

# Minutes of Stoke Holy Cross Parish Council meeting held on

## Thursday 22 February 2018 at the Pavilion at 7.30pm

Present: Councillors Chairman: Rev L Marsh, C Bussey, C Cann, J Hopper, C Iaccarino, R Thomson  
County Councillor V Thomson. District Councillor T Lewis  
5 members of the public

1. **Apologies for absence** were received from G Davies, S Collins, L Florence and B Cattermole (Clerk)
2. **Disclosures of interest**: none
3. The Chairman closed the meeting for **Public Comment and Questions**:

Hedgerows: a parishioner remarked on the state of hedgerows on Marshall Lane and in Dunston. It was agreed the Clerk should be asked to write to the owners of the land bordering the hedgerows; that is Dunston Hall and South Norfolk District Council and contact Caistor St Edmund Parish Council informing them of concerns about Marshall Lane. It was noted however, that it may not be the right time of the year for much action to be taken although it was hoped that some debris could be cleared away to improve access for walkers and visibility for motorists.

16 Poringland Road: a parishioner was concerned about the siting of the SAM2 and speeding outside his property. Councillor Thomson explained how the sign is moved around and that Speedwatch does operate but relies upon volunteers. Councillor Thomson invited the parishioner to join the team to find out more – which the parishioner and his partner agreed to.

Drain Long Lane/Five Acres junction: a parishioner reported that although Highways and Anglian Water had been informed a number of times over the last months about a surface drain outside his house, still no action had been taken. The County Councillor offered to take this matter further with Highways and will contact the Clerk with an update within the next week.

### **Report from District Councillor T Lewis:**

- Budgets had been set and agreed which would result in a 3.5% rise in Council tax which was less than County Council and the Police. This rise was due to government support decreasing each year and which will disappear in due course.
- Changes to Parishes had been approved recently. Stoke Holy Cross and Dunston were unaffected, however Bixley was joining with Caistor St Edmund to form a 9 member Council.
- A capital investment programme had been agreed for next year.

### **Report from County Cllr V Thomson:**

- His report had been circulated to Councillors before the meeting but he highlighted for members of the public the following:
- By 2019 Norfolk County Council would receive no financial support from the government and this had been reflected in the increase in Council Taxes.
- Councillor Thomson had been receiving a number of queries regarding gritting routes and it seemed that members of the public were unaware of the routes but they are available on the County Council's website. Despite pressures on the budget, he confirmed gritting routes for next year would remain the same as this year and that bus subsidies would also remain unaffected.
- The Greater Norwich Local Plan Public Consultation commenced on 8 Jan and continues until 15 March. It is possible for Parish Councils to make a corporate view but it was equally important that as many individuals as possible also comment. When making comments it is important that parishioners do not just comment on sites within their own parish but look beyond, in particular, what their views were on building a new settlement between Wymondham and East Carleton or Mangreen.

The Chairman thanked the Councillors and re-opened the meeting.

4. **Minutes of the Parish Council Meeting held on 11 January 2018:**

The Chairman signed the Minutes of the Parish Council Meeting held on 11 January, which had previously been circulated, as a true record of proceedings with no amendments; proposed C Bussey, seconded C Cann 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 Vic Thomson/ Gary Overland on this.
- 5.2 One of the dog waste bins on the playing field has rusted and broken at ground level. A replacement had been ordered and Councillor Iaccarino volunteered to install it with Bill Taylor and Councillor Bussey regarding obtaining a steel pole.
- 5.3 The vacancy for the Clerk's post was advertised via the school and Facebook just before half term with a closing date for applications of 26 February. Interview arrangements had yet to be decided.
- 5.4 Broomefield Road bus shelter: There would appear to be adequate space for a bus shelter to be placed on the verge at the exit of Broomefield road. Permission would need to be sought from the landowner – either Hopkins Homes or Highways – and a licence sought from Highways. Modern transparent bus shelters are now favoured as they do not obscure traffic vision, are more or less maintenance free and are vandal proof. Costs approx. £3,600 including delivery and installation. Last year Highways Parish Partnership supported applications for 50% funding. Councillors would like a second quote to be obtained for a brick shelter which would be more in keeping with others in the village.
- 5.5 Funding for the second defibrillator would be considered in the new financial year.
- 5.6 Carol Close lease renewal: the Clerk had chased Rogers and Norton regarding this.
- 5.7 Lucy Giles is leaving as the Preschool supervisor at Easter: Hazel Yuill will be taking over her role.

## 6. Financial Report

The financial report was received and C Bussey proposed, seconded by J Hooper that the accounts be adopted; this was unanimously approved. The following invoices were approved for payment:

Cleaning agency	£114.72	Pavilion cleaning	Citizens Advice Bureau	£50.00	Donation
PRP	£1057.76	Architects fees	First Responders	£50.00	Donation
NPTS	£35.00	Data Protection training	Came & Co	£729.73	Annual Insurance
All agreed salaries and PAYE					

## 7. Parish Council Annual Insurance

Agreed the Parish Council Annual Insurance renewal at £729.73. Unanimously approved.

## 8. Planning Applications

There were no new Planning Applications received.

## 9. Consultees Reports and Decisions on Applications

**2017/2448:** The End House The Common, Dunston. Proposal: Alterations to floor.

**Approval** with Conditions

**2018/0067:** Mymmswood 131 Norwich road Non material amendment to 2015/0969 (first floor extension forming new summer room.) - New glass Juliette balcony and French doors to front elevation and removal of roof lights. **Approved** with no conditions

**2017/2624:** Land West Of Chandler Road Discharge of Conditions 3 (Tree Protection Plan) and 4 (Hard and Soft Landscaping) of 2017/2736 - Reserved Matter application following 2015/2406/O-12 dwellings  
**Approval** of details

## 10. Consultation on the Greater Norwich Local Plan

Following the District and County Councillors reports earlier in the meeting, it was agreed that individual councillors should comment on the Local Plan and in their comments they should include acknowledging that the local road network would struggle to cope with any more housing development and the water supply and sewerage network would need upgrading to cope with more users too.

## 11. New Pavilion Working Group

The Group had not met but Councillor Bussey had written to Hopkins Homes asking for assistance with the replacement pavilion building. Hopkins had replied indicating the finances that they had already given to the parish.

The Clerk had received an invoice from Paul Robinson for the work on the new designs. Councillor Bussey explained he had not expected or agreed any payment would be made and it was agreed that the Council would not pay this invoice as they disputed the amount of work Paul Robinson had undertaken.

**12. Data Protection Regulations**

Received a report on the new Data Protection Regulations due May 2018 and discussed suggestions for implementation.

It was unanimously agreed that we should register with the IOC and with the appointment of the DPO being the Clerk. However, Councillors felt that the suggestion of a Working Party needed further discussion with the Clerk as she had undertaken the training and councillors hadn't. Councillors also requested the Clerk check with the councils that make up the Six as to how they are handling the implementation of the Data Protection regulations and whether they were registering with the IOC and appointing Clerks to be DPO. Councillors also wanted to know what training would be provided for them and how they needed to adhere to the regulations.

**13. Traffic Working Group Report**

The Council received a report on recent Traffic issues including the data analysis from the SAM2. It was agreed that Councillor Thomson's analysis report should be put onto the website and that a brief analysis would also be sent to the Police and Highways. Councillors and members of the public were reminded that the Speedwatch and SAM2 operated on different policies as to the sites that could be used.

It was also noted that despite the Clerk and Councillor Thomson contacting Highways about issues within the parish, such as implementing white lines down Mill Road, there had been a disappointing lack of communication and co-operation forthcoming from Highways.

**14. Community Emergency Plan**

The Councillors queried whether the new Data Protection Regulations would permit the updating of the Community Emergency Plan. They requested the Clerk find out and make further guidance available to them for the next meeting.

**15. Grass cutting and landscape maintenance contract with CGM for 2018**

Agreed to accept and sign the CGM contract subject to the Clerk also writing to them to remind them that the hedge needs trimming now at the house near the car park and all hedges at the end of the season. Proposer: C Cann and Seconded: C Bussey unanimously agreed

**16. Correspondence**

- A parishioner had expressed their concern about the state of the path from the new car park to the pavement opposite the school playing field entrance. It was agreed that the Clerk should contact Ingram Homes and ask when the contractors would be laying the path from the development to the playing field and whether it would be possible in the meantime to do any remedial work on the slope on the bank to make it easier to walk up. If no response or quick action was to take place, the access from the back of the car park should be cordoned off for safety reasons.

**17. Any other business**

Councillors were reminded a showcase about the Greater Norwich Local Plan would take place on 26 February 2018 between 2 and 8 at Poringland Community Centre.

Councillor Hooper requested the Council consider offering more allotments. The Chairman reminded him that items under any other business were for information only and no decisions can be made and that he should provide fuller details (including the number on the waiting list, how long they had been on the waiting list and the current number of allotments) for the next Parish Council meeting.

**18. Items for the next Agenda and date of the next Meeting:**

The next meeting will be held on 22 March at the Pavilion at 7.30pm.

There being no other business the Chairman thanked all for attending and closed the Meeting at 9.30pm

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

Date \_\_\_\_\_

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