

STANHOE PARISH COUNCIL

PARISH COUNCIL MEETING – MINUTES JULY 2023

Clerk: Nicola Smith

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1. Welcome by the Chair
2. Public Session in accordance with the Public Participation Policy – 4 members of the public attended. No matters were raised.
3. Present and apologies – Cllr Wilson (Chair), Cllr Fitzjohn (Vice Chair), Cllr Shaw, Cllr Shearer, Cllr Lord, Cllr Leighton, Cllr Brown. Cllrs Chenery and Sandell attended from County and Borough. There were no apologies.
4. To receive declaration of interests on agenda items. None declared.
5. Confirmation of the minutes, General Parish Council Meeting 10th May 2023. Cllr Fitzjohn proposed. Seconded by Cllr Shaw. Minutes approved.
6. Matters arising
 - 6.1 – Visit to village from Highways -19th July. A group of councillors met with Highways to discuss the speed limit, lack of footpaths and drainage along with Item 6.3. and feedback was given at the meeting. Highways will review the speed limits throughout the village which are required to meet defined criteria. They proposed consideration of Trods rather than footpaths. There is significant cost for these and they would require public consultation. Funding may be available and Cllr Chenery offered possible assistance with finance. For drainage issues any resident can raise a concern or complaint via the Norfolk County Council website. Discussion took place around funding in respect of trods and footpaths and Cllr Sandell will also look to assist with this. Highways will prepare a report for consideration by Council with options and costings.
 - 6.2 – Joint meeting with MEHM Trust – 7th August. Cllrs Shaw, Fitzjohn and Shearer will form a working group to take items to the meeting.
 - 6.3 – B1454 Bircham Crossroads update – Highways acknowledged this was an issue and are reviewing short and long term options which will be funded by Highways. A report will be prepared by Highways and sent to the Council.
 - 6.4 – Emergency Contact List – this will form part of the website going forward.
 - 6.5 - Childrens Play Equipment and removal of broken equipment. The meeting on the 7th August will discuss. Cllr Lord offered to progress the signage on the broken equipment.
 - 6.6 – War Memorial – the stonemason has been contacted and aims to undertake the work at the end of August.
 - 6.7 – SAM 2 and Speedwatch update – Cllr Wilson will review the data and prepare updated information .
7. Agenda Items
 - 7.1 – Confirmation of September meeting date – The meeting will be 6th September at 6pm
 - 7.2 – Code of Conduct - Cllr Fitzjohn proposed and Cllr Shaw seconded. Code of Conduct approved and has been issued to all councillors.

7.3 – Move to NALC website – Cllrs Leighton, Wilson and Shearer to set up a working group and will provide options and recommendations at the September meeting.

7.4 – CGM contract and schedule – discussion took place around the contract particularly in relation to the play area. The Clerk was requested to discuss this further with CGM.

7.5 – Protocol for Delegated Decisions - Cllr Lord proposed, Cllr Shaw seconded. Protocol approved.

7.6 – Stanhoe Pond – discussion took place around the maintenance of the Pond and general village appearance. Cllrs Shaw, Fitzjohn and Shearer to set up a working group to review the pond, notice boards, planters, Village sign, Bins and benches and report back to Council. Cllr Chenery offered to review any available funding.

7.7 – Notice Board – discussed in item 7.6

7.8 - CIL Funding – Cllr Sandell offered to give her report as it covered potential CIL funding. The next round will be January 2024 for any projects the Council may wish to consider.

7.9 – Permissive paths – discussed in item 6.1

7.10 – Planters at village gateways – discussed in item 7.6

7.11 – Maintenance of Village sign – discussed in item 7.6

8. Borough and County Councillor updates

8.1– Borough Councillor update- update given and emailed to Council

8.2 – County Councillor update - update emailed to Council

9. Correspondences received, where decision to be made.

9.1 Email from resident – cutting of grass on the Playing Field and responsibility for payment and cutting - clerk to respond to resident – items will be discussed at meeting on 7th August with MEHM Trust

9.2 War Memorial – discussed in item 7.6

Finance

10.1 To approve accounts for payment. Cllr Shaw proposed. Cllr Fitzjohn seconded. Payments approved.

NAME	BUSINESS	GROSS
THE PLAY INSPECTION COMPANY	ANNUAL INSPECTION	£132.00
CGM	GRASS CUT 02/05	£126.00
CGM	CUT AND STRIM 05/06 (reduced	£96.00
CGM	rate)	£126.00
	GRASS CUT 26/06	
STAFFING COSTS	FINAL SALARY PAYMENT	£105.75
HMRC	FINAL PAYMENT	£26.60
STAFFING COSTS	CLERKS SALARY	£182.54
HMRC	TAX FOR CLERK SALARY	£45.40
INFORMATION COMMISSIONER	DATA PROTECTION FEE	£40.00
NALC CLERKS INDUCTION COURSE	TRAINING	£108.00
CLERKS EXPENSES	POSTAGE	£9.45

10.2 – Income and expenditure accounts – noted by Council

10. Planning matters

11.1 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision
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23/01119/F	Ivydil Cross Lane Stanhoe	Replace existing roof	Approved. Council requested the tiles to be in the same colour and style as currently.
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11.2 – Planning Applications received after agenda published - None

12. Delegated Decisions

12.1 Data Protection Fee - approved

12.2 Clerks Induction Training- approved

13. Items to be added to the following months agenda - 1.Joint meeting of Parish Council with all parish groups

2. Parish Council Strategy and Action Plan

14. Close - 7.30pm

Proposed date of next meeting Wednesday 6th September 6pm