

STANHOE PARISH COUNCIL

PARISH COUNCIL MEETING – MINUTES 7th November 2024

Clerk: Nicola Smith

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1. Welcome by the Chair.
2. Public Session in accordance with the Public Participation Policy – Three members of the public attended.
3. Present and apologies – Cllr M Wilson, Cllr Shaw, Cllr Shearer, Cllr R Wilson, Cllr Girling, Cllr Fitzjohn . Cllr Chenery joined the meeting at 7pm.
4. To receive declaration of interests on agenda items. None
5. Confirmation of the minutes, Parish Council meeting 11th September 2024 – Cllr Shearer proposed, Cllr Shaw seconded. Minutes approved.
6. Co option of Councillor – Council asked some questions of the candidate. All Councillors voted to co opt Tom Chaplin as a Councillor.

7. Matters arising

To maintain village appearance and amenities

7.1 - Village Appearance and noticeboards

The notice board is now in place on the Village Hall. Three sections, one for Parish Council, one for the Village Hall and one for public notices. The Council recorded thanks to Roddy Rowe and Jon Faulks for installing the notice board.

A date was arranged to tidy the War Memorial in readiness for Remembrance Sunday.

Following the joint meeting with the MEHM Trust discussion took place around the ongoing and potential maintenance of the Playing Field.

7.2 – Broadband for village hall

This was discussed at the joint meeting with the MEHM Trust. The village survey will ask residents their views on internet in the Village Hall. Discussion took place around governance and costs. Discussion took place around the funding and precept of the Parish Council in supporting the MEHM Trust. Cllr Wilson to write to the Chair of MEHM Trust to arrange two joint meetings per year together with any required financial information to assist with setting the budget.

7.3 – Information sign by the village sign

Sign has been obtained and arrangements made to fix on the village sign.

To ensure safety of the community

7.4 – Highways and Trods – Cllr Wilson awaiting reply from Highways in respect of the potential type of TROD and cost. Following Cllr Chenery joining the meeting there was further discussion around potential funding towards the cost.

7.5 – SAM 2 and Speedwatch update

Speed update

September 2024 – Burnham Road

19735 vehicles

35-40 mph 1805

More than 40 mph 340

More than 45 mph 77

Maximum speed recorded 65 mph

October 2024 – Lodge Facing Docking

24994 vehicles

35-40 mph 4922

More than 40 mph 2354

More than 45 mph 874

Maximum speed recorded 70 mph.

Following Cllr Chenery joining the meeting discussion took place around possible £1000 funding for permanent SAM machine. Clerk to contact Highways for further information on funding. Cllr M Wilson to obtain quote from Westcotec.

Discussion took place around speed limits for the village. Cllr Fitzjohn to take forward with Highways.

To ensure Council meets governance requirements and is financially responsible

7.6 – Insurance and Recreation play area – MEHM Trust in process of drafting a letter of understanding.

To effectively engage with the community

7.7 – Stanhoe.org

Discussion took place around next steps and the archive material. Discussion took place around future web solution and future website content. A separate working group to be set up – Cllr R Wilson, Cllr Chaplin, Cllr Shearer and a resident Becky Chaplin.

7.8 – Village Survey and Neighbourhood Plan

Survey has been printed and distributed to residents. Closing date 30th November 2024. Discussion took place around additional copies. Discussion took place around the Neighbourhood plan and involvement of public.

8. Agenda Items

8.1 – Confirmation January meeting date – Thursday 9th January. Proposed date of 6th March 2025.

To ensure Council meets governance requirements and is financially responsible

8.2 -Review of grass cutting contract

Discussed in item 8.3

8.3 – Pre precept budget ideas and planning

Cllr M Wilson outlined proposals for the 2025/26 budget. Discussion took place around current and proposed budget areas.

8.4 – Potential planning application

Discussion around future issues for development within the village. If plans are forwarded, Council to discuss with the Borough Councillor.

8.5 – Draft Grants Policy – approved

8.6 – Draft Homeworking Policy – approved

8.7 – Draft Dignity at Work Policy – approved

8.8 – Draft Equality and Diversity Policy – approved

8.5 to 8.8 proposed by Cllr Girling and seconded by Cllr Fitzjohn.

9. Borough and County Councillor updates

9.1– Borough Councillor update – no update received

9.2 – County Councillor update – Cllr Chenery updated on council elections next year and boundary changes for County Councillors. The Parish Council archive material can be stored at County Council. Discussion took place around the proposed Football team for Stanhoe. There may be some funding/grants available to them. Clerk to forward details to Cllr Chenery. Chair of MEHM Trust to be requested for a copy of the football presentation. Clerk to contact. (action completed)

10. Correspondence received after agenda published –

10.1 – three invoices had been received.

Nature Landscapes for September and October - £155.00

Invoice re survey printing - £40.76.

Proposed for payment Cllr Shaw. Seconded Cllr Girling. Payments approved.

11. Finance

11.1 To approve accounts for payment. Proposed Cllr Shaw. Seconded Cllr R Wilson. Approved.

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY SEPT/OCT	£397.34
HMRC	TAX FOR CLERKS SALARY SEPT/OCT	£99.26
NICOLA SMITH	CLERKS EXPENSES	£32.35
NALC	GDPR PART ONE TRAINING	£42.00
NALC	GDPR PART TWO TRAINING	£42.00
D.G MCCREADIE	CHURCHYARD CUTS	£392.40
GRENNBARNES LTD	NOTICE BOARD	£2122.27
WESTCOTEC	SAM FIXINGS	£62.40

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

10.3 – Cllr Shaw and Clerk to meet 20th November for internal control meeting.

12.Planning matters

12.1 – Planning Applications received - none

Ref. No	Address	Planning details	Parish Council Decision

12.2 – Planning Applications received after agenda published - none

13. Delegated Decisions

13.1 Payment for SAM poles - APPROVED

13.2 Payments to NALC for training – APPROVED

13.3 Payment to Nuture Landscapes July cuts – APPROVED – budget item

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

15. Date of next meeting – 9th January 2025

16. CONFIDENTIAL SECTION (not open to the public)

16.1 Village maintenance contracts – the Clerk updated Council on remaining contract. Hours and funding agreed. Proposed Cllr Shearer. Seconded Cllr Fitzjohn. Clerk to reply and update contractor.

16.2 Personnel issues – Clerk left the meeting. Discussion took place around terms and conditions of service for the Clerk.

17. Clerk rejoined the meeting. The meeting closed at 8.15 pm

Nicola Smith – Parish Clerk