

**MINUTES OF STOKE HOLY CROSS ANNUAL PARISH COUNCIL MEETING**  
**held at the Pavilion on**  
**Thursday 12<sup>th</sup> May 2022 at 7.30pm**

**Present:** Cllrs Collins, Jinkerson, Bussey, Iaccarino, SJ Hull, S Hull, Knobbs, Hopper, Thomas  
**District Councillor and County Councillor:** Nigel Legg and Vic Thomson

**Clerk:** Mrs A Rose

2 members of the public

The chair informed members of the council and the public that the meeting will be recorded for minute purposes.

**1. Election of Chair:**

The Chair invited nominations for Chair of the Parish Council. Cllr Collins was proposed by Cllr Bussey, seconded by Cllr Jinkerson and unanimously **elected**. Declarations of acceptance of office were signed.

**2. Election of Vice Chair:**

The Chair invited nominations for Vice Chair of the Parish Council. Cllr Bussey was proposed by Cllr Collins, seconded by Cllr SJ Hull and unanimously **elected**. Declarations of acceptance of office were signed.

**3. Apologies for absence:**

There were none.

**4. Disclosures of interest:**

Cllr Collins declared an interest in item 18.3

**5. The Chair closed the meeting for Public Comment and Questions**

Cllr Collins asked the Council to consider her son Sam Collins for the cleaning position for the Pavilion. She explained he is hard working, honest, reliable and would be supervised by herself as well as the Clerk and Council. She explained that he had been volunteering for roles within the village, from emptying the bins and staining the wooded play equipment as part of his Duke Of Edinburgh award and had accepted and completed these responsibilities competently and attentively.

**6. Minutes of the Parish Council Meeting 31<sup>st</sup> March 2022:**

Cllr Collins signed the minutes of the meeting held on 31<sup>st</sup> March, which had previously been circulated, as a true record of proceedings; proposed by Cllr Knobbs seconded by Cllr Bussey and unanimously **APPROVED**.

**7. Year End Accounts and Annual Return**

**7.1. The Internal Audit Control Officer** confirmed the continuing effectiveness of controls and that the necessary checks had been made on the 4<sup>th</sup> quarter accounts.

**7.2. The Internal Auditors** report was noted with no recommendations received.

**7.3. The 2021/22 Annual Governance Statement** was completed. Proposed by Cllr Jinkerson, seconded by Cllr Bussey and unanimously **APPROVED**.

**7.4. The 2021/22 Statement of Accounts** was noted and unanimously **APPROVED**, proposed by Cllr Jinkerson and seconded by Cllr Iaccarino.

**7.5. Appointment of the Internal Audit Control Officer for the coming year**

**RESOLVED** that Cllr Iaccarino be appointed, proposed by Cllr Jinkerson and seconded by Cllr Bussey.

**8. Finance Report:**

**8.1.** The Clerk tabled the accounts to 12<sup>th</sup> May showing an income of £27,852.69 and expenditure of £7,251.98 leaving a balance in the Current Account of £87,787.10 and £134,557.13 in the Reserve Account. Cllr Hopper proposed, seconded by Cllr Iaccarino that the accounts be adopted; this was unanimously **APPROVED**. The following invoices were approved for payment:

