

# **STANHOE PARISH COUNCIL**

## **Minutes of the Meeting held on** **Wednesday 10<sup>th</sup> May 2023 at 5.00pm** **in the Village Reading Room**

*Clerk to the Council: Wayne Leighton – Telephone 01485 518570/07789 887 380*

### **Present:**

|                     |               |
|---------------------|---------------|
| Mr M. Wilson (MW)   | Chairman      |
| Mr T. Fitzjohn (TF) | Vice-Chairman |
| Miss R. Brown (RB)  |               |
| Mr D. Lord (DL)     |               |
| Dr S. Shaw (SS)     |               |
| Mr W Leighton       | Clerk         |

### **Apologies:**

None

### **In attendance:**

3 members of the public

- 1. Appointment of Chairman and Vice Chairman:** DL advised Council that he did not wish to be considered for a further term as Chairman but would remain on the Council and support the new Chairman. RB, on behalf of Council, thanked DL for the vast contribution he had made during his time as Chairman – this was echoed by TF. TF proposed MW as Chairman which was agreed unanimously and accepted by MW. MW proposed TF as Vice-Chairman which was agreed unanimously and accepted by TF.
- 2. Signing of Necessary Documents:** All members signed and submitted to the Clerk the following documents which were witnessed as appropriate:
  - Acceptance of Office
  - Register of Pecuniary Interest
  - Election Expenses
- 3. To consider apologies for absence:** All Councillors were present.
- 4. To consider approval of the minutes of the last meeting held on 8 March 2023:** No queries were raised and the minutes were passed and signed by the Chairman.

5. **To record declarations of interest in any item to be discussed:** None.
6. **To adjourn meeting to allow public participation:** One member raised the current condition of the Stanhoe village sign feeling it needed some 'care and attention'. RB suggested that Roddy Rowe should be asked to assess the condition and provide a report/cost involved in renovating the sign. The Chairman agreed to contact Roddy. One member raised concern over general village safety including speeding and a general lack of footpaths. It was suggested that the local Highways Engineer should be invited to 'walk the village' with Councillors so that the issues could be pointed out. The Clerk would make the necessary arrangements.
7. **Co-option of Councillors:** Following the recent elections there were now 2 vacancies on the Council. It was agreed that a notice should be placed in Saints Alive (MW) and on the website (Clerk) requesting that expressions of interest be sent to the Chairman by 15 June 2023. DL took the opportunity to thank Rita Birkin and Brian Gorton, who had decided not to stand for re-election, for the contribution they had made during their time on the Council. This was echoed unanimously.
8. **Clarification of the Narrative around the Precept:** SS felt that the Parish Council should be more open and transparent about the setting of the annual precept, particularly if an increase was being proposed. This was never more appropriate during the current cost of living crisis where individuals were faced with increasing costs on all fronts. Council agreed unanimously and would ensure this was evident during the deliberations for the setting of the 2024/5 Precept.
9. **Parish Council Clerk Vacancy:** The Clerk had previously notified Council of his intention to step down and now confirmed that his last day in office would be 18 May 2023. 3 expressions of interest had been received for the role – the Chairman would make arrangements for interviews to take place on 22 May 2023. Council expressed their thanks to the departing Clerk.
10. **Confirmation of July 2023 Meeting Date:** The July 2023 meeting would take place on 19 July 2023 starting at 6.00pm. The schedule for the remaining meetings for 2023 would be:  
  
19<sup>th</sup> July - Confirmed  
13<sup>th</sup> September - Provisional  
8<sup>th</sup> November - Provisional
11. **Provision of Salt/Grit Bins:** The MEHM Trust were not keen on the proposed siting of a bin outside the Village Hall. Council felt that when issues raised involved joint decision making by the Parish Council and the MEHM Trust this may be better served by way of a joint meeting between the 2 organisations. The Chairman would propose this suggestion to the Chair of the MEHM Trust.

- 12. Future of the Playing Field:** RB had canvassed a number of residents on the ideas surrounding the future of the playing field, with mixed results. Some were keen to leave as is and pay the ongoing maintenance cost, others agreed with re-wilding of part of the playing field. The MEHM Trust had requested details of costs relating to the maintenance of the playing field and the children's play equipment over the last 2 years – this information would be provided by the Clerk. As in Item 11, Council felt this subject may be better addressed by way of a joint meeting.
- 13. B1454 Bircham Crossroads – Update:** The retiring Chairman and the Clerk had both raised significant concern with the Highways Department regarding the continued accidents at the Bircham Crossroads. Highways however were adamant that the junction met all Department for Transport regulations and would not look to introduce or support any changes to the junction. Council felt unanimously that the issue should now be raised, in the first instance, with the Borough Councillor. MW agreed to take this forward.
- 14. Parish Emergency Plan:** TF informed Council that after much deliberation he would not be producing a formal Parish Emergency Plan for consideration. This, in the main, was down to a lack of finance and resources. However, TF intended to present Council with an 'Emergency Contact List' for review at the next meeting.
- 15. SAM 2 Update:** The fastest recorded speeds within the 30mph limit for April 2023 had been:

| Date    | Time  | Speed | Sign Position                |
|---------|-------|-------|------------------------------|
| 9 April | 09:00 | 55mph | Longwall Barn facing Bircham |

During April 16,136 vehicles passed the speed sign.

- 16. Children's Play Equipment:** The Cone Rope Climb was currently out of action as one of the flexible T-connectors had broken. MW had received quotes for replacement of the Cone Rope Climb - £6K - £10K, and replacement of all 120 t-connectors (based on the assumption they may all now becoming to the end of their life) £1670 + VAT. MW had also arranged for the Cone Rope Climb to be inspected by another specialist company on 31 May and would report back.
- 17. War Memorial:** The Clerk reported that only 1 quotation had been received for the renovation and the repainting of the lettering on the War Memorial. Council agreed unanimously to accept the quotation of £2435 + VAT. The Clerk would inform the Stonemason accordingly.
- 18. New Safeguarding Policy:** TF, in conjunction with DL, had written a Safeguarding Policy, a pre-requisite for applying for a grant from the Norfolk Community Foundation to support the King's Coronation Celebration's. TF presented the policy to Council for adoption – agreed unanimously. The Clerk

reported that all other Council policies were still in need of review. The Chairman agreed to take an 'initial look'.

- 19. Planning Applications and Information:** No applications had been received or decided upon since the last meeting:
- 20. End of Year Accounts, Financial Report and approval of payments:** Year End accounts as at 31<sup>st</sup> March 2023 had been circulated to Councillors, via email, by the Clerk. The accounts had been inspected by the Internal Auditor and all was found to be in order. Council agreed unanimously with the End of Year Accounts. The Chairman and the Clerk were therefore able to sign the Annual Governance and Accountability Return 2022/23.

Up to date income & expenditure accounts and a budget report had also been circulated, via email, to Councillors by the Clerk. No queries were raised.

Approval was sought and agreed for the following payments:

| Chq No | Payee       | Reason                              | £      |
|--------|-------------|-------------------------------------|--------|
| 100884 | W. Leighton | Salary March & April 2023           | 364.88 |
| 100885 | HMRC        | PAYE March & April 2023             | 91.00  |
| 100886 | W. Leighton | Clerk's Expenses March & April 2023 | 35.29  |
| 100887 | D. Scales   | Village Maintenance                 | 345.00 |
| 100888 | NALC        | Annual Subscription                 | 106.49 |
| 100889 | BHIB        | Annual Insurance                    | 428.41 |
| 100890 | MEHM        | Transfer of NCF Grant               | 200.00 |
| 100891 | Westcotec   | Drill Bits for SAM 2                | 6.00   |
| 100892 | R. Canwell  | Internal Audit                      | 45.00  |
| 100893 | CGM         | Cutting of Playing Field            | 126.00 |

- 21. Resident's Concerns/Issues Raised after the Agenda was published:**

**Playing Field Use:** A resident had raised a number of points in relation to future use of the playing field. These including continuing to cut the playing field, but maybe less frequently, how 'wild' would any wilding be and the removal of the goalposts. The outgoing Chairman had responded inviting the resident to attend a Parish Council meeting so the points raised could be fully expressed. In addition, the outgoing Chairman had explained that the MEHM Trust would need to be consulted and agree to any proposed changes and that any agreed changes would be publicised in the Parish Council minutes, on the Stanhoe website and in Saints Alive.

**21. Items for the Next Agenda – Meeting of 19 July 2023:**

Confirmation of September 2023 Meeting Date  
The Move to Full On-Line Banking  
Children's Play Equipment – Update  
SAM 2 – Update

No other items were discussed and the meeting closed at 19.00 hours to be immediately followed by the Annual Parish Meeting.

Signed \_\_\_\_\_ Chairman

Date \_\_\_\_\_