

**MINUTES OF STOKE HOLY CROSS ANNUAL PARISH COUNCIL MEETING HELD ON
THURSDAY 16th May 2019 in the Pavilion at 7.30pm**

Present Councillors: S. Collins, C. Bussey, C. Iaccarino, R. Wright, M. Davies, S. Hull, G. Jinkerson, D. Thomas. J. Hopper.
Clerk: Mrs A Rose
District Councilors: G. Francis, N. Legg.
1 member of the public

Declarations of Acceptance of Office were signed by Councillors.

The Meeting was opened at 7.30pm by L Marsh, previous Chair of the Council. She welcomed all to the meeting.

L Marsh read out the quote below;

“The first thing you have to let go of in politics is the assumption that you can always get your way. Civilization depends on each of us saying to one another “I don’t ever expect fully to agree with you, but I’ll always seek a compromise with you, because I believe we are always stronger combining our energies to tackle projects together than opposing our energies to fight and destroy one another”. Samuel Wells, learning to dream again”

1. Election of Chairman:

The Chairman invited nominations for Chair of the Parish Council. S Collins was proposed by C Bussey seconded by G Iaccarino and unanimously elected. Declarations of Acceptance of Office were signed.

2. Election of Vice Chairman:

The Chairman invited nominations for Vice Chair of the Parish Council. C Bussey was proposed by S Hull seconded by G Iaccarino and unanimously elected. Declarations of Acceptance of Office were signed.

3. Apologies for absence: Apologies for absence were received and accepted from Cllr V Clifford-Jackson.

4. Disclosures of interest: There were none

5. The Chairman closed the meeting for Public Comment and Questions.

Q) I live on Mill Road, I am concerned in regards to the volume of traffic especially the lorries using this way to deliver to the new developments. Are the new development signs legal; can HGV vehicles use this way as a through way traffic.

A) HGV vehicles are not allowed to use these routes only 7 ½ ton, however sometimes the delivery companies use Sat Nav which unfortunately may sometimes lead them that way. Our suggestion would be to make a note of the registration of the vehicle and report this to the police. The developers are allowed to use the yellow signs.

Report from District Councillor G Francis & N Legg: Cllrs G Francis and N Legg introduced themselves to all councillors. Three District Councillors were elected Cllr G Francis, Cllr N Legg and Cllr V Clifford-Jackson; they will decide between them which Cllr will cover Stoke Holy Cross and let us know in due course. Cllr N Legg report had been circulated to all councillors and the full report is attached to these minutes.

Report from County Councillor V Thomson:

- It was reported that the recent build of the new bus shelter is complete with a sign. The clerk was tasked with sending a letter to request the kind contribution of £3000.00 to Cllr V Thomson to help towards the build cost.
- Highways looked at the Trod plans prepared by Cllr M Davies, next step is to arrange a meeting on site with Highways and Cllrs M Davies and C Bussey to discuss in more detail.

S Collins reopened the meeting.

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6. Minutes of the Parish Council Meeting held on 28th March 2019

The Chair signed the Minutes of the Meeting, which had previously been circulated, as a true record of proceedings; proposed by G Iaccarino, seconded R Wright and unanimously approved.

7. The co-option of a councillor for the remaining vacancy arising from the election process:

Proposed by C Bussey and seconded by R Wright, the Chair invited J Hopper to be co-opted on as a councillor, all were in favor and unanimously elected.

8. Clerk's Report and update on items not on the agenda:

8.1 The Clerk reported that there had been no further action regarding Tree 5 at the Primary School.

8.2 The Clerk reported that the installation of the Parish Church and St Georges Hall sign will be erected sometime next week. The Clerk was tasked with chasing Norfolk County Council for an update.

8.3 The Clerk reported that she met with Henry Gowman the Tree Warden from Poringland who kindly looked at the leaning tree at the bottom of the bank between the playing field and car park. He advised the council that the tree is in good health, but as it is now standing far above the surrounding trees, it is now exposed to the wind. The soil at its base is raised on one side, which could either be root heave, or larger anchor roots pushing up the soil. His recommendation was to remove it as it could become a substantial liability to the Parish Council. After an in-depth conversation it was unanimously agreed that C Bussey will look into quotes for having the top of the tree cut down before making the decision to remove it completely. Henry Gowman also advised us that we have three trees outside the Pavilion that are diseased and at some point, will need removing. They currently remain strong and show no need for concern but had advised us to keep an eye on them. The Clerk was tasked with emailing B Taylor asking if he could keep an eye on these trees and report any changes.

8.4 The clerk reported that an email had been received from Samantha Penn-Cerro owner of "Off the Wagan snack-bar" would like to kindly ask if she could use the electricity from the Pavilion to run her snack bar. G Iaccarino had kindly offered to install an outside electricity point and attach a padlock to limit disruption to the pre-school. Samantha Penn-Cerro had agreed to pay the cost for the parts of this installation of £20.00 and is happy to contribute towards the electricity costs which is yet to be agreed. The Clerk had asked Samantha Penn-Cerro to provide a risk assessment as the electric cable will run from the snack bar to the electric socket point at the Pavilion Hall.

8.5 The Clerk reported that an email had been received from Stoke Holy Cross Pre-school requesting if the Cycle track play area could be fenced off as it once was due to the increase of dogs fouling. It was discussed that perhaps compiling a campaign, putting notices in the 5+ and free for all magazines and having larger signs made of "No Dogs Allowed" might help improve this situation. It was agreed by all that all the above will be discussed in more detail at the next Playing Field Meeting. Further to this the clerk will also make enquires at the next clerk networking meeting to ask if any other parishes have similar problems and what methods they use.

8.6 The Clerk reported that B Taylor had sent an email to ask if the council will provide some waste bins at the three bus shelters which do not currently have one (one in upper stoke and 2 in lower stoke (long lane)). The Clerk was tasked with acquiring some quotes.

8.7 The Clerk informed all new councillors about the Interests Registration of Pecuniary and Other Interests form that requires filling it and returning within 28 days of election. The Clerk also informed all councillors re-elected that they are not required to re-fill in this form however advised that they check their interests are still accurate.

8.7 The Clerk asked all councillors that under data protection legislation that they are happy to have their personal information, name, address and email on the council's website and that they are willing to have their emails shared with other councillors. This was unanimously agreed.

8.9 The Clerk reported that some Councillors would like to set up a Whatsapp group to improve communication between councillors and the clerk, confirming meeting dates and times. It was agreed that no official council business would be discussed whilst using this app and this app would not replace emails.

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9. Year End Accounts 1st April 2018- 31st March 2019:

The Clerk tabled the Accounts for the year ending 31st March 2019 with accompanying notes showing a balance in the Current account at year end of £20,274.24 and £95,077.35 in the Reserve Account. Proposed by C Bussey and seconded by J Hopper, they were unanimously approved and signed by C Bussey Vice Chairman. The Clerk reported that Catherine Moore will be carrying out the Internal Audit.

The Clerk tables the Accounts for the period 1st April 2019 – 1st May 2019 showing income of £2,404.57 and expenditure of £13,886.79 leaving a balance in the Current Account of £8,792.02 and £95,077.35 in the Reserve Account. J Hopper proposed, seconded by G Jinkerson that the accounts be adopted; this was unanimously approved. The following invoices were approved for payment; all were in agreement.

NPTS	£250.95 Subscription	Chaplin Farrant	£2205.00 Architects
CGM	£235.77 Ground Maintenance	SHX PCC	£1000.00 Annual Grant
CGM	£86.00 Ground Maintenance	C Bussey	£1748.35 Bus Shelter Materials
D Morley	£301.65 Builder Bus Shelter	Houseproud Commercial	£93.24 Pavilion Cleaning
All agreed salaries and PAYE			

10. Bank account Signatories are requested to be changed, these were proposed by D Thomas and seconded by R Wright. Three councillors were added as new signatories S Collins, G Iaccarino and S Hull. The clerk informed the councillors that they are required to visit the bank providing two forms of Identification. L Marsh, G Davies and C Cann were removed as signatories. C Bussey and J Hopper signed the Natwest form to instruct these changes. All were in agreement.

11. Election of Parish Council Committee members:

Playing Field Committee: G Iaccarino proposed the following; S Hull, J Hopper, G Jinkerson and M Davies with C Cann and B Taylor, representing the community, with S Hull as Chair. This was seconded by C Bussey and unanimously approved.

Planning Committee: G Jinkerson proposed C Bussey, G Iaccarino, S Collins, D Thomas, with C Bussey remaining as chair. This was unanimously approved.

Data Protection Committee: G Iaccarino proposed S Collins, C Bussey and S Hull with S Collins as chair. This was unanimously approved.

12. Election of Representatives:

Representatives at the Six Strategic Meetings: C Bussey currently chairs these meetings; R Wright was appointed as the representative.

Allotment Association: J Hopper was appointed as the representative.

Pre-school: G Iaccarino was appointed as the representative and agreed to attend meetings of the Preschool Committee.

Pavilion Working Group: R Wright proposed the following; C Bussey, G Jinkerson, G Iaccarino, M Davies and D Thomas with R Ward, H Fitzsimons, F Bhaskar and H Yuill, representing the community, with G Davies remaining as Chair. This was seconded by S Collins and unanimously approved.

Footpath Working Group: M Davies agreed to represent and Chair meetings.

Joint Advisory Board of Caistor Roman Town: R Wright agreed to represent.

Facebook: S Collins and S Hull agreed to manage the Facebook page.

13. Training / Refresher for all Councillors and Chairmanship Training:

It was discussed in detail to merge a training / refresher councillor course with Tasburgh Parish Council for all to attend. The total cost of the course would be £250.00, if in agreement with Tasburgh the cost will be halved costing £125.00. Venue and date to be confirmed. Proposed by S Collins, seconded by S Hull and unanimously approved. The Clerk was tasked with contacting NPTS and Tasburgh to arrange venue and dates.

Chairmanship Training was offered to the new Chair and agreed by all. The cost of the course is £60.00. The clerk was tasked with contacting NPTS to arrange a date.

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14. Quotes received from Stoke Holy Cross Fuel Allotment Trust – Carol Close Lease Renewal:
After discussing quotes received it was unanimously agreed that Durrants are appointed to carry out this work. They were competitive on price and have prior knowledge of this land. Proposed by C Bussey, seconded by J Hopper.

15. Planning Applications received:

2019/0788: The Pavilion, Long Lane, SHX; Construction of a new village hall and once completed, demolition of existing village hall – Approved with conditions.

2019/0974: Chandler House, Chandler Road, SHX; Variation of conditions 4 and 13 of planning permission 2018/0503 – to revise drainage solution (4) and substitute roofing material (13) – No concerns with these variations.

16. Consultees Reports on Planning Applications:

2018/2743: Whitecroft 24 Chandler Road, SHX; Construction of front porch, alterations to roof and installation of roof windows – Approval with Conditions.

2019/0104: 28 Gravel Hill, SHX; Replacement of existing 2-bedroom bungalow with 4-bedroom house – Approval with Conditions.

2019/0221: Land West of Norwich Road, SHX; Outline planning consent for a phased development providing 4 new self or custom build homes and access, together with associated infrastructure and open space. – Withdrawn.

17. To consider any correspondence received:

- Correspondence had been received from High Ash Farm seeking contribution / support from Stoke Holy Cross Parish Council to help provide and enhance the permissive walks at Caistor, Stoke Holy Cross and Arminghall. The Clerk was tasked with contacting them and asking them to attend our next PC Meeting to provide further information.
- A request had been received from our Facebook page to provide a bin on the corner of Chandler Road. It was unclear if the request was for a Waste or Dog bin, S Collins had offered to get in contact with the person who made this request to clarify.
- An email was received from a concerned resident in regards to the increasing speed of vehicles travelling down Mill Road. It was agreed that the speed watch team will move the SAM2 machine to the area for monitoring. R Wright will also look into quotes for a Decibel Meter to measure noise levels.

18. Items for the next Agenda and date of next Meeting:

- To adopt a Financial Risk Assessment.
- To adopt GDPR Information Audit – GDPR Meeting date confirmed for 6th June 7.30pm at the Pavilion.
- The next Parish Council meeting will be held on 20th June 2019.

19. To discuss a financial matter in confidence. A financial matter was discussed in confidence. It was unanimously agreed by all that further information is required. C Bussey has offered to provide quotes and further information for this to be discussed in more detail.

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

Signed: _____

Date _____

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