

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held remotely on

Thursday 11th February 2021 at 7.30pm

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

District Councillor and County Councillor: V Clifford-Jackson, G Francis, V Thomson, N Legg

Clerk: Mrs A Rose

3 members of the public.

1. Apologies for absence:

Apologies for absence were received and accepted from Cllr G Iaccarino.

2. Disclosures of interest:

There were none.

The Chair asked for item 18 to be brought forward to be discussed at the beginning of the meeting as opposed to the end.

3. Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of tendering documentation for the New Pavilion:

The tendering documents were discussed in detail, it was agreed that further investigation was required regarding the sewer.

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

Q) Member of public asked if the parish council would consider a meeting to discuss the land between Long Lane and Harrold Place.

A) It was agreed to set up an informal zoom meeting between Councillors and residents of Harrold Place. The clerk will arrange a date and communicate to all.

Report from County Cllr V Thomson:

Cllr V Thomson had circulated his report. The following were highlighted;

- Grit bins are currently being refilled but can take upto a few weeks.
- Heathgate medical practice circulated a letter providing a clear and informative update regarding the covid vaccination programme.
- 2021-22 Budget was discussed at cabinet on 1st February.
- Wide-ranging plans to reduce the County Council's carbon emissions from 11.6 million tonnes per year to zero by 2030.
- NCC plans to plant one million trees over five years. Free trees had been offered to the council, if the council wishes to bid for any trees confirm to Cllr V Thomson what trees and how many as soon as possible.
- NCC and SNDC scrutiny meeting had set a taskforce for covid19 and flooding issues.
- Census day is Sunday 21st March, it is mandatory. The first census was in 1801 and the most recent was in 2011.

Report from District Councillors:

Cllr N Legg report had been circulated to all councillors.

- Council tax will rise by £5 per band D property.
- The lead local flood authority at NCC is to produce a report but this may take some months.
- Report any specific flooding issues to Cllr N Legg who will be happy to follow them up.

Cllr G Francis had reported the following;

- Members grant of £700.00 is unfortunately not eligiable for the swing replacement at Carol Close due to the work already been carried out. Cllr G Francis asked the council if there was anything else we would like to put forward for this grant. Cllr G Jinkerson suggested to perhaps add some playboards for Carol Close. The parish council will discuss via email and get back to Cllr G Francis.

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Cllr V Clifford-Jackson report had been circulated to all Councillors.

The Chair re opened the meeting

5. Minutes of the Parish Council Meeting held on 7th January 2021:

Cllr S Collins signed the minutes of the meeting held on 7th January, which had previously been circulated, as a true record of proceedings; proposed by Cllr C Bussey, seconded by Cllr J Hopper and unanimously approved.

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

6.1 Cllr G Iaccarino will purchase the new pavilion lock after restrictions are lifted following the recent announcement of National Lockdown following the current pandemic of Covid-19.

6.2 The clerk reported that John Ingrams will commence work on the community green land when weather improves and the land dries out.

6.3 The clerk reported that there had been no interest in the vacancy for Councillor. It was agreed by all to continue advertising on the social media sites and notice boards.

6.4 The clerk reported that some enquires were made for the job description for the caretakers position but had not heard any more. It was agreed by all to continue advertising on the social media sites and notice boards.

6.5 The clerk confirmed that Waveney Surfacing had rescheduled the resurfacing to the footpath at Harrold Place for 1st March 2021.

6.6 The clerk reported that the Annual Parish meeting was approaching and given the current circumstances in regards to the pandemic it was advised to postpone the current date of 22nd April 2021 and be put back to May. This was unanimously agreed by all, a new date will be confirmed nearer the time if restrictions are lifted and guidelines met.

7. Asset Register

Copies of the Asset Register were circulated to all councillors prior to the meeting and was unanimously agreed by the council; proposed by Cllr S Collins, seconded by Cllr G Jinkerson.

8. Parish Council Insurance

The clerk reported that the council is in a 3 year long term agreement with Pen Underwriting Ltd (Came & Company) which expires on 30th March 2023. The policy schedule and invoice for the amount of £1,534.91 was unanimously agreed by all. Proposed by Cllr S Collins, seconded by Cllr J Hopper.

9. Finance Report:

9.1 The Clerk tabled the accounts to 11th February showing an income of £8,262.43 and expenditure of £3,162.05 leaving a balance in the Current Account of £56,566.95 and £114,062.91 in the Reserve Account. Cllr SJ Hull proposed, seconded by Cllr J Hopper 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 |
|----------|----------------------|-----------------------|-----------------|---------------|------|
| SO | A Rose | Jan Salary | 522.22 | | |
| BACS | Houseproud | December Cleaning | 132.50 | 26.50 | |
| BACS | Fuel Allotment Trust | Carol Close Lease | 300.00 | | |
| BACS | The Garden Guardian | Grass Maintenance Dec | 443.89 | 88.78 | |
| BACS | Came & Company | Insurance | 1534.91 | | |
| BACS | A Rose | Zoom Subscription | 14.39 | | |
| BACS | A Rose | Website Subscription | 12.46 | | |
| BACS | A Rose | Website Subscription | 72.00 | | |
| | | TOTAL £ | 3,032.37 | 129.68 | |

