

STOKE HOLY CROSS PARISH COUNCIL

Minutes of the Parish Council meeting held at The Community Hall on Thursday 18th September 2025 at 7.30pm.

Present: Cllrs S Collins (Chair), G Iaccarino (Vice-chair), C Dean,
K Nobbs, R Mouncer, D Mouncer and P Russell.
Parish Clerk/RFO: D Wickham.
County Councillor: V Thomson, District Councillor: J Webber.
4 members of the public.

- | | Minute
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No: |
|---|----------------------|
| 1. To consider approving any apologies for absence.
Apologies were received from Cllr Strange. These were approved by the Council. | 25/073 |
| 2. To receive any declarations of interest, and requests for dispensation, on any items to be discussed.
Cllrs Collins, Dean and Russell declared an interest in item 5.1 (expenses). | 25/074 |
| 3. To suspend the meeting for questions from members of the public and to receive reports from the District and County Councillors.
A local resident thanked the Parish Council for allowing the Community Cafe to be run from the Community Hall on a regular basis.
A report from County Cllr Thomson had been circulated prior to the meeting. Norfolk County Council (NCC) was in the process of installing additional bus stops in Upper Stoke. The responses in relation to the unitary authority proposals were due to be submitted by 26 th September 2025. The Government was due to launch a public consultation on the issue before Christmas 2025.
A report from District Cllr Webber had been circulated prior to the meeting. A meeting between Anglian Water and residents of Mill Green was to be arranged to discuss concerns surrounding localised flooding. | 25/075 |
| 4. To approve and sign the minutes of the Parish Council meeting held on 17th July 2025.
Having been circulated to the Council prior to the meeting, it was AGREED unanimously that the minutes were approved as a correct record. | 25/076 |
| 5. Finance:
5.1 Approval of the bank reconciliation and Payment of Accounts List (see below) was AGREED unanimously.

5.2 The Council unanimously AGREED to update the banking mandate to include Cllr Strange as an authorised signatory. | 25/077 |
| 6. To discuss the new requirement for Parish Councils to have a ‘.gov.uk’ email address.
The Parish Clerk outlined the new requirement for all Parish Councils to use a Council-owned email address, the best practice being a ‘.gov.uk’ address. | 25/078 |

Signed:

Date:

The Council **AGREED** to subscribe to the free '.gov.uk' email account provided by Parish Online, together with the required additional data storage.

7. **To receive an update from the Planning Committee.** 25/079
2025/2669 – Cllr Nobbs noted that an application to amend the planning application in relation to a battery storage facility had been received. The application was complex, and the Council was currently considering the documentation.
8. **To receive an update on the Community Speed Watch Scheme.** 25/080
Cllr Russell reported that the level of traffic on Norwich Road continued to be higher than it was before the A140 highways work had begun. The relevant traffic data was available on the Parish Council's website.
A quote of approx. £170.00 had been obtained in relation to the purchase of replacement batteries for the SAM2 devices. The Council unanimously **AGREED** to proceed with this purchase.
9. **To discuss the new BT pole on Gravel Hill.** 25/081
Cllr Iaccarino had circulated photographs of a new BT pole which had recently appeared on the footpath in Gravel Hill. The pole obstructed the footpath and was sited in an unlit location which is regularly used by pedestrians. Following a discussion the Council **AGREED** that its concerns should be highlighted. Cllr Iaccarino would draft a letter to BT and circulate this to the Councillors for approval.
10. **To receive an update from the Wildflower Meadow and Playing Field Working Groups** 25/082
Cllr Russell reported that the meadow had been cut on 18th August 2025, and the ragwort had been removed prior to this. It was a cause for celebration that four barn owls had successfully fledged on the meadow during the summer. A tree survey had been conducted, and four dead trees had been identified. The Council **AGREED** that these should be removed, and Cllr Russell offered to arrange this.
Cllr Dean announced that a survey requesting local residents' views on the play areas was ongoing.
- 10.1 The election of a new Chairperson for the Playing Field Working Group (PFWG) was adjourned until the next Parish Council meeting.
- 10.2 The Play Areas Annual Inspection Report had been circulated to the Council prior to the meeting. The PFWG would consider the report in detail and prioritise any actions which were required. Cllr D Mouncer would update the Council as appropriate.
11. **To receive an update from the Community Hall Working Group.** 25/083
A member of the Bar Group was currently investigating the licensing requirements for the Hall.
- 11.1 The Council **AGREED** to ask the cleaning contractor to supply the toilet rolls, handwash etc. for the hall.
Cllr Collins would circulate the draft terms of reference for the café group to the Council after the meeting

Signed:

Date:

12. **To receive an update on any items relevant to the parish from the 21st July 2025 SSG meeting.** 25/084
Cllr D Mouncer had been unable to attend the meeting but outlined the published minutes. Meetings would be every six months in future.
13. **To co-opt a new Parish Councillor.** 25/085
Following the resignation of Cllr Jinkerson a vacancy for a Parish Councillor had been advertised. The Council unanimously **AGREED** to co-opt Alan Staton to the position.
14. **To confirm the date of the next Parish Council meeting.** 25/086
The Council **AGREED** the next meeting date as Wednesday 22nd October 2025.

The meeting ended at 9.10pm

Signed:

Date:

Payments Approved at the Meeting Held on 18th September 2025

Date	Payee	Description	Net	VAT	Gross
30/07/25	HMRC	VAT Payment	£ 316.60		£316.60
12/08/25	C Dean	Expenses	£1,155.35	£ 231.11	£1,386.46
19/09/25	D Wickham	July & August Expenses	£64.66	£2.54	£67.20
19/09/25	G Jinkerson	Expenses	£154.56		£154.56
19/09/25	Ribbonsdale Nurseries	Grounds Maintenance	£779.28	£155.85	£935.13
19/09/25	Ribbonsdale Nurseries	Grounds Maintenance	£839.28	£167.85	£1,007.13
19/09/25	S Collins	Expenses	£26.26		£26.26
19/09/25	AT Coombes	Tree Survey	£545.00	£109.00	£654.00
19/09/25	Play Inspection Company	Annual Play Inspection	£350.00	£70.00	£420.00
19/09/25	Wave	Water Bill	£276.76	£55.36	£332.12
19/09/25	South Norfolk Council	Dog Bin Annual Charge	£1,251.00	£250.20	£1,501.20
19/09/25	Community Heartbeat	Defibrillator Pads	£74.95	£14.99	£89.94
19/09/25	P Russell	Expenses	£88.22	£17.65	£105.87
28/09/25	S Himpleman	September Cleaning	£149.50		£149.50
28/09/25	A Wenn	September Caretaker	£169.44		£169.44
28/09/25	D Wickham	September Salary*	£1,047.52		£1,047.52
28/09/25	Nest (DD)	September Pension	£107.07		£107.07
17/10/25	HMRC	September PAYE & NI	£471.23		£471.23
Total			£7,866.68	£1,074.55	£8,941.23

*includes national increase from April 2025

Signed:

Date: