

STOKE HOLY CROSS PARISH COUNCIL

Minutes of the Parish Council meeting held at St George's Hall on Wednesday 26th July 2023 at 7.30pm.

Present: Cllrs S Collins (Chair), SJ Hull, S Hull, G Jinkerson and K Nobbs.
Parish Clerk/RFO: D Wickham.
County Councillor: Vic Thomson. District Councillor: J Webber.
G Davies, C Bussey (New Pavilion Working Group) & 4 members of the public.

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| 1. To consider approving any apologies for absence.
Apologies were received from Cllrs G Iaccarino, D Thomas, R Mouncer and D Mouncer and duly approved. | 23/085 |
| 2. To receive any declarations of interest, and requests for dispensation, on any items to be discussed.
There were none. | 23/086 |
| 3. To suspend the meeting for questions from members of the public and to receive reports from:
3.1 Waveney Foodbank; and
3.2 District and County Councillors.
The Council AGREED the grass verges at Norwich Road and Long Lane needed to be cut fortnightly for the next two months due to the amount of growth as a result of the higher than expected rainfall throughout July.
3.1 Waveney Foodbank had fed 11,500 people to date, although only 18 people from Stoke Holy Cross had taken advantage of the service in the past twelve months. Around 500kg of food was required daily for the foodbank to continue operating. The Foodbank would be happy to liaise with local churches, and any other local organisations, to coordinate food donations.
3.2 A report from County Cllr Thomson had been circulated prior to the meeting. Following a request from local residents, Norfolk County Council was happy to install a new bus stop in Upper Stoke. Any comments or suggestions in relation to its location should be forwarded to Cllr Thomson.
A report from District Cllr Spratt had been circulated prior to the meeting. District Cllr Webber reported that a meeting between local MPs and Grant Shapps MP, to discuss the National Grid pylon proposals, had been arranged for September. A potential overcapacity of electricity supply may mean the pylons could become unnecessary. | 23/087 |
| 4. To approve and sign the minutes of the Extraordinary Parish Council meeting held on 18th July 2023.
Having been circulated to the Council prior to the meeting, it was unanimously AGREED that the minutes should be approved as a correct record. | 23/088 |
| 5. Finance:
5.1 Approval of the bank reconciliation and Payment of Accounts List (see below) was AGREED unanimously. This included the Clerk's one salary point pay rise and 8% non-contributory pension following 12 months' service. | 23/089 |

Signed:

Date:

5.2 The report from the Internal Control Officer for the first quarter was adjourned to the next meeting.

6. **To receive an update from the New Pavilion Working Group.** 23/090
G Davies reported that the contract with Draper and Nicholls was expected soon and the funding agreement with South Norfolk Council was due to be sent to the solicitors for both parties imminently.
Following a debate around whether the pavilion should have a flat or vaulted ceiling, the Council requested that Chaplin Farrant provide the pros and cons of each option, to allow the Council to make an informed decision. A decision was needed by the architects in the next couple of days, so it was **AGREED** that the Councillors would notify the Clerk of their respective decisions by email once the requested information was received from Chaplin Farrant, and the Clerk would notify the working group and Chaplin Farrant of the Council's overall decision immediately thereafter.
It was suggested that six sub-groups would be beneficial to progress the new pavilion project through the next phases:
- Planning, design and construction;
 - Publicity;
 - Funding and grants;
 - Business plan, cost etc.;
 - Management, usage and revenues; and
 - Pre-School.
- It was envisaged that Councillors would divide the sub-groups amongst themselves, based on their interests and experience, with other members of the community invited to become involved.
7. **Planning Applications:** 23/091
- 2023/2005 – 68 Poringland Road: Demolition of existing conservatory and porch and erection of a single storey rear extension - no objection.
8. **To receive the outcomes of any recent planning decisions made by SNC.** 23/092
2023/1255- 64 Norwich Road: Front extension & rear porch - Approval with Conditions (Delegated)
9. **To receive an update from the recent SSG meeting.** 23/093
Cllr SJ Hull reported that South Norfolk Council's Emergency Planning Officer had addressed the meeting and would be setting-up an emergency planning WhatsApp group for the six villages.
10. **To adopt the Local Government Association Model Code of Conduct.** 23/094
Having been circulated to the Council prior to the meeting, it was unanimously **AGREED** that the document would be adopted.
11. **To receive an update from the Wildflower Meadow and Playing Field Working Groups.** 23/095
11.1 To consider any decisions requiring Parish Council approval.
A report from the Wildflower Meadow WG had been circulated prior to the meeting. Cllr Jinkerson reported that the zip wire had been repaired but a loose bolt(s) had since been noticed and this would now be investigated. Two quotes had been obtained for the meadow to be cut. Following a brief discussion, the quote from Ribbonsdale Nurseries was unanimously **AGREED**.

Signed:

Date:

Cllr Jinkerson raised the issue of overgrown trees adjacent to allotment plot 19 as Allotment Committee representative and asked whether the Council would agree to cut them back. Following a discussion, during which it was noted that the trees do not belong to the Council, the Council **AGREED** not to act in relation to the trees.

Ten boundary posts around the allotments needed to be replaced – these would be sourced and installed by the Allotment Committee.

12. **To set the 2023-24 Pre-School rent charges.** 23/096
A report from the Pre-School treasurer had been circulated to the Council prior to the meeting. Following a discussion, the Council unanimously **AGREED** to resume charging rent to the Pre-School commencing in September 2023. The hourly rate would remain £3.40 per hour but VAT would need to be charged once the Council becomes VAT registered in September. However, the Council **AGREED** to absorb the VAT element for the first six months, to assist the Pre-School.
- 13.. **To consider a request from the Pre-School to deep-clean the pavilion.** 23/097
It was noted that the Pre-School was almost the sole user of the pavilion, the Council had not charged any rent for most of the previous school year and the pavilion was due to be demolished in the near future. In light of this the Council unanimously **AGREED** not to pay for the pavilion to be deep-cleaned. However, the caretaker would be asked to freshen-up the paintwork during the school holidays.
14. **To discuss the status of the strip of amenity land between Long Lane and Harrold Place.** 23/098
Cllr Collins had conducted a survey of the land and produced a diagram. This item would be adjourned to the next meeting for the diagram to be circulated to the Council before any action was taken.
15. **To confirm the date of the next Parish Council meeting as Wednesday 6th September 2023 at the Pavilion.** 23/099
The Council **AGREED** the next meeting date as above.

The meeting ended at 9.35pm

Signed:

Date:

Stoke Holy Cross Parish Council

Payments Approved at the Meeting Held on 26th July 2023

Date	Payee	Description	Net	VAT	Gross
26/07/23	M Beckett	Handyman Invoice 027	£921.79	£4.26	£926.05
26/07/23	D Wickham	June Expenses	£26.00		£26.00
26/07/23	S Collins	Expenses	£454.22	£21.91	£476.13
26/07/23	S Collins	Expenses	£134.12		£134.12
26/07/23	G Jinkerson	Expenses (Meadow)	£41.67	£8.33	£50.00
26/07/23	NGF Play	Zip Wire Repairs	£395.00	£79.00	£474.00
26/07/23	Chaplin Farrant	Land Registry Fee	£7.00		£7.00
26/07/23	CGM	Groundworks	£400.92	£80.19	£481.11
26/07/23	Ribbonsdale Nurseries	Tree felling	£1,050.00	£210.00	£1,260.00
26/07/23	D Jones	Expenses (Meadow)	£16.87		£16.87
28/07/23	D Wickham	July Salary	£781.10		£781.10
28/07/23	S Himpleman	July Cleaning	£99.67		£99.67
28/07/23	Nest	July Pension	£78.10		£78.10
17/08/23	HMRC	July PAYE and NI	£225.32		£225.32
28/08/23	D Wickham	August Salary	£781.10		£781.10
28/08/23	S Himpleman	August Cleaning	£99.67		£99.67
28/08/23	Nest	August Pension	£78.10		£78.10
17/09/23	HMRC	August PAYE and NI	£225.32		£225.32
Paid	Anglian Water	Sewer Diversion Fees	£909.65		£909.65
Paid	South Norfolk Council	Planning Amendment	£181.00		£181.00
		Total	£6,906.62	£403.69	£7,310.31

Signed:

Date: