

MINUTES OF STOKE HOLY CROSS PARISH COUNCIL MEETING
held on
Thursday 14th June 2018 at the Pavilion at 7.30pm

Present: Councillors Chairman L Marsh, C Bussey, C Cann, J Hopper, C Iaccarino, G Davies, R Wright, S Collins

District Councillor and County Councillor: T Lewis, V Thomson

Clerk: Mrs A Rose

4 members of the public.

1. **No Apologies for absence were received**
2. **Disclosures of interest:** There were none.
3. **The Chairman closed the meeting for Public Comment and Questions:** There were none.

Report from County Cllr V Thomson: It was announced that Andrew Proctor will be the new leader for Norfolk County Councillor, he will be the replacement from Cliff Jordan who has sadly passed away.

It was mentioned that we will have a New Recycling Centre but no official site has been identified as of yet.

Q) G Davies is concerned about the irregular bus service. The buses are running late sometimes upto an hour.

A) V Thomson replied if buses are over 40 minutes late please report to the Transport Manager and himself on that day, he will then be able to chase and investigate why.

Q) G Davies reported and highlighted how dangerous the road has become on Markshall Lane, the hedges are exceptionally dangerous.

A) V Thomson replied our standard approach is to contact the owner of the land.

The Clerk has been tasked with contacting Mrs Y Wonnacott, clerk to Caister St Edmunds expressing the Councillors concerns on Markshall Road and to obtain clarity on who owns the land, if no one owns the land a request should be sent to highways to be cut.

Report from District Cllr T Lewis. The proposed merger of staff for South Norfolk and Broadland approval has now been confirmed and while redundancies are possible, staff reduction of upto 25% it is hoped this will be achieved through natural wastage.

Fly tipping in this area overall is at a low but Councillor T Lewis does ask that if anyone comes across fly tippers, please keep a record and report directly to him.

Councillor T Lewis also confirmed that the new bus change timetables will be in effect from July which going forward should result in fewer buses being late.

The Chairman re opened the meeting

4. Minutes of the Parish Council Meeting held on 3rd May 2018:

L Marsh signed the Minutes of the Meeting held on 3rd May, which had previously been circulated, as a true record of proceedings; proposed by C Bussey, seconded by C Cann and unanimously approved.

5 To authorise Year End Accounts (March 2018) for Littlejohn External Auditors and complete the Annual Return.

The Chairman L Marsh made the decision to change 5 and 6 on the Agenda, the other way round requesting the Audit item to be carried out before the Clerks report.

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The report from the internal audit had raised no concerns. The Clerk B Cattermole had circulated the Annual Return prior to the Meeting for Councillors to check the figures. Statements in the Annual Return were verified and the forms signed by the Chairman and the Clerk B Cattermole. Proposed by C Bussey, seconded by C Cann and unanimously approved.

The Chairman had suspended the meeting at 20:01pm

The Chairman and all Councillors proposed a Toast to Barbara Cattermole (former clerk) and presented her with a beautiful bouquet of flowers wishing her all the best for her retirement and thanking her for all her hard work over the years and for going above and beyond. Farewell Barbara!

Councillor C Bussey left the building for a short period.

The Chairman re-opened the meeting at 20.08pm

6. Clerk's Report and Progress on items not on the Agenda :

6.1 Carol Close lease renewal with regards to an email received from Yvonne, a question was asked if we are happy with them to issue a joint email both to ourselves and the trustees. It was unanimously agreed that this was ok. The Clerk was tasked to email Yvonne and confirm this.

6.2 It was decided that the old Laptop be delivered to the Chairman to be wiped clean of data and to sell the old printer for as much as we can.

6.3 The church sign to be installed on a new pole adjacent to the hedge of number 59. The Chairman L Marsh has tried to make contact with the property owner, a visit was made however no-one was home – The Clerk has progressed no further with this.

6.4 A second defibrillator was discussed and a quotation from Heartbeat trust was circulated. It was agreed and accepted to proceed to install the defibrillator at the telephone box by the Public House called the Wildebeest. Proposed by C Bussey and seconded by S Collins and unanimously approved. It was also agreed by the District Councillor T Lewis that he will contribute a grant towards this of £500.00. The Clerk was tasked with actioning this.

6.5 Barbara had reported a large pothole on Mill Bridge at Stoke and has reported it to NCC and highways. The Clerk was tasked to await their reply and chase if necessary.

6.6 W. Taylor had reported the following repairs needed for the playing park at the Pavilion : 27 Rivets missing on the skate park, tree guards to be replaced in the car park, metal slide needs digging out, exposed concrete areas need filling around play equipment (including the covered seating area). It was discussed in great detail that a Working Party was the best way forward to complete these repairs. A working party date has been agreed for the 7th July 12-3pm. The Clerk was tasked with informing W Taylor, Football Club and the Pre-school of the working party date. S Collins suggested organising a poster for the School and C Cann to compile a list of what needs doing.

