

# MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held remotely on

Thursday 3<sup>rd</sup> September 2020 at 7.30pm

**Present:** Councillors S Collins, C Bussey, R Wright, S Hull, G Jinkerson, SJ Hull, J Hopper, G Iaccarino

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

**Clerk:** Mrs A Rose

2 members of the public.

## 1. Apologies for absence:

Apologies for absence were received and accepted from D Thomas.

## 2. Disclosures of interest:

There were none.

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

### Report from District Councillors:

Cllr V Clifford-Jackson report had been circulated to all councillors and is attached to these minutes. The following were highlighted;

- White Paper on Planning, which is open to Consultation until 29<sup>th</sup> October.
- Scrutiny meeting is held on 9<sup>th</sup> September to consider the Council's reaction to the Covid Crisis.

Cllr V Clifford-Jackson would welcome any views good or bad from any members to pass on.

Cllr N Legg report had been circulated to all councillors and is attached to these minutes. The following were highlighted;

- Cllr N Legg reported that at the next meeting for the Norfolk Health Overview and Scrutiny Committee there is an Agenda item for Ambulance Response Time. Cllr N Legg will take this opportunity to challenge them on the refusal to make phone calls to First Responders.
- Cllr N Legg is seeking answers as to when normal hospital services will resume, e.g. Annual Assessments for Diabetics.
- Some semblance of normality will be resuming at the Council Offices but there is no mention of opening for the public or to members.

### Report from County Cllr V Thomson:

Cllr V Thomson's report had been circulated to all councillors and is attached to these minutes. The following were highlighted;

- Covid leaflet had been circulated; remember the virus is still out there. Be safe be careful.
- Return to school information please see link below with lots of useful information and advice for parents [www.norfolk.gov.uk/backtoschool](http://www.norfolk.gov.uk/backtoschool).
- Restoration of Norwich Castle; Royal Palace Reborn is a £13.5m project to transform Norwich Castle.
- Caistor Roman Town project, it is proposed to provide better facilities and access for visitors, including more parking, while putting in place measures for generating some income (donations) to support future maintenance of the sites.
- B1332 finished on time. Massive project, boost to SNDC economy.

## The Chair re opened the meeting

## 4. Minutes of the Parish Council Meeting held on 23<sup>rd</sup> July 2020:

S Collins signed the Minutes of the Meeting held on 23<sup>rd</sup> July, which had previously been circulated, as a true record of proceedings; proposed by C Bussey, seconded by G Jinkerson and unanimously approved.

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

5.1 The clerk reported that Rogers and Norton Solicitors had finalised the draft lease for Carol Close which will be sent out this week.

5.2 The clerk reported that Churros and Chorizo had asked the Parish Council if they could use the Pavilion Car Park to park their food trailer for the second time on Saturday 17<sup>th</sup> October.

5.3 The clerk asked the Council if they were in agreement to have the three wheelie bins at the Pavilion cleaned Annually for the amount of £30.00. This was unanimously agreed by all.

5.4 The clerk informed the Councillors of the new amendment to the Coronavirus Regulations 2020. The public notice of the time and place of meeting will have to include details of the remote access for the public and press to be posted on the Parish Clerks website / Facebook as opposed to contacting the Clerk.

5.5 The clerk circulated an email from Alison Shaw asking other parishes to donate towards a Judicial Review to the decision to approve the Norfolk Vanguard offshore wind farm. All councillors were in agreement to closely follow all correspondence regarding the Wind Farm however decided not to donate any funding towards the Judicial Review at this moment in time.

5.6 The clerk circulated the external audit report to all Councillors, no concerns were raised.

**Signed:**

**Date:**

869

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5.7 The clerk had circulated the public order in place for the diverted Bridleway No.7. Any objections to the order may be sent in writing to the Senior Legal Orders Officer [legalordersandregisters@norfolk.gov.uk](mailto:legalordersandregisters@norfolk.gov.uk) no later than 18<sup>th</sup> September.

5.8 The clerk reported that Wild Thing had asked the Parish Council if they could use the Pavilion Car Park to park their food trailer on Thursday 10<sup>th</sup> September.

5.9 The clerk informed all Councillors that D Morley will be carrying out repairs to the three manhole drains near the Pavilion over the next week.

5.10 The clerk reported that David Bracey will be carry out the Annual Play Inspection reports to Long Lane and Carol Close on Wednesday 30<sup>th</sup> September.

Cllr G Iaccarino left the meeting.

## 6. Finance Report:

6.1 The Clerk tabled the Accounts to 3rd September showing an income of £10,325.50 and expenditure of £3,467.03 leaving a balance in the Current Account of £42,742.22 and £114,029.92 in the Reserve Account. Cllr G Jinkerson proposed, seconded by Cllr S Hull 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	W TAYLOR	AUGUST SALARY	99.14		66.00
SO	A ROSE	AUGUST SALARY	508.87		
DD	AF AFFINITY	ELECTRICITY	89.70	5.12	
BACS	BRITANNIA	FIRE EXTINGUISHERS	99.00	19.80	
BACS	PAPERSTONE	STATIONARY	151.65	30.33	
CREDIT	PAPERSTONE	STATIONARY	-118.98	-23.79	
BACS	PAPERSTONE	STATIONARY	78.98	15.79	
BACS	HOUSEPROUD	JULY CLEANING	105.20	21.04	
BACS	GEORGES WINDOWS	REPAIR PAVILION WINDOW	90.00	18.00	
BACS	CAISTER & BIXLEY PC	CONDOLENCE BOOK	15.42		
BACS	S HULL	RENOVATING TELEPHONE BOX	102.72	20.57	
BACS	PKF	EXTERNAL AUDITORS	300.00	60.00	
BACS	THE GUARDEN GUARDIAN	GRASS MAINTENANCE JULY & AUGUST	887.78	177.56	
BACS	W TAYLOR	DISPOSAL OF TWO TYRES	11.00		
BACS	WAVE	WATER	144.48		
BACS	D MORLEY	VARIOUS	312.00		
BACS	A ROSE	CLERK'S EXPENSES	151.21	14.05	
BACS	A ROSE	ZOOM SUBSCRIPTION	14.39		
		<b>TOTAL £</b>	<b>3042.56</b>	<b>358.47</b>	<b>66.00</b>

### Receipts this month:

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
27/07/20	BARCLAYS	PRE-SCHOOL (JULY RENT)	280.50
14/08/20	BARCLAYS	SNC BUSINESS SUPPORT GRANT	10,000.00
21/08/20	BARCLAYS	E MCSAWLEY (HALL HIRE)	30.00
02/09/20	BARCLAYS	MR AP (HALL HIRE)	15.00
		<b>TOTAL £</b>	<b>10,325.50</b>

### Responsible Finance Officer Report:

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	35,883.75		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	10,325.50		
PAYMENTS THIS MONTH (LISTED ABOVE) C		3,467.03	
<b>CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE</b>			<b>42,742.22</b>

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870

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BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)			114,029.92
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## Allocated Funds:

DETAILS	S106	CIL	TOTAL
NEW PAVILION	148,300.98	112,293.51	260,594.49
PLAY EQUIPMENT (if cannot be allocated to Pavilion)	80,834.56		80,834.56
<b>TOTAL</b>			<b>341,429.05</b>

### 6.2 To ratify the Reserves Policy:

Copies of the Reserves Policy were circulated to all Councillors prior to the meeting. The document was ratified and were unanimously adopted by the Council; proposed by C Bussey and seconded by S Hull.

### 7. To consider pension scheme for the clerk:

Copies of the pension scheme were circulated to all Councillors for consideration. After discussions it was agreed that an additional meeting will be scheduled to be discussed in private.

### 8. To ratify the SAM2 Risk Assessment and review rota for site locations:

Copies of the SAM2 Risk Assessment were circulated to all Councillors prior to the meeting. The document was ratified and were unanimously adopted by the Council; proposed by J Hopper and seconded by S Hull.

All were in agreement with the rota for the site locations for the SAM2 machine.

### 9. Quotations to tarmac the footpath from Harrold Place to Long Lane:

The clerk circulated a quotation from Taydale for their review. The clerk explained that she is waiting to hear back from Highways (Norse) who in addition will also be happy to provide a quotation to tarmac the footpath, and is in further discussion with them to see if the footpath would meet the criteria of the Parish Partnership Scheme. In addition Cllr C Bussey is waiting to hear back from John Ingrams who will be visiting site to inspect the footpath and report back with their findings.

