

---

## Crimplesham Parish Council

### Minutes of the meeting of Crimplesham Parish Council, Wednesday 20<sup>th</sup> September 2023, 6.45pm

**Committee Members:** Cllr Satur (Chair) Cllr Dodds (Vice-Chair) Cllr Carter, Cllr Ashman, Cllr Dowell

**Those Present:** Cllr Satur, Cllr Dodds, Cllr Carter, Cllr Ashman, Cllr Dowell, M Hilton Clerk

**Public:** One

**Apologies:** BCllr Moriarty

#### MINUTES

- 1. Welcome and opening remarks:** Cllr Satur welcomed everyone to the meeting
- 2. To consider and approve apologies for absence:** these were approved and signed by the Chair.
- 3. To declare any conflicts and pecuniary interests on any items on this month's agenda:** none reported.
- 4. Public Forum (fifteen minutes only):** the one parishioner present gave the Council a letter from the Village Hall trustees. She explained very briefly what was in the letter. Cllr Satur said this would be discussed at the next Council meeting.
- 5. To receive an update of the Action Log:**
  - Flashing sign on Main Road: Cllr Dowell believes this is now working, he will check and inform the Clerk.
  - Repairs to playing field building: it was agreed to pay £80 to have the contents removed. A quote of £930 to remove the garage door, repaint, brick the windows up, replace the fascia has been received. The Council agreed this was too much, and agreed to do the painting themselves. They will also remove the garage door and the smaller door so there is visibility from the road.
  - Benches: a new bench near the village sign is to be installed by Sally Cornwell in memory of Pam Biggs. We will relocate the dustbin. The old bench and the one near the bus stop will be restored by Cllr Satur. One will then go back near the bus stop and the other to be installed in the brick building at the Playing Field.
  - Defibrillator: a parishioner has agreed initially to have the defib installed at his property. If this is formally agreed the Clerk will order the defib. The Council will pay the £25 per annum running cost to the parishioner. Cllr Carter will contact a local electrician for a quote to install the electricity supply. Councillors will dig the trench and lay the cable and install the post for the defib.
  - Playing field inspection: the hedge one side is overgrown; this is believed to be owned by a farmer. There was lots of dead grass left by the recent cut, the question was asked should it be cut more regularly? The grass near the village gates also needs cutting. The Clerk will contact Holly Landscapes and ask for a quote. It was also discussed about purchasing a ride on mower. Cllr Dowell will get a quote from Lawnboy. It was noted the mound near the slide really needs flattening as holes have appeared. This will be looked into next financial year. Cllr Satur reported all the play equipment is ok.
  - Communication and Engagement Policy: this was approved and will be put on the website.
  - SAM2 camera, Cllr ashman has been in contact with Fincham Parish Council. The SAM2 camera It is currently in Crimplesham for one month. It will be rotated between Fincham and Crimplesham. Cllr Dowell asked about putting speed camera signs up at the village gates. Cllr Dodds will contact the police as the whether this is legally allowed.
- 6. To hear reports from County/Borough Cllrs (if present):** no reports this month. It was noted that no apologies were received from BCllr Devulapalli or CCllr Long.

## Crimplesham Parish Council

### 7. Reports from individual Councillors, Council groups and Clerk

- i. Planning application: no planning application for August and September 2023
- ii. To discuss planting trees at the playing field: *Cllr Dowell*. With the possibility that a new village hall could be built here, it was agreed to defer this item for another time.
- iii. To discuss training for Councillors e.g., Playground Inspection: *Clerk*. The Clerk told the Council that two avenues for training had been offered to the Council for playground inspection. No Councillor currently has the time to undertake the training course. The Clerk informed the Council that a weekly check should take place of the play equipment.
- iv. To discuss overgrown hedges and grass cutting around the village and getting them cut: *Cllr Satur*. See in Action Log item five.
- v. To discuss the village newsletter, and topic ideas: the newsletter will be produced in Spring and Autumn. The first copy from the new Council to go out in October. Topics headings to include village history, thank you section, speeding, projects for the village, and included some adverts, which will be charged for to cover the cost of the printing.

Cllr Dowell asked why the coffee mornings had stopped at the village hall. They now take place at the church.

- vi. To discuss the maintenance and planting around the village sign: *Cllr Satur*. It is believed BCllr Devulapalli offered to donate some money for the purchase of spring bulbs, the Clerk will email her regarding this. It was agreed to spend £50 to £100 on bulbs to be planted in October 2023. Cllr Ashman said maybe ask the parishioners if they would be willing to help.

### 8. To review the Data protection, Equal Opportunities, Safeguarding and Risk Management and Communication and Engagement Policies.

These were discussed and approved. These will now be put on the website.

### 9. To consider and receive reports on Health and Safety issues.

A parishioner has approached Cllr Carter and asked about a pavement to safely walk to Downham Market. The Clerk said this would be very costly and would be a Norfolk County Highways decision.

### 10. Finance matters

- i. To note and approve monthly expenditure. This was noted. The Clerk told the Council the bills from SSE for streetlight energy had now been received. These are backdated from 1<sup>st</sup> February 2023. These will be paid in September 2023 payment run.

Payments for July 2023 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment / direct debit	Supplier/Service
Melanie Hilton expenses	31.60	0.00	31.60	EP	July mileage, working from home allowance
Melanie Hilton	189.53	0.00	189.53	EP	21 hours
HMRC	189.52	0.00	189.52	EP	Month 4
Upwell Computers	120.00	0.00	120.00	EP	Upgrade laptop to improve performance
Phil Rudderham	460.00	0.00	460.00	EP	Repainting entrance gates to village
Barry Satur	50.00	10.00	60.00	EP	Oak post for village sign
CAN	50.00	0.00	50.00	EP	Community Action Norfolk subscription
<b>TOTAL</b>	<b>1,090.65</b>	<b>10.00</b>	<b>1,100.65</b>		

## Crimplesham Parish Council

### Payments for August 2023 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment / direct debit	Supplier/Service
Melanie Hilton expenses	45.80	0.00	<b>45.80</b>	EP	working from home allowance, plus flowers for Maddy for painting the sign, mileage
Melanie Hilton	330.41	0.00	<b>330.41</b>	EP	24 hours
HMRC	102.79	0.00	<b>102.79</b>	EP	Month 5
Darren proctor home and Garden services	165.00	0.00	<b>165.00</b>	EP	coping stone and replacing bricks at village sign (paid 18/8/23)
NALC	96.00	19.20	<b>115.20</b>	EP	12 months payroll services
Holly Landscapes	50.00	10.00	<b>60.00</b>	EP	Removal of waste from village sign
<b>TOTAL</b>	<b>790.00</b>	<b>29.20</b>	<b>819.20</b>		

ii. To note income and expenditure balances reconciled from the previous month. This was noted

**11. To propose agenda items for the next meeting.** Please let the Clerk know at least a week before the next meeting.

- Projects for 2024-25
- Discuss the letter from the Village Hall Trustees

Cllr Dowell said it would be good if the village had a day once a year where they planned an event. Also, to consider yard sales, car boots etc. For fund raising for the playing field.

**12. To confirm the date and time for the next meeting of the Parish Council** – 17<sup>th</sup> January 2024 at 6.45pm.

**13. Close:** the meeting closed at 20.25pm

**Signed by the Chair** ..... **Date** .....