

CRIMPLESHAM PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council, convened on Wednesday, 19th January 2022 in the Crimplesham Village Hall. Commenced at 7.15pm with Councillor Mark Sawatzki in the chair.

Present:

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

Apologies:

Cllr David Lane
Cllr Mike Howland (Borough Councillor)
Cllr Brian Long (County Councillor)

In Attendance:

Public present: Nil

- 1/22 **Introduction and apologies for absence:** The chairman welcomed everyone, and Deputy Lieutenant Nick Pratt was introduced, he gave a speech about the Pandemic Plaque commissioned by the Norfolk Lieutenancy to be presented to the community of Crimplesham to commemorate the resilience and public spirit demonstrated throughout. The Chairman accepted the plaque, and it will be passed to the Village Hall Ctte to display in the hall. Apologies were received and accepted as above.
- 2/22 **Declarations of Interest:** All Cllrs have an interest in the setting of the precept at 6/22.c. which is waived to allow a decision to be made. Cllr Cornwell declared an interest in item 7/22.a.i.
- 3/22 **Reports from County/Borough Cllrs and Norfolk Constabulary:** Cllr Long provided a verbal update on matters to the clerk whilst giving his apologies. He had attended a site meeting for the Main Road Flooding at the Forge and said the next stage was for exploratory digging once a road closure is in place, this will then confirm if the plan is appropriate, and it will either proceed or need a review of the scheme. He also said he was waiting for further information from NCC on the Road Safety Scheme proposals put forward by Crimplesham. No significant updates from the Borough Council just the routine notices forwarded by email. The Police notified the clerk that the next SNAP meeting on 31 Jan has been moved to online due to the prevalence of covid infection in the locality.
- 4/22 **Public Forum:** No public questions or comments.
- 5/22 **Minutes of the Meeting Held on 17th Nov 2021:** The draft minutes, having been circulated with the agenda were proposed by Cllr Dodds, seconded by Cllr Cornwell, and agreed as an accurate reflection of the meeting and duly signed by the chairman.
- 6/22 **Finance matters**
- a. **Approval of Monthly Expenditure:** The payments at Annex A were reviewed, the payments were proposed by Cllr Cornwell, 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 Dec, a copy of the reconciliation summary is at Annex B. Cllr M Sawatzki carried out the reconciliation sample checks and countersigned the summary record at the end of the meeting.
 - c. **Budget and Precept:** The RFO had circulated an updated draft budget for 2022/23 and made recommendations with highlighted considerations that need to be determined; he invited Cllrs to comment. The budget and precept were proposed by Cllr Satur and seconded by Cllr Dodds and voted for unanimously. A Precept of £10,637 will be requested by the clerk, this equates to an 8% rise, energy costs for streetlighting being a significant factor. In terms of Band D representative tax

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rate, it will be £106.55 for the year, a 10% increase partially due to the decrease in the tax base but comparable with 2020/21. The ear-marked reserves are on track to meet future needs.

7/22 **Planning Matters**

- a. **New applications.**
 - i. 21/02258/F | Construction of one single storey dwelling | Land Adj Bumbles Folly Market Lane. Supported between meetings.
 - ii. 21/02336/F | Conversion of garage to form additional residential accommodation ancillary to existing dwelling | Kudos Market Lane. Supported between meetings.
 - iii. 22/00021/CU | Change of use of former domestic garage to beauty salon | Byshell Main Road Crimbleham Norfolk PE33 9DX – received on 16 Jan 22, too late to be on the published agenda, was circulated and reviewed at the meeting and the application supported.
- b. **Application decisions since the last meeting were reviewed:**
 - i. 21/01744/CU | Change of use of residential dwelling (holiday let) to permanent residential dwelling. | Annexe 2 Crew Yard Barns Church Road. Permitted – PC Supported.

8/22 **Health and Safety Issues:**

- a. **Updates and actions from previous meeting:**
 - i. Overgrown hedges at Shamrock have been trimmed recently and The Old Rectory was not noticed as an issue now other than the odd stray bramble which could be clipped in passing.
 - ii. Stow Barn Rd loose stones in the road causing hazard. Remains an issue, will be reported again.
- b. **Reports of new issues:**
 - i. Verge damage was reported near the entrance to Springfield Close, a deep tyre track that could present a trip hazard in the dark. It will be reported to the NCC for repair.
 - ii. Car parking on half/half on the road/pavement near 'Delphi' on Main Road was reported, Cllr Sawatzki offered to take a look and if obstructing the pavement for pushchairs/disabled, then to politely mention it to the driver when the opportunity arises.

9/22 **Correspondence:** The clerk summarised the following correspondence received since the last meeting:

- a. Offshore Transmission Network – update that the SoS has granted the BOREAS application, despite being contrary to national strategy to promote OTNs.
- b. Cllr Sawatzki observed Police speed enforcement activity on Sun 21 Nov 21 and having taken the opportunity to discuss concerns, he was provided with contact details and asked to forward SAM data showing the peak times that are not being subject to enforcement, no response to the information submitted by the clerk to date.
- c. CIL Funding for community projects – email circulated 22 Nov 21 and copied to the Village Hall Ctte as they would meet the criteria for application in conjunction with PC support. It may also be a source of funding for the play equipment project.
- d. Response to the letter regarding large pyrotechnics launched from The Stables was received and the Landlord has asked his agent to address the letting conditions appropriately having agreed with the PC's stance.

10/22 **Parish Matters:**

- a. 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.
- b. Main Road surface flood relief works: the County Cllr report was discussed and there remain concerns that the delays for a variety of matters are not being coherently managed. The fields are currently being prepared for another crop, the bird nesting season will start in March and the current delay seems to be in areas not relating to being able to progress those parts of the scheme whilst awaiting a road closure notice. Clerk asked to relay this to the Highways Engineer and County Cllr to see if things can be moved along, closed dates for work from stakeholders shared and a firm start date/s provided.
- c. An update on the submission of the NCC Road Safety Community Fund proposals to the County Councillor was reported on in item 3/22. The clerk explained that in his other councils there had been updates from County Cllrs in those Divisions that the scheme was acknowledged by the Democratic Services Manager as poorly communicated and work is being done to refine it for the next round, also that Parish Council expectations need to be managed as the PC proposals will be assessed by the Area Highways in parallel to some of their schemes awaiting funding, so may fall further down a list submitted by each of the County Councillors.
- d. To update on overgrown hedge – addressed at item 8/22.a.i.

- e. To review Playing Field matters:
- i. Boundary damaged fence and overgrown vegetation. The clerk reported that the fallen tree and vegetation around a stretch of damaged fenced had been removed/repared but that there had been some confusion on the scope of the work and a further fence posts length to the right are needing to be completed, the contractor has agreed to return soon to complete the work. Cllrs agreed to review the remaining vegetation and fence in Feb once the vegetation had died back as much as it is likely to and instruct the clerk to obtain quotes for any remedial work deemed appropriate.
 - ii. Play Park Slide embankment solution. Cllr Dodds provided an initial report on his enquiries into funding sources and equipment. He will now develop a plan and with assistance on CAD software drawing from Cllr Satur, scope a proposal against which to obtain quotes from suppliers and to consult with the public for opinions and support which will be required to support grant applications.
 - iii. Play Park Action Plan review of work – The outstanding action plan work has been completed and in the 2021 inspection was carried out in Dec, the report was received, assessed and circulated in Dec. There were no risks identified that need addressing that either have not been resolved recently or are part of the planned replacements and upgrades.
- f. Traffic issues:
- i. Report on SAM2 data: no new trends identified. Data is posted on the council's website. SAM2 data was forwarded to the Neighbourhood Policing team as requested at the last SNAP, to date not response and no enforcement activity during the peak times identified, Cllr Dodds undertook to raise this at the next SNAP.
 - ii. Community Speed Watch report: reports were read out for the last 6 months and these were consistent with 6-8 vehicles over the reportable speed of 35 mph and max recorded speed average of 50mph during each session at the 3 locations on Main Rd.

11/22 To consider Internal Council matters:

- a. Annual Play Inspection – Council decided to sign up to the Play Inspection Company until further notice.
- b. Cllr Lane was not present to report on the role of the Cllr on the Poor's Trust.
- c. A quote for renewal of the grounds maintenance contract was received after the agenda was published, the quote was an increase of £30 to cover increased fuel costs, Council agreed to renew for 3 years.

12/22 Agenda Items for the Next Meeting: Cllr Satur asked if there was any consideration to planning for Platinum Jubilee weekend events and whether it should be on the agenda. It was suggested that the Village Hall Ctte as the most likely organisation to be the centre of events should be consulted and then if anyone has a proposal that it should be developed and shared as by the time of the next meeting there will be little time remaining to make arrangements and Borough Council grants deadlines would be missed.

13/22 Date, and Time of the Next Meeting: Wednesday 23rd March 2022 commencing at **7.15pm**

The Chairman thanked those present for their contributions and closed the meeting at 8.30pm

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
31/10/2021	Holly Landscapes	Grounds Maintenance inv 4564	34	100893	1,517.15
08/12/2021	Play Inspection Co Ltd	Annual Play Equip Inpsection inv 51246	35	100894	83.40
18/12/2021	HMRC	PAYE (underpaid £1 due to increment)	36	SO	50.80
31/12/2021	Mike Inder	Clerks salary (underpaid £4.10 due to Incr)	37	SO	214.05
22/12/2021	Drax	street lighting electric IN1105695255 &68	38	DD	25.56
18/01/2022	HMRC	PAYE mth 10 (underpaid £1 due to increment)	39	SO	50.80
30/01/2022	Mike Inder	Clerks salary (underpaid £4.10 due to Incr)	40	SO	214.05
07/01/2022	Denver Building & Landscaping	PF boundary - Tree/fence	41	100895	950.00
11/01/2022	PCC	Churchyard Maintenance Grant	42	100896	900.00
11/01/2022	Village Hall	Hall Hire 1 Apr 21 to 31 Mar 22	43	100897	90.00

Note:

NJC pay award is still undecided with unions balloting members, offer of 1.75% rejected. 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 will be corrected by cheque once finalised.

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	6,508.18
A	Cash in Hand at	31-Dec-21 £9,949.56
Cash in Hand per Bank Statement dated		31-Dec-21
Cash		£0.00
Community Account		8227.83
Business Premium Account		£3,045.54
		£11,273.37
Less Unpresented Payments		
08/12/2021	Play Inspection	Annual Play Equip Inpsection inv 5
22/12/2021	Drax	street lighting electric IN110569525
18/01/2022	HMRC	PAYE mth 10 (underpaid £1 due to
30/01/2022	Mike Inder	Clerks salary (underpaid £4.10 due
07/01/2022	Denver Building	PF boundary - Tree/fence
		1,323.81
Add Unpresented Receipts		
		£ 0.00
B	Adjusted Bank Balance	£9,949.56
	Error A - B	£0.00

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