### 10. Lock change to the Pavilion Door:

The clerk circulated an email with information provided by Cllr G Iaccarino for Councillors consideration. After an in-depth discussion it was unanimously agreed to change the locks to the Pavilion using a safe and secure lock for the amount of £75.00, which comes with two keys. Any additional keys will cost a further £10.00 per key. Cllr G Iaccarino had kindly offered to change the lock and the clerk was tasked with looking into how many keys / keyholders will be required. Proposed by S Collins, seconded by G Jinkerson, and unanimously agreed.

### 11. Community Green Land behind Harrold Place:

After an in-depth discussion it was agreed to review the S106 agreement in regards to the terms and conditions to transfer the Community Green Land behind Harrold Place.

### 12. Out House / Shed to store the Wheelie Bins at the Pavilion:

After an in-depth discussion all were in favour of the bins being placed outside the Pavilion and agreed to look into options in securing the bins to the wall using a metal clamp. Cllr C Bussey had kindly offered to look into some quotes to circulate to councillors for their consideration.

### 13. Poplar Trees in the Playing Park at Long Lane:

Cllr S Collins circulated an email with pictures to all Councillors regarding the condition of the Poplar trees in the playing park at long lane. It was unanimously agreed by all to get a professional tree surgeon to have a look at the said trees, the clerk was tasked with contacting a tree surgeon to arrange a site visit.

County Cllr V Thomson joined the meeting.

### 14: Disuss options to a Neighbourhood Plan for the Village:

The clerk circulated a Step-by-Step Guide to a Neighbourhood Plan to all councillors for their review. After discussions the clerk was asked to send councillors the link to Poringland's Neighbourhood Plan to get some sight into what's involved. In addition Cllr V Thomson recommends we speak to John Joyce who was instrumental in guiding Poringland PC through their neighbourhood plan. Cllr V Thomson also reported that there are grants available to assist with the costs of having a neighbourhood plan.

### 15: Planning Applications:

2020/1374: 72 Poringland Rd, SHX; Proposed single storey rear extension, extending 5.17m from the rear wall of the original dwelling house, with a maximum height of 4m and an eaves height of 2.8m.

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871

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### 16. Consultees Reports on Planning Applications:

2020/1362: Abbots Farm, Brickle Rd, SHX; Proposed open fronted garage to front of property – Approval with conditions.

2020/1022: Land off Caudwell Cl, SHX; Erection of 1no. bungalow and single garage – Refused.

2020/1177: Keepers Cottage, Stoke Rd, Dunston; Details for condition 4 of 2019/1412 – External Materials – Approved.

2020/0821: Agricultural Building At Watering Farm, Long Lane, SHX; Notification for prior approval for a proposed change of use and associated building works of an agricultural building to 5 no dwellinghouses (QA and QB) – Approved.

### 17. VETS Scheme for the defibrillators:

Cllr SJ Hull explained in detail about the VETS scheme which means Volunteer Emergency Telephone System, it is a community-run system and enables up to 10 “good neighbours” to assist pending the arrival of the emergency services. A local number is used as a single point of contact using "Hunting-Group" technology to ring all volunteers phone numbers simultaneously. Cllr SJ Hull proposes we use two groups one for each defibrillator, 10 volunteers for Lower Stoke and a further 10 for Upper Stoke. It was unanimously agreed by all that this would be very beneficial for the village. Cllr SJ Hull will advertise to try to locate 10 volunteers for Upper Stoke and Cllr S Collins will advertise to try to locate 10 volunteers for Lower Stoke, in the meantime Cllr SJ Hull will seek clarity from the Ambulance Service in response to using the VETS scheme.

Cllr S J Hull reported that 11+ panels to the telephone box in Upper Stoke were obscured and needed replacing. It was unanimously agreed by all that it would be a shame to not replace these panels after all the hard work gone into having the telephone boxes looking fresh a clean following the renovation from Cllrs SJ and S Hull and agree to the cost of circa £200.00 to have these replaced to finalise the finished look.

### 18. Date of the next Meeting:

The next Parish Council Meeting will be held on Thursday 15<sup>th</sup> October 2020.

There being no other business the Chair thanked all for attending and closed the meeting at 21:42pm.