

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING

held remotely on

Thursday 14th May 2020 at 7.30pm

Present: Councillors S Collins, R Wright, S Hull, G Jinkerson, G Iaccarino, D Thomas, SJ Hull

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

Clerk: Mrs A Rose

0 members of the public.

1. Election of Chair:

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

2. Election of Vice Chair:

The Chair invited nominations for Vice Chair of the Parish Council. C Bussey was proposed by S Collins seconded by S Hull and unanimously elected.

3. Apologies for absence:

Apologies for absence were received accepted from C Bussey and J Hopper.

4. Disclosures of interest:

There were none.

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

Report from County Cllr V Thomson:

Cllr V Thomson's report had been circulated to all councillors and is attached to these minutes. Cllr V Thomson reported that the Hub at South Norfolk and Voluntary groups are working well, it is phenomenal how everyone is pulling together.

Report from District Councillors:

Cllrs N Legg, G Francis and V Clifford-Jackson reports had been circulated to all councillors and is attached to these minutes.

S Collins had received some complaints from local residents regarding car engines left on whilst outside the chip shop. The chip shop has been asked to put up a notice politely asking all customers to turn off car engines whilst waiting outside. Cllr V Thompson had offered to mention this to PC Sherry Locke.

The Chair re opened the meeting

6. Minutes of the Parish Council Meeting held on 20th February 2020:

S Collins signed the Minutes of the Meeting held on 20th February, which had previously been circulated, as a true record of proceedings; proposed by G Jinkerson, seconded by S Hull and unanimously approved.

7. The co-option of a councillor for the remaining vacancy:

Proposed by S Collins and seconded by G Jinkerson, the Chair invited S J Hull to be co-opted on as a councillor, all were in favour and unanimously elected. Declarations of Acceptance of Office were signed.

8. Induction training for the New Councillor:

All were in favour for S J Hull to attend the Induction Training course for the amount of £40.00. The clerk will arrange the date and time.

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

9.1 The clerk reported that Rogers and Norton Solicitors are currently in the process of drafting the legal document for the lease for Carol Close Play Area.

9.2 The clerk informed all Councillors that Lee Cozens had kindly volunteered to be the Tree Warden for the Parish of Stoke Holy Cross. Lee Cozens will be contacted by South Norfolk Council's Tree Warden to deliver their Tree Warden Manual and to provide educational / hands on training days later in the year (post Covid-19).

9.3 The clerk reported that the Local Government had approved to hold meetings virtually till may 2021. After various emails and trials it was unanimously agreed to hold the Parish Council meetings remotely via ZOOM for the monthly subscription of £14.39 per month.

9.4 The clerk circulated the CILCA learning agreement for Councillors review. All were in favour and unanimously approved.

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9.5 The clerk reported that The Food Dude had asked the Parish Council if they could use the Pavilion Car Park to park their food trailer, to sale crepes and waffles to the parishioners of Stoke Holy Cross on Tuesday 19th May from 3.30pm to 9.30pm. They had asked to use the outside electric socket for electricity. All were in favour to support this local business and agreed an up front payment of £5 to cover the electricity cost. The clerk will contact The Food Dude to arrange payment and add to the electric meter prior to 19th May.

9.6 The clerk reported that an email had been received from Highways regarding planned works at Chandler Road; 2 grips on Chandler Road had been filled in with soil and gravel. Highways had confirmed that they have programmed these works to clear the grips and remove the gravel from the highway at their earliest opportunity.

10. To authorise Year End Accounts (March 2020) for PKF Littlejohn External Auditors and complete the Annual Return:

The report from the Internal Audit had some recommendations. The clerk was tasked with looking into these recommendations and to update accordingly. The clerk had circulated the Annual Return prior to the meeting for Councillors to examine. Statements in the Annual Return were verified and forms signed by the Chair and Clerk. Proposed by G Jinkerson, seconded by G Iaccarino and unanimously approved.

11. Finance Report:

The Clerk tabled the Accounts to 14th May showing an income of £20,670.80 and expenditure of £2,694.82 leaving a balance in the Current Account of £41,011.74 and £114,003.58 in the Reserve Account. G Iaccarino proposed, seconded by G Jinkerson that the accounts be adopted; this was unanimously approved. The following invoices were approved for payment :

11.1 Authorisation for payment:

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
BACS	A ROSE	APR SALARY	508.87		
BACS	W TAYLOR	APR SALARY	99.14		66.00
BACS	NPTS	SUBSCRIPTION 2020/2021	320.00		
BACS	NPTS	CILCA INTRO COURSE	32.00		
BACS	HOUSEPROUD	MAR CLEANING	51.80	10.36	
BACS	HOUSEPROUD	APR CLEANING	132.50	26.50	
BACS	SHX PCC	DONATION	1000.00		
BACS	A ROSE	ZOOM SUBSCRIPTION	14.39		
BACS	A BARNES	INTERNAL AUDITOR	121.00		
BACS	PAPERSTONE	STATIONARY	260.22	52.04	
		TOTAL £	2539.92	88.90	66.00

Receipts this month:

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
29/04/20	BARCLAYS	SOUTH NORFOLK COUNCIL (PRECEPT)	20536.50
29/04/20	BARCLAYS	PRE-SCHOOL (APR RENT)	134.30
		TOTAL £	20670.8

Responsible Finance Officer Report:

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	23035.76		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	20670.80		
PAYMENTS THIS MONTH (LISTED ABOVE) C		2694.82	
CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE			41011.74
BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)			114,003.58

Allocated Funds:

DETAILS	S106	CIL	TOTAL
NEW PAVILION	147,840.41	112,293.51	260,133.92
PLAY EQUIPMENT (if cannot be allocated to Pavilion)	80,583.51		80,583.51
TRODPATH			
TOTAL			340,717.43

Signed:

Date:

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11.2 The clerk circulated to councillors the monthly salary payments for April 2020 to March 2021. The clerk informed the councillors that there had been a delay in receiving the payscales from NALC. It was agreed to keep the clerk's salary the same as 2019/2020 until the revised payscales are received; at which point the new payscales will be reviewed. Proposed by G Jinkerson, seconded by G Iaccarino and unanimously approved.

11.3 The CIL Annual Report 2019/2020 was unanimously agreed by all.

12. Election of Parish Council committee members:

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

Planning Committee: S Hull proposed D Thomas, G Iaccarino, C Bussey, S Collins, SJ Hull with C Bussey as chair. This was seconded by G Jinkerson and unanimously approved.

Financial Controller: S Collins proposed G Iaccarino this was seconded by G Jinkerson and unanimously approved.

Data Protection Committee: G Iaccarino proposed S Collins, C Bussey and G Jinkerson with S Collins as chair. This was seconded by R Wright and unanimously approved.

13. Election of Representatives:

Six Strategic Meetings: C Bussey and S J Hull was appointed as representatives.

Allotment Association: R Wright was appointed as the representative.

Pre-School: G Iaccarino was appointed as the representative.

New Pavilion Working Group: S Collins proposed C Bussey, G Iaccarino, G Jinkerson, D Thomas and SJ Hull. This was seconded by S Hull and unanimously approved.

Facebook: S Collins and G Iaccarino was appointed to update and manage the Parish Council's Facebook page.

Defibrillators: SJ Hull (Upper Stoke) and R Wright (Norwich Road) was appointed to carry out regular checks and update the webnos system.

SAM2 Machine: The appointees to manage and maintain the SAM2 machine was deferred to our next meeting whilst the Clerk drafts out a policy for approval.

Weekly and Montly Play Area Inspections: S Hull and G Jinkerson were appointed to inspect and report on both playing areas at Long Lane and Carol Close.

14. Planning Applications received:

2020/0305: Land Off Mangreen Hall Lane, Dunston; Discharge of condition 5 of planning permission 2018/1640 – Written Scheme of investigation.

2020/0706: 3 Norwich Road, SHX; New cart lodge to front of property.

2020/0507: Dunston Hall Hotel, Ipswich Road; Installation of air-conditioning units.

2020/0495: Dunston Hall Hotel, Ipswich Road; Works to main entrance including new canopy, signage and lighting units; removal of internal partition wall as part of a larger scheme of internal refurbishment and redecoration.

2020/0821: PD Change from Barn to Dwelling; Agricultural Building At Watering Farm Long Lane, SHX – Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to 5 no dwelling houses (QA and QB). Cllr D Thomas had requested confirmation of the size of the development to ensure measurements are within the size permitted.

2020/0784: 26 Chandler Road, SHX; Raise kitchen extension roof ridge to match original roof structure to create extra room on the first floor.

15. Consultees Reports on Planning Applications:

2020/0244: 40 Norwich Road, SHX; Variation of condition 2 of planning permission 2018/1600 – to alter previously approved two storey rear extension and change of windows from clear to obscured glazing – Approved with Conditions.

The Parish Council are concerned that numbers are being reduced to 5 since the lockdown by the Development Management Committee as a temporary measure to facilitate online meetings.

16. Date of the next Meeting:

The next PC meeting will be held on 18th June held remotely at 7.30pm.

There being no other business the Chair thanked all for attending and closed the meeting at 9.15pm.