

# STOKE HOLY CROSS PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting held at St George's Hall on Thursday 16<sup>th</sup> May 2024 at 7.30pm.

Present: Cllrs S Collins (Chair), G Iaccarino (Vice-Chair), C Dean, S Hull, SJ Hull  
K Nobbs, R Mouncer and D Mouncer.  
Parish Clerk/RFO: D Wickham.  
County Councillor: V Thompson. District Councillor: J Webber.  
C Bussey (New Pavilion Working Group) and no 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 Iaccarino, seconded by Cllr SJ Hull, and elected unanimously.  | 24/040               |
| 2. <b>To elect a Vice-Chairperson for the coming year.</b><br>Cllr Iaccarino was proposed by Cllr Nobbs, seconded by Cllr R Mouncer, and elected unanimously.   | 24/041               |
| 3. <b>To consider approving any apologies for absence.</b><br>Apologies were received from Cllr Jinkerson and duly approved.  | 24/042               |
| 4. <b>To receive any declarations of interest, and requests for dispensation, on any items to be discussed.</b><br>Declarations were received from Cllrs Collins and Dean in relation to item 7.1 (Payment of Accounts).  | 24/043               |
| 5. <b>To suspend the meeting for questions from members of the public and to receive reports from District and County Councillors.</b><br>County Cllr Thompson reported that the 'County Deal' would be signed at Norfolk County Council's (NCC) July meeting. This deal would secure £20 million funding per year for NCC, with an initial five-year payment of £100 million. It was currently too wet to be able to fill potholes, but these should be reported to NCC via the 'Report a Problem' page on its website.<br>District Cllr Webber had circulated a report to the Council prior to the meeting. A recent publicity event promoting the National Grid pylons proposals had suggested that the pylons would not be visible from Stoke Holy Cross, but this suggestion was met with some scepticism. | 24/044               |
| 6. <b>To approve and sign the minutes of the Parish Council meeting held on 11<sup>th</sup> April 2024.</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.   | 24/045               |
| 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 was willing to continue in the role of Internal Control Officer and his appointment was unanimously <b>AGREED</b> .   | 24/046               |

Signed:



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- 7.3 The Internal Auditor's report for the year ending 31<sup>st</sup> March 2024 was considered and noted.
- 7.4 The accounts for the year ending 31<sup>st</sup> March 2024 were agreed.
- 7.5 The Council considered the assertions on, and completed, the Annual Governance Statement 2023/24 and authorised the Clerk and Chairperson to sign the form.
- 7.6 The Council considered and approved the Accounting Statement 2023/24 and authorised the Chairperson to sign the form.
8. **Planning Applications:** 24/047
- 2024/1138 – 3 Wensum Road: Change of use of land rear of 3 Wensum Road to residential garden curtilage.
- Cllr S Hull outlined the above application – there were no objections.
9. **To receive the outcomes of any recent planning decisions made by South Norfolk Council.** 24/048
- 2024/0340 – 12 Colman Avenue: Demolition of single storey extension and erection of two storey side extension with pitched roof. Decision: Approval with Conditions (Delegated).
10. **To receive any updates from the New Pavilion Working Group and Sub-Groups.** 24/049
- C Bussey gave an update on the progress of the building works. The completion date was likely to be set back until early September due to delays caused by recent bad weather. Cllr Iaccarino was thanked for his hard work in relation to the new building.
- 10.1 Cllr Iaccarino reported that the recent £2.5k electricity bill relating to the pre-school's usage had been queried with Chaplin Farrant. Draper & Nichols were the current electricity supply account-holders and had signed-up to the developer tariff, which is twice the rate that the Council would otherwise be paying. It was **AGREED** that Cllr Collins would notify the pre-school that they would be responsible for the electricity bills with effect from 20<sup>th</sup> May 2024. C Bussey had done a great job building a new notice board for Norwich Road and the Council **AGREED** to ask him to refurbish the remaining notice boards as necessary.
- Following a discussion of the need for air conditioning in the new building, the Council **AGREED** the estimate of £27,000, subject to a successful £10,000 Community Action Fund grant application from South Norfolk Council. This would take the new pavilion project over-budget and the Council may need to dip into its non-project emergency reserves.
- Management of the new hall would be discussed at the New Pavilion Working Group meeting to be held on 21<sup>st</sup> May 2024.
11. **To receive any update from the SSG meeting held on 29<sup>th</sup> April 2024.** 24/050
- There was none.
12. **To discuss the appointment of a new caretaker.** 24/051
- Cllr Collins had been in communication with an interested local resident and would follow this up before the next meeting.

Signed:



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13. **To receive an update from the Wildflower Meadow and Playing Field Working Groups.** 24/052  
Reports from both working groups had been circulated to the Council prior to the meeting. There was no further discussion in the absence of Cllr Jinkerson.
14. **To elect Parish Council members for the following:** 24/053  
14.1 Playing Field Working Group: Cllrs Jinkerson (Chairperson), Dean and Nobbs.  
14.2 Planning Committee: Cllrs Nobbs (Chairperson), Collins and Iaccarino.  
The above decisions were **AGREED** unanimously.
15. **To elect representatives for the following:** 24/054  
15.1 Six Strategic Group Meetings: Cllr D Mouncer.  
15.2 Allotment Association: Cllr Jinkerson.  
15.3 Pre- School Liaison: Cllrs Iaccarino and Jinkerson.  
15.4 New Pavilion Working Group: Cllrs SJ Hull and Iaccarino.  
15.5 Facebook Page: Cllr Collins and the Parish Clerk.  
15.6 SAM2 Machine: Cllrs Iaccarino.  
15.7 Weekly/Monthly Play Area Inspections: Cllrs Jinkerson and R Mouncer.  
The above decisions were **AGREED** unanimously.  
Cllr SJ Hull outlined the need to find a leader for the Speed Watch volunteers. This role did not necessarily require involvement in the speed watches but did necessitate storing the equipment, uploading the data and recruitment as necessary. The role-holder did not need to be a Parish Councillor.
16. **To identify any training opportunities.** 24/055  
The Council unanimously **AGREED** to fund play inspection training for Cllr R Mouncer through Community Action Norfolk. The Clerk will arrange this after liaising with the interested parties.
17. **To confirm the date of the next Parish Council meeting.** 24/056  
The Council **AGREED** the next meeting date as Thursday 20<sup>th</sup> June 2024

The meeting ended at 9.33pm

Signed:



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Stoke Holy Cross Parish Council

Payments Approved at the Meeting Held on 16th May 2024

Date	Payee	Description	Net	VAT	Gross
17/05/24	D Wickham	April Expenses	£36.00		£36.00
17/05/24	S Collins	Expenses	£23.05		£23.05
17/05/24	D Jones	Expenses (Meadow)	£350.85	£66.83	£417.68
17/05/24	Draper & Nichols	Construction Costs Employers Agent Services	£99,693.39	£19,938.68	£119,632.07
17/05/24	Chaplin Farrant Anglo Scottish Equipment	Container Hire	£68.57	£13.71	£82.28
17/05/24	Ribbonsdale Nurseries	Grounds Maintenance Insurance Supp	£705.00	£141.00	£846.00
17/05/24	Gallagher Insurance	2024/25	£67.35		£67.35
17/05/24	R Goreham	Internal Audit 2023/24 New Hall Website Costs	£75.00		£75.00
17/05/24	C Dean	Costs	£129.60	£25.92	£155.52
17/05/24	Ribbonsdale Nurseries	Tree Removal	£350.00	£70.00	£420.00
17/05/24	M Beckett	Handyman Services	£320.00		£320.00
17/05/24	Wave	Water Bill	£119.28	£23.85	£143.13
28/05/24	S Himpleman	May Cleaning	£99.67		£99.67
28/05/24	D Wickham	May Salary	£833.10		£833.10
28/05/24	Nest	May Pension	£83.30		£83.30
17/06/24	HMRC	May PAYE & NI	£247.29		£247.29

Total £104,950.57 £20,629.81 £125,580.38

Signed:



Date:

20/6/24