

**MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING**  
**held at the Pavilion on**  
**Thursday 16<sup>th</sup> September 2021 at 7.30pm**

**Present:** Cllrs Collins, S Hull, Hull, Gill, Iaccarino, Bussey, Hopper  
**District Councillor and County Councillor:** G Francis, V Thomson, N Legg

**Clerk:** Mrs A Rose  
3 members of the public.

The chair informed members of the council and the public that the meeting will be recorded for minute purposes.

**1. Apologies for absence:**

Apologies for absence were received and accepted from Cllrs Knobbs and Thomas.

**2. Disclosures of interest:**

There were none.

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

A member of the public asked if the council could get the footpaths cut on Long Lane and Norwich Road. The clerk will contact the contractor to investigate the frequency in carry out these cuts.

The member also brought to the councils attention that the allotments internal posts are missing and in general they are not being kept tidy. Cllr Collins will report back to the Allotment Association and ask them to investigate.

**Report from District Councillors N Legg and G Francis**

Cllr G Francis had circulated his report to all councillors prior to the meeting.

Cllr N Legg reported the following;

- Major roadworks scheduled for A11 from Spooner Row to Tuttle Lane at Wymondham.
- SNDC are looking into getting back to normal, encouraging staff to return to the offices at Long Stratton..
- Rule changes in regards to new road names, allowing the Parish Council's to have more of an input.
- SNDC are having an accommodation review with BDC.
- 16 areas have been identified as flooding risks with scheduled works being carried out.
- General practitioners are under heavy strain.

**Report from County Councillor V Thomson:**

Cllr V Thomson had circulated his report to all councillors and highlighted the following;

- Winter Strategy in place.
- Gigabit project – The national build out including Framingham Earl exchange will go out to procurement early next year.
- A new version of the Highway Code will be published in the autumn.
- A47 safety concerns or experience congestion please fill in the survey to provide feedback using the link below.  
<https://twitter.com/NorfolkCC/status/1437672799448014849>
- North Norwich recycling centre is due to open on Wednesday 22<sup>nd</sup> September.
- Household hazardous waste days for Ketteringham 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> October.
- Lot of appeals for Afghan refugees.
- Electric vehicle strategy is set for discussion next week.

**The Chair re opened the meeting**

**4. Minutes of the Annual Parish Council Meeting held on 29<sup>th</sup> July 2021:**

Cllr Collins signed the minutes of the meeting held on 29<sup>th</sup> July, which had previously been circulated, as a true record of proceedings; proposed by Cllr Jinkerson, seconded by Cllr Hull and unanimously approved.

**Signed:**

**Date:**

905

# MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held at the Pavilion on

Thursday 16<sup>th</sup> September 2021 at 7.30pm

## 5. Finance Report:

5.1.

The Clerk tabled the accounts to 16<sup>th</sup> September showing an income of £7,212.80 and expenditure of £21,863.55 leaving a balance in the Current Account of £37,087.47 and £134,071.64 in the Reserve Account. Cllr S Hull proposed, seconded by Cllr Hopper 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
TRANSFER	Reserve A/C	Covid grants	20,000.00		
DD	Nest (PAID)	Clerk pension (Aug)	40.50		
DD	AF Affinity (PAID)	Electricity 26/04 to 25/07	172.57	9.86	
SO	A Rose (PAID)	Salary (Aug)	506.22		
SO	A Rose (PAID)	WAH Allowance	16.00		
BACS	CGM Group	Cut vegetation to sports container.	150.00	30.00	
BACS	CGM Group	Verge cut to Long Lane & Norwich Road	56.00	11.20	
BACS	PKF Littlejohn	External audit	300.00	60.00	
BACS	Spring Clean Commercial	Cleaning June & July	307.66	61.54	
CREDIT	Spring Clean Commercial	Missed clean in July	(35.50)	(7.10)	
BACS	Spring Clean Commercial	Cleaning Aug	153.83	30.77	
		<b>TOTAL £</b>	<b>21,667.28</b>	<b>196.27</b>	

### Receipts this month:

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
02/08/21	Barclays	Hall Hire (Band Practice)	15.00
02/08/21	Barclays	Pre-School July	351.90
05/08/21	Barclays	Footway PPS	6750.90
16/08/21	Barclays	Hall Hire (Band Practice)	15.00
23/08/21	Barclays	Hall Hire (Band Practice)	15.00
06/09/21	Barclays	Hall Hire (Baby Shower)	15.00
06/09/21	Barclays	Hall Hire (Band Practice)	15.00
06/09/21	Barclays	Hall Hire (Open Air Service)	20.00
13/09/21	Barclays	Hall Hire (Band Practice)	15.00
		<b>TOTAL £</b>	<b>7,212.80</b>

### Responsible Finance Officer Report:

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	51,738.22		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	7,212.80		
PAYMENTS THIS MONTH (LISTED ABOVE) C		21,863.55	
<b>CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE</b>			<b>37,087.47</b>
<b>BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)</b>			<b>134,071.64</b>

DETAILS	S106	CIL	TOTAL
NEW PAVILION	148,381.73	112,293.51	260,675.24
PLAY EQUIPMENT (if cannot be allocated to Pavilion)	80,878.57		80,878.57
<b>TOTAL</b>			<b>341,553.81</b>

Signed:

Date:

906

**MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING**  
**held at the Pavilion on**  
**Thursday 16<sup>th</sup> September 2021 at 7.30pm**

**5.2. Reserve Policy**

Copies of the Reserve Policy were circulated to all Councillors prior to the meeting. The document was ratified and were unanimously adopted by the Council; proposed by Cllr Iaccarino, seconded by Cllr Bussey.

**6. Planning Applications:**

2021/1645 - Wood Barn, Stoke Lane, Dunston; Change of use and conversion of 2 no. outbuildings to holiday accommodation, including parking – **No objections.**

2021/1948 – Secundus, Chandler Road, SHC; Single storey rear and front extensions. Rendering of existing walls and new glazing throughout – **No objections.**

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

2021/1154 – Land North of Brickle Loke, SHC; New build detached chalet bungalow and detached Garage - **Approval with conditions.**

2021/1184 - Land South of Petersfield Farm, Valley Farm Lane, SHC; Proposed erection of a self-build dwelling with cart shed - **Approval with conditions.**

2021/1253 - 20 Carol Close, SHC; Double garage conversion and erection of a new porch to dwelling, with new dropped kerb and driveway - **Approval with conditions.**

2021/1412 - 92 Norwich Road, SHC; Erection of a two-storey side extension and alterations including dormer window and adjustments to driveway - **Approval with conditions.**

2021/1713 - 13 Mill Green SHC; Single storey side and rear extension with associated internal modifications – **Approval with conditions.**

2021/1655 - 32 Norwich Road, SHC; Erection of rear extension with associated internal/external alterations – **Approval with conditions.**

**8. Clerk report and update on items not on the agenda**

8.1. It was unanimously agreed by all to resite the dog bin at Birkbeck Close to Poringland Road next to the footpath. The clerk reported that South Norfolk District Council had no issues with the new location and Cllr S Hull had kindly offered to move it.

8.2. The clerk reported that the External Audit had been completed with no concerns raised.

8.3. The clerk reported that the annual play inspection to Long Lane and Carol Close will be carried out on 22<sup>nd</sup> September.

8.4. The clerk reported that the Pavilion lock is outstanding.

8.5. The clerk updated members that quotations for an electrician to install the defibrillator will be gathered once the cabinet arrives.

8.6. Following an update from V. Thomson the clerk was tasked with collating two more quotations for the next PC meeting in readiness to appoint contractor to repair the potholes to the Pavilion car park.

8.7. The clerk notified all members of a policy review for the Hackney Carriage and Private Hire.

8.8. The clerk updated the Council that her CILCA qualification had 17 days left to complete with the clerk being confident it will be completed in time.

8.9. The clerk asked if the Council would like to arrange an event next year to celebrate the Queens Platinum Jubilee. All were in favour and members were asked to collate ideas

**9. Emergency Plan**

Copies of the Emergency Plan were circulated to all councillors prior to the meeting. After an indepth discussion the following actions were agreed.

- To amend the Council's co-ordinators number to mobile numbers.
- To assess how useful and practicable the plan will be.
- To receive an update from Cllr Bussey following the Six Strategic meeting.

**MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING**  
**held at the Pavilion on**  
**Thursday 16<sup>th</sup> September 2021 at 7.30pm**

**10. Amenity land behind Harrold Place**

Cllr Jinkerson reported that Ingram Homes had levelled the land in preparation for the land to be transferred. It was explained that Gemma Walker from Wildlife Trust is more than happy to work with us to help develop a successful wildflower meadow. Recommendations were received for the meadow to be managed by a professional and to take into account the additional costs incurred.

It was unanimously agreed by all for the land to be transferred over to the Parish Council. The clerk was tasked with contacting CGM to arrange for the amenity land to be cut towards the end of October.

A recommendation was received to remove the barb wire between the play area and a amenity land as a safety precaution.

**11. Playing field committee report**

Cllr Jinkerson circulated the Playing Field Committee report to all members prior to the meeting for their review, the following were highlighted.

- Cllr S Hull offered to speak to our handy man regarding the installation of the litter bins and dog signs.
- The football club had asked the Council for an additional £200 for their appointed contractor to cut the playing field for the remaining season till the end of October. The decision was put to a vote, 6 out of 7 opposed to the additional £200.00 and it was agreed for our current contractors to cut the playing field for the remainder of their contract.

**12. Traffic working group report**

Cllr S Hull circulated a Community Speed Watch flyer to all members prior to the meeting. He asked the Council if they would approve 1000 flyers to be printed and to be delivered to every household to encourage volunteers. All were in favour.

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

The next Parish Council Meeting will be an extraordinary meeting and will be held on Wednesday 6<sup>th</sup> October held at the Pavilion.

Cllr Hull informed members that the deadline for the next edition (being Christmas) for the five plus magazine is the 10<sup>th</sup> October.

There being no other business the Chair thanked all for attending and closed the meeting at 9:21pm.