

STANHOE PARISH COUNCIL

PARISH COUNCIL MEETING – MINUTES 9th January 2025

Clerk: Nicola Smith

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1. Welcome by the Chair
2. Public Session in accordance with the Public Participation Policy – 3 members of the public attended.
3. Present and apologies – Cllr M Wilson, Cllr Shaw, Cllr Fitzjohn, Cllr R Wilson, Cllr Shearer, Cllr Girling, Cllr Chaplin. Cllr Chenery later joined the meeting.

Apologies – Cllr Sandell Borough Councillor.

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

5. Confirmation of the minutes, Parish Council meeting 7th November 2024 – Cllr Shaw proposed. Cllr Girling seconded. Approved and signed.

6. Matters arising

To maintain village appearance and amenities

6.1 – Playing Field Maintenance – discussion took place around additional funding from the budget and precept to support further grass cuts in light of the proposed Stanhoe Football Club. The Chair suspended Standing Orders to allow the public to raise their views. The proposed increase in the precept for 2025/26 to fund this was not agreed by full Council. Chair to take this decision back to MEHM Trust (Charity).

6.2 – Broadband for Village Hall – discussion took place around the Council funding the Broadband. Chair suspended Standing Orders to allow public to provide their views. The village survey outcomes were also discussed. Consideration of funding to be discussed as part of budget proposals. Councillors to attend meeting with MEHM Trust (Charity) to discuss further.

To ensure safety of the community

6.3 – Highways and Trods – awaiting quote from Highways for a section of Trod between Longwall Barn and the Pond. Once received Council to apply for CIL funding. Cllr M Wilson to chase up with Cllr Chenery and Highways. Budget updated with cost for external auditor as this will be required if CIL Funding is received (over £25k limit for internal audit). Cllrs Girling, Shearer and Fitzjohn to take forward the CIL application.

6.4 – SAM 2 and Speedwatch update

November	Clover Cottage facing Bircham	15183	5337	1956	424	60mph/25th at 00.55
			35%	13%	3%	
December	Pond facing Burnham Market	23433	1664	373	455	60mph/6th at 15.00
			7%	2%	2%	

Discussion took place around speed data and footpaths. Two key areas for speeding emerged, Lodge facing Docking and Clover Cottage, facing Bircham. Burnham Overly Town has recently Achieved a reduction in speed through the village to 30mph with the support of Andrew Jameson. Discussion took place around the speed limits within the village. Chair to write to Andrew Jameson for his advice and support.

To ensure Council meets governance requirements and is financially responsible

6.5– Insurance and Recreation play area – Indemnity letter has now been received by the MEHM Trust (Charity) for the Parish Council to sign. The Council Insurers have advised that our policy provides that we operate and maintain the Play Area. Chair to arrange to sign the letter with copy to Clerk to maintain on file. Cllr M Wilson proposed. Cllr Fitzjohn seconded. Approved.

6.6 – Budget and precept setting 2025/26 and update from Borough Council

The Chair talked through the budget proposals and precept for 2025/26 plus the changes to the Tax Base following the increase in Council tax for second homeowners. The calculations and the budget heads which had increased were discussed. It was proposed to increase the precept for 2025/26 to £11010. Proposed by Cllr Fitzjohn. Seconded by Cllr Girling. Budget approved by full Council.

To effectively engage with the community

6.7– Stanhoe.org – the team had met and were in the process of creating a new website hosted by Squarespace at an initial cost of £204 p.a. Information would be transferred from Stanhoe.org to the new website. Discussion took place around the transition to new site which would involve Stanhoe.org being shut down for a period of time. Residents to be contacted who have emails linked to Stanhoe.org. The archive to be discussed with Charles Butcher. An article to be placed in Saints Alive to update residents on the changes. The actions were proposed by Cllr Shearer, seconded by Cllr Girling and approved.

6.8 – Village Survey results and Neighbourhood plan – the survey responses were discussed in particular those areas relating to the budget.

7. Agenda Items

7.1 – Confirmation of March meeting date – 6th March 2025.

Proposed May meeting 8th May. Annual Parish Meeting 5pm. Annual Parish Council Meeting 6pm.

To maintain village appearance and amenities

7.2 – Update on Himalayan balsam – Clerk updated that Highways have been out to spray the affected areas.

The resident who raised the initial concern has been updated.

7.3 – Play Area Inspection report – no actions required. The annual inspection has been booked in.

7.4 – Village improvements/maintenance – The section of road by the main Pond has been cleared of pine needles by Borough Council road cleaning. Discussion took place around an

inventory of areas that require maintenance and the need to budget for this. Cllr Shearer to progress initially.

To effectively engage with the community

7.5 – Operation Menai Bridge policy – amendments were discussed. Cllr Fitzjohn proposed. Cllr R Wilson seconded. Policy approved

To ensure Council meets governance requirements and is financially responsible

7.6 – Bring Your Own Device Policy – Cllr M Wilson proposed. Cllr Girling seconded. Approved

7.7 – GDPR Privacy Policy – Cllr Shaw proposed. Cllr R Wilson seconded. Approved.

7.8 – Approval of auditor – R. Canwell. Cllr Shaw proposed. Cllr Shearer seconded. Approved.

7.9 – Approval of ongoing UKWebhosting payments – Payments to continue until such time new website is in place or should cost increase. Cllr R Wilson proposed. Cllr Girling seconded. Approved.

7.10 – Online banking – Clerk to research Unity Trust online banking

7.11 – Approval of monthly payments to Nurture Landscapes – subject to any cuts not being undertaken at which point the Clerk will discuss with Nurture Landscapes any credits required to the Council account. Cllr Girling proposed. Cllr Shaw seconded. Approved.

8. Borough and County Councillor updates

8.1– Borough Councillor update – none

8.2 – County Councillor update - Cllr Chenery updated on the recent NCC devolution vote. Documentation to be sent through to Council. County Council elections in May may be deferred. Re the Trod quote, Cllr Chenery has been unable to make contact with the new Highways officer. Discussion took place around Highways and CIL funding. Cllr Chenery would be able to support with some funding. He will chase Highways on our behalf. Discussion took place around speed limits and Cllr Chenery advised liaison with Andrew Jameson for advice. Cllr Chenery had also met with Steve Miller, a funding contact re the Stanhoe Football Team. Chair to prepare a note on what we require for the Clerk to progress with Cllr Chenery.

9. Correspondence received after agenda published - None

10. Finance

10.1 To approve accounts for payment. Cllr Shaw proposed. Cllr M Wilson seconded. Approved.

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY NOVEMBER (to include pay award backpay)	£412.97
NICOLA SMITH	CLERKS SALARY DECEMBER	£274.49
HMRC	PAYE NOVEMBER	£103.06
HMRC	PAYE DECEMBER	£68.64
NICOLA SMITH	CLERKS EXPENSES NOV/DEC	£20.50
UKWEBHOSTING	STANHOE.ORG	£24.00
UKWEBHOSTING	STANHOE.ORG	£24.00
UKWEBHOSTING	STANHOE.ORG	£24.00
UKWEBHOSTING	STANHOE.ORG	£24.00

12/01/25-11/02/25
D.G MCCREADIE

CHURCHYARD CUTS

£72.00

10.2– Income and expenditure accounts – discussion took place around the Reserves. Cllr Shaw proposed. Cllr M Wilson seconded. Approved.

10.3 – Cllr Shaw and Clerk to arrange Internal Control meeting in March.

The Chair agreed to extend the meeting beyond 2 hours to agree the budget for 2025/26.

11.Planning matters

11.2 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision

11.2 – Planning Applications received after agenda published - None

12. Delegated Decisions

12.1 – Three Invoices from UK Webhosting to 12/01/24 – Approved

12.2 – Nurture Ltd Contract 2025 – Approved

12.3 – Payment to -D.G McCreadie – Churchyard maintenance - Approved

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

14. CONFIDENTIAL SECTION (not for public)

14.1 Personnel matters - Updated contractual arrangements for Clerk. Cllr Girling proposed. Cllr Fitzjohn seconded. Approved.

15. Proposed date of next meeting - 6th March 2025

The meeting closed at 8.20 pm