

# MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held on

Thursday 21<sup>st</sup> November 2019 at the Pavilion at 7.30pm

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

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

**Clerk:** Mrs A Rose

0 members of the public.

1. **Apologies for absence:** V Clifford-Jackson, M Davies.

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

- Fire and Rescue Plan Consultation any comments please send to them.
- WHAT3WORDS app a simple gps to explain where you were; used by blue light services.
- Links attached to the report to help with heating
- Norfolk Winter [www.norfolk.gov.uk/safety/norfolk-winter](http://www.norfolk.gov.uk/safety/norfolk-winter) website to give the information to keep healthy, happy and safe during the colder months.
- Beryl will be launching a bikeshare scheme next spring and will see up to 600 manual and electric-assisted bikes available to hire throughout the city centre and surrounding area.
- The recent email distributed regarding the changes to the bus services, does not effect this area.

**Report from District Cllr N Legg and Cllr G Francis:** Cllr N Legg's report had been circulated to all councillors and is attached to these minutes. The following points were highlighted.

- The forthcoming General Election has resulted in South Norfolk having to undergo a period of "Purdah" until after the election.
- A Scoping Opinion has been sought by The Sherringham Shoal Wind Farm for a substation at Dunston. This will be separate to that for The Hornsea 3 project. No decision has been made as to where the substation would be sited.

**The Chairman re opened the meeting**

4. **Minutes of the Parish Council Meeting held on 17<sup>th</sup> October 2019:**

S Collins signed the Minutes of the Meeting held on 17<sup>th</sup> October, which had previously been circulated, as a true record of proceedings; proposed by R Wright, seconded by G Iaccarino and unanimously approved.

5. **Minutes of the Extraordinary Parish Council Meeting Held on 12<sup>th</sup> November 2019**

S Collins signed the Minutes of the Meeting held on 12<sup>th</sup> November, which had previously been circulated, as a true record of proceedings; proposed by C Bussey, seconded by S Hull and unanimously approved.

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

6.1 The clerk reported that there had been no further action regarding Tree 5 at the Primary School.

6.2 The clerk informed the councillors that the repairs to Upper Stoke Bus Shelter had still not commenced due to the recent weather. D Morley had assured the clerk that he will commence work as soon as he can.

Signed: \_\_\_\_\_

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6.3 The clerk informed the councillors that D Morley had removed the two rotten timbers to the climbing frame due to it deemed unsafe following the recent report from the Annual safety play inspection report. The clerk reported that D Morley had charged £40.00 to remove the timbers and clear away. He quoted an additional £200.00 to replace the two new timbers and to sand down the rough edges reported on the Annual Safety play inspection report. C Bussey had kindly offered to look into locating cheaper materials and to talk to D Morley to acquire a cheaper cost to carry out the said works. It was unanimously agreed by all to go ahead with the works for the circa amount of £200.00.

6.4 The clerk reported that the Pre-School had raised concerns with how untidy the Store Cupboard is and asked if it could be tidied up to ensure a safe environment. The clerk tidied the area of immediate concern. It was agreed by all that the store cupboard could do with a good clear out, it was decided that councillors will look into this and suggested perhaps spring would be the best time.

6.5 The clerk reported that the Graffiti remover had been purchased and B Taylor had kindly offered to remove the graffiti from the bus shelters at Broomefield Road and Upper Stoke.

6.6 The clerk reported that she attended the Council Finances course recently and found it very useful. The clerk also advised that with G Iaccarino being newly appointed as the Financial Controller he may also benefit from this course. The clerk was tasked with booking G Iaccarino onto the next available course. Proposed by S Collins, seconded by C Bussey and unanimously agreed.

## 7. Finance.

The Clerk tabled the Accounts to 21st November 2019 showing an income of £2,206.76 and expenditure of £2,398.23 leaving a balance in the Current Account of £48,312.76 and £95,189.93 in the Reserve Account. C Bussey proposed, seconded by G Jinkerson that the accounts be adopted ; this was unanimously approved. The following invoices were approved for payment :

### 7.1 AUTHORISATION FOR PAYMENT:

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
SO	Mr W Taylor	OCT Salary	93.48		
SO	Mrs A Rose	OCT Salary	508.87		
1910	OCT HMRC	PAYE	62.00		
1911	NOV HMRC	PAYE	62.00		
SO	Mr W Taylor	NOV Salary	93.48		
SO	Mrs A Rose	NOV Salary	508.87		
1912	CAN	Upgrade Silver Member	30.00		
1913	SHX Fuel Allotment Trust	Carol Close Annual Rent	200.00		
1914	Mrs A Rose	Clerk Expenses	199.88	10.45	
1915	Durrants	Land Valuation	125.00	25.00	
1916	Fenland Leisure	Zip Wire Cable	26.00	5.20	
1917	Houseproud Commercial	Pavilion Cleaning Oct	78.90	15.78	
1918	Poringland PC	SSG Admin	102.00		
1919	Paperstone	Stationary	209.44	41.88	
<b>TOTAL £</b>			<b>2299.92</b>	<b>98.31</b>	

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## RECEIPTS THIS MONTH:

Date	Account	Received From	Amount
15/10/19	Natwest	HMRC VTR	1425.66
23/10/19	Natwest	SNC (CIL)	171.06
30/10/19	Natwest	Pre-School	343.40
11/11/19	Natwest	Hall Hire	60.00
15/11/19	Natwest	Hall Hire	15.00
15/11/19	Natwest	SHX Allotment Association	146.64
15/11/19	Natwest	Electric Meter	45.00
<b>TOTAL £</b>			<b>2206.76</b>

