

STOKE HOLY CROSS PARISH COUNCIL

Minutes of the Parish Council meeting held at The Community Hall on Thursday 1st October 2026 at 7.30pm.

Present: Cllrs S Collins (Chair), G Iaccarino (Vice-chair), D Cooper, T Hurn*,
G Jinkerson, D Mouncer, R Mouncer, M Norris and P Russell.
Parish Clerk/RFO: D Wickham.
County and District Councillor: J Webber.
No members of the public were present.

Minute Ref No:

1. **To consider approving any apologies for absence.** 26/089
There were none.
2. **To receive any declarations of interest, and requests for dispensation, on any items to be discussed.** 26/090
Cllr Russell declared an interest in item 5.1 (expenses).
3. **To suspend the meeting for questions from members of the public and to receive reports from District and County Councillor(s).** 26/091
A report from County and District Cllr Webber had been circulated to the Council prior to the meeting. Food waste bins had already been distributed to homes in Upper Stoke and would be delivered to homes in Lower Stoke during the week commencing 9th November 2026.
4. **To approve and sign the minutes of the Parish Council meeting held on 3rd September 2026.** 26/092
Having been circulated to the Council prior to the meeting, it was **AGREED** unanimously that the minutes were approved as a correct record.
5. **Finance:** 26/093
5.1 Approval of the bank reconciliation and Payment of Accounts List (see below) was **AGREED** unanimously.

5.2 The External Auditor's report for 2025/26 was noted by the Council. There were no recommendations for improvement.

5.3 A working group would meet to begin discussing the 2027/28 budget on 7th October 2026.
6. **To receive any updates from the Community Hall Working Group.** 26/094
Cllr Iaccarino had obtained a quote for the installation of audio-visual equipment at the hall and would seek an updated quote to include an induction loop. Cllr Jinkerson was compiling a grant application to cover the cost of the AV equipment and would forward the details to the Parish Clerk for submission. Cllr Collins was obtaining quotes to install blinds at the hall and would forward these to the Council for consideration.

6.1 The Council **AGREED** by a majority of 6:2 not to pursue the installation of an 'InPost' parcel delivery locker at the hall.

ACTION: CI
ACTION: GJ
ACTION: SC

Signed:

Date:

6.2 The Council **AGREED** to accept a quote that Cllr D Mouncer had obtained to replace 5x cisterns and 6x bathroom taps at a cost of £1,802.45. He would ask the plumber to increase the flow rate on the toilet flushes. Cllr Collins would advise the pre-school manager that they would need to organise the installation of an outside tap themselves.

ACTION: DM
ACTION: SC

7. **Planning Applications:** 26/095
- **2026/2349 - 136 Norwich Road, Stoke Holy Cross: Proposed two-storey roof rear extension, single storey flat roof side extension & new pitched roof to existing flat roof side extension. Various internal alterations and two bay pitched roof cart lodge.**
The Council had no objections to this planning application.
8. **To adopt the 2026 Allotment Rules, Equality Policy, IT Policy and Health & Safety Risk Assessment.** 26/096
The Allotment Rules were deferred until the next Parish Council meeting to allow further discussion in the meantime. The Council unanimously **AGREED** to adopt the other three documents.
9. **To receive any updates in relation to the Community Speed Watch Scheme.** 26/097
Cllr Russell reported that the September data was now available on the Parish Council's website, as usual. There had been a significant increase in the number of vehicles travelling through the village.
10. **To receive any updates from the Wildflower Meadow and Playing Field Working Groups.** 26/098
Cllr D Mouncer reported that a working group had met to consider the findings of the annual play equipment inspection. Any medium or high-risk items would need to be addressed as a priority. A local carpenter would be asked to give a quote for any relevant repairs. It was suggested that a group of volunteers, including parents, could tackle any items with easy remedies. Cllr Collins would post a request for volunteers on social media.
Cllr Russell reported that the Meadow Makers were arranging to hold regular meetings on Mondays. Open for Nature had given away many bird boxes and bug houses at the recent village fete.
- 10.1 Discussion of the proposed replacement allotments gate was deferred to the working group meeting being held on 21st October.
- 10.2 The SUFC football pitch hire contract negotiations were ongoing and would continue at the 21st October working group meeting.
11. **To receive a report on any matters of interest to the parish from the 28th September 2026 SSG meeting.** 26/099
Cllr D Mouncer outlined the minutes of the meeting. Poringland Parish Council was about to bring grounds maintenance in-house and invited other Councils to request tenders for their grounds maintenance requirements.
12. **To co-opt a Parish Councillor.*** 26/100
Following his application being circulated to the Council prior to the meeting, Tom Hurn was co-opted and welcomed to the Parish Council.

ACTION: SC

Signed:

Date:

13. **To note the date of the next Parish Council meeting.**
The Council **AGREED** the next meeting date as Thursday
19th November 2026.

26/101

The meeting ended at 9.25pm

Draft

Signed:

Date:

Stoke Holy Cross Parish Council

Payments Approved at the Meeting Held on 1st October 2026

Date	Payee	Description	Net	VAT	Gross
02/10/26	D Wickham	Expenses	£32.33	£1.27	£33.60
02/10/26	HMRC	VAT Due	£122.65		£122.65
02/10/26	Flow Pro	Window Cleaning	£35.00		£35.00
02/10/26	Flawless	Contract Cleaning	£387.60	£77.52	£465.12
02/10/26	Play Inspection Company	Annual Inspection	£365.00	£73.00	£438.00
02/10/26	SHX Fuel Allotment Trust	Carol Close Lease 26/27	£300.00		£300.00
02/10/26	Pozitive Water	Water Rates	£19.04	£1.37	£20.41
02/10/26	P Russell	Expenses	£11.04	£2.21	£13.25
02/10/26	Ribbonsdale	Grounds Maintenance	£854.28		£854.28
02/10/26	South Norfolk Council	Dog Bins Annual Fee	£1,336.50	£267.30	£1,603.80
05/10/26	Three (DD)	Wi-Fi	£17.50	£3.50	£21.00
28/10/26	S Himpleman	October Cleaning	£165.23		£165.23
28/10/26	A Wenn	October Caretaker	£176.11		£176.11
28/10/26	D Wickham	October Clerk	£971.05		£971.05
28/10/26	Nest (DD)	October Pension	£98.59		£98.59
17/11/26	HMRC	October PAYE & NI	£427.86		£427.86
Total			£5,319.78	£426.17	£5,745.95

Signed:

Date: