

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING
held on
Thursday 29th November 2018 at the Pavilion at 7.30pm

Present: Councillors Chairman L Marsh, C Bussey, C Cann, , G Iaccarino, G Davies, S Collins, R Wright

District Councillor and County Councillor: V Thomson

Clerk: Mrs A Rose

20 members of the public.

1. **Apologies for absence** were received and accepted from J Hopper. Cllr T Lewis also sent apologies.
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 Thomson's report had been circulated to all Councillors. The full report is attached to these minutes but he highlighted the following:

- Bus forum meets four times a year and in November it is opened to the public.
- Konnect bus routes are operated commercially – South Norfolk Council do not have control on these bus services.
- Camera on Markshall Bridge for two weeks, the camera recorded approximately 2,900 movements per day.

Q) Cllr R Wright: Could we please get some predictions from the camera's regarding speeds on Markshall Lane?

A) Cllr V Thomson: Will look into this and ask the question.

Q) Cllr C Cann: Will there be one week of no buses?

A) Cllr V Thomson: It is being worked through by South Norfolk Council, buses should be running every week. The officers are happy to attend a meeting and are open about how they work.

Cllr G Davies reported that he attended the bus forum Saturday 24th November and expressed in the forum that the village is facing major growth in the coming years with 150 new houses allocated for the area. He explained that the bus service should be improving not suspending. The 40a bus route will run hourly. Currently routes 40a and 88 will leave Norwich within 2 minutes of each other, perhaps these buses could be staggered offering a better service. G Davies spoke to a gentleman called Martin Stringfellow from Norfolk County Council who apologised for the problems we had received and are working hard to resolve. Martin confirmed he would be happy to attend a meeting to discuss in more detail.

L Marsh suggested inviting Martin Stringfellow and Chris Speed Operations Manager for First bus to the Six Strategic Group meetings as this would be beneficial to all. The meeting could be publicised on our Facebook Page, Website and Notice Boards.

Report from District Cllr T Lewis: Cllr T Lewis was not present for this meeting, his report was read by L Marsh and had been circulated to all Councillors. The full report is attached to these minutes.

Q) Member of public: The GNLP in particular Norwich Road, I oppose the proposed build, whats your thoughts please?

Q) Member of public: Very concerned that the build is on the edge of the village?

Signed: _____

Date _____

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING
held on
Thursday 29th November 2018 at the Pavilion at 7.30pm

Q) Member of public: Concerns with GNLP in particular the suggested land opposite St George's Hall?
A) Cllr C Bussey: The farmer currently have no intention with this land, it's to protect the land.

Q) Member of public: If however it does get accepted even though there is no intention at present what position would we be in?

A) Cllr C Bussey: Proposes all concerns regarding the GNLP should be expressed by members of the public on the consultation website.

Q) Member of public: What are the feelings of the council?

A) Cllr C Bussey: Until we have received paperwork we cannot at present discuss.

Q) Member of public: What is the relationship from the GNLP to Norfolk County Council?

A) Cllr V Thomson: None – They use an office space within the building but no connection.

Q) Member of public: Will the Parish Council have a special meeting to discuss GNLP?

A) Cllr C Bussey: Yes this will be after Christmas.

However, the Council noted that this would not be possible as comments had to be made before Christmas.

Cllr R Wright suggested to the members of the public that they all report their concerns on the GNLP website and do not put it off.

Chairman L Marsh reported that when we receive the planning applications we will bear in mind public views and consultation.

Q) Member of public: In relation to 16 Poringland Road planning application number 2017/2871 (demolition of the bungalow), What had happened to the appeal submitted back in July?

Cllrs C Bussey and G Davies explained the appeal process and the involvement of the planning inspector and South Norfolk Council.

4. Minutes of the Parish Council Meeting held on 18th October 2018:

The Chairman signed the Minutes of the Parish Council Meeting held on 18th October, which had previously been circulated, as a true record of proceedings; proposed by C Bussey, seconded S Collins and unanimously approved.

5. Clerk's Report and Progress on items not on the Agenda:

- 5.1) The Clerk reported that the Trustees for Carol Close are happy to negotiate a longer-term lease. They have a meeting in early December to review this matter and will let us know the outcome thereafter.
- 5.2) An email had been received from Cllr V Thomson confirming the two fingerpost sign is ready. L Marsh proposes the exact wording of the signs should be as follows "Parish Church" and "St. Georges Hall", this was unanimously agreed. The clerk has been tasked with contacting highways to confirm this.
- 5.3) C Bussey reported that Hopkins will approve the build of Broomefield Road Bus Shelter if we provide written confirmation from South Norfolk Council confirming the planning requirements and permission to build. C Bussey had emailed South Norfolk Council requiring this information, we should receive their reply and relevant paperwork in the next seven days.
- 5.4) There had been no further action regarding Tree 5 at the Primary School.

