

**MINUTES OF STOKE HOLY CROSS ANNUAL PARISH COUNCIL MEETING HELD ON
THURSDAY 3rd May 2018 in the Pavilion at 7.30pm**

Present Councillors: L. Marsh, C. Bussey, C. Cann, S. Collins, G. Davies, C. Iaccarino.

Clerk: Mrs A Rose (Mrs B Cattermole)

District Councillor: T Lewis

1 member of the public

The Meeting was opened at 7.32pm by L Marsh, previous Chair of the Council. She welcomed all to the meeting.

1. Apologies for absence: Apologies for absence were received and accepted from V Thompson and R Wright.

2. Disclosures of interest: There were none

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

Report from District Councillor T Lewis: Reported there will be Bus cut backs by Konnect, plans to merge bus numbers 87 and 88, half hourly service from Bungay to Norwich, Arminghall, Trowse and Poringland will have fewer buses, Stoke will now become an hourly service. Bus 84 have not heard any changes and presume evening services will remain the same. All in effect from the 1st July, a new timetable will be on the Konnect website. The Chairman expressed concerns for the Elderly as they rely on regular bus services and C Bussey also commented about the service ran as a commercial operation rather than a Public Service. DC T Lewis suggests we take up further discussions with CC V Thompson.

DC T Lewis – reported the correspondence received from a member of the public reference the ongoing problems with Hopkins Homes, C Bussey reported that the road base has not been approved, the water drainage and sewage not signed of, their solicitor expressed that the sale of the property was illegal without having these problems signed off, the home owner is now seeking compensation.

G Davies – reported there is no usage of the mobile library which comes fortnightly, it was sad to see there were lots of mums and dads with kids that passed the mobile library but no one came it. L Marsh proposed we write something for the free for all and express “use it or lose it”.

L Marsh reopened the meeting.

4. Minutes of the Parish Council Meeting held on 22nd March 2018

The Chairman signed the Minutes of the Meeting, which had previously been circulated, as a true record of proceedings. Proposed C Bussey, seconded G Davies. All were in agreement.

5. Election of Chairman and Vice Chairman:

District Councillor T Lewis took the Chair and invited nominations for Chair of the Parish Council. L Marsh was proposed by C Bussey seconded by C Cann and unanimously elected.

Chairman L Marsh then asked for nominations for Vice Chair; C Bussey was proposed by C Iaccarino, seconded by S Collins and unanimously elected.

6. Clerk’s Report and update on items not on the agenda:

- 6.1 Awaiting email from Dannielle Cook CGM Group reference an update on what has been cut so far this year.
- 6.2 Email received from Norfolk Asset Performance Team reference Maintenance work on the rivers and defences in the area – The Clerk was tasked to attach the fact sheet to the notice Boards.
- 6.3 Carol Close lease renewal; Rogers and Norton are still waiting to hear from David Dobson – Clerk to chase up.
- 6.4 Annual Subscription with NALC or NTPS, it was suggested that NTPS were better than NALC - The Clerk to report what each of them offer to help decide which one to go with.
- 6.5 To consider replacement Laptop and Printer for the Clerk - £500 budget was agreed.

Signed: _____

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- 6.6 Email received from Gary Overland Highways reference the Church sign – email says “there is no reason why we could not erect a new Church sign when we replace the defective sign pole that currently has 30mph repeater signs. We would not be able to add any further signage to the existing finger post, but we could in theory install a new pole plus new church sign further from the junction adjacent to the hedge of number 59. This would need discussions between the PC and the property owner. I have also picked up that the give way sign has been hit and damaged, I will arrange for this to be repaired asap” – The Clerk was tasked with forwarding the email onto C Bussey and for L Marsh to speak to the property owner of number 59. (Bartlet signs from Long Stratton makes the signs).
- 6.7 Reference second defibrillator; contact Councilor Trevor Lewis to see if we can obtain a grant for this. Also contact Heartbeat Trust to obtain the total cost. T Lewis was at the meeting and confirmed he could probably help with around a quarter of the cost but a quote would need to be obtained first – The Clerk tasked with contacting Heartbeat.
- 6.8 Manhole outside W Taylors house – Highways chasing Anglian Water. – The Clerk to Chase.
- 6.9 There were many to do items listed from the Caretaker W Taylor reference the playing field and children’s play area:
1. The new dog waste bin has been reported that it still sits in the pavilion awaiting the Parish's decision on where to locate it – it has been decided that the new bin will be used for the new site / location.
 2. A sign relating to the basketball stand and hoop has been in the Pavilion storeroom for a few weeks - C Iaccarino has offered to fit this sign in an appropriate place.
 3. Two wooden guards protecting the new trees bordering the new car park have been removed and need replacing, it was discussed that this item to be brought up at the next Playing Field Committee meeting.
 4. It was reported that the metal slide requires some earth to be dug out from the base. The slide is level with the ground so that users cannot put their feet down when coming to the end of the ride, it was discussed that this item also be brought up at the next Playing Field Committee meeting.
 5. The plastic mesh in the Pavilion which is to be used to secure the earth around the slide and other areas in the park which suffer from soil slippage, it was discussed that this item to be brought up at the next Playing Field Committee meeting.
 6. The skateboard ramps are missing some rivets causing the board to be raised above the metal safety plate – C Iaccarino has offered to look into this.

7. Year End Accounts 1 April 2017- 31 March 2018:

B Cattermole tabled the Accounts for the year ending 31 March 2018 with accompanying notes showing a balance in the Current account at year end of £13,197.00 and £30,587.99 in the Reserve Account. Proposed by C Bussey and seconded by G Davies they were unanimously approved and signed by L Marsh. B Cattermole reported that Simon is happy to carry out the Internal Audit but it will be his last year, B Cattermole suggested for next year we might want to contact Catherine Moore (Clerk for Poringland Parish) who is fully qualified.

8. Finance Report:

The Clerk tabled the Accounts for the period 1st April 2018 – 1st May 2018 which showed an income in the current account of £19,521.47 and expenditure of £1,824.73 and monies brought forward from 1st April 2017 £13,197.00 leaving a balance in the current account of £30,893.74. The following invoices were approved for payment; all were in agreement.

Happy Cow	£86.04	Pavilion cleaning	C Bussey Farms	£9.78	Gutter Parts
CGM	£438.48	Grass maintenance			

All agreed salaries and PAYE

Bank account Signatories are requested to be changed, these were proposed by C Cann and seconded by G Davies. L Marsh and C Bussey filled in the forms for NatWest – The Clerk was tasked with adding herself filling in the required form and visiting bank providing ID.

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9. Election of Parish Council Committee Officers and Representatives:

Playing Field Committee: L Marsh proposed the following; C Cann, J Hopper, and L Florence, S Collins with C Cann remaining as chair. This was seconded by C Bussey and unanimously approved.

Planning Committee: C Cann proposed C Bussey, G Davies, G Iaccarino, L Marsh, S Collins and R Wright with C Bussey remaining as chair. This was unanimously approved.

Data Protection Committee: L Marsh, C Bussey and C Cann with L Marsh as chair. This was unanimously approved.

Representatives at the Six Strategic Meetings: C Bussey currently chairs these meetings; S Collins and J Hopper were appointed as the two representatives from Stoke Holy Cross.

Allotment Association: Postponed till next meeting, (14th June 2018).

Pre-school: G Iaccarino agreed to represent and to attend meetings of the Preschool Committee.

Pavilion Working Group: At present Councilor members of the Group are C Bussey, G Davies, and C Iaccarino with P Williams, H Fitzsimons and H Yuill, representing the community, with G Davies remaining as Chair.

Footpath Working Group: L Marsh and G Davies to set up and represent.

10. GDPR Policy:

To approve and adopt GDPR Policy, proposed by G Iaccarino and seconded by S Collins.

11. Annual subscription to NALC:

To consider paying NALC Annual Subscription of £295.07 – The Clerk tasked with looking at NTPS (Norfolk Training Parish Scheme) what they charge and what they offer compared to NALC, obtain information to compare the two.

12. Planning Applications received:

2018/0654: 7 Gravel Hill, Stoke Holy Cross, Proposed front and rear single storey extension - Approved.

2018/0741: The End House, The Common, Dunston – to raise the central collar to create living space – No drawings received

2018/0849: 18 Webster Close, Stoke Holy Cross – Conversion of garage and single storey rear extension – Approved.

2018/0611: 67 Norwich Road, Stoke Holy Cross – Raised decking and steps to rear – Approved.

13. Consultees Reports on Planning Applications:

2017/2630: Land to the west of the Spinney, 133 Norwich Road, Stoke Holy Cross – Residential use, as described at paragraphs 7.1 and 7.2 of the legal justification accompanying the application - Turned down.

14. To receive a report on recent Traffic issues:

R Wright sent an email which L Marsh read out as he was unable to attend this meeting. The movement of our SAM 2 around the village continues and submission of data summaries for our website and partners. There has been one resignation but two new members have been recruited. R Wright reported he is happy to serve a further year as the traffic issues representative.

15. Allotment Association Issues:

C Bussey reported we are still paying off the loan for the Allotments with some years to still make payments. It was reported that there are currently 9 people on the Allotment waiting list. Although the request for further allotments did not specify the actual land that might be used it was suggested by Councilor Collins that the land in question was beyond the existing playing field hedge and the new Harold Place Development. However councilors agreed that as the final plans for the pavilion and the reordering of the playing field equipment was not finalised it was inappropriate to consider a request for further allotments at the current time in that place. It was agreed that a lot of thought needs to go into the future use of the land beside the playing field and all possibilities including a Community Orchard would be considered at a later date.

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16. To consider any correspondence received:

Stoke Holy Cross football coach N Thompson is organizing a Charity football match in memory of one of their players who sadly passed away after battling a brain tumour, he has asked if we can waive the fee for the hall - This was unanimously approved.

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

The next Parish Council meeting will be held on 14th June 2018.

There being no other business the Chairman thanked all for attending and closed the meeting at 9.46pm.

Signed: _____

Date _____