

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING
held on
Thursday 26th July 2018 at St Georges Hall at 7.30pm

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

District Councillor and County Councillor: T Lewis, V Thomson

Clerk: Mrs A Rose

1 member of the public.

The Vice Chairman opened the meeting as the Chairman reported they will be attending but have been delayed.

1. No Apologies for absence were received

2. Disclosures of interest: There were none.

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

Q) A member of the public raised a question in concern of the speed of traffic through Upper Stoke, is the 30mph speed sign being removed.

A) C Bussey replied a new sign and post will be replaced.

Report from County Cllr V Thomson: Cllr Thompson's report has been circulated to all Councillors. The full report will be attached to these minutes.

- Emergency Heat wave warnings have been sent out drawing attention to Children and Dogs in cars and potential risk of fires.
- A new Norwich cycle map is now out and can be collected from Norfolk County Council.
- Using mobile phones whilst driving – A new mobile phone detection system run by a local company called Westcotec, the system will be used to identify mobile phone use from within the vehicle, the system will be able to detect whether Bluetooth is being used or not?
- Free child seat checks are taking place at Tesco's Norwich Harford Bridge on the 20th August 2018.
- A site visit will be arranged between C Bussey and V Thompson regarding the new bus stop.
- Markshall Lane bridge has been hit a couple of times so a camera has been put in place to obtain information on what is happening.

Report from District Cllr T Lewis. Cllr Lewis's report has been circulated to all Councillors. The full report will be attached to these minutes.

- Merger of staff of South Norfolk Council and Broadland Council, it has been agreed the process of recruiting a new Joint Managing Director.
- New sites on the Norwich Local Plan are on offer - Poringland Road; to the west of Brickle Road houses up to Long Lane and to the west of Norwich Road near the church.
- The plans are now being consulted to Hornsea wind farm Substation application.
- Cllr Lewis has authorised a £500 Member's Ward Grant towards the Parish's Defibrillator at the Wildebeest.

The Chairman L Marsh arrived and thanked C Bussey for starting the meeting, the Chairman chaired the remainder of the meeting.

The Chairman re opened the meeting

Signed: _____

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4. Minutes of the Parish Council Meeting held on 14th June 2018:

Cllr R Wright requested the comment in the minutes regarding “**the meeting he has with the council in August**” be removed as no meeting has been arranged.

District Cllr T Lewis requested amendments were made regarding the rewording of a paragraph to the Proposed Merger, see paragraph highlighted. “**The proposed merger of staff for South Norfolk and Broadland approval has now been confirmed and while redundancies are possible, staff reduction of up to 25% it is hoped this will be achieved through natural wastage.**”

The Minutes of the Meeting of 14th June were amended accordingly and signed by L Marsh, as a true record of proceedings; proposed by C Bussey, seconded by C Cann and unanimously approved.

5. **Declarations of office:** The Declaration of Acceptance of Office Forms have been signed and dated by the Chairman L Marsh and Vice Chairman C Bussey.

6. Clerk’s Report and Progress on items not on the Agenda:

- 6.1 The Clerk is awaiting further correspondence from Rogers & Norton reference Carol Close Lease renewal.
- 6.2 The old laptop has been handed to the Chairman. The old printer is to be advertised on Facebook and Gumtree for around £50 including spare cartridges – The Clerk is tasked to action.
- 6.3 The Clerk reported no further action with regards to the Church Sign.
- 6.4 The second defibrillator which is to be installed at the telephone box next to the Wildebeest public house has now been ordered and will hopefully be installed sometime in August (Date to be confirmed).
- 6.5 A pothole on Mill Bridge at Stoke Holy Cross has been reported to NCC Highways. It was confirmed one pothole has been repaired however another pothole has appeared at the junction at the top of Mill Road – The Clerk tasked with contacting NCC Highways to report a further pothole.
- 6.6 The Clerk reported there were ongoing discussions with regards to the Bus Shelter on Broomefield Road.
- 6.7 Our current Internal Auditor Simon Cox has now retired. It was discussed finding a replacement. The clerk provided details of two suitable candidates, Catherine Moore and Anne Barnes. Catherine Moore was proposed by C Bussey, seconded by G Iaccarino and unanimously agreed. The Clerk was tasked with contacting Catherine to make arrangements for next years auditing.
- 6.8 The Clerk has requested if the Accounts can be approved to setup an online banking password in order to view accounts and print statements. This will help the clerk to provide an up to date financial status. It was proposed that the clerk looks into; Are there any other parish’s doing this ? Check with Norfolk Parish Training Support with regards to the council rules. Check with Natwest that this set up is only for viewing and not authorised to make any payments, set up direct debits or standing orders.
- 6.9 Emailed Yvonne – Clerk to Casiter St Edmunds regarding the overgrown hedges on Markshall Lane, the clerk is still awaiting a reply.
- 6.10 The Clerk reported that she attended the Clerk Consultation at South Norfolk House on 12th July 2018. The clerk found it insightful and helpful and looks forward to attending the next meeting.

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7. Finance Report : The Clerk tabled the Accounts for the period 9th June 2018 – 19th July 2018 showing an income of £854.20 and expenditure of £4,451.74, leaving a balance in the Current Account of £27,708.79 and £30,591.85 in the Reserve Account. C Bussey proposed, seconded by J Hopper that the accounts be adopted ; this was unanimously approved. The following invoices were approved for payment :

CGM	£11.70	Ground Maintenance	NPTS	£239.61	Subscription
St Georges Hall	£12.00	Hall Hire	Happy Cow	£114.72	Pavilion Cleaning
G Marsh	£20.90	Microsoft Programme	CGM	£444.00	Ground Maintenance
Heartbeat Trust	£2664.00	Defibrillator			
All agreed salaries and PAYE					

The quarterly bank reconciliation was unable to be approved as the Chairman was not presented with the Bank Statements to check, The clerk will add this to next meetings Agenda.

8. Planning Applications:

2018/1170: The End House, The Common Dunston – Discharge of condition 5 – joinery details of permission 2016/1124. Recommend Approval

2018/1534: Land to the rear of 9 Poringland Road, Stoke Holy Cross – Erection of new bungalow and creation of new vehicular access – C Bussey raises concern over access and loss of own space at the back of 9 Poringland Road.

9. Consultees Reports on Planning Applications:

2018/1319: 40 Bancroft Close, Stoke Holy Cross– Non-material amendment application following 2017/0734/H – enlarge depth of extension by 300mm and later fenestration arrangement – Approved.

2018/1495: Land off Broomfield Road, Stoke Holy Cross – Change of front porch roof to Plot 42 from gable to front facing roof pitch – Approved.

2018/1233: The End House, The Common Dunston – Discharge of condition 6 planning application 2016/1125 – window and door details. – Approved.

2016/2754: Land North of Long Lane, Stoke Holy Cross – Discharge of conditions 4 – road details, 9a – highway improvement details, 10 traffic regulation order, 12 water surface and 13 – foul water disposal of permission 2014/2409 (variation of conditions 2 and 9 of planning permission 2013/0828/O (An outline application erection of 24 dwellings and associated vehicular access, allotments, public amenity land and community car parking) – Approved. C Cann raised concerns on the drainage, it was agreed when gifted the land that the drainage would be flattened but it is currently a deep hole. Also S Collins raised concerns over the grill to the drain as it has no locks and can be easily removed. C Bussey tasked with speaking to John Ingram to secure the grill to the drain.

10. General Data Protection Report: L Marsh reported concerns about no advice given as to how we can protect ourselves and how we are controlling emails. Many emails are forwarded onto other email addresses, how do we control this?. The Data Protection Officer was tasked with finding more information and to ask Norfolk Parish Training Support or other Clerks on how they protect themselves.

11. Playing Field Report: C Cann reported the working party carried out on 7th July 2018 went well and would like to thank all for their hard work. It was raised that the picnic tables at the Childrens Playing Park were very worn and needs replacing. C Cann proposed obtaining quotes to replace them, seconded by C Bussey and L Marsh, the Clerk was tasked with finding three quotes. C Bussey has kindly offered to remove the old picnic tables.

Discussions also took place on replacing the bird spikes to the over 12's swings playing area. The Clerk was tasked with contacting B Taylor to purchase and replace. More rivets also need replacing to the Skate Park, G Iaccarino confirmed he has the new rivets to replace. It was proposed by C Bussey that a new rivet gun be purchased to assist G Iaccarino in replacing them, this was seconded by C Cann and unanimously agreed. C Cann also reported that the ground underneath the zip wire requires re-soiling, C Cann was tasked to check for large stones in this area, after completion of this C Bussey agreed to obtain some more soil

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It was reported that Carol Close bins in the childrens play area are not being regulary emptied, C Bussey will talk to Rex before a decision is made.

The Clerk has been tasked with contacting CGM in regards to Norwich Road to obtain clarity on how far the verge should be cut. The clerk has also been tasked with contacting P Williams the Manager of the Football Club and request if he cannot attend the meetings is their someone else who can attend in his absence.

12. New Pavilion Working Group Report: G Davies reported that Option 5 is looking positive and confirms most members are happy with the plan. It was discussed in great detail how much the building will cost. A letter has been approved to send to the District and County Councillors in reference to the Cil money and how further funding can be obtained, this was proposed by G Davies, seconded by C Bussey and L Marsh and unanimously agreed.

A further meeting has been organised for 7th August 2018.

At 21.20pm C Bussey had left the meeting.

13. Traffic Issues: R Wright reported that the speedwatch traffic report for Chandler Road has been circulated and confirmed the sign will be moving to a new road shortly.

13. Correspondence:The clerk circulated a letter from DLP and Hornsea, discussions took place on how this will affect the village. L Marsh requests if DLP have meetings with Swainsthorpe Parish Council and Swardeston Parish Council can we also be invited to these meetings – The Clerk tasked with making contact.

G Iaccarino reported that the Village shop maybe closing. L Marsh kindly requests someone to ask the owner directly to officially confirm if or when the shop will be closed.

15. Any Other Business:
There was none.

16. Items for the next Agenda and date of the next Meeting: To approved quarterly bank reconciliation for the end of June.

The next PC meeting will be held on 6th September at the **Pavilion** at 7.30pm.

There being no other business the Chairman thanked all for attending and closed the meeting at 21.43.

Signed: _____

Date _____