

CRIMPLESHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, convened on Wednesday, 23rd March 2022 in the Crimplesham Village Hall. Commenced at 7.15pm with Councillor David Lane in the chair.

Present:

Cllr David Lane
Cllr James Lane
Cllr Jeff Carter
Cllr Kevin Cornwell
Cllr Mark Sawatzki
Cllr Barry Satur
Clerk – Mike Inder

Apologies:

Cllr Gary Dodds
Cllr Mike Howland (Borough Councillor)
Cllr Brian Long (County Councillor)

In Attendance:

Public present: Nil

- 14/22 **Introduction and apologies for absence:** The chairman opened the meeting and apologies were received and accepted as above.
- 15/22 **Declarations of Interest:** None.
- 16/22 **Reports from County/Borough Cllrs and Norfolk Constabulary:** Cllr Long provided a provided an email updating the Council on the Main Road flood relief scheme, stating that he had provided funding for the tree work from his Members' Fund to prevent further delay. No significant updates from the Borough Council just the routine notices forwarded by email. Routine Police Safer Neighbourhood bulletins received, nothing of note for Crimplesham.
- 17/22 **Public Forum:** No public questions or comments.
- 18/22 **Minutes of the Meeting Held on 19 Jan 2022:** The draft minutes, having been circulated with the agenda were proposed by Cllr Sawatzki, seconded by Cllr Carter, and agreed as an accurate reflection of the meeting and duly signed by the chairman. Cllr Carter raised a point of order on the November minutes item 90/21 with the reporting Cllr name incorrect; amendment from Carter to Cornwell was made on the minutes and initialled by the Chairman.
- 19/22 **Finance matters**
- a. **Approval of Monthly Expenditure:** The payments at Annex A were reviewed, the payments were proposed by Cllr Carter, seconded by Cllr J Lane, and were approved.
 - b. **Review of Reconciled Cashbook:** The Clerk advised that he had reconciled the cashbook to the end of February, a copy of the reconciliation summary is at Annex B. Cllr D Lane carried out the reconciliation sample checks and countersigned the summary record at the end of the meeting.
 - c. **NJC pay scale update:** The clerk provided an update that the award of 1.75% had been agreed and backdated to 1 April 2021; salary and PAYE has been calculated and arrears payments made accordingly. Letters to the bank to amend Standing Orders for PAYE and Salary including the increment due on 1 Apr 22 were signed by authorised signatories.
- 20/22 **Planning Matters**
- a. **New applications.**
 - i. 22/00300/F | Single storey side extension on existing dwelling | 5 Adelphi Terrace Main Road Crimplesham King's Lynn Norfolk PE33 9DY. PC Supported.
 - ii. 22/00218/F | The proposals involve removing two rear painted brick extensions, reordering internal layout and external window/ door locations, extending the south elevation of the property and re-locating the front entrance. Conversion of attic space, including one new roof

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light and a dormer on rear elevation. Repair/ renew external render. | Stow Barn Stow Barn Road Crimbleham King's Lynn Norfolk PE33 9DT. PC Supported.

b. **Application decisions since the last meeting were reviewed:**

- i. 21/02258/F | Construction of one single storey dwelling | Land Adj Bumbles Folly, Market Lane Crimbleham King's Lynn Norfolk PE33 9DZ – Permitted – PC Supported.
- ii. 22/00021/CU | Change of use of former domestic garage to beauty salon | Byshell, Main Road Crimbleham Norfolk PE33 9DX – Permitted – PC Supported.

21/22 **Health and Safety Issues:**

a. **Updates and actions from previous meeting:**

- i. Stow Barn Rd loose stones in the road causing hazard. Reported again and inspected and closed by Highways as resolved; Cllr Sawatzki inspected and to photographs showing the mud and stones was as previously reported. The clerk contacted the Highways Engineer who stated that it was not a priority and not considered hazardous, if Cllrs thought otherwise then he suggested that for serious risk then it could be reported to the Police to resolve. Cllr Satur raised this at a SNAP meeting and the Police Officer undertook to have a look and report back (that report was expected to go to Cllr Dodds who was unable to attend due to illness, Cllr Dodds to report at the next meeting).
- ii. Verge damage was reported near the entrance to Springfield Close, a deep tyre track that could present a trip hazard in the dark. It was reported to the NCC for repair and was assessed by Highways to be scheduled.
- iii. Cllr D Lane reported to the clerk that there were excess chippings on the paths on both sides of Main Road from the Jehovah Witnesses' building to the Church. Reported to Highways by the clerk.
- iv. Cllr Sawatzki highlighted via the village Facebook group that car parking half on the road/pavement on Main was obstructing the pavement for pushchairs/disabled. Parking on the pavement has subsequently ceased and cars parked fully on the road have been noted to have an affect on speeding as they act as a pinch point.

b. **Reports of new issues:** None.

22/22 **Correspondence:** The clerk summarised the following correspondence received since the last meeting:

- a. Request from the Norfolk Strategic Support Officer for information regarding Community Resilience. The Clerk had forwarded a template Emergency Plan in use by some communities and asked "Does Crimbleham need an Emergency Plan?". Cllrs considered the concept and whilst there were some benefits to identifying vulnerable residents who might need assistance during some events it was thought that the systems in place by other organisations covered the main concerns. Cllr Sawatzki suggested an article in the next newsletter to highlight the topic of resilience in the face of events such as a power outage, water interruption or flooding as the most likely and how people might prepare for such events and also check on neighbours during incidents to ensure no-one vulnerable is left without assistance. Council agreed and the clerk will include in the next newsletter.

23/22 **Parish Matters:**

- a. Spring Clean Litter Pick – Cllr D Lane suggested a weekend and Council agreed on Sunday 10th April starting at 9am. Cllr D Lane offered to coordinate, and Cllr Sawatzki offered to publicise via the village Facebook page which has good reach, the clerk will include in the Newsletter if it can be published and distributed beforehand. The clerk will send Cllr D Lane the contact details to book litter pick kit.
- b. Village Sign – It was suggested by a member of the VH Cttee that perhaps the Village sign might be a more visible location for the Pandemic Plaque. Cllr D Lane had a look at the village sign and found it needed a lot of vegetation clearing, he has managed to clear some and it is apparent there is some weathering damage to brickwork that needs to be repaired and the rest of the vegetation cleared before the sign can be mounted. Cllr Cornwell offered to assist Cllr D Lane with carrying out the maintenance of the village sign.
- c. Playing Field Charity Trust and management: The clerk provided an update; the amended governance document has been submitted and the CC dashboard states it is under review. Once complete then registration of the land can be updated.
- d. Main Road surface flood relief works: the County Cllr report at 16/22 covers progress and he also stated he hope it would progress now that there is a new officer in place at the County Council.

- e. To review Playing Field matters:
 - i. Boundary damaged fence and overgrown vegetation. The fence work has been completed and Cllrs cleared overgrown vegetation and Mr Joe Steven has trimmed the hedges. Council gave a vote of thanks to Mr Steven.
 - ii. Cllr Dodds late notice illness prevented him attending or providing an update. The Clerk noted that the BC Community Infrastructure Levy grants had recently been announced and that Shouldham's play park project had been successful in obtaining funding in excess of £23k, this is a possible avenue for submission for a grant at the second round in July 22. There is also funding via the FCC for up to £100k, this scheme requires a third-party contribution of 10.75% to secure the grant though and that could be raised from reserves, the precept, fundraising or another grant/ donor.
- f. Traffic issues:
 - i. Report on SAM2 data: no new trends identified. Data is posted on the council's website. Further follow up with the Neighbourhood Policing team at SNAP meetings required.
 - ii. Community Speed Watch report: reports of recent sessions are published on the council website. It was commented by cllrs that when the team is on site that speed limit compliance is noticeably improved.

24/22 To consider Internal Council matters:

- a. Cllr Lane reported on his attendance at the Poor Lands Fuel Allotment Trust Winter 2021 meeting; he informed council that the constitution allows them to spend income from land rent to provide grants to relieve poverty amongst eligible residents. Grants are usually in the form of £25 donation to residents to subsidise fuel/energy payments but that in light of the current high prices that they increased it to £30 this year. That is not a long-term sustainable sum as it exceeded the annual income. The Trust has limited ability to reach the community and update who they reach out to and asked for assistance with advertising the scheme through the village newsletter. The clerk will draft an article for approval by Cllr D Lane as the Poor's Trust Rep.

25/22 Agenda Items for the Next Meeting: The clerk highlighted that the next meeting will be the Annual Meeting and will include election of Chairman and Vice-Chairman for the coming year.

26/22 Date, and Time of the Next Meeting: Wednesday 18th May 2022 commencing at **7pm** with the Annual Parish Meeting, followed by the Annual Meeting of the Parish Council.

The Chairman thanked those present for their contributions and closed the meeting at 8.17pm

Chairman

Date

Prepared by

Mike Inder, Clerk & RFO

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Annex A

Payments for Approval

DATE	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
26/01/2022	Drax	street lighting electric IN110576918&9	44	DD	0.00
18/02/2022	HMRC	PAYE mth 11 (underpaid £1 due to increment)	45	SO	50.80
28/02/2022	Mike Inder	Clerks salary (underpaid £4.10 due to Incr)	46	SO	214.05
15/02/2022	Drax	street lighting electric IN110576918&9 Late	47	DD	25.56
18/02/2022	Drax	street lighting electric IN1105838565/6	48	DD	26.66
23/03/2022	HMRC	Arrears Mth 8-12 inc	49	100898	5.00
23/03/2022	Mike Inder	NJC Pay Award Arrears Mth 8-12 inc	50	100899	63.16
23/03/2022	Mike Inder	Increment Arrears Mth 8-12 inc	51	100900	20.50
20/03/2022	HMRC	PAYE mth 12 (underpaid £1 due to increment)	52	SO	50.80
31/03/2022	Mike Inder	Clerks salary (underpaid £4.10 due to Incr)	53	SO	214.05
23/03/2022	Drax	street lighting electric IN1105911405&6	54	DD	23.98
22/03/2022	Information Commissioners Offi	Annual Subscription	55	DD	35.00
					729.56

Note:

NJC pay award was finally settled at 1.75% . Clerk's annual anniversary incremental progression to SPC 14 processed on pay statement and with HMRC but SO not adjusted pending outcome of pay award to avoid amending SO twice in short period. Salary and PAYE arrears have been calculated for supplemental pay by cheque with letters to adjust the Standing Orders to reflect the new payscale and the Annual Increment inc to SCP15 which is due to take effect from 1 Apr 22.

DRAX - failed to take direct debit in Dec, eventually taken in Feb, Ref 44 zeroed as paid on Ref 47.

Annex B

Crimplesham Parish Council Summary Reconciliation

Cash in Hand at		01-Apr-21			
Community Account		£3,555.98			
Business Premium Account		£3,045.30			
Less Unpresented Payments		210.32			
		£6,390.96			
Add	Receipts	10,066.78			
Subtract	Payments	8,169.76			
A	Cash in Hand at	28-Feb-22 £8,287.98			
Cash in Hand per Bank Statement dated 28-Feb-22					
Cash		£0.00			
Community Account		5836.66			
Business Premium Account		£3,045.54			
		£8,882.20			
Less Unpresented Payments					
28/02/2022	Mike Inder	Clerks salary (underpaid £4.10 due to Incr)	46	SO	214.05
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23/03/2022	Mike Inder	Increment Arrears Mth 8-12 inc	51	100900	20.50
20/03/2022	HMRC	PAYE mth 12 (underpaid £1 due to increment)	52	SO	50.80
31/03/2022	Mike Inder	Clerks salary (underpaid £4.10 due to Incr)	53	SO	214.05
					594.22
Add Unpresented Receipts					
					£ 0.00
B	Adjusted Bank Balance				£8,287.98
Error A - B					£0.00

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