

STOKE HOLY CROSS PARISH COUNCIL

Minutes of the Parish Council meeting held at The Community Hall on Wednesday 27th November 2024 at 7.30pm.

Present: Cllrs S Collins (Chair), G Iaccarino (Vice-chair), C Dean, G Jinkerson,
R Mouncer, D Mouncer, P Russell and P Strange.
Parish Clerk/RFO: D Wickham.
County Councillor: V Thomson, District Councillor: J Webber.
G Davies and C Bussey (New Pavilion Working Group)
and 2 members of the public.

- | | Minute
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| 1. To consider approving any apologies for absence.
Apologies were received from Cllr Nobbs. These were approved by the Council. | 24/104 |
| 2. To receive any declarations of interest, and requests for dispensation, on any items to be discussed.
Cllr Iaccarino declared an interest in item 7 (2024/2928) and Cllrs Collins and Jinkerson declared an interest in item 5.1. | 24/105 |
| 3. To suspend the meeting for questions from members of the public and to receive reports from District and County Councillors.
A local resident raised the issue of footpaths within the village. Following a discussion, the Council agreed in principle to look into a long-term strategic plan (once funds became available) and asked the resident who raised the issue to provide photographs to illustrate his points.
A report from County Cllr Thomson had been circulated prior to the meeting. It was hoped the new recycling centre booking system would be reviewed in the new year.
A report from District Cllr Webber had been circulated prior to the meeting. Cllr Webber congratulated the Council on its new Community Hall and the Council thanked him for his ongoing assistance with the funding of the project. | 24/106 |
| 4. To approve and sign the minutes of the Parish Council meeting held on 24th October 2024.
Having been circulated to the Council prior to the meeting, it was AGREED unanimously that the minutes were approved as a correct record. | 24/107 |
| 5. Finance:
5.1 Approval of the bank reconciliation and Payment of Accounts List (see below) was AGREED unanimously.

5.2 Following a discussion of the financial requirements for the 2025-26 year the draft budget was adjourned until the next meeting for final agreement. The Council AGREED a quote of £270 +VAT for fire safety equipment. The Council also AGREED the annual hire fee for the Pre-School would be £6,000.00 +VAT. This would be paid in twelve equal instalments from the date their occupation of the building commenced. | 24/108 |

Signed:



Date: 16.1.25

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6. **To receive an update from the New Pavilion Working Group.** 24/109

A report from G Davies had been circulated to the Council prior to the meeting. It was suggested that a log of any defects discovered in the new building should be forwarded to the Parish Clerk, with supporting photographic evidence, if possible, for onward transmission to Chaplin Farrant. It was hoped that the final figures for the cost of the construction of the new building would be available from Chaplin Farrant at the end of the week commencing 2nd December 2024. C Bussey offered to donate paving slabs to be used to lay paths as required.

6.1 The Council **AGREED** the standard hall booking terms & conditions, Safeguarding Policy and Health & Safety Policy.

The Council **AGREED** to allow the Pre-school to install a letterbox at the Community Hall, which would also be used for Council mail.

The Council **AGREED** to increase the weekly Sunday cleaning time from 2 hours to 3 hours with effect from 24th November 2024. Additional cleaning time on a Saturday after football matches would be reviewed at a later date.

The Council **AGREED** to initiate an online booking system with software costing £158.40 +VAT per year. The hourly, VAT-inclusive hire costs would be £6 for the meeting room, £15 for the left-hand side of the main hall and £20 for the whole hall. These costs would be applied at the discretion of the Council.

The Council **AGREED** to the purchase of a new vacuum cleaner and cleaning equipment to replace existing items that were no longer fit for purpose.

The Council **AGREED** to hold a formal opening event at the Community Hall from 3pm-5pm on 20th January 2025.

6.2 The Council **AGREED** the formation of the Community Hall Working Group to manage the Community Hall going forward, and the dissolution of the New Pavilion Working Group, now that the construction process was complete. Those who had contributed over the years were thanked for their involvement.

7. **Planning Applications:** 24/110

2024/2928 Old Mill Restaurant, Mill Road: Extension to existing extractor duct and retention of access bridge, veranda/smoking area and terrace/decking seating area.

2024/2989 Dairy Farm, Dunston: Replace all rotten windows and doors with wooden replicas.

2024/3031 The White Gates, Chandler Road: Demolition of existing garage and utility room, extension to existing rear extension, single storey side and rear extensions and loft conversion with rear dormer.

2024/3115 38 Norwich Road: Single storey front extension.

2024/3134 Dalriada, Mill Road: Single storey porch extension to previously converted annexe.

2024/3379 Dormer Cottage, Dunston: Front porch extension and minor internal alterations.

Following a discussion of the above applications the Council had no objections to any of the planning applications.

8. **To confirm the dates of the 2025 Parish Council meetings.** 24/111

The Council **AGREED** to hold meetings on the following dates:

Thursday 16th January 2025

Thursday 27th March 2025

Thursday 24th April 2025

Wednesday 21st May 2025 (Annual Meeting)

Signed:



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Thursday 19th June 2025
Thursday 17th July 2025
Thursday 18th September 2025
Wednesday 22nd October 2025
Thursday 27th November 2025

9. **To adopt the 2024 Standing Orders.** 24/112
The Council unanimously **AGREED** to adopt this document.
10. **To receive a report on any matters of interest to the Parish from the 28th October SSG meeting.** 24/113
There was none.
11. **To receive an update from the Wildflower Meadow and Playing Field Working Groups.** 24/114
A memorial rose bush had been offered to the Wildflower Meadow Working Group, but this offer had been respectfully declined, as it was not thought to be in keeping with the surroundings.
11.1 There were no decisions requiring Parish Council approval.
12. **To confirm the date of the next Parish Council meeting as Thursday 16th January 2025 at The Community Hall.** 24/115
This date was confirmed by the Council.

The meeting ended at 10.15pm

Signed:



Date: 16-1-25

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Stoke Holy Cross Parish Council

Payments Approved at the Meeting Held on 27th November 2024

Date	Payee	Description	Net	VAT	Gross
24/11/24	AF Affinity (DD)	Electricity Charges	116.60	23.32	£139.92
28/11/24	D Wickham	October Expenses	£26.00		£26.00
28/11/24	S Collins	Vacuum Cleaner	£74.99	£15.00	£89.99
28/11/24	Draper & Nichols Anglo Scottish Equipment	Construction Costs	£134,796.61	£26,959.32	£161,755.93
28/11/24	Wave	Container Hire	£70.86	£14.17	£85.03
28/11/24	Gallagher Insurance	Water Bill	£217.64	£43.52	£261.16
28/11/24	D Jones	Insurance Increase	£643.76		£643.76
28/11/24	G Jinkerson	Meadow Expenses	£3.33	£0.67	£4.00
28/11/24	Ribbonsdale Nurseries	Meadow Expenses	£35.00		£35.00
28/11/24	S Himpleman	Grounds Maintenance	£675.00	£135.00	£810.00
28/11/24	A Wenn	November Cleaning	£99.67		£99.67
28/11/24	D Wickham	November Caretaker	£159.53		£159.53
28/11/24	Nest (DD)	November Salary*	£1,082.37		£1,082.37
28/11/24		November Pension	£110.97		£110.97
05/12/24	ICO (DD)	Data Protection Annual Fee	£35.00		£35.00
17/12/24	HMRC	November PAYE & NI	£431.34		£431.34
28/12/24	S Himpleman	December Cleaning	£99.67		£99.67
28/12/24	A Wenn	December Caretaker	£159.33		£159.33
28/12/24	D Wickham	December Salary	£876.25		£876.25
28/12/24	Nest (DD)	December Pension	£88.04		£88.04
17/01/25	HMRC	December PAYE & NI	£311.46		£311.46

Total £140,113.42 £27,191.00 £167,304.42

*includes Local Government Pyscales increase backdated to April 2024.

Signed:



Date: 16-1-25