

STANHOE PARISH COUNCIL

PARISH COUNCIL MEETING 6th March 2025

Clerk: Nicola Smith

Tel: 07508336005

Email: stanhoe.council@gmail.com

1. Welcome by the Chair
2. Public Session in accordance with the Public Participation Policy – 3 members of the public attended. A question was asked about publication of the Village Survey. The Chair replied that this was on the agenda.
3. Present and apologies – Cllr M Wilson, Cllr Shaw, Cllr Chaplin, Cllr R Wilson, Cllr Fitzjohn, Cllr Girling, Cllr Shearer.

Cllr Sandell attended as Borough Councillor

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

5. Confirmation of the minutes, Parish Council meeting 9th January 2025. Cllr Shearer proposed. Cllr Shaw seconded. Minutes approved and signed.

6. Matters arising

To maintain village appearance and amenities

6.1 – Broadband for Village Hall – Further discussions had taken place with the MEHM Trust and further discussion took place around support from the Parish Council for the payment of Broadband in the Hall. