

North Creake Parish Council

Minutes of the Parish Council meeting of North Creake held at The Village Hall, North Creake on Thursday 12th June 2025.

Present: Councillors A. Bunkle (Chair), J Brettingham-Smith, J Robinson, A Culshaw, S Baker and J Rocklin and L Fletcher (Clerk/RFO).

One member of public attended the meeting

1. The Chairman welcomed all present to the meeting.
2. Apologies for Absence: Apologies were received and accepted from Cllr S Sandell
3. Declarations of Interest on Agenda Items: None
4. The Minutes of the meetings held on 15th May 2025 were circulated before the meeting. It was agreed that they were a correct record of the proceedings and signed by the Chairman.

5. Parishioners Questions and Statements:

A parishioner requested an update regarding the willow tree on the village green, the Chair advised that work was due to be carried out on the tree on Friday 13th June

6. County and Borough Councillor Reports – None received

7. Clerks report/matters arising

- a. The clerk reported that the SAM2 signs were now out again, Cllr Culshaw advised that he could import the data generated into Excel and then override the incorrect time data with the correct time to generate an accurate report.
- b. Bench on Millenium Green – to be carried forward Cllr Rocklin & Cllr Brettingham-Smith to look into options for replacement and report back
- c. The Clerk confirmed that the agreed letter had been posted to the resident concerned re parking of mobile home on Dunns Lane

8. Training – no new courses available

9. Open Spaces

- a. SAM2 signs & Speeding– see item 7a. Speeding offences, the webpage for speeding data was not working so no data available to report
- b. Play area visual inspection – No issue to raise.
- c. Land at Shammer – The weeds in the former pond area had been treated, the council expressed their thanks to Cllr Robinson for doing this work. Cllr Culshaw to chase NWT re possible pond restoration project
- d. Willow on village green – see item 5
- e. Request for temporary sign on village green advertising the upcoming Creakes Drama Group production – It was agreed unanimously to give the Drama Group permission to do this and for future productions
- f. Steps to slide on playing field – It had come to light that the contractor originally awarded this work did not have the correct waste carriers licence and therefore the council agreed to award the work to S1 Builders if their original quote was still valid, otherwise Clerk to request new quote before work could commence.

10. Footway lighting – No issues reported

11. Finance

- a. Late payments – None
- b. The following payments were agreed:
Scribe, Accounts software £31.20
Internal Auditor Fee £45
Clerks wages £265.72
Clerks annual WFH allowance £150
- c. Finance received:
Shooting Club Rent £200 for 2024 and 2025 seasons
VAT Return £29350.14
- d. May bank reconciliation was approved

12. AGAR – The AGAR return for 2025 was agreed and signed accordingly

13. Council Website and IT

- a. It was agreed to accept the quote from Parish Online for the new 'gov.uk website, hosting and emails of £315 pa, it was further agreed for them to take over hosting of old domain at £25 pa. The council agreed the new domain would be northcreakeparish.gov.uk
- b. It was agreed for the Clerk to purchase a dedicated laptop for council work in the price range £300 - £350 + VAT

14. Correspondence

- a. Email regarding retrospective planning application – this had been circulated to councillors prior to the meeting
- b. Email regarding fencing across the River Burn – Clerk to raise with EA for advice and to write to the owner.
- c. Email from CPRE regarding joining the Anti Mega Solar Farms Group – It was agreed not to join as it could be prejudicial to any future planning applications
- d. Email from NCC regarding future local govt in Norfolk – Noted
- e. Email regarding posting agenda and minutes on website – A parishioner had emailed the Clerk regarding late/no posting of minutes and agendas on the website, the Clerk explained that this was due to time constraints, especially as it has been a very busy start to the year with the MUGA project closely followed by the annual audit and AGAR and that the new website should make this a simpler and quicker process

15. Highways

- a. Road Hills – Clerk to report the overhanging trees to highways
- b. Wells Rd – The Clerk has been in discussions with the resident and highways regarding the willows. Highways have advised that they had closed the case as “does not meet our criteria for repair” and have further advised that “I understand this is not always common knowledge, any land that adjoins the highway boundary is the responsibility of the neighbouring landowner including drainage ditches or ordinary watercourses. The Highway authority have a responsibility to maintain the highway only. Where trees are positioned outside of the boundary, which I believe is the case in this instance, the responsibility lies with the landowner”

16. Planning

- a. Application 25/00933/f – retrospective application of painted timber cladding 78 West Street – After debating this application was voted on – Object: 2 Votes, Support: No Votes, No Comment: 4 Votes. It was therefore agreed to offer NO COMMENT on this planning application.
- b. Decisions – There were no new decisions

Date of next meeting 10th July 2025 at 6.30

Meeting closed: 7:48 pm

.....Chairman
.....Dated

**THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL
COUNCIL**