

# STOKE HOLY CROSS PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting held at The Community Hall on Thursday 21<sup>st</sup> May 2026 at 7.30pm.

Present: Cllrs S Collins (Chair), G Iaccarino (Vice-Chair), D Cooper, D Mouncer,  
R Mouncer and P Russell.  
Parish Clerk/RFO: D Wickham.  
District and County Councillor: J Webber.  
Five members of the public.

- |  | Minute<br>Ref<br>No: |
|--|----------------------|
| 1. <b>To elect a Chairperson for the coming year.</b><br>Cllr Collins was proposed by Cllr Russell, seconded by Cllr R Mouncer, and elected unanimously.   | 26/036               |
| 2. <b>To elect a Vice-Chairperson for the coming year.</b><br>Cllr Iaccarino was proposed by Cllr Collins, seconded by Cllr R Mouncer, and elected unanimously.  | 26/037               |
| 3. <b>To consider approving any apologies for absence.</b><br>Apologies were received from Cllrs P Strange and duly approved.  | 26/038               |
| 4. <b>To receive any declarations of interest, and requests for dispensation, on any items to be discussed.</b><br>Cllrs Collins and Russell declared an interest in item 7.1 (expenses).  | 26/039               |
| 5. <b>To suspend the meeting for questions from members of the public and to receive reports from District and County Councillors.</b><br>A report from District Cllr Webber had been circulated to the Council prior to the meeting.<br>A local resident raised the issue of the potential risks surrounding the pigeon spikes on the allotment fence which were currently installed at child-height. Cllr Collins responded by reporting that the Allotment Association was addressing the matter.   | 26/040               |
| 6. <b>To approve and sign the minutes of the Parish Council meeting held on 16<sup>th</sup> April 2026.</b><br>Having been circulated to the Council prior to the meeting, it was <b>AGREED</b> unanimously that the minutes were approved as a correct record.  | 26/041               |
| 7. <b>Finance:</b><br>7.1 Approval of the bank reconciliation and Payment of Accounts List (see below) was <b>AGREED</b> unanimously.<br>7.2 Cllr Iaccarino, in the absence of Cllr Strange, noted that the report from the Internal Auditor had been circulated to the Council and that he was in agreement with this report.<br>7.3 Cllr Iaccarino nominated Cllr Strange for the role of Internal Control Officer again, Cllr Russell seconded this nomination, and his appointment was unanimously <b>AGREED</b> . Cllr Iaccarino would continue to cover the role in the absence of Cllr Strange. | 26/042               |

Signed:

Date:

7.4 Donations of £1,339.54 and £1,721.79 had been received by the Council as a result of historical fundraising for the playing field. Cllr Russell had liaised with the Wildflower Meadow Working Group, who had stated that they could use some of the donations, but did not need the money. Cllr Iaccarino suggested using the full amount to replace the old play equipment and Cllr Russell agreed with this suggestion. However, the donor requested that the monies be spent on both areas. Following a discussion it was **AGREED** that the donations would be combined and the whole amount would be ring fenced to be spent on projects relating to "The Playing Field".

7.5 The Internal Auditor's report for the year ending 31st March 2026 was considered and noted.

7.6 The accounts for the year ending 31st March 2026 were agreed.

7.7 The Council considered the assertions on, and completed, the Annual Governance Statement 2025/26 and authorised the Clerk and Chairperson to sign the form.

7.8 The Council considered and approved the Accounting Statement 2025/26 and authorised the Chairperson to sign the form.

8. **To receive an update from the Planning Committee re: the Planning Applications listed below, and any received after the agenda is posted.** 26/043
- 2026/0833 - *Agricultural Building At Watering Farm, Long Lane : Outline planning permission for up to five dwellings, with all matters reserved except for access.* The Parish Council had objected to this application, which was subsequently refused by South Norfolk Council Planning.
  - 2026/0871 - *70 Poringland Road: Garage conversion with internal alterations and raise roof ridge height to match existing.* The Parish Council had no objection to this application.
9. **To receive any updates from the Community Hall Working Group.** 26/044
- Cllr Collins continued to eradicate the arrears owed by hirers of the hall and was in the process of obtaining quotes to redecorate the interior of the hall. The next Community Hall Working Group meeting would be held on 2<sup>nd</sup> June 2026.
10. **To receive an update from the Wildflower Meadow and Playing Field Working Groups.** 26/045
- Cllr Collins reported that a recent survey of local residents in relation to play equipment options indicated that 70% of those who responded were in favour of a piece of equipment called 'The Roundel'. After a discussion of each of the options, the Council **AGREED** to purchase The Roundel, which would largely be funded by the Lotto Fund grant which the Council had received. C Dean was thanked for her time and efforts in this regard. The next Playing Field Working Group meeting would be held on 30<sup>th</sup> June 2026. Stoke United Football Club would be arranging remedial treatment for the grass on the pitches. This work would commence after 13<sup>th</sup> June 2026, and the Council's grounds maintenance contractor would be asked to adjust the mowing regime whilst the treatment was ongoing.
11. **To elect Parish Council members for the following:** 26/046
- 11.1 Playing Field Working Group: Cllrs Collins (Chairperson), Iaccarino and Russell.
  - 11.2 Planning Committee: Cllrs Russell (Chairperson), Collins and Strange.
  - 11.3 Community Hall Working Group: All Parish Councillors.
- The above decisions were **AGREED** unanimously.

Signed:

Date:

12. **To elect representatives for the following:** 26/047  
12.1 Six Strategic Group Meetings: Cllr D Mouncer.  
12.2 Allotment Association: A representative was no longer required.  
12.3 Pre- School Liaison: Cllr Iaccarino.  
12.4 Facebook Page: Cllr Collins and the Parish Clerk.  
12.5 SAM2 Machine: Cllr Russell.  
12.6 Weekly/Monthly Play Area Inspections: Cllrs D Mouncer and R Mouncer.  
The above decisions were **AGREED** unanimously.
13. **To receive any report in relation to the Community Speed Watch Scheme** 26/048  
Cllr Russell had installed new batteries in the hope of repairing the SAM2 machine, following advice from the manufacturer. There were currently twelve volunteers, including Cllrs Russell and Cooper.
14. **To co-opt two Parish Councillors.** 26/049  
There had been no applications.
15. **To identify any training opportunities.** 26/050  
None were identified.
16. **To confirm the date of the next Parish Council meeting as 25<sup>th</sup> June 2026 at 7.30pm.** 26/051  
This was **AGREED** unanimously.

The meeting ended at 9.30pm

Signed:

Date:

Payments Approved at the Meeting Held on 21st May 2026

Date	Payee	Description	Net	VAT	Gross
22/05/26	D Wickham	April Expenses	£102.97	£15.40	£118.37
22/05/26	S Collins	Expenses	£14.74		£14.74
22/05/26	P Russell	Expenses	£3.56	£0.72	£4.28
22/05/26	Flow Pro Window Cleaning	Window Cleaning	£35.00		£35.00
22/05/26	Flawless Cleaning	Hygiene Supplies	£66.54	£13.31	£79.85
22/05/26	Flawless Cleaning	Contract Cleaning	£300.40	£60.08	£360.48
22/05/26	Robin Goreham	Internal Audit 2025/26	£75.00		£75.00
22/05/26	Pozitive Water	Water Rates	£133.25	£13.73	£146.98
22/05/26	Ribbonsdale Nurseries	Grounds Maintenance	£779.28		£779.28
28/05/26	S Himpleman	May Cleaning	£149.50		£149.50
28/05/26	A Wenn	May Caretaker	£176.31		£176.31
28/05/26	D Wickham	May Clerk	£919.27		£919.27
28/05/26	Nest (DD)	May Pension	£92.82		£92.82
04/06/26	EDF (DD)	Electricity	£193.99	£9.70	£203.69
17/06/26	HMRC	May PAYE & NI	£396.47		£396.47
		Total	£3,439.10	£112.94	£3,552.04

Signed:

Date: