

CRIMPLESHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, convened on Wednesday, 16th Nov 2022 in the Crimplesham Village Hall. Commenced at 7.30pm with Councillor David Lane in the chair.

Present:

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

Apologies:

Cllr Barry Satur
Cllr Gary Dodds
Cllr Mike Howland (Borough Councillor)

In Attendance:

Public present: Nil.

- 67/22 **Introduction and apologies for absence:** Cllr Lane opened the meeting and welcomed those present. He asked that for the benefit of all that when speaking it was directed to the chair and that volume and speed of talking was louder and slower.
- 68/22 **Declarations of Interest:** None.
- 69/22 **Reports from County/Borough Cllrs and Norfolk Constabulary:** Cllr Howland had provided his routine reports that have been disseminated.
- 70/22 **Public Forum:** none present.
- 71/22 **Minutes of the Meeting held on 28 Sep 2022:** The draft minutes, having been circulated with the agenda were proposed by Cllr Sawatzki, seconded by Cllr Cornwell, and agreed as an accurate reflection of the meeting and duly signed by the chairman.
- 72/22 **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 Oct, a copy of the reconciliation summary is at Annex B. Cllr D Lane conducted the reconciliation sample checks and countersigned the summary record.
 - c. The Clerk provided an update on the NJC pay award that was announced for payment wef 1 Apr 22. He provided a payslip with the calculations in accordance with the new rates along with the arrears for salary and PAYE. Standing Order amendments for staff and HMRC were signed by Cllrs D Lane and J Lane to take effect from 28 Dec 22.
- 73/22 **Planning Matters**
- a. **New applications:**
 - i. None.
 - b. **Application decisions since the last meeting:**
 - i. None.
- 74/22 **Health and Safety Issues:**
- a. **Updates and actions from previous meeting:**
 - i. Stow Barn Rd loose stones in the road causing hazard. Nothing new to report.
 - ii. The overgrown hedgerow on the corner of Market Lane has been cut following a request to the resident.

Chairman's Initials

b. **Reports of new issues:**

- i. Excessive slurry had been deposited in the days preceding 13 Oct 22 on the Main Rd from the exit of the Mick George site. Residents from the village and transiting through had reported it to the clerk and he asked them to report on the NCC Report a Problem webpage. The clerk contacted Mick George Head Office, explaining that an ineffective attempt to clear it had been made and asked for an urgent thorough clear up, this was conducted the following day but was not wholly satisfactory and routine clear up at the exit should be more effective. Council will monitor the situation and report on occasions when the debris and slurry deposited on the road by vehicles exiting the site is excessive and presents a hazard.
- ii. Cllr D Lane mentioned that the flashing 30mph sign did not appear to be operating. Another check will be carried out and reported to the clerk as necessary.
- iii. Cllr J Lane reported that the playing field notice board back board was delaminating, and the board could do with refurbishment. Cllr Cornwell offered to assess the notice board and repair/report depending on the assessment.
- iv. Cllr Carter reported a post at the A134 layby that has been knocked over. The clerk will review, photograph and identify exact location in daylight and report as necessary.

75/22 **Correspondence:** The clerk summarised the following correspondence received since the last meeting:

- a. The Police sent an email informing councils that the SNAP meetings were being re-named Priority Setting Meetings to more accurately reflect their purpose and encourage greater engagement by councils. The next meeting is scheduled for 17th Jan 2023, online and in person at a venue to be notified.
- b. An East of England mobility and transport survey was received. Cllr D Lane led a collective response to the questions and will submit on behalf of the council.

76/22 **Parish Matters:**

- a. Village sign refurbishment is ongoing with work suspended until Spring.
- b. Playing Field Charity Trust and management. The clerk had notified trustees that the amendments to the Oct 21 resolution to satisfy the CC issues with clause 1,2 and 11 had been completed and reviewed by CAN advisor. The draft resolution has been sent to the CC case worker to seek approval prior to proceeding to make the new resolution at a public meeting in the same way as the Oct 21 resolution.
- c. To review Playing Field matters:
 - i. The clerk is waiting for a quote from Holly's Landscaping to add the northern boundary hedge row to the contract for cutting annually.
- d. Village Hall – The meeting of the Village Hall Trustees scheduled for 15 Nov had been postponed, nothing to report.
- e. To review Traffic issues:
 - i. Report on SAM2 data. The latest data has been analysed and posted on the website with nothing significant or new to highlighted.
 - ii. The Fincham PC Chairman, who is their SAM2 coordinator, notified Crimplesham PC that the Fincham PC were suspending operating the sign in Fincham for 6 months. The sign will be operated in Crimplesham continuously until further notice. The Fincham Chairman has offered to continue downloading and resetting the sign when notified that it is being moved and to forward data in the normal manner. He highlighted that to do that a dedicated laptop would be required and suggested a new basic laptop purchased and owned on a 50-50 shared basis by the 2 councils. Crimplesham Cllrs agreed to that proposition provided that the laptop was of a low budget standard, solely used for SAM2 operation and that the arrangements were acceptable to the Fincham PC and Cllr Delderfield. Clerk to coordinate the project.
 - iii. Community Speed Watch report. The coordinator informed Council that due to the lack of activity (caused by lack of volunteers) the County Council has re-called the equipment for re-distribution to other teams. The Council were sorry to see the team cease and gave a vote of thanks to those who had contributed to team.

77/22 **To consider Internal Council matters:**

- a. The RFO circulated a draft budget for 2023/24 and provided a line-item explanation of key points, he invited questions and comments, there were none. The RFO will continue to refine the draft until the January meeting where the precept will be set and budget agreed, until then cllrs are invited to submit suggestions and comments for consideration.

78/22 **Agenda Items for the Next Meeting:** Cllr J Lane asked for Council to be informed of the St Marys PCC decision to permit use of the church as a venue for PC meetings in the future should the village hall not be available. Council will need to agree an appropriate donation towards the costs of hosting, with it suggested as commensurate with the rate paid to the VH Ctte currently. The PCC Treasurer submitted a grant request application form for £900 contribution to the maintenance of the St Mary's Churchyard, to be considered at the next meeting.

79/22 **Date, and Time of the Next Meeting:** Wednesday 18 Jan 2023 commencing at **7.15pm**.

The Chairman thanked those present for their contributions and closed the meeting at 8.55pm

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
03-Nov-22	Drax	Streetlighting Electricity IN1106485010/1	30	DD	26.56
18-Nov-22	HMRC	PAYE mth 8	31	SO	54.00
28-Nov-22	M Inder (Clerk)	Salary Nov	32	SO	226.49
16-Nov-22	HMRC	Arrears mth 1 to 8	33	100910	34.80
16-Nov-22	M Inder (Clerk)	Salary Arrears	34	100911	173.81

515.66

Annex B

Crimplesham Parish Council Summary Reconciliation

Cash in Hand at				01-Apr-22	
Community Account				£ 5,291.20	
Business Premium Account				£ 3,045.62	
Less Unpresented Payments				£ 107.64	
				£ 8,229.18	
Add	Receipts			£ 10,689.21	
Subtract	Payments			£ 3,183.62	
A	Cash in Hand at	31-Oct-22			£ 15,734.77
Cash in Hand per Bank Statement dated				31-Oct-22	
Cash				£ -	
Community Account				£ 12,714.54	
Business Premium Account				£ 3,046.79	
				£ 15,761.33	
Less Unpresented Payments					
03-Nov-22	Drax	Streetlighting Electricity IN1106485010	30	DD	26.56
					26.56
Add Unpresented Receipts					
					£ 0.00
B	Adjusted Bank Balance			£15,734.77	
Error A - B				£0.00	

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