

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING
held at the Pavilion on
Thursday 25th November 2021 at 7.30pm

Present: Cllrs Collins, Bussey, Hull, SJ Hull, Iaccarino, Jinkerson, Hopper, Thomas, Knobbs
District Councillor and County Councillor: Gerry Francis

Clerk: Mrs A Rose
6 members of the public.

The chair informed members of the council and the public that the meeting will be recorded for minute purposes.

1. Apologies for absence:

Apologies for absence were received from County Cllr V Thomson and District Cllrs N Legg and V Clifford-Jackson.

2. Disclosures of interest:

There were none.

3. Elysian Associates

Jerry Dale from Elysian Associates kindly attended our meeting to talk about the report they provided and the VAT implications to the running and building of the Pavilion hall. His report offered seven different options which were discussed in depth. The Parish Council unanimously agreed with his recommendations that option 4 Opt to register for VAT, which means we will be able to reclaim the VAT on the cost of construction.

We will however have to charge (or include in the price) VAT on hirers. The Council retains ownership being the most viable option for what the council is hoping to achieve. It was considered and agreed that the other options were presented with complex responsibilities regarding trustee legal responsibilities.

The following items were highlighted;

- Once the council opt in to tax, the opt in is then in place for 20 years.
- VAT will be included in charges for the hall.
- Due to the pre-school being a charity, a further investigation will be carried out in regards to VAT being applicable, Elysian Associates will be looking into this.
- VAT registration normally takes 5 weeks however since the pandemic it could result in taking months.
- Making tax digital the Council will need to consider an accountancy package.

It was agreed for the council to instruct Elysian Associates to register us with VAT when confirmation of all funds for the hall had been received. Proposed by Cllr Bussey and seconded by Cllr SJ Hull. Elysian Associates will provide the council with a cost estimate for the VAT registration in due course.

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

Our local beat officer PC Sherry Locke popped in to say hello. PC Locke and Cllr SJ Hull will be working together to monitor the speed within the village. Cllrs asked if PC Locke would be able to patrol the pavilion car park when the football club are playing, as we had received some complaints of cars being carelessly parked, obstructing the pavement not allowing enough room for residents to get past safely. PC Locke will happily monitor the situation if on duty and suggested that perhaps we should ask the football club to allow spaces for parents when attending away games and they themselves park sensibly elsewhere.

Report from District Councillors N Legg and G Francis

Cllr G Francis reported that the planning committee is back to operating with 9 members and that the accommodation review for SNDC and Broadland is still on going.

5. Minutes of the Parish Council Meeting held on 21st October 2021:

Cllr Collins signed the minutes of the meeting held on 21st October, which had previously been circulated, as a true record of proceedings; proposed by Cllr Jinkerson, seconded by Cllr Hopper and unanimously approved.

Signed:

Date:

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6. Finance Report:

6.1.

The Clerk tabled the accounts to 25th November showing an income of £5,759.33 and expenditure of £5,285.08 leaving a balance in the Current Account of £56,383.28 and £134,071.64 in the Reserve Account. Cllr Iaccarino proposed, seconded by Cllr Jinkerson that the accounts be adopted; this was unanimously approved. The following invoices were approved for payment:

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
SO	A Rose (PAID)	Oct Salary	506.22		
SO	A Rose (PAID)	Oct WAH Allowance	13.00		
BACS	NEST (PAID)	Oct Pension	40.50		
SO	A Rose	Nov Salary	1441.71		
SO	A Rose	Nov WAH Allowance	13.00		
BACS	NEST	Nov Pension	70.04		
BACS	HMRC	PAYE			483.61
DD	AF Affinity Ltd	Electricity	57.93	3.31	
BACS	CGM Group	Grass maintenance	98.00	19.60	
BACS	CGM Group	Grass maintenance	187.00	37.40	
CREDIT	CGM Group	Missed verge cut	-42.00	-8.40	
BACS	Allotment Association	Fence Stakes and netting	270.45	54.09	
BACS	SJ Hull	SAM2 padocks	3.29	0.66	
BACS	NR Asphalt	Pot hole repairs	1841.09	368.22	
		TOTAL £	4,500.23	474.88	483.61

Receipts this month:

DATE	ACCOUNT	RECEIVED FROM	AMOUNT
22/10/21	Barclays	Adopter payment	275.00
22/10/21	Barclays	CIL21/22-2020/2122	478.80
25/10/21	Barclays	Allotment rent plot 10	37.00
26/10/21	Barclays	Hall hire (band practice)	15.00
01/11/21	Barclays	HMRC VAT recovery	4756.75
09/11/21	Barclays	Hall hire (band practice)	15.00
16/11/21	Barclays	Hall hire (band practice)	15.00
18/11/21	Barclays	Allotment Association water charges	141.78
18/11/21	Barclays	Allotment Association hall hire	10.00
23/11/21	Barclays	Hall hire (band practice)	15.00
		TOTAL £	5,759.33

Responsible Finance Officer Report:

DETAILS	CREDIT	DEBIT	TOTAL
CASH BOOK BALANCE BROUGHT FORWARD (COMMUNITY ACCOUNT) A	55,909.03		
RECEIPTS THIS MONTH (COMMUNITY ACCOUNT LISTED ABOVE) B	5,759.33		
PAYMENTS THIS MONTH (LISTED ABOVE) C		5,458.72	
CASHBOOK BALANCE CARRIED FORWARD (=A+B-C) COMMUNITY ACCOUNT BALANCE			56,209.64
BUSINESS SAVER ACCOUNT BALANCE (INC INTEREST)			134,071.64

DETAILS	S106	CIL	TOTAL
NEW PAVILION	148,381.73	132,293.51	280,675.24
PLAY EQUIPMENT (if cannot be allocated to Pavilion)	80,878.57		80,878.57
TOTAL			361,553.81

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6.2. Clerk's back pay

After a full investigation it was unanimously agreed to pay the back pay owed to the clerk for the amount of £905.67. Proposed by Cllr Knobbs and seconded by Cllr Jinkerson.

6.3. Draft Budget 2022 / 2023

The clerk circulated the draft budget for 2022/ 2023 with no questions raised. The clerk reported that she will add the expenditure to the 31st December and estimated expenditure to year end in January prior to the next Parish Council meeting when the precept will be agreed.

6.4. CIL 21/22-2020/2122

It was unanimously agreed by all to allocate the recent CIL monies received for the amount of £478.80 to the new Pavilion project. Proposed by Cllr Bussey and seconded by Cllr Thomas.

7. Public Works Loan Board

It was unanimously agreed to apply to the PWLB for an amount of £330,000.00. The amount will not be withdrawn until the planning application is approved and the S106 agreement agreed. Proposed Cllr Bussey and seconded by Cllr SJ Hull.

The clerk explained that there is a two part process, first part is submitting an application for approval to the Ministry of Housing, Communities & Local Government and then the second is to apply to the PWLB for the loan.

8. Planning Applications:

2021/2271: 15 Long Lane, SHC; Two storey side and rear extension and single storey front extension – **Approved.**

2021/1198: 50 Poringland Road; Sweet chestnut fell – **Approved.**

9. Consultees Reports on Planning Applications:

2021/1198: Devonia, 3 Brickle Road, SHC; Proposed one and half storey extension and external alterations to dwelling - **Approval with conditions**

10. Clerk report and update on items not on the agenda

10.1. The clerk reported that Deputy Lieutenant Bryony Falkus confirmed that they will be able to attend our Parish Council meeting on 6th January to present the memorial plaque to commemorate the community on their resilience through the pandemic. It was agreed by all to have the presentation at 7pm followed by the Parish Council meeting. The clerk was tasked with creating a poster inviting parishioners to attend.

10.2. It was unanimously agreed to purchase a defibrillator cabinet for the defibrillator that was funded by the FA and grant secured by Stoke United Football Club.

10.3. The clerk updated that D Morley is exceptionally busy at the minute and is hoping to re-site the dog bin at Birkbeck Close to Poringland Road this side of Christmas.

10.4. The clerk reported that allotment holder of plot 10 had paid the tenancy fees however no signed tenancy agreement had been received to date. The chair offered to chase the allotment holder.

10.5. The clerk updated that the mantel clock signs will be installed as soon as the final sign arrives.

10.6. The clerk asked the Council if they would like to re-review the role of caretaker or reconsider SNDC charges to empty the bins throughout the village. It was agreed to re-visit the caretaker role and circulate a vacancy offering 4 hours at week at £12.50 per hour. In the interim period five councillors offered to rota the emptying of the litter bins.

10.7. The playing field committee would like to ask the council to consider the purchase of two brown bins, which will be used to manage the willflower verges. Proposed by Cllr Collins, seconded by Cllr Knobbs and unanimously agreed.

11. CAN membership

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It was unanimously agreed by all to renew the silver Community Action Norfolk membership for the amount of £50. Proposed by Cllr Bussey, Seconded by Cllr Hopper.

12. Financial Regulations

It was unanously agreed that no changes were required to the current Financial Regulations and agreed to review them every 3 years. Proposed by Cllr Collins and seconded by Cllr Knobbs.

13. Tree Survey

The clerk reported that the tree survey report had not been received in time for tonights meeting and agreed that it will be reviewed at the playing field committee meeting on 2nd December.

14. Traffic Working Group

The SAM2 was placed on Mill Road to monitor the traffic following recent reports that vehicles are speeding. After reviewing the stats it was agreed that no immediate concern was required and majority of vehicles are within the speed limit zone.

Community Speed Watch is working well.

15. Date of the next Meeting

The next Parish Council Meeting will be on Thursday 6th January held at the Pavilion.

16. Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of Staff matters.

After an in depth discussion it was agreed to increase the clerks pay to SCP20, increase pension to 10% and allow the clerk to claim fuel expenses for any additional meetings (excluding monthly Parish Council meetings).

There being no other business the Chair thanked all for attending and closed the meeting at 9:45pm.