

# CRIMPLESHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, convened on Wednesday, 18<sup>th</sup> May 2022 in the Crimplesham Village Hall. Commenced at 8.25pm with Councillor David Lane in the chair.

## Present:

Cllr David Lane  
Cllr James Lane  
Cllr Jeff Carter  
Cllr Mark Sawatzki  
Cllr Barry Satur  
Cllr Gary Dodds  
Clerk – Mike Inder

## Apologies:

Cllr Kevin Cornwell  
Cllr Mike Howland (Borough Councillor)  
Cllr Brian Long (County Councillor)

## In Attendance:

Public present: Nil

- 27/22 **Introduction and annual elections for office of chairman and vice chairman:** Cllr David Lane opened the meeting and invited nominations for the positions:
- a. **Chairman** - Cllr Sawatzki nominated Cllr David Lane, he accepted the nomination which was seconded by Cllr Carter, and he was duly elected unanimously (*despite an amusing moment of hesitation from Cllr Lane Snr.*)
  - b. **Vice Chairman** – Cllr Carter nominated Cllr Sawatzki, who accepted the nomination, seconded by Cllr J Lane, and he was duly elected unanimously.
- 28/22 **Apologies for absence:** The clerk notified council of apologies received as above; apologies accepted.
- 29/22 **Declarations of Interest:** None.
- 30/22 **Reports from County/Borough Cllrs and Norfolk Constabulary:** Cllr Howland had provided his report at the preceding Annual Parish Assembly meeting and was unable to stay for the meeting.
- 31/22 **Public Forum:** No public questions or comments.
- 32/22 **Minutes of the Meeting Held on 23 March 2022:** The draft minutes, having been circulated with the agenda were proposed by Cllr Sawatzki, seconded by Cllr J Lane, and agreed as an accurate reflection of the meeting and duly signed by the chairman.
- 33/22 **Finance matters**
- a. **Approval of Monthly Expenditure:** The payments at Annex A were reviewed, the payments were approved.
  - b. **Review of Reconciled Cashbook:** The Clerk advised that he had reconciled the cashbook to the end of April, a copy of the reconciliation summary is at Annex B. Cllr D Lane carried out the reconciliation sample checks and countersigned the summary record.
  - c. **Internal Audit Report** – The annual internal audit was carried out in mid-April and the report was circulated with the agenda pack. The auditor completed the Annual Governance and Accountability Return with no observations.
  - d. **Asset Register Review** – The asset register remains unchanged for the purposes of Insurance renewal.
  - e. **Annual Governance and Accountability Return (AGAR) 2021/22:**
    - i. **Declaration of Exemption form Limited Assurance Review** – having met the criteria to declare exemption the council resolved to do so.

Chairman's Initials .....

- ii. **Annual Governance Statement** – The clerk read out the individual statements and council agreed to comment ‘Yes’ to them all and the chairman signed the AGAR form.
- iii. **Accounting Statement** – Accounts having been circulated with explanations of variances and reconciliation as well as having been subject to scrutiny by the Internal Auditor, there were no queries and the council resolved to approve the statement, which was duly signed by the Chairman and RFO.

#### 34/22 **Planning Matters**

- a. **New applications:** None.
- b. **Application decisions since the last meeting were reviewed:**
  - i. [22/00300/F](#) | Single storey side extension on existing dwelling | 5 Adelphi Terrace Main Road Crimlesham King's Lynn Norfolk PE33 9DY. PC Supported (but not logged on website) BC Permitted.

#### 35/22 **Health and Safety Issues:**

- a. **Updates and actions from previous meeting:**
  - i. Stow Barn Rd loose stones in the road causing hazard. Cllr Dodds reported that he had not had any follow-up by the Police, he undertook to raise it with them again at the next SNAP 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. Not repaired to date and the grass rut is hidden by the grass being cut evenly over it. To be checked after the scheduled works in June-Aug 22 and reported again if necessary.
  - 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. No remedial work apparent, Clerk to include on Rangers request.
- b. **Reports of new issues:** Cllr Carter raised a query regarding a stretch of verge that had been stripped between the village gates and the quarry entrance, some 20m long and 1m wide. There was no knowledge of the reason, and the clerk undertook to make ask Highways.

#### 36/22 **Correspondence:** The clerk summarised the following correspondence received since the last meeting:

- a. An anonymous negative and accusatory letter received regarding the presentation of the Pandemic Plaque highlighted in the village newsletter. Council agreed that as it was anonymous then a response was not warranted.
- b. Late correspondence was received that was deemed sufficiently urgent to add to the agenda. Complaints from residents on Market Lane of dogs not under control and fouling the verge, photos of the dogs and fouling were provided as it was a repeat occurrence. The clerk informed the complainant that the dogs not being under control was matter that should be reported to the Police in accordance with the Gov.UK website advice and that dog fouling was a matter for the Borough Council. The complainant asked if the Council would write to the resident expressing their concerns as an intermediate opportunity to address the issue locally before escalating to the appropriate authorities. Council agreed and the clerk will write to the owners of the dogs.

