

STANHOE PARISH COUNCIL

PARISH COUNCIL MEETING – MINUTES 7th March 2024

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 items raised.

3. Present : Cllr Wilson, Cllr Fitzjohn, Cllr Brown, Cllr Shearer, Cllr Law

Note Cllr Law left at 6.30pm due to prior commitment.

Apologies : Cllr Leighton, Cllr Shaw

Cllr Sandell – Borough Councillor

4. To receive declaration of interests on agenda items. None.

5. Confirmation of the minutes, General Parish Council meeting 11th January 2024. Cllr Wilson proposed. Cllr Fitzjohn seconded. Minutes approved.

6. Matters arising

To maintain village appearance and amenities

6.1 - Village Appearance and noticeboards – a specification for one new noticeboard to be sited at the Village Hall had been drawn up between the Parish Council and the MEHM Trust. This will replace the noticeboards by the War Memorial and the Village Hall. It would be a 3 panel board, two panels for the Parish Council and Trust and one panel for general notices for residents. It will read Stanhoe Village. Three quotes have been obtained. The proposal was for the Greenbarns quote at £1701.08 in recycled plastic.

Cllr Shearer proposed

Cllr Law seconded.

Council voted to approve.

Cllr Shearer and Cllr Fitzjohn to complete the Grant form for funding.

Discussion took place around the Borough Council map board on Burnham Road which is in poor condition. Clerk to contact Borough to discuss updating and possible move to the War Memorial.

Discussion took place around signs as a village amenity to promote village events. Cllr Shearer and Cllr Fitzjohn to research as part of the grant application.

6.2 Biodiversity policy –

Cllr Wilson proposed

Cllr Shearer seconded

Policy approved.

To ensure safety of the community

6.3 – Highways – Station Road, post flooding, needs review by Highways. Clerk has made contact. Will chase up with the Rangers. Fakenham Road – Highways have completed work on

the drainage. Clerk to contact Highways about cleaning Church Lane following volume of traffic due to the Fakenham Road closures.

Trods – Clerk to contact Cllr Sandell, Borough Council to request any advice. The Parish Council are unable to part fund as the initial quote was for £70k. Advice from Highways is that the speed limit cannot be altered. There has been increased traffic along Bircham Road due to road closures. Council to consider where a partial part of a Trod could be located following any advice received.

Permissive path. Cllrs Shaw and Wilson to take forward at an appropriate time.

6.4 – SAM 2 and Speedwatch update

SAM readings

January

10821 vehicles

35-40 mph – 1042

40 plus mph – 255

45 plus mph – 63

Top speed 60mph at 11.00am

February

14718 vehicles

35-40 mph – 959

40 plus mph – 60

45 plus mph – 4

Top speed 50 mph at 12.00 noon

Cllr Wilson to contact Cllr Chenery for a new pole for the SAM machine.

To ensure Council meets governance requirements and is financially responsible

6.5 – Insurance and Recreation play area – Cllr Fitzjohn has met with MEHM Trust to discuss a draft contract. Trust hope to sign 14th March. The Trust will then formally write to the Parish Council to effect a contractual arrangement for the play area. This will ensure consistent insurance cover and clarity as to organisational responsibilities.

Council discussed monthly inspections of the Play Area to commence 1st April 2024 and a risk assessment to be prepared at that time following an inspection by the majority of Councillors.

6.6 – Savings account for reserves – Discussion took place around moving reserves to Cambridge Building Society who offer a bespoke savings account for councils.

Cllr Shearer proposed

Cllr Fitzjohn seconded.

Approved to move reserves to Cambridge Building Society. Clerk to progress.

To effectively engage with the community

6.7 – D Day 80 event and Lamp Light of Peace – D Day Committee has met. Event planned for 8th June 2024 similar to those of Jubilee and Coronation. To consider Lamp as plans progress.

6.8 – Stanhoe.org. – The Chair suspended Standing Orders and allowed a member of the public to update. Support will be given to the Website administrator through a team of 4/5 “experts” who will access the system and add content.

Cllr Shearer updated that the domain name now needs to be owned by the Parish Council to lessen risks in future.

Saints Alive – the publication will continue and the Parish Council have offered support in the production and collation if required. Cllr Wilson prepares items following each Parish Council meeting. Cllr Leighton prepares every other month.

7. Agenda Items

7.1 – Confirmation of May meetings – Parish Council meeting 5.30pm Wednesday 8th May 2024

Followed by

Annual Parish Meeting 6.30pm Wednesday 8th May 2024

To maintain village appearance and amenities

7.2 – Dark Skies statement – Council discussed the statement from CRPE and felt was not necessary to formally take this on but to consider planning applications on a case by case basis and comment accordingly.

To ensure Council meets governance requirements and is financially responsible

7.3 – Approval of Risk Register – amendments discussed. Clerk to update and carry forward to May meeting.

7.4 – Debit card for Council payments – In line with Financial Regulations the Clerk/RFO will be responsible for the debit card. Cllr Wilson, as Chair, to be available to use in emergency.

Cllr Shearer proposed

Cllr Fitzjohn seconded.

Council approved to have a debit card. Clerk to progress.

7.5 – Jacks Lane funding – Cllr Wilson is now a representative on the panel. Funds open 16/03/24. Council to prepare grant form for noticeboard and signs. Consideration of funding for Trods in future.

To actively engage with the community

7.6 – Ageing population report – noted by Council

7.7 – Beat Your Bills event – supported by Council. Clerk to establish further detail and progress as appropriate.

7.8 – Noise nuisance – the Clerk advised that Noise nuisance cannot be dealt with under Parish Council powers or duties. It is an environmental issue that is dealt with by Borough Council. Resident to be advised of the procedure to contact Borough.

8. Borough and County Councillor updates

8.1 – Borough Councillor – no update received.

8.2 – County Councillor – no update received.

9. Correspondence received after agenda published – The invoice received requires updating. Clerk to progress.

Finance

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

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY JANUARY	£198.67
HMRC	TAX FOR CLERKS SALARY JANUARY	£69.80
NICOLA SMITH	CLERKS SALARY FEBRUARY	£198.67
HMRC	TAX FOR CLERKS SALARY FEBRUARY	£69.80
CLERKS EXPENSES	CLERKS EXPENSES	£123.50

BMACS DONATION	INCLUDING LAPTOP SERVICE DONATION	£120.00
D G MCCREADIE	CHURCHYARD MOWING	£64.80

10.2– Income and expenditure accounts - had been received by all Councillors. Cllr Fitzjohn proposed. Cllr Shearer seconded. Accounts approved.

11.Planning matters

11.1 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision
24/00035/F	The Old Norfolk Hero, Bircham Road, Stanhoe	Single storey extension.	Delegated decision Approval - 5 Abstain – 1 Borough have now approved.

11.2 – Planning Applications received after agenda published - Ref 24/00409/F. Proposed two storey extension and alterations to existing dwelling. Flint House, Docking Road, Stanhoe. Approved.

12. Delegated Decisions

12.1 – Community Car Scheme donation - APPROVED

13. Items to be added to the following months agenda – Broadband for village hall.

14. The meeting closed at 7.40pm

Date of next meeting Parish Council – 8th May 5.30pm

Annual Parish Meeting – 8th May 6.30 pm

Nicola Smith – Parish Clerk