6.7 C Bussey sent an email to Hopkin Homes on 12th June 18 regarding the new Broomfield Road Bus Shelter, C Bussey confirmed we are still awaiting a reply.

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6.8 Email was received from David Disney reference Residents Parking Scheme, it was unanimously agreed that this was not a requirement so no further action taken.

6.9 Due to the recent problems with CGM, the Clerk was tasked with contacting other clerks to investigate if they have similar problems and who they contract with. The Clerk was tasked with monitoring them closely and then to review the Clerks responses near the end of their contract. L Marsh suggested we re-view this in October's Agenda.

6.10 The Clerk reported that the first meeting for GDPR was held on the 12th June 2018 and confirmed a report will be sent out for the next PC Meeting on 26th July 2018. C Bussey proposed we be vigilant on the information we pass on.

7. Finance Report :

The Clerk tabled the Accounts for the period 2nd May – 8th June showing income of £44.80 and expenditure of £3,576.27 leaving a balance in the Current Account of £28,313.56 and £30,589.33 in the Reserve Account. C Bussey proposed, seconded by J Hopper that the accounts be adopted ; this was unanimously approved. The following invoices were approved for payment :

Happy Cow	£86.04	Pavilion cleaning	Anglian Water	£65.73	Water Rates
PRP	£709.76	Architecture / Surveying	Happy Cow	£86.04	Pavilion Cleaning
Simon Cox	£30.00	Internal Audit	HMRC	£54.00	PAYE
CGM	£46.80	Ground Maintenance	CGM	£158.76	Ground Maintenance
Anthony Rose	£238.80	Replacement Printer Clerk	Anthony Rose	£399.99	Replacement Laptop Clerk

All agreed salaries and PAYE

8. To elect representative for the Allotment Association:

Councillor J Hopper was elected to be representative. Proposed by L Marsh, seconded by C Bussey; and unanimously elected.

9. To consider Annual Subscription:

It was discussed in detail what NALC offers over NPTS which was circulated by the Clerk. It was proposed by C Iaccarino we go ahead with NPTS and seconded by S Collins, it was unanimously agreed.

10. Planning Applications:

2018/1047: Tantallon 14 Chandler Road, Stoke Holy Cross - Change of use of former garage/store to form coffee shop including extension and alterations - C Bussey confirmed there was a lot of responses in support of this application.

2018/0905: Malt Kiln Farm, Norwich Road, Stoke Holy Cross – Formation of a means of access to a classified road together with laying of hard standing and erection of fence - County Councils decision.

2018/0949: Wood View Chandler Road, Stoke Holy Cross – Proposed single storey rear extension extending 4.25m from the rear wall of the original dwelling house with a maximum height of 3.3m and eaves height of 2.3 – Conservatory in progress.

C Bussey reported that 54 houses on 16 Poringland Road had been turned down.

Q) Public raises the question if it goes to appeal will they look at all the information?

A) G Davies suggested people attend the enquiry if concerned and have their points of view heard.

Q) L Marsh asked how long would an appeal take?

A) G Davies reported it was refused in May and can take upto six months to appeal.

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11. Consultees Reports on Planning Applications:

None

12. Traffic Issues:

R Wright has attached his latest Analysis report for 7 Norwich Road which will be published on the Website. It was suggested that the Clerk also circulate these reports to Tina the Clerk for the Six Strategic Group

13. Playing Field Committee Report:

C Cann reported that as the Working Party date has now been set she will compile a list of what needs doing. The next Playing Field meeting date is set for 19th July 2018.

14. New Pavilion Working Group Report:

G Davies reported that in the last meeting H Yull from Pre-school and P Williams from the Football Club were involved with regards to the design as it will have an impact on them and to ensure all things were considered. G Davies reported that when a design is in place we can then look at the cost and source some funding.

The Chairman suggested G Davies update the Headteacher at the School on the project.

G Davies would like to thank C Bussey for all his efforts with regards to the designs.

15. Correspondence:

The Clerk received correspondence from DPL reference the reserve power stations. The Clerk is tasked with scanning the documents and circulating to councillors.

15. Any Other Business:

There was none.

16. Items for the next Agenda and date of the next Meeting:

.The next PC meeting will be held on 26 July at **St Georges Hall, Upper Stoke**, at 7.30pm.

There being no other business the Chairman thanked all for attending and closed the meeting at 21.19pm.

Signed: _____

Date _____