

SOUTH CREAK PARISH COUNCIL

Minutes of the Parish Council meeting of South Creak Parish Council held virtually via Zoom on Wednesday 16th December, 2020, at 7.30pm.

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

1. The Chair welcomed all those present to the meeting.
2. Apologies
It was agreed to accept apologies from Councillor P Abbey (holiday). Apologies were also noted from Borough Councillor C Morley.
3. Declarations of Interest on Agenda Items
There were no declarations of interest declared.
4. Parishioner's Participation
There were no comments made.
5. Minutes
Following an amendment to Agenda Item 14a, 'Allotment Matters' to change condition 20 to state 'sufficiently served by email or delivered by recorded delivery post', it was resolved that the minutes of the Parish Council Meeting held on Wednesday 11th November, 2020, be approved and signed by the Chairman.
6. Matters Arising from the Minutes for Information Only
The Clerk confirmed that any monies that the County Councillor allocated from his Local Member Fund, must be used towards an item that benefits Highway users only.
The Clerk advised that the Highways Technician would inspect the condition of the verges and drainage ditches along Southgate Road. The Highways Technician had advised that she thought that it would not meet their criteria for work, as verges would be over run. It was noted that Highways did not have the ability to solve this and would just expect it to grow back in the spring. It was noted that the grips were scheduled to be cut in the coming months so this would be done as part of their yearly programme.
The Clerk advised that she was in the process of drafting a new Football Club lease, based on the previous lease. This could be reviewed at the next Parish Council meeting.
7. Open Spaces
 - a. **Football Club** – Mr M Adcock, Secretary, Football Club, had asked that his apologies be noted. He had advised that the Football Club were still in the process of obtaining a quotation for the proposed building replacement and that he would attend the next Parish Council meeting.
 - b. **Christmas Lighting 2021-** it was agreed to investigate the process and costs involved in obtaining an electrical supply with UKPN in order to supply additional Christmas lighting to be placed on the village green for 2021.
 - c. **Community Fibre Partnership** – information had been circulated amongst Councillors prior to the meeting regarding the Community Fibre Partnership. It was agreed that the Parish Council would support the application being made on behalf of the village by two parishioners. It was agreed that Councillor R Chantree would liaise with the parishioners.
 - d. **Refugia Project, River Burn** – it was noted that Ursula Juta (Catchment & Education Manager, NRT) had estimated that the project may begin around late January/early February 2021.

Councillor S Freakley confirmed that the tenant of the allotment field had been updated and Councillor B Sexton confirmed that the spoil could be disposed of via his field to the rear of the allotments.

- e. **Information Board, Village Green** – the Clerk advised that she had spoken to Jo Maddocks (Norfolk Community Foundation) regarding a funding application to the Jack's Lane Community Benefit Fund for the information board. Jo Maddocks had advised that although the fund was currently open for applications there was limited funding available and NCF were prioritizing applications where there was an immediate need. She advised that it would be better to submit an application when the fund officially reopened, when there would be a general mix of applications and these would be reviewed by the fund panel in May/June.

Councillor S Freakley asked that an enquiry be made with NatureSignDesign to ascertain whether there would be an issue with water seeping up onto the information from the bottom of the board.

- f. **Rent License Agreement** – the Clerk explained that following the October meeting Hayley Wright Ltd had been asked to provide a quotation to revise the current Title Plan for the playing field to reflect the additional land shown on the original deeds and at the same time draft a new rental agreement. It was noted that an estimation of costs was still being awaited. Councillor R Chantree agreed to contact Hayley Wright Ltd to see if she was still able to assist.
- g. **Play Area and Outdoor Gym Report** - the Clerk advised that the annual play area inspection had been carried out in November 2020 by Wicksteed leisure Ltd and that a copy of the report had been circulated to Councillors for their information. The contents of the report were noted, and those present were advised that the bearings on the Rotaweb had been greased and this was working well.

8. Parish Council Website

- a. The Clerk advised that she had obtained some advice from a former IT trainer for Norfolk ALC regarding a new website. It was noted that she had recommended that a Wordpress site should not be considered, as this was more blogging software and would not really meet the criteria required by a Parish Council. She recommended looking at Wix, which was easy software to use and unless the Council wished to register a domain name and were happy to cope with an advertising banner, it was free. As the Parish Council wished to retain the existing domain name she had advised that an associate, Steve Jackman could help by providing a cost effective solution including a template and training. The Clerk advised that she had made an approach to Steve Jackman to explain the Council's requirements and that he had drafted a costed proposal, which had been circulated to Councillors prior to the meeting. It was noted that the design and setup of the site/training/SEO setup and support for a year, plus Wix hosting would equate to £219. Optional assistance with adding content to the site by either using existing content or new content could be provided for an additional charge of £160. It was considered and agreed to proceed with the proposal supplied by Steve Jackman as well as adding the content to the new website. It was noted that the initial cost would be £379 and that there would be an annual fee for hosting from 2022 of £75.

9. Correspondence

The following correspondence had been received and the contents noted.

- a. **Email from Parishioner, Traffic Concerns, Bluestone Road** – it was noted that the Parish Council were aware of the speeding issues and that they were continuing to look into ways to tackle this.
- b. **Email from Parishioner, Speeding Concerns, Avondale Road, Leicester Road and B1355** – the Highways technician for the area had advised that she would visit the site in the New Year to make sure all advanced signs and markings were as they should be. It was noted that any speeding issues should be reported to the Police.

- c. **Letter from Parishioner, Pathway from Leicester Road to London Lane 'The Acres'** - Councillor B Sexton confirmed that he had been instructed by his landlord recently to install the signage, as they were experiencing fly tipping on the land. As a result of discussions, the Parish Council agreed to investigate the 'claim' process with Norfolk County Council in order to establish a PROW across the field.
- d. **BCKLWN, Parish Precept Setting Information 2021/22** – circulated to Councillors for their information.
- e. Correspondence received since 28th October, 2020; there had been none received.

