

**MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING**  
**held on**  
**Thursday 20th June 2019 at the Pavilion at 7.30pm**

**Present: Councillors** C Bussey, R Wright, S Hull, G Jinkerson, D Thomas, M Davies, G Iaccarino

**District Councillor and County Councillor:** N Legg, V Clifford-Jackson, V Thomson

**Clerk:** Mrs A Rose

11 members of the public.

1. **Apologies for absence:** Apologies for absence were received and accepted from Cllr S Collins and J Hopper.

2. **Disclosures of interest:** There were none.

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

Q) We have concerns regarding an overhanging rose bush at 103 Norwich Road near the Wilderbeest. It is overhanging onto the footpath forcing pedestrians to walk around it onto the road.

A) Approach the owners and ask if they cut it back. If you have no success then please get back in touch with our Clerk.

Q) Norwich Road grass verge when will this be cut?

A) It will be cut either today or tomorrow.

Q) I noticed the pot holes were on the Agenda, my understanding was the car park would be fully tarmacked?

A) This is correct however a temporary solution is required due to the size of the holes. I can confirm the pot holes will be filled this Tuesday afternoon.

Q) The lagoon on the gifted land has this been handed over to the Parish Council?

A) Not at present.

**Report from County Cllr V Thomson:** Cllr V Thomson's report had been circulated to all councillors and the full report is attached to these minutes. The following were highlighted

- The church finger post has been corrected and is pointing the right way.
- The trod walk has been arranged for 8<sup>th</sup> July.
- Paying to dispose waste remember SCRAPE code, suspect all waste carriers and check all licences, ask what happens to your waste and take pictures of the number plate.
- Regarding WAR TV program on plastic we would like to reassure everyone in Norfolk that plastic from their home recycling bins is sent to reprocessing plants in the UK.
- Funding for early education for two year olds.
- £120m investment in special educational needs.
- It is Carers week and on Friday 14<sup>th</sup> June Norfolk County Council held a Carers Support Day at the Forum Norwich. An estimated 100,000 people in Norfolk provide unpaid care.

**Report from District Cllr V Clifford-Jackson & Cllr N Legg:** Cllr V Clifford-Jackson, Nigel Legg reported the following;

- Cllr V Clifford-Jackson introduced herself to the members of public and Councillors for the first time and explained the first two months had been about training.
- Cllr N Legg agreed with Cllr V Clifford-Jackson that training had kept them busy. He also reported that joint training for council members and officials from Broadland district council to encourage single management structure.
- Littering and fly tipping have new government guidelines.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

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**The Chairman re opened the meeting**

**4. Minutes of the Annual Parish Council Meeting held on 16th May 2019:**

C Bussey signed the Minutes of the Meeting held on 16th May, which had previously been circulated, as a true record of proceedings; proposed by S Hull, seconded by G Iaccarino and unanimously approved.

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

- 5.1 The clerk reported that there had been no further action regarding Tree 5 at the Primary School.
- 5.2 The clerk reported that the sign that had been recently installed 'Parish Church' has now been corrected and facing in the right direction.
- 5.3 The clerk reported that an email had been sent to the trustees regarding the lease for Carol Close to appoint Durrants for the production of a Charity Commission-Compliant report. The clerk was tasked with sending an email to the trustees for an update.
- 5.4 The clerk reported that there had been no further action regarding the leaning tree. C Bussey is still in the process of acquiring quotations.
- 5.5 The clerk reported that the electricity charges was yet to be confirmed for the snack bar for 'Off the Wagan'. It was unanimously agreed by all councillors that the electricity usage would be charged at 15p per hour based on what was used previously. To request from the owner an upfront payment of £5 from which 90p will automatically be deducted from which was owed previously. To ask the owner to monitor how many days / hours is used and to provide a log to the clerk on a fortnightly basis.
- 5.6 The clerk confirmed the Councillor / Training course is booked for Thursday 12th September 7-9.30pm at the Pavilion. Newly elected and existing Councillors from Tasburgh will also be attending. The Clerk also confirmed our newly appointed Chairman S Collins will be attending the Chairmanship course on 4th July.
- 5.7 The clerk circulated the responses from High Ash Farm regarding the questions raised by councillors. It was agreed by all to add this to our next parish council meeting Agenda in July for full discussion.
- 5.8 The clerk reported that the broken drain cover on Long Lane junction to Gravel Hill had been reported to Highways on 13th June 2019.
- 5.9 The clerk reported that an email had been received from B Taylor regarding the unsafe metal post on one of the five a side goal posts and the exposed netting to the metal slide at the Playing Field on Long Lane. The Clerk was tasked with looking into obtaining 3 quotes to have the slide in the Playing Field made safe. G Iaccarino and M Davies had removed the unsafe metal post on the five a side goal post and removed the exposed netting to the slide.

**6 To authorise Year End Accounts (March 2019) for PKF Littlejohn External Auditors and complete the Annual Return.**

The report from the internal audit had some recommendations. The clerk was tasked with working through all recommendations raised and to update accordingly. The clerk had circulated the Annual Return prior to the meeting for Councillors to check the figures. Statements in the Annual return were verified and forms signed by the Chairman and Clerk. Proposed by D Thomas, seconded by J Ginkerson and unanimously approved.

**7. Finance Report :**

The Clerk tabled the Accounts to 31st May 2019 showing an income of £35,519.58 and expenditure of £12,035.80 leaving a balance in the Current Account of £40,238.95 and £95,110.17 in the Reserve Account. S Hull proposed, seconded by D Thomas that the accounts be adopted ; this was unanimously approved. The following invoices were approved for payment :

CGM	£520.40	Ground Maintenance	CGM	£540.00	Ground Maintenance
Wave	£ 54.40	Anglian Water			

All agreed salaries and PAYE

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## 8. Three pot holes in the Pavilion car park:

It was unanimously agreed that D Morely Builders will fill in the three pot holes in the Pavilion car park for an approximate price of £130.00. C Bussey confirmed this work would be carried out Tuesday afternoon at 4pm.

## 9. To review quotations received for three litter bins for the bus shelters:

After an indepth conversation it was unanimously agreed that the quotations received for 90-120 litre litter bins were too big. The clerk was tasked with providing further quotations for a smaller bin like the one currently used for the bus shelter on Norwich Road by the Wilderbeest Restaurant.

## 10. Planning Applications:

**2019/1089:** Whiteford Hall Farm, Chandler Road, Stoke Holy Cross - Removal of nissan hut and construction of timber cart lodge – No objections.

**2019/1093:** 57 Norwich Road, Stoke Holy Cross – Removal of existing detached garage and two conservatories, erection of a single storey rear extension and 6 dormer windows – Site visit before comments made.

**2019/1168:** 13 Poringland Road, Stoke Holy Cross – Demolish existing flat roof extensions and replace with new single storey extension – No Objections

**2019/1032:** 7 Broomfield Road, Stoke Holy Cross – Replace existing fence with wall – Approval with conditions.

## 11. Consultees Reports on Planning Applications:

None

## 12. Traffic Issues:

R Wright had reported that correspondence had been received from a concerned parishioner regarding the speed of vehicles travelling down Long Lane outside the primary school. The speedwatch team had monitored Long Lane a few times and the data collated had recorded a high volume of cars travelling on this road approximately 9,000 a week. This road is used as a main route to get into the city.

R Wright offered to provide a report to County Councillor V Thomson and Highways highlighting the correspondence received and the concerns parishioners have for their children. To provide them with the information of the volume of cars and speeds travelled at on Long Lane.

## 13. New Pavilion Working Group Report:

C Bussey reported that the New Pavilion working group meeting was held on 4<sup>th</sup> June. Following from this meeting it was agreed to document a full business plan. We have received costings for the construction of the building from Chaplin Farrant which totals to the amount of £658,572.

It was requested by the group if a facebook account could be set up to help assist with fundraising and to provide updates to the community. After discussions it was agreed to set a member of the group as an admin user to the main Parish Council facebook account rather than creating its own to avoid confusion.

## 14. Six Strategic Group Report:

C Bussey reported the following;

- Changes to the bus timetables from 8<sup>th</sup> July. Links below to Borderhoppa and Konect.  
<http://www.borderhoppa.org/dial-ride> <http://www.konectbus.co.uk/timetables-fares/84#timetable>
- Double decker buses cannot get through the village due to the trees.
- Trowse Parish Council are having financial problems due to one person having two accounts under two different names, this had resulted in the account being frozen.

## 15. Correspondence:

The Clerk reported the following correspondence received;

- A letter had been received from Scotty's Little Soliders to consider providing a donation. The Clerk was tasked with collating similar correspondence for all to be reviewed at the end of the year. Agenda item for January / February 2020.
- A letter had been received from Norfolk County Council regarding the Parish Partnership Scheme. It was noted that trod paths are acceptable on this scheme. To be reviewed at the next Footpath Working Group.

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**16. Pavilion Funding (In a closed meeting as it is financially sensitive):**

A financial matter was discussed in confidence. It was unanimously agreed to spend £379.00 for further investigation.

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

The next PC meeting will be held on 25<sup>th</sup> July at **St Georges Hall, Upper Stoke**, at 7.30pm.

There being no other business the Chairman thanked all for attending and closed the meeting at 21.42pm.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

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