

CRIMPLESHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, convened on Wednesday, 21st July 2021 in the Crimplesham Village Hall. Commenced at 7.35pm with Councillor David Lane in the chair.

Present:

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

Clerk – Mike Inder

Apologies:

Cllr Mike Howland (Borough Councillor)
Cllr Gary Dodds

In Attendance:

Public present: Nil

- 52/21 **Apologies for absence:** Apologies had been received and were accepted as noted.
- 53/21 **Declarations of Interest:** Cllr Cornwell declared an interest as a neighbour for planning reference 21/01360/F.
- 54/21 **Public Forum:** No public questions or comments.
- 55/21 **Minutes of the Meeting Held on 5th May 2021:** The draft minutes, having been circulated with the agenda were proposed by Cllr Sawatzki, seconded by Cllr Satur, and agreed as an accurate reflection of the meeting and duly signed by the chairman.
- 56/21 **Finance matters**
- a. **Approval of Monthly Expenditure:** The payments at Annex A were reviewed. The payments were proposed by Cllr Satur, seconded by Cllr Cornwell, the payments were authorised.
 - b. **Review of Reconciled Cashbook:** The Clerk advised that he had reconciled the cashbook to the end of June, a copy of the reconciliation summary is at Annex B. Cllr D Lane carried out the reconciliation checks at the end of the meeting and countersigned the summary record.
- 57/21 **Planning Matters**
- a. New applications and consultation responses between meetings were ratified as below:
 - i. 21/01130/F - Proposed cart lodge for parking and storage at Rosemary Cottage, Main Road, PE33 9DX. Supported between meetings.
 - ii. 21/01360/F | Single storey extension to provide ground floor shower room | Birchdale Market Lane PE33 9DZ – Supported with comment that the proposed layout was sympathetic to the existing building.
 - b. Application decisions since the last meeting were reviewed:
 - i. 21/00827/F | Extension to existing veterinary hospital | Veterinary Clinic at Home Farm Downham Road – Application Withdrawn. The PC had supported the application and noted that the application had been withdrawn due to the NCC Highways comment that had been received late and required hastening by the BC Planning Officer. The Highways comment was to object on the same grounds as the initial application in 2014; the Planning Officer had given indication to the applicant that despite being contrary to the PC's support comment that it would be dealt with using delegated authority (contrary to process but justified by the comment that the PC had not stated reasons for support), and that the decision would likely be to refuse the application. The request by the agent to 'Call-in' the application to be decided by the Planning Committee was refused as it was beyond the 21-day time limit. The PC noted that if and when the planning

Chairman's Initials

is re-submitted that it would scrutinise the Highways evidence (a reported 5 accidents near the access to the A1122 but not all necessarily attributable to access to the Vets1 access) and if deemed appropriate would request the Ward Borough Cllr to call in the planning to committee to ensure a balanced hearing and fully considered decision.

58/21 **Village Hall and Playing Field Management:**

- a. A meeting was convened on 14 Jul 21 by the Parish Council and Trustees of the Village Hall Charity Trust, attended by 17 residents, to discuss the results of the questionnaire. The majority of responses were in favour of the Hall continuing in its current form and there were sufficient volunteers to become Trustees and form a Management Ctte. The Parish Council is pleased that the Village Hall now has the level of support needed to continue without the PC being invited to become Sole Trustee. The PC Chairman stated that it would continue to support the Hall as appropriate if and when requested to by the new Ctte and Trustees. The PC would close the matter of a proposal for a new village hall as it is no longer a stakeholder in that decision making.
- b. The Playing Field management by the PC, having taken advice from Community Action Norfolk (CAN), is considered able to be resolved to put the PC in place as Sole Trustees to formalise the handover in 2015 without the need for legal assistance that would overstretch the PC budget and reserves. Subscribing as Silver members of CAN would provide a level of support with templates and advice for the Clerk to carry out the work required. Cllrs agreed that overtime accrued by the clerk attributed to the Playing Field Charity work would be authorised for remuneration.
- c. Cllr Sawatzki proposed that the Council subscribed to CAN with Silver Membership at a cost of £50 per year, seconded by Cllr Cornwell and the vote carried in favour.
- d. The CAN advice provided 2 options to reach the desired outcome, the council voted in favour of option 2 proposed by Cllr Satur and seconded by Cllr Sawatzki; which will see the PC apply as interim acting Trustee to become Sole Trustee, negating the need to appoint a 3rd Trustee to facilitate the lapsed trust and thereby avoiding further delay and being a true reflection of proceedings to date.

Action: Clerk to subscribe to CAN Silver Membership, inform Birketts' Solicitors that they will not be proceeding with the fixed fee service offered and commence work with CAN to install the PC as Sole Trustee and register the land accordingly.

59/21 **Cllr Reports**

- a. **Inspection Reports:** Sawatzki provided an update on the play park including the work already identified in the Play Equipment Inspection Recovery Action Plan. He stated that the majority of the items could be rectified with self-help and volunteered to undertake the work, other Cllrs volunteered to assist. The replacement sign has been installed on the gate by the clerk. Cllr Sawatzki also mentioned that the grass was particularly long on the last couple of inspections, the clerk was asked to query schedule with Holly's Landscaping to ascertain if there had been issues with weather or the schedule?

Action: Clerk to contact Holly Landscaping to ascertain if there had been issues with weather or the schedule for grass cutting at the Playing Field? – Response was as had been discussed that the growing conditions over the last few months have been exceptional and the field, which traditionally grows well has been growing at a rate of about 8 inches between the fortnightly schedules cuts which have been carried out as scheduled. The entrance to the village is only contracted for a monthly cut but they provide a complimentary cut on a fortnightly basis when visiting the field, that grass doesn't grow so well, hence the difference in appearance between cuts.

- b. **Spring Clean Litter Pick** Cllr Dodds organised the event on 5th June and a small band of Cllrs and residents in 2 parties collected 5 bags of litter; the Playing Field toward Church party collected 4 bags and the Playing Field to A1122 collected 1. A vote of thanks to all those participating.
- c. **Matters Requiring Attention:**
 - i. Cllr Sawatzki highlighted overgrown hedges, obstructing the pavements to a significant degree at the Old Rectory and adj to Westview. The clerk was asked to write to the owners to request that over the autumn and winter (to avoid bird nesting season) that the hedges

are cut back to ensure that next spring and summer the pavements will be clear from obstruction.

Action: Clerk to write to the owners for the hedge work to be carried out at the Old Rectory and Westview.

- ii. Cllr Sawatzki highlighted that the pavement surface near Westview was in poor condition.

Action: Clerk to report the pavement defects at Westview to NCC.

- iii. Cllr Satur asked if the Recycling Centre was within the Crimplesham Parish boundary, it was clarified as outside. He mentioned that when turning out that the view was obscured by overgrown vegetation; he undertook to report to NCC.

Action: Cllr Satur to report online to NCC.

- 60/21 **Flooding issues:** The Clerk received an email update to Mr Richard Carter from Mr Steve Halls (NCC Senior Flood Risk Officer) stating: *Just to let you know that Michael Balls has left Albanwise, and his replacement is a Duncan Blyth. Hence why everything had gone quiet. He still has the same mob no.*
I am bringing our contractor to site to scope out the proposed new ditch w/c 19th July. Just to keep partners in the loop. Trial pits have now been dug in the road to check the depths of various services and we are currently evaluating this against our latest design. All being well though we should have this finalised soon.

- 61/21 **Correspondence:** The clerk had received and circulated the following correspondence:
- NCC Parish Partnership Scheme – invitations to bid, none identified but deadline of 30 Nov noted.
 - Request from a local business to advertise in the newsletter. Council declined as the current newsletter format does not facilitate advertising.
 - NCC Norwich Western Link update and advance notice of consultation in Aug 21.
 - Notice from External Auditor of Receipt of Documents and exempt status 2021.
 - Email from resident highlighting excess waste being left on the highway at The Stables. A Cllr had already identified the issue along with both grey and green bins being left out after guest changeover days until collection (several days) and informed the Borough Council Environmental Services Dept, who have initiated an investigation. To be monitored for resolution.
 - Email from resident asking for the cones and canes to be removed from the verge adjacent Ivy Cottage. The Council, whilst sympathetic to the intention to protect the verge did not consider the method suitable in appearance as it looked unappealing. The Clerk was asked to write to the persons thought to be responsible to ask them to desist as it on public land managed by Highways.

Action: Clerk was asked to write to the persons thought to be responsible to ask them to desist with the placement of cones, canes and plastic bottles on the verge adj Ivy Cottage.

- NALC email re Queen's Platinum Jubilee Beacon. Cllrs agreed that Crimplesham traditionally doesn't participate in Beacon chains, no further action.
- Borough Council correspondence on the Local Plan Review – circulated with briefing ahead of consultation in Aug 21. Cllrs having reviewed the presentation decided there was no comment required relating to Crimplesham.
- NALC email inviting Councils to consider signing up to the Armed Forces Covenant Pledge. Cllrs decided that there are insufficient aspects of the pledge applicable to the Council and Parish to make the pledge meaningful.

62/21 **Crimplesham Playing Field.**

- Boundary Fence and overgrown vegetation:** as the playing field is not currently registered with HMLR and the council is currently to resolve ownership and sole trustee transfer of the Playing Field Trust then work has been suspended.
- Outdoor Fitness Equipment:** Cllr Lane stated that this was also in abeyance pending the legal transfer of responsibility as it requires financial authority.
- Play Park Action Plan Review:** Cllrs covered most of this item during 59/21 a. Action Plan to be updated and reviewed once self-help work carried out. The slide embankment still requires a solution and Cllr D Lane will contact FLP rep again to arrange a visit for advice. This is considered

a safety concern and as such action will be taken regardless of the HMLR and management work ongoing.

63/21 **Traffic Issues:**

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

The SAM2 data was analysed and there were no new trends, report published on the PC website Traffic page.

b. **Update on Community Speed Watch Scheme.** Report to uploaded to the website on receipt.

64/21 **Highways Issues.**

a. The 5 outstanding of 6 issues previously reported by Cllr D Lane have now all been completed.

b. **New Issues:** Stow Barn Road, excessive stones and mud reported to NCC had been notified as actions complete on 14 July, the Clerk reported that on inspecting on the evening of 14th that the mud was gone but the stones were still dangerous in his opinion, near the junction at the A1122 they caused loss of traction on pulling out. It has been reported directly to the West Area Highways Manager asking for him to review it and comment.

65/21 **Agenda Items for the Next Meeting:** No new items proposed.

66/21 **Date, and Time of the Next Meeting:** Wednesday 15th September 2021, it was decided to start earlier, henceforth commencing at **7.15pm**

67/21 The Council resolved to exclude the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to transact a confidential session. The Clerk's contract was reviewed by the council following a probationary period; contract agreed by both parties and signed by the Clerk and Chairman.

The Chairman thanked those present for their contributions and closed the meeting at 9.30pm

Chairman

Date

Prepared by

Mike Inder, Clerk & RFO

Chairman's Initials

14 July 2021 (2021-2022)

Crimplesham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
9 Street lighting	10/05/2021		Current account	Direct Debit	street lighting maintenance	Westcotec Ltd	S	45.13	9.03	54.16
10 Clerks salary	18/05/2021		Current account	SO	PAYE	HMRC	Z	50.80	0.00	50.80
11 Clerks salary	28/05/2021		Current account	SO	Clerks salary	Mike Inder	E	214.05	0.00	214.05
12 Street lighting	07/06/2021		Current account	DD	street lighting electric	Haven Power	L	25.20	1.26	26.46
13 Insurance	09/06/2021		Current account		Insurance premium	BHIB Ltd	E	366.07	0.00	366.07
14 Clerks salary	10/06/2021		Current account	SO	Clerks salary	Mike Inder	E	214.05	0.00	214.05
15 Clerks salary	10/06/2021		Current account	SO	PAYE	HMRC	E	50.80	0.00	50.80
16 Street lighting	02/07/2021		Current account	DD	street lighting electric	Haven Power	L	24.34	1.22	25.56
17 Clerks salary	12/07/2021		Current account	SO	Clerks salary	Mike Inder	E	214.05	0.00	214.05
18 Clerks salary	12/07/2021		Current account	SO	PAYE	HMRC	E	50.80	0.00	50.80
Total								1,255.29	11.51	1,266.80

14 July 2021 (2021-2022)

Crimplesham Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
2 VAT refund	07/06/2021		Current account	BACS	VAT reclaim	HMRC	E	411.54	0.00	411.54
3 Bank Interest	07/06/2021		Savings account		Bank interest	Barclays Bank	E	0.08	0.00	0.08
Total								411.62	0.00	411.62

Chairman's Initials

12 July 2021 (2021-2022)

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 30/06/2021		
	Cash in Hand 01/04/2021		6,390.96
	ADD Receipts 01/04/2021 - 30/06/2021		10,066.62
			16,457.58
	SUBTRACT Payments 01/04/2021 - 30/06/2021		1,645.81
	Cash in Hand 30/06/2021 (per Cash Book)		14,811.77
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2021	0.00	
	Savings account 30/06/2021	3,045.38	
	Current account 30/06/2021	12,132.46	
			15,177.84
	Less unrepresented payments		366.07
		14,811.77	
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		14,811.77
	A = B Checks out OK		

Chairman's Initials