

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING
held on
Thursday 18th October 2018 at the Pavilion at 7.30pm

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

District Councillor and County Councillor:

Clerk: Mrs A Rose

4 members of the public.

1. **Apologies for absence** were received and accepted from R Wright. County Cllr V Thomson 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 was not present for this meeting his report had been circulated to all Councillors. The Full report is attached to these minutes.

Report from District Cllr T Lewis: Cllr Lewis was not present for this meeting.

Q) Member of the public:- Raised concerns about Markshall Lane with broken branches obstructing the road, overgrown hedges, this is an accident waiting to happen.

A) L Marsh and G Davies requested the Clerk contact NCC highways as a matter of urgency to report these dangers.

4. Minutes of the Parish Council Meeting held on 6th September 2018:

The Chairman signed the Minutes of the Parish Council Meeting held on 6th September, which had previously been circulated, as a true record of proceedings; proposed by C Bussey, seconded G Davies and unanimously approved.

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

- 5.1) Carol Close Lease renewal:- It was discussed and unanimously agreed by all that the lease on Carol Close should be for more than 7 Years. L Marsh proposes to reply to the Fuel Allotment Trust confirming that the lease on the land be for a longer period in order to provide some security.
- 5.2) The clerk reported that the old printer had been sold for £30.00.
- 5.3) Church / St Georges Hall Sign:- The clerk has been tasked with chasing NCC Highways.
- 5.4) The clerk reported that the Community Defibrillator Seminar is booked for the 27th November 2018. The clerk will post a notice to all notice boards and S Collins will upload the notice to our facebook page.
- 5.5) It had been reported that the pothole at the junction at the top of Mill Road has been completed.
- 5.6) Broomfield Road Bus Shelter:- C Bussey will contact Michael Cox the Managing Director of Hopkin Homes chasing an update on permitting us to construct the bus shelter.
- 5.7) The clerk was tasked with chasing NCC Highways in reference to Markshall Lane.
- 5.8) Tree 5 Primary School:- C Bussey will investigate.
- 5.9) The Clerk was tasked with contacting Helen Sibley from South Norfolk Council to request a red Hawthorn plant, be planted in the Morris Close space.
- 5.10) The clerk asked the Councillors to consider training courses "Introduction for Clerk" and Preparing for the 2019 Elections" at a cost of £66.40; Proposed by L Marsh, seconded by J Hopper, this was unanimously approved.
- 5.11) The clerk asked the Councillors to consider purchasing a book called "The Local Council Administration" at a cost of £129.99; Proposed by C Bussey, Seconded by S Collins, this was unanimously approved.
- 5.12) The clerk reported the latest SAM2 report had been circulated to all Councillors and uploaded onto the website.

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5.13) The clerk suggested Councillors should start thinking of next year's budget. The clerk reported a few items to consider "Carol Close legal fees / Website maintenance / Replacement of Notice Boards and Play Equipment". The clerk also asked the Councillors to review rental charges for Pre-School, Football Club, Allotment Association and Pavilion Hire charges. The clerk was tasked with forwarding to Councillors all current rental charges for review. C Cann suggested a new notice board for the new Hopkin Homes development.

6. Review of Financial Regulations:

Two separate policies of the Financial Regulations had been circulated. The clerk was tasked with clarifying these policies and what the difference is between them. Once clarity had been received S Collins will review in preparation for November's PC meeting.

7. Review of Standing Orders:

L Marsh will review the Standing Orders to incorporate the General Data Protection Regulations and these will be considered at the next meeting of the Council. The clerk was tasked with sourcing a policy to include this.

8. Finance Report:

The clerk tabled the Accounts for the period 1st September – 30th September showing income of £13,192.45 and expenditure of £3,058.52 leaving a balance in the Current Account of £33,733.69 and £30,595.66 in the Reserve Account. The Vice Chairman also checked the figures for the second quarter bank reconciliation for the period of 1st July – 30th September with the bank statements and found them to be correct. C Cann Proposed, Seconded by S Collins that the accounts be adopted; this was unanimously approved. The following invoices were approved for payment;

CGM	£648.98	Grass maintenance	NPTS	£40.00	Training
CAN	£20.00	Subscription	G Laccarino	£48.00	Rivet Gun
Marmax Recycled Products	£1138.80	Picnic Benches	PKF	£360.00	External Auditor
Poringland Parish Council	£85.00	SSG – Admin	AF Affinity	£55.76	Electricity
All agreed salaries and PAYE					

All Councillors unanimously approve that the cil payment on 28th October 2018 for the value of £64,411.09 be retained by the District Council. The clerk was asked to enquire from South Norfolk Council more information on time allocated for the CIL payments.

9. Contract Renewal for CGM 2019:

Councillors agreed to continue for a further year with CGM subject to the approval of the revised quotation. The clerk was asked to add to the revised contract the verge from Broomefield Road to Tagus Farm.

