

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING
held remotely on
Thursday 25th March 2021 at 7.30pm

Present: Cllrs S Collins, C Bussey, SJ Hull, S Hull, G Jinkerson, J Hopper, D Thomas, G Iaccarino
District Councillor and County Councillor: V Clifford-Jackson, G Francis, N Legg

Clerk: Mrs A Rose

1 member of the public.

1. Apologies for absence:

There were none.

2. Disclosures of interest:

There were none.

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

Report from District Councillors:

Cllr V Clifford-Jackson's report had been circulated to all Councillors. The following were highlighted;

- CAF funding is available but closes on 1st June.
- North Association Local Councils had a meeting last night regarding the Christmas flooding issues and ways forward.

Cllrs G Francis and N Legg reports had been circulated to all Councillors.

The Chair re opened the meeting

4. Minutes of the Parish Council Meeting held on 11th February 2021:

Cllr S Collins signed the minutes of the meeting held on 11th February, which had previously been circulated, as a true record of proceedings; proposed by Cllr C Bussey, seconded by Cllr S Hull and unanimously approved.

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

5.1 Cllr G Iaccarino will purchase the new pavilion lock after restrictions are lifted.

5.2 The clerk reported that she had chased Ingram Homes for an update via email on 9th and 17th March regarding the community green land and reported no reply had been received.

5.3 The clerk reported that no success had been made in filling the vacancy for Councillor.

5.4 The clerk reported that no success had been made in filling the vacancy for Caretaker. In the meantime the role is being fulfilled on a voluntary basis by Cllrs S Hull, SJ Hull, S Collins, G Jinkerson and J Hopper.

5.5 The clerk was pleased to confirm that the works had commenced from Waveney in resurfacing the footpath at Harrold Place.

5.6 The clerk asked the council to consider a course "Understanding the Planning System", the clerk reported that this would give her a better understanding on how the planning system works, the process's and understanding how the councils representations contribute to a decision. The course is provided by Norfolk Parish Training & Support for the amount of £44.00. The clerk added that the course could also be tailored for the whole Council if desired and would be happy to find out how much this would cost. It was unanimously agreed to look into the cost for the whole council to attend.

5.7 The clerk reported that Stoke United Football club would like to ask the Council to consider contributing to the first few cuts after the improvement works are carried out w/c 19th April, selecting a contractor of their choice due to issues experienced last year. It was unanimously agreed by all to donate £60.00 towards this cause.

5.8 The clerk reported that the S104 agreement for the Anglian water adoption to Broomfield Road and Harrold Place had been passed to the Council's solicitors Rogers and Norton for review.

5.9 The clerk was pleased to confirm that the Parish Partnership had been approved for the footpath at Harrold Place and village clock signs.

5.10 The clerk confirmed that the lease documents for Carol Close had been received and are in the process of being signed by Cllrs S Collins and C Bussey.

5.11 Councillors had agreed to locate the new dog bin just before the corner of Broomfield road, left hand side of the bus shelter as you enter Lower Stoke from Upper Stoke.

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5.12 The clerk had asked the Council if they would like to support the armed forces by signing the Armed Forces Covenant. Cllr SJ Hull had offered to look into this in more detail and report back to the Council.

5.13 The clerk reported that the tree warden had planted 5 trees (2 Apple and 3 Cherry) in the area where the poplar trees were removed.

5.14 The clerk reported that Cllr S Hull would like to propose that the Parish Newsletter be published in the 5+ magazine as opposed to printing our own. This was unanimously agreed by all.

5.15 The clerk reported that Cllr SJ Hull had kindly offered to freshen up the village sign.

5.16 The clerk informed all councillors of the change of address and telephone number following her recent move.

6. Norfolk Parish Training & Support Subscription:

It was unanimously agreed by the council to subscribe another year to Norfolk Parish Training & Support subscription for the amount of £342.37. Proposed by Cllr S Collins, seconded by Cllr G Iaccarino.

7. Finance Report:

7.1 The Clerk tabled the accounts to 25th March showing an income of £2,522.50 and expenditure of £5,599.48 leaving a balance in the Current Account of £53,489.97 and £114,065.75 in the Reserve Account. 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
SO	A Rose	Feb Salary	522.22		
BACS	Chaplin Farrant	Tender Stage	837.38	167.47	
BACS	Chaplin Farrant	Tender Stage	1887.38	377.48	
DD	AF Affinity Ltd	Electricity	327.06	18.68	
BACS	Glasdon UK	Dog Waste Bin	133.02	26.60	
BACS	A Rose	Expenses	162.62	1.00	
BACS	A Rose	Zoom Subscription	14.39		
BACS	A Rose	Zoom Subscription	14.39		
BACS	Wave	Water	145.87		
BACS	Westcotec	Battery replacement SAM2	160.00	32.00	
BACS	Houseproud	Feb Cleaning	106.00	21.20	
BACS	L Cozens	5 x Trees P/Field	102.50	20.00	
SO	A Rose	Mar Salary	522.22		
		TOTAL £	4,935.05	664.43	

Receipts this month:

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
13/02/2021	Barclays	Electric Meter	112.00
22/02/2021	Barclays	Phat Khao	15.00
24/02/2021	Barclays	Churros and Chorizos	15.00
25/02/2021	Barclays	Pre-School Feb Rent	229.50
26/02/2021	Barclays	SNC Business Support Grant	2096.00
03/03/2021	Barclays	Wild Thing (Hall Hire)	10.00
10/03/2021	Barclays	The Food Dude	15.00
11/03/2021	Barclays	Phat Khao	15.00
22/03/2021	Barclays	Peaky Pizzas	15.00
		TOTAL £	2,522.50

Responsible Finance Officer Report:

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	56,566.95		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	2,522.50		

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PAYMENTS THIS MONTH (LISTED ABOVE) C		5,599.48	
CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE			53,489.97
BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)			114,065.75

DETAILS	\$106	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
TOTAL			341,429.05

7.2 It was unanimously agreed by the Council to appoint Anne Barnes as the council's Internal Auditor for 2020-2021; proposed by Cllr J Hopper, seconded by Cllr D Thomas.

8. Arrangements for the Annual Parish Meeting 22nd April:

The meeting will take place virtually via zoom. The Clerk will send out invitations to the agreed list of delegates.

9. Donations:

It was unanimously agreed to donate £75.00 to the Dementia Group and £75.00 to East Anglia's Children's Hospice.

10. Signage for Dog Fouling:

After reviewing the revised signs it was unanimously agreed to order 4 green A2 signs from Ashleigh Ads for the amount of £312.00 + VAT and 10 "We're Watching You" glow in the dark signs from Keep Britain Tidy for the amount of £250.00 + VAT. Proposed by Cllr S Collins, seconded by Cllr S Hull.

Cllr G Jinkerson had approached the school to ask if they would like to be involved in designing dog fouling signs throughout the village. We hope this will educate the importance of clearing up after your dog and at the same time have some fun.

11. Litter Bins and Dog Bins:

After an in depth discussion it was agreed to order 4 Futuro litter bins from Glasdon's for the amount of £360.54 each which totals to the amount of £1442.16 + VAT. The following locations were agreed;

- 1) Norwich Road opposite Mill Road junction.
- 2) Playing field Caudwell Close entrance.
- 3) Childrens U12's play area Lower Stoke.
- 4) Playing Field near steps from Long Lane.

It was unanimously agreed by all to order two Fido 25 dog waste bins from Glasdon's for the amount of £133.02 each, which totals to the amount of £266.05 + VAT. The following locations were agreed;

- 1) Bottom of Long Lane.
- 2) Norwich Road near Mill Road.

All were in favour of ordering the above, proposed by Cllr G Jinkerson, seconded by Cllr G Iaccarino.

12. Standing Orders, Financial Risk Assessment and Health and Safety Risk Assessment:

The council agreed to adopt the revised Financial Risk Assessment and Health and Safety Risk Assessment. Proposed by Cllr C Iaccarino, seconded by Cllr J Hopper, unanimously approved by all.

It was agreed to remove the EU sections to item 19 in the Standing Orders and ratify at our next meeting.

13. New Pavilion Working Group:

Cllr C Bussey provided an update on current progress. An additional meeting will be scheduled to discuss details further.

Signed:

Date:

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Cllr C Bussey left the meeting.

Cllr J Hopper left the meeting.

14: 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 southeast over highway from 8.5 to 6.5, remaining spread from 8m to 6m.

15. Consultees Reports on Planning Applications:

2021/0110: 42 Norwich Road, SHC – Single-storey rear & side extension & porch to front to detached residential house – Approval with conditions.

2020/2408: Billinghay, Long Lane, SHC – Erection of single storey extension, attached single garage, including internal and external alternations – Approval with conditions.

2021/0061: Land to the rear of 26 Chandler Road, SHC – Erection of single storey dwelling – Refusal.

16. Traffic Working Group:

Cllr SJ Hull updated councillors on traffic items. The following were highlighted;

- Community Speed Watch Team will hopefully be up and running by the end of April. The equipment is due to arrive by the middle April and the team will then be trained by the experience members.

18. Date of the next Meeting:

The next Parish Council Meeting will be held on Thursday 13th May 2021.

There being no other business the Chair thanked all for attending and closed the meeting at 21:25pm.