

**MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING**  
**held remotely on**  
**Thursday 23<sup>rd</sup> July 2020 at 7.30pm**

**Present:** Councillors S Collins, C Bussey, R Wright, S Hull, G Jinkerson, G Iaccarino, SJ Hull, J Hopper

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

**Clerk:** Mrs A Rose

2 members of the public.

**1. Apologies for absence:**

Apologies for absence were received and accepted from D Thomas.

**2. Disclosures of interest:**

There were none.

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

Mr and Mrs Dennis explained that they are currently members of the Speedwatch Community Team and heard that Cllr R Wright is stepping down as Co-ordinator. Mr and Mrs Dennis are unable to take on the role as Co-ordinator for the speed watch team however would not like to see it disbanded and therefore would like to offer to leaflet drop if the Parish Council would draw up a leaflet asking for volunteers. Mr and Mrs Dennis has also kindly offered to volunteer to be the Co-ordinator for the SAM2 machine.

**Report from District Councillors:**

Cllr V Clifford-Jackson report had been circulated to all councillors and is attached to these minutes. The following were highlighted;

- Cabinet approves Parish Council loans that finds themselves in difficulty.
- Pavement licenses so that small premises could spill out onto the pavement to cope with covid distancing more easily.

Cllr N Legg report had been circulated to all councillors and is attached to these minutes. The following were highlighted;

- Consideration for the village cluster South Norfolk Development Plan is still on-going.
- Still awaiting confirmation from Mulbarton Parish Council reference joining forces regarding Equinor substation proposals. This is due to Mulbarton Parish Council not having a PC meeting for some months.
- People have raised concerns in regards to the planning process in applications approved with conditions. There appears to be no mechanism to ensure conditions are met, Cllr N Legg had expressed concerns and have asked the scrutiny committee to review.

**Report from County Cllr V Thomson:**

Cllr V Thomson's report had been circulated to all councillors and is attached to these minutes. The following were highlighted;

- A47/A11 Thickthorn Junction is at final draft, welcome any comments.
- Circulated the NHS bulletin about Covid-19.
- Norfolk will be a pilot for the Test and Trace.
- Circulated the latest information, advice and useful links for Covid-19.
- Part of the park and ride at Harford Bridge is in consultation for a recycling centre.
- Bergh Apton recycling centre has re-opened.
- Project for the Caister Roman Town, between High Ash Farm, South Norfolk County Council, Norfolk County Council and Roman Town to improve things considerably.
- Poringland Library is to re-open on 4<sup>th</sup> August.
- 5 weeks road works in Poringland.

**The Chair re opened the meeting**

**4. Minutes of the Parish Council Meeting held on 18th June 2020:**

S Collins signed the Minutes of the Meeting held on 18<sup>th</sup> June, which had previously been circulated, as a true record of proceedings; proposed by C Bussey, seconded by G Jinkerson and unanimously approved.

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

5.1 The clerk reported that an email had been sent on 21<sup>st</sup> July chasing Rogers and Norton Solicitors for an update on the lease agreement to Carol Close Play Area.

5.2 The clerk reported that GWS Composite & PVCU Doors are replacing the broken window at the Pavilion on Monday 27<sup>th</sup> July.

5.3 The clerk reported that Gringos Events had asked the Parish Council if they could use the Pavilion Car Park to park their food trailer to sell Mexican food to parishioners of Stoke Holy Cross on Thursday 23<sup>rd</sup> July.

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5.4 The clerk reported that Broadside Pizza had asked the Parish Council if they could use the Pavilion Car Park to park their food trailer to sell Pizza's to parishioners of Stoke Holy Cross on Saturday 1<sup>st</sup> August.

5.5 The clerk reported following the visit from "Pest Off" that little activity was present and hopeful that the mice baits had resolved the problem.

5.6 The clerk had circulated an email from Yvonne Wonnacott (Clerk to Caistor St Edmund and Bixley Parish Council) regarding the purchase of a joint Condolence Book (Operation London Bridge). It was unanimously agreed by all to share the cost with Caistor St Edmund and Bixley Parish Council and pay half the cost for the total amount of £18.25.

5.7 The clerk had circulated an email regarding the online consultation on the New Model Code Of Conduct. The clerk informed Councillors that the consultation is open until 17<sup>th</sup> August for comments.

5.8 The clerk had circulated the proposed traffic order for Harrold Place 20mph speed limit zone.

5.9 The clerk had circulated an email regarding the consultation for Norwich Western Link. The clerk informed Councillors that the consultation is from Monday 27<sup>th</sup> July to Sunday 20<sup>th</sup> September for comments.

5.10 The clerk had circulated correspondence received for the Parish Partnership scheme 2021/2022 for consideration.

5.11 The clerk reported that the Allotment Association committee would like to ask the Parish Council if they could have a small amendment made to the Allotment Garden Rules "(1d) and not to leave material items such as stones or weeds in the shared spaces". All were in favour to this small amendment.

5.12 The clerk reported that she is currently writing a letter regarding the incident where the Pavilion key was left in the door unlocked. After an in-depth discussion it was unanimously agreed to look into getting some quotes for a new lock; Cllr G Iaccarino had offered to look into this and circulate some quotes prior to our next meeting in September.

5.13 The clerk reported that she had received an enquiry for the hire of the Pavilion for Pregnancy Yoga for one or two evenings a week from September. It was unanimously agreed to re-open the Pavilion for September following the hirer follows the risk assessment and special conditions in place.

5.14 The clerk reported that Stoke United FC would like to ask the Parish Council if we could increase the cutting to the playing field weekly as opposed to fortnightly up and till October whilst the playing field is growing vigorously. The additional charge for these cuts will be for the amount of £420.00 + VAT. This was unanimously agreed and the clerk was tasked with contacting The Garden Guardian to instruct to cut weekly from next week. It was noted to take careful planning when setting the budget next year and obtain clear guidance from Stoke United Football Club as to the requirements needed for the playing field next year.

5.15 The clerk had circulated an email from a friend of a Parishioner raising concerns of the condition of the gravel footpath from Harrold Place to the Playing Park; buggys and wheelchairs are having difficulty going up and down the pathway in its current condition. The clerk explained that Anita Varney the Compliance Officer from South Norfolk District Council is currently looking into ownership of the pathway. Cllr C Bussey had offered to look through the S106 in detail to confirm the terms and conditions.

5.16 The clerk had asked the Parish Council for a two week holiday from 17<sup>th</sup> August to 28<sup>th</sup> August. This was unanimously agreed by all.

**6. Finance Report:**

6.1 The Clerk tabled the Accounts to 23rd July showing an income of £515.30 and expenditure of £4,148.80 leaving a balance in the Current Account of £35,883.75 and £114,029.92 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 2020 to 29<sup>th</sup> June 2020 with the bank statements and found them to be correct. Cllr G Jinkerson proposed, seconded by Cllr C Bussey 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
BACS	PEST OFF	MICE TRAPS	49.00		
BACS	W TAYLOR	JUNE SALARY	99.14		66.00
SO	A ROSE	JUNE SALARY	508.87		
100011	A CLARK	REFUND HALL HIRE (BAND)	15.00		
BACS	BIN DIRTY	CLEAN 3 X WASTE BINS	30.00		
BACS	THE GARDEN GUARDIAN	GRASS MAINTENANCE APR/MAY/JUNE	1531.67	306.33	
BACS	HOUSEPROUD	JUNE CLEANING	106.00	31.20	
BACS	COMMUNITY HEARTBEAT	REPLACEMENT BATTERY & PADS FOR DEFIBRILLATOR	214.00	42.80	
BACS	A ROSE	ZOOM SUBSCRIPTION JUNE & JULY	28.78		
BACS	W TAYLOR	JULY SALARY	147.14		98.00
SO	A ROSE	JULY SALARY	508.87		

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BACS	NPTS	CILCA TRAINING	204.00		
BACS	D MORLEY	REPAIRS	172.00		
		<b>TOTAL £</b>	<b>3614.47</b>	<b>370.33</b>	<b>164.00</b>

**Receipts this month:**

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
15/06/20	BARCLAYS	HALL HIRE (THE FOOD DUDE)	20.00
17/06/20	BARCLAYS	HALL HIRE (CHURROS & CHORIZO)	15.00
29/06/20	BARCLAYS	PRE-SCHOOL (JUNE RENT)	355.30
13/07/20	BARCLAYS	STOKE UNITED FC (GRASS CLIPPINGS)	100.00
22/07/20	BARCLAYS	HALL HIRE (GRINGO EVENTS)	15.00
22/07/20	BARCLAYS	HALL HIRE (BROADSIDE PIZZA)	10.00
		<b>TOTAL £</b>	<b>515.30</b>

**Responsible Finance Officer Report:**

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	39,517.25		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	515.30		
PAYMENTS THIS MONTH (LISTED ABOVE) C		4148.80	
<b>CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE</b>			<b>35,883.75</b>
<b>BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)</b>			<b>114,029.92</b>

**Allocated Funds:**

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
<b>TOTAL</b>			<b>341,429.05</b>

**6.2 Report received from the Financial Control Officer.**

Cllr G Iaccarino reported that the Council had received its highest income since the start of this financial year. This is an achievement as the Pavilion was not open for hire through March to August due to covid-19. Instead our Chair Cllr S Collins promoted our car park to encourage local traders to sell their food to local parishioners which really helped the community and lifted spirits. The Accounts and cashbook were all in order and upto date. Cllr G Iaccarino and the Clerk will work together in producing a monthly graph which will visually show to all councillors a total spend each month and provide an upto date status on budget showing items that have been under / over spent.

**7. To review the Reserves Policy:**

Copies of the Reserves Policy were circulated to all Councillors prior to the meeting. After an in-depth discussion it was agreed to ratify at our next meeting in September after further investigation was carried out in regards to the S106 monies, to clarify if it is a requirement to include the S106 monies to the Reserves policy, as the Parish Council are not currently in receipt of these funds and are not shown in the Reserve Account.

