

STANHOE PARISH COUNCIL

PARISH COUNCIL MEETING – MINUTES 11th July 2024

Clerk: Nicola Smith

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1. Welcome by the Chair
2. Public Session in accordance with the Public Participation Policy – One member of the public attended. No issues raised.
3. Present and apologies – Cllr M Wilson, Cllr Fitzjohn, Cllr Brown, Cllr Shaw, Cllr Shearer, Cllr R Wilson.

Apologies – Cllr Chenery – County
Cllr Sandell - Borough

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

5. Confirmation of the minutes, Annual Parish Council meeting 8th May 2024 – Cllr Fitzjohn proposed, Cllr Shaw seconded. Minutes approved.

6. Co-option of Councillor – Council voted unanimously to co-opt Nigel Girling to the vacancy. Declaration of Office completed by Cllr Girling.

7. Matters arising

To maintain village appearance and amenities

7.1 - Village Appearance and noticeboards – update and Jacks Lane Windfarm grant
Cllr Wilson attended the Jacks Lane meeting on 10th June. The grant for £2376 for the noticeboard and village signs was approved. Cllr Fitzjohn updated that the total cost would be £2563 including VAT, which the Council can recoup after financial year end. Discussion took place in respect of

1. Font to be used
2. White or gold lettering
3. Vinyl letters or engraving. The engraving would be at an additional cost of £90 plus VAT. The decision made was that Arial font would be used with gold engraving. Proposed by Cllr R Wilson. Seconded by Cllr Brown.

The back board will be self sealing. Hinge openings to be checked together with the colour of the backboard. Cllr Fitzjohn to take forward and once confirmed the Clerk will place the order.

7.2 – Broadband for village hall – Cllr Shaw updated. Shared costs could be proposed between the Council and the Trust. Cllr M Wilson to take forward.

Cllr Shearer and Cllr Fitzjohn have arranged to take down the old noticeboard with the map opposite the Pond.

7.3 – Cleaning of cross – Cllr Shearer and Cllr Fitzjohn to clean the new cross.

To ensure safety of the community

7.4 – Highways and Trods – Discussion took place around the recent information sent in on Parish Partnership Grants. Discussion took place to consider undertaking the Trod in sections due to the costs involved and around grants and funding streams. The landowners permission

would be required and further discussion with Highways. A working group was set up with Cllr M Wilson and Cllr Shearer to take forward.

7.5 – SAM 2 and Speedwatch update – Cllr Wilson proposed the purchase of a new pole, estimated £40 plus an additional SAM sign. A grant for Jacks Lane would be put in for the sign. Seconded by Cllr Shearer. Cllr Wilson to research and take forward.

Speed update

June 2024 – Pond facing Burnham Market

39618 vehicles

35-40 mph 2578 vehicles 17%

More than 40 mph 519 vehicles 3%

More than 45 mph 75 vehicles 0%

To ensure Council meets governance requirements and is financially responsible

7.6– Insurance and Recreation play area –

Insurance – still awaiting draft papers from the Trust. Cllr Fitzjohn to chase up.

Play Area – the annual inspection identified one area of medium risk – the small slide. In line with Risk Register Council will undertake 2 monthly inspections, A pro forma will be required and record maintained. Cllr Girling to take forward.

7.7 – Savings account for reserves – Savings are now held in an account with Cambridge building society.

To effectively engage with the community

7.8 – Stanhoe.org – Cllr R Wilson updated. Discussion took place around domain name, new website and the best way forward. There would be a cost to a new domain or purchasing the current one, plus any hosting costs. Discussion took place around potential content. Cllr M Wilson, Cllr Shearer and Cllr R Wilson to take forward.

8. Agenda Items

8.1 – Confirmation September meeting date – 11th September 2024

To ensure Council meets governance requirements

8.2 - Quorate for voting – advice from NALC and Borough Electoral services confirmed there were no issues in related Councillors voting on issues.

8.3 - Business Continuity Plan – Proposed Cllr R Wilson. Seconded Cllr Shaw. Approved.

To ensure safety of the community

8.4 – Safety of lithium batteries – e bikes and scooters – the Council supported the proposals. Clerk to place item in Saints Alive and Stanhoe.org. to remind residents not to leave e bikes on charge when away from their property.

8.5 – Playground Inspection Report

To ensure Council meets governance requirements and is financially responsible

8.5 – Updated Financial Regulations 2024 – Proposed Cllr Shaw. Seconded Cllr Fitzjohn. Approved.

To effectively engage with the Community

8.6 – Bottle Bank Programme – noted by Council but with current collections and the recycling centre, a bottle bank was not required.

8.7 – Neighbourhood Plan – Cllr Fitzjohn updated on Parish and Neighbourhood Plans the requirements, costs and work involved by the community. Council to take forward as an initial working group to discuss further.

9. Borough and County Councillor updates

9.1– Borough Councillor update – no update received

9.2 – County Councillor update - update received.

10. Correspondence received after agenda published --none

11. Finance

11.1 To approve accounts for payment. Discussion took place around second invoice from Nuture Landscapes. Clerk to check dates of cuts. All other payments approved.

Proposed by Cllr M Wilson. Seconded by Cllr Fitzjohn.

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY MAY/JUNE	£397.34
HMRC	TAX FOR CLERKS SALARY MAY/JUNE	£99.26
CLEAR COUNCILS INSURANCE	COUNCIL INSURANCE	£525.57
D.G MCCREADIE	CHURCHYARD	£126.00
D.G MCCREADIE	CHURCHYARD	£180.00
NORTH NORFOLK SIGNS	VILLAGE SIGNBOARDS	£150.00
NORTH NORFOLK SIGNS	VILLAGE SIGNBOARDS	£372.00
NUTURE LANDSCAPES LTD	GRASS CUTTING APRIL/MAY	£405.00
NUTURE LANDSCAPES LTD	GRASS CUTTING MAY/JUNE	£405.00
INFORMATION COMMISSIONER	GDPR REGULATIONS	£40.00
NICOLA SMITH	CLERKS EXPENSES APRIL-JUNE	£61.48
PLAY INSPECTION COMPANY	PLAYGROUND INSPECTION	£138.00

11.2– Income and expenditure accounts – approved. Proposed Cllr Shaw. Seconded Cllr Shearer.

12. Planning matters

12.1 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision
24/00409/F	Flint House Docking Road	Amendment to two storey rear extension and alterations	Delegated Decision- APPROVED

12.2 – Planning Applications received after agenda published - none

13. Delegated Decisions

13.1 Payment to D.G McCreadie - APPROVED

13.2 Payments to North Norfolk Signs – APPROVED

13.3 Payment to Nuture Landscapes – APPROVED

13.4 Amendment to planning application - APPROVED

14. Items to be added to the following months agenda – none

15. Date of next meeting - 11th September 6pm

16. CONFIDENTIAL SECTION (not open to the public)

16.1 Village maintenance contracts – the Clerk updated Council on current arrangements. Letters to be prepared by the Clerk to the two contractors as discussed.

17. The meeting closed at 7.30pm

Nicola Smith – Parish Clerk