

STOKE HOLY CROSS PARISH COUNCIL

Minutes of the Parish Council meeting held at The Community Hall on Wednesday 22nd October 2025 at 7.30pm.

Present: Cllrs S Collins (Chair), G Iaccarino (Vice-chair), C Dean,
K Nobbs, D Mouncer, P Russell and A Staton.
Parish Clerk/RFO: D Wickham.
County Councillor: V Thomson, District Councillors: I Spratt and R McClenning.
One member of the public.

Minute Ref
No:

1. **To consider approving any apologies for absence.** 25/087
Apologies were received from Cllrs R Mouncer and P Strange. These were approved by the Council.
2. **To receive any declarations of interest, and requests for dispensation, on any items to be discussed.** 25/088
Interests were declared in relation to item 5.1 (expenses claims) by Cllrs Collins, D Mouncer and Russell.
3. **To suspend the meeting for questions from members of the public and to receive reports from District and County Councillors.** 25/089
A report from County Cllr Thomson had been circulated to the Council prior to the meeting. Devolution and the reorganisation of local councils in Norfolk were the main topics of conversation.
A report from the District Councillors had been circulated to the Council prior to the meeting. There were still some members' grant monies available to fund appropriate projects.
4. **To approve and sign the minutes of the Parish Council meeting held on 18th September 2025.** 25/090
Having been circulated to the Council prior to the meeting, it was **AGREED** unanimously that the minutes were approved as a correct record.
5. **Finance:** 25/091
 - 5.1 Approval of the bank reconciliation and Payment of Accounts List (see below) was **AGREED** unanimously.
 - 5.2 The 2024/25 External Auditor's Report was noted – there were no concerns raised and no recommendations to consider.
 - 5.3 Cllr Strange had reviewed the accounts for the second quarter of the 2025/26 financial year and his report had been circulated to the Council prior to the meeting.
 - 5.4 A working group meeting to discuss the Council's 2026/27 budget would be convened by Cllr Collins in advance of the next Parish Council meeting. **ACTION: SC**

Signed:

Date:

6. **To receive an update from the Community Hall Working Group.** 25/092
 Cllr Dean noted that numerous budget lines in relation to the hall were currently underspent and suggested consideration should be given to purchasing the items they related to.
 Cllr Russell had purchased an accident book for use at the hall and would draft a Traffic Policy to regulate use of the hall car park. Fire evacuation notices had been posted around the precincts of the hall. **ACTION: PR**
 Cllrs Iaccarino, Russell and Staton would begin looking at outstanding hall defects in advance of the end of the one-year rectification period. **ACTION: CI/PR/AS**
7. **Planning Applications:** 25/093
2025/2914 - 45 Poringland Road: Single storey rear extension and garage.
 The Council had no objection to this application.
2025/3014 - The Old School, 137 Norwich Road: Two-storey rear extension and associated works. The Council would consider this application prior to the deadline for comments.
2025/3100 - 3 Long Lane: First floor front/side extension and front porch. The Council would consider this application prior to the deadline for comments.
8. **To agree the 2026 Parish Council meeting dates.** 25/094
 Following a discussion, the following dates were agreed by the Council:
 22nd January, 5th March, 16th April, 21st May, 25th June, 23rd July, 3rd September, 1st October and 19th November 2026.
 To facilitate the smooth running of Parish Council meetings, Cllr Collins would arrange regular Community Hall Working Group meetings, to enable hall-related matters to be fully discussed in the appropriate forum. **ACTION: SC**
 (Cllr Iaccarino left the meeting at this point.)
9. **To adopt the 2025 Allotment Rules, IT Policy, Health & Safety Policy and Health & Safety Risk Assessment.** 25/095
 The Council unanimously **AGREED** to adopt these four documents.
10. **To consider the purchase of a Remembrance Day wreath.** 25/096
 The Council **AGREED** to purchase a wreath. Cllrs Russell and Staton would attend the Remembrance Day service on behalf of the Council. **ACTION: PR/AS**
11. **To receive an update from the Wildflower Meadow and Playing Field Working Groups (PFWG).** 25/097
 Cllr Dean reported that the working group was currently fundraising and looking at potential grants to enable the purchase of a showpiece item of play equipment which would hopefully spearhead a continued fundraising drive.
 The Council **AGREED** to accept the tree removal quote received from its grounds maintenance contractor, as the tree survey had recommended their immediate removal. Cllr Russell would arrange the work to be completed. **ACTION: PR**
- 11.1 The Council **AGREED** that Cllr Collins would act as interim Chairperson of the PFWG, with a view to Cllr Staton taking over the role in due course.
- 11.2 In the absence of a liaison Councillor the Council **AGREED** that Cllr Collins would ask the Allotment Association to submit a report to the Council following any Allotment Association meetings. **ACTION: SC**

Signed:

Date:

12. **To receive any updates in relation to the Community Speed Watch Scheme.** 25/098
Cllr Russell reported that new batteries had been fitted to the devices. There had been no notable changes to drivers' speeding habits through the village. The police were issuing a Notice of Intended Prosecution to the driver of a car who had changed direction to spray puddle water onto volunteers at the roadside. Five new volunteers had joined the scheme recently.
13. **To receive an update from the Quarterly Neighbourhood Policing Meeting.** 25/099
Cllr R Mouncer had attended the meeting on 13th October 2025. Crime statistics were stable, except for bicycle thefts and burglaries, which had shown an increase. Community Speed Watch schemes were valuable and appreciated by the police and local communities. Volunteers would be vetted by the police in future.
14. **To confirm the date of the next Parish Council meeting.** 25/100
The Council **AGREED** the next meeting date as Thursday 27th November 2025.

The meeting ended at 9pm.

Signed:

Date:

Stoke Holy Cross Parish Council

Payments Approved at the Meeting Held on 22nd October
2025

Date	Payee	Description	Net	VAT	Gross
23/10/25	D Wickham	September Expenses	£32.33	£1.27	£33.60
23/10/25	S Collins	Expenses	£139.06	£27.81	£166.87
23/10/25	P Russell	Expenses	£369.32	£73.85	£443.17
23/10/25	D Mouncer	Expenses	£7.49	£1.50	£8.99
23/10/25	Pozitive Water	Water Rates	£316.91	£32.26	£349.17
23/10/25	Ribbonsdale Nurseries	Grounds Maintenance	£779.28	£155.85	£935.13
23/10/25	PKF Littlejohn	External Audit	£1,680.00	£336.00	£2,016.00
28/10/25	S Himpleman	October Cleaning	£149.50		£149.50
28/10/25	A Wenn	October Caretaker	£169.24		£169.24
28/10/25	D Wickham	October Clerk	£919.27		£919.27
28/10/25	Nest (DD)	October Pension	£92.82		£92.82
17/11/25	HMRC	October PAYE & NI	£394.87		£394.87
Total			£5,050.09	£628.54	£5,678.63

Signed:

Date: