

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING
held at the Pavilion on
Thursday 21st October 2021 at 7.30pm

Present: Cllrs Collins, SJ Hull, Hull, J Hopper, Thomas, Iaccarino, Jinkerson, Bussey
District Councillor and County Councillor: Nigel Legg and Gerry Francis.

Clerk: Mrs A Rose
3 members of the public.

The chair informed members of the council and the public that the meeting will be recorded for minute purposes.

1. Apologies for absence:

Apologies for absence were received and accepted from Cllrs Knobbs.

2. Disclosures of interest:

Cllr Jinkerson declared an interest in item 6.5 allotments.

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

Q) Has there been any update regarding the 20mph proposal for Mill Road, in addition there has been a huge increase in traffic.

The clerk will email County Cllr V Thomson for an update.

Report from District Councillors N Legg and G Francis

Cllr G Francis had circulated his report to all councillors prior to the meeting.

- SNDC had found a suitable location for offices for both Broadland and SNDC.
- There is currently no revert to SNDC working in normal working conditions.
- The planning committee will revert back to 9 members from December once approved by Council.
- Covid cases are high within Norfolk.
- The proposal by the Orsted wind turnbine has caused local concerns regarding the technology of the batteries used which have been known to have problems and cause fires. However this does not directly hinge on SHC.
- Village Clusters and GLNP is going forward with a decision in about a years time.

Report from County Councillor V Thomson:

Cllr V Thomson had circulated his report to all councillors.

4. Minutes of the Parish Council Meeting held on 16th September 2021:

Cllr Collins signed the minutes of the meeting held on 16th September, which had previously been circulated, as a true record of proceedings; proposed by Cllr Bussey , seconded by Cllr Hopper and unanimously approved.

5. Minutes of the Extraordinary Parish Council Meeting held on 6th October 2021:

Cllr Collins signed the minutes of the meeting held on 6th October, which had previously been circulated, as a true record of proceedings; proposed by Cllr Bussey, seconded by Cllr Hull and unanimously approved.

6. Finance Report:

6.1.

The Clerk tabled the accounts to 21st October showing an income of £22,226.47 and expenditure of £3,404.91 leaving a balance in the Current Account of £55,909.03 and £134,071.64 in the Reserve Account. Cllr Iaccarino checked the figures for the second quarter bank reconciliation for the period of 30th June 2021 to 29th September 2021 with the bank statements and found them to be correct. Cllr Bussey proposed, seconded by Cllr Collins that the accounts be adopted; this was unanimously approved. The following invoices were approved for payment:

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Authorisation for payment: 6.2.

| PAY TYPE | PAYEE | DESCRIPTION | ACTUAL AMOUNT | VAT | PAYE |
|----------|---------------------------|---|----------------|---------------|------|
| BACS | MKL Services (PAID) | Replace the wash basin and taps in the boy's toilet | 265.00 | | |
| SO | A Rose (PAID) | Sept Salary | 506.22 | | |
| SO | A Rose (PAID) | WAH Allowance | 13.00 | | |
| BACS | NEST (PAID) | Pension | 40.50 | | |
| BACS | D Morley (PAID) | Various Jobs | 495.50 | | |
| BACS | Paperstone | Stationary | 180.25 | 36.05 | |
| BACS | CGM Group | Grass maintenance | 240.00 | 48.00 | |
| BACS | David Bracey | Play Inspection | 160.00 | 32.00 | |
| BACS | Spring Clean Commercial | Cleaning Sept | 153.83 | 30.77 | |
| BACS | CGM Group | Grass maintenance | 167.00 | 33.40 | |
| BACS | Community Heartbeat Trust | Defib Pads | 46.00 | 9.20 | |
| BACS | SJ Hull | Expenses CSW Flyers | 25.00 | | |
| BACS | NPTS | Planning Training | 300.00 | | |
| BACS | Spring Clean Commercial | Cleaning October | 153.83 | 30.77 | |
| BACS | A Rose | Clerks 6-month expenses | 438.59 | | |
| | | TOTAL £ | 3184.72 | 220.19 | |

Receipts this month:

| DATE | ACCOUNT | RECEIVED FROM | AMOUNT |
|----------|-----------|---|------------------|
| 24/09/21 | Barclays | Hall Hire (Choir Practice) | 10.00 |
| 24/09/21 | Barclays | Allotment rent plot 2b | 18.50 |
| 24/09/21 | Barclays | Allotment rent plot 13 | 37.00 |
| 24/09/21 | Barclays | Allotment rent plot 18 | 37.00 |
| 27/09/21 | Barclays | Allotment rent plot 3 | 37.00 |
| 27/09/21 | Barclays | Allotment rent plot 15 | 37.00 |
| 27/09/21 | Barclays | Allotment rent plot 11 | 37.00 |
| 28/09/21 | Barclays | Allotment rent plot 1b | 18.50 |
| 28/09/21 | Barclays | Allotment rent plot 14 | 37.00 |
| 29/09/21 | Barclays | Allotment rent plot 16 | 37.00 |
| 29/09/21 | Barclays | Allotment rent plot 4 | 37.00 |
| 30/09/21 | Barclays | Allotment rent plot 2a | 18.50 |
| 01/10/21 | Barclays | Allotment rent plot 17 | 37.00 |
| 01/10/21 | Barclays | Pre-School Sept rent | 504.90 |
| 04/10/21 | Barclays | Hall Hire (Band Practice) | 15.00 |
| 04/10/21 | Barclays | Allotment rent plot 1a (inc water chgs) | 24.39 |
| 07/10/21 | Barclays | Hall Hire (Choir Practice) | 20.00 |
| 08/10/21 | Barclays | SNDC 2 nd half precept | 20,925.73 |
| 08/10/21 | Barclays | Allotment rent plot 19 | 37.00 |
| 08/10/21 | Barclays | Allotment rent plot 12 | 37.00 |
| 08/10/21 | Barclays | Allotment rent plot 8 | 37.00 |
| 08/10/21 | Barclays | Allotment rent plot 7 | 37.00 |
| 08/10/21 | Barclays | Allotment rent plot 6 | 37.00 |
| 08/10/21 | Barclays | Electric coin meter | 24.00 |
| 08/10/21 | Barclays | Donation from the Ramblers Association | 51.95 |
| 11/10/21 | Barclays | Hall Hire (Band Practice) | 15.00 |
| 18/10/21 | Barclays | Allotment rent plot 5 | 37.00 |
| 19/10/21 | Barclays | Hall Hire (Band Practice) | 15.00 |
| 20/10/21 | Barclayss | Hall Hire (Choir Practice) | 10.00 |
| | | TOTAL £ | 22,226.47 |

Responsible Finance Officer Report:

| DETAILS | CREDIT | DEBIT | TOTAL |
|---|-----------|-------|-------|
| CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A | 37,087.47 | | |

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| | | | |
|--|-----------|---------|-------------------|
| RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B | 22,226.47 | | |
| PAYMENTS THIS MONTH (LISTED ABOVE) C | | 3404.91 | |
| CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE | | | 55909.03 |
| BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST) | | | 134,071.64 |

| DETAILS | S106 | CIL | TOTAL |
|---|------------|------------|-------------------|
| NEW PAVILION | 148,381.73 | 112,293.51 | 260,675.24 |
| PLAY EQUIPMENT (if cannot be allocated to Pavilion) | 80,878.57 | | 80,878.57 |
| TOTAL | | | 341,553.81 |

6.3. Earmarking funds towards the new Pavilion project

It was unanimously agreed to earmark £20,000.00 towards the new Pavilion project, making the total funds earmarked for the project to be £132,293.51 in CIL and £148,381.73 making the total £280,675.24. Proposed by Cllr Bussey and seconded by Cllr S Collins.

6.4. Appointment of Internal Auditor

All were in favour in appointing Anne Barnes as the Internal Auditor for 2021 / 2022.

6.5. Annual rent charges 2022 / 2023

The clerk circulated copies of the current rent charges for the Pre-School, Allotments and the Pavilion hall hire. After discussion it was unanimously agreed by all to keep the charges the same as the year before. Proposed by Cllr Collins and seconded by Cllr Bussey

Pre-School Hourly Rate of £3.40

Allotments at £37.00 per plot

Pavilion Hall Hire at £5 per hour

Pavilion car park food van with electricity £15

Pavilion car park food van without electricity £10

Following the 5 year pitch improvement programme no annual fee charged to the football club for 2022 / 2023.

6.6. Budget projects 2022 / 2023

After an in-depth discussion the following projects listed below were discussed and agreed to sought budget costs for these.

- Wild flower meadow, embankment slide and any additional playing equipment, Cllr Jinkerson will look into costs.
- New Pavilion and architect fees, Cllr Bussey will look into costs.
- Plantinum Jubilee, Cllr Collin will look into costs.
- Tree maintenance, the clerk will look into costs.

7. Planning Applications:

2021/2215 – Land adjacent to 92 Norwich Rd, SHC; Erection of single storey dwelling, car port and associated works – Against all the polices, it is a tandem development which will set a precedence – **All in favour to object.**

Cllr Bussey reported that an application had been received for 15 Long Lane, all were in favour to not discuss at tonights meeting as the application only came in that afternoon and the Council have not had enough time to review it.

