

# MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held remotely on

Thursday 18<sup>th</sup> June 2020 at 7.30pm

**Present:** Councillors S Collins, C Bussey, R Wright, S Hull, G Jinkerson, G Iaccarino, D Thomas, SJ Hull

**District Councillor and County Councillor:** V Thomson, V Clifford-Jackson, and N Legg

**Clerk:** Mrs A Rose

1 members of the public.

## 1. Apologies for absence:

Apologies for absence were received and accepted from G Francis and J Hopper.

## 2. Disclosures of interest:

There were none.

## 3. The Chairman closed the meeting for Public Comment and Questions:

### Report from District Councillors:

Cllr V Clifford-Jackson report had been circulated to all councillors and is attached to these minutes.

Cllr N Legg reported that there had been some developments on the windfarm situation that may have an impact in the Dunston area. Mulbarton Parish Council have been carrying out some investigation. Three applications are currently in process in the area Hornsea, Dudgeon and Equinor. Concerns had been raised in regards to where they might put the substations which will cover vast parish areas within Mulbarton, Sprowston and Stoke Holy Cross. Cllr N Legg had offered to approach Mulbarton Parish Council to ask if they would be prepared to share the information they currently have on the Windfarm proposals. The Hornsea Three project is due to have a decision by government by the 1<sup>st</sup> July.

Q) If Mulbarton Parish Council are prepared to share the information, would there be any benefit if combining? We have real concerns that this could really have an impact in our area.

A) Cllr N Legg will ask what Mulbarton Parish Council's approach will be.

### Report from County Cllr V Thomson:

Cllr V Thomson's report had been circulated to all councillors and is attached to these minutes. Cllr V Thomson reported that he had some further updates that he will circulate to the Clerk after this meeting to circulate to all Councillors.

The following were highlighted;

- We have not stopped the humanitarian effort and we will continue to help individuals and businesses. We have a major input through Adults and Children's services.
- Norfolk County Council is moving to economic recovery.
- We still must stay, safe and be careful.
- Norfolk will be working with districts to provide a pilot for local Track and Trace, aiming to contain small out breaks with local knowledge.
- Parish Partnership letter will be sent out in July.
- New website link to explain what is happening in Norwich and who is currently open <https://www.visitnorwich.co.uk/norwich-nex-t-chapter/>
- The temporary change to Concessionary fares which was to enable the vulnerable to make most of the supermarkets early slots has now ended. More people travel back to work and there are fewer seats available on buses due to social distancing. Supermarkets are fully stocked and more online delivery slots are available.
- There is a new road layout between the junction B1332 (Bungay Road) and the junction of A47. Previously as you passed through the traffic lights (B1332) there were 3 lanes all going to Norwich and a further on a slip road going onto the A47 West. The Lane priority has now been changed and the left lane is specifically for traffic going to the A47 West. If you want to go to Norwich, then you should not be in the inside lane.

## The Chair re opened the meeting

The Chair had asked for item 7 on the Agenda to be brought forward as Cllr D Thomas had to leave the meeting early due to work commitments.

## 4. Land between Long Lane and Harrold Place:

After an in-depth discussion it became clear that further investigation is required before any decision could take place. This had been deferred and will be added to an Agenda when all the information has been received and reviewed. Cllr C Bussey will send a letter to the Parishioner at Harrold Place to explain the Parish Council's current position.

**Signed:**

**Date:**

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Cllr D Thomas left the meeting.

## 5. Minutes of the Parish Council Meeting held on 14th May 2020:

S Collins signed the Minutes of the Meeting held on 14<sup>th</sup> May, which had previously been circulated, as a true record of proceedings; proposed by G Jinkerson, seconded by S Hull and unanimously approved.

## 6. Clerk's Report and update on items not on the Agenda:

6.1 The clerk reported that we are still waiting for Rogers and Norton Solicitors to draft the legal document for the new lease to Carol Close Play Area.

6.2 The clerk circulated an email to all Councillors from B Taylor with reports of a bad smell from the bins in the store room at the pavilion. B Taylor also reported that the red phone box at Brickle Road requires cleaning. Cllrs SJ Hull and S Hull had kindly offered to clean the telephone box at the weekend. SJ Hull had reported a cracked window pane to the Telephone Box at Brickle Road. Cllr C Bussey reported that he may have a spare window pane, he will have a look and report back to Cllr SJ Hull. The clerk will arrange for the wheelie bins at the Pavilion to be professionally cleaned and to ask the pre-school to bag up all waste.

6.3 The clerk circulated a letter from NHS East of England Ambulance Service requesting all custodians to undertake a visual check on the defibrillators, checking the AED unit is in good working order. Cllr R Wright had reported that the light to the cabinet on the defibrillator at Norwich Road was not working. The clerk was tasked with contacting The Community Heartbeat to investigate and to carry out a site check. Cllr R Wright had kindly offered to put an out of order note on the telephone box at Norwich Road and Cllr S Collins will update the Parish Council facebook site to notify Parishioners.

6.4 The clerk reported that she attended an online training course for Accessible Word Documents for the amount of £24.00. The course gave the clerk the necessary training to upload accessible word documents onto the website.

6.5 The clerk reported that The Food Dude had asked the Parish Council if they could use the Pavilion Car Park for a second time to park their food trailer to sale crepes and waffles to the parishioners of Stoke Holy Cross on Saturday 13<sup>th</sup> June.

6.6 The clerk circulated an email reference some maintenance regarding an overgrown hedge to the verge on Norwich Road. The clerk was tasked with writing a letter to the owner of the hedge to ask permission to carry out the necessary work to maintain the verge.

6.7 The clerk confirmed that arrangements had been made for the broken window at the Pavilion to be replaced as soon as possible by GWS Composite & PVCU Doors for the amount of £90.00 + VAT.

6.8 The clerk reported that Churros and Chirrizo Spanish Food had asked the Parish Council if they could use the Pavilion Car Park to park their food trailer to sale Spanish Food to the parishioners of Stoke Holy Cross on Friday 31<sup>st</sup> July. All were in favour to support this local business and agreed an up front payment of £15.

6.9 The clerk reported that the Pre-School raised concerns regarding a potential mice problem at the Pavilion. The clerk had arranged a specialist (pest control) to investigate and resolve if necessary.

## 7. Finance Report:

The Clerk tabled the Accounts to 18<sup>th</sup> June showing an income of £240.00 and expenditure of £1,734.49 leaving a balance in the Current Account of £39,517.25 and £114,054.17 in the Reserve Account. Cllr G Iaccarino proposed, seconded by Cllr C Bussey that the accounts be adopted; this was unanimously approved. The following invoices were approved for payment :

### Authorisation for payment:

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
BACS	A ROSE	MAY SALARY	508.87		
BACS	W TAYLOR	MAY SALARY	99.14		66.00
DD	AF AFFINITY	ELECTRICTY	315.34	18.02	
BACS	A ROSE	ZOOM SUBSCRIPTION	14.39		
BACS	NPTS	COUNCILLOR IND COURSE	40.00		
BACS	VUE IT	WORD DOC ACCESSIBLE	24.00		
BACS	WAVE	WATER RATES	490.93		
BACS	HOUSEPROUD	MAY CLEANING	131.50	26.30	
		<b>TOTAL £</b>	<b>1624.17</b>	<b>44.32</b>	<b>66.00</b>

### Receipts this month:

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
18/05/20	BARCLAYS	HALL HIRE (THE FOOD DUDE)	15.00
29/05/20	BARCLAYS	PRE-SCHOOL (MAY RENT)	102.00
08/06/20	BARCLAYS	HALL HIRE (J CORKE) (PRE COVID-19)	5.00
08/06/20	BARCLAYS	REMAINING INTEREST FROM NATWEST	24.25

Signed:

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08/06/20	BARCLAYS	ELECTRIC COIN METER	88.00
08/06/20	BARCLAYS	EASTERN POWER NETWORKS	5.75
		<b>TOTAL £</b>	<b>240.00</b>

**Responsible Finance Officer Report:**

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	41011.74		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	240.00		
PAYMENTS THIS MONTH (LISTED ABOVE) C		1734.49	
<b>CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE</b>			<b>39,517.25</b>
<b>BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)</b>	50.59		<b>114,054.17</b>

**Allocated Funds:**

DETAILS	S106	CIL	TOTAL
NEW PAVILION	<b>148,300.98</b>	<b>112,293.51</b>	<b>260,594.49</b>
PLAY EQUIPMENT (if cannot be allocated to Pavilion)	<b>80,834.56</b>		<b>80,834.56</b>
<b>TOTAL</b>			<b>341,429.05</b>

**8. Land behind Harrold Place adjacent to the Over 12's Playing Area:**

After an in-depth discussion the following ideas were suggested; a wild nature area with wildflowers, enclosed dog walking area and an extended / additional play area. All councillors are keen to get the land ownership transferred over to the Parish but it was agreed to get some advice regarding the safety around the drain and the initial laid platform to grass or flower seed the area.

Cllr C Bussey asked the Chair if we could discuss items 10 and 11 on the Agenda next as he had to leave the meeting.

**9. Planning Applications received:**

2020/0469: 133 Norwich Road, SHX; Demolition of existing dwelling and garage. Erection of replacement dwelling with detached garage, outbuildings & associated landscape work, including extension to curtilage. The Parish Council continue to object to the extension to the garden cartilage.

**10. Consultees Reports on Planning Applications:**

2020/0743: The Enchanted Rose, Mill Road, SHX; Loft conversion to include front and rear roof dormers and single storey rear extension – Approval with conditions.

2020/0495: Dunston Hall Hotel, Ipswich Road, Dunston; Works to main entrance including new canopy, signage and lighting units; removal of internal partition wall as part of a larger scheme of internal refurbishment and redecoration – Approval with conditions.

2020/0507: Dunston Hall Hotel, Ipswich Road, Dunston; Installation of air-conditioning units – Approval with conditions.

2020/0706: 3 Norwich Road, SHX; New cart lodge to front of property – Approval with conditions.

2020/0784: Sunvilla, 26 Chandler Road, SHX; Raise kitchen extension roof ridge to match original roof structure to create extra room of the first floor.

Cllr C Bussey left the meeting.

**11. To appoint representatives to manage the SAM2 machine and to ratify the SAM2 risk assessment and rota of site locations:**

Due to running out of time this item was deferred to our next meeting.

**12. Date of the next Meeting:**

The next PC meeting will be held on 23<sup>rd</sup> July held remotely at 7.30pm.

There being no other business the Chair thanked all for attending and closed the meeting at 21.41pm.