#### 37/22 **Parish Matters:**

- a. Spring Clean Litter Pick – Cllr D Lane co-ordinated the event and reported that in addition to several Cllrs and partners there were 2 members of the public who joined them and that 15 bags of litter were collected, which was an improvement on last year. Cllr Carter also reported that the BC Clean-Up team officer who he met when visiting the village had commented that Crimlesham and Boughton were the only villages that he had visited and found no litter.
- b. Village Sign – Cllr Lane reported that he had not had the time to progress the maintenance since the last meeting but that he should have more time in the next couple of months.
- c. Playing Field Charity Trust and management: The clerk reported that the CC dashboard still states the amended deed is under review. Once complete then registration of the land can be updated.
- d. Main Road surface flood relief works ref C543: Council and some residents in the vicinity have received notification of the commencement of work scheduled to last 40 working days (weather permitting) requiring a road closure on a 24-hour basis between 20<sup>th</sup> Jun an 15<sup>th</sup> Aug 22. The diversion route shown using Mill Road was noted but it was assumed locals would not use it as it is single track. As it is a C class road it is assumed commercial traffic would have sat-nav set to keep avoid such roads and the Council resolved not to raise it with the NCC prior to commencement in case it caused a further delay to the project. Cllr J Lane stated that there would be no need for SAM 2 during that period and he would contact Fincham to inform them to reschedule its deployment.

- e. To review Playing Field matters:
  - i. Cllr Dodds provided a report on the new play equipment project at the preceding Parish Assembly meeting. Nothing significant to report since the last PC and the clerk offered to assist with the complexities of grant applications and formulating a project plan to support a grant application.
- f. Traffic issues:
  - i. Report on SAM2 data: no new trends identified. Data is posted on the council's website. Cllr Sawatzki reported that he had been subject to a very near miss at high speed by a silver Astra but didn't have the registration to report the incident to the Police. It was suggested he reports it anyway so as to build a bigger picture. Further follow up with the Neighbourhood Policing team at SNAP meetings required.
  - ii. Community Speed Watch report: one session since the last meeting with usual numbers of speeders and speeds reported, they are published on the council website. It was commented by Cllr Carter that traffic had been noticeably slower when he saw the team doing a session recently.

**38/22 To consider Internal Council matters:**

- a. Nothing to report.

**39/22 Agenda Items for the Next Meeting:** The clerk reported that there had been a report by the Borough Council on Members' Allowances and that he was awaiting a response to a query on a divisive qualification criterion before bringing it to Council for consideration.

**40/22 Date, and Time of the Next Meeting:** Wednesday 20<sup>th</sup> July 2022 commencing at **7.30pm**.

The Chairman thanked those present for their contributions and closed the meeting at 9.28pm

Chairman .....

Date .....

Prepared by

Mike Inder, Clerk & RFO

*Note: during writing of the minutes the item numbering on the corresponding agenda was noted as incorrect after item 33/22, having reverted back to 28/22, the minutes are recorded in the correct sequence.*

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## Annex A

## Payments for Approval

DATE	PAYEE NAME	DETAILS	REF NO	CHEQUE NO / BACS	GROSS AMOUNT
08-Apr-22	Norfolk ALC	Annual membership subs	1	100901	139.51
08-Apr-22	BC KL&WN	Litter Bin collections	2	100902	156.02
08-Apr-22	M Inder (Clerk)	Expenses Oct 21-Mar 22	3	100903	70.64
18-Apr-22	HMRC	PAYE mth 1	4	SO	54.00
30-Apr-22	M Inder (Clerk)	Salary	5	SO	226.49
12-Apr-22	Drax	Streetlighting Electricity IN1105971648&9	6	DD	26.56
02-May-22	BCKLWN	Dog Bin Waste Collection BC110114229	7	101905	98.80
02-May-22	BHIB Ltd	Insurance LCO01848643067	8	101906	405.32
18-May-22	HMRC	PAYE mth 2	9	SO	54.00
28-May-22	M Inder (Clerk)	Salary	10	SO	226.49
12-May-22	John Cross	Internal Audit Fee	11	100907	35.00

1,492.83

## Annex B

## Crimplesham Parish Council Summary Reconciliation

Cash in Hand at				<b>01-Apr-22</b>	
Community Account				£ 5,291.20	
Business Premium Account				£ 3,045.62	
Less Unpresented Payments				£ 107.64	
				<b>£ 8,229.18</b>	
Add	Receipts			£ 10,367.00	
Subtract	Payments			£ 1,457.83	
<b>A</b>	Cash in Hand at	29-Apr-22			<b>£ 17,138.35</b>
Cash in Hand per Bank Statement dated				<b>29-Apr-22</b>	
Cash				£ -	
Community Account				£ 15,104.00	
Business Premium Account				£ 3,045.62	
				<b>£ 18,149.62</b>	
<b>Less Unpresented Payments</b>					
08-Apr-22	BC KL&WN	Litter Bin collections	2	100902	156.02
08-Apr-22	M Inder (Clerk)	Expenses Oct 21-Mar 22	3	100903	70.64
02-May-22	BCKLWN	Dog Bin Waste Collection BC110114229	7	101905	98.80
02-May-22	BHIB Ltd	Insurance LCO01848643067	8	101906	405.32
18-May-22	HMRC	PAYE mth 2	9	SO	54.00
28-May-22	M Inder (Clerk)	Salary	10	SO	226.49
					1,011.27
<b>Add Unpresented Receipts</b>					
					£ 0.00
<b>B</b>	Adjusted Bank Balance			<b>£17,138.35</b>	
Error A - B					<b>£0.00</b>

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