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8. Consultees Reports on Planning Applications:

FUL/2020/0078 – Mangreen Quarry, Ipswich Rd, Dunston; Planning application for a change of use to enable: (i) the establishment and use of a facility to import and recycle waste materials, road plannings, selected construction and demolition materials and distribute recycled products off site via the existing site access, using existing ancillary facilities (weighbridge offices and messroom); (ii) the establishment and use of a highways depot to store plant, machinery, equipment and materials used in highways contracting, (including for erecting a palisade security fence, and erection and use of office and storage facilities) with access off site via the existing site access: Tarmac Trading Limited – **Permitted / Approved.**

2021/1775 – 3 Radar Close, SHC; T1 Oak - crown raise to 4m and crown thin 20% crossing/rubbing Branches – **Approval with conditions.** Cllr Bussey will liaise with SNDC as one of the conditions for this application was for a tree to be replanted; which to date has not been carried out.

2021/1942 – Valley Farm, Valley Lane, SHC; Replace agricultural shed on same footprint as previous building which has been demolished for Health and Safety reasons – **Prior approval not required.**

9. New Pavilion Business Plan

Copies of the new Pavilion business plan were circulated to all councillors prior to the meeting. It was understood that amendments may be required as we progress through the project. It was unanimously agreed to adopt the business plan, proposed by Cllr SJ Hull and seconded by Cllr Bussey.

10. Elysian Associates

It was unanimously agreed by all to accept Elysian Associates quotation of £2,000 to receive expert advice in choosing the appropriate structure to govern the hall. Proposed by Cllr Bussey and seconded by Cllr Thomas.

11. Adoption of the General Power of Competence

The clerk explained that the Council is able to adopt this power as the clerk is qualified and two thirds of councillors elected in the May 2019 elections. It enables a council to do anything that an individual may do so long as it is lawful, but still securing value for money for the public purse. The Council unanimously agreed to adopt the General Power of Competence. Proposed by Cllr Jinkerson and seconded by Cllr SJ Hull.

12. Clerk report and update on items not on the agenda

12.1. The clerk circulated the correspondence regarding the memorial plaque to commemorate the resilience of our community during the time of the pandemic. All were in favour to invite Bryony Falkus Deputy Lieutenant to present the memorial plaque at one of our Parish Council meetings.

12.2. The clerk reported that a CIL payment for the value of £478.80 was received today.

12.3. The clerk circulated correspondence for the Council's review regarding the future role of rural post offices. The government currently provides a 50 million subsidy to support 4,000 post offices to stay open, this subsidy is due to end in March 2022.

12.4. The clerk reported that we are still waiting for the defibrillator cabinet for the defibrillator for the Pavilion. The football club are chasing this up and will report back to us as soon as they hear from them.

12.5. The clerk reported that Mr Morley will be appointed to re-site the dog bin at Birkbeck Close.

12.6. The clerk confirmed that the annual play inspection had been carried out and reports had been circulated to all members for their review.

12.7. The clerk informed councillors that the transfer of the amenity land is in progress.

12.8. The clerk reported that she had contacted CGM and await to receive a quotation for the annual ground maintenance and additional cut to the amenity land.

13. Tree Survey

After reviewing the quotations circulated by the clerk, it was unanimously agreed to appoint AT Coombes to carry out the tree survey to the parish for £475.00 + vat. The clerk was tasked with asking the company for clarification on all significant trees and what this means.

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14. Pot holes to the Pavilion car park

After reviewing the quotations circulated by the clerk, it was unanimously agreed to appoint NR Asphalt to repair the pot holes to the Pavilion car park for £1841.09 + vat. The clerk updated the Council that County Cllr V Thomson had offered to fully fund for these works. Proposed by Cllr Jinkerson and seconded by Cllr Hull.

15. Emergency Plan

Copies of the Emergency Plan were circulated to all Councillors prior to the meeting. After amendments the document was ratified and were unanimously adopted by the Council; proposed by Cllr Collins and seconded by Cllr Bussey.

16. Recording Meetings Policy

Copies of the Recording Meetings Policy 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 Hull.

17. Traffic Working Group

Cllr SJ Hull thanked all members who helped with the distribution of the speedwatch flyers. He was pleased to report that they were a huge success and can confirm the speedwatch team is back to full strength.

Cllr SJ Hull gave a report on the SAM2 data and confirmed that the full reports can be found on our website.

18. Meeting Dates 2022

The clerk provided the council with a list of meeting dates for next year. The following dates were agreed.

6th January
17th February
31st March
21st April (APM)
12th May (APCM)
23rd June
28th July
15th September
20th October
24th November

19. Date of the next Meeting:

The next Parish Council Meeting will be on Thursday 25th November held at the Pavilion.

20. Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of Staff matters

It was unanimously agreed by all to increase the clerk's hours to 15 hours a week.

There being no other business the Chair thanked all for attending and closed the meeting at 21:15pm.