10. Shed for the Allotments:

J Hopper on behalf of the Allotment Association asked the Councillors to consider the build of a metal shed 4 metres by 3 metres in the space next to the hedge. J Hopper reported that no planning permission is required and had received written confirmation confirming this. L Marsh requested that the letter is forwarded to the clerk for our records.

It was also agreed that the Allotment Association should alert the residents backing onto the allotments of this upcoming plan. With all this considered it was agreed for the shed to be built, C Bussey Proposed, Seconded by G Davies; unanimously approved.

It was reported by J Hopper that the fence boundary on the playing field of the allotments had been broken. It was agreed that he should obtain two quotes for the repair of these works and that the Parish Council would meet the cost if the Allotment Association put them in

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11. Planning Applications:

2018/1790: Sunvilla, 26 Chandler Road, SHX; Change of use and convert existing garden shed to be used for a dog grooming business – **Approval with conditions.**

2018/2017: Norwich Main Substation, Mangreen Hall, Dunston; Full Planning application for the laying out of a 49.9mw battery storage facility, fencing and access road on land east of the existing Norwich 400kv substation – **Government Decision.**

2018/1674: Chandler House, Chandler Road, SHX; Variation of condition 2 of permission 2018/0503/RVC – Change from render to brick material to garage – **No Objection.**

C Bussey reported a proposed base station upgrade for existing BT tower, off Poringland Road, Near Swainsthorpe, Norwich.

12. Consultees Reports and Decisions on Applications:

2017/2162: Land south of Stoke Holy Cross Primary School, Five Acres, SHX; Discharge of conditions 5,6,7,8,9,10,11,12,13,14 and 15 of 2016/2153 – (i) construction of 53 dwellings (inc 17 affordable units), access road, parking, garaging, footpaths and cycle paths walling and fencing, landscaping, public open space and associated infrastructure (ii) change of use of former agricultural land to provide extended primary school grounds and construction of 1.8m high perimeter fence, pedestrian access, and associated hard and soft landscaping – **Approved.**

2018/1806: The Bungalow, The Common, Dunston; Discharge of condition 4 of planning consent 2018/0075 – materials – **Approved.**

2018/1693 2018/1694: Gostelyns, Shotesham Road, SHX; Single storey extension and internal alterations – **Approval with Conditions.**

2018/1705: Chandler House, Chandler Road, SHX NR14 8RQ; Two storey front extension and porch to the rear – **Approved.**

13. New Pavilion Working Group Report:

A report was received and circulated to all Councillors and is attached to these minutes.

G Davies and C Bussey circulated planned drawings from architect Chaplin Farrant, it was discussed in detail the new proposed plans and uses of the multifunctional hall.

Q) L Marsh asks; What are the time frames on plans and public consultation.

A) G Laccarino answered; Our ambition is to have the application approved before the PC elections in May.

Q) Member of Public asks; What will happen to the pre-school when the new build is underway.

A) G Laccarino answered; There are many options available for example they could use a portakabin or rent another hall. This will be considered in more detail nearer the time.

Q) L Marsh asks; The village is expanding is there potential to build further out if required.

A) G Davies answered; Yes there is room to expand for the future.

G Davies recommended to the councillors that bids are sought from architects Paul Robinson Partnership and Chaplin Farrant to prepare plans and supporting information to take the proposed hall through the town planning process in order to obtain planning permission; Proposed by G Davies, Seconded by J Hopper; unanimously approved.

The Chairman thanked G Davies, C Bussey and G Laccarino for all their continued hard work on this project.

14. ROSPA Inspection and Agree how to Proceed with Recommendations:

The Safety Inspection Report had highlighted no high risks. It was recommended that the Playing Field Committee investigate the reported medium / low risks.

G Laccarino had received feedback from some parishioners that feel the park is looking tired and need of repair, which they say is a shame as the park is always thriving and used often.

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L Marsh suggested the committee looked at both playing areas and comes up with some proposals. C Cann has arranged a Playing Field Committee meeting for the 7th November 2018.

15. Community-led Plan to discuss if Appropriate for our Community:

Councillors discussed in detail whether a community-led plan will be beneficial to the Parish and its community. It was unanimously agreed that this was not required at this time.

16. Correspondence:

There was none.

17. Any Other Business:

In reference to County Cllr V Thomson's report G Davies is concerned we are going to lose the mobile library, C Cann confirmed they have decided to run it monthly.

G Laccarino had received complaints from the football club regarding dog fouling on the Playing Field. G Lacarrino had suggested to the football club that they represent their concerns at the next PC meeting. L Marsh asked G Laccarino to seek agreement from the complainants to pass their details onto the Clerk so the clerk can keep the club updated on issues regarding the playing field / meetings.

J Hopper raised concerns on the recent traffic report received with a top reading speed of 70mph. The clerk reported than the traffic report had been sent to NCC Highways and Police for their reference.

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

The next PC meeting will be held on 29th November 2018 at the **Pavilion** at 7.30pm

There being no other business the Chairman thanked all for attending and closed the meeting at 21.30pm

Signed: _____

Date _____

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