

# STOKE HOLY CROSS PARISH COUNCIL

## Minutes of the ordinary meeting held at The Pavilion on Thursday 24<sup>th</sup> November 2022 at 7.30pm.

Present: Cllr S Collins (Chair), Cllrs C Bussey (Vice-chair), J Hopper, S Hull,  
G Jinkerson, K Nobbs and D Thomas.  
Parish Clerk/RFO: D Wickham.  
District Councillors: I Spratt and G Francis.  
Michael Beckett (Caretaker) and no members of the public.

- |   | Minute<br>Ref<br>No: |
|---|----------------------|
| 1. <b>To consider approving any apologies for absence.</b><br>Apologies were received from Cllrs G Iaccarino and SJ Hull and duly approved.   | 22/027               |
| 2. <b>To receive any declarations of interest, and requests for dispensation, on any items to be discussed.</b><br>Cllr Collins declared an interest in item 15 (review of Cleaner's contract).   | 22/028               |
| 3. <b>To close the meeting for questions from members of the public and to receive reports from District and County Councillors.</b><br>Cllr Jinkerson reported that complaints had been received from members of the public that the bus service remained unreliable. County Cllr Thomson had been really helpful in dealing with First Bus. Cllr Bussey suggested the matter should be dealt with by the Six Strategic Group and offered to have it added to the next agenda.<br>District Cllr Spratt confirmed the Long Stratton offices of South Norfolk Council had now closed. Following the merger with Broadland Council both councils would operate from the Horizon Building in the near future.<br>A report from County Cllr Thomson had been circulated prior to the meeting. | 22/029               |
| 4. <b>To approve and sign the minutes of the ordinary Parish Council meeting held on 20<sup>th</sup> October 2022.</b><br>Having been circulated to the council prior to the meeting, it was <b>AGREED</b> unanimously that the minutes were approved as a correct record.  | 22/030               |
| 5. <b>Finance:</b><br>5.1 Approval of the bank reconciliation and Payment of Accounts List (see below) was <b>AGREED</b> unanimously.<br><br>5.2 Following a short discussion, it was agreed in principle that the precept for 2023-24 should not be increased, due to the growing pressure on households as a result of the current cost of living crisis. This would necessitate reviewing the sums allocated to each budget heading, whilst retaining the existing overall totals, before a final 2023-24 budget is agreed at the next meeting.  | 22/031               |

Signed:



Date: 12.1.23

6. **To receive an update from the New Pavilion Working Group.** 22/032  
 Cllr Bussey reported that the working group had met with South Norfolk Council recently to discuss funding streams. Two funding options had been identified and a further meeting was anticipated in December. Nothing new had been received from Ingrams Homes, but Draper & Nicholls had submitted a revised quote.
7. **Planning Applications:** 22/033  
 • 2022/1965 – Wood Farm, Stoke Lane: detached double garage with hobby room over - no objection.
8. **To receive the outcomes of any recent planning decisions made by SNC.** 22/034  
 • 2022/1558 - Dunston Hall Hotel: Internally illuminated signs and totems and non-illuminated plaques - **Approval with Conditions**  
 • 2022/1704 - 18 Carol Close: Single storey side and rear extension - **Approval with Conditions**  
 • 2022/1850 - 4 Colman Avenue: Erection of single storey side extension and alteration and conversion of garage with associated landscape work - **Approval with Conditions**
9. **To adopt the 2022 Emergency Plan and Health & Safety Policy.** 22/035  
 The adoption of the Health & Safety Policy was **AGREED** unanimously. The Clerk will publish a questionnaire seeking offers of equipment, services or special personal skills that could be used in the event of an incident or emergency. The Emergency Plan will be reviewed and updated following the receipt of any responses.
10. **To consider renewing Community Action Norfolk (CAN) Membership.** 22/036  
 Renewal was proposed by Cllr Collins, seconded by Cllr Nobbs and **AGREED** unanimously.
11. **To decide the dates of the 2023 Parish Council meetings.** 22/037  
 The 2023 meeting dates were **AGREED** unanimously as follows: Thursday 12<sup>th</sup> January, Thursday 23<sup>rd</sup> February, Thursday 30<sup>th</sup> March, Thursday 20<sup>th</sup> April (Annual Parish Meeting), Thursday 18<sup>th</sup> May (Annual Parish Council Meeting), Thursday 22<sup>nd</sup> June, Wednesday 26<sup>th</sup> July, Wednesday 6<sup>th</sup> September, Thursday 19<sup>th</sup> October and Thursday 30<sup>th</sup> November.
12. **To agree the contract with Stoke Holy Cross Pre-School.** 22/038  
 This item was adjourned to the next meeting.
13. **To receive an update from the Wildflower Meadow Working Group and Playing Field Committee and consider any quotes and actions required.** 22/039  
 Cllr Jinkerson reported that the land designated for the wildflower meadow needed to be levelled, and a path created, and the volunteers were unable to undertake this task. She had obtained two quotes in this regard and would obtain a further one from CGM.  
 A quote for a printed noticeboard to be placed in the wildflower meadow had been circulated to the Council and was **AGREED** unanimously.

Signed:



Date:

12.1.23

Three quotes to supply and fit safer surfacing around the embankment slide had been circulated to the Council prior to the meeting. Acceptance of the quote from NGF Play Ltd was proposed by Cllr Bussey, seconded by Cllr Nobbs and **AGREED** unanimously.

Removal of the wooden climber and metal gym frame was discussed. Cllr Bussey had a contact who would probably be able to remove and dispose of these items for £250.00. This solution was proposed by Cllr Thomas, seconded by Cllr Nobbs and **AGREED** unanimously.

14. **To confirm the date of the next Parish Council meeting.** 22/040  
The next meeting date was **AGREED** unanimously as Thursday 12<sup>th</sup> January 2023.
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: Review of contracts.** 22/041  
This was duly **RESOLVED**.  
The contracts of the Clerk and the Cleaner were reviewed and the Council unanimously **AGREED** to confirm them.

The meeting ended at 9.20pm

Signed:



Date:

12.1.23



Stoke Holy Cross Parish Council

Payments Approved at the Meeting Held on 24th November 2022

Date	Payee	Description	Net	VAT	Gross
25/11/22	D Wickham	October Expenses	£30.58	£0.92	£31.50
25/11/22	M Beckett	Handyman Invoice 013	£288.50		£288.50
25/11/22	M Beckett	Handyman Invoice 014	£378.33	£37.86	£416.19
25/11/22	M Beckett	Handyman Invoice 015	£315.63		£315.63
25/11/22	M Beckett	Handyman Invoice 016	£189.00		£189.00
25/11/22	M Beckett	Handyman Invoice 017	£361.64	£34.53	£396.17
25/11/22	M Beckett	Handyman Invoice 018	£205.00		£205.00
25/11/22	C Bussey	Supply Mower	£50.00	£10.00	£60.00
25/11/22	Wave	Water Bill	£499.36	£99.90	£599.26
25/11/22	CGM	Grass Maintenance	£177.66	£35.53	£213.19
25/11/22	Chaplin Farrant	Revised Pavilion Quote	£525.00	£105.00	£630.00
28/11/22	S Himpleman	November Cleaning	£99.67		£99.67
28/11/22	D Wickham	November Salary	£954.66		£954.66
28/11/22	A Rose	April-July Salary Backpay	£224.49		£224.49
05/12/22	ICO	Data Protection Annual Fee (DD)	£35.00		£35.00
17/12/22	HMRC	November PAYE and NI	£383.67		£383.67
28/12/22	S Himpleman	December Cleaning	£99.67		£99.67
28/12/22	D Wickham	December Salary	£766.95		£766.95
17/01/23	HMRC	December PAYE and NI	£219.50		£219.50
Total			£5,804.31	£323.74	£6,128.05

Signed:



Date: 12.1.23