
Crimplesham Parish Council

Minutes of the meeting of Crimplesham Parish Council, Thursday 15th May 2025, 18.45pm

Committee Members: Cllr Satur (Chair) Cllr Dodds (Vice-Chair), Cllr Woods.

Those Present: Cllr Satur, Cllr Dodds, Cllr Woods, M Hilton Clerk

Public: none

Apologies: BCllr Moriarty

MINUTES

- 1. Election for Chair for the coming year and sign the Declaration of Acceptance of Office:** proposed Cllr Dodds, seconded Cllr Woods for Cllr Satur to continue as Chair, Cllr Satur signed his Acceptance of Office.
- 2. Election for Vice-Chair for the coming year and sign the Declaration of Acceptance of Office:** Proposed Cllr Satur, seconded Cllr Woods for Cllr Dodds to continue as Vice Chair, Cllr Doods signed his Acceptance of Office.
- 3. To consider and approve apologies for absence:** these were approved
- 4. To declare any conflicts and pecuniary interests on any items on this month's agenda:** Cllr Dodds, for any items for the village hall that may arise.
- 5. To approve the minutes from the last meeting:** these were approved and signed by the Chair.
- 6. Public Forum:** no public in attendance.
- 7. To receive an update of the Action Log:**
 - The bench is undergoing renovation
 - A new noticeboard has been delivered and will be installed by the end of May 2025.
 - Leaning Trees top of Main Road, the Clerk has reported these to highways. A photo has been received and will also be sent to Highways.
- 8. To discuss any general correspondence:**

The Chair has received correspondence from the vicar in regard to the Church being used as a Community Centre. The Chair has asked him to attend the next meeting to give the Council further details.
- 9. To discuss the Council Vacancies:** it was agreed for Cllr Satur to produce an A5 leaflet on coloured paper and then the Council to deliver to each household, encouraging new members to join the Council.
- 10. Reports from individual Councillors, Council Groups and Clerk .**
 - I. To discuss planning applications: none this month.
- 11. To consider and agree the Responsibility Matrix:**
 - Former Cllr Ashman co-ordinated with Fincham Parish Council regarding the SAM2 camera. It was agreed to ask the Fincham Cllr if he would also move the camera around Crimplesham and reimburse his mileage.
 - The Clerk asked about the Poor Land Trust and whether a Cllr should be on the committee as per their constitution? Cllr Woods will find out and report back to the Council.
 - Cllr Dodds will keep the noticeboard up to date.

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- Cllr Satur proposed having the village sign and gateways cleaned by the window cleaner who cleans the bus stop. This was approved.

12. To update the Assets Register:

- It was agreed for Cllr's Dodds and Satur to move the grit bin from the village hall to the bus stop.
- It was also agreed to apply for a CIL grant for a replacement slide at the playing field, when the next round is published.

13. To consider and receive reports on Health and Safety issues: none reported.

14. Finance matters

- To note and approve monthly expenditure. This was noted.

Payments for April 2025 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	10.00	0.00	10.00	EP	working from home allowance
Melanie Hilton	346.12	0.00	346.12	EP	22 Hours
HMRC	88.73	0.00	88.73	EP	Month 1
Limetree	55.55	0.00	55.55	EP	Spring Newsletter printing (pd 1/4/25)
DM Methodist Chapel	16.00	0.00	16.00	EP	Hall hire 20/3/25
BCKLWN	439.40	87.88	527.28	EP	Dog waste collection
BCKLWN	260.20	0.00	260.20	EP	Litter bin collection fortnightly
Robin Goreham	40.00	0.00	40.00	EP	Internal audit
Online Playgrounds	16307.00	3261.40	19568.40	EP	New playground equipment, goal post, swings, rowler, ski trainer
SSE	69.44	6.83	76.27	DD	Street light energy
Cozens	75.00	15.00	90.00	SO	Street Light Maintenance
TOTAL	17,707.44	3,371.11	21,078.55		

- To note income and expenditure balances reconciled from the previous month: this was noted.
- To note the Quarterly Progress Against Budget: this was noted
- To note the Internal Auditor report: this was noted
- To approve **Section 1 of the Annual Governance and Accountability Return 2024/25** the Annual Governance Statement: this was approved and signed by the Chair
- To approve **Section 2 of the Annual Governance and Accountability Return 2024/25** – the Accounting Statements: this was approved and signed by the Chair.
- To approve Certificate of Exemption-AGAR 2024/25: this was approved and signed by the Chair.
- To discuss Community Action Norfolk membership: it was agreed to cancel the membership.
- To discuss insurance quotes and additional play equipment insurance: The Clerk will inform the insurance of the new playground equipment that has been installed and get an updated quote.
- To discuss possible replacement of the bus shelter: it was agreed not to apply for a grant for a new shelter as the current bus stop is rarely used.

15. To propose agenda items for the next meeting.

Please let the Clerk know at least a week before the next meeting.

16. To confirm the date and time for the Annual Parish Council Meeting – 17th July 2025 at 6.45pm.

17. Close: the meeting closed at 19.23pm

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Signed by the Chair Date