## RESPONSIBLE FINANCE OFFICER REPORT:

Details		CREDIT	DEBIT	
Cash Book Balance Brought Forward (Community Account)	<b>A</b>	48,504.23		
Receipts this month (Community Account) listed above):	<b>B</b>	2206.76		
Payments this month (listed above):	<b>C</b>		2398.23	
Cash Book Balance Carried Forward (=A+B-C) <b>Community Account Balance</b>				<b>48,312.76</b>
Business Saver Account Balance Interest	<b>A</b>	16.17		
<b>Business Reserve Account Balance</b>				<b>95,189.93</b>
<b>BALANCE</b>				<b>143,502.69</b>
Earmarked CIL money			112,293.51	
<b>CASH AVAILABLE</b>				<b>£31,209.18</b>

## EARMARKED FUNDS:

Details	S106 (Held by SNDC)	CIL	TOTAL
New Pavilion	£147,840.41	£112,293.51	£260,133.92
Play Equipment - if cannot be allocated to Pavilion	£80,583.51		£80,583.51
Trodpath			
<b>TOTAL FUNDS</b>			<b>340,717.43</b>

It was unanimously agreed by all to set up a direct debit for the renewal of the Data Protection Fee.

7.2 Following the decision from the Parish Council Meeting held on 17th October (minuted 6.3) the clerk explained to all councillors the difficulty she had in attempting to contact Barclays on more than one occasion to start the transfer process. Following from this the clerk advises councillors that perhaps transferring to Barclays would not be a good idea and proposes to either change to Unity Trust or continue to stay with Natwest Bank. C Bussey had offered to contact Barclays to assist in a further attempt to start the transfer process. This was supported and unanimously agreed by all.

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## 8. Budget and Precept request for 2020 / 2021:

After discussion and with reference to the draft budget it was unanimously agreed to increase the precept from £28,000.00 to £41,073.00 for 2020 / 2021. This will allow the Council to carry out a Detailed Planning Application for the New Pavilion, New Play Equipment for the Playing Area at Long Lane and professional fees (surveyors / valuations) for the Trodpath. Proposed by C Bussey, Second by G Jinkerson and unanimously approved.

## 9. To review the Health and Safety Risk Assessment :

Copies of the Health and Safety Policy and Risk Assessment were circulated to all Councillors prior to the meeting. To approve and adopt, this was unanimously agreed, proposed by D Thomas, seconded by G Jinkerson.

**10. To discuss the gifted land at Harrold Place :** After an in-depth discussion reviewing all three valuations and consulting with the valuer appointed by South Norfolk District Council it was unanimously agreed to sell the small area of land at Harrold Place for a minimum amount of £20,000.00. All legal fees paid in full by the buyer(s). C Bussey had agreed to personally present the offer to the interested buyers.

## 11. To discuss the report received from Durrants for the lease of Carol Close Play area :

C Bussey and S Hull reported that they had no concerns with the proposed report received from Durrants for the lease of Carol Close play area. All were in favour of the proposed report, proposed by G Jinkerson, seconded by S Hull. The Clerk was tasked with instructing solicitors Roger and Norton to proceed and arrange a legal letter to be sent to finalise the agreement.

## 12. Planning Applications:

**2019/2120:** 28 Brickle Rd, SHX; Proposed single storey extension to rear – No concerns

**2019/2022:** Land west of Highfield House, Chandler Rd, SHX; Sub-divide existing residential plot to provide new house. D Thomas raised concerns that the Ecology had not been considered for this planning application.

**2019/2184:** 124 Norwich Rd, SHX; Small rear extension and replace garage

**2019/2212:** Chandler House, Chandler Rd, SHX; Variation of condition 2 of permission 2018/0503 – Increase in garage size.

## 13. Consultees Reports on Planning Applications:

**2019/1409:** Keepers Cottage, Stoke RD, Dunston; Extension and alterations to house – Approval with conditions.

**2019/1784:** Land South of Petersfield Farm, Valley Farm La, SHX; Discharge of conditions 4 – surface water drainage plan, 5 – foul water and sewage plan, 8 – hard and soft landscaping works, 9 – tree protection plan, 10 – materials and 12 – boundary treatment of 2014 / 1396 – Approved.

**2019/2123:** 50 Poringland Rd, SHX; A1 – Sweet chestnut and Oak tree, crown clean of deadwood, crossed, duplicated, rubbing and epicormic growth removal in lower crown, remove single stemmed small tree (dead/dying) unknown species, due to over crowding – Approval with conditions.

**2019/2025:** 1 Norwich Rd, SHX; Non material amendment of 2016/2494 – Increase width of rear extension near the veranda, change materials in the re-construction of garage wing and reduce garage in size – Approval with no conditions.

**2019/2211:** Chandler House, Chandler Rd, SHX; Non material amendment of 2018/1674 – Replace French doors to rear with a window and column – Approval with no conditions.

**2019/2045:** Norwich Main Substation, Mangreen Hall Lane, Dunston; Scoping opinion for Dudgeon and Sherringham Shoal Offshore Wind Farm Extensions – No Objections.

## 14. New Pavilion Working Group:

C Bussey reported they had been working towards a Business Plan and a Governance document in regards to who would govern the New Pavilion.

CAN membership had been upgraded to Silver; it was highlighted that this will enable Councillors to view templates on policies and provide suggested funding options to help with the New Pavilion.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

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**15. Traffic Issues:** Cllr R Wright reported the following;

- Plans to record Decibel readings morning and evening, these will be added to the website in due course.
- An action plan had been drawn up following from the meeting of the Six Strategic Working Traffic Group.
- The traffic report figures for Mill Road will be published very soon.

**16. Correspondence Received:** There were none.

**17. Date of the next Meeting:**

The next PC meeting will be held on 9th January at the Pavilion Hall at 7.30pm.

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

Signed: \_\_\_\_\_

Date \_\_\_\_\_

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