

CRIMPLESHAM PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council, duly convened on Monday, 20th July 2020. Commenced at 7.30pm with Councillor David Lane in the chair.

This meeting was held virtually in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Attending:

Cllr Pam Biggs
Cllr Kevin Cornwell
Cllr David Lane
Cllr James Lane
Cllr Barry Satur
Cllr Mark Sawatzki

Cllr Mike Howland (Borough Councillor)
Cllr Brian Long (County Councillor)

Clerk – Sarah Thorpe

No parishioners were present

Before the start of the meeting members in attendance were identified as per Standing Orders.

1. **Apologies for absence and acceptance of long-term absence**
Apologies had been received from Cllr Jeffrey Carter. All members agreed to accept his long-term indefinite absence whilst the PC was unable to meet face to face in the village hall.
2. **Declarations of Interest**
None
3. **Public Forum**
No parishioners were present.
4. **Minutes of the Meeting Held on 16th March 2020**
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 James Lane, seconded by Cllr Cornwell, the minutes were agreed as a true record.
5. **Matters Arising**
All outstanding Highways issues were scheduled for repair, but backlogs had built up during the lockdown and a timescale was not available for completion.
6. **Adoption of revised Members' Handbook**
The Standing Orders within the Members' Handbook had been amended in line with new model Standing Orders issued by the National Association of Local Councils due to the change in legislation to allow PCs to hold virtual meetings. A copy of the revised Members' Handbook had been issued to all members prior to the meeting. Following a proposal by Cllr Sawatzki, seconded by Cllr Biggs, it was agreed by all to adopt the revised Handbook.
7. **Finance matters**
 - Item a. **Approve end of year accounts for 2019/20.** 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 Sawatzki, it was agreed by all to approve the accounts.
 - 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 Cornwell and seconded by Cllr James Lane, it was agreed by all to approve the review of the register.
 - Item c. **Internal Auditors Report.** The document had been circulated to all prior to the meeting. The Clerk advised that the Auditor was happy to confirm that all
Signed as a true record of the meeting: _____ Date: _____

the correct procedures had been followed by the PC, and that no action was required. Following a proposal by Cllr Biggs, seconded by Cllr James Lane, it was agreed by all to approve the report.

- Item d. Statement on Internal Control for 2019/20.** A Statement on Internal Control had been produced and given to all prior to the meeting. Following a proposal by Cllr Satur and seconded by Cllr Cornwell, it was agreed by all to approve this Statement.
- 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 Biggs, seconded by Cllr Sawatzki, 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) to be signed by the Clerk and Chairman.
- Item f. Completion of Annual Governance Statements for 2019/20.** 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 Biggs. This was agreed, and the document to be signed by the Chairman and the Clerk.
- Item g. Accounting Statements for 2019/20.** The Clerk explained the figures on page 6 of the AGAR. Cllr Sawatzki proposed approval of these Accounting Statements, seconded by Cllr Biggs. This was agreed, and the document was to be 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 27th July and end on 7th September 2020.
- Item h. Insurance Policy for 2020/21.** The Clerk advised that the PC insurance policy had been due for renewal on 1st June. Three quotations had been obtained and all members had been contacted regarding which quotation to accept, all had agreed that a policy with BHIB for £362.08 for the first year of a three-year deal was the best option as this was the cheapest quote. Following a proposal by Cllr James Lane, seconded by Cllr Satur, all agreed to formally approve this policy as suitable for the needs of the PC.
- Item i. Contribution to 12-month subscription to Zoom Premium.** It seemed likely that the PC would need to hold virtual meetings for several months at least. The Clerk had advised that a subscription to Zoom seemed to be the best option for holding virtual meetings. Following a proposal by Cllr Cornwell, seconded by Cllr Satur, it was agreed by all that the PC would pay 1/5 of the cost of the subscription, as requested by the Clerk, at a cost of £23.98 plus VAT.
- Item j. Approval of Monthly Expenditure.**

Payee	Goods/ Services	VAT	TOTAL	Ref	Supplier/Service
BCKLWN	52.60		52.60	100860	Litter bin emptying
Haven Power	99.08	4.96	104.04	DDR	Street Light Electric April- July
S Thorpe	937.00		937.00	S/O	Clerk's salary April - July
Norfolk ALC	136.47		136.47	100861	Annual Membership Subs 2020/21
Mr P Bishop	50.00		50.00	100862	Pest control
S Thorpe	96.85	7.47	104.32	100864	Clerk's expenses April - July
Mrs C M Hurley	50.00		50.00	100865	Internal Auditor
HMRC	94.20		94.20	S/O	PAYE Mar-June
BHIB Ltd	362.08		362.08	100863	Annual Insurance Premium
Norfolk ALC	60.00	12.00	72.00	100866	Councillor training
Totals	£ 1,938.28	£ 24.43	£ 1,962.71		

The Clerk ran through the above payments for authorisation. Following a proposal by Cllr Sawatzki, seconded by Cllr Satur, the payments were authorised and the cheques were presented to councillors for signature.

Signed as a true record of the meeting:

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Item k. Review of Reconciled Cashbook. The Clerk advised that she had reconciled the cashbook to the end of June. A copy of the bank reconciliation and statements have been given to Councillors prior to the meeting. No questions were raised, the review was accepted.

8. Planning Matters

New applications:

Item a. Planning application 20/00754/O Outline application: site for the one detached dwelling and garage at Land to the rear of Dovedale, Main Road. 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:

- Springfield Close – issues had been raised since the last meeting regarding two overhanging hedges. Letters had been sent by the Clerk, one had now been dealt with and the other one had advised that the hedge would be trimmed in September.
- Main Road (near Jasley and Mole End) – BT manhole covers still needed attention. Clerk to chase up.
- Springfield Close – overhanging hedge at another property. Clerk to contact residents.
- Market Lane (surface water flooding) – Highways had not yet taken action to resolve the problem, despite Cllr Long agreeing to pay for the work from his Highways budget. To be chased up.

Item b. Health & Safety Inspections for PC assets. No completed forms were received. Cllr James Lane confirmed that he had been inspecting the play equipment weekly and was holding on to the inspection sheets.

Item c. Flooding issues. Cllr Cornwell advised that he had chased up NCC Flood Management Team (FMT) about progress on a scheme to solve the flooding issues near Churchfields on Main Road. They had advised that it was unlikely to be done this year due to funding. It was reported that there had been another flooding issue recently. Cllr Long agreed to speak to the FMT to chase action.

Action: Item a: Clerk to report issues to relevant authorities and residents.

10. Correspondence

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

- Information on the NCC Parish Partnership Scheme for 2021/22.
- Letter from Barclays advising of an interest rate reduction on the savings account from 0.10% to 0.01% from 24th July.
- Clerk and Councils Direct Newsletter.

11. Parish Affairs

Item a. Crimplasham Playing Field. Fenland Leisure Products had provided a quotation for some remedial work at the playing field. Cllr David Lane to meet up with their representative to discuss work to the slide. Mr Bishop had dealt with an issue with moles. The play equipment was to remain closed as the PC was unable to comply with government guidance on reopening the play area safely.

Item b. Damage to streetlight at Springfield Close. The post of the streetlight had been damaged recently by a contractor working on a hedge at one of the properties. The Clerk had advised the PCs streetlight maintenance contractor and the grounds maintenance contractor who had caused the damage.

Item c. Update on data from SAM2 sign. Cllr James Lane advised that the SAM2 sign had been erected on Main Road near the playing field, facing the

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direction of traffic coming from the A1122, from 19th March to 16th April. A total of 21,971 vehicles had been recorded; during the period 8,470 vehicles, which represented 38.6%, were recorded travelling within the speed limit; 13,501 vehicles, which represented 61.4%, were travelling above the speed limit. The maximum speed recorded was 75mph on 21st March at 9.35pm. These figures were significantly worse than the figures recorded previously. The Clerk advised that most villages were reporting that speeding had increased since the start of lockdown. The sign had been up since 8th July, it was near the playing field facing traffic entering the village from Wereham. It would be taken down on 30th July. Thanks, were expressed to Cllr Cornwell for his help with putting up and taking down the sign. Cllr James Lane raised the issue about a 50mph speed limit on the A1122. The Clerk advised that this had been referred to Highways quite recently and they had advised that they had no funding for such a scheme and the current incident rate on this road did not meet their criteria for a reduction in the speed limit.

Item d. Update on Community Speed Watch Scheme. The Clerk advised that she had not received an update from the co-ordinator but assumed that they had not been able to start carrying out checks yet as she knew that all Community Speed Watch Schemes had been suspended at the start of lockdown.

Item e. Traffic calming. The Clerk had contacted Highways to request traffic calming measures for Main Road. They had advised that they would not be able to carry out the substantial and expensive work suggested. They felt that the PC should contact the police regarding enforcement of the current 30mph speed limit. The police had carried out checks regularly prior to lockdown and the Clerk had requested that they time these checks with morning and afternoon peak commuting times, but this had not happened. Cllr Sawatzki advised that he was not happy with this response and a discussion took place on the situation. Cllr Long agreed to speak with the Highways Manager about this issue.

Item f. Village Hall matters. The Hall was still in need of volunteers to help. A new floor would be needed soon, and funding was needed to complete this project. Also help was needed with the day to day running of the Hall. A meeting had been arranged in March to ask for residents to come forward to help with the management of the Hall but only one resident attended. It was agreed that the Clerk would make the main article in the next newsletter a call for volunteers or the Hall would need to close.

12. Internal Council Affairs

Item a. PC Newsletter – next issue. The following items should be included in the next issue: request for volunteers to help with the Village Hall. Cllr Biggs to provide detail on item regarding Poor Lands Trust; update on playing field and SAM2 data.

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 21st September 2020, commencing at 7.30pm for an Ordinary Parish Council Meeting. It is expected that this meeting will be taking place virtually.

Meeting closed at 9.01pm