

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING
held on
Thursday 20th February 2020 at the Pavilion at 7.30pm

Present: Councillors S Collins, C Bussey, R Wright, S Hull, J Hopper, G Jinkerson
District Councillor and County Councillor: N Legg, G Francis, V Thomson
Clerk: Mrs A Rose
5 members of the public.

1. **Apologies for absence:** G Iaccarino, D Thomas
2. **Disclosures of interest:** There were none.
3. **The Chairman closed the meeting for Public Comment and Questions:**

Report from County Cllr V Thomson: Cllr V Thomson's report had been circulated to all councillors and is attached to these minutes. The following were highlighted;

- Approximately 70 Beryl Bays will be installed across Norwich. Beryl Bays are designated areas for users to park the bikes.
- Norfolk County Council agreed to increase the council tax for 2020-2021 by 3.99%.
- Two public health messages from Norfolk County Council;
 - 1) 50% of heart attacks and strokes would be preventable if high blood pressure was treated in time. Visit <http://norfolk.gov.uk/getchecked> for more information about checking your blood pressure for free.
 - 2) To find the latest information on coronavirus visit <http://bit.ly/30MCmMy> #COVID19

Report from District Cllr N Legg and Cllr G Francis: Cllr N Legg's report had been circulated to all councillors and is attached to these minutes. The following were highlighted;

- The consultation for the Greater Norwich Development Plan continues until 16th March. This does not include the rural areas of South Norfolk and which are to be dealt with separately.
- South Norfolk Council had set a precept for Council Tax of an increase of £5 on a band D property which equates to 3.3% for year 2020/2021.
- The grant funding for local initiatives will resume in April.

The Chair re opened the meeting

The Chair brought forward Traffic Issues to item 4 on the agenda due to Cllr R Wright leaving the meeting early.

4. **Traffic Issues:** Cllr R Wright reported that the Clerk circulated an email from a parishioner to all councillors regarding the increased volume and speed of traffic on Poringland Road. It was discussed that the SAM2 machine is used to monitor the amount of traffic and speed of vehicles, the data cannot be used for prosecution. Any concerns regarding speeding should be reported to the police. The SAM2 machine is operated by volunteers and relocated throughout the village when resources are available. All traffic reports are sent to local authorities, highways and police. All traffic reports can be viewed on the Stoke Holy Cross Parish Council's website.

Cllr R Wright left the meeting.

5. Minutes of the Parish Council Meeting held on 9th January 2020:

S Collins signed the Minutes of the Meeting held on 9th January, which had previously been circulated, as a true record of proceedings; proposed by C Bussey, seconded by J Hopper and unanimously approved.

6. Minutes of the Extraordinary Parish Council Meeting held on 5th February 2020:

S Collins signed the Minutes of the Extraordinary Meeting held on 5th February, which had previously been circulated, as a true record of proceedings; proposed by G Jinkerson, seconded by S Hull and unanimously approved. (The purpose of this meeting was to discuss the football pitch renovations made possible as a result of the Parish Council and Football Club working together to enable the Football Club to secure a substantial grant from the Norfolk Division of the FA)

7. The co-option of a Councillor for the remaining vacancy:

S Collins and C Bussey reported that following the advertisement for the remaining vacancy for a Parish Councillor we had two candidates apply; unfortunately one pulled out due to change of circumstances but expressed that they would be more than willing to help out when they can. S Collins and C Bussey reported that they had an informal chat with Stewart Hull and were pleased to propose the cooption at next months meeting following the approval of the full council.

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

- 8.1 The clerk reported that there had been no further action regarding Tree 5 at the Primary School.
- 8.2 The clerk informed the councillors that the roof repairs to Upper Stoke Bus Shelter are now complete.
- 8.3 The clerk reported that there had been no further action regarding the lease agreement for Carol Close.
- 8.4 The clerk reported that the Website was assessed by Steve Jackman and his full report had been circulated to all councillors. The clerk confirmed that the website is compliant with the new Websites Accessibility Regulations.
- 8.5 The clerk informed the Councillors that we had successfully transferred banks from Natwest to Barclays Bank. The switch transfer took place on 10th February. It was agreed to transfer the reserve funds from Natwest to Barclays Bank in a months time following the switch transfer; which will be on the 10th March. Proposed by C Bussey, seconded by S Collins and unanimously agreed by all.
- 8.6 The clerk circulated an email received from the Clerk to Caistor St Edmunds regarding Operation London Bridge. Their proposal of a loose leaf joint condolences book for the Venta Group in the event of the death of her Majesty the Queen. Sheets of paper would be located at each church, these could then be binded together to form one book. The contributed cost towards the condolence book would be approximately £40.00 with additional costs for the paper. Proposed by S Hull, seconded by G Jinkerson, unanimously agreed by all.
- 8.7 The clerk reported that Stoke Holy Cross Pre-school had asked for a heating fan to be installed into the disabled toilet of the Pavilion Hall, due to it being too cold when changing little ones. The chair had agreed the request and G Iaccarino had offered to install the heater.
- 8.8 The clerk circulated three quotations for the replacement of the 4 flat swing seats and chains to the over 12's Playing Area. After an in-depth discussion it was agreed to replace the swing seats only at this moment in time. The clerk was tasked with ordering four swing seats from Fenland Leisure. Proposed by C Bussey, seconded by G Jinkerson and unanimously agreed by all.

9. Finance: The Clerk tabled the Accounts to 20th February showing an income of £649.68 and expenditure of £3,053.64 leaving a balance in the Current Account of £24,943.71 and £113,973.60 in the Reserve Account. S Hull proposed, seconded by J Hopper that the accounts be adopted; this was unanimously approved. The following invoices were approved for payment :

9.1 AUTHORISATION FOR PAYMENT:

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
1925	C Barmby	Mole Catcher	80.00		
SO	A Rose	Jan Salary	508.87		
SO	W Taylor	Jan Salary	125.28		
100001	HMRC	PAYE			83.20
DD	AF Affinity	Electric	75.93	4.34	
BACS	CGM	Grass Maintenance	529.20	105.84	
BACS	Paperstone	Stationary	37.92	7.58	
BACS	Steve Jackman	Website Accessibility Report	45.00		
BACS	A Rose	Website Subscription	82.39	16.47	
BACS	David Bracey	Play Safety Inspections	25.00	5.00	
100002	Norfolk Citizens Advice	Donation	40.00		
100003	NARS	Donation	40.00		
100004	Age UK	Donation	40.00		
100005	Scotty's Little Soliders	Donation	40.00		
100006	Houseproud	Jan Pavilion Cleaning	103.60	20.72	
BACS	Wave	Water	72.95		
BACS	Danny Morley	Repair to bus shelter roof	300.00		
100007	HMRC	PAYE			62.00
SO	A Rose	Feb Salary	508.87		
BACS	W Taylor	Feb Salary	93.48		
TOTAL £			2,748.49	159.95	145.20

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9.2 RECEIPTS THIS MONTH:

Date	Account	Received From	Amount
10/01/20	Natwest	Electric	61.00
31/01/20	Natwest	AF Affinity	71.88
29/01/20	Natwest	Pre-School	380.80
29/01/20	Natwest	Hall Hire (£25)	25.00
11/02/20	Barclays	Hall Hire (£25) Electric (£86)	111.00
TOTAL £			649.68

9.3 RESPONSIBLE FINANCE OFFICER REPORT:

Details		CREDIT	DEBIT	
Cash Book Balance Brought Forward (Community Account)	A	27,347.67		
Receipts this month (Community Account) listed above):	B	649.68		
Payments this month (listed above):	C		3,053.64	
Cash Book Balance Carried Forward (=A+B-C) Community Account Balance				24,943.71
Business Saver Account Balance Interest				113,973.60

9.4 ALLOCATED FUNDS:

Details	S106	CIL	TOTAL
New Pavilion	147,840.41	112,293.51	260,133.92
Play Equipment – If cannot be allocated to Pavilion	80,583.51		80,583.51
Troddpath			
(Amount will gain Interest) TOTAL £			340,717.43

9.5 To approve Standing Orders at Barclays Bank for W Taylor and A Rose. Proposed by S Collins, Seconded by C Bussey and unanimously agreed by all.

9.6 The clerk asked the council to consider a Local Government Pension Scheme. After an in-depth discussion the clerk was asked to circulate the information for a decision to be made at the next meeting in March.

9.7 To receive a report from the Financial Control Officer; G Iaccarino's report was read by S Collins in his absence. The following actions were highlighted;

- Divide the quarters on the cash book.
- Take note that the earmarked reserves include interest.
- Investigate the budget comparison sheet to ensure work is not being duplicated.

10. Parish Council Insurance : Following the three quotations received all Councillors agreed to appoint Pen Underwriting Limited as our insurers. The council had decided to set up a 3 year binding Long Term Agreement with Pen Underwriting Ltd, reducing the annual premium. The renewal premium from 31st March is £1491.66 which includes insurance and premium tax. Proposed by C Bussey, seconded by S Collins and unanimously approved.

11. To review the quotations received to carry out the Tree Risk Assessment; After an in depth discussion it was agreed to review this in June. Councillors will arrange to walk around the trees in all areas and mark and report which trees they would like to be inspected to the clerk.

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12. To review the Standing Orders : Copies of the Standing Orders were circulated to all Councillors prior to the meeting. There were no amendments made. To be reviewed February 2021.

13. To review the Financial Regulations : Copies of the updated Financial Regulations were circulated to all Councillors prior to the meeting. After some amendments the document was ratified and were unanimously adopted by the Council; proposed by C Bussey and seconded by G Jinkerson.

14. To discuss the land behind Harrold place and the larger land at Harrold Place: C Bussey reported that the land between Long Lane and Harrold Place was measured incorrectly; it was reported that the area is 600 square yards oppose to 900 square yards as originally discussed at November's meeting agreeing to sell the land for a minimum of £20,000. In light of this new information C Bussey asked if the council would review the cost of this land due to the changes of measurements. It was agreed to discuss this further at our next meeting in March when we hope to have a full Council present and all the information available to review and understand how the discrepancy in area came about.

C Bussey reported that on the gifted land at Harrold Place, John Ingrams will make good of the land prior to transferring. It was discussed in depth and suggested that councillors present some ideas at next months meeting as to what the land could be used for to best facilitate the community. C Bussey mentioned that Bussey Car Company is still running a plant a free tree scheme which could be used if the Parish Council decides to put trees on part of the new field.

15. Planning Applications:

2020/0061: Highfield Farm Valley, Farm Lane, SHX; Discharge of conditions of planning permission 2019/1484 3 – Biodiversity enhancement, 5 – surface water, 7- External materials.

2020/0244: 40 Norwich Road, SHX; Variation of condition 2 of planning permission 2018/1600 – to alter previously approved two storey rear extension and change of windows from clear to obscured glazing.

15. Consultees Reports on Planning Applications:

2020/0041: 2 Webster Close, SHX; Erection of single storey front extension and 2 storey rear extension with associated landscape works. Approval with conditions.

16. Pavilion Hall Working Group: Cllr C Bussey read out the report received from G Davies which had been circulated to all councillors and is attached to these minutes.

The New Pavilion Working Group has asked the Council their thoughts on how the new pavilion will be governed. The Chair proposed that the group present a document to the council at our next meeting in March listing the pros and cons for the pavilion to be managed by either Charitable Trustees or the Parish Council. G Jinkerson had kindly offered to work on this document on behalf of the group.

17. To review the Parish Councils position with regards to the Footpath in light of County Council decision to provide school bus transport: After an in depth discussion and following the written response received from the County Council “**if at any time improvements to the route which negate the need to walk on the highway, or if the traffic flow decreases significantly for any reason, then school transport entitlement would have to be reviewed again, as we would with any other routes that are currently classed as unavailable**”. In light of this information it was unanimously agreed by all that the Parish Council can no longer support the trodpath initiative between Lower and Upper Stoke at this moment in time because of the detrimental impact an end to end pathway between Lower and Upper stoke would have on the recently won school bus for Lower Stoke children attending Framingham Earl High School. Whilst this was not an easy or comfortable decision to make the Parish Council looked at the volumes and the numbers of children using school transport 5 days a week outweighed the volume of walkers. The Chair and Clerk will be attending a meeting on 27th February to inform the members of the Footpath Working Group of the Parish Council's decision.

18. Correspondence Received: The following correspondence was circulated to all councillors;

- An email had been received from Alan Everard (Head of Strategic Planning South Region) from Tarmac regarding the developments at Mangreen Quarry. The clerk was tasked with contacting Alan Everard and asking him to arrange a convenient meeting with C Bussey.

- C Bussey reported that the details for Stoke Holy Cross Parish Council in the 5+ Magazine does not mention how often our meetings are held (every six weeks). In addition it was also agreed to add that the July meeting is held at St Georges Hall. The Clerk was tasked with contacting the Editor to add these changes.

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19. Date of the next Meeting:

The next PC meeting will be held on 26th March at the Pavilion Hall at 7.30pm.

There being no other business the Chair thanked all for attending and closed the meeting at 21:09pm.