

# MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held at the Pavilion on  
Thursday 24<sup>th</sup> June 2021 at 7.30pm

**Present:** Cllrs S Collins, SJ Hull, S Hull, G Jinkerson, J Hopper, K Nobbs

**District Councillor and County Councillor:**

**Clerk:** Mrs A Rose

5 members of the public.

## 1. Apologies for absence:

Apologies for absence were received and accepted from Cllrs C Bussey, G Iaccarino and D Thomas.

## 2. Disclosures of interest:

There were none.

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

Q) Member of the public would like to ask the council if we could write an email to highways regarding the signange on Markshall Lane saying no access to A140, this signange had resulted in all commercials vehicles using Mill Road as a detour, it is causing chaos and major concerns.  
A) The council agreed to contact highways and alert them to the problems it is causing.

Q) Applicants of planning application 2021/1154 were present to represent themselves.

A) The council noted that this plot had permission some time ago which was never built. The council do not have concerns but explained to the applicants that the application had not been looked at in detail. The council will consider the application over the next few days and submit comments.

## The Chair re opened the meeting

## 4. Minutes of the Annual Parish Council Meeting held on 6<sup>th</sup> May 2021:

Cllr S Collins signed the minutes of the meeting held on 6<sup>th</sup> May, which had previously been circulated, as a true record of proceedings; proposed by Cllr G Jinkerson, seconded by Cllr J Hopper and unanimously approved.

## The chair asked for item 12 on the Agenda to be brought forward.

## 5. New Pavilion Working Group:

The chair of the New Pavilion Working Group circulated his report prior to the meeting and updated the council following their meeting held on 17<sup>th</sup> June. The following were highlighted;

- Deadline to complete the business plan by the end of July / August.
- If funding can be achieved, construction of the new build can commence as earliest as next spring.
- It was noted that the planning permission expires next year May 2022.
- Parish Council to arrange an extraordinary meeting to discuss in detail the governance and business plan.
- The new build will cost in the region of £700,000, if the council include all monies received from CIL and S106 it would be half way there. It was noted that the price increases had been raised in the constrection industry in the last six months.
- The working group will seek advice from specialists regarding VAT as this would push the cost up of the new build quite considerably.
- South Norfolk Village Cluster Local Plan had recently been circulated with one proposed site as a possibility. It was suggested for the council to submit comments to SNDC and if they were to support the site allocation to request funding for the community project.

## The Chair asked for item 7 on the Agenda to be brought forward.

## 6. Co-option of Councillor:

Cllrs D Thomas and J Hopper interviewed K Nobbs for the vacancy of councillor and circulated their recommendations. It was unanimously agreed by all to co-opt K Nobbs as councillor and invite her to

**Signed:**

**Date:**

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join the council. Proposed by Cllr J Hopper, seconded by Cllr S Collins and unanimously elected. The declaration of office was signed. The clerk will organise councillor induction training and will liaise with Cllr K Nobbs in regards to dates.

## 7. Finance Report:

7.1 The Clerk tabled the accounts to 24<sup>th</sup> June showing an income of £622.70 and expenditure of £25,088.12 leaving a balance in the Current Account of £49,162.59 and £114,065.75 in the Reserve Account. Cllr S Hull proposed, seconded by Cllr G Jinkerson 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
BACS	NCC (AP)	Village Gateways	1,388.00		
DD	AF Affinity Ltd	Electricity	319.10	18.23	
SO	Rose (AP)	Clerk Salary (May)	522.22		
BACS	Morley (AP)	Installation of 3 dog bins	172.68		
BACS	SHC PC	Grant towards post office	1,000.00		
BACS	Houseproud	May Cleaning	105.20	21.04	
BACS	Minuteman Press	Bee Signs	50.00	10.00	
BACS	Barmby	Mole Catcher	80.00		
BACS	Waveney Surfacing	Footpath	13,501.80	2,700.36	
BACS	Westcotec	SAM2 Machine	3050.00	610.00	
BACS	Rogers & Norton Solicitors	Carol Close Lease	1131.00	225.00	
BACS	Viking	Hand Sanitiser	152.91	30.58	
BACS	Paperstone	Stationary	118.65	23.73	
		<b>TOTAL £</b>	<b>21,591.56</b>	<b>3,638.94</b>	

### Receipts this month:

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
12/05/2021	Barclays	Hall Hire (Band Practice)	15.00
14/05/2021	Barclays	Hall Hire (The Food Dude)	15.00
25/05/2021	Barclays	Hall Hire (Boxed Burger)	20.00
28/05/2021	Barclays	Pre-School (May)	443.70
04/06/2021	Barclays	Hall Hire (Band Practice)	15.00
11/06/2021	Barclays	Hall Hire (Walking Group)	5.00
11/06/2021	Barclays	Hall Hire (Band Practice)	15.00
12/06/2021	Barclays	Electric Meter	79.00
23/06/2021	Barclays	Hall Hire (Band Practice)	15.00
		<b>TOTAL £</b>	<b>622.70</b>

### Responsible Finance Officer Report:

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) <b>A</b>	73,628.01		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) <b>B</b>	622.70		
PAYMENTS THIS MONTH (LISTED ABOVE) <b>C</b>		25,230.50	
<b>CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE</b>			<b>49,020.21</b>
<b>BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)</b>			<b>114,065.75</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>

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## 8. Pension:

It was unanimously agreed by the council to offer a pension scheme to the clerk from June 2021. It was agreed to use the NEST Pension Scheme with a employment contribution of 8% of the clerk's salary. Proposed by Cllr S Collins , seconded by Cllr G Jinkerson and unanimously approved.

## 9. Planning Applications:

2021/1154: Land North of Brickle Loke, SHC – New build detached bungalow and detached garage - The council noted that this plot had permission some time ago which was never built. The council do not have concerns but explained to the applicants that the application had not been looked at in detail. The council will consider the application over the next few days and submit comments.

2021/1184: Land South of Petersfield Farm Valley, Farm La, SHX – Proposed erection of a self-build dwelling with cart shed – No objections, however it was noted that the position of the new entrance to the site is located in a very dangerous position between two bends that are close by. Although the new entrance is partially constructed we believe that it should be a condition of this approval, when granted, that the entrance is repositioned further to the west so that both people leaving the site and also road users have a reasonable view. We consider this an important point and would welcome it to ensure the safety of all users of Valley Farm Lane which is part of Boudicca's Way and well used by walkers.

2021/1198: Devonia, 3 Brickle Rd, SHC – Proposed one and a half storey extension and external alterations to dwelling – No objections.

2021/1253: 20 Carol Cl, SHC – Double garage conversion and erection of a new porch to dwelling with new dropped kerb and driveway – No objections.

## 10. Consultees Reports on Planning Applications:

2021/0840: Rosslyn, 53 Poringland Rd, SHC – Oak – Re-shape and reduce in height to 14m and Spread of 12m to allow more light into garden and also neighbours houses / gardens. **Approved with Conditions.**

2021/1218: 34 Norwich Rd, SHC – Removal of dead beech tree under day 5 exemption. **Exempt Tree Works.**

2021/1014: 2 Colman Ave, SHC – Single storey side and rear extension including render external walls. **Approved with Conditions.**

## 11. South Norfolk Village Cluster Housing Allocations Plan:

The Chair updated the council in regards to the South Norfolk Village Cluster Housing Allocations Plan meeting, which was attended by Cllrs S Collins, C Bussey and the clerk.

The following key items were noted;

- a) Stoke Holy Cross is merged as a cluster with Caistor St Edmund and Shotesham.
- b) Looking at the map booklet it looks as though Upper Stoke is grouped within Poringland's boundary.
- c) A potential site SN0202 had been selected in Stoke Holy Cross which is the field adjacent to Harrold Place.
- d) The virtual exhibition had not been made accessible for all members of the public and concerns were raised that members of the public were not aware of the plan.

It was agreed by all to submit comments to the SNVCHAP on behalf of the Council whilst the plan is still in the consultation period.

## 12. Clerk Report and update on items not on the Agenda:

11.1. No further action regarding the new lock to the Pavilion.

11.2. Cllrs S Collins and G Jinkerson had arranged to attend a presentation course run by experts on wildflower meadows. The clerk was tasked with contacting Ingram homes to request a detailed plan of works and to inform them that the council are seeking specialist advice in wildflower meadows.

11.3. It was agreed to rearrange the date of the planning course in August, to enable all councillors to attend.

11.4. It was unanimously agreed to appoint Spring Clean Commercial to carry out the cleaning to the pavilion.

11.5. Cllrs G Jinkerson and K Nobbs have a contact who may be able to help with the pot hole repairs.

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11.6. Cllr SJ Hull gave an update to the council on the Armed Forces Covenant. It was agreed to review the correspondence received so far to then review at our next meeting.

11.7. It was unanimously agreed by all to abolish the caretaker position and to review in 8 months time. The clerk was tasked with ordering a litter picker for Cllr J Hopper.

11.8. It was agreed by all to hold an extraordinary meeting on Thursday 12<sup>th</sup> August to discuss the governance and business plan of the new pavilion.

11.9. It was agreed for the Chair to carry out the Appraisal of the clerk on 22<sup>nd</sup> July 21.

11.10. The council agreed a budget of £300.00 towards a new printer following three quotes.

11.11. The council agreed to purchase a voice recorder to record meetings, the recordings will be deleted once minutes are typed. The council asked the clerk to ask Mattishall Parish Council if they would consider paying 50% of the costs due to the clerk working for both councils and using the device for both parish council meetings. It was agreed that the asset will be shared between the two parishes.

11.12. The council agreed for the clerk to have a second job in clerking for Mattishall Parish Council.

11.13. The clerk had been tasked with getting a quote for a defibrillator for the Pavilion and to ask if any County or District Councillors have funding to put towards it.

**13. Traffic Working Group:**

Cllr SJ Hull reported that the speed watch community group clocked 31 speeders within an hour on Norwich Road. More volunteers are required, it was agreed to post a notice to our social media site and 5+ magazine.

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

The next Parish Council Meeting will be held on Thursday 29<sup>th</sup> July 2021 at St Georges Hall.

There being no other business the Chair thanked all for attending and closed the meeting at 21:24pm.