

SOUTH CREAKES PARISH COUNCIL

Minutes of the Annual Parish Council meeting of South Creake Parish Council held in the Village Hall on Wednesday 19th May, 2021, at 7.30pm.

Present: Councillors, P Abbey (Chair), T Allen, R Chantree, P Collins, S Freakley, L Goodall, B Sexton, the Clerk, Sarah Harvey, and eight parishioners.

1. The Chair welcomed all those present to the meeting.
2. **Election of Chair**
It was proposed by Councillor S Freakley, seconded by Councillor T Allen and carried that Councillor P Abbey be elected Chair. Councillor P Abbey accepted and signed the Declaration of Acceptance.
3. **Election of Vice-Chair**
It was proposed by Councillor S Freakley, seconded by Councillor B Sexton and carried that Councillor T Allen be elected as Vice-Chair.
4. **Apologies**
It was agreed to accept apologies from Councillor B Rosen (work).
Apologies of absence were also received from Borough Councillor J Moriarty and County Councillor M Chenery of Horsburgh.
5. **Declarations of Interest on Agenda Items**
Councillor S Freakley declared a pecuniary interest in Agenda Item 18a, Allotments.
6. **Minutes**
It was resolved that the minutes of the Parish Council Meeting held on Wednesday 7th April, 2021, be approved and signed by the Chairman.
7. **Matters Arising from the Minutes for Information Only**
The Clerk advised that the Council had received notification from the Norfolk Community Foundation that their application for funding towards an information board had been successful.
Councillor P Abbey suggested that following the recommendation by Borough Councillor C Morley, a request should be sent to Borough Councillor Richard Blunt (Cabinet Member for Development, BCKLWN) to ask whether a moratorium could be placed on future development, until such time the pressure on the infrastructure was addressed.
8. **Parishioner's Participation**
There were no comments made.
9. **Reports from County and Borough Councillors and Police**
There were no reports received.
10. To agree the appointment of councillors to the following:
 - a. **Allotments** – Councillors R Chantree, L Goodall and B Sexton.
 - b. **Jack's Lane Community Benefit Fund Panel** – Councillor L Goodall
 - c. **Play Area** (to carry out visual inspections/empty litter bin) – Councillors P Abbey, T Allen and B Rosen.
 - d. **South Creake Charities** – Councillors P Abbey and L Goodall.

11. Flooding/Anglian Water

Councillors S Freakley reported that a letter had been circulated from General Richard Dannatt, Chair of the Norfolk Strategic Flood Alliance, which had been set up in February following significant surface water flooding issues in Norfolk in December 2020. Councillor S Freakley raised concerns that the content of the letter focused on drafting a new flooding strategy for Norfolk and improving emergency response to flooding and that there was no mention of the failing sewage infrastructure. It was noted a formal report would be issued by General Richard Dannatt in June. Councillor S Freakley advised that both James Wild MP and Borough Councillor C Morley continued to support the issues experienced in the village. There had been no further update from the Environment Agency.

12. Open Spaces

- a. **Football Club** – Mr M Adcock, Secretary, Football Club, was not present in order to update the Parish Council.
- b. **Noticeboards, Tennis Courts** – a request from the Tennis Club had been received to install two free standing weatherproof notice boards inside and outside of the tennis courts. It was noted that the Tennis Club had received funding for their installation. It was considered and agreed that their request should be approved.
- c. **Boundary between Burnside, Back Lane and Playing Field** – it was noted that both the proposals agreed at the April meeting had been presented to the property owners of Burnside, but no formal response had been received from them.

The Clerk reported that she had obtained advice from both the Norfolk ALC and NPTS regarding a rental agreement and that both organisations had recommended that this should be drafted through a solicitor. The Clerk advised that she had contacted a solicitor through NPTS and they had said that the cost to arrange a rental agreement, assuming that it was accepted by the tenant without undue correspondence would be £325 plus VAT. It was noted that the solicitors would need a plan of the land in question and the full names and address of the present tenants, together with details of the rent payable. It was noted that the same solicitors were also happy to help with registration of the land going forward, once a boundary has been confirmed they would put together an estimate of costs.

- d. **To receive information and consider the registration of common land at Swan Hill** – the Clerk advised that she had made an enquiry with the Borough Council regarding common land partially owned by the Parish Council at Swan Hill (Reg no. CL 180) which was not currently registered with the Land Registry. It was noted that from the Register of Common Land it stated that in respect of CL 180 that on the 29th November 1973, that part of the land situated to the west side of the vertical line 'A' 'B' on the register map. Comprising of .832 hectares was registered to Docking Rural District Council (predecessor authority to BCKLWN). That part of the land situated on the east side of the vertical line 'A' 'B' of the register map, comprising of .416 hectares was registered to South Creake Parish Council.

The Borough Council had advised that they had inherited part of the site (Area B) following the local government reorganisation in 1974 and had asked whether the Parish Council would be interested in owning the whole site or agreeing to a long lease. The Clerk advised that the officer in charge of Property and Projects was fairly confident there would not be a price for the land and that the Borough Council would pay for their own legal costs and the Parish Council their legal costs. It was noted that if the Parish Council agreed to purchase the land owned by the Borough Council, this could then be put to Borough Councillors for their agreement.

It was considered and agreed that the Parish Council should advise the Borough Council that they were keen to pursue the purchase of the land and await further instruction from them.

- e. **To consider a proposal and approve costs to extend the Christmas Lighting along the Playing Field** – Councillor T Allen outlined two options to extend the electrical supply to the trees on the perimeter of the playing field adjacent to the outdoor gym to allow for further Christmas lighting. The minimum cost to undertake the work would be £1,110 + VAT. It was considered and agreed that in order to ensure the Council was obtaining good value for money and the best available terms it was considered that two further quotations should be sought. The Clerk also advised that should

the cable run over, along or across the highway consent would be required from Norfolk County Council. It was agreed to carry this forward to the June meeting.

- f. **Play Area/Outdoor Gym** – Councillor T Allen reported that he had pressure washed the safety surfacing and some of the play equipment. It was noted that in places, the wooden surround containing the safety surfacing was beginning to rot. It was unanimously agreed that the play area should remain closed for a further month and the decision reviewed at the June meeting.
- g. **Community Fibre Partnership** – Councillor R Chantree advised that following the first leaflet distribution to all households within the village outlining the community fibre scheme, only 100 houses had expressed an interest. It was noted that in order to progress the application with OpenReach further interest needed to be obtained from the 420 households within the village. In order to do this Councillor R Chantree proposed on behalf of the Community Fibre Partnership group that a period of promotion was required to include a temporary banner and a further leaflet drop. The Community Fibre Partnership group asked whether £250 could be earmarked from the Parish Council's general reserves to meet this cost. It was considered and agreed that £250 should be earmarked and costs would be reimbursed up to £250 on receipt of invoices.
- h. **To consider registering an application to adopt the BT Telephone Box (The Green)** – the Clerk advised that a parishioner had approached the Parish Council to ask whether the telephone equipment could be removed from the BT Kiosk on The Green, so that it could be adequately used for a book bank. Following an enquiry with BT it was noted that the telephone kiosk was currently still in their ownership and would need to be adopted by the Parish Council, in order for the equipment to be removed and used for the proposed purpose. The Clerk advised that the kiosk was available for adoption but that BT would need to carry out a full consultation with the Borough Council, which would take 90 days.
Additionally, because of its listed status BT had recommended that an approach be made to the Borough Council to inquire if additional consents were required. If adopted all telephony would be removed. If the kiosk held a live power supply BT Payphones would continue to be responsible for the electrical supply and any payments to the electricity companies for that supply. BT reserved the right to disconnect the electricity supply at some point in the future; however, BT would contact the kiosk owner should this become necessary. BT would only be responsible for the supply into the kiosk to the point of the R.E.C. fuse box. Any future faults beyond this point would be the responsibility of the kiosk owner (i.e bulb replacement).
It was considered and agreed to make an approach the Borough Council to ascertain whether further consents would be required, due to its listed status, if the use of the kiosk were to be changed.
- i. **Norfolk County Council's One Million Trees for Norfolk Project** – Councillor P Abbey advised that he had registered the Parish Council's interest with Norfolk County Council and that further contact would be made regarding the application process in due course.

13. Correspondence

The following correspondence had been received and the contents noted.

- a. **Email from Parishioner, 'No Dogs signage, Leicester Road allotments** – agreed to purchase three further signs for both allotment sites stating 'Allotment Holders Only'.
- b. **Emails from Parishioners, Increase in size and volume of agricultural traffic to and from Swimmers Barn** – contents of both emails received had been circulated and noted.
- c. **Norfolk Resilience Forum, flooding in the Creakes and Burnhams** – noted.
- d. Correspondence received since 14th May, 2021; there had been none received.

14. Highway Matters

- a. Councillor B Sexton reported that the verge opposite the fir wood on the B1355 required attention.
- b. **To receive feedback from the site meeting at Southgate Road to discuss concerns following work carried out at Southgate Road/Leicester Road junction** - a summary of the site meeting provided by Victoria Buckingham (Highways Technician) was circulated for consideration by the Parish Council (see Appendix One).

Councillors S Freakley and T Allen reported that they had attended the site meeting on the 20th April and had raised the possibility of highways implementing a weight and/or width restriction on Southgate Road. Highways had confirmed that there were no grounds where Norfolk County Council would look to place a limit on the road, because it was an access road and in a rural area where farming machinery required its use for access to the fields/premises. It was noted that during the course of the meeting it has been suggested that a further meeting should be arranged with Lynnwood Growers. Councillors T Allen and B Sexton advised that they had spoken to Lynnwood Growers following the meeting and had asked them to be considerate to local residents going forward, to maintain a one-way system where possible and to be conscious of their driving manner and speed. It was noted that Borough Councillor C Morley had been liaising with the Borough Council and Lynnwood Growers to try and reduce noise from agricultural machinery. It was noted that the warning/reversing alarms on vehicles had now been changed so that the noise produced was of a lower decibel. It was noted that the Parish Council had limited powers and issues that were the responsibility of the Borough and County Council should be directed to the paid borough and county representatives.

The Clerk advised that advance warning had been received that Southgate Road would be temporarily closed (except for access) from the 21st to 25th June 2021 for the duration of the works expected to last about 5 days within the period.

- c. **Speed reduction through the village and B1355** – Councillor S Freakley noted that there was no further information to report. The Speed Limit review was yet to be carried out and this was likely to be done once the traffic lights had been removed from Burnham Road.

15. Footway Lighting

- a. There were no issues reported.

16. Finance

- a. Accounts for payment under the Late Payments Interest Act 1998:
 - 101736 – Steve Jackman (Village/PC Website) - £304.00
- b. Accounts for payment: It was resolved that the following accounts should be paid.
 - 101737 – Norfolk Accident Rescue Service (Donation) - £50.00
 - 101738 – Mr P Collins (Grass Cutting, Allotment Sites) - £135.00
 - 101739 – Cozens (UK) Ltd, Street Lighting Maintenance (Mar/Apr/May) - £36.00
 - 101740 – Information Commissioner, Data Protection Fee - £40.00
 - 101741 – TTSR Ltd, Grounds Maintenance - £1,149.13
 - 101742 – Came & Company, Parish Council Insurance - £1,183.47
- c. Finance received during March: it was noted that the following finance had been received.
 - Allotment Deposit & Rent (New Tenant) - £200.00
- d. Financial Statement: The financial statement for March 2021, was considered, approved, and signed by the Chairman.
- e. **2020 – 2021 Accounts** – it was noted that these would be reviewed and approved at the June meeting following the internal audit.
- f. **Wensum.net Invoice** – the Clerk reported that Wensum.net had advised that the invoice issued in June 2020 for annual hosting of the village website had not been paid. The Clerk advised that payment had been issued in July 2020, but the cheque had not been banked. It was noted that Wensum.net were requesting payment by BACS. Councillor L Goodall advised that she had contacted Barclays to stop payment of cheque 101709. Barclays had also advised that the Council were unable to pay by BACS. It was agreed a new cheque should be issued to Wensum.net.

17. Planning Matters

- a. It was resolved that the following planning applications be recommended for;
APPROVE - 21/00595/F - Alterations to driveway at The Old Rectory Waterden Lane Waterden.

APPROVE - 21/00553/F - Side extension comprising utility room and playroom at ground floor and bedroom with ensuite at first floor at 4 Winston Drive.

APPROVE - 21/00750/F - Replacement of existing timber fence with new masonry wall at Southgate House Southgate.

- b. **Applications approved** – it was noted that the following applications had been approved/refused.

APPROVAL - 21/00363/F - Proposed loft conversion & alteration at The May Tree 9 Meadow Rise.

Councillor S Freakley left the meeting (9.00pm)

18. Allotment Matters

- a. **To approve a deposit cost for tenants renting Back Street allotments 20 -23 as an allotment wildlife orchard** – it was agreed that a deposit of £50.00 should be requested from the tenants.

Councillor S Freakley returned to the meeting (9.03pm)

Councillor S Freakley reported that she had had a request from a tenant at the Back Street allotment asking that the wildflowers be retained and not be cut.

Councillor S Freakley reported that allotments 20 – 23 had started to be cleared, but there was a large amount of rubbish including fencing, barbed wire and pig arcs. It was agreed that a working party should be convened to assist with the clearance of the plots.

Councillor L Goodall advised that there were two tenants on the Leicester Road site that were not using their allotments appropriately and contained a lot of rubbish.

19. Parishioner's Participation

Mr P Hart (Secretary/Trustee, Memorial Pavilion Committee) noted that a 'Car Park' sign had been added to side of The Ostrich to encourage customers to park at the rear of the premises as opposed to the Memorial Pavilion car park. It was noted that the Memorial Pavilion had also spoken with The Ostrich to ask if they would encourage customers to use their own car park.

Councillor T Allen advised that there was a new gym at the Creake Business Park offering a range of fitness sessions.

20. It was noted that the next Parish Council Meeting would be held on Monday 7th June, 2021 at 7.30pm.

With no other business the Chairman closed the meeting at 9.20 pm.

..... Chairman
16th June, 2021

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL

Appendix One

Dear All

Thank you for all attending the meeting on 20th April 2021, I will list below attendee's and the outcome of the meeting.

Victoria Buckingham – Area Technician, NCC Highways
Sally Bettinson – Highway Engineer, NCC Highways
Sue Williams – Lynnwood Growers
Andrew Perkins – Lynnwood Growers
Jane Barker – Resident
David Barker – Resident
Sarah Freakley – Parish Council
Tim Allen – Parish Council

Sue Williams has asked this meeting should be about highways and other issues between residents, Lynnwood growers and parish will be dealt with at a different meeting.

Residents have concern's the bunding on land surrounding the area is not maintained. Victoria will speak to Ben Sexton regarding this, but had no authority to enforce such works.

Grips along the road are poor highways are checking if this work is due to be redone. Back ditches will be done when water levels recede.

Various over hanging trees and hedges were seen along section Jane and David agreed to speak to the residents in question in the first instance rather than a formal letter being sent. Due to the nesting birds this would not be expected to take place until at least September. Victoria will contact Nick Gardener about the trees from his land.

Obstructions were noted outside Southgate Barn in the form of sticks in the ground. These need removing as a matter of urgency. Jane suggested the resident is disputing ownership, I have advised they contact highway.boundaries@norfolk.gov.uk. Our records show it is highway therefore we require all obstructions removed within 7 days of this email, or we will issue a formal notice.

Works programmed at the Leicester Road end are as follows.

New Give way sign
Refresh of the existing road markings
Tar and chip patching of the cracked and crazed surface
Tiding up of the verge when the water levels recede and seeding of all the banks.

Works Programmed at the Fakenham Road end of Southgate

Large patch to repair area damaged from ground water, this will be done on a road closure. Advanced notice will be given on site of this and I would estimate it to be approximately 3 days.

I would like to thank all whom came to the meeting.

Kind Regards
Victoria Buckingham
Victoria Buckingham, Highway Technician
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