

CRIMPLESHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, convened on Wednesday, 20th January 2021. 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.

Present:

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

In Attendance:

Cllr Mike Howland (Borough Councillor)

Clerk – Mike Inder

Parishioners present – Nil.

1/21 **Apologies for absence**

Apologies had been received from Cllr Pam Biggs and Cllr Jeffrey Carter. Cllr Pamela Rose Biggs submitted her notice of resignation as a Cllr on 15 January 2021. Retiring after an incredible 41 years of service the Chairman proposed a vote of thanks for her outstanding contribution as a Cllr, Chairwoman and Vice Chairwoman.

2/21 **Declarations of Interest**

Cllr J Lane declared an interest in 7/21. c. as he is the treasurer for the PPC who are a beneficiary of a S.137 donation set in the budget. All other Cllrs were given dispensation to vote on the budget and precept at 7/21.c & d. as they have declared interests as home or business owners in the Parish.

3/21 **Public Forum**

No public representation. Borough Cllr Mike Howland provided a report on Borough news relating to the COVID-19 response by the BC, the NHS Status and vaccination progress. He announced the resumption of Safer Neighbourhood Action Plan (SNAP) Meetings to be chaired by the Police.

4/21 **Minutes of the Meeting Held on 18th November 2020.**

The draft minutes, having been circulated with the agenda and online had a typo corrected and were then proposed by Cllr J Lane, seconded by Cllr Satur and agreed as an accurate reflection of the meeting.

5/21 **Matters Arising**

No matters arising; this item will not be part of future agendas as matters will be dispensed or included on the agenda under their specific heading.

6/21 **To select a NALC Cllr Representative**

It was decided to defer this item until after the election of a Vice Chairman at 12/21. b. After the election Cllr D Lane stated that he would stand if no other volunteer was forthcoming. Cllr D Lane was proposed by Cllr Sawatzki, seconded by Cllr J Lane, and voted to the position unanimously.

<p>Action: Clerk to notify NALC that Cllr D Lane is the Crimplesham Cllr Representative.</p>

7/21 **Finance matters**
a. **Approval of Monthly Expenditure.**

21 January 2021 (2020-2021)

Crimplesham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
42	Street lighting	10/12/2020	Current account		street lighting electric	Haven Power	L	24.34	1.22	25.56
44	Clerks salary	10/12/2020	Current account		PAYE	HMRC	Z	50.80	0.00	50.80
46	Playing Field	17/12/2020	Current account		Play Inspection	The Play Inspection Co Ltd	S	67.50	13.50	81.00
43	Clerks salary	30/12/2020	Current account		Clerks salary	Mike Inder	Z	214.05	0.00	214.05
48	Clerks salary	20/01/2021	Current account		PAYE	HMRC	E	50.80	0.00	50.80
47	Clerks salary	30/01/2021	Current account		Clerks salary	Mike Inder	E	214.05	0.00	214.05
Total								621.54	14.72	636.26

The payments were reviewed and proposed by Cllr James Lane, seconded by Cllr Sawatzki, the payments were authorised, and the clerk will make arrangements for the cheques to be signed and payments made.

b. **Review of Reconciled Cashbook.**

The Clerk advised that he had reconciled the cashbook to the end of October, a copy of the reconciliation is at Annex A. A copy of the bank reconciliation and statements will be presented to the chairman for checking and countersigning at the next opportunity (COVID restrictions permitting).

c. **Draft Budget Review.**

The RFO had prepared a draft budget for 2021/22 and presented it at the Nov meeting and updated it for Dec receipts and payments with an adjustment of the ear-marked reserve for election cost from £2000 to £1000. The budget at Annex B was proposed by Cllr J Lane, seconded by Cllr Sawatzki, and voted in favour unanimously.

d. **Precept Requirement for 2021/22.**

The precept requirement for 2021/22 of £9615 within the budget was proposed by Cllr J Lane, seconded by Cllr Sawatzki, and voted in favour unanimously.

Action: Clerk to submit Precept Requirement Application by 31 January 21 to the BC.

e. **Bank Account Mandate.**

The resignation of Cllr Biggs having been pre-warned would have left the Council with only 2 signatories; to avoid a possible business interruption the mandate was amended to remove Cllr Biggs and add the Clerk. This was duly ratified by the council.

8/21 **Planning Matters**

- a. **New applications:** 20/01964/F – Retention of temporary outbuilding at 5 New Road, the consultation was responded to on the 6 Jan 21 to meet the deadline with a majority decision to object.
- b. **Decisions since the last meeting:** None.

9/21 **Health & Safety**

- a. **Matters Requiring Attention:** The following issues were raised:
- i. Main Road (near Jasley) – BT manhole was reported by the clerk and Cllr J Lane stated that the repair has been carried out. Although it was an improvement it was barely satisfactory. Closed.
 - ii. Cllr D Lane reported that the flooding at Churchfield was not being helped by the gully pots being full of silt, other cllrs commented that the majority of pots were blocked with silt and detritus and all needed cleaning out.
 - iii. Cllr Cornwell commented that the gully on the A1122 layby was also blocked and the layby flooded.
 - iv. Cllr D Lane remarked that the area at Forge Cottage where the flood relief work is due to be carried out the road and path surfaces and sub-layers is now damaged. It would be worth highlighting to repair after the flood relief work.

Chairman's Initials

- v. Cllr Sawatzki commented it had been observed that paving slabs had been placed on the highway and latterly the pavement to secure polythene sheeting as part of the temporary flood prevention by residents, whilst understandable it was a hazard on the highway and pavement, it was agreed that if it is observed in future then it should be politely pointed out to avoid an accident. Closed.
- vi. Anglian Water have recently carried out a repair outside 9 Churc, the road surface has been poorly repaired afterwards.
- vii. Stow Barn Rd was reported as having heavy deposits of mud and large stones that appear to have been dragged out of the adjacent field approx. 150m from the junction with the A1122. This is an area farmed by Albanwise, the clerk was asked to contact them to request a clear up.
- viii. Three road cones were reported as having been placed/left on the verge adjacent to Ivy Cottage, Clerk to contact Highways to collect.
- ix. A pothole was reported on Market Lane on the curtilage of Alwyn House.
- x. The hedge at 1 Springfield Close was reported as encroaching over approx. half the path width, obstructing use by push chair, wheelchair, and disability scooter users. The clerk was informed that this was an ongoing issue, and the clerk undertook to read previous correspondence and contact the owner appropriately to request that the hedge is cut back to the boundary of the property and maintained on a regular basis to ensure passage on the pavement is not obstructed.

Action: Clerk to follow up on items 9/21 above and report accordingly:

- ii. Report via NCC Highways Reporting webpage.
- iii. Report via NCC Highways Reporting webpage.
- iv. Discuss with Highways Engineer.
- vi. Photograph and report via NCC Highways Reporting webpage.
- vii. Report to Albanwise – *sent 21 Jan.*
- viii. Report to Highways.
- ix. Photograph and report via NCC Highways Reporting webpage.
- x. Escalate appropriately. (First letter sent in Jul 2017, 3 further letters in 2018, 19 & 20)

b. Health & Safety Inspections for PC assets:

The clerk had circulated the forms to cllrs to complete for inspections in their areas of responsibility and inspections carried out have been returned for action and filing. The bench at the bus shelter was noted as not being secured. It was explained that the bench was originally moved there to put in the shelter but had proven to be too big, so it was moved outside pending a decision on what to do next.

Action: Clerk to make enquiries with Highways about the location currently sited to ascertain if it is worth submitting a Street Furniture License application.

c. Flooding issues

Main Road near Churchfields – County Cllr Long notified the Council that the Local Lead Flood Authority recommendation had been agreed and funding allocated. The Highways Engineer stated that the scheme of work and allocation of contractor will follow but that process means it is unlikely the work will be carried until the end of March.

10/21 Correspondence

The Clerk forwarded relevant correspondence on receipt and updated the PC with items of correspondence received which required follow up:

A resident contacted the clerk by email with a report of a pothole (since repaired), and persistent verge damage on Market Lane. The Clerk had contacted Cllrs for historical information and the Highways Engineer to discuss possible remedies to prevent vehicles leaving the carriageway. There were no solutions identified due to the nature of the width of the road and the agricultural traffic it services and the parking by residents and visitors. No further action.

11/21 **Parish Affairs**a. **Crimplesham Playing Field.**

- i. Play Equipment Inspection – the inspection was carried out in Dec 20 and the report circulated to cllrs. An action plan was produced by the clerk and cllrs reviewed it to determine appropriate action required. The action plan is at Annex C and will be a standing agenda item until all actions completed.
- ii. Cllr David Lane had not yet been able to meet up with the representative from Fenland Leisure Products due to the restrictions being increased but has discussed with the rep, Mr Baz Smith, the issues, and he will be investigating possible solutions on his return from Furlough.
- iii. A Cllr reported that he had challenged a dog walker on the playing field and pointed out the no-dogs sign. The dog walker was not cooperative on this occasion. Another Cllr reported that a dog-waste bag had been seen hung on the outside of the litter bin at the far corner of the field. It was decided that while having a new sign for the play park made and installed that the No Dogs sign should also be more prominent.
- iv. There is an area of overgrown and untidy vegetation (Ivy/Brambles) along a section of the boundary fence with the Old Rectory, previously not easily accessible due to overhanging vegetation from the Old Rectory, which has now been removed. It was suggested that the clear up of the vegetation was submitted to the Pay Back Scheme coordinator.

Action: Clerk to submit item iv. to Community Payback scheme for consideration with other playpark maintenance work in the action plan.

- v. The area at the swings was noted as subject to surface flooding, it was decided to top dress to fill the dipped area.
- vi. Cllr D Lane reported that he had contacted Mrs Stevenson to discuss the offer of slabs and a bench and to further explore the scope of her offer of a donation toward outdoor fitness equipment. Whilst the bench was initially identified as not required, the play inspection report of a bench that is deemed beyond economic repair has made it appropriate to revisit the bench offer. Cllr D Lane reported on the budget and types of equipment that Mrs Stevenson had in mind and having shown her examples from a catalogue and selected a couple of options he undertook to obtain a quote from Fenland Play at the same time as arranging the slide embankment repair solution.

Action: Cllr D Lane to obtain a quote from Fenland Play for the outdoor fitness equipment proposal.

- b. **Speed Monitoring - Update on data from SAM2 sign.** Cllr Lane Snr and Cllr Cornwell deployed the SAM2 at the playing field facing Wereham between 24 Dec 20 – 14 Jan 21. The data is at Annex D and analysis determined that there was little change since a comparable time period at that location in the previous year, the overall numbers of vehicles was expectedly reduced due to the pandemic restrictions in place. It was noted that the percentage of offenders was higher on a Saturday this year.

This method of analysis and trending will be used to inform the Norfolk Constabulary Enforcement team so as to target their monitoring times effectively.

- c. **Update on Community Speed Watch Scheme.** The Clerk advised that he had received an update from the co-ordinator. They had managed 3 outings prior to the Lockdown:
 - 10th Dec near Bus Stop 7 vehicles exceeding in 70 mins, fastest 40mph.
 - 12th Springfield Close 11 vehicles exceeding in 65 mins, fastest 52mph.
 - 17th The Laurels 18 vehicles exceeding in 70 mins, fastest 48mph.

The clerk responded to a question to explain how the data was utilised and the system of escalating sanction warning letters, the final letter being delivered in person by a Police Officer with notice that there would be no leniency or latitude should they be caught speeding in future.

Chairman's Initials

- d. **Village Hall matters.** Cllr Satur provided an update on his report on the feasibility study he was carrying out on the proposal for a new Hall on the Playing Field. He explained that the concerns regarding ownership and Charitable Trust status, not only of the VH but also as it transpires the playing field where a new VH might be built. The Clerk confirmed the issues and stated that he was booked to attend training on Councils and Charitable Trusts and would be discussing the case of the playing field with the tutor to seek advice on how to straighten out the omissions in procedure when the Council assumed responsibility for the management and the Trust did not complete the necessary transactions to fully transfer ownership and responsibility.

Action: Clerk to report on outcome of Charity Training and present options to resolve the outstanding Playing Field issue and potential future VH options to discuss with the retiring trustees.

12/21 **Internal Council Affairs**

- a. **Scheduled meeting dates.** The clerk having highlighted that the Coronavirus Act 2000 had only permitted a deferral of the Annual Meeting of the Parish Council and Annual Parish Meetings until the 7th of May 2021 advised that NALC expected the current situation to be extended in light of the increased restrictions, the clerk will continue to monitor, and the May Annual meeting date will either be the 5th or 12th May.

13/21 **Agenda Items for the Next Meeting**

No additional agenda items proposed at this juncture.

14/21 **Date and Time of the Next Meeting**

Wednesday 17th March 2021, commencing at 7.30pm for an Ordinary Parish Council Meeting. It is expected that this meeting would be taking place virtually.

The Chairman thanked those present for their contributions and closed the meeting at 10.40pm

Chairman.....

Date.....

Prepared by
Mike Inder, Clerk & RFO

Crimplesham Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/12/2020		
	Cash in Hand 01/04/2020		5,223.66
	ADD Receipts 01/04/2020 - 31/12/2020		10,122.72
			15,346.38
	SUBTRACT Payments 01/04/2020 - 31/12/2020		5,945.64
	Cash in Hand 31/12/2020 (per Cash Book)		9,400.74
B	Cash in hand per Bank Statements		
	Petty Cash	31/12/2020	0.00
	Savings account	31/12/2020	3,045.22
	Current account	31/12/2020	6,436.52
			9,481.74
	Less unrepresented payments		81.00
		9,400.74	
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		9,400.74
	A = B Checks out OK		

Cost Centre Code	Item	Budget 2019/20	Audited 2019/20	Budget 2020/21	R&P to 13 Jan 2021	Estimated Due to 31/3/21	Est Year End Totals	Draft Budget 21/22	Variance % +/-	Comments/Queries
	INCOME									
	Carried over balance				£ 2,413.86		£ 2,413.86	£ 3,172		
15	Precept		£ 9,465.00	£ 10,030.00	£ 10,030.00	£ -	£ 10,030.00	£ 9,615	-4%	
	BCKLWN Precept Grant		£ 50.00	£ 60.00	£ 60.00	£ -	£ 60.00	£ 40	-33%	extension expected decision 21 Jan 20
	Bank Interest	£ 6.00	£ -	£ 6.00	£ 1.24	£ 1.00	£ 2.24	£ 2	-67%	
	BCKLWN CIL Grant						£ -			
	VAT	£ 70.00	£ -	£ 70.00	£ -	£ 318.00	£ 318.00			
	Grants						£ -			
	Misc						£ -			
	TOTAL	£ 76.00	£ 9,515.00	£ 10,166.00	£ 12,505.10	£ 319.00	£ 12,824.10	£ 12,829	26%	
	EXPENDITURE									
	Administration									
2	Staff Salaries & PAYE		£ 2,927.55	£ 3,188.00	£ 2,684.55	£ 764.55	£ 3,449.10	£ 3,084	-3%	inc 2% increment and est NJC 0% rise
3	Clerks Allowances & Expenses		£ 127.91	£ 300.00	£ 216.50	£ 50.00	£ 266.50	£ 200	-33%	Work from Home £120 + Travel
5	Training/Conf	£ 300.00	£ 180.00	£ 300.00	£ 60.00	£ 30.00	£ 90.00	£ 300	0%	
6	Subscriptions (NALC/SLCC/ICO)	£ 195.00	£ 219.00	£ 195.00	£ 136.47	£ 67.50	£ 203.97	£ 210	8%	ICO moved to this CC
4	Admin General (Stationery/post)	£ 400.00	£ 187.00	£ 180.00	£ 137.43	£ 40.00	£ 177.43	£ 200	11%	
1	Audit	£ 250.00	£ 50.00	£ 250.00	£ 50.00	£ -	£ 50.00	£ 50	-80%	Auditor to be appointed cost TBC
4	Account Software (Scribe)		£ 96.75	£ 100.00	£ -	£ 100.00	£ 100.00	£ 100	0%	
10	Meeting hall hire / Zoom		£ 90.00	£ 90.00		£ 18.00	£ 18.00	£ 90	0%	Assumes public meeting from Apr
7	Insurance		£ 441.09	£ 450.00	£ 362.08	£ -	£ 362.08	£ 400	-11%	
4	Newsletter		£ 90.00	£ 120.00	£ 30.00	£ 30.00	£ 60.00	£ 120	0%	
4	Election/Referendum		£ 49.01				£ -	EMR		payment from EMR when required
	Open Spaces/Provisions									
12	Street Lighting Electricity	£ 407.00	£ 295.00	£ 507.00	£ 313.61	£ 84.00	£ 397.61	£ 320	-37%	
12	Street Lighting Maint Contract -Westcotec	£ 100.00	£ 90.25	£ -	£ 90.25	£ -	£ 90.25	£ 100		
13	Grounds Maintenance (inc Grass Cutting)		£ 1,264.29		£ 1,714.29	£ -	£ 1,714.29	£ 1,600		
20	Playing Field	£ 2,400.00		£ 2,400.00	£ 134.50		£ 134.50		-100%	Broken out into sub headings
21	Litter Collection		£ 51.50		£ 52.60	£ -	£ 52.60	£ 55		
13	Dog Bins Collection		£ 76.96			£ 80.00	£ 80.00	£ 80		
13	Street Furniture/General Maint		£ 39.95			£ 250.00	£ 250.00	EMR		£250 bench secure - payment from EMR when required in future
11	Play equipment (Inspection)		£ 65.00			£ 70.00	£ 70.00	£ 70		
11	Play Eqpt Repairs/Replacement		£ 12,100.00			£ 200.00	£ 200.00	EMR		£200 to re-open, payment from EMR when required
	Section 137 Payments/Donations						£ -			
	General (Poppy Wreath?)			£ 25.00			£ -	£ 25	0%	
	Village Hall		£ 900.00	£ 900.00		£ 900.00	£ 900.00	£ 900	0%	
	PCC - Churchyard		£ 900.00	£ 900.00		£ 900.00	£ 900.00	£ 900	0%	
	TOTAL	£ 4,052.00	£ 20,241.26	£ 9,905.00	£ 5,982.28	£ 3,584.05	£ 9,566.33	£ 8,804	-11%	Projected Expenditure for FY Est R&P Surplus/Deficit
							£ 3,257.77			

CIL					£ -		0		Balance
							0		Spend plan ?

EAR MARKED RESERVES	Target	EMR 31 Mar 20	EMR contrib 20	EMR Exp 2020	EMR 31 Mar 21		Contrib 21/22	2021 Balance	
Operating Contingency	£4,000.00	£ 3,043.90			£ 3,045.14		£455.00	£ 3,500.14	Recommended target 50% of Operating costs
Elections	£1,000.00						£500.00	£ 500.00	Target date May 2023 (£1k if contested £50 if not)
Street Furniture New/repair/replacement	£1,500.00						£500.00	£ 500.00	eg Uninsured replacement of Street Light
Tree Maintenance	£1,000.00						£500.00	£ 500.00	Remove dangerous tree
Play Park repair/replacement	£5,000.00						£2,000.00	£ 2,000.00	annual minor repairs and toward item replacements
Laptop	£350.00						£70.00	£ 70.00	5 yr life
Projects								£ -	Trods etc
TOTAL	£12,850.00	£3,043.90	£0.00		£ 3,045.14		£ 4,025.00	£ 7,070.14	

Cash in hand 31 Dec 20	£ 9,481.74	Tax Base	£ 99.30	2021/22	-£ 0.45	Precept required to balance
EMR projection 31 Mar 21	£ 3,045.14	Band D Rate	£ 104.48		£96.83	Band D for next FY
Available funds 30 Oct 20	£ 6,436.60	Electoral Role	248	TBC		
R/P balance projection at 31 Mar 21	-£ 3,265.05	S.137 Rate	£ 8.32			
Projected C/O at 31 Mar 2021	£ 3,171.55	S.317 Limit	£ 2,063.36			

Narrative

With a change of clerk comes a different way of working, the baseline R&P doesn't change but headings and structure is re-organised to match my working methods across all the councils worked for to ease familiarity with process, which in turn allows any errors or anomalies to be identified more easily.

The projected payments and income for the remainder of the FY are calculated from the budget and routine and result in projected surplus at the end of the FY of £4647 with a calculated carry over of cash in the current account of £4111 and a cash balance of £3045 in the savings account.

To date I understand from handover that reserves are not ear-marked for particular aspects of the budget and contingencies, my preferred method of justifying reserves is to allocate them to the Ear Marked Reserves (EMR) where items and services can be budgeted for over the longer term and up to 5 years ahead as is the current advice on best practice, this has the benefit of smoothing costs and preventing the need for a sudden spike in Precept to cater for large ticket items or capital projects when they arise. As such I have set what I would expect to be likely EMR and that is for consideration during the budget setting process.

I have re-organised the headers slightly for clarity and to make budget monitoring easier to follow.

The carry over in the current account is calculated as income for the next FY and combined with the saving account balance (which is where the EMR is held) it forms the basis of cash balance against which the projected expenditure is deducted, the deficit is then set as the Precept demand to balance the budget.

I am not in receipt of the CIL statement for the next FY to calculate and this needs to be ascertained and included in the calculation. Any CIL apportioned to the PC has to be spent within a time limit and is limited in what it can be spent on ie infrastructure improvements.

At this juncture I am unaware of any capital projects but do know that Village Hall management is under review and that there is a budget line for £900 to support the operation of the village hall, I look forward to gaining a greater understanding of the issues and solutions to make the village hall self-sustaining. The Electoral role figure is an estimate and the actual figure is required to calculate the S.137 to ensure that the significant donations of £900 to the Village Hall and PCC are within the limit of £8.32 per person on the electoral roll

A precept demand of £9615 is the draft figure pending ratification of the draft budget.

Play Equipment Inspection Recovery Action Plan

Ser No	Equipment Item	Report Finding	Risk	Comment/Proposed action	Action Agreed/Taken	Review Date
1	Site General	The site is accessible to the public during the COVID 19 pandemic. The government have released guidelines for safely re-opening these types of facilities which is available on the government website. - Ensure there is an appropriate risk assessment in place and review regularly	L	Complete actions required for immediate maintenance and then determine actions to re-open with COVID mitigation in place.		17-Mar-21
2	Gate	It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility - Provide in accordance with the recommendations	L	Design and order new sign (obtain quote from Signs UK in KL)	Obtain quote for next meeting	17-Mar-21
3	Gate	There are openings that are less than 12mm that could trap or crush fingers	L	Where possible a 12mm gap should be maintained on both sides or between the gate leafs	NFAR	Closed
4	Gate	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting	L	Treat any rusting components and repaint - Consider painting	Consider painting?	17-Mar-21
5	Fence	There is some damage to the fence sections	L	Monitor for any further deterioration and repair as required	Monitor on monthly inspection	Closed
6	Benches	There is algae or moss on the surface of the equipment	VL	Clean and treat appropriately	Community Pay Back ?	17-Mar-21
7	Bench	The weld(s) on this item have failed	L	Repair item	Scrap - Arrange removal	17-Mar-21

8	Benches	The bench is not securely fixed to the surface and there is some possibility of the item tipping or rolling over	L	Secure the bench to the ground	Monitor on monthly & secure once bench replacements decided	17-Mar-21
9	Slide	There are a number of dents in the slide surface	VL	Monitor for any further deterioration and repair as required	Monitor	Closed
10	Slide Embankment	The surface has eroded in some areas	L	Reinstate the surface	On-going DL Furloughed	17-Mar-21
11	Slide	The slide start section incline is not in the direction of travel; it should slope towards the direction of the sliding surface to meet the requirements of BS EN 1176 Part 3	VL	No remedial work recommended		Closed
12	Slide Embankment	The tiles can easily be lifted or are lifting along the edges of the area	L	Lift and re-glue tiles to secure	Wait to see what mound solution outcome is	17-Mar-21
13	Slide Embankment	The surfacing is damaged exposing the foundations	L	Repair damaged areas of surfacing	Wait to see what mound solution outcome is	17-Mar-21
14	Slide Embankment	The item is loose in its foundations	L	Reinstall item to secure	Wait to see what mound solution outcome is	17-Mar-21
15	Slide Embankment	The surface has subsided in some areas	L	Monitor for any further deterioration and repair as required	Wait to see what mound solution outcome is	17-Mar-21
16	Slide	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting	L	Treat any rusting components and repaint	Rubdown & Hammarite MI	01-May-20
17	Slide Embankment	There are holes in surface that may have been created purposely by animals.	L	Infill to provide a sound reasonably level surface.	Wait to see what mound solution outcome is	17-Mar-21
18	Climbing Frame	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	VL	no remedial action recommended		Closed

