

# STOKE HOLY CROSS PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting held at The Pavilion on Thursday 18<sup>th</sup> May 2023 at 7.30pm.

Present: Cllrs S Collins (Chair), G Iaccarino (Vice-Chair), S Hull, SJ Hull  
K Nobbs, D Thomas, R Mouncer\* and D Mouncer\*.  
Parish Clerk/RFO: D Wickham.  
County Councillor: V Thompson.  
M Beckett (Caretaker) and 4 members of the public.

- |  | Minute Ref No: |
|--|----------------|
| 1. <b>To elect a Chairperson for the coming year.</b><br>Cllr Collins was proposed by Cllr Thomas, seconded by Cllr Nobbs, and elected unanimously.  | 23/041         |
| 2. <b>To elect a Vice-Chairperson for the coming year.</b><br>Cllr Iaccarino was proposed by Cllr Thomas, seconded by Cllr Nobbs, and elected unanimously.   | 23/042         |
| 3. <b>To consider approving any apologies for absence.</b><br>Apologies were received from Cllr Jinkerson and duly approved. Apologies were also received from District Cllrs I Spratt and J Webber.   | 23/043         |
| 4. <b>To receive any declarations of interest, and requests for dispensation, on any items to be discussed.</b><br>There were none.  | 23/044         |
| 5. <b>To suspend the meeting for questions from members of the public and to receive reports from District and County Councillors.</b><br>County Cllr Thompson highlighted the need to educate people in relation to which household bin to use. Potholes should be reported on the Norfolk County Council online portal, which generates a reference number to enable the issue to be tracked. Cllr SJ Hull will invite PC Sneddon to the next Parish Council meeting.  | 23/045         |
| 6. <b>To approve and sign the minutes of the Parish Council meeting held on 30<sup>th</sup> March 2023.</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.  | 23/046         |
| 7. <b>Finance:</b><br>7.1 Approval of the bank reconciliation and Payment of Accounts List (see below) was <b>AGREED</b> unanimously.<br>7.2 Cllr Iaccarino reviewed the fourth quarter and year-end finances. It was noted that the only notable over-budget items were the caretaker's salary and electricity costs which were both to be expected. The transfer of £20,000 from the current account into the savings account was proposed by Cllr Iaccarino and <b>AGREED</b> unanimously.<br>7.3 Cllr Iaccarino was willing to continue in the role of Internal Control Officer and this appointment was unanimously <b>AGREED</b> . | 23/047         |

Signed:

Date:

7.4 The Internal Auditor's report for the year ending 31<sup>st</sup> March 2023 was considered and noted.

7.5 The accounts for the year ending 31<sup>st</sup> March 2023 were agreed.

7.6 The Council considered the assertions on, and completed, the Annual Governance Statement 2022/23 and authorised the Clerk and Chairperson to sign the form.

7.7 The Council considered and approved the Accounting Statement 2022/23 and authorised the Chairperson to sign the form.

8. **To confirm eligibility and consider adopting the General Power of Competence.** 23/048

Eligibility having been confirmed, the Council unanimously **AGREED** to adopt the General Power of Competence.

9. **Planning Applications:** 23/049

- 2023/0617 - Land North Of Hickling Lane Swainsthorpe: Construction and operation of a battery storage facility, underground cabling, fencing, drainage infrastructure, landscape planting and site access road on land to the north of Hickling Lane and up towards the Norwich National Grid Substation.
- 2023/0740 - Whitecroft 24 Chandler Road: Single storey side extension, balcony to rear and internal alterations.
- 2023/0849 - 54 Norwich Road: Construction of new porch.
- 2023/1061 - 7 Broomefield Road: Demolition of existing porch and erection of new porch.
- 2023/1137 - 6 Waveney Close: Single storey rear and side extension including conversion of existing garage.

Cllr S Hull outlined the above applications – there were no objections.

10. **To receive the outcomes of any recent planning decisions made by SNC.** 23/050

- 2023/0526 - 36 Norwich Road: Single storey rear extension and extension to front porch. Approval with Conditions (Delegated).
- 2023/0435 - Dalriada Mill Road: Conversion of garage into annexe accommodation. Approval with Conditions (Delegated).
- 2023/0740 - Whitecroft 24 Chandler Road: Single storey side extension and internal alterations. Approval with Conditions (Delegated).

11. **To receive an update from the New Pavilion Working Group.** 23/051

Cllr SJ Hull reported that the sewer redirection was in the hands of Anglian Water and should be commenced imminently. Cllr Iaccarino was of the opinion that the sewer ran under the play area, which would need to be moved prior to the sewer being redirected. Cllr Collins asked the Playing Field Committee and New Pavilion Working Group to work together on this issue. If the grant application to South Norfolk Council were successful it was hoped the build would commence in September.

12. **To approve the application to South Norfolk Council for Co-Investment Grant funding in the sum of £465,543 in relation to the New Pavilion and ratify the Chairperson's signature of the application form.** 23/052

The application for funding was unanimously **AGREED** by the Council and the Chairperson's signature on the application form was duly ratified.

Signed:

Date:

13. **To consider the need for a Pavilion Management Working Group.** 23/053  
 It was thought that the Council would benefit from a committee to oversee the building of the new pavilion. Cllr Collins suggested the Parish Councillor - members of the New Pavilion Working Group could fulfill this function. Cllr SJ Hull will report to the next Council meeting with any proposals in this regard.
14. **To receive an update from the Wildflower Meadow Working Group and Playing Field Committee** 23/054  
 A report from the Wildflower Meadow Working Group had been circulated prior to the meeting. Section 3 of the report contained eight matters for the approval of the Council. With the exception of proposals 3.2 (awaiting quotes from Cllr Jinkerson) and 3.7 (referred to the Playing Field Committee) these were duly **AGREED** by the Council.
15. **\*To co-opt Councillors to fill the two vacancies arising from the election process.** 23/055  
 After introducing themselves, David and Rachel Mouncer were co-opted onto the Parish Council.
16. **To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant.** 23/056  
 All declarations had been properly received.
17. **To elect Parish Council Committee members for the following:** 23/057  
 17.1 Playing Field Committee: Cllrs Jinkerson (Chairperson), Thomas and Nobbs (with scope for another member to be added later).  
 17.2 Planning Committee: Cllrs S Hull (Chairperson), Collins, Iaccarino and Thomas.  
 17.3 Data Protection Committee: This committee is to be abolished.  
 The above decisions were **AGREED** unanimously.
18. **To elect representatives for the following:** 23/058  
 18.1 Six Strategic Group Meetings: Cllr SJ Hull.  
 18.2 Allotment Association: Cllr Jinkerson.  
 18.3 Pre- School Liaison: Cllr Iaccarino.  
 18.4 New Pavilion Working Group: Cllrs SJ Hull, Iaccarino and Thomas.  
 18.5 Facebook Page: Cllr Collins and the Clerk.  
 18.6 SAM2 Machine: Cllrs SJ Hull and S Hull.  
 18.7 Weekly and Monthly Play Area Inspections: Cllr Jinkerson and the Caretaker.  
 The above decisions were **AGREED** unanimously.
19. **To identify any training opportunities.** 23/059  
 The Council unanimously **AGREED** to fund induction training for Cllrs D Mouncer and R Mouncer through its training provider (NPTS). The Clerk will arrange this after liaising with the interested parties.
20. **To confirm the date of the next Parish Council meeting.** 23/060  
 The Council **AGREED** the next meeting date as Thursday 22<sup>nd</sup> June 2023.

The meeting ended at 9pm

Signed:

Date:

Stoke Holy Cross Parish Council

Payments Approved at the Meeting Held on 18th May 2023

| Date     | Payee                | Description            | Net       | VAT     | Gross     |
|----------|----------------------|------------------------|-----------|---------|-----------|
| 21/04/23 | * S Collins          | Expenses               | £22.24    |         | £22.24    |
| 21/04/23 | * M Beckett          | Handyman Invoice 024   | £658.93   | £18.39  | £677.32   |
| 21/04/23 | * D Wickham          | April Expenses         | £418.29   | £78.45  | £496.74   |
| 17/05/23 | * HMRC               | April NICs             | £27.70    |         | £27.70    |
| 18/05/23 | M Beckett            | Handyman Invoice 025   | £839.84   | £11.97  | £851.81   |
| 18/05/23 | G Jinkerson          | Expenses (Meadow)      | £327.15   | £10.18  | £337.33   |
| 18/05/23 | SJ Hull              | Expenses               | £5.00     |         | £5.00     |
| 18/05/23 | CIM Signs & Graphics | Meadow Signage         | £80.00    | £16.00  | £96.00    |
| 18/05/23 | CGM                  | Groundworks            | £75.38    | £15.07  | £90.45    |
| 18/05/23 | CGM                  | Groundworks            | £140.94   | £28.19  | £169.13   |
| 18/05/23 | Robin Goreham        | Internal Audit 2022/23 | £70.00    |         | £70.00    |
| 18/05/23 | Wave                 | Water Bill             | £30.64    | £6.12   | £36.76    |
| 28/05/23 | S Himpleman          | May Cleaning           | £99.67    |         | £99.67    |
| 28/05/23 | D Wickham            | May Salary             | £766.95   |         | £766.95   |
| 17/06/23 | HMRC                 | May PAYE & NICs        | £219.50   |         | £219.50   |
| Total    |                      |                        | £3,782.23 | £184.37 | £3,966.60 |

\* Already paid.

Signed:

Date: