

# STOKE HOLY CROSS PARISH COUNCIL

## Minutes of the ordinary meeting held at The Pavilion on Thursday 20<sup>th</sup> October 2022 at 7.30pm.

Present: Cllr S Collins (Chair), Cllrs C Bussey (Vice-chair), J Hopper, S Hull, SJ Hull, G Iaccarino, K Nobbs and D Thomas.  
Parish Clerk/RFO: D Wickham  
County Councillor: V Thomson.  
District Councillors: N Legg, I Spratt and G Francis.  
Michael Beckett (Caretaker) and 7 members of the public

- |   | Minute Ref No: |
|---|----------------|
| 1. <b>To consider approving apologies for absence.</b><br>Apologies were received from Cllr Jinkerson and duly approved.  | 22/012         |
| 2. <b>To receive declarations of interest, and requests for dispensation, on items to be discussed.</b><br>Cllr Bussey declared an interest in planning application 2022/1523 at item 7 below.  | 22/013         |
| 3. <b>To close the meeting for:</b><br>3.1 A presentation by a representative of County Broadband:<br>It was explained that the company requires a 20% uptake from within the village, by way of signed agreements, to proceed with its installation of fibre broadband within the next 12-18 months. The company is planning a public presentation at the church hall on a date to be confirmed in November.<br><br>3.2 An update from Stoke Holy Cross Pre-School:<br>The Chair and Treasurer of the Pre-School Committee explained that there had been a low intake of children this year which would result in heavy losses. A marketing campaign had been launched, but it was necessary to request a rent-break from the Parish Council in relation to the hire of the Pavilion. Cllr Collins asked for the proposals to be put into writing to enable the Council to consider them properly. It was also noted that the Council had agreed to advertising banners being sited at the Pavilion by the Pre-School, and had arranged for the interior of the Pavilion to be painted.<br><br>3.3 Questions from members of the public:<br>Cllr Bussey advised that the planning application in relation to a battery storage facility had been granted as applied for, despite opposition.<br><br>3.4 Reports from District and County Councillors:<br>Cllr Legg reported that Broadland and South Norfolk Councils were moving to Horizon House, resulting in savings of approx. £600,000 per year. Cllr Spratt announced the Community Warm Space Grant of £600 and a new mobile app which provides information to residents regarding bin collections etc. Cllr Francis highlighted the fact that financial cuts to council services were likely.<br><br>Cllr Thomson outlined the contents of the report he had forwarded to the Parish Council prior to the meeting (attached). | 22/014         |

Signed:

Date

4. **To approve and sign the minutes of the Parish Council meeting held on 28<sup>th</sup> July 2022.** 22/015  
 Having been circulated to the council prior to the meeting, it was proposed by Cllr Bussey, seconded by Cllr Collins, and **AGREED** by all that the minutes were approved as a correct record.
5. **Finance:** 22/016  
 5.1 The bank reconciliation was received and approval of the Payment of Accounts List (see below) was proposed by Cllr Iaccarino, seconded by Cllr Bussey, and **AGREED** unanimously.  
 5.2 Cllr Iaccarino reported that the Council's cashbook had been simplified for the better, the auditor had no recommendations to improve financial controls and the finances were in order for the first two quarters.  
 5.3 Having been circulated to the Council prior to the meeting, Cllr Hopper proposed the Reserves Policy be adopted, this was seconded by Cllr Nobbs, and **AGREED** unanimously.
6. **To receive an update from the New Pavilion Working Group.** 22/017  
 Cllr Bussey reported that Draper & Nicholls' revised quote was due in the next ten days and John Ingram's abundance of caution was leading to delays. The need to spend the CIL and s106 monies allocated for the new pavilion before the deadlines, to avoid the risk of falling foul of the claw back provisions, was highlighted.
7. **Planning Applications.** 22/018  
 The applications listed below were outlined by Cllr Bussey and no comments were raised:
  - 2022/1307 – 51 Broomefield Road: Single storey rear infill extension and flue for wood burning stove
  - 2022/1320 – 7 Broomefield Road: Single storey side extension (resubmission of 2022/1075)
  - 2022/1402 – 1 Colman Avenue: Demolition of existing garage and erection of single storey side extension to form garage with linked porch
  - 2022/1523 - Vaunoo Valley Farm Lane: Change of use from agricultural land to residential use, installation of ground mounted solar array within this land
  - 2022/1558 – Dunston Hall Hotel: Internally illuminated signs and totems and non-illuminated plaques
  - 2022/1704 - 18 Carol Close: Single storey side extension
  - 2022/1850 - 4 Colman Avenue: Erection of single storey side extension and alteration and conversion of garage with associated landscape work.
8. **To receive the outcomes of any recent planning decisions made by SNC.** 22/019  
 Cllr Bussey reported the following planning outcomes:
  - 2022/1003 - Watering Farm Long Lane: Installation of a small domestic ground mounted solar PV array - **Approval with Conditions**
  - 2022/1129 - 112 Norwich Road: Single storey rear extension and first floor side extension above garage - **Approval with Conditions**
  - 2022/1402 - 1 Colman Avenue: Demolition of existing garage and erection of single storey side extension to form garage with linked porch - **Approval with Conditions**

Signed:

Date

- 2021/2645 - Land North of Stoke Lane Dunston: The installation and operation of a Battery Energy Storage System - **Approval with Conditions**
  - 2022/1307 - 51 Broomefield Road: Single storey rear infill extension and flue for wood burning stove - **Approval with Conditions**
  - 2022/1320 - 7 Broomefield Road: Single storey side extension (resubmission of 2022/1075) - **Approval with Conditions**
9. **To receive any report from the Clerk including progress on items from the last meeting.** 22/020  
The Clerk raised the issue of the replacement bins that was agreed at the last meeting – he will liaise with Cllr Collins to progress this item.
  10. **To agree the dates of the 2023 Parish Council meetings.** 22/021  
This item was adjourned until the next meeting.
  11. **To review and adopt the Health & Safety Risk Assessment.** 22/022  
Having been circulated to the Council prior to the meeting, Cllr SJ Hull proposed the risk assessment be adopted, seconded by Cllr S Hull, and **AGREED** unanimously.
  12. **To receive an update on the recent Six Strategic Group meeting.** 22/023  
Cllr Bussey reported that a meeting had taken place on 26<sup>th</sup> September. Norfolk County Council had proposed a cycle path from Poringland to Norwich – discussions are ongoing with Colmans in relation to the route. It had been suggested that each of the Parish Councils allocate £100 in their 2023-24 budget to support SSG, although this may not be required. Cllr SJ Hull was going to work with the chair of SSG to pinpoint local traffic hotspots.
  13. **To receive an update from the Wildflower Meadow Working Group and Playing Field Committee** 22/024  
It was decided that this item should be adjourned until the next meeting, as little progress could be made in the absence of Cllr Jinkerson. A Playing Field Committee meeting would be arranged in the meantime.
  14. **To confirm the date of the next Parish Council meeting as 24<sup>th</sup> November 2022 at 7.30pm.** 22/025  
This was **AGREED** unanimously.
  15. **Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to resolve that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of Staff matters.** 22/026  
**15.1 To consider increasing the grounds/handyman's hours.**  
Cllr Collins highlighted the fact that the grounds/handyman is currently allocated 4 hours per week. However, due to the additional workload he is being asked to undertake, he is working on average an additional 11 hours per week. Cllr Collins proposed increasing his hours to 14 per week for an initial trial period of six months. This was **AGREED** unanimously.

The meeting ended at 9.10pm

Signed:

Date

Payments Approved at the Meeting Held on 20th October 2022:

Date	Payee	Description	Net	VAT	Gross
28/08/22	S Himpleman	August Cleaning	£99.67		£99.67
28/08/22	D Wickham	August Salary	£729.10		£729.10
28/08/22	M Beckett	Handyman Invoice 007 30.07.22	£287.50		£287.50
28/08/22	M Beckett	Handyman Invoice 008 19.08.22	£238.88		£238.88
16/09/22	D Wickham	August Expenses	£122.43	£18.48	£140.91
16/09/22	HMRC	August PAYE and NI	£205.27		£205.27
16/09/22	CAN	Play Area Inspection Training	£40.00		£40.00
16/09/22	CK Tree Services	Dead Tree Removal	£385.00		£385.00
16/09/22	CGM	Grass Maintenance	£389.68	£77.95	£467.63
28/09/22	S Himpleman	September Cleaning	£99.67		£99.67
28/09/22	D Wickham	September Salary	£714.95		£714.95
17/10/22	HMRC	September PAYE and NI	£199.23		£199.23
29/09/22	AF Affinity	Electricity	£139.62	£7.98	£147.60
16/09/22	G Jinkerson	NWT Volunteers Refreshments	£9.35		£9.35
16/09/22	I Burrage	Groundworks	£450.00		£450.00
16/09/22	M Beckett	Handyman Invoice 009 01.09.22	£257.95		£257.95
16/09/22	S Collins	Sundries	£33.89		£33.89
16/09/22	CGM	Grass Maintenance	£682.33	£136.48	£818.81
16/09/22	S Collins	Stain/brushes etc	£60.00		£60.00
21/10/22	D Wickham	September Expenses	£55.98	£2.20	£58.18
21/10/22	M Beckett	Handyman Invoice 010 09.09.22	£150.92	£19.08	£170.00
21/10/22	M Beckett	Handyman Invoice 011 07.10.22	£211.50		£211.50
21/10/22	M Beckett	Handyman Invoice 012 12.10.22	£281.40	£48.18	£329.58
21/10/22	D Jones	Logo Fee	£6.50	£1.30	£7.80
21/10/22	Community Heartbeat	Defibrillator	£200.00	£40.00	£240.00
21/10/22	CGM	Grass Maintenance	£682.31	£136.48	£818.79
21/10/22	S Collins	Wood Stain	£18.92	£3.78	£22.70
21/10/22	PKF Littlejohn	External Audit	£300.00	£60.00	£360.00
21/10/22	David Bracey	Play Inspection	£280.00	£56.00	£336.00
21/10/22	G Jinkerson	Sand and Soil Improver	£19.40		£19.40
21/10/22	G Jinkerson	6x Nesting Boxes	£36.00		£36.00
21/10/22	CAN	Play Area Inspection Training	£40.00		£40.00
28/10/22	S Himpleman	October Cleaning	£99.67		£99.67
28/10/22	D Wickham	October Salary	£714.95		£714.95
29/10/22	AF Affinity	Electricity	£116.60	£23.32	£139.92
17/11/22	HMRC	October PAYE and NI	£199.23		£199.23
Already Paid					
Total			£8,557.90	£631.23	£9,189.13

Signed:

Date