Receipts this month:

| DATE | ACCOUNT | RECEIVED FROM | AMOUNT |
|------------|----------|-------------------------------|--------|
| 11/01/2021 | Barclays | Churros & Chorizo (Hall Hire) | 15.00 |

Signed:

Date:

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| | | | |
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| 28/01/2021 | Barclays | The Food Dude (Hall Hire) | 15.00 |
| 28/01/2021 | Barclays | The Piazza Wheel (Hall Hire) | 75.00 |
| 28/01/2021 | Barclays | Pre-School Jan Rent | 306.00 |
| 01/02/2021 | Barclays | SNC Business Support Grant | 1334.00 |
| 01/02/2021 | Barclays | Wild Thing (Hall Hire) | 40.00 |
| 08/02/2021 | Barclays | SNC Business Lockdown Grant | 4000.00 |
| 08/02/2021 | Barclays | SNC Business Support Grant | 2001.00 |
| 08/02/2021 | Barclays | SNC Business Support Grant | 476.43 |
| | | TOTAL £ | 8,262.43 |

Responsible Finance Officer Report:

| DETAILS | CREDIT | DEBIT | TOTAL |
|--|-----------|----------|-------------------|
| CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A | 51,466.57 | | |
| RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B | 8,262.43 | | |
| PAYMENTS THIS MONTH (LISTED ABOVE) C | | 3,162.05 | |
| CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE | | | 56,566.95 |
| BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST) | | | 114,062.91 |

| 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 |

10. Emergency Plan:

After discussion it was agreed to add the following community organisations that may be helpful in identifying vulnerable people or communities in an emergency;

- The 5+ Good Neighbour Scheme
- The Trussell Trust Food Bank
- The Venta Group of Churches | Stoke Holy Cross Church
- Stoke Holy Cross Residents Whatsapp Group

In addition Cllr S Collins kindly offered to circulate a post on social media sites. Reaching out to parishioners to see if anyone can offer local skills / resources to fit inside the emergency plan and to agree to have their contact details kept on file by SNDC.

11. Carol Close lease agreement:

It was unanimously agreed by all to instruct Roger and Norton Solicitors to prepare the final lease document for signatories. Proposed by SJ Hull, seconded by G Jinkerson.

12. Polices for Freedom of Information, Complaints and Lone Working:

The council agreed to adopt the polices for Freedom of Information, Complaints and Lone Working. Proposed by Cllr G Jinkerson, seconded by Cllr S Collins, unanimously approved by all.

13. GNLP regulation 19 publication:

No concerns are currently raised. Councillors will contact the clerk if they wish to put forward any comments by 15th March 2021.

14: Planning Applications:

2021/0061: Land to the rear of 26 Chandler Road, SHC – Erection of single storey dwelling – refusal for the following reasons;

- It is a tandem development.
- Shared narrow access past the existing property.
- Set a precedent for the adjoining properties.

Signed:

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- Adjoining properties would have their gardens overlooked.
- Tandem development is contrary to SNC development policy.
- Development would adversely affect the amenities of the existing property and this is against policy.

2021/0210: 34 Norwich Rd, SHC – Beech Tree – remove the lowest limb (south facing) off the main branch obstructing access to driveway of 32 Norwich Rd. Approval With Conditions

2021/0110: 42 Norwich Rd, SHC – single storey rear & side extension and porch to front to detached residential house. No objections.

15. Consultees Reports on Planning Applications:

2020/2342: Tas Valley House, Mill Rd, SHC – (T1) silver birch – fell (T2) rowan – fell (T3) cherry – reduce / fell (T4) conifer – fell (T5) conifer – fell – No objections.

2020/2447: Tas House, 6 Norwich Rd, SHC – Demolition of modern single storey wind and replacement with two storey wind, internal and external alterations, new detached garage and parking area – Approval with conditions.

2021/0113: Keepers Cottage, Stoke Rd, Dunston – Details for condition 3 of 2019/1409 – (3) materials – Approved.

16. Signage for dog fouling:

After an indepth discussion Cllr G Jinkerson had offered to look into the following;

- Speak to Nick Howard the enforcement officer to get clarity on what we can enforce.
- Speak to John Overton from Poringland Parish Council regarding information on by-laws.
- Cllr V Clifford-Jackson made a suggestion to involve the children to create or design a dog fouling poster. It could be exercised as a competition and would be great for all in the village to see the childrens posters displayed throughout the village. All were in favour of the idea and agreed the benefits and enjoyment of such a project could have.

Cllr C Bussey left the meeting.

17. Traffic Working Group:

Cllr SJ Hull updated councillors on traffic items. The following were highlighted;

- Low volume of traffic this last month, this is mainly due to lockdown, weather, road works and a burst water main.
- SAM2 machine batteries were low, the replacement batteries have been ordered and received.
- SAM2 machine is currently on site at Poringland Road, it will then be moved to Chandler Road.

18. Date of the next Meeting:

The next Parish Council Meeting will be held on Thursday 25th March 2021.

There being no other business the Chair thanked all for attending and closed the meeting at 21:20 pm.