**Signed:**

**Date:**

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<b>PAY TYPE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>ACTUAL AMOUNT</b>	<b>VAT</b>	<b>PAYE</b>
BACS	Paperstone (AP)	Stationary	52.88	10.57	
BACS	Danny Morely (AP)	Repair posts to Pavilion car park	160.00		
BACS	Arthur J Gallagher Insurance (AP)	Insurance	1629.52		
SO	A Rose (AP)	Clerk salary April	838.72		
BACS	Maryanna Lingi (AP)	Cleaning Pavilion Mar 22	108.00		
DD	NEST	Clerk Pension April	89.11		
BACS	Anne Barnes	Internal Auditor	88.00		
BACS	Viking	Stationary	19.78	3.96	
BACS	HMRC	TAX & NI (6 <sup>th</sup> Apr – 5 <sup>th</sup> May)			72.47
BACS	A Rose	Expenses (M Gaze & Co Ltd – emptying septic tank)	440.00		
BACS	A Rose	Expenses (Grounhog hardware posts and postmix)	142.86	28.58	
BACS	A Rose	Expenses (Planning application to discharge conditions to Pavilion hall)	142.83	5.37	
BACS	A Rose	WAH Allowance	13.00		
BACS	S Collins	Expenses (Groundhog hardware sadolin and paintbrush)	47.76	9.54	
BACS	S Collins	Expenses (Wood finishes direct sadolin)	64.92	12.98	
BACS	S Collins	Expenses (B&Q paint and brushes)	24.75		
BACS	S Collins	Expenses (Groundhog hardware brushes and sadolin)	25.54	5.11	
BACS	S Collins	Expenses (paint and paper paint)	23.33	4.67	
BACS	Compliance Building Control	Initial notice to LA	1500.00	300.00	
BACS	CG Engineering	Welding to slide	80.00		
BACS	NPTS	Subscription 2022/23	342.37		
BACS	Ingram Homes	Works to ensure planning permission did not lapse concrete / labour	386.00	77.20	
BACS	CGM	Grass maintenance	418.47	83.69	
		<b>TOTAL £</b>	<b>6637.84</b>	<b>541.67</b>	<b>72.47</b>

**Receipts this month:**

<b>DATE</b>	<b>ACCOUNT</b>	<b>RECEIVED FROM</b>	<b>AMOUNT</b>
01/04/22	Barclays	SHC Pre-school Mar 22 rent	545.70
05/04/22	Barclays	Hall Hire (Band Practice)	15.00
12/04/22	Barclays	Hall hire (band practice)	15.00
19/04/22	Barclays	SNDC grant for Wildflower meadow	300.00
29/04/22	Barclays	SHC Pre-school Apr 22 rent	275.40
03/05/22	Barclays	Hall hire (band practice)	15.00
03/05/22	Barclays	SNDC precept	24,873.87
03/05/22	Barclays	HMRC VAT return	1812.72
		<b>TOTAL £</b>	<b>27,852.69</b>

**Responsible Finance Officer Report:**

<b>DETAILS</b>	<b>CREDIT</b>	<b>DEBIT</b>	<b>TOTAL</b>
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	67,186.39		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	27,852.69		
PAYMENTS THIS MONTH (LISTED ABOVE) C		7,251.98	

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<b>CASHBOOK BALANCE CARRIED FORWARD (=A+B-C)</b>			<b>87,787.10</b>
<b>BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)</b>			<b>134,557.13</b>

<b>DETAILS</b>	<b>\$106</b>	<b>CIL</b>	<b>TOTAL</b>
NEW PAVILION	148,381.73	132,772.31	281,154.04
PLAY EQUIPMENT (if cannot be allocated to Pavilion)	80,878.57		80,878.57
<b>TOTAL</b>			<b>362,032.61</b>

**8.2. Community Infrastructure Levy** annual report from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 was unanimously **APPROVED**.

**8.3. Grant**

After reviewing the grant request from Stoke Holy Cross with Dunston Churches it was **APPROVED** to award £500.00 towards the running of the post office at the Church Hall once a week. If the post office was to be increased to two days a week then a further £500.00 would be awarded. Majority were in favour with one objection. Proposed by Cllr Jinkerson and seconded by Cllr Thomas.

**9. Election of Parish Council committee members:**

9.1. Playing Field Committee: Cllrs Jinkerson, Nobbs, Hopper and Thomas, with Cllr Jinkerson as Chair. This was unanimously **APPROVED**.

9.2. Planning Committee: Cllrs Bussey, Collins, Iaccarino and Thomas, with Cllr Bussey as Chair. This was unanimously **APPROVED**.

9.3. Data Protection Committee: Cllrs Collins, Bussey and Jinkerson, with Cllr Collins as Chair. This was unanimously **APPROVED**.

**10. Election of Representatives:**

Six Strategic Meetings: Cllrs Bussey and SJ Hull were appointed as representatives.

Allotment Association: Cllr Hopper was appointed as the representative.

Pre-School: Cllr Iaccarino was appointed as the representative.

New Pavilion Working Group: Cllrs Bussey, SJ Hull, Iaccarino and Thomas were appointed as representatives.

Facebook: Cllr Collins and Parish Clerk were appointed as representatives.

SAM2 Machines: Cllr SJ Hull was appointed as representatives with Mr Dennis as volunteer to help manage the data from the SAM2 machines.

Weekly and Monthly Play Area Inspections: The Council's caretaker was appointed to carry out the inspections.

**11. New Pavilion Working Group**

Cllr Bussey updated the Council on progress with the new Pavilion Hall. It was discussed that the group are actively chasing funding opportunities towards the project. It was agreed to send a letter to John Fuller, the leader of South Norfolk District Council to explain our position and to ask for help to ensure the project continues to move forward.

**12. Planning Applications:**

2022/0698: Land adjacent to 51 Broomefield Road; New two storey dwelling with associated driveway extension – The layout of the estate was designed to prevent to a large extent concern for properties in the adjacent estate. For this reason, a buffer was left between the Broomfield houses and the boundary to 5 acres. The Council believes, this buffer should be retained. The suggested development is on higher ground than Five Acres and this makes the situation worse from an overlooking point of view to 41 & 43 Five acres. We also are concerned over the method of access which may be workable with the current owners but as there is no separate

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access this is a potential problem for the future and believe it is another reason to refuse this application.. This application also creates over-development by varying the layout and density established as part of the planning process. We conclude therefore that this application should be REFUSED.

2022/0809: 45 Broomefield Road; Two storey rear extension – No objections.

**13. Consultees Reports on Planning Applications:**

2022/0258: The Hayloft, 30A Poringland Road; single storey side extension – **Approved with conditions.**

2022/0352: 88 Norwich Road; first floor extension – **Approved with conditions.**

**14. Clerk report and update on items not on the agenda**

- 14.1. The clerk confirmed she will continue to chase solicitors reference the transfer of the amenity land.
- 14.2. It was unanimously agreed to place the commemorative pandemic plaque to the village sign on Norwich Road. Cllr Bussey offered to install this.
- 14.3. It was unanimously agreed for Cllr Jinkerson and the caretaker to attend the upcoming Play Inspection Training held at their offices on Thursday 14<sup>th</sup> July 10-1pm.
- 14.4. A parishioner had asked the Council to consider installing a new dog bin next to the junction of Harrold Place and Long Lane. This request was refused due to a dog bin that is already in situ opposite the junction of Broomfield Road.
- 14.5. The clerk notified the Council of the first stage consultation of the East Anglian Energy Enablement and highlighted its consultation period from 21<sup>st</sup> April to 16<sup>th</sup> June, correspondence was circulated to members.
- 14.6. It was discussed in depth the land boundary dispute between the hedge / barbed wire boundary at 1-18 Long Lane and the fence boundary installed by Ingram Developers. It was agreed to send a letter to the home owners to clarify the boundary.
- 14.7. It was agreed to install a key safe to the Pavilion to make easier access to regular users to the Pavilion, the code to the safe will be changed monthly. Anyone hiring the Pavilion as a one off will still be asked to collect the key from the Chair.

**15. Wildflower Meadow**

Cllr Jinkerson gave an update on the progress of the Wildflower Meadow. The schedule for conservation tasks and events were circulated for members review. It was noted that the wildflower meadow will have on going yearly costs for cutting and removing the risings.

**16. Platinum Jubilee Working Group**

Cllr Collins gave an update on the progress of the village event for the Platinum Jubilee Celebrations. She reported that the Council had secured a grant from SNDC for the amount of £200.00. The clerk was tasked with checking the insurance cover for the fireworks display and bouncing castle. The clerk advised that verification of a valid certificate certifying that public liability is covered from all third party organisations is required. The clerk will apply for the Temporary Event Notice to meet legal requirements.

**17. Date of the next Meeting**

The next Parish Council Meeting will be on Thursday 23<sup>rd</sup> June 2022 held at the Pavilion.

**18. 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 Staff Matters**

- 18.1. The clerk's resignation was acknowledged and it was agreed to advertise the position on NPTS and NALC websites. The clerk also recommended the post was circulated on the Norfolk clerks facebook page. The clerk was tasked with drafting an advert for the Council to approve prior to posting.
- 18.2. It was **RESOLVED** to appoint Michael Beckett as caretaker at 4 hours a week, the clerk was tasked with validating their public liability cover.

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**18.3.**It was **RESOLVED** to appoint Sam Collins as cleaner to the Pavilion hall, contract of terms and conditions agreed. 6 were in favour 2 were against.

There being no other business the Chair thanked all for attending and closed the meeting at 21:26pm.