

# CRIMPLESHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, convened on  
Wednesday, 18th November 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.

## 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 – one.

The clerk, this being his first meeting since appointment, introduced himself to those present and notified all that the meeting was being recorded on Zoom. The Chairman welcomed everyone and opened the meeting.

## 1. Apologies for absence

Apologies had been received from Cllr Pam Biggs and Cllr Jeffrey Carter.

## 2. Declarations of Interest

None.

## 3. Public Forum

No comments.

## 4. Minutes of the Meeting Held on 21st September 2020

The draft minutes, having been circulated with the agenda and online were proposed by Cllr Sawatzki, seconded by Cllr Cornwell, and agreed as an accurate reflection of the meeting.

## 5. Matters Arising

All matters arising to be dealt with under other items on the agenda.

## 6. Finance matters

a. **Approval of Monthly Expenditure.**

19 November 2020 (2020-2021)

### Crimplesham Parish Council Checklist - PAYMENTS LIST

Vch	Vchr. date	Last	Cd	Name	Description	Amount
33	19/10/2020	10/11/2020	2	Miss S J Thorpe	Clerks salary	226.40
34	06/10/2020	10/11/2020	2	HMRC	PAYE	31.40
35	28/10/2020	10/11/2020	3	Miss S J Thorpe	Clerks expenses	0.00
36	15/10/2020	10/11/2020	12	Haven Power	street lighting electric	25.56
37	10/11/2020	10/11/2020	12	Haven Power	street lighting electric	26.46
38	11/11/2020	11/11/2020	13	Holly Landscapes	Grounds maintenace	1,517.15
39	11/11/2020	11/11/2020	2	Mike Inder	Clerks salary	214.05
40	11/11/2020	11/11/2020	2	HMRC	PAYE	50.80
41	18/11/2020	18/11/2020	13	B M Willett	Grounds maintenace	450.00

TOTAL 2,541.82

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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 in a new format, explaining the attributing of the reserves into ear-marked categories with specific target amounts to build the reserves to meet projected future expenditure. Cllr Satur queried if the budget would have funding for the costs involved with re-opening the play park (the strategy for re-opening was discussed at this juncture to determine what costs might be associated and is documented under the relevant agenda item 8), a figure of £200 (to be reviewed on receipt of Inspection report) was added to the Play Equipment Repair/Replacement budget line. The draft budget will be posted on the PC website and Cllrs are invited to review and notify the clerk/RFO of any comments between meetings so as to be in a position to approve the budget and apply for the precept at the January 2021 meeting.

**7. Planning Matters**

a. **New applications:** None.

b. **Decisions since the last meeting:** None.

c. The query brought to the PC relating to a possible planning enforcement issue still needed follow up with the BC Planning Enforcement Team.

*After meeting action – The clerk contacted the BC Enforcement Officer regarding Planning case for alleged unauthorised use 20/00263/UNAUTU – the case is closed and the prompt response from the officer was circulated to Cllrs for their awareness and to relay back to the person raising the query.*

**8. Health & Safety**

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

i. Main Road (near Jasley) – BT manhole covers still needed attention. Clerk to follow up.

ii. The Play Park closure was discussed and the clerk provided advice on interpretation of Government guidance from his other 3 councils and highlighted that closing the park was ineffective as children would continue to use it and it was impractical to put attempt to prevent them. It was considered and cllrs discussed what actions would be require to re-open in a COVID-19 secure manner. It was agreed to wait and see the results of the play equipment inspection (due in Dec) to determine what remedial action will be need to prepare the park for re-opening, once the report was actioned and the park ready then it could be re-opened with the required signage and reminders to users on how to protect themselves and others from disease transmission.

b. **Health & Safety Inspections for PC assets:** No completed forms were received. The Chairman suggested that the list of assets and assigned responsibilities should be reviewed and the clerk will circulate the list as provisionally agreed during the meeting along with copies of the inspection record forms for cllrs to use.

