

**MINUTES OF STOKE HOLY CROSS ANNUAL PARISH COUNCIL MEETING**  
**held remotely on**  
**Thursday 6<sup>th</sup> May 2021 at 7.30pm**

**Present:** Cllrs S Collins, C Bussey, SJ Hull, S Hull, G Jinkerson, J Hopper, G Iaccarino

**District Councillor and County Councillor:** G Francis

**Clerk:** Mrs A Rose

2 member of the public.

**1. Election of Chair:**

The Chair invited nominations for Chair of the Parish Council. Cllr S Collins was proposed by Cllr C Bussey, seconded by G Iaccarino 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 C Bussey was proposed by Cllr S Collins, seconded by Cllr S Hull and unanimously elected.

**3. Apologies for absence:**

Apologies for absence were received and accepted from District Cllrs V Clifford-Jackson and N Legg.

**4. Disclosures of interest:**

There were none.

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

**5. Report from District Councillor G Francis:**

Cllr G Francis reported the following;

- Tonight's voting for upcoming elections.
- Upcoming changes to the Windfarm project, information had been circulated.
- Community Action Fund and Members Grant available.

Cllr SJ Hull reported that the Community Speed Watch Team will commence operations from Monday. The second SAM2 machine had been ordered and can take up to 6-8 weeks for delivery.

**6. Minutes of the Parish Council Meeting held on 25<sup>th</sup> March 2021:**

Cllr S Collins signed the minutes of the meeting held on 25<sup>th</sup> March, which had previously been circulated, as a true record of proceedings; proposed by Cllr C Bussey, seconded by Cllr SJ Hull and unanimously approved.

**7. To authorise Year End Accounts (March 2021) for PKF Littlejohn External Auditors and complete the Annual Return:**

The clerk was pleased to report that no actions were recommended from the Internal Auditor. The clerk had circulated the Annual Return prior to the meeting for councillors to examine. Statements in the Annual Return were verified and forms signed by the Chair and Clerk. Proposed by J Hopper, seconded by S Hull and unanimously approved.

**8. Finance Report:**

8.1 The Clerk tabled the accounts to 6<sup>th</sup> May showing an income of £29,327.62 and expenditure of £12,433.20 leaving a balance in the Current Account of £73,628.01 and £114,065.75 in the Reserve Account. Cllr C Bussey proposed, seconded by Cllr S Hull 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	EACH	Donation	75.00		
100019	Dementia Group	Donation	75.00		
BACS	SNDC	Return Restart Grant	8000.00		
BACS	NPTS	Subscription	342.37		

**Signed:** *S. Collins*

**Date:** 24<sup>th</sup> June 2021

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BACS	A Barnes	Internal Audit	88.00		
BACS	Houseproud	Mar Cleaning	106.00	21.20	
BACS	Paperstone	Stationary	229.32	45.86	
BACS	Keep Britain Tidy	Dog Fouling Signs	250.00	50.00	
BACS	A Rose	Zoom Subscription	14.39		
BACS	Ashley Ads	Dog Foulding Signs	312.00	62.40	
SO	A Rose	Apr Salary	522.22		
BACS	Stoke United FC	Donation	60.00		
BACS	Glasdon Uk Ltd	Litter Bins / Dog Bins	1708.20	341.64	
BACS	Housepround	Apr Cleaning	108.00	21.60	
		<b>TOTAL £</b>	<b>11,890.50</b>	<b>542.70</b>	

**Receipts this month:**

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
12/04/2021	Barclays	Restart Grant	8000.00
28/04/2021	Barclays	Hall Hire (Get Treated)	20.00
29/04/2021	Barclays	Hall Hire (Wild Thing)	30.00
30/04/2021	Barclays	SNDC Precept	20925.72
30/04/2021	Barclays	Pre-School (Apr)	351.90
		<b>TOTAL £</b>	<b>29,327.62</b>

**Responsible Finance Officer Report:**

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	56,733.59		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	29,327.62		
PAYMENTS THIS MONTH (LISTED ABOVE) C		12,433.20	
<b>CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE</b>			<b>73,628.01</b>
<b>BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)</b>			<b>114,065.75</b>

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>

8.2 The Community Infrastructure Levy Annual Report 2020/2021 was unanimously agreed by all.

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

9.1. Playing Field Committee: Cllr S Collins proposed the following; Cllrs G Jinkerson, S Hull, J Hopper and Danny Thomas, with Cllr G Jinkerson as Chair. This was seconded by Cllr C Bussey and unanimously approved.

9.2. Planning Committee: Cllr G Jinkerson proposed the following; Cllrs C Bussey, S Collins, G Iaccarino and D Thomas, with Cllr C Bussey as Chair. This was seconded by Cllr J Hopper and unanimously approved.

9.3. Financial Controller: Cllr G Jinkerson proposed Cllrs S Collins and G Iaccarino, this was seconded by Cllr J Hopper and unanimously approved.

9.4. Data Protection Committee: Cllr G Iaccarino proposed Cllrs S Collins, C Bussey and G Jinkerson, with Cllr S Collins as Chair. This was seconded by Cllr J Hopper and unanimously approved.

**10. Election of Representatives:**

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

Signed: *S Collins* Date: 24<sup>th</sup> June 2021

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Allotment Association: Cllr J Hopper was appointed as the representative.

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

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

Facebook: Cllrs S Collins and G Iaccarino were appointed as representatives.

Defibrillators: Cllr SJ Hull was appointed as the representative.

SAM2 Machines: Cllrs SJ Hull and G Iaccarino were appointed as representatives.

Weekly and Monthly Play Area Inspections: Cllrs G Jinkerson and S Hull were appointed as representatives.

Emptying Bins in Lower and Upper Stoke: Whilst the Council is still looking for a Caretaker Cllrs SJ and S Hull had volunteered to continue to empty the bins in Upper Stoke and Cllrs S Collins, G Jinkerson, J Hopper had volunteered to continue to empty the bins in Lower Stoke.

**11. To ratify the Standing Orders:**

Copies of the Standing Orders were circulated to all councillors prior to the meeting. The document was ratified and were unanimously adopted by the Council; proposed by Cllr SJ Hull and seconded by Cllr G Jinkerson.

**12. Planning Applications:**

2021/0674: The Hayloft, 30A Poringland Rd, SHC – Single storey side extension – Approved.

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

2021/0467: 7-12 Radar Close, SHC – T1 Ash – crown lift to 5.5m over highway from ground level. Reduce over-extended limb to south east over highway from 8.5m to 6.5m, remaining spread from 8m to 6m. T2 Oak – crown raise to 5.5m over highway from ground level. Reduce lower canopy to the west over access drive from 8m to 6m back to verge – Approval with conditions – Cllr C Bussey reported that the replanting of new trees is a condition in the planning application and will chase SNC regarding this.  
2021/0532: 80 Norwich Rd, SHC – Upward extension to create new first floor to front of building – Approval with conditions.

2021/0587: 21 Five Acres, SHC – Single storey extension to rear and side of dwelling – Approval with conditions.

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

- 14.1. Cllr G Iaccarino will purchase the new pavilion lock after full restrictions are lifted.
- 14.2. The clerk reported that John Ingrams landscape contractors had raised concerns regarding damaging the new tarmac. An email had been sent to John Ingrams asking the landscapers to take care and to put the necessary precautions in place to avoid any damage.
- 14.3. It was unanimously agreed by all to reopen the Pavilion from 17<sup>th</sup> May following the new government guidelines.
- 14.4. The clerk was pleased to report that the SAM2 machine had been approved by the Parish Partnership Scheme.
- 14.5. Harrold Place residents had asked the council to consider a grit bin for their area. The grit bin cannot be located on Harrold Place as it is a private road. It was noted that it could be approved on Long Lane but taking into account that Long Lane is used as a bus route and is regularly gritted, it was agreed by all that a requirement for another grit bin was not needed.
- 14.6. The clerk circulated correspondence from SEP and DEP regarding the windfarm project and informed councillors that a consultation will run from 29<sup>th</sup> April 2021 to 10<sup>th</sup> June 2021.
- 14.7. Cllr G Jinkerson was appointed as the Parish Council's representative for the Joint Advisory Board.
- 14.8. The clerk circulated a list of training dates for the planning course. All councillors were asked to confirm to the clerk the dates they can do by the weekend
- 14.9. The clerk reported that the council's printer is having a continued problem with the drum and advises it may be on its way out. Cllr C Bussey had kindly offered a printer that the council could use.

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

Signed: *S Collins*

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The next Parish Council Meeting will be held on Thursday 24<sup>th</sup> June 2021 at the Pavilion.

There being no other business the Chair thanked all for attending and closed the meeting at 21:02pm.