

**MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING**  
**held on**  
**Thursday 17th October 2019 at the Pavilion at 7.30pm**

**Present:** Councillors S Collins, C Bussey, R Wright, S Hull, D Thomas, G Iaccarino, J Hopper

**District Councillor and County Councillor:** G Francis, N Legg, V Thomson

**Clerk:** Mrs A Rose

1 members of the public.

1. **Apologies for absence:** Apologies for absence were received and accepted from G Jinkerson, M Davies, District Councillor V Clifford-Jackson.

2. **Disclosures of interest:** There were none.

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

Member of the public asked the Parish Council to support the Woodland Trust Campaign. The parishioner is very passionate about the idea of planting trees and would be happy to spearhead this campaign. S Collins had spoken to M Davies who was not present at this meeting however expressed that he is also very passionate of this idea and would be happy to support this campaign. It was unanimously agreed by all to support this cause.

**Report from County Cllr V Thomson:** Cllr V Thomson's report had been circulated to all councillors and is attached to these minutes. The following points were highlighted.

- Open Library is working well. To sign up for Open Library people just need to talk to a member of staff who can add the access to their library card and give them a pin number.
- Press Reader is a new service giving Norfolk library members access to digital copies of magazines and newspapers and its all completely free. V Thomson asks that if anyone has the opportunity to use this service he would welcome any feedback on using it.
- Norfolk Trails; Peddars Way and Norfolk Coast Path National Trails are now completely stile-free, making them more accessible than ever for everyone.
- NCC Division Boundaries; The review has just concluded that we should retain 84 County Councillors.
- Recycle centres have gone well, the recycling rate at Norfolk's recycling centres at more than 75% for the past four years.

**Report from District Cllr N Legg and Cllr G Francis:** Cllr G Francis and Cllr N Legg reported the following;

- GNLP was due in September but has now been delayed and is expected for consultation in January 2020.
- District Councillors still have some money left in their Members Ward Budgets. The grant monies must be allocated by the end of the calendar year. Suitable projects might include such items as equipment for the local play group.
- An application has been received by the Sheringham Shoal Wind Farm for the construction of a Substation adjacent to the current Norwich Main Substation. The exact site is not yet known. This and the associated cabling would be in addition to the proposals by the Hornsea 3 wind farm.

**The Chairman re opened the meeting**

4. **Minutes of the Annual Parish Council Meeting held on 5<sup>th</sup> September 2019:**

S Collins signed the Minutes of the Meeting held on 5<sup>th</sup> September, which had previously been circulated, as a true record of proceedings; proposed by C Bussey, seconded by S Hull and unanimously approved.

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

- 5.1 The clerk reported that there had been no further action regarding Tree 5 at the Primary School.
- 5.2 The clerk circulated the proposed new lease report for Carol Close play area; this was carried out by Durrants on behalf of the Fuel Allotment Trust for review. C Bussey, S Hull and G Jinkerson will fully review the report and report back to the Parish Council in November's meeting.
- 5.3 The clerk reported and circulated a quotation from CGM for the amount of £70.00 + Vat to seed the area at the top of Harrold Place and to strim back one meter from the pathway from the playing area towards Harrold Place. This was unanimously agreed by all to instruct CGM to carry out this work as soon as possible. The clerk was tasked with arranging this.
- 5.4 The clerk reported 'Off The Wagon' had ceased trading. It was noted that the outside electric socket was not secured, G Iaccarino had offered to fit a lock on the outside socket.
- 5.5 The External Audit had been completed and the clerk confirmed no concerns were raised. The only matter they wish to draw to our attention was to have the earmarked cil money allocated amounts.
- 5.6 The clerk circulated an email from a parishioner to all Councillors asking for the parish to support the Woodland Trust Scheme. It was unanimously agreed to support this cause.
- 5.7 The clerk reported that the Zip wire chain requires cutting and fitting. M Davies and G Iaccarino had offered to fit this.
- 5.8 The clerk reported that the bus shelter bins require fitting. G Iaccarino had offered to fit this.
- 5.9 The clerk circulated an email from D Morley who reported damage to the roof at the bus shelter in Upper Stoke. It was unanimously agreed by all to instruct D Morley to carry out the repairs for this work for the amount of £300.00.
- 5.10 The clerk circulated an email from a parishioner to all councillors asking for the Parish Council to review and update the contents used at the pavilion when hiring the hall. The clerk recommended to replace the mugs in the kitchen and label the doors. It was agreed by all for S Collins and the Clerk to carry out an audit.
- 5.11 The clerk reported that the cleaner to Upper Stoke bus shelter is unable to continue to clean annually due to moving to a new location. The clerk reported that she had spoken to W Taylor who would be more than happy to take on this additional clean at the same charge of £27.00 per annum. Proposed by C Bussey, seconded by J Hopper, unanimously approved by all.
- 5.12 The Clerk reported that South Norfolk Council will appoint a team to remove the graffiti to the two bus shelters; one off Broomefield Road, Long Lane and the second on Long Lane at Upper Stoke.

## 6 Finance.

The Clerk tabled the Accounts to 17th October 2019 showing an income of £18,733.45 and expenditure of £3,830.81 leaving a balance in the Current Account of £48,504.23 and £95,173.76 in the Reserve Account. The Vice Chairman also checked the figures for the second quarter bank reconciliation for the period of 11th July 2019 to 3rd October 2019 with the bank statements and found them to be correct. C Bussey proposed, seconded by J Hopper that the accounts be adopted ; this was unanimously approved. The following invoices were approved for payment :

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**6.1. AUTHORISATION FOR PAYMENT:**

<b>PAY TYPE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>ACTUAL AMOUNT</b>	<b>VAT</b>	<b>PAYE</b>
1893	HMRC	PAYE	62.00		
SO	Salary	Mr W Taylor	93.48		
SO	Salary	Mrs A Rose	508.87		
1894	D Morley	Replace Fence Posts	100.00		
DD	AF Affinity	Electricity	107.48	6.14	
1895	Houseproud	Pavilion Cleaning Sept	129.50	25.90	
1896	David Bracey	Play Safety Inspection	150.00	30.00	
1897	Came & Co	Insurance to Play Equip	345.82		
1898	C Bussey Farm	Concrete posts	13.00	2.60	
1899	PKF	External Audit	400.00	80.00	
1900	CGM	Grass Maintenance	591.73	118.35	
1901	CGM	Grass Maintenance	51.18	10.24	
1902	Britannia Fire	Service to Extinguishers	25.00	5.00	
1903	Paperstone	Stationary	45.90	9.18	
1904	Wave	Water	71.40		
1905	NPTS	Council Training	125.00		
1906	CAN	Bronze Membership	20.00		
1907	CGM	Grass Maintenance	20.48	4.10	
1908	Durrants	Lease Carol Close Play Area	350.00	70.00	
1909	CGM	Grass Maintenance	215.38	43.08	
<b>TOTAL £</b>			<b>3426.22</b>	<b>404.59</b>	

**RECEIPTS THIS MONTH:**

<b>Date</b>	<b>Account</b>	<b>Received From</b>	<b>Amount</b>
27/08/19	Natwest	Stoke United Football Club	425.00
13/09/19	Natwest	Electric Meter & Hall Hire	34.00
25/09/19	Natwest	Hall Hire	55.00
03/10/19	Natwest	Allotment Rent, Hall Hire, Members Grant NCC (Bus Shelter)	3717.15
27/09/19	Natwest	Precept	14000.00
30/09/19	Natwest	Pre-school Rent	363.80
15/10/19	Natwest	Allotment Rent, Hall Hire, Coin Meter	138.50
<b>TOTAL £</b>			<b>18733.45</b>

**RESPONSIBLE FINANCE OFFICER REPORT:**

<b>Details</b>	<b>CREDIT</b>	<b>DEBIT</b>
Cash Book Balance Brought Forward (Community Account) <b>A</b>	33,601.59	
Receipts this month (Community Account) listed above): <b>B</b>	18,733.45	
Payments this month (listed above): <b>C</b>		3,830.81
Cash Book Balance Carried Forward (=A+B-C)		<b>48,504.23</b>
Community Account Balance		
Business Saver Account Balance		<b>95,173.76</b>
Interest	31.80	
<b>CASH IN BANK</b>		<b>143,677.99</b>

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- 6.2 It was unanimously agreed by all to appoint G Iaccarino as the Financial Controller to review the Parish Council's finances every quarter.
- 6.3 After an indepth discussion considering the advantages of changing banks it was agreed by all to change bank account from Natwest to Barclays. Proposed by S Collins, Seconded by S Hull; unanimously agreed.
- 6.4 The CIL Annual Report 2018/2019 was unanimously agreed by all; the clerk was tasked with sending the report to South Norfolk Council and to upload onto the website.

**7. To consider budget items for 2020 / 2021:**

The clerk circulated various items for Councillors to consider in preparation for next years budget 2020 / 2021. These items were discussed in great detail and are as follows;

- 7.1 Rental charges for Pavilion Hire, Playing Field and Allotments; the following charges were agreed from 1st April 2020, Pre-School and Stoke United Football Club begin their year in September; Pre-School rental charges will remain at £3.40 per hour.  
Allotment rental charges will remain at £37.00 per plot.  
Stoke United Football Club rental charges will increase to £500.00 per annum.  
Pavilion Hall Hire will remain at £5.00 per hour.
- 7.2 The clerk circulated three quotes for the Grounds Maintenance for Councillors to review. After careful consideration it was unanimously approved to appoint The Garden Guardian.
- 7.3 The clerk asked the council to consider having a Bi-annual survey and risk assessment carried out on all trees owned by the Parish Council. This was unanimously agreed and the clerk was tasked with providing three quotations.
- 7.4 The clerk circulated some tree assessment training courses for their review; it was agreed by all that this is not a requirement at this time.
- 7.5 The clerk asked the council to consider CILCA training for the clerk next Autumn; this was unanimously agreed by all.
- 7.6 An extraordinary meeting had been arranged for Tuesday 12th November to discuss in detail the allocation for the S106 and CIL monies received.

All of the above were proposed by S Collins, seconded by G Iaccarino and unanimously agreed by all.

**8. To discuss the gifted land at Harrold Place :** Cllr C Bussey reported his findings following the three valuations carried out by Brown & Co, Durrants and Winkworths for the small section of land at the back of the first set of houses to the left as you enter Harrold Place. The 5 house owners at Harrold Place have expressed an interest in purchasing this land. It was unanimously agreed by all that due to the variation of each valuation, further investigation is required. C Bussey kindly offered to speak to the district valuer to assist in obtaining a fair price.

**9. Planning Applications:**

**2019/2045:** Norwich Main Substation, Mangreen Hall Lane, Dunston – Scoping Opinion for Dudgeon and Sheringham Shoal Offshore Wind Farm Extensions.

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

**2019/1484:** Highfield Farm, Valley Farm Lane, SHX – Demolition of existing farmhouse and replace with re-positioned two storey dwelling – Approval with Conditions.

**2019/1761:** Chandler House, Chandler Road, SHX – Discharge of condition 9 of planning permission 2018/0503 External Lighting.

**11. New Pavilion Working Group:** Cllr C Bussey read out the report received from G Davies which had been circulated to all councillors and is attached to these minutes.

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**12. Playing Field Committee:** Cllr S Hull circulated the Playing Field Committee minutes to all councillors and highlighted the following;

- After an in-depth conversation it was recommended to ask the Parish Council to consider a handyman to carry out repairs for the Playing areas and surroundings. After careful consideration and on a trial basis it was agreed to appoint Danny Morley at £18 per hour upto 50hrs. To commence from April 2020.
- Following the annual play safety inspection report concerns had been raised over the damage to the slide. C Bussey had offered to look into a specialist metal worker to provide a quotation to repair.
- Following the recommendation from the annual play safety inspection report it was advised to look at removing the Gym Equipment play area at Long Lane. It was unanimously agreed by all for the Playing Field Committee to look into this advice in more detail before coming to the decision of removing it.

**13. Footpath Working Group:** Cllr M Davies was not present at this meeting however the clerk circulated the minutes from the last Footpath Working Group meeting to all councillors for their review.

**14. Traffic Issues:** Cllr R Wright had circulated his report to all councillors, the following points were highlighted;

- He thanked Cllr S Collins for attending the The Six Strategic Group Traffic Working Group meeting in his absence.
- The minutes for this meeting had only just been received prior to this meeting, the clerk had circulated to all councillors for their review.

**15. Meeting dates for 2020:** The clerk had circulated a list of meeting dates for next year and after a brief discussion the following dates were agreed;

9 <sup>th</sup> January	23 <sup>rd</sup> July
20 <sup>th</sup> February	3 <sup>rd</sup> September
26 <sup>th</sup> March	15 <sup>th</sup> October
23 <sup>rd</sup> April (Annual Parish Meeting)	26 <sup>th</sup> November
14 <sup>th</sup> May (Parish Council AGM Meeting)	
18 <sup>th</sup> June	7 <sup>th</sup> January 2021

**16. Correspondence Received:** The clerk circulated an email received from Cllr G Jinkerson in regards to increasing our membership with CAN from bronze to silver. CAN have resources specifically for village halls which are provided to them from ACRE (Action for Communities in Rural England). Silver members can access fact sheets and model documents with no added charges. The cost for a Bronze membership is £20.00 (which we currently have) and the cost for a Silver membership is £50.00 therefore an additional cheque would be raised for £30.00 to increase the membership to Silver. Proposed by S Collins to increase to Silver membership, seconded by S hull and unanimously agreed by all.

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

The next PC meeting will be held on 21<sup>st</sup> November at the Pavilion Hall at 7.30pm.

There being no other business the Chair thanked all for attending and closed the meeting at 21:39pm.

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

Date \_\_\_\_\_

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