

GIMINGHAM PARISH COUNCIL

ORDINARY MEETING

Elaine Pugh - Clerk to Council

Minutes of the Ordinary Parish Council Meeting

Monday 13th June 2022 - 7.30pm at Gimingham Village Hall

Present: Colin Page (Vice Chair), Alan Gotts, Colin Hart and Dan Gotts
Others: Ed Maxfield, NCC and 1 member of the public

Colin Page stood in as Chair to the meeting in the absence of Ady Phillips.
The meeting commenced at 7.45pm.

1. **To consider apologies for absence**
Apologies were received from Ady Phillips - personal - accepted by the Council.
2. **To approve the Annual Parish Council Minutes 16th May 2022**
It was resolved to approve the Minutes and they were signed by the Chair.
 - 2.1 **To acknowledge the receipt of the Annual Parish Minutes -16th May 2022 - Members acknowledged receipt**
3. **To receive declarations of interest in items on the Agenda and Pecuniary interest forms to be approved if necessary**
There were no declarations or interest forms to be approved.
4. **Resolution to adjourn the meeting for public participation - Police, North Norfolk District and County Councillor Reports.**
Resolved to open the meeting to the public

Ed Maxfield, NCC - informed that he had received details of the NCC Community Road Safety Fund which covers works outside of the usual criteria. Verge cutting - NCC has a policy on this and extra cuts may be undertaken on the basis of safety grounds. There could be a larger recycling centre at North Walsham Worstead. Discussion took place on the proposed application to the Community Road Safety Fund in connection with the suggestion of safety refuges through the village. Although the Highways Engineer considered this not suitable for Gimingham it was requested that this matter be forwarded to the safety audit team.

A member of the public raised concerns on the grass cutting at the playing field. It was outlined that this will take some time to recover due to the initial 3 week cutting pattern which was now playing catch up to the realigned 2 week cutting cycle.

The Clerk would speak to the contractor. EP

Both hedge entrances to the play area needed cutting back and the Clerk would request the caretaker to do this. EP

Comments were made on the play equipment and in particular the OXO unit - the Clerk would assess this and if required it would be removed. EP

It was suggested that the zip wire needed attention and the Clerk would ask the play company to review this. EP

The football clubhouse needed tidying up and this would be reviewed. EP

Resolved to close the meeting to the public

5. To review and consider Planning

22/1368	Church Oaks, Church St	Single storey ext following removal of existing conservatory	No objections
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6. Monthly updates and for information only:

6.1 SAM 2 - review of statistics - Colin Hart

LOCATION	FROM	TO	TOTAL VEHICLES	85th PERCENTILE SPEED MPH	50th PERCENTILE SPEED MPH	AVERAGE SPEED MPH	MAXIMUM SPEED MPH
Incoming/Pound	14.02.22	15.03.22	16,295	32.7	27.2	26.00	55
Incoming/Pound	16.03.22	24.03.22	7,211	30.8	36.06	22.60	55
Incoming/Home Farm Slaughter Road	24.03.22	21.04.22	6,475	30.2	24.4	22.80	60
Village Pond facing the village	21.04.22	14.05.22	13,583	31.6	26.4	25.40	55
Pound facing the village	14.05.22	10.06.22	22,253	32.2	26.0	23.60	60
TOTAL VEHICLES			65,817				

The members reviewed the statistics which showed that the average speed was 23.06mph with 85 percentile speed of 32.2mph.

A rota had been devised for the placement of the SAM2 unit - opposite Home Farm, at the Pond facing the Pound and opposite the Beeches.

6.2 Bottle bank and VAT - claims completed

6.3 Caretaker additional jobs

Reseed - grass around the Pound

Hall Road - remove foliage from 30mph sign - located and cleared

6.4 Playing field

6.4.1 Rubbish bin (black unit) scheduled for emptying via NNDC

6.4.2 Grass cutting - reverted to 2 weekly cycle including play area

6.4.3 Replacement of code lock to gates - completed

6.5 Village sign - scheduled for removal in autumn for refurbishment

Highways

6.6 Village drainage - Ed Maxfield - Clerk had written to Highways again to request dates for clearing. Correspondence had been received from Highways which stated that they cleared the drains/gullies in February and then as required. The Council members requested the Clerk write to Duncan Baker MP to find out what impact he could have on this matter. Members considered that Gimmingham was not receiving a fair and balanced response to the request made to Highways. EP

6.7 Potholes reported along School Lane and photos supplied -

these repairs had been completed although the works appeared to be not of a high standard.

6.8 Foliage exiting Hall Road and Church Street onto Southrepps Road

- forwarded to Ed Maxfield - this had been cut and needed attention again.

The Clerk would request Highways to complete the works again. EP

6.9 Creation of pedestrian lining refuge along Church Street/Mill Road

Village Hall to the Pound on the right hand side towards the Southrepps Rd

Old Cottage to just past the Bye and Pine Drift up to the bridge by the Mill.

The Highways engineer had informed that he did not consider this type of scheme for Gimmingham however, the Council requested Ed Maxfield to ask the Safety Audit team to review this request.

7. To consider and review correspondence

Highways - re pedestrian refuge	Safety Audit Team
Quotations for village hall floor	See Agenda item 9
Ed Maxfield - monthly report	Noted
QS - Tender report	Noted
NNDC - Certificate of Lawful Development CL/22/1341	Noted

8. **To agree works to base of village sign and appoint contractor**
 The Clerk had received a further quotation however, members decided that £200 was too expensive for the work which needed completing. Councillors stated that they would source another contractor to review the work required. A decision on this was deferred to the next meeting. Agenda

9. **To consider and review quotations for the replacement of Village Hall Floor and consider next steps**
 The Clerk had been in contact with the Council's insurance company and provided them with the information requested together with a risk assessment. Photos had also been supplied to back up the evidence provided. Based on this the insurance company had agreed to continue to allow the building to remain open for the foreseeable future. However, this is not indefinitely as they had placed conditions on use - ie no more than 40 people to use the hall, maximum of 2 persons in the ladies wc, no lone working and no keys to be accessible. The area of concern was to be securely locked with appropriate signage in place. This information had been forwarded to the Village Hall Management Team for their attention.

In the meantime quotations had been received and assessed by Mr Roger Taylor the QA. The 3 quotations all received the same specification and they had been analysed and this was outlined in his report.

The recommendation was that C W Wade Builders of Hellesdon had forwarded the best price at £37,742.21 plus VAT. This price would be held for up to 12 weeks. The Council were mindful that it did not have sufficient funds to support the works required and were in no position at this stage to appoint a contractor.

The Clerk as the Proper Officer had applied to the Big Lottery to find out if funding was available for this project and which fund would be most appropriate. The Clerk would monitor this process. EP

Members discussed this at length and were concerned that the hall heating and boiler also needed replacement whilst the floor was up. The Clerk would arrange for three quotations and request that the appointed builder supplies a price for these works as it would be far easier to manage this as a whole project.

The Clerk would request a copy of the final specification of the works which the builders have quoted for from the QS. EP

10. **To consider Financial Matters**
 10.1 **To approve payments**

Payee	Amount
Elaine Pugh	163.00
Ros Calvert	63.00
HMRC	133.20
Gary Cheney	345.00
Taylor Consulting	1,447.50

Resolved to pay enbloc

11. To review and approve the following procedures:
 - 11.1 Financial Orders
 - 11.2 Standing Orders
 - 11.3 GDPRThe Council reviewed the procedures and it was resolved that no changes be made.

12. To address issues raised by internal auditor and take appropriate action
 - 12.1 To review and increase Clerk/RFO salary
This matter was deferred until the next meeting. Agenda
 - 12.2 To review of Asset register and valuations
This matter was deferred until the next meeting. Agenda

13. To Receive Reports from Councillors and items for the **July 2022** Agenda

14. To confirm date of the next Meeting
Gimingham Ordinary Parish Council Meeting -
Monday 18th July 2022 - Gimingham Village Hall @ 7.30pm

There being no further business the meeting was concluded at 9.20pm.