

**MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING**  
**held on**  
**Thursday 22 March 2018 at the Pavilion at 7.30pm**

**Present:** Councillors Chairman: Rev L Marsh, C Bussey, C Cann, G Davies, J Hopper, C Iaccarino R Wright

Clerk: Mrs B Cattermole

3 members of the public

1. **Apologies for absence** were received and accepted from S Collins. County Cllr V Thomson also sent apologies

2. **Disclosures of interest:** None

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

**Report from County Cllr V Thomson:** The Chairman highlighted items from the Report which Cllr Thomson had circulated earlier in the day and which is attached to these Minutes.

Regarding the consultation on the mobile library service G Davies will try to ascertain usage in Stoke Holy Cross when he next visits and also ask if the service is advertised widely enough.

J Hopper asked if the Clerk had received a response from Cllr Thomson about the manhole cover on Long Lane which has dropped, or the drain outside of the Vicarage on Mill Road which is blocked. The Clerk will follow up both enquiries.

The Clerk was also asked to follow up hedge cutting on Dunston Common and to contact the Clerk at Caistor about Marshall Lane re overgrown hedges and mud on the road.

**The Chairman re-opened the meeting.**

4. **Minutes of the Parish Council Meeting held on 22 February 2018:**

The Chairman signed the Minutes of the Parish Council Meeting held on 22 February, which had previously been circulated, as a true record of proceedings; proposed C Bussey, seconded J Hopper and unanimously approved.

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

5.1 Parish Church and St Georges Hall signage: The Clerk is still waiting for a response from Cllr Thomson / Gary Overland.

5.2 Data Protection: The Clerk had contacted other clerks in 'The Six' and all are acting as the data protection officer for their councils; if Councillors choose to go down the same route this will need to be included in the contract for the new Clerk. The Clerk has not yet registered with the IOC as this would necessitate changing contact details.

Data Protection Policy [GDPR]; A policy document has been circulated which the PC will need to consider before the Clerk can take on responsibility as the Data Protection Officer and will give authority to contact members of the public to sign an authorization for the Council to hold their data. The Chairman emphasized that any amendments to the document need to be sent to the Clerk before the next PC meeting.

5.3. A VAT reclaim has been made for £804.21 for invoices up to the end of Feb 2018.

5.4 Broomefield Road bus shelter: The Clerk reported that she had not progressed this, however C Bussey advised the meeting that a rough estimate had been sought for a brick structure similar to those in the Parish for around £6,500.00. G Davies offered to look into the need for a planning application. Permissions will need to be sought from NCC Highways and the landowner. The Clerk will arrange a meeting with Highways.

5.5. The Clerk will pass on information to action grants for the second defibrillator at the start of the new financial year.

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5.6 Carol Close lease renewal: Rogers and Norton are still waiting for some final details and confirmations from the Fuel Allotment Trustees

5.7 The Clerk has sent submissions of objection from the Parish Council to four of the sites listed on the Greater Norwich Local Plan, in consultation with the Planning Committee.

5.8 The Clerk currently holds signed PC Minutes dating back to 2009; Councillors agreed that those from 2009- 2014 should be deposited at the Norwich Records Office. C Bussey offered to do this.

5.9 The Clerk will arrange for 'change of signatory' forms for the bank account to be signed at the next Meeting.

5.10 With regard to allotment waiting lists, the AA Chairman had responded that there is currently a waiting list of 10 people. The Clerk has asked him to write a formal letter of request to the Parish Council for inclusion on the agenda for the next Meeting.

The Clerk was asked to contact CGM regarding the hedge to the east of the playing field which has still not been adequately cut. It may require a site meeting to be arranged.

**6. Appointment of new Clerk:**

The Chairman reported that interviews had taken place on 7 March for the appointment of a new Clerk, on the retirement of the present post holder. The interview panel had selected Anita Rose as the preferred candidate who introduced herself to the Council. Rev L Marsh proposed that she be appointed, this was seconded by C Bussey and all were in agreement. Her appointment will begin on 1 April, but the present Clerk will work with her for the first couple of months.

