

CRIMPLESHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, convened on Wednesday, 17th March 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
Cllr Gary Dodds (Co-opted at item 16/21)

In Attendance:

Cllr Mike Howland (Borough Councillor)
Cllr Geoff Hipperson (Borough Councillor - Mayor)

Clerk – Mike Inder

Member of the Press & BCKL&WN Comms Officer.

Parishioners present: 3

Presentation: The chairman welcomed those present, introduced former Cllr Pam Biggs to the Mayor of Kings Lynn and West Norfolk and public. He expressed on behalf of the Parish Council and community the gratitude for over 41 years of uninterrupted service to the community as a Cllr and leadership as chairman during that time. A greengage bush will be planted on the village green to celebrate her contribution. He then introduced the Mayor who congratulated former Cllr Pam Biggs for her exceptional service to democracy in West Norfolk and service to the community. The Mayor then presented (by proxy) The Mayor's Special Award for outstanding services to the community. Former Cllr Biggs replied to thank everyone for the flowers and said "I must admit every hour I spent doing it I thoroughly enjoyed. We had disagreements, which you should have. We did our jobs. "I'm only sorry I can't carry on, but I shall still be taking a deep interest, so you'd better do it properly!"

15/21 Apologies for absence.

Apologies had been received and were accepted from Cllr Jeffrey Carter.

16/21 Co-option to fill casual vacancy.

An application to serve as a Parish Councillor from Mr Gary Dodds had been received in response to the advertisement. Having attended meetings as a member of the public previously he was already known to the Cllrs. Mr Dodds re-stated his wish to be considered and to serve the community, he was briefly removed from the meeting to the waiting room. Cllr Sawatzki proposed his co-option, seconded by Cllr Satur and the vote unanimously in favour. Mr Dodds was admitted from the waiting room and the Chairman informed him of the vote result to co-opt him. Cllr Dodds signed the declaration of office in the presence of the Proper Officer and took his place on the Council. *(this should be recorded as one of the more surreal co-options in history as the pandemic restrictions and use of virtual remote meetings meant that Cllr Dodds was present via a mobile phone video link from his car, to get a decent signal, in a break from nightshift as a 'key worker'. The pandemic, whilst setting so many restrictions on daily routine has presented the Council the opportunity to demonstrate flexibility and determination to continue business in the face of adversity!)*

17/21 Declarations of Interest

None.

18/21 Public Forum

No public representation.

Chairman's Initials

19/21 **Minutes of the Meeting Held on 20th January 2020.**

The draft minutes, having been circulated with the agenda and an address corrected by the chairman. They were then proposed by Cllr Satur, seconded by Cllr Sawatzki, and agreed as an accurate reflection of the meeting.

20/21 **Finance matters**a. **Approval of Monthly Expenditure.**

The payments at Annex A were reviewed and proposed by Cllr Dodds, seconded by Cllr Satur, 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 February, a copy of the reconciliation summary is at Annex B. A copy of the bank reconciliation, receipts and statements will be presented to the chairman for checking and countersigning at the next opportunity (COVID restrictions permitting).

c. **To Appoint an Internal Auditor.**

The clerk stated that the previous internal auditor had declined the invitation to continue and that he had contacted another local auditor, Mr John Cross, who carries out the role for the 3 other councils the clerk is employed by and recommended him for appointment. Cllr J Lane proposed that Mr John Cross is appointed as the Internal Auditor, seconded by Cllr D Lane and motion carried.

d. **To ratify training cost contribution.**

The clerk had attended NALC training in councils managing charities and the cost was agreed between meetings to be shared equally by the 2 councils gaining immediate benefit. The decision agreed between meetings was ratified.

e. **To consider donation request by Norfolk Citizens Advice.**

After deliberation, the council declined the request, clerk to inform Norfolk Citizens Advice.

21/21 **Planning Matters**a. **New applications:** None.b. **Decisions since the last meeting:** 20/01964/F – Retention of temporary outbuilding at 5 New Road, the BC permitted the application by delegated authority despite the PC decision to object. The Clerk had reviewed the Planning Officer's report which stated:

The Parish Council has objected to the scheme on the grounds that the application is retrospective and therefore the applicant has not followed due process. Individual Councillor comments were also submitted with one Councillor also querying the necessity of the building when the existing buildings are not fully utilised. The application is retrospective; however, this is acceptable in terms of planning regulations and therefore is not a reason to refuse the planning application itself. The applicant has stated that the building has been erected and used in excess of four years now, and with that in mind, in line with Section 171B of the Town and Country Planning Act 1990 the development is now immune from enforcement action. In terms of whether there was a need for the building on the site, and how well utilised the buildings are, again this is not a material planning reason for the refusal of the application. On visiting the site, it appeared all buildings on site were in use. REF. NO: 20/01964/F Given the Parish Council recommendation is contrary to the officer recommendation the application was taken to the Planning Committee Sifting Panel, in line with the adopted Scheme of Delegation. The Sifting Panel reached the view that the application could be determined as a delegated decision.

c. **To consider adopting a Planning Consultation Process Policy.**

The clerk had circulated a policy used by his other councils as a guide and record for the Parish Council, to steer cllrs consideration through the complexities and nuances of the planning system to arrive at material decisions and make effective comments in response to consultations whilst providing a record of the deliberations leading to the overall decision on comment to be submitted to support the council's position in the future.

Cllr Satur proposed the adoption of the policy, seconded by Cllr D Lane and all votes in favour of the motion.

Chairman's Initials

22/21 Health & Safety

- a. Cllr D Lane stated that he had followed the clerk's steer to report the highways defects highlighted at the last meeting with photos via the NCC online reporting tool. The various issues had been reported and he had email responses providing updates and they are all assessed as needing attention and scheduled within 6 weeks of the inspection. He commended the system to other cllrs.
- b. The clerk reported that on consultation with the Highways Engineer that the bench at the bus stop did not need to be fixed to the ground unless it was deemed as unstable and that it would likely be approved if we submit a street furniture application.

Action: Clerk to submit a Street Furniture License application for the bench at the bus stop.

23/21 Matters Requiring Attention: The following issues were raised:

- a. 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 was reported to Albanwise by clerk with a request a clear up; it was attended to promptly. However, due to an intense period of work in that area for water management the problem has arisen again and in addition to the mud at the junction the proliferation of stones on the whole stretch of road was deemed as a hazard for cyclist. The Clerk had been in contact with the Albanwise manager who had stated he would have the mud cleared after work scheduled on the 18th March. The Clerk offered to follow that up with a request for a street sweeper to be scheduled by the BC.

Action: Clerk to submit a request to the BC for street cleaning of Stow Barn Road.

24/21 Health & Safety Inspections for PC assets:

Cllr Satur confirmed no new observations to report.

25/21 Flooding issues

Main Road near Churchfields – a further flooding event following heavy rain on 18 January resulted in a road closure and water emerging from the drain under the property at Forge Gardens. This was promptly reported and B. Cllr Long contacted for assistance in hastening a response, which he did. The frustrations continue amongst residents at the protracted resolution to this; Cllr Cornwell received the following response from the Lead Local Flood Authority:

Apologies for the delayed response.

We are looking at Crimplesham from two areas, the existing combined ordinary water course/highways system that discharges to the rear of Forge Gardens and the provision of a new bypass culvert, which aim to separate the two.

With regards to the former, following initial investigations it was clear that the head wall to the existing system had collapsed and needed repair. This section of the water course is under riparian ownership as to say the owner of Forge Gardens is responsible, however ... we reluctantly agree to investigate further and take the work on ourselves. A subsequent survey of this section was undertaken which sadly proved inconclusive, due to residual water in the culvert not allowing the survey to be completed, however indicated the issues are far greater than a collapsed headwall.

We are currently in discussion as to how to move this part of the problem forward and are meeting via teams next week, I would be happy to provide you with an update following the meeting.

With regards to the second part, we have put designs together for the bypass section however we need to undertake some spot levels on site to confirm the viability of the design. We will look to undertake these as soon as practicable however as you can probably appreciate much of our resource is being used to undertaken site visits to flooded locations across the county at the time, however we will endeavour to get out to Crimplesham as soon as possible.

I trust this clarifies matters a little more and will provide a further update following our meeting next week.

Cllr Cornwell reported on the subsequent meeting where the levels were surveyed; the findings with routing of sewers, drains and cable ducts were complex and require calculations to find an acceptable solution that will resolve the issue satisfactorily. He further explained the option to install a bypass culvert was looking less favourable as things have progressed. He stated that the forecast

Chairman's Initials

for completion was by the end of the summer. Cllr Sawatzki echoed the frustration of residents and asked the clerk to press the LLFA for a more expedient progression and accurate forecast. It was agreed by council for the clerk to contact the LLFA.

Action: Clerk to contact the LLFA to request that the progress is expedited and a firmer date for completion provided.

26/21 Correspondence.

- a. The Clerk has received notification from Barclays that the mandate changes have been actioned as requested. He will now proceed with setting up internet banking to improve oversight and efficiency.
- b. The Clerk had received an email from a resident complaining of a barking dog nuisance in the vicinity of Byshell. The clerk had responded with a reference to the email response on 29 Oct 20 on the same subject, copied to cllrs, in which he had signposted the resident to the Borough Council, who have the authority and responsibility to act on nuisance issues of all types and that the Parish Council has no powers to act on. An offer was extended that if he felt the BC had not responded properly, that provided with the reference for his complaint to the BC, the matter could be followed up and the assistance of Borough Councillor to investigate further could be sought. The resident has not provided any further response to act on.

27/21 Crimplesham Playing Field.

- a. The clerk had designed a new sign for the gate to fulfil the requirements highlighted in the annual inspection and to incorporate other aspects to notify 'No Dogs' and 'No Parking'. The sign was approved by council and the quote for £28 plus VAT agreed.

Action: Clerk to order and install the new playing field gate sign.

- b. The 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. The clerk reported that on viewing the site to assess the scope to submit a request to the Community Pay Back Scheme coordinator, that the ownership of the fence did not appear clear and that areas of the fence needed replacement and/or repair. He had checked the HM Land Registry and the playing field is not registered, so reference to the deeds of the Old Rectory would need to be viewed or the owner contacted to ascertain the ownership and his intentions for rest of the clear up of the tree and scrub clearance that appeared to be on-going. A letter followed by an email to the owner was sent requesting further information, but no response has been received. Cllr Cornwell explained that the owner often spent long periods away from the property and offered to speak to him in person when he next saw the opportunity. The clerk will send a copy of the correspondence to Cllr Cornwell to relay.
- c. Cllr D 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.

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

- d. The play equipment inspection recovery action plan was reviewed, and actions decided and recorded on the action plan at Annex C.

28/21 Traffic Issues:

a. Speed Monitoring - Update on data from SAM2 sign.

The SAM2 had been deployed at the Rookery facing the A1122 between 15 Feb – 11 Mar 21. The full report was reviewed, and the following data analysed in comparison with previous siting at this location and was broadly similar:

Total Vehicles: 34,987

Average Speed 29.3 MPH

Percentage over the speed limit 9%

Average Speed of those over the limit 38.7 MPH

Max speed recorded 70MPH at 2.40pm on 27 Feb 21 with 8 counts at 60 MPH.

- b. **Update on Community Speed Watch Scheme.** The Clerk advised that the team activity had been paused during the lockdown.

Chairman's Initials

29/21 Highways Issues.

- a. All issues from previous reports had been attended to or scheduled with exception to the culvert in the layby on the A1122 which was still flooding. Clerk will follow up.
- b. New Issues:
 - i. Cllrs were concerned at the overall degradation of the road surface from Market Lane junction up to the A1122. The Clerk offered to ask the Highways Engineer to take a view on it, noting that a pragmatic view may need to be taken considering the vast number of road defects in the area and the priorities that would be set accordingly.
 - ii. Cllr Satur asked for the verge near the A1122 junction to be re-instated where vehicles had circumnavigated the Road Closed signs.
- c. The Rangers visit scheduled for April was notified and cllrs requested to submit suitable tasks to the clerk for submission. The playing field verge was reported as in need of dressing along with the paths in general in need of siding out.

Action: Clerk to liaise with Highways and the Rangers accordingly.

30/21 To receive updates on the Playing Field and Village Hall Trust options.

- a. The Clerk reported that following his training on charities he had followed a recommendation to draft an options paper to the council and stakeholders. That initial draft was circulated to the Councillors in February. The Clerk had also followed up on a Norfolk Parishes Clerk forum post regarding issues with Councils as Sole Trustee, the 3-way zoom call had proven very useful and as a result he had contacted NALC for advice on referral to Birketts Solicitors (sector specialist based in East Anglia with a free 20 min initial consultation and favourable rates) as the Playing Field transfer to the Parish Council 5 years ago has been revealed to be incomplete and that needs to be resolved urgently and before any further deliberations on the Village Hall can be explored. The Clerk will inform cllrs when the appt is made to provide cllrs the opportunity to attend.
- b. Cllr Satur notified council that until the matter above are resolved the new village hall project was paused.

31/21 Appointment of Cllr representative to the Poor Lands Trust.

A new representative was highlighted as required to replace the retired Cllr Biggs. There were no immediate volunteers and the chairman suggested that he provided Cllrs not in attendance with the opportunity.

32/21 Agenda Items for the Next Meeting

Cllr Satur suggested that the distribution of the newsletter was reviewed as there did not appear to be an adequate number of copies and some overlap or omissions in delivery were noted. Cllr J Lane also asked if anyone would like to assume responsibility for collection of the Newsletters as he had been doing it for many years, Cllr D Lane offered to pick up that responsibility.

Action: Clerk to draft a newsletter distribution list for ratification to ascertain number of copies required and invite bids from cllrs for delivery areas of responsibility.

33/21 Date and Time of the Next Meeting

Wednesday 5th May 2021, commencing at 7.30pm for the Annual Parish Meeting to be followed by the Annual Meeting of the Parish Council. Both meetings will be taking place remotely on Zoom.

The Chairman thanked those present for their contributions and closed the meeting at 9.37pm

Chairman.....

Date.....

Prepared by
Mike Inder, Clerk & RFO

Chairman's Initials

18 March 2021 (2020-2021)

Crimplesham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
48 Clerks salary	20/01/2021		Current account		PAYE	HMRC	E	50.80	0.00	50.80
49 General admin	27/01/2021		Current account	100876	Scribe - Accts Subs	Starboard Systems Ltd	S	96.75	19.35	116.10
47 Clerks salary	30/01/2021		Current account		Clerks salary	Mike Inder	E	214.05	0.00	214.05
50 Street lighting	02/02/2021		Current account		street lighting electric	Haven Power	L	25.20	1.26	26.46
51 Playing Field	08/02/2021		Current account	100877	Play equipment	Digiflex Ltd	S	9.99	2.00	11.99
53 Clerks salary	10/02/2021		Current account		Clerks salary	Mike Inder	E	214.05	0.00	214.05
54 Clerks salary	10/02/2021		Current account		PAYE	HMRC	E	50.80	0.00	50.80
55 Training	10/02/2021		Current account	100878	Training	Wiggenhall St Germans Parisi	E	22.50	0.00	22.50
56 General admin	01/03/2021		Current account	100879	Newsletter printing	Limetree Marketing	E	30.00	0.00	30.00
57 Street lighting	01/03/2021		Current account	DD	street lighting electric	Haven Power	L	22.65	1.13	23.78
58 General	08/03/2021		Current account	100880	Grounds maintenace	Crimplesham PCC	E	900.00	0.00	900.00
59 Village Hall	08/03/2021		Current account	100881	Grant	Crimplesham Village Hall	E	900.00	0.00	900.00
60 Clerks expenses	08/03/2021		Current account		Clerks expenses	Mike Inder	E	28.80	0.00	28.80
61 Clerks salary	10/03/2021		Current account	SO	Clerks salary	Mike Inder	E	214.05	0.00	214.05
62 Clerks salary	10/03/2021		Current account	SO	PAYE	HMRC	E	50.80	0.00	50.80
63 General	12/03/2021		Current account	100883	dog bin emptying	BCKLWN	S	78.52	15.70	94.22
Total								2,908.96	39.44	2,948.40

Chairman's Initials

5 March 2021 (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)

	Bank Reconciliation at 05/03/2021		
	Cash in Hand 01/04/2020		5,223.66
	ADD Receipts 01/04/2020 - 05/03/2021		10,122.72
			15,346.38
	SUBTRACT Payments 01/04/2020 - 05/03/2021		6,732.63
A	Cash in Hand 05/03/2021 (per Cash Book)		8,613.75
	Cash in hand per Bank Statements		
	Petty Cash 26/02/2021	0.00	
	Savings account 26/02/2021	3,045.22	
	Current account 26/02/2021	5,986.95	
			9,032.17
	Less unrepresented payments		418.42
			8,613.75
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		8,613.75
	A = B Checks out OK		

Chairman's Initials

Annex C

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.		05-May-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)	Sign Agreed - Clerk to purchase and install.	05-May-21
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	MS - Clear rust & Galvanise Spray	05-May-21
6	Benches	There is algae or moss on the surface of the equipment	VL	Clean and treat appropriately	Opportunity basis self-help.	05-May-21
7	Bench	The weld(s) on this item have failed	L	Repair item	KC- Scrap - Arrange removal	05-May-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	05-May-21
10	Slide Embankment	The surface has eroded in some areas	L	Reinstate the surface	On-going due to Furlough - DL	05-May-21
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	05-May-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	05-May-21
14	Slide Embankment	The item is loose in its foundations	L	Reinstall item to secure	Wait to see what mound solution outcome is	05-May-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	05-May-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 after Slide embankment repairs	05-May-21
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	05-May-21
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	Brush & Galvanise spray MS	05-May-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	05-May-21
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 hollow - Soil from Brit Sugar - large trailer source? MI	05-May-21
33	Basketball Area	There are weeds/vegetation growth between or around the edges of the surfacing	L	Remove weeds/vegetation growth	DL - self-help	05-May-21
34	Basketball Area	The net is damaged	L	Replace	Chain net self-help option DL	05-May-21