

# MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held remotely on

Thursday 26<sup>th</sup> November 2020 at 7.30pm

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

**District Councillor and County Councillor:** V Clifford-Jackson, G Francis, V Thomson

**Clerk:** Mrs A Rose

No members of the public.

## 1. Apologies for absence:

Apologies for absence were received and accepted from Cllr N Legg.

## 2. Disclosures of interest:

There were none.

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

### Report from County Cllr V Thomson:

Cllr V Thomson's reported the following;

- Libraries are currently closed however items can be reserved online.
- Order from your favourite stalls online by visiting [norwichmarket.net](http://norwichmarket.net).
- Beryl bikes are free in the mornings.
- Grit bins are currently in the process of being filled. Seven road gritters will be used over the winter months and the gritting map is still available which will provide information on areas gritted.
- Circulated the COVID-19 local restrictions for tier 2.
- Flu jabs for the over 65's had been carried out. Flu jabs for 50-64 year olds will be carried out from December (GP will contact directly).
- NCC – Fostering parents are required, if anyone is interested please get in touch, full training will be provided.
- Boundary review was put back but is now out for consultation but will be for 2025 election.
- Grants received for hardship for Christmas.
- Many services are still running through lockdown.

### Report from District Councillors:

Cllr G Francis had circulated his report. The following were highlighted;

- District Councillors still have funds to use if worthy and needy causes wish to apply. The clerk will forward the quotation for the replacement cradle swings to Cllr G Francis to apply for some funds to help contribution towards these costs.
- The help hub is still available on 01508 533933 seven days a week.
- The village clusters list is over 400 and will be whittled down early in the new year.

Cllr V Clifford-Jackson report had been circulated to all Councillors. The following were highlighted;

- Census will be happening on the 21<sup>st</sup> March with advisory letters in February 2021.
- Committee meetings can be viewed online on utube.

Cllr N Legg report had been circulated to all councillors.

## The Chair re opened the meeting

### 4. Minutes of the Parish Council Meeting held on 15<sup>th</sup> October 2020:

Cllr S Collins signed the minutes of the meeting held on 15<sup>th</sup> October, which had previously been circulated, as a true record of proceedings; proposed by Cllr C Bussey, seconded by Cllr SJ Hull and unanimously approved.

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

5.1 The clerk reported that hand sanitising stations had been installed to the Mill restaurant, Salamanca butchers and between the Fish and Chip shop and the Mill shop.

5.2 The clerk reported that she had been informed that the outside wheelie bins are being cross contaminated between recyclable and waste items. It was agreed to closely monitor the wheelie bins and to continue with them being locked outside.

5.3 The clerk reported that the advertisement for the General Caretaker position had not been successful and had received little interest in applying for the role. After an in-depth discussion it was agreed to pursue with the advertising and to add the advert to the free 4 all magazine, and to continue adding to the Facebook pages. It was agreed to reassess at our next meeting in January. In the interim period Councillors had offered to help with the following duties;

a) Emptying Lower Stoke bus shelter bins – Cllr J Hopper.

**Signed:**

**Date:**

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b) Emptying Upper Stoke bus shelter bins and Carol Close play area bins – Cllrs S and SJ Hull.

c) Emptying Lower Stoke play area bins – rota between Councillors on the WhatsApp group.

d) Put out the wheelie bins every Wednesday – Cllr G Jinkerson.

5.4 Cllr G Iaccarino will purchase the new pavilion lock as soon as he can and will drop off the keys to the clerk who will then distribute to the relevant keyholders for signing. The clerk will then notify Cllr G Iaccarino who will then change the lock accordingly.

5.5 The clerk reported that John Ingrams had arranged to meet up with the landscaper this week to discuss requirements for the community green land between Harrold Place and Long Lane.

5.6 The clerk had circulated an email regarding the consultation relating to upholding high standards of conduct in public office. The clerk informed Councillors that the consultation closes on 18<sup>th</sup> December for comments.

5.7 The clerk had circulated an email regarding the NCC budget consultation for 2021/22. The clerk informed Councillors that the consultation closes at midnight on 14<sup>th</sup> December for comments.

5.8 The clerk had circulated an email regarding the consultation for Public Space Protection Order – dog fouling / exclusion from enclosed play spaces. The clerk informed Councillors that the consultation closes on 8<sup>th</sup> December for comments.

5.9 The clerk had circulated an email from Poringland PC regarding free face shields for their consideration. It was unanimously agreed to not place an order for the free face shields.

## 6. Finance Report:

6.1 The Clerk tabled the accounts to 26<sup>th</sup> November showing an income of £1,757.02 and expenditure of £5,361.39 leaving a balance in the Current Account of £56,013.45 and £114,060.07 in the Reserve Account. Cllr C Bussey proposed, seconded by Cllr G Iaccarino that the accounts be adopted; this was unanimously approved. The following invoices were approved for payment:

### Authorisation for payment:

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
SO	A Rose	Oct Salary	602.32		
BACS	W Taylor	Oct Salary	99.14		66.00
BACS	Paperstone	Stationary	253.93	50.78	
BACS	A Rose	Zoom Subscription	14.39		
BACS	Houseproud	October Cleaning	106.00	21.20	
BACS	The Garden Guardian	Grass Maintenance Oct	443.89	88.78	
BACS	Chaplin Farrant	Preparation of Approximate Quantities	519.75	103.95	
BACS	Chaplin Farrant	Tender Stage	1050.00	210.00	
BACS	Wave	Water Rates	124.94		
BACS	SNDC	Annual Dog Bin Charges	765.80	153.16	
SO	A Rose	Nov Salary	522.22		
BACS	W Taylor	Nov Salary	99.14		66.00
		<b>TOTAL £</b>	<b>4,601.52</b>	<b>627.87</b>	<b>132.00</b>

### Receipts this month:

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
14/10/2020	Barclays	Wild Thing (Hall Hire)	40.00
19/10/2020	Barclays	Mr AP (Hall Hire)	15.00
19/10/2020	Barclays	Roya Schellenberg (Hall Hire)	15.00
20/10/2020	Barclays	VAT Reclaim	862.02
26/10/2020	Barclays	Mr AP (Hall Hire)	15.00
29/10/2020	Barclays	Pre-School Oct Rent	221.00
02/11/2020	Barclays	Mr AP (Hall Hire)	15.00
07/11/2020	Barclays	Electric Meter	31.00
16/11/2020	Barclays	Churros & Chorizo (Hall Hire)	45.00
16/11/2020	Barclays	Wild Thing (Hall Hire)	40.00
17/11/2020	Barclays	Allotment Association	148.00
17/11/2020	Barclays	Broadside Pizza (Hall Hire)	10.00
20/11/2020	Barclays	SNDC (Adopter Payment)	275.00
23/11/2020	Barclays	Wild Thing (Hall Hire)	10.00
24/11/2020	Barclays	The Food Dude (Hall Hire)	15.00
		<b>TOTAL £</b>	<b>1,757.02</b>

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## Responsible Finance Officer Report:

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	59,617.82		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	1,757.02		
PAYMENTS THIS MONTH (LISTED ABOVE) C		5,361.39	
<b>CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE</b>			<b>56,013.45</b>
<b>BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)</b>			<b>114,060.07</b>

## Allocated Funds:

DETAILS	S106	CIL	TOTAL
NEW PAVILION	148,300.98	112,293.51	260,594.49
PLAY EQUIPMENT (if cannot be allocated to Pavilion)	80,834.56		80,834.56
<b>TOTAL</b>			<b>341,429.05</b>

### 6.2 To review draft budget 2021/22:

The draft budget was discussed in depth. It was agreed to acquire estimated costs for the following prior to our next meeting in January where the precept will be agreed.

- Metal dog fouling signage for the playing field / areas.
- Magazine
- New pavilion costs.

The clerk was tasked with contacting the Parish Partnership scheme to understand if multiple applications could be applied for within the same financial year.

### 7. To ratify the Financial Regulations:

Copies of the Financial Regulations were circulated to all Councillors prior to the meeting. The document was ratified and were unanimously adopted by the Council; proposed by Cllr J Hopper and seconded by Cllr S Collins.

### 8. To agree the Lease Agreement for Carol Close:

The final draft lease agreement provided by Rogers and Norton Solicitors had been circulated to all councillors prior to the meeting for their review. Cllr C Bussey proposes a more thorough read is required due to many errors, including incorrect name and address. The draft will be revised in January's meeting following amendments.

### 9. Membership renewal for CAN:

It was unanimously agreed by all to renew the silver membership for CAN for the amount of £50.00. Proposed by Cllr G Jinkerson, seconded by Cllr S Collins.

### 10. To ratify the Co-option Policy and discuss co-option of Councillor for the remaining vacancy:

Copies of the Co-option 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 C Bussey.

It was agreed to advertise for the vacancy for Parish Councillor using the notice boards and social media sites.

### 11. Replacement of cradle swing play equipment at Carol Close play area.

After an in-depth discussion reviewing all quotations received, it was unanimously agreed by all to appoint NGF Play to install the new cradle swing at Carol Close for the amount of £2778.00 + vat. Proposed by Cllr G Jinkerson and seconded by Cllr C Bussey.

### 12. Footpath between Harrold Place and Long Lane:

After an in-depth discussion reviewing all quotations received, it was unanimously agreed by all to replace the footpath with asphalt. There was a 50/50 split decision regarding the extra cost for the installation of concrete edging as opposed to using the existing wooden edging already in place. The chairman had the casting vote to approve the concrete edging. The Council appointed Waverney Surfacing to carry out the works for the amount of £13,501.80 + VAT. Proposed by S Collins and seconded by G Jinkerson. The clerk was tasked with instructing the contractors to carry out the work as soon as possible.

John Ingrams had kindly offered a contribution towards the footpath for the amount of £3,677.30, the clerk was tasked with writing a letter to the developer thanking him for his kind gesture.

Signed:

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The Council will apply to the Parish Partnership Scheme which could fund 50% of the costs.

**13: Planning Applications:**

2020/1950: Keepers Cottage, Stoke Rd, Dunston – Erection of rear extension – No objections.

2020/2122: Abbots Farm, Brickle Road, SHX – Agricultural general-purpose building to store farm implements – Approved.

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

There were none.

**15. Traffic Working Group:**

Cllr SJ Hull updated the Council following the recent Traffic Working Group meetings. Copy of the minutes were circulated to all Councillors and the following were highlighted;

- To educate people, change behaviour and reduce speeding.
- SAM2 machine back up and running.
- SAM1 machine is currently not working, Westotec will be repairing as soon as possible.
- Look into enquiries to purchase a second SAM2 machine.
- Community speed watch – 13 volunteers confirmed. After training we are realistically looking at the team to be up and running February / March 2021.
- Paul and Linda Dennis presented an incredible report from surveying all signs detailing the condition of them.

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

The next Parish Council Meeting will be held on Thursday 7<sup>th</sup> January 2021.

There being no other business the Chair thanked all for attending and closed the meeting at 21:38pm.