**7. Finance Report:**

The Clerk tabled the Accounts for the period 21 February - 22 March showing income of £363.20 and expenditure of £2,145.78 leaving a balance in the Current Account of £12,188.88 and £30,586.78 in the Reserve Account. J Hopper proposed, seconded by C Iaccarino that the accounts be adopted; this was unanimously approved. The following invoices were approved for payment;

Cleaning agency	£86.04	Pavilion cleaning	T Bird	£240.00	Verge cutting 2017
Glasdon	£152.02	Dog waste bin	Anglian Water	£81.38	Water supply
NALC	£ 30.00	New Clerk Training	NPTS	£100.00	New Councillor Training

All agreed salaries and PAYE

The invoice of £1057.76 from Paul Robinson Partnership, Architects fees, regarding the plans drawn for Option 4 and 5 of the proposed New Pavilion was discussed, and it was agreed that G Davies should speak with them before this is paid.

**8. Planning Applications:**

**2018/0503:** Chandler House, Chandler Road: Variation of Condition 2 of permission 2017/2586 to include new garages.

Planning consent for a 4 bed house had been granted on this site. The current plans show a 5 bed, three storey dwelling. The garages have been placed away from the house and could be converted into a dwelling at some future date as they show a games room on the second floor. Councillors agreed to question the position of the garages in relation to the house and to recommend **Refusal** of the current plan.

**2018/0568:** 2 Broomefield Road: Retention of fencing. Councillors recommended **Approval**.

**2018/0611:** 67 Norwich Road: Raised decking and steps to rear; Councillors felt that decking constituted permitted residential development in which case planning consent would not be required but G Davies offered to look into this.

**9. Consultees Reports and Decisions on Planning Applications:**

None had been received since the last meeting

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## 10. Arrangements for the Annual Parish Meeting 19 April:

The meeting will take place in the Church Hall and will follow the same format as last year. The Clerk will send out invitations to the agreed list if delegates. Reports to be sent to Anita Rose by 9 April.

## 11. Traffic Issues:

R Wright reported that he had forwarded the Traffic Analysis Data from the SAM 2 to the Clerk and Councillors. The Clerk had posted this data on the website and will forward it to Highways, the police, District and County Councillors. Cllr Wright will put together a glossary of terms to assist. The Sam 2 will next be located in lower Stoke.

## 12. Report from the Six Group Meeting:

A meeting of the Six Strategic Group took place on 12 March. Draft minutes are attached to these Minutes.

Concerns were expressed by Councillors on difficulty experienced in accessing the GNLP website which they would like reported to NCC. The Clerk will action this.

## 13. Correspondence:

A letter has been received from a parishioner complaining about the extent of dog fouling in the Parish. This is a difficult issue to police as dogs are often walked after dark and relies on responsible ownership. However, after discussion it was agreed to place notices on the Playing field concerning dog disease and when working parties are operating on the playing field to challenge those with dogs off the lead. A member of the public suggested that notices should be put on the Playing field advising that dogs will be banned unless owners clean up.

The Chairman will put a note in the next Free for All.

## 14. Any Other Business:

There was none

## 15. Items for the next Agenda and date of the next Meeting:

Approval of the end of year accounts for the auditors.

The Annual Parish Meeting will take place **19 April 2018** at 7.30 pm in the Church Hall

The **next Parish Council Meeting** will be held on 3 May at the Pavilion at 7.30pm. The Chairman reminded Councillors that the Annual Parish Council meeting is the meeting at which new Committee Chairs are appointed and that Elections will take place in 2019. Those wishing to put themselves forward for Chair/ vice Chair would have a year of mentoring with the existing Council.

There being no other business the Chairman thanked all for attending and closed the Meeting at 9.05pm

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

Date \_\_\_\_\_

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