

CRIMPLESHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, convened on Wednesday, 15th September 2021 in the Crimplesham Village Hall. Commenced at 7.20pm with Councillor David Lane in the chair.

Present:

Cllr David Lane
Cllr James Lane
Cllr Jeff Carter
Cllr Kevin Cornwell
Cllr Gary Dodds
Clerk – Mike Inder

Apologies:

Cllr Mark Sawatzki
Cllr Mike Howland (Borough Councillor)

Absent:

Cllr Barry Satur

In Attendance:

Public present: Nil

- 68/21 **Introduction and apologies for absence:** The chairman welcomed everyone and opened the meeting. Apologies had been received and were accepted as noted above.
- 69/21 **Declarations of Interest:** Cllrs J Lane and Dodds declared an interest in item 77/21.c.
- 70/21 **Reports from County/Borough Cllrs and Norfolk Constabulary:** None received
- 71/21 **Public Forum:** No public questions or comments.
- 72/21 **Minutes of the Meeting Held on 21st July 2021:** The draft minutes, having been circulated with the agenda were proposed by Cllr Cornwell, seconded by Cllr J Lane, and agreed as an accurate reflection of the meeting and duly signed by the chairman.
- 73/21 **Finance matters**
- a. **Approval of Monthly Expenditure:** The payments at Annex A were reviewed. The payments were proposed by Cllr J Lane, seconded by Cllr Carter, the payments were authorised.
 - b. **Review of Reconciled Cashbook:** The Clerk advised that he had reconciled the cashbook to the end of Aug, a copy of the reconciliation summary is at Annex B. Cllr D Lane carried out the reconciliation checks and countersigned the summary record.
- 74/21 **Planning Matters**
- a. New applications and consultation responses between meetings were ratified as below:
 - i. [21/01744/CU](#) | Change of use of residential dwelling (holiday let) to permanent residential dwelling. | Annexe 2 Crew Yard Barns Church Road Crimplesham Norfolk PE33 9FD. Council decided to support the application as change of use back to residential was seen as a positive use of the property in the community.
 - b. Application decisions since the last meeting were reviewed:
 - i. 21/01360/F | Single storey extension to provide ground floor shower room | Birchdale Market Lane Crimplesham King's Lynn Norfolk PE33 9DZ – Permitted (PC Supported), no further comment.
- 75/21 **Health and Safety Issues:**
- a. **Updates and actions from previous meeting:**
 - i. Overgrown hedges at Westview and The Old Rectory – Clerk to write to owner/occupiers.
 - ii. Pavement defects at Westview – Clerk to report.

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- iii. Overgrown verges at the Recycling centre – Update from Cllr Satur required on reporting/satisfaction.
- iv. Flooding on the Main Rd – response from County Council Highways that the new drain on the Albanwise land was anticipated to be started in mid-October, the new drainpipe to be installed was still being processed and was currently with Anglian Water for their part, this further delay in progressing the project is likely to delay the start of this aspect until late Dec or early January 22. The council deemed this as an unacceptable delay and asked for the project to be expedited.

Addendum – County Cllr Long, having been copied on the response to the County Council, has undertaken to present this case to the Norfolk Strategic Flood Alliance as an example of the inefficiencies and delays incurred through the current management of multi-agency projects leading to avoidable prolonged effects of flooding long after the funding has been allocated.

- v. Stow Barn Rd loose stones in the road causing hazard. Having been previously reported and the County Highways 'report a problem' system providing completion notification it had been inspected that same day (21 July) and the problem was still apparent. That unsatisfactory outcome was referred back to the Area Highways Engineer for his review, that has not been responded to at this time. Subsequently, it was reported that an event held by the Norfolk Farm Machinery Club (NORMAC) in the last couple of weeks on the fields adjacent and that they have dragged further stones and debris onto the road. Clerk asked to write to Albanwise to request they clear the road of debris carried onto the carriageway.

Action – Clerk to write to Albanwise to request clearance of debris carried onto Stow Barn Road during NORMAC event.

b. Reports of new issues:

- i. Water leak on Market Lane – already reported by resident.
- ii. Excess chippings on the pavements post road resurfacing.

Action – Clerk to report for clearance of chippings.

- iii. Entrance to Church Road, surface damaged during roadworks, reported by Cllr D Lane and road has markings to indicate areas for repair.
- iv. Cllr Carter commented on the excess speed and weight of tractor (followed at 55mph into the village and did not seem to slow down when he had) and the large John Deere tractor and 40ft trailers thought to exceed the 7.5T restriction in the village. It was clarified that the weight restriction is for commercial traffic and that there is an exemption for agricultural traffic, albeit they are still limited by law to a combined weight of 31t and a speed of 25mph when towing. During a delayed harvest the urgency to get the crop in is understood and the likelihood of enforcement activity was considered very unlikely. No further action deemed appropriate at this time.

76/21 Correspondence: The clerk summarised the following correspondence received since the last meeting:

- a. Email from resident with comments regarding the waste management at The Stables and access to PRoW. Action taken by the clerk to inform the owner and to request that waste management was reviewed to ensure that bins are put out and retrieved on collection days and that excess waste is not left beside the bin or verge. The owner responded promptly and has taken action to ensure that waste management is rectified. The PRoW access matter is a private matter however, it was noted that holiday makers had occasionally been seen walking on private land where no PRoW exists and it was suggested that the clerk writes to holiday let owners to ask them to provide guests with information and reference material for PRoW etc.
- b. Norfolk Strategic Flood Alliance Hotline notification – a single number for reporting has been set up: 0344 800 8013.
- c. Norfolk ALC – COVID Memorial Tokens. A presentation of the token will take place in the near future and the council decided to ask the VH Cttee to display it.
- d. CAN Funding news – Forwarded to the VH Cttee for their information.
- e. Cllr Howland – Forwarded IDB Newsletter. Info only.
- f. Village Hall Cttee Meeting Minutes.
- g. Norfolk ALC – Digging Up Norfolk – Request for periodic support for the Offshore Transmission Network campaign by adding PC name to key letters.

- i. A proposal was made to support this campaign by Cllr Dodds, seconded by Cllr Cornwell and voted for unanimously.

Action – Clerk to write to confirm the PC support for the campaign and authority to use add the council's name in support on key documents.

- h. NHS Norfolk and Waveney Clinical Commissioning Group Consultation (online invite). Info only.
i. Highways Saddlebow Depot – Notification of October Street scene Inspection and Rangers visit, Cllrs asked for pavements to be sided out and encroaching vegetation cut back along with sweeping of loose stones.

Action – Clerk to write to request Highways Community Rangers side-out paths, clear encroaching vegetation and sweep stones from paths.

- j. Email from Alford Storage and Textile Co – offering Textile Bank for fundraising. Council considered but declined the offer.
k. Invite from Charity Commission to join APM 2 - 3.30pm 30 Sep 21 (online). Info only.
l. NHS Norfolk and Waveney Clinical Commissioning Group Consultation AGM (online invite). Info only.

77/21 Parish Matters:

- a. **Playing Field Charity Trust and management:** The clerk provided an update of progress between meeting with correspondence and guidance received by CAN and Charity Commission. That had been considered and a meeting for the Trustees to consider co-option of 3 interim Trustees to meet the governance document criteria to make legal decisions to progress further to the PC becoming Sole Trustees as was intended.
- i. The Parish Council declared unanimously that it is prepared to accept Sole Trusteeship of the Crimlesham Playing Field Trust.
- ii. In making the declaration of preparedness to become Sole Trustees the Cllrs confirmed that they had read and understood the 2 guidance documents (LGA's guide: Councillors' Guide to a Council's Role as Charity Trustee and the Charity Commission's: The Essential Trustee). In Addition, the clerk has experience in the administration of charities from 2 other councils and has attended Norfolk ALC charity training and is CiLCA qualified.
- iii. CAN had provided a draft copy of the revisions to the governance document and the council had reviewed it and it was proposed by Cllr Cornwell and seconded by Cllr J Lane to resolve to adopt the draft amendments to the governing document for the Crimlesham Playing Field Trust. The resolution passed unanimously.
- iv. The next step is for a public meeting to be held with 21 days' notice for the Trust to hold an EGM to make the resolution for the PC to become Sole Trustees. The draft governance document adopted by the PC will be made available for the public to view in advance and to ask questions. A date for this meeting was set as 14 Oct 2021 at 7.30pm in the Village Hall.
- b. **Grounds Maintenance:** the report from the clerk on item 59/21 (Holly Landscaping contract). The clerk provided clarification and the explanations were accepted.
- c. **Financial justification detail for the payment of S.137 donations to the VH and PCC:** The RFO explained that the current practice of awarding a standing £900 donation to both the organisation, whilst permitted and internally known to be justified would benefit from a transparency perspective by both organisation submitting a donation request with the justification in their application on an annual basis in October to allow consideration and inclusion as appropriate in budget setting cycle in Nov-Jan period. It was agreed to proceed on that basis and for the clerk to inform both organisations.

Action – Clerk to write to the VH Ctte and PCC to inform them that in future a donation request with justification of amount requested should be submitted in October for consideration by the council.

- d. An update on waste management issues at The Stables Holiday Let property was provided and the prompt actions by the owner to address the issues appreciated.
- e. **To review Playing Field matters:**
- i. Boundary damaged fence and overgrown vegetation. Suspended pending resolution of the PF Charity Trusteeship. Quotes for work to clear and repair the fence were considered as appropriate to obtain to include in the budget planning.

Action – Clerk to obtain quotes for consideration, Cllrs asked to provide suggested reputable contractors that they have local experience of.

- ii. Play Park Slide embankment solution. Meeting with Fenland Play scheduled for 22 Sep at 10am.
 - iii. Play Park Action Plan review of work – ongoing.
- f. **Traffic issues:**
- i. Report on SAM2 data: no changes to the trend; analysis posted on the council's website.
 - ii. Community Speed Watch report: During August 3 Speedwatch sessions were conducted. A total of 27 vehicles were recorded at 35 mph or higher over the three and a quarter hours covered.
 - On 11th August 4 vehicles were recorded with the highest speed of 45mph.
 - On 12th August 17 vehicles were recorded with the highest speed of 46mph.
 - On 27th August 6 vehicles were recorded with the highest speed of 39mph.

The group of five volunteers have been joined by two more volunteers who have now completed the recruitment checks and training. Both these people are from Fincham but have chosen to join the Crimbleham group.

It was noted that the County Enforcement had not been seen in the village since July.

Action – Clerk to query if County Speed Enforcement activity had taken place and was still on their schedule.

78/21 To consider Internal Council matters:

- a. Review of the Members' Handbook and associated Governance documentation carried out and amendments approved.
- b. Clarification of internal communication protocols (Cllr Satur suggestion), it was explained that the use of email correspondence and the inclusion of CC's was ad hoc; for completeness it was decided that future correspondence should include all cllrs and the clerk and either addressee or CC unless it was a confidential matter or correspondence was not appropriate to, or informative for, the whole council.

79/21 Agenda Items for the Next Meeting: Fencing contractor quotes for the PF boundary to be considered.

80/21 Date, and Time of the Next Meeting: Wednesday 17th November 2021 commencing at **7.15pm**

The Chairman thanked those present for their contributions and closed the meeting at 8.40pm

Chairman

Date

Prepared by
Mike Inder, Clerk & RFO

Chairman's Initials

8 September 2021 (2021-2022)

**Crimplesham Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
20	Clerks salary	09/08/2021		Current account	SO	PAYE	HMRC	E	50.80	0.00	50.80
21	Clerks salary	09/08/2021		Current account	SO	Clerks salary	Mike Inder	E	214.05	0.00	214.05
19	Street lighting	09/08/2021		Current account	DD	street lighting electric	Haven Power	L	25.20	1.26	26.46
22	Street lighting	08/09/2021		Current account	DD	street lighting electric	Haven Power	L	25.20	1.26	26.46
Total									315.25	2.52	317.77

Chairman's Initials

0 September 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)

	Bank Reconciliation at 31/08/2021		
	Cash in Hand 01/04/2021		6,390.96
	ADD Receipts 01/04/2021 - 31/08/2021		10,066.62
			16,457.58
	SUBTRACT Payments 01/04/2021 - 31/08/2021		2,277.53
A	Cash in Hand 31/08/2021 (per Cash Book)		14,180.05
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2021	0.00	
	Savings account 31/08/2021	3,045.38	
	Current account 31/08/2021	11,134.67	
			14,180.05
	Less unrepresented payments		0.00
			14,180.05
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		14,180.05
	A = B Checks out OK		

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