Signed: _____

Date _____

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held on

Thursday 29th November 2018 at the Pavilion at 7.30pm

- 5.5) The Clerk reported we had received a kind donation of £50.00 towards the new village hall from Mrs Turner who use to live on Norwich Road. The Clerk was tasked with writing to Mrs Turner a letter thanking her for her kind contribution on behalf of the Council.

6. Review of Financial Regulations:

The NALC model Financial Regulations had been reviewed and the following actions were raised.

- 6.1) Reference (4.1) remove "Chairman of the appropriate committee".
- 6.2) Reference (5.1) remove "The council shall seek credit references in respect of members or employees who act as signatories".
- 6.3) Reference (6.11) the Clerk has been tasked with placing a sealed envelope which contains the password for the access to the council's records on the Parish Council's computer. The envelope may not be opened other than in the presence of two other councillors. It was discussed that we add to the Financial Regulations that "the computer is not used for anything other than the uses for the Parish Council.
- 6.4) It was discussed that a declaration of compliance must be submitted even if we do not receive pensions annually, the Clerk has been tasked with making sure we are compliant.
- 6.5) Reference 7 – Add to the Financial Regulations - salaries will be paid by Standing order, the forms will be collected from the bank and will require two signatories. The Clerk was tasked with collecting these forms from the bank.
- 6.6) Reference (9.10) remove "Any income arising which is the property of a charitable trust shall be paid into the charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)".

The Clerk has been tasked with circulating a copy of the NALC model Financial Regulations in a word format to Cllr S Collins who had offered to amend.

The amendments were unanimously agreed and will be ratified at our next Parish Council Meeting.

7. Review of Standing Orders:

Copies of the revised Standing Orders were circulated to all Councillors prior to the meeting. It was suggested by Chairman L Marsh that all Councillors have a read and provide any comments. They will be ratified at our next Parish Council Meeting.

8. Finance Report:

The Clerk tabled the Accounts for the period 1st October – 24th November showing income of £101,845.81 (£64,411.09 of which was a CIL payment) and expenditure of £19,909.52 leaving a balance in the Current Account of £95,133.29 and £30,600.82 in the Reserve Account. C Bussey proposed, seconded by G Iaccarino that the accounts be adopted; this was unanimously approved. The following invoices were approved for payment;

Happy Cow	£157.74	Pavilion Cleaning	D Bracey	£180.00	Play Safety
CGM	£219.24	Grass Maintenance	Fuel Allotment Trust	£200.00	Annual Rent
NPTS	£66.40	Clerk Training Course	SLCC	£134.79	Council Admin Book
CGM	£46.90	Grass Maintenance	Happy Cow	£114.72	Pavilion Cleaning
Wave	£52.05	Anglian Water	CGM	£497.64	Grass Maintenance
All agreed salaries and PAYE					

The CIL Annual Report 2017/2018 was unanimously agreed, the Clerk was tasked with sending to South Norfolk Council and update website when fully working.

Signed: _____

Date _____

805

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held on

Thursday 29th November 2018 at the Pavilion at 7.30pm

C Bussey proposed the Cil Payment of £64,411.09 be transferred to the Reserve Account as soon as possible, seconded by S Collins, unanimously agreed.

8.1) The Clerk circulated various items for the Councillors to consider in preparation for next years budget 2019/2020. These items were discussed in great detail and are as follows;

Cllr G Davies reported that the New Pavilion Working Group had received quotes from Architects to take the New Pavilion to Planning Application. The application fees are approximately £15,000. G Davies proposes this amount to be deducted from the S106 funds, seconded by S Collins, unanimously agreed.

It was discussed that the Playing field equipment requires updating. S Collins had offered to provide an initial outlined plan of proposal and report early next year with costings.

C Bussey had offered to source new notice boards for Norwich Road and Upper Stoke. He had also offered to build a new basketball board and hoop for the over 12's Playing Area at Long Lane.

CGM ground maintenance contract renewal for next year was agreed. This also included the additional requirements requested from the Playing Field Committee of Verti Drain, Application of Herbicide and Liquid Fertiliser once a year to the Playing Field at Long Lane.

The Clerk circulated an email to all Councillors from Steve Jackman who had built websites for more than 50 Councils. Due to the current website still unavailable and the Clerk unable to make contact with existing web designer it was unanimously agreed by all that we appoint Steve Jackman to create a new secure website without adverts as soon as possible.

The Council received a letter from Stoke Holy Cross Church asking the council to consider an annual grant of £2000.00 due to the loss of earnings from the post office (which used the Church Hall free of charge) and the up keep and maintainance to Stoke and Dunston churchyards. It was discussed in detail and agreed that we will offer an annual grant of £1000.00 paid every April, proposed by G Davies, seconded by G Iacarrino and was unanimously approved. (Chairman L Marsh abstained from this discussion due to personal interests with the Church). The Clerk will write a letter to Stoke Holy Cross Church informing them of the Council's decision.

8.2) Rental Charges for Pavilion hire, Playing Fields and Allotments for 2019:

The following charges were agreed from 1st April 2019, apart from Pre-school, whose year begins in September.

Pre-school whole day session will remain at £3.40 per hour

Allotment charges will also remain at £37.00 per plot per annum for 2019

Football Club rent charges will increase to £425.00 per annum for 2019/2020

Rental for the Pavilion hall at £5.00 per hour.

8.3) The Clerk circulated to all Councillors monthly salary payments for Apr 2019 – Mar 2020. The Clerk asked the council to consider from April 2019 salaries paid by Standing Order; proposed by G Iacarrino, seconded S Collins, this was unanimously agreed however opposed by one. The Clerk has been tasked with looking into the NALC salary increments for next year.

9. Planning Applications:

2018/2175: Colman Avenue, SHX; Re – application for outline planning permission – Erection of single storey 2-bedroom bungalow & garage. Approved

2018/2117: The End House, The common Dunston; Raise the two remaining collars on the first floor. Approved

2018/2454: Land West of Chandler Road SHX; Reserved matters application following 2015/2406/0 – 12 dwellings (amendments to plots 1,2,4,5,6,8,9,10,11 and 12 to approved permission 2017/2736/d). C Bussey confirmed a complaint had been received reporting houses were not built to the planning application. No reason to comment – Approved.

C Bussey reported that the council will discuss Norwich Road once the application has been received. If the application comes in before Christmas he will speak to South Norfolk Council Planning to request an extension.

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held on

Thursday 29th November 2018 at the Pavilion at 7.30pm

10. Consultees Reports and Decisions on Applications:

2018/1640: Land Off Mangreen Hall Lane, Dunston; Gas powered electricity generator and related infrastructure – Approval with Conditions.

11. New Pavilion Working Group Report:

G Davies had circulated his report to all Councillors. The full report is attached to these minutes. G Davies proposed Chaplin and Farrant be appointed to undertake the submission of the planning application for the replacement pavilion; seconded C Cann, unanimously agreed. G Davies will write to Paul Robinson Partnership to politely inform them that their quotation was not successful.

12. Playing Field Report:

It had been reported from the Football club that the dog fouling on the Playing Field is becoming an issue. It was briefly discussed that perhaps posters could be put up on notice boards and dog bins. The Clerk has been tasked with creating a poster and putting up these posters.

13. Traffic Report:

R Wright had circulated his report to all Councillors. It was suggested with the proposed Norwich Road development perhaps we should move the SAM2 machine to this location to monitor traffic volume and observe speeds coming over the hill. R Wright offered to move the SAM2 machine to this location to provide statistics however he would like it noted that he feels this should be carried out by Highways.

14. Meeting Dates for 2018:

The Clerk had circulated a list of meeting dates for next year and after a brief discussion the following dates were agreed:

January	10 th Budget / Precept	July	25 th (St. Georges Hall)
February	21 st	September	5 th
March	28 th	October	17 th
April	25 th Annual Parish Meeting	November	28 th
May	16 th Annual Parish Council Meeting		
June	20 th	January	9 th 2020

15. Correspondence received:

The clerk circulated an email received from Sally Harl asking the council to consider her club "Lets Dance" take place at the Pavilion hall from January. It was discussed that the hall will be charged hourly with additional heating costs; this was unanimously approved.

16. Items for the next Agenda and date of the next Meeting:

Ratification of Standing Orders, Ratification of Finance Regulations, Draft Budget and Precept Request.

The next PC meeting will be held on 10th January 2019 at the **Pavilion** at 7.30pm

There being no other business the Chairman thanked all for attending and closed the meeting at 21.58

Signed: _____

Date _____

807