

# MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held on

Thursday 25th July 2019 at the Pavilion at 7.30pm

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

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

**Clerk:** Mrs A Rose

4 members of the public.

- 1. Apologies for absence:** Apologies for absence were received and accepted from Cllr V Thomson and Cllr N Legg
- 2. Disclosures of interest:** D Thomas declares an interest in the Highfield Farm application as he carried out the ecology report.

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

**Report from PC Sherry Locke:** PC Sherry Locke introduced herself as the new Beat Manager for Stoke Holy Cross to Councillors and members of the public. She reported that she had received emails, phone calls and text messages reporting the lewd behaviour happening at Dunston Common. The police are monitoring and investigating this problem and are working closely with South Norfolk District Council. If inappropriate sexual activity is witnessed then please ring 101 to report this, as it is a crime.

**Rport from County Cllr V Thomson:** Cllr V Thomson's report had been circulated to all councillors and is attached to these minutes.

**Report from District Cllr V Clifford-Jackson & Cllr G Francis:** Cllr V Clifford-Jackson and Cllr G Francis reported the following;

- Distributed a questionnaire to all councillors and members of the public asking "what do we want to hear from District Councillors as residents". Copy of this questionnaire is attached to these minutes.
- Link Magazine does the public read it? If not please let me know so I can feed this back as it costs money.
- Progress made with combining South Norfolk and Broadland Councils.
- Funding for Local Communities; Community Action Fund, Member led funding and Go for it grants.

The Clerk was tasked with sending a copy of the parish council's diary dates and a copy of T Lewis report to Cllr V Clifford-Jackson

### **The Chairman re opened the meeting**

#### **4. Minutes of the Annual Parish Council Meeting held on 20<sup>th</sup> June 2019:**

S Collins signed the Minutes of the Meeting held on 20<sup>th</sup> June, 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 there had been no further action regarding Tree 5 at the Primary School.
- 5.2 The clerk reported that an email had been received from Stoke United Football club asking the Parish Council if they could hold a fun day on Sunday 22nd September 2-5pm at the playing field / pavilion and would like to kindly ask if the councillors would waiver the hall charges. All funds raised will be invested into the club. It was unanimously agreed to waiver the hall charges.
- 5.3 The clerk updated the councillors regarding the lease for Carol Close, a survey had been arranged for 17th July and Mr D Dobson from the Trustees will confirm the outcome of the report once it has been received. The Clerk was tasked with chasing for an update before our next Parish Council meeting in September.

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- 5.4 The clerk reported that a quotation had been received from Eastern Play Services regarding the safe grass matting / fibre fall, however two further quotes are required. The Clerk was tasked with providing the councillors copies of all three quotes for the next Parish Council meeting in September.
- 5.5 The clerk asked the Parish Council to support the Clerk in providing Finance Training and one to one support in setting up a new cashbook, budget document and Annual Return as recommended by the Internal Auditor. The Clerk reported that the cost of the Finance Training course is £36.00 and the one to one training is £17.00 per hour. This was unanimously agreed.
- 5.6 The clerk reported that an email had been received from J Albrow (Learning Intervention Co-ordinator) from Framingham Earl High School asking if the council would consider student funding, funding the shortfall for school trips where parents have difficulty in finding these funds and to ensure the child who resides in Stoke Holy Cross would not miss out on these opportunities. Although this request would always be considered councillors advised that there are various charities like Fuel Allotment Trust, The Hospital Trust and Rosemary Henderson Social Services Norfolk County Council that could offer the help in these situations and would have a quicker turn around than the Parish Council. The clerk was tasked with providing the charity details to Framingham Earl High School.
- 5.7 The clerk reported that she is still collating the information in regards to providing a quotation for the Insurance cover for the Playing Field Equipment, Bus Shelters and Fidelity. The Clerk was tasked with circulating the quotation to councillors for the next Parish Council meeting.
- 5.8 The clerk circulated emails reporting lewd behaviour at the Dunston Car Park and Woods. PC Sherry Locke and South Norfolk District Council had been informed and are working together. PC Locke asks that if any further incidents are witnessed please report immediately via email to [Sherry.Locke@norfolk.pnn.police.uk](mailto:Sherry.Locke@norfolk.pnn.police.uk) and if possible provide indexes for vehicles regularly seen in the area.
- 5.9 The clerk reported that an email had been received from Catherine Moore our Internal Auditor who has decided going forward to only audit councils who come under the £25,000 threshold for exempt audit. In light of this information the clerk would like to propose we use Anne Barnes who is a very experienced auditor for many Parish Councils, she charges £22.00 per hour. This was unanimously agreed.

**6 Finance.**

The Clerk tabled the Accounts to 25th July 2019 showing an income of £428.80 and expenditure of £1,317.31 leaving a balance in the Current Account of £35,796.69 and £95,124.76 in the Reserve Account. The Vice Chairman also checked the figures for the first quarter bank reconciliation for the period of 1st April 2019 to 11th July 2019 with the bank statements and found them to be correct. G Iaccarino proposed, seconded by S Hull that the accounts be adopted ; this was unanimously approved. The following invoices were approved for payment :

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

Date \_\_\_\_\_

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## AUTHORISATION FOR PAYMENT:

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
1874	Houseproud Commercial	Pavilion Cleaning	155.40	25.90	
1875	St Georges Hall Hire	July PC Meeting / Hall Hire	12.00		
1876	Danny Morley Builders	Pot Holes	60.00		
1877	CGM	Grass Maintenance	24.58	4.10	
1878	Paperstone Ltd	Stationary	62.38	10.39	
1879	GGM	Grass Maintenance	235.77	39.30	
1880	NPTS	Clerk Finance Training	36.00		
SO	W Taylor	Salary	133.51		
SO	A Rose	Salary	508.87		
1881	HMRC	PAYE	88.80		
<b>TOTAL £</b>			<b>1317.31</b>	<b>79.69</b>	

## RECEIPTS THIS MONTH:

Date	Account	Received From	Amount
27/06/19	Natwest	Pre-School Rent	380.80
11/07/19	Natwest	P Beaumont (Band Practice)	15.00
11/07/19	Natwest	K Coles Football Pavilion Hire	20.00
19/07/19	Natwest	Electric Coin Meter	13.00
<b>TOTAL £</b>			<b>428.80</b>

## RESPONSIBLE FINANCE OFFICER REPORT:

Details		CREDIT	DEBIT	
Cash Book Balance Brought Forward (Community Account)	<b>A</b>	36,685.20		
Receipts this month (Community Account) listed above):	<b>B</b>	428.80		
Payments this month (listed above):	<b>C</b>		1317.31	
Cash Book Balance Carried Forward (=A+B-C) Community Account Balance				<b>35,796.69</b>
Business Saver Account Balance Interest		14.59		<b>95,124.76</b>
<b>CASH IN BANK</b>				<b>130,921.45</b>

### 7. To review quotations received for the litter bins for the three bus shelters :

Four quotations were circulated to all Councillors for review. The clerk was tasked with purchasing three Super Trimline no hood 25L litter bins for the amount of £48.90 each. G Iaccarino had kindly offered to fit the bus shelter bins using the wall mounts provided. The clerk was tasked with asking if B Taylor would like to empty the four bus shelter bins and the additional bin at Carol Close. Proposed by G Jinkerson, seconded by S Hull and unanimously approved.

### 8. Planning Applications:

**2019/1409:** Keepers Cottage, Stoke Road, Dunston – Extension and alterations to house – No Concerns

**2019/1412:** Keepers Cottage, Stoke Road, Dunston – Conversion of garage / store building into annexe – No concerns.

**2019/0126:** 9 Poringland Road, SHX – Erection of new bungalow and creation of new vehicular access – Appeal.

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

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829

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## 9. Consultees Reports on Planning Applications:

2019/1276: 7 Gravel Hill, SHX – Non material amendment of planning permission 2018/0654 – Installation of a Velux window. – Approval with no conditions.

2019/1260: 5 Morris Close, SHX – Proposed single storey rear extension, extending 4m from the rear wall of the original dwelling house, with a maximum height of 3m and an eaves height of 2m – Prior approval not required.

2019/1168: 13 Poringland Road, SHX – Demolish existing flat roof extensions and replace with new single storey extension – Approval with Conditions.

2019/1423: Dunston Hall Hotel, Ipswich Road, Dunston – T1-Cherry-fell and replant with Cherry, T2/T7 – Poplars – fell – Approval with conditions.

2019/1484: Highfield Farm, Valley Farm, SHX – Demolition of existing farmhouse and replace with re-positioned two storey dwelling – This application was received on the day of this meeting C Bussey will circulate plans to all councillors for comments.

## 10. Traffic Issues:

Cllr R Wright had circulated his report to all councillors, the following points were highlighted;

- R Wright proposes we resurrect the recent report following the Six Strategic meeting adding the speeding concerns raised and the request to add 20mph zones on Long Lane. R Wright will send the report to the Clerk to distribute to County Councillor V Thomson, District Councillors V Clifford-Jackson, N Legg, G Francis and Highways.
- The speed watch team have recorded shocking speeds of up to 52mph in Upper Stoke.
- The volume of traffic is very high.
- R Wright will purchase a decibel meter to monitor the levels of noise.

## 11. GDPR Committee Report:

Cllr S Collins had circulated the GDPR minutes to all councillors and highlighted the following;

- Terms of reference were ratified
- GDPR information Audit were ratified.

The clerk was tasked with circulating the terms of reference and GDPR information Audit to all councillors for their review

## 12. Footpath Working Group Report:

Cllr M Davies had circulated his report and project proposal to all councillors and highlighted the following;

- Projected costings for a Trod Path (North side stretch from Upper Stoke to the Village) is £95,000.
- A meeting took place on 8<sup>th</sup> July with District Councillor V Thomson to walk the proposed trod path. Following from this meeting it was discussed that one of our challenges would be landownership. M Davies will draft a letter to send to landowners to ask if they would support us in having a trod path. V Thomson also advised us on possible funding on the Parish Partnership Scheme up to 50%.
- A section of the trod would require a culvert pipe and fencing between path and field.
- Footpath Working Group meeting date will be held on 26<sup>th</sup> September 7.30pm at the Pavilion.

## 13. Playing Field Committee Report:

Cllr S Hull had circulated the Playing Field minutes to all councillors and highlighted the following;

- Further discussions took place over the Leaning Tree and the risks it presents. It was also mentioned that the Lelylandia tree next to it is diseased. C Bussey had kindly offered to look into this matter further.
- Following recommendations from the Internal Auditor the Clerk had circulated a Play Area Inspection Course for two councillors to attend to be able to carry out voluntary weekly and monthly play inspection reports on all play equipment. S Hull would like to propose G Jinkerson and herself to attend the Training Course on 2<sup>nd</sup> October for the amount of £40.00 per member. This was unanimously agreed by all. The Clerk was tasked with booking S Hull and G Jinkerson onto this course.

**MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING**  
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- Concerns were raised on the cleanliness of the concrete bin at Carol Close and how it is currently being emptied by hand. The clerk was tasked with looking into providing a bin insert with bin liners.
- A broken concrete post is leaning onto the pavilion car park. The clerk was tasked with asking Danny Morely Builders to take a look and provide a quotation.

Cllr D Thomas left the meeting.

**14. Correspondence Received:**

The clerk reported that an email had been received from a concerned parishioner in regards to the deteriorated paths at Carol Close. The parishioner reported in his email that the pathways are cracked and weeds are getting into the cracks making things worse. The clerk was tasked with reporting this to highways.

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

The next PC meeting will be held on 5<sup>th</sup> September at the Pavilion Hall at 7.30pm.

There being no other business the Chairman thanked all for attending and closed the meeting at 21:24pm.

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

Date \_\_\_\_\_

831