Action: Clerk to circulate asset H&S responsibility list and associated forms.  
Cllrs to review and consider whether there are any other items that should be added, regrouped, or re-assigned and inform the clerk. Checks in accordance with the provisional list distributed to commence in the meantime.

c. **Flooding issues:**

i. Main Road near Churchfields - There had not been any further update from NCC Flood Management Team (FMT), nor Cllr Long's follow up with the NCC Flood Management Team.

Action: Clerk to follow up on progress by the NCC Flood Management team on the Main Road issue.

ii. Market Lane (surface water flooding) – Cllr James Lane confirmed that the work had been completed by NCC Highways on 18 November; a new gully installed, and the surface levelled.

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## 9. Correspondence

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

- a. An email from a resident seeking advice on how to proceed with a noise complaint. The clerk had directed him to the BC website and the Govt guidance on resolution options.
- b. Norfolk ALC had notified the PC of a change of their governance format to a cooperative and that as a shareholder the PC was invited to nominate a Cllr to attend meetings (anticipated to be quarterly via zoom) to represent and communicate with Norfolk ALC. Cllrs will consider and a nomination will be determined at the next meeting.

Action: Cllrs to consider Norfolk ALC representation nomination by the next meeting.

- c. The BC Community Development Officer, Frances Rayner, distributed an Alive survey for completion by Parish Councillors to provide a better understanding of the events and facilities provided for and aspirations of the over 60's population in the region. The survey was circulated to Cllrs on 5 Nov for a response by 4 Dec 20. The Chairman stated he would circulate the email again as a reminder. The Clerk offered to publish an article in the newsletter to keep residents informed of the Alive initiatives.
- d. The Chairman had received an offer of a bench and slabs for the playing field as well as a potential donation of funds to purchase fitness equipment that could be used by all ages, especially suitable for the older residents. The Council consider the generous offer and decided to decline the bench and slabs as suitable use could not be envisaged. The clerk will supply the chairman with a few ideas for the equipment that might match the suggestion and the chairman will discuss with the resident before committing to any undertaking by either party.

## 10. Parish Affairs

- a. **Crimpleham Playing Field.** Cllr David Lane had not yet been able to meet up with the representative from Fenland Leisure Products due to the restrictions but has discussed with the rep, Mr Baz Smith, the issues and he will be investigating possible solutions on his return from Furlough. The willow tree at the site has been removed.

- b. **Update on data from SAM2 sign.** Cllr James Lane reported the following SAM2 data:  
Location: near THE ROOKERY, MAIN ROAD, CRIMPLESHAM, recording incoming traffic from A1122 Junction.  
Dates: 1st. to 24th September 2020.  
Total number of vehicles 44,725.  
29,147 within the limit =65%  
15,578 over the limit =35%

12,171 @ 35MPH,  
2,805 @ 40MPH,  
498 @ 45MPH,  
80 @ 50MPH,  
18 @ 55MPH,  
5 @ 60MPH,  
1 @ 65MPH on Monday 14th. September at 4.45am.

Cllr Satur asked whether the data was subject to trending and analysis and how that was then used. It was apparent that the data was not currently handled in that way, the clerk offered to collate it and present it in a way that the council could use to evidence its future requests for traffic calming and speed limit enforcement activity.

Cllr James Lane stated that the SAM2 was currently deployed and that that data would be passed to the clerk when available. Members had noticed speed checks being carried out by the County Enforcement team about 2 weeks ago but not during what are known to be peak times for offenders. The clerk undertook to use future data to request that enforcement was more targeted to times where speeding was of greatest concern.

- c. **Update on Community Speed Watch Scheme.** The Clerk advised that he had received an update from the co-ordinator. It advised that currently the team only had three active members, with two others 'shielding' and another having left the village. Two new volunteers had come forward and one has received the training and ready to start. There is a need to recruit further volunteers (at least 2) to have a minimum pool of 6 to keep the scheme going. Item to be placed in the next newsletter to ask for additional volunteers.
- d. **Traffic calming.** Following on from previous ideas there was further discussion and offering of a variety of ideas ranging from pedestrian crossings to pinch-points. The clerk and B. Cllr Howland gave examples from the region where similar proposals had been researched and costs invariably ran into tens if not hundreds of thousands of pounds, with the physical installation costs being far outweighed by administrative costs due to the need to amend the statute. Furthermore, these

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schemes when successful can take many years to come to fruition. The new roundabout at Stradsett was reportedly coming close to fruition, it was suggested that might see a reduction in the amount of traffic using the village as a 'commuter rat-run' and by commercial traffic. There being no proposal being brought forward at this juncture Cllr James Lane suggested the topic was suspended for this meeting.

- e. **Village Hall matters.** Cllr Satur provided an interim report on the feasibility study he was carrying out on the proposal for a new Hall on the Playing Field. He explained his 3-stage approach in obtaining valuation of existing assets, costing the outline plans for a new build and funding options. There had been good progress on his study and he hoped to circulate his report in December but said there was a lot more to be considered. The clerk asked for clarification on a few points to gain an understanding of the situation and to get up to speed regarding ownership and management of the existing hall as it appeared that it was not a Parish Council asset and that it was run by a Charitable Trust. The clerk offered to put Cllr Satur in touch with Marham PC who were mid-way through an old village hall re-model and had sold land to fund it, they may offer other prospective options. The clerk also responded to a point raised by Cllr Cornwell concerning what happens to the Charitable Trust and hall if the appeal for new trustees to assist the current 3, who are finding the challenge of sustaining the hall too great, doesn't resolve the issue; he said he would make enquiries. In the meantime the concerns about the floor repairs and how the current hall is maintained in the immediate future were highlighted as in need of addressing and the Trustees may need PC support with that by way of a PC committee with parishioner involvement as a steering group or working group. It was decided to hold a meeting with the Trustees when circumstance permit to discuss the above points raised.

**11. Internal Council Affairs**

- a. **Scheduled meeting dates.** The Council had agreed that meetings would be moved to the third Wednesday of every odd month. The clerk 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 7<sup>th</sup> May 2021 and the future restrictions and possible extensions of dates in the CA 2000 may impact on the current schedule. The clerk will monitor progress and advise on how the schedule will need to flex for the May meeting. The January and March meeting dates were confirmed, and the rest will be subject to confirmation, they are published on the Council's website.

**12. Agenda Items for the Next Meeting**

The clerk explained his process for setting the agenda from matters ongoing from previous minutes, standing agenda items and asked that if cllrs had new proposals to bring up that they contact him to discuss how they need to be developed to present as a proposal that was sufficiently matured to reduce lengthy discussions during meetings (discussions on topics in tier development can be done outside of meetings between cllrs, parishioner and agencies).

**13. Date and Time of the Next Meeting**

Wednesday 20<sup>th</sup> January 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 9.49pm

Chairman.....

Date.....

Prepared by  
Mike Inder, Clerk & RFO

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11 November 2020 (2020-2021)

**Crimplesham Parish Council**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 30/10/2020</b>		
	Cash in Hand 01/04/2020		5,223.66
	<b>ADD</b> Receipts 01/04/2020 - 30/10/2020		10,122.64
			15,346.30
	<b>SUBTRACT</b> Payments 01/04/2020 - 30/10/2020		3,284.37
<b>A</b>	<b>Cash in Hand 30/10/2020</b> (per Cash Book)		<b>12,061.93</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/10/2020	0.00	
	Savings account 30/10/2020	3,045.14	
	Current account 30/10/2020	9,016.79	
			<b>12,061.93</b>
	Less unrepresented payments		0.00
			12,061.93
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>12,061.93</b>
	<b>A = B Checks out OK</b>		

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