10. Highway Matters

- a. There were no matters reported.
- b. **Norfolk County Council Budget meeting and information relating to speed reduction through the village and B1355** – a report was received from Councillor S Freakley following her attendance on the 18th November at a Webinar, hosted by Norfolk ALC and lead by County Councillor A Jamieson (Cabinet Member for Finance), to explain the process involved in setting the budget and what Norfolk County Council considered. It was noted that Norfolk County Council's budget for 2021/22 would look to reduce budget for grass cutting along U roads by two to one cuts per year. If there were areas that were considered dangerous, as the grass had not been cut, these should be reported through the NCC website. The opening hours for Waste & Recycling Centres would also be reduced by one hour per day.
Speed reduction through the village and B1355 – Councillor S Freakley explained that further contact had been made with Norfolk County Council, Highways regarding the reduction of the speed limit along the B1355 and that Councillor A Jamieson (Cabinet Member for Finance) had given his assistance and support. It was noted that a Project Engineer (Community and Environmental Services) had looked at South Creake and he thought that a request for a review of speed limits to extend the 30mph speed limit at the northern end of the village and for a lower 50mph speed limit on the section of B1355 which linked to North Creake would be permissible. It was noted that Norfolk County Council would be unable to allocate Local Safety Schemes funding for a speed limit review. The project engineer had suggested that if seen as a priority locally, one option would be to contact the County Councillor to request if they would be willing to contribute part of their Local Member budget to help fund a speed limit assessment. It was noted that this would cost around £1,500 and include traffic speed surveys and a review of the data by a Traffic Engineer. If the review supported lower speed limits, the cost of the signs, legal process and design work could also be fully or part funded by the Local Member budget and would cost around £5,000 each. As a reduced speed limit between North and South Creake may also be considered of benefit to North Creake residents it was agreed an approach should be made to North Creake Parish Council regarding a joint funded scheme.

11. Footway Lighting

- a. There were no issues reported.

12. Finance

- a. Accounts for payment under the Late Payments Interest Act 1998: there were none declared.
- b. Accounts for payment: It was resolved that the following accounts should be paid.
 - 101721 – Mr R Freakley (Design & Printing of River Burn Leaflets) - £12.00
 - 101722 – Steward Safety Supplies (Covid-19 Signage) - £103.57
 - 101723 – Manor Farm Partnership (Christmas Tree) - £222.00
 - 101724 – Wicksteed Leisure Ltd (Annual Play Area & Outdoor Gym Inspection) - £144.00
 - 101725 – PKF Littlejohn LLP (External Audit Fee) - £240.00
 - Standing Order – Clerk's Salary & Travel (November) - £214.76
- c. To note the finance received during October.

- Allotment Deposit & Rent (New Tenant) - £27.50
- Allotment Rent - £60.00
- d. Financial Statement: The financial statements for October 2020, were considered, approved, and signed by the Chairman.
- e. **External Audit (AGAR) 2019/20:** it was reported that on the basis of the review, Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), was in accordance with proper practices and that no matters had given cause for concern that relevant legislation and regulatory requirements had not been met.

13. Planning Matters

It was resolved that the following planning applications be recommended for;

- a. **APPROVAL**
20/01806/F - Siting of a 7.1m x 3.7m Glamping Pod for holiday accommodation at 3 Cranmer Cottages The Common.
- b. **Applications approved** – it was noted that the following applications had been approved/refused.
20/01291/F - APPROVAL
Reception extension to rear, conversion of stores/dining hall to accommodation, addition of first floor restaurant/seating area, reconfiguration of kitchen/bar and reconfiguration of first floor accommodation, addition of windows and/or rooflights, various internal and external alterations including landscaping and seating areas at The Ostrich Inn, 1 Fakenham Road.
20/01339/F - APPROVAL
Change of use from garage to holiday let at Dalton House Southgate.

14. Allotment Matters

- a. **Use of Vacant Allotments as Horse Paddock, Back Street** – it was noted that there was a large amount of rubbish that would have to be cleared from the rear of the allotments. It was also noted that any tenant would have to fence the paddock at their own expense and that conditions would have to be agreed regarding renting the area for such a purpose. It was agreed to consider further at the next Council meeting.
Review of Condition 5 – it was noted that a tenant on the Back Street allotment was regularly disposing of allotment waste on the roadside bank. Councillor S Freakley therefore proposed and it was agreed that allotment tenancy condition 5 should be amended to state the following;
‘The tenant must not use the allotment for the storage of rubbish other than that accumulated in connection with horticultural work undertaken on that specific allotment plot. All compostable waste cannot be dumped on the general allotment site but must be composted within the allotment. Any non-compostable waste must be removed from the allotment site and disposed of appropriately.’
Planting of fruit trees on vacant allotment land, Back Street – it was agreed to carry this forward to next meeting.
- b. **Matters for information only** – the Clerk advised that two allotment tenants rents were outstanding and that reminders that their rent was overdue had been forwarded to them.

15. Parishioner's Participation

A parishioner, who was involved with the Community Fibre Partnership application thanked the Council for their support and advised that leaflets would be circulated amongst parishioners to advise them and garner support. It was noted that interest had already been expressed from the Church, Yorke Trust, Pub and Pavilion. It was noted an article would be placed in the next edition of the Creake News.

Councillor S Freakley, on behalf of the Council thanked those parishioners who had organised both the Christmas Tree and lighting.

16. It was noted that the next Parish Council Meeting would be held on Monday 4th January, 2021 at 7.30pm.

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

..... Chairman
4th January, 2021

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL