

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held on

Thursday 9th January 2020 at the Pavilion at 7.30pm

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

District Councillor and County Councillor: G Francis

Clerk: Mrs A Rose

3 members of the public.

1. **Apologies for absence:** V Thomson, N Legg, V Clifford-Jackson and S Hull

2. **Disclosures of interest:** There were none.

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

Q) Member of Public: Dog fouling has significantly increased especially near Harrold Place, is there any chance an additional dog bin could be placed near the footpath off Harrold Place?

A) The council had agreed to look at perhaps relocating one of the bins closer to Harrold Place. The clerk also suggested for all residents to report any dog fouling concerns to South Norfolk Council following the reporting structure on their website. S Collins had also agreed to add the link to the Facebook page.

Report 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 N Legg and Cllr V Clifford-Jackson: Cllr N Legg's and

Cllr V Clifford-Jackson's report had been circulated to all councillors and is attached to these minutes. Cllr V Clifford-Jackson report highlighted that the Pre-School received a grant of £700.00 for their equipment needs. Cllr G Francis reported the following;

The proposals for GNLP on the rural areas are that the villages will be formed into clusters centered on schools. A limited amount of housing development would be permitted in each cluster. This would help to maintain the viability of the villages and encourage small builders etc. At present these are only suggestions and no figures have been put into the proposals.

The Chair re opened the meeting

4. **Minutes of the Parish Council Meeting held on 21st November 2019:**

S Collins signed the Minutes of the Meeting held on 21st November, 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 informed the councillors that the repairs to Upper Stoke Bus Shelter had still not commenced due to the recent weather. D Morley will hopefully commence work next week.

5.3 The clerk informed the councillors that C Bussey had kindly sourced two timbers for the climbing frame which are due to arrive in next 3-4 weeks. The clerk was tasked with arranging completion of works with D Morley on delivery of timbers.

5.4 The clerk reported that Rogers and Norton solicitors had been informed that the Parish Council agree with the proposed terms of the Durrants report. The Clerk presented the draft letter from Rogers and Norton to the Parish Council for their approval. The letter was unanimously agreed by all and the clerk was tasked with instructing the solicitors to proceed with sending the letter.

5.5 The clerk informed the Councillors that a new regulation is in place for **The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018**, the website must meet this new regulation by 22nd September 2020 to comply with the law. The clerk recommended Steve Jackman (who built the website) to carry out the necessary changes to make us compliant and to provide an accessibility statement followed by a report. The fee to ensure we meet the requirements is £45.00. This was unanimously agreed by all.

5.6 The clerk circulated an email received from Norfolk County Council for Councillors review regarding a traffic regulation order to regularise 20mph zone on new housing development, Long Lane, Stoke Holy Cross; asking permission to advertise the proposals. This was unanimously agreed by all and signed by Cllr S Collins. Following from this traffic regulation order Cllr R Wright will write to County Cllr V Thomson to request if other areas could be adopted to 20mph.

5.7 The clerk circulated an email from South Norfolk Council reference a meeting on Thursday 23rd January to discuss the Greater Norwich Local Plan. S Collins and C Bussey confirmed they would like to attend. The Clerk was tasked with informing South Norfolk Council of their attendance.

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5.8 The clerk reported that we had received numerous emails regarding mole hills on both playing areas at Long Lane and Carol Close. The clerk reported that a mole catcher had been appointed and will lay traps in both areas for the fee of £80.00. The clerk was pleased to confirm that the mole catcher will start from Monday this week.

5.9 The clerk reported that Npower will be upgrading the Electric Meter at the Pavilion on 24th January.

5.10 Following from M Davies resignation as Councillor the clerk confirmed that South Norfolk Council had been informed; if after the statutory 14-day period a by-election had not been claimed by at least ten electors then the Parish Council is free to co-opt a new Councillor onto the Parish Council.

6. To discuss Chair vacancy for the Footpath Working Group: After an in-depth discussion it was unanimously agreed that S Collins will temporary chair the Footpath Working Group. C Bussey and S Collins had confirmed they will write a letter to the land owners regarding the proposed trodpath. C Bussey had also confirmed he will write a letter to County Councillor V Thomson with regards to the current funding available for the proposed trodpath. A new date had been confirmed for the next Footpath Working Group which will be held on 27th February.

7. Finance: The Clerk tabled the Accounts to 9th January showing an income of £1,288.88 and expenditure of £22,253.97 leaving a balance in the Current Account of £27,347.67 and £113,954.24 in the Reserve Account. The Vice Chairman also checked the figures for the third quarter bank reconciliation for the period 4th October to 31st December with the bank statements and found them to be correct. G Iaccarino proposed, seconded by D Thomas 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
TRANSFER	Reserve A/C	CIL funds transfer	18,729.00		
DD	Public Works Loan	Allotment Loan	913.05		
DD	AF Affinity	Electricity	68.00	3.88	
DD	ICO	GDPR	35.00		
1920	HMRC	PAYE			62.00
SO	A Rose	Dec Salary	508.87		
SO	B Taylor	Dec Salary	93.48		
1921	Anglian Water	Water Charges	72.95		
1922	SNDC	Dog Bin Charges	747.60	149.52	
1923	CGM	Grass Maintenance	249.24	49.85	
DD	AF Affinity	Electricity	101.75	5.81	
DD	AF Affinity	Electricity	100.49	5.74	
DD	AF Affinity	Electricity	99.58	5.68	
1924	Houseproud Commerical	Pavilion Cleaning Nov & Dec	210.40	42.08	
TOTAL £			21,929.41	262.56	62.00

7.2 RECEIPTS THIS MONTH:

Date	Account	Received From	Amount
27/11/19	Natwest	Pre-School	394.40
27/11/19	Natwest	Hall Hire (£5) / Elec Meter (£25)	30.00
27/11/19	Natwest	Pre-School	248.20
03/01/20	Natwest	Hall Hire (£45), (£10), (£10) / Elec Meter (£50)	115.00
02/01/20	Natwest	SNDC Adopter Payment	275.00
30/11/19	Natwest	AF Affinity	113.62
30/11/19	Natwest	AF Affinity	112.66
TOTAL £			1,288.88

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7.3 RESPONSIBLE FINANCE OFFICER REPORT:

Details	CREDIT	DEBIT	TOTAL
Cash Book Balance Brought Forward (Community Account) A	48312.76		
Receipts this month (listed above) B	1288.88		
Payments this month (listed above) C		22253.97	
Cash Book Balance Carried Forward (=A+B+C) Community Account Balance			27347.67
Business Saver Account Balance			113954.24
Balance			141301.91
Earmarked CIL money			112293.51
		Cash Available £	29008.40

7.4 ALLOCATED FUNDS:

Details	S106	CIL	TOTAL
New Pavilion		147,840.41	112,293.51
Play Equipment – If cannot be allocated to Pavilion		80,583.51	80,583.51
Trodpath			
		TOTAL £	340,717.43

7.5 To approve Standing order amendment for B Taylor. (To include bus shelter cleans at Norwich Road and Upper Stoke). Proposed by G Iaccarino, seconded by D Thomas and unanimously agreed.

8. Donations to good causes : Councillors agreed to donate £40.00 each to ; Norfolk Citizens Advice, NARS, Age UK Norfolk and Scotty's Little Soldiers. Proposed by C Bussey, seconded by J Hopper and unanimously agreed.

9. To review the Standing Orders : Copies of the Standing Orders were circulated to all Councillors prior to the meeting. Due to limited time it was agreed to move this item on the agenda to our next Parish Council meeting which will be held on the 20th February.

10. To review the Financial Regulations : Copies of the updated Financial Regulations were circulated to all Councillors prior to the meeting. Due to limited time it was agreed to move this item on the agenda to our next Parish Council meeting which will be held on the 20th February.

11. To discuss the gifted land at Harrold Place: C Bussey reported that the residents from Harrold Place had rejected our offer of £20,000.00 for the small piece of land between Harrold Place and Long Lane. It was unanimously agreed by all to continue to maintain the land and perhaps looking into planting trees.

12. To discuss the formal handover (ownership and condition of land) from John Ingram's to Parish Council: After an in-depth discussion it was unanimously agreed that before the transfer of land is handed over to the Parish Council the said land requires rotavating, leveling and seeding. C Bussey had offered to speak to John Ingrams in preparing the land for hand over.

13. To discuss compiling a nature survey in the local community: Cllr D Thomas asked the council if they would be happy for him to carry out a citizens science survey recording and documenting plants, birds, animals, insects etc in the village. He proposed to start the survey with immediate effect and use the Parish Council's facebook page to communicate to all parishioners discussing what is seen and to take photos if unsure of what it is. Cllr D Thomas had also discussed perhaps holding small events linked to certain times of the year, involving schools, children and the local community. All councillors agreed and were excited by this proposal and are interested in seeing the results.

14. Planning Applications:
There were none.

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15. Consultees Reports on Planning Applications:

2019/2184: 124 Norwich Road, SHX; Small rear extension and replace garage – Approval with conditions.

2019/2120: 28 Brickle Road, SHX; Proposed single storey extension to rear – Approval with conditions.

2019/2212: Chandler HSE, Chandler RD, SHX; Variation of condition 2 of permission 2018/0503 – increase in garage size – Approval with conditions.

16. Playing Field Committee: The Playing Field Committee minutes were circulated to all councillors and the following were highlighted;

- The football club would like to ask the Parish Council if they would grant permission to install a defibrillator at the Pavilion Hall if funding was received. This was unanimously agreed by all and the Council would be pleased to receive an additional defibrillator in the village.

- Concerns were raised at the last Playing Field Meeting in regards to the safety of children climbing on the football container. The football club provided three quotes for an aluminium / plastic sign to be displayed on the container highlighting the dangers. The football club would like to ask the Parish Council if they would consider paying for this. After an in-depth discussion it was decided that the football club is responsible for the container and therefore any signs displayed will be at the cost and discretion of the football club. The clerk reported that she had spoken to the Councils insurers who clarified that if the container is owned by the football club then it is their responsibility and if any accidents occurred they would be liable. Our insurers recommends that the football club checks with their insurers where they legally stand if such an incident would occur.

Following a recent flyer circulated by the Football Club recruiting a brand new mens team; concerns were raised regarding the Playing Field for a few reasons; the field is not large enough to hold an adult game, in addition the pavilion does not have changing facilities to meet the rules and requirements of FA and the increased activity to the Playing field. The clerk was tasked with contacting the club to ask if they intend to use the Playing Field and if so how would they meet the criteria listed above.

17. Traffic Issues: Cllr R Wright reported the following; The Sam2 machine is restricted and cannot be used in a unrestricted speed zone (Between Lower and Upper Stoke). Cllr R Wright will email Cllr V Thomson to ask if tubes or box can be placed between Lower and Upper Stoke for a certain time to monitor speed and volume.

18. Correspondence Received: The following correspondence was circulated to all councillors;

- An email was received from a parishioner regarding vehicles parking at the end of Carol Close near the junction. The clerk was tasked with asking the parishioner to report this matter to the local beat officer and South Norfolk Council / Highways who would be able to help, assist or offer advice.

- An email was received from a parishioner reference the ownership of a piece of land on the boundary of the property where a large tree is blocking light from their garden. Cllr D Thomas knows the local parishioner and had kindly offered to visit the property to assess the problem.

- The clerk circulated an email from CPRE reference CPRE Norfolk pledge for GNLP; the council decided not to pledge at this moment in time.

- The clerk was asked to contact Dunston Hall to ask if they could cut back their hedges on Stoke Lane and Mill Road.

- The clerk was asked to contact Hopkins Homes and ask if they could remove the construction fencing for the path between the new development and five acres.

- The clerk was asked to contact Community Heartbeat to check if the defibrillators are regularly serviced.

19. Date of the next Meeting:

The next PC meeting will be held on 20th February 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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