

CRIMPLESHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, convened on Wednesday, 5th May 2021. Commenced at 7.35pm 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 David Lane
Cllr James Lane
Cllr Barry Satur
Cllr Mark Sawatzki
Cllr Gary Dodds

Apologies:

Cllr Mike Howland (Borough Councillor)
Cllr Jeff Carter

Absent:

Cllr Kevin Cornwell

In Attendance:

Clerk – Mike Inder
Public present: 1

- 34/21 **Elections of Chairman and Vice Chairman:** Cllr Sawatzki nominated Cllr D Lane, who had indicated he was willing to continue, seconded by Cllr Dodds and unanimously elected. Cllr Sawatzki was nominated to continue as Vice Chairman by Cllr D Lane, seconded by Cllr J Lane, he accepted the nomination and was duly elected unanimously.
- 35/21 **Apologies for absence:** Apologies had been received and were accepted from B. Cllr Mike Howland and Cllr Jeffrey Carter.
- 36/21 **Declarations of Interest:** None.
- 37/21 **Public Forum:** No public questions or comments.
- 38/21 **Minutes of the Meeting Held on 17th March 2021:** The draft minutes, having been circulated with the agenda were proposed by Cllr J Lane, seconded by Cllr Dodds, and agreed as an accurate reflection of the meeting.
- 39/21 **Finance matters**
- a. **Approval of Monthly Expenditure:** The payments at Annex A were reviewed and a late invoice for payment of for the Internal Audit added by the clerk. The payments were proposed by Cllr Satur, seconded by Cllr J Lane, 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 April, 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 Receive the Internal Audit Report:** The clerk had copied the IA AGAR report carried out on 21 Apr 21 to cllrs in advance; the narrative report had been received in the post on the day of the meeting and was read out by the clerk for those who had not seen it. There were no adverse observations that required addressing.
 - d. **To Review the Asset Register:** The clerk had circulated the current asset register and in reviewing it asked about location of some assets, the whereabouts was uncertain. The Clerk suggested that the Scribe software asset register was not helpful in this respect and suggested that a more comprehensive asset register with locations and photos would be an improvement. It was agreed that the register in its basic form was accurate and to proceed with the clerk's suggestion.

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e. **Annual Governance Accountability Report (AGAR):**

- i. **Declaration of Exemption from Limited Assurance Review:** The clerks explained the external audit process, benefit and cost and stated that the council fully met the criteria to declare and exemption from the Limited Assurance Review. It was proposed by Cllr J Lane, seconded by Cllr D Lane to declare an exemption and it was duly agreed.
- ii. **Annual Governance Statement:** The clerk read each statement and provided an explanation of how the council fulfilled the requirements, the cllrs then collectively agreed each statement, the Chairman will sign the statement at the earliest opportunity (COVID restrictions).
- iii. **Accounting Statement:** The clerk having circulated the accounting statement, list of variations and reconciliation, asked if there were any queries, there being none the accounting statement was proposed by Cllr J Lane, seconded by Cllr D Lane, and duly accepted.

40/21 **Planning Matters**a. **New applications:**

- i. **21/00827/F – Extension to the existing vet clinic at Home Farm:** Cllrs reviewed the planning using the screen share facility and were content to support the planning application.
- ii. **21/00646/F & 21/00495/A – Update of branding and signage at the Hylton Gott Volvo dealership:** Responses had been received from Cllrs expressing concern regarding the visibility and safety for vehicles exiting the garage as some of the signage is thought to obscure the vision of traffic on a fast-moving stretch of road in the National Speed limit area. The clerk advised rather than submitting Support with caveats, it was better to object but comment on how their support can be secured with comments such as a request for Highways to carry out a site visit to ensure the safety concerns are examined. Council agreed with that consultation response.

b. **Decisions since the last meeting:** None.41/21 **Health & Safety**

- a. **Inspection Reports:** Cllr Satur reported there were no significant issues, and he would forward the record of inspection to the clerk.
- b. **Matters Requiring Attention:** No new matters raised. Cllr D Lane reported on follow up of the 6 reports raised following the last meeting and they are recorded under item 47/21.

42/21 **Flooding issues:** There has been no updates received since the last meeting, the clerk was asked to contact NCC for an update.

Action: Clerk to request an update from NCC for the works to relieve the flooding.

43/21 **Spring Clean:** The clerk informed the meeting that the Borough Council were in the process of restarting the scheme to loan litter pick equipment and arrange collection of the litter collected. Cllr Dodds undertook to contact the BC to request the service for the planned litter pick on 5 Jun 2021 and proceeded to give a report on arrangements.44/21 **Correspondence:** The clerk had received an email earlier in the day from a resident and forwarded it to cllrs for consideration and comment. It made a series of comments relating to the letting of a property by Air BNB and alleged misrepresentation of amenities in Crimbleham. Council asked the clerk to carry out further research into the comments and to draft a response.

Action: Clerk to draft a response to the correspondence received regarding the misrepresentation of amenities etc.

45/21 **Crimbleham Playing Field.**

- a. **Boundary Fence and overgrown vegetation:** Cllr Cornwell had made contact with the owner of the Old Rectory and clarified that there was no further work planned and that their understanding was the boundary fence was the responsibility of the owners of the playing field land. As the playing field is not currently registered with HMLR and the council is currently engaging with solicitors to resolve ownership and sole trustee transfer of the Playing Field Trust then work has been suspended.

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- b. **Outdoor Fitness Equipment:** Cllr D Lane explained that the FLP rep was now available to make a site visit and provide quotes but that was also suspended pending the legal transfer of responsibility as it also impacted on available funding.
- c. **Play Park Action Plan Review:** The clerk informed council that the suggested source of soil for infill from British Sugar had been investigated but was not possible as the free collection of a trailer full was no longer available, Mick George min qty 20 tonnes, they suggested that for the quantity required that Holly Landscapes were the best option. This has not been followed up due to the cost implication pending the outcome of the ongoing transfer of the PF Trust and associated costs. Cllr Dodds mentioned that a resident had offered hammarite paint to refurb the play equipment, it was noted for future application.

46/21 **Traffic Issues:**

- a. **Speed Monitoring - Update on data from SAM2 sign.**
The SAM2 deployment period was still in progress, report published on the PC website Traffic page once available.
- b. **Update on Community Speed Watch Scheme.** Nothing to report.

47/21 **Highways Issues.**

- a. The 6 issues from previous reports had been reviewed by Cllr D Lane, one had been carried out but 5 others scheduled had exceeded the stated 6-week period for completion. Cllr D Lane to pass the references to the clerk to follow up.
The work request of the Rangers was reported by Highways as completed.

<p>Action: Clerk to follow up on overdue repairs as reported by Cllr D Lane.</p>

- b. **New Issues:** None reported.

48/21 **To receive updates on the Playing Field and Village Hall Trust options.**

- a. The clerk referred council to the minutes of the meeting held on 29 April as superseding this item, it was agreed.
- b. The new village hall proposal is suspended pending outcome of survey and trustee decisions on the future of the management of the existing village hall.

49/21 **Appoint of Cllr representative to the Poor Lands Trust:** A new representative volunteer to replace the retired Cllr Biggs was requested. Cllr D Lane undertook to act as the representative and assess whether he could continue to carry out that role once he had attended a meeting of the Trustees.

50/21 **Agenda Items for the Next Meeting:** No new items proposed.

51/21 **Date, Time, and Venue of the Next Meeting:** Wednesday 21st July 2021, commencing at 7.30pm and expected to take place in the village hall, as the legislation permitting remote meetings expires on 7th May 21. COVID Risk Assessments and protocols to be put in place and notified in due course.

<p>Action: Clerk to book the Village Hall for the meeting on 21 July 21, ensure COVID RA and protocols are in place and notified with the agenda.</p>
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The Chairman thanked those present for their contributions and closed the meeting at 9.00pm

Chairman

Date

Prepared by
Mike Inder, Clerk & RFO

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29 April 2021 (2020-2021)

**Crimplesham Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
64 Subscriptions	22/03/2021		Current account	DD	Data protection registration	ICO	E	35.00	0.00	35.00
65 General admin	31/03/2021		Current account	100864	Clerks expenses	Miss S J Thorpe	S	-13.33	-2.67	-16.00
67 General admin	31/03/2021		Current account	100864	Clerks expenses	Miss S J Thorpe	S	-23.98	-4.80	-28.78
66 General admin	31/03/2021		Current account	100864	Clerks expenses	Miss S J Thorpe	X	16.00	0.00	16.00
68 General admin	31/03/2021		Current account	100864	Clerks expenses	Miss S J Thorpe	X	28.78	0.00	28.78
Total								42.47	-7.47	35.00

6 May 2021 (2021-2022)

**Crimplesham Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Subscriptions	01/04/2021		Current account	100884	Subscription	Norfolk ALC	E	136.47	0.00	136.47
2 Training	13/04/2021		Current account	100885	Training	Norfolk ALC	S	60.00	12.00	72.00
3 Street lighting	13/04/2021		Current account	DD	street lighting electric	Haven Power	L	25.20	1.26	26.46
4 Clerks salary	13/04/2021		Current account	SO	Clerks salary	Mike Inder	E	214.05	0.00	214.05
5 Clerks salary	13/04/2021		Current account		PAYE	HMRC	E	50.80	0.00	50.80
6 Waste Collection	13/04/2021		Current account	100886	Litter bin emptying	BCKLWN	E	109.08	0.00	109.08
7 Street lighting	04/05/2021		Current account	DD	street lighting electric	Haven Power	L	24.34	1.22	25.56
8 Audit	06/05/2021		Current account	100887	Internal Audit	John Cross	X	35.00	0.00	35.00
Total								654.94	14.48	669.42

29 April 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)

A	Bank Reconciliation at 31/03/2021		
	Cash in Hand 01/04/2020		5,223.66
	ADD		
	Receipts 01/04/2020 - 31/03/2021		10,122.80
			15,346.46
	SUBTRACT		
	Payments 01/04/2020 - 31/03/2021		8,955.50
			6,390.96
B	Cash in hand per Bank Statements		
	Petty Cash	31/03/2021	0.00
	Savings account	31/03/2021	3,045.30
	Current account	31/03/2021	3,555.98
			6,601.28
	Less unrepresented payments		210.32
			6,390.96
Plus unrepresented receipts		0.00	
		6,390.96	
	A = B Checks out OK		

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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.		21 July-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. Ordered.	21 July-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	21 July-21
6	Benches	There is algae or moss on the surface of the equipment	VL	Clean and treat appropriately	Opportunity basis self-help.	21 July-21
7	Bench	The weld(s) on this item have failed	L	Repair item	KC- Scrap - Arrange removal	21 July-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	21 July-21
10	Slide Embankment	The surface has eroded in some areas	L	Reinstate the surface	On-going due to Furlough - DL	21 July-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	21 July-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	21 July-21
14	Slide Embankment	The item is loose in its foundations	L	Reinstall item to secure	Wait to see what mound solution outcome is	21 July-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	21 July-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	21 July-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	21 July-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	21 July-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	21 July-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? – British Sugar not operating the scheme, Mick George Dof Q excessive, suggest Hollies Landscapes	21 July-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	21 July-21
34	Basketball Area	The net is damaged	L	Replace	Chain net self-help option DL	21 July-21