

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held remotely on

Thursday 15th October 2020 at 7.30pm

Present: Councillors S Collins, C Bussey, S Hull, G Jinkerson, SJ Hull, J Hopper, G Iaccarino, D Thomas

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:

There were none.

2. Disclosures of interest:

There were none.

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

Q) The clerk reported that she had received a telephone call from Mr Harvey who wanted to attend tonight's meeting but was unable, due to not having the facilities to log on virtually. Mr Harvey would like to ask the Parish Council if they could submit an application to adopt Mill Road to a 20mph speed limit. He is greatly concerned with the current speed of traffic for pedestrians. In addition he said the road had been used by construction lorries despite a sign off Stoke Lane as you come off the A140 asking lorries to use an alternative route.

Q) Mr Dennis also had concerns regarding the speed of traffic on Poringland Road following the recent SAM2 data, recording top speeds of 90mph.

After an indepth discussion it was agreed to set up a Traffic Working Group to set up regular meetings to assess and discuss a way forward to analysis the data and to look at ways to reduce the speed of traffic through the village. County Cllr V Thomson will send through a copy of the Speed Management Strategy Booklet detailing the speed limit criteria. Cllrs D Thomas, SJ Hull and J Hopper had offered to lead the Traffic Working Group and welcome members of the public to join them.

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;

- Norwich Castle and Art Gallery to reopen Friday 16th October.
- Bonfire night approaching people may be tempted with home fireworks due to no large displays taking place. The fire brigade had asked us to circulate the 'National Burn Awareness Day' please click on this link for further information <http://ow.ly/Ot2T50BR336#BeBurnsAware>. Fireworks can cause life-changing burn injuries.
- Flu jabs are out, prioritising vulnerable groups and over 65's first. Please do not go to the surgery they will write to you.
- Looking for fostering Parents.
- Beryl bikes free between 7:30am-9:30am on weekdays.
- Receive alerts about emergencies and other important policing news by signing up for our free Police Connect Service.
- Public consultation launched on outline proposals for a major city centre improvement scheme in Norwich after securing vital funding from central government.
- Please send in your comments regarding the recommendations for the new division boundaries across Norfolk.
- MOBI-MIX is aimed at increasing the uptake of low-carbon transport by making it cheaper, more sustainable and more accessible.
- NHS Covid19 App – Fastest way of knowing when you're at risk from coronavirus. If you're going anyway please check in.

Cllr V Thomson will look into giving safe guidance regarding Halloween.

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;

- Please comment regarding the Government White Paper on Planning, this could have a huge impact on rural areas.
- National Grid is in consultation about the renewable energy infrastructures. Government review on the whole process.
- Boots are open for flu jabs.
- Students at UEA had been fined with £10,000 due to breaking the Covid rules by having a party.
- Review the cluster document and work with your neighbours.

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

- Member Grants are available.
- Café grant will continue.
- The VETS scheme was discussed at the health scrutiny meeting. An explanation was sought as to why East of England Ambulance Service would not co-operate with the VETS scheme. None was forthcoming. Cllr N Legg will be chasing for an explanation and will report back to the Parish Council.
- Hospitals are trying to resume some sort of normal service for operations, outpatients, clinics and follow ups.

Cllr G Francis reported on the following;

- The UEA students that were fined also lost their courses at the university which hopefully sends a strong message in how important it is to not have street parties and to follow the covid19 rules that are in place.
- Over 400 applications will be considered for the clusters. Lots of decisions are to be made.

The Chair re opened the meeting

4. Minutes of the Parish Council Meeting held on 3rd September 2020:

Cllr S Collins signed the Minutes of the Meeting held on 3rd September, which had previously been circulated, as a true record of proceedings; proposed by Cllr C Bussey, seconded by Cllr J Hopper and unanimously approved.

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

5.1 The clerk reported that she had repeatedly chased Rogers and Norton Solicitors to provide an update regarding the lease for Carol Close, unfortunately she has had little success but will keep trying.

5.2 Cllrs S Collins and G Jinkerson attended the zoom meeting with John Joyce who kindly explained in detail the work required in having a Neighbourhood plan. After a discussion it was agreed to postpone for a year due to the amount of work involved, the cost and the current projects we already have.

5.3 The clerk reported that the general caretaker vacancy had been advertised on notice boards, website, schools, clubs and social media sites. The closing date for applications is 23rd October. The clerk reported that one person was interested however asked if we was prepared to offer more hours for the role. The Councillors agreed that the vacancy is for 4 hours a week. Cllr S Collins will recirculate the advert on our facebook page and the clerk will contact neighbouring parishes to ask if they would circulate on their facebook pages / websites.

5.4 It was unanimously agreed by all to have the three bins located outside the pavilion and chained to the wall as opposed to being stored in the store room inside the pavilion. Cllr C Bussey had kindly offered to purchase the materials and Cllr SJ Hull had kindly offered to fit them.

5.5 Cllr G Iaccarino reported that he will be purchasing the new pavilion lock next friday and will drop off the keys to the clerk who will then distribute to the relevant keyholders for signing. The clerk will then notify Cllr G Iaccarino who will then change the lock accordingly.

5.6 The clerk circulated an email received from the Pre-School asking if the Parish Council would agree to extending their hours. They would like to introduce a breakfast club from 21st September and extend their hours to a 3 o'clock finish on Tuesdays from January 2021. All were in favour and unanimously agreed.

5.7 The clerk had asked if the following minutes can be archived at South Norfolk District Council May 2016 – March 2018, due to the minute file being full. This was unanimously agreed by all. Cllr C Bussey kindly offered to deposit them at South Norfolk District Council when it is safe to do so.

5.8 The clerk reported that South Norfolk District Council had been informed following Cllr R Wright's resignation.

6. Finance Report:

6.1 The Clerk tabled the Accounts to 15th October showing an income of £21,840.71 and expenditure of £4,965.11 leaving a balance in the Current Account of £59,617.82 and £114,060.07 in the Reserve Account. Cllr G Iaccarino checked the figures for the second quarter bank reconciliation for the period of 30th June 2020 to 29th September 2020 with the bank statements and found them to be correct. Cllr C Bussey proposed, seconded by Cllr S Collins 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	SLCC	Clerk Manual Book	72.30		
BACS	D Morley	Rebed chamber covers	90.00		
BACS	SLCC	CILCA Training	350.00		
BACS	A Rose	Sept Salary	508.87		
BACS	W Taylor	Sept Salary	99.14		66.00
BACS	Houseproud	Sept Cleaning	132.50	26.50	

Signed:

Date:

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BACS	NPTS	Good Councillor Guide Books	12.00		
BACS	C Bussey	Play frame and phone box	219.51	43.90	
BACS	A Rose	Zoom Subscription	14.39		
BACS	D Bracey	Play Inspection	150.00	30.00	
BACS	Chaplin Farrant	Bill Quantities	2,625.00	525.00	
		TOTAL £	4,273.71	625.40	66.00

Receipts this month:

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
03/09/20	Barclays	Wild Thing (Hall Hire)	10.00
14/09/20	Barclays	Mr AP (Hall Hire)	15.00
14/09/20	Barclays	Wild Thing (Hall Hire)	40.00
16/09/20	Barclays	Allotment Rent & Water Charges	776.01
24/09/20	Barclays	Mr AP (Hall Hire)	15.00
28/09/20	Barclays	Pre-School Sept Rent	418.20
30/09/20	Barclays	SNDC Precept	20,536.50
09/20/20	Barclays	Kippen & Longley (Hall Hire)	15.00
12/10/20	Barclays	Mr AP (Hall Hire)	15.00
		TOTAL £	21,840.71

Responsible Finance Officer Report:

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	42,742.22		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	21,840.71		
PAYMENTS THIS MONTH (LISTED ABOVE) C		4,965.11	
CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE			59,617.82
BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)			114,060.07

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
TOTAL			341,429.05

6.2 To agree the clerk's salary:

Copies of the Local Government Services pay agreement 2020-2021 had been circulated to all Councillors prior to the meeting.. It was agreed to pay the clerk SCP grade 8 at £10.62 per hour and back date it to April 2020. Proposed by Cllr C Bussey, seconded by Cllr SJ Hull and unanimously agreed.

7. To ratify the Equality Policy:

Copies of the Equality Policy were circulated to all Councillors prior to the meeting. The document was ratified and were unanimously adopted by the Council; proposed by Cllr D Thomas and seconded by Cllr J Hopper.

8. To consider quotations to remove two poplar trees at Long Lane playing field:

Three quotations were circulated to all Councillors for their consideration. It was agreed to appoint C K Professional Tree Services to remove the two poplar trees at Long Lane playing field for the amount of £525.00. Proposed by Cllr S Collins, seconded by Cllr G Jinkerson and unanimously agreed. Cllr D Thomas asked the Council for permission to put up some bat boxes on the remaining poplar trees, this was unanimously agreed by all.

9. To consider quotations for the ground maintenance 2021:

Cllr S Collins updated all Councillors following the last Playing Field Committee meeting for the proposal of not cutting some areas on the playing field to increase the biodiversity of the public green spaces. Cllr D Thomas had kindly offered some wildflower mix seeds for these areas.

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Two quotations were circulated to all Councillors for their consideration. The clerk reported that she had a meeting with another contractor for tomorrow for the third quotation. It was agreed to appoint CGM Group to carry out the ground maintenance for 2021 following the price from the third contractor. Proposed by Cllr D Thomas, seconded by Cllr S Hull and unanimously agreed.

10. Rent agreements 2021 / 2022

The clerk circulated copies of the current rent charges for the Pre-School, Allotments, Football Club and the Pavilion Hall Hire. After an in-depth discussion it was unanimously agreed by all to keep the charges the same as the year before. Proposed by G Jinkerson, seconded by J Hopper.

Pre-School Hourly Rate of £3.40.

Allotments at £37.00 per plot.

Pavilion Hall Hire at £5.00 per hour.

Following the recent pitch improvement programme and the new lease agreement with the football club, no annual rent due for 2021/2022

11. Community Green Land between Harrold Place and the playing field:

After an in-depth discussion it was agreed to ask John Ingrams to level the land with wildflower seed mix in preparation to transferring the land over to the Parish Council. Cllr C Bussey will liaise with John Ingrams and circulate the proposed wildflower mix to all Councillors once confirmed by John Ingrams. The clerk will notify Anita Varney from South Norfolk Council. Proposed by S Collins, seconded by G Jinkerson and unanimously agreed.

12. White Paper Consultation:

Cllr D Thomas offered to compile a response regarding the White Paper Consultation on behalf of the Parish Council. All Councillors were asked to forward their comments to Cllr D Thomas before the deadline of 29th October 2020.

13: Planning Applications:

There were none.

14. Consultees Reports on Planning Applications:

2020/1374: 72 Poringland Rd, SHC; 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 – Prior Approval not Required.

2020/0061: Highfield Farm, Valley Farm Lane, SHC; Discharge of conditions of planning permission 2019/1484 3 – Biodiversity enhancement, 5 – surface water, 7 – External materials – Approved.

15. Playing Field Committee:

Cllr G Jinkerson updated the Council following the recent Playing Field Meeting held on 24th September. Copy of the minutes were circulated to all Councillors and the following were highlighted;

- L Cozens proposal agreed to help increase the biodiversity in the public green spaces.
- Awaiting some outstanding quotes for the play equipment projects.
- Hoping to arrange a meeting to review all proposals and designs when safe to do so.
- Eligible for funding through Biffa Awards and Lefarge.
- Following the recent play inspection report the cradle swing equipment at Carol Close had been condemned. The clerk is in the process of getting quotes to replace like for like.
- Working on professional signage for dog fouling.

Cllr D Thomas had kindly offered to fund the conservation signs for the public green spaces through his company.

16. Meeting dates for 2021:

The clerk had circulated a list of meeting dates for next year. The following dates were agreed;

7 th January	11 th February	25 th March	22 nd April (APM)
13 th May (APCM)	24 th June	29 th July	9 th September
21 st October	25 th November	6 th January 2022	

17. Agree a date for the next New Pavilion Working Group Meeting:

G Davies will contact the Clerk to arrange the next New Pavilion Working Group meeting.

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18. Date of the next Meeting:

The next Parish Council Meeting will be held on Thursday 26th November 2020.

There being no other business the Chair thanked all for attending and closed the meeting at 21:49pm.