**8. To appoint representatives to manage the SAM2 machine and to ratify the SAM2 risk assessment and rota of site locations:**

Cllr R Wright proposes an amendment to the Risk Assessment to incorporate the risks of Covid-19 when handling the SAM2 machine. This was unanimously agreed by all and the Clerk was tasked with making this amendment.

After an in-depth discussion volunteers Mr and Mrs Dennis had kindly offered to collate and distribute the data collected from the SAM2 machine for a trial period of six months from September to March. Cllr G Iaccarino had kindly offered to move the machine to the new locations working in conjunction with Mr and Mrs Dennis. Cllr R Wright had kindly offered to train G Iaccarino in how to use and move the machine and to talk through the basics with Mr and Mrs Dennis in downloading and circulating the data retrieved. The clerk was tasked with contacting Westotec to enquire training dates for the SAM2 data for Mr and Mrs Dennis to attend.

The clerk distributed a Rota for the SAM2 machine to all councillors. It was agreed that the Rota requires more work taking into consideration the busiest roads and the opening of new road at the Ridings and the impact this will

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have on the village. Cllr C Bussey had kindly offered to look into when the new road at the Ridings will be opened and circulate to all. This is to ensure the road can be monitored before and after the new road opens.

It was also noted that the Rota requires additional information of the following “The Rota is subject to change without prior notice” for the following reasons “Holidays, Sickness, Volume of traffic, Weather etc”. Mr and Mrs Dennis and G Iaccarino had offered to look at the rota and circulate any suggested changes to all Councillors for their review for ratifying at our next meeting.

**9. Risk Assessment for the Play Areas at Long Lane and Carol Close following the COVID-19 pandemic:**  
Copies of the COVID-19 Play Area Risk Assessment were circulated to all Councillors prior to the meeting. The document was ratified and were unanimously adopted by the Council; proposed by J Hopper and seconded by G Jinkerson.

**10. Risk Assessment for the Pavilion Hall following the COVID-19 pandemic:**  
Copies of the COVID-19 Pavilion Hall Risk Assessment were circulated to all Councillors prior to the meeting. The document was ratified and were unanimously adopted by the Council; proposed by G Iaccarino and seconded by S Hull.

It was unanimously agreed to install a hand sanitiser to the entrance of the Pavilion and hand paper towels in all three toilets and kitchen. The clerk advised that Council that the pre-school agreed to share the costs on the refills only.

It was unanimously agreed by all after ratifying the Risk Assessment and Special Conditions of Hire during COVID-19 to re-open the Pavilion Hall for hire from September following Government Guidelines.

**11. Defibrillators at Brickle Road and Norwich Road:**

It was unanimously agreed by all to accept the kind offer from Cllr SJ Hull to carry out weekly checks to both defibrillators located in Brickle Road and Norwich Road and update the webnos system. The Chair thanked Cllr SJ Hull and Cllr S Hull for all their hard work in renovating the telephone boxes for the defibrillators.

**12. Sheringham and Dudgeon Windfarm Project:**

After an in-depth discussion the conclusion is that at present there is nothing to report. The decision will be ultimately decided by the Government. Digging could be carried out over six years.

District Cllr V Clifford-Jackson reported that other Parishes have written to the Minister because of the mistake made by the National Grid saying they could have a substation, but not foreseeing the impact this would have on the community and surrounding villages. The visibility study for a ring main (sub station not necessary) will hopefully be in progress.

District Cllr V Clifford-Jackson had kindly offered to forward the correspondence sent from Parish's to the Minister to the Clerk for Councillors to review. It was agreed to stay on the mailing list and keep in touch on the project.

**13. Playing Field Committee:**

Cllr G Jinkerson's report had been circulated to all Councillors for their review. The following points were highlighted;

- G Jinkerson would like to put up signs around the play area asking if anyone would be interested in helping to develop the new play area.
- The Trapeze and Rings have been removed from the Gym equipment on safety grounds. The Playing Committee are looking into exploring other uses for the frame.
- It was agreed to replace the broken guttering at the Pavilion following the best price received from Travis Perkins and Mr Plastics for materials.

**14. Planning Applications:**

2019/2022: Land West of Highfield House, Chandler Rd, SHX; Sub-divide existing residential plot to provide new house. Withdrawn

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

2020/1093: 103 Norwich Rd, SHX; Single storey front extension and internal alterations.

2020/1177: Keepers Cottage, Stoke Rd, Dunston; Details for condition 4 of 2019/1412 – External Materials.

2020/0469: 133 Norwich Rd, SHX; Demolition of existing dwelling and garage. Erection of replacement dwelling with detached garage, outbuildings & associated landscape work, including extension to curtilage – Approval with conditions.

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

The next Parish Council Meeting will be held on Thursday 3<sup>rd</sup> September 2020.

**17. 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 press leave the meeting during consideration of contractual matters.**

Cllr C Bussey gave an update to all members to the Council and will provide a further update in the next PC Meeting in September.

There being no other business the Chair thanked all for attending and closed the meeting at 21:42pm.