19	Climbing Frame	There is/are finger entrapment/s in the framework and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers	VL	no remedial action recommended		Closed
20	Climbing Frame	There are falls in excess of 600mm between adjacent components on the structure, in contravention of the recommendations set out in BS EN 1176 Part 1; 4.2.8.4	L	no remedial action recommended		Closed
21	Climbing Frame	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting	L	Treat any rusting components and repaint	Rubdown & Hammarite MI	01-May-20
22	Climbing Frame	The item is slightly loose in its foundations	L	Monitor for any further deterioration and repair as required	Monitor	20-Jan-21
23	Swings 2 bay 2 cradle 2 flat	The item of equipment has a fall height exceeding 1.50 metres and grass has been provided as a safety surface	VL	no remedial action recommended		20-Jan-21
24	Swings 2 bay 2 cradle 2 flat	We do not recommend the installation of anti-bird devices on equipment	L	Remove the device from the swing frame	Risk accepted as preferable to bird lime contamination	20-Jan-21
25	Swings 2 bay 2 cradle 2 flat	There is algae or moss growth on the surface resulting in slippery conditions	L	Clean and treat appropriately	Re-opening plan	17-Mar-21
26	Swings 2 bay 2 cradle 2 flat	The seats are too close to each other as defined in BS EN 1176 Part 2; this is a low-risk failure, and no remedial action is required	VL	No remedial work recommended		Closed
27	Swings 2 bay 2 cradle 2 flat	The tiles can easily be lifted or are lifting along the edges of the area	L	Lift and re-glue tiles to secure	Review options backfill?	17-Mar-21
28	Goals	We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection.		Implement load testing as required - this recommendation exceeds FA requirements for Goal safety	NFAR	Closed

29	Goals	There are missing and/or loose crossbar fixings on the goal	L	Replace and secure all loose fixings	Inspect & determine solution	17-Mar-21
30	Goals	The goals are not anchored in position	L	Refer to manufacturer recommendations and provide as required	NFAR	Closed
31	Goals	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting	L	Treat any rusting components and repaint	Rubdown & Hammarite MI	01-May-20
32	Roundabout	The distance between the underside of the roundabout platform and the playing surface is in excess of 110mm and contravenes the requirements of BS EN 1176 Part 5 which requires that the distance be maintained between 60mm-110mm - for the entire circumference of the roundabout	L	No remedial work recommended		Closed
33	Basketball Area	There are weeds/vegetation growth between or around the edges of the surfacing	L	Remove weeds/vegetation growth	DL - self-help	17-Mar-21
34	Basketball Area	The net is damaged	L	Replace	Chain net self-help option DL	17-Mar-21

TRAFFIC ANALYSIS REPORT

For Project: Crimbleham PF from Wereham

Project Notes/Address:

Location/Name: Incoming

Report Generated: 14/01/2021 05:20:12 PM

Speed Intervals = 5 MPH

Time Intervals = Instant

Traffic Report From 24/12/2020 11:00:00 AM through 13/01/2021 07:59:59 PM

85th Percentile Speed = 34.5 MPH

85th Percentile Vehicles = 21,402 counts

Max Speed = 85.0 MPH on 30/12/2020 11:05:00

Total Vehicles = 25,179 counts

AADT: 1235.8

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		1,328	1,198
AM peak	11:00 to 12:00	105	102
PM peak	04:00 to 05:00	134	112

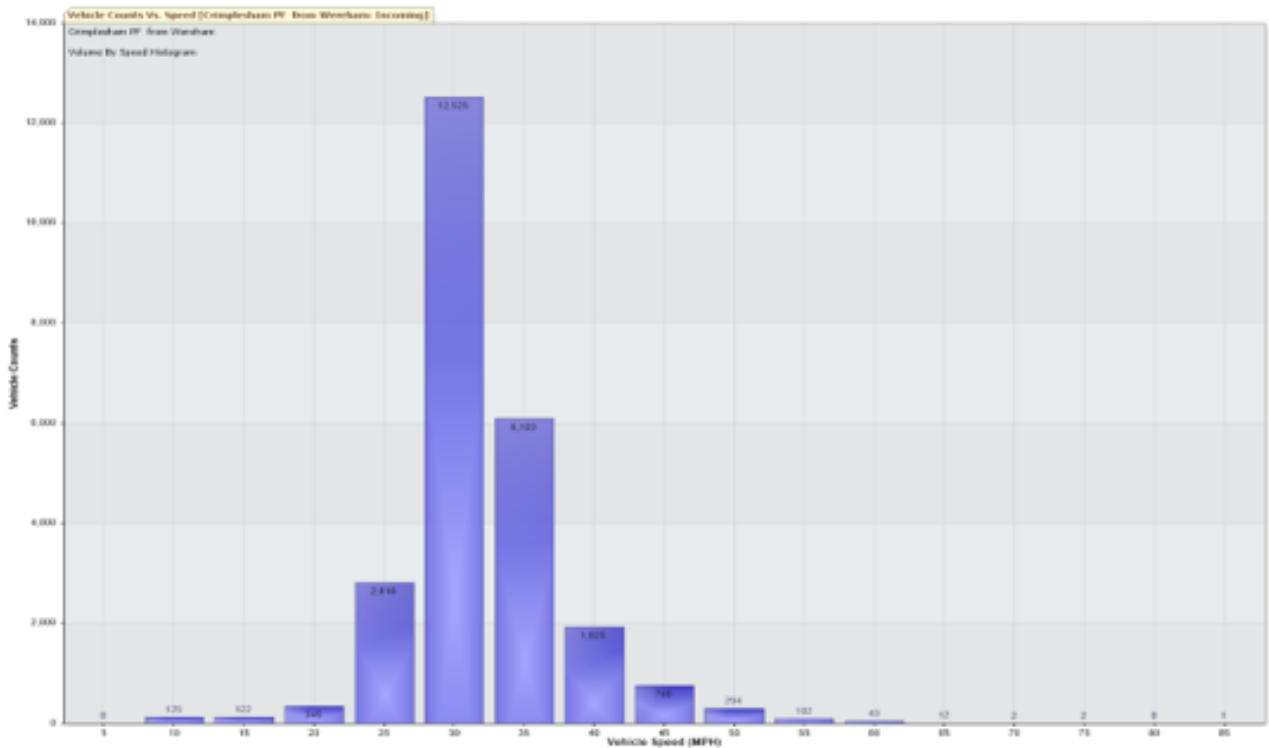
Speed

Speed limit: 30 MPH

85th Percentile Speed: 34.5 MPH

Average Speed: 29.5 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	1469	1568	1490	1402	1096	1172	1042
% over limit	34.5	34.8	34.0	37.1	36.4	44.0	40.8
Avg speeder	35.0	35.3	35.1	35.0	35.2	35.7	35.4



For Project: Crimlesham PE from Wereham
 Project Notes/Address:
 Location/Name: Incoming
 Report Generated: 14/01/2021 05:32:48 PM
 Speed Intervals = 5 MPH
 Time Intervals = Instant

Traffic Report From 24/12/2018 11:00:00 AM through 13/01/2019 12:59:59 PM

85th Percentile Speed = 34.5 MPH
 85th Percentile Vehicles = 31,316 counts
 Max Speed = 90.0 MPH on 01/01/2019 19:15:00
 Total Vehicles = 36,842 counts
 AADT: 1834.5

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		1,895	1,754
AM peak	09:00 to 10:00	154	138
PM peak	05:00 to 06:00	190	164

Speed

Speed limit: 30 MPH
 85th Percentile Speed: 34.5 MPH
 Average Speed: 29.6 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	2011	1490	2094	2256	2588	1964	1321
% over limit	36.1	37.5	38.2	35.4	36.8	37.5	41.5
Avg speeder	35.2	35.4	35.5	35.3	34.9	34.8	35.3

