

**MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING**  
**held at St Georges Hall on**  
**Thursday 29<sup>th</sup> July 2021 at 7.30pm**

**Present:** Cllrs S Collins, SJ Hull, S Hull, K Nobbs, G Iaccarino, D Thomas

**District Councillor and County Councillor:** G Francis, V Thomson

**Clerk:** Mrs A Rose

2 members of the public.

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

**1. Apologies for absence:**

Apologies for absence were received and accepted from Cllrs G Jinkerson, J Hopper and C Bussey.

The clerk was tasked with looking into the legislation regarding hybrid meetings, for those who are not comfortable in returning to face to face meetings due to covid19.

**2. Disclosures of interest:**

There were none.

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

- Member of the public would like to thank the council for purchasing an additional SAM2 sign.
- Member of the public asked when will the village mantel clock signs be installed?
- Cllr SJ Hull replied; it is in working progress with highways and we are waiting for them to confirm a date.

Cllr SJ Hull would like to thank 2 parishioners for all their hard work with the SAM2 sign on behalf of the council.

- Member of the public would like to raise concerns in regards to the traffic on Mill Road, concerns are raised that commercial and non commercial vehicles are using this road. He would like to ask the council to consider erecting signage indicating that the road is not suitable for lorries. He had also asked if the council could look into having Mill Road adopted to a 20mph speed zone.
- County Cllr V Thomson explained the criteria to roads being adopted to 20mph. New development roads are adopted to 20mph by design (narrow roads), in other roads the measures to make it 20mph is to have sleeping policeman or chicanes. Cllr V Thomson will visit the area for assessment.
- Member of the public asked about planning application 2021/1412, he explained that he is unable to view the drawings as he does not have the internet.
- The clerk noted the SNDC planning number and telephone number for the member of public to contact them directly to request paper copies.

**Report from County Councillor V Thomson:**

Cllr V Thomson had circulated his report to all councillors and highlighted the following;

- A plan to set NCC Transport Policy for the next 15 years is to be discussed next week.
- Fewer cuts for rural roadsides, a pollinator action plan, and 188 more roadside nature reserves to boost biodiversity along roads and paths across the county.
- A request to do not put batteries in the recycling bin, these had caused several fires recently.

**The Chair re opened the meeting**

**4. Minutes of the Annual Parish Council Meeting held on 24<sup>th</sup> June 2021:**

Clr S Collins signed the minutes of the meeting held on 24<sup>th</sup> June, which had previously been circulated, as a true record of proceedings; proposed by Cllr SJ Hull, seconded by Cllr S Hull and unanimously approved.

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**5. Finance Report:**

**5.1. & 5.2.**

The Clerk tabled the accounts to 29<sup>th</sup> July showing an income of £6241.53 and expenditure of £3,523.52 leaving a balance in the Current Account of £51,738.22 and £114,068.59 in the Reserve Account. Cllr G Iaccarino checked the figures for the first quarter bank reconciliation for the period of 1<sup>st</sup> April 2021 to 29<sup>th</sup> June 2021 with the bank statements and found them to be correct. Cllr K Nobbs proposed, seconded by Cllr S Collins 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 (AP)	Salary (June)	506.22		
SO	A Rose (AP)	WAH Allowance	16.00		
BACS	Bin Dirty	Wheelie bins cleaned x 3	30.00		
100020	St Georges Hall	Hir of hall for PCM	27.00		
BACS	NPTS	Cllr Induction Training	40.00		
BACS	Strumpshaw Community Hall	Hire of hall for NPWG Meeting	28.00		
SO	A Rose (AP)	Salary (July)	506.22		
SO	A Rose (AP)	WAH Allowance	16.00		
BACS	A Rose	Hay Rakes x 4	114.00	22.80	
DD	NEST (AP)	Clerk Pension (Jun & Jul)	81.00		
BACS	SJ Hull	2 x Padlocks for SAM2	9.92	1.98	
BACS	CGM	Grass Maintenance Apr – Jul	1770.32	354.06	
		<b>TOTAL £</b>	<b>3,144.68</b>	<b>378.84</b>	

**Receipts this month:**

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
30/06/21	Barclays	Pre-school (June)	428.40
02/07/21	Barclays	Ingrams (Foot path)	3677.30
02/07/21	Barclays	Hall Hire (Birthday Party)	25.00
02/07/21	Barclays	Electric Meter	20.00
07/07/21	Barclays	MPC Voice Recorder	50.83
13/07/21	Barclays	NCC PPS (SAM2 Sign)	1525.00
16/07/21	Barclays	Members Grant (Defib)	500.00
19/07/21	Barclays	Hall Hire (Band Practice)	15.00
		<b>TOTAL £</b>	<b>6,241.53</b>

**Responsible Finance Officer Report:**

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	49,020.21		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	6,241.53		
PAYMENTS THIS MONTH (LISTED ABOVE) C		3523.52	
CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE			<b>51,738.22</b>
<b>BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)</b>			<b>114,068.59</b>

DETAILS	S106	CIL	TOTAL
NEW PAVILION	148,381.73	112,293.51	260,675.24
PLAY EQUIPMENT (if cannot be allocated to Pavilion)	80,878.57		80,878.57
<b>TOTAL</b>			<b>341,553.81</b>

5.3. Cllr G Iaccarino updated the council in finances with the following points raised;

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- The last year or two had been positivity good from a financial point of view considering the pandemic crisis.
- The Clerk had done a fine job recording all transactions, updating the cashbook and reconciling to the penny.
- We had received just shy of £20,000 in covid grants from SNDC, Cllr G Iacarrino would like to propose for this amount to be transferred to the reserve account. It was unanimously agreed to transfer £20,000 to the reserve account.

**6. Planning Applications:**

2021/1404 - Watering Farm Long Lane SHC; Erection of a single and two-storey side and rear extensions with material alterations to elevations, roofs, windows and external doors.

2021/1412 – 92 Norwich Road, SHC; Erection of a two-storey side extension and alterations including dorma window and adjustments to driveway.

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

**None**

**8. New Pavilion Working Group:**

The New Pavilion Working Group had there last meeting at Strumpshaw Community Hall for members to view the building as it had recently been built.

An Extraordinary Parish Council Meeting will be held on 12<sup>th</sup> August to discuss the Business Plan and Governance in detail.

**9. To Ratify the Training Policy:**

Copies of the Training Policy were circulated to all councillors prior to the meeting. The document was ratified and were unanimously adopted by the Council; proposed by Cllr K Nobbs and seconded by Cllr D Thomas.

**10. Parish Partnership Scheme 2022 / 2023:**

It was unanimously agreed by all to add this item to October's meeting for discussion.

**11. Armed Forces Covenant:**

After an indepth discussion it was unanimously agreed to sign the covenant for the Armed Forces and publicise on our website. Proposed by Cllr SJ Hull and seconded by Cllr S Hull.

**12. Clerk Report and update on items not on the Agenda:**

12.1. It was unanimously agreed that the summer would be a good time to change the lock to the Pavilion. The clerk will liaise with Cllr G Iacarrino in regards to communicating with current keyholders.

12.2. The clerk informed the councillors that she will arrange a meeting between the Council, Contractors and Ingram Homes to discuss the community green land.

12.3. The clerk informed the councillors that the planning course is booked for the 15<sup>th</sup> September which will be held at the Pavilion at 7pm.

12.4. The clerk informed the councillors that Cllr K Nobbs training course is booked for the 22<sup>nd</sup> and 29<sup>th</sup> September.

12.5. The clerk shared the dates with councillors for the Chair and Councillor networking sessions. These are currently held online and are carried out by Norfolk Parish Traning and support, these are included with the parish council's subscription. The clerk would like to encourage councillors to use these valuable sessions.

12.6. After an indepth discussion it was agreed for the clerk to obtain a professional quote to fill and make good the potholes to the pavilion car park. County Cllr V Thomson mentioned that he currently has a highways grant that he may be able to contribute some funds towards this.

12.7. The clerk reported that Stoke United Football Club could possible have secured a defibrillator from the Grass Roots scheme. Delivery of the defibrillator is expected in August, an electrician will be required for installation.

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12.8. The clerk updated the council to the progress in receiving quotes for the removal of the leylandii trees. The clerk had also asked the council to consider to instruct to have a professional survey of the trees, to receive advice and recommendations in what works are required following their assessment.

12.9. The clerk reported that she had received an email from a parishioner who would like to ask the council to provide a dog bin to the footpath in Upper Stoke which leads from Poringland Road to Shotesham Road. The parishioner explained that the path way is constantly covered in dog mess and is unpleasant to walk on for anybody. Cllrs SJ Hull and S Hull had offered to look into this.

12.10. The council agreed to put back the decision to join forces with the other 31 Norfolk parishes regarding the windfarm project to allow time to digest the information.

**Cllrs S Hull and D Thomas left the meeting.**

12.11. The council agreed to finalise the emergency plan and at the next parish council meeting and asked the clerk to contact SNDC to request the current plan in situ to be removed.

12.12. The clerk reported that the pavilion would not be cleaned this weekend due to staff shortages. It was agreed that with no pre-school and no current bookings it was safe to continue to use.

12.13. The clerk reported that the manager of the pre-school will be leaving after the second week in September, interviews will be held on 5<sup>th</sup> August to find a replacement.

**13. Playing Field Committee:**

Cllr G Jinkerson's report had been circulated to all councillors for their information.

**14. Traffic Working Group:**

Cllr SJ Hull's report had been circulated to all councillors for their information. The following points were highlighted;

- Two SAM2 machines are now up and running, one in Upper Stoke and one in Lower Stoke.
- Community Speed Watch team is currently having teething problems due to the holiday season.  
A post had been published on facebook asking for volunteers.

**15 Pursuant to section 1 Para 2 of the Public Bodies (Admissions 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 an employee matter and to receive an update on the Clerk's appraisal:**

It was unanimously agreed for the Council to hold a private meeting to fully assess the Clerk's report and submit outcome at October's Parish Council meeting which will be held on 21<sup>st</sup> October.

**16. Date of the next Meeting:**

The next Parish Council Meeting will be held on Thursday 9<sup>th</sup> September held at the Pavilion. An Extraordinary Meeting had been scheduled for 12<sup>th</sup> August to discuss the New Pavilion.

There being no other business the Chair thanked all for attending and closed the meeting at 21:17pm.