data. The sign was due to return on 25th

Signed as a true record of the meeting: _____

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November. Data to be passed to resident who had set up a Facebook page for the village to keep residents updated on the Community Speed Watch, amongst other things.

Item d. Update on Community Speed Watch Scheme (CSW). The Clerk had spoken to the coordinator who had advised that the team had all returned their completed application forms to the police administrator for DBS checks to be carried out. As soon as this was done training would be arranged and then the team could start conducting checks. Information had been provided in the latest newsletter to keep residents updated.

Action: Item b. – Clerk to contact resident about SAM2 data.

11. Internal Affairs

Item a. Review of Parish Council documentation. The Chairman advised that he had reviewed the revised Members’ Handbook and drew members attention to item 5c on page 10 which stated that the time of the annual meeting would be 6pm if no other time was fixed. The Chairman advised that this could not be amended as it was in bold but as the PC always set a time for this meeting then it was not a problem. He also drew members attention to item 8c on page 36 which stated that if thought relevant the PC would arrange for the council’s bank to send a copy of each statement of account to the Chairman at the same time as one was issued to the Clerk. A discussion took place on this and it was agreed by all that this was not necessary. The Chairman could obtain a copy at any time if required and the current procedure was thought to be sufficient. Following a proposal by Cllr David Lane, seconded by Cllr Cornwell, it was agreed by all to adopt the revised Members’ Handbook.

Item b. Meeting dates for 2020. The following dates were agreed for the year:

Monday 20 th January	7.15pm	Full Council
Monday 16 th March	7.15pm	Parish Assembly & Full Council
Monday 18 th May	7.30pm	Annual
Monday 20 th July	7.30pm	Full Council
Monday 21 st September	7.30pm	Full Council
Monday 16 th November	7.15pm	Full Council

12. Agenda Items for the Next Meeting
Items to remain on the agenda as already agreed.

13. Confidential item (press and public to be excluded)
Request from the Clerk to review her pay scale.
The Clerk left the meeting while the matter was discussed.
Following a proposal by Cllr Cornwell, seconded by Cllr Sawatzki, it was agreed by all to increase the pay scale for the Clerk to SCP 26 from December 2019.
The Clerk returned to the meeting.

14. Date and Time of the Next Meeting
Monday 20th January 2020, commencing at 7.15pm in Crimplasham Village Hall for an Ordinary Parish Council Meeting.

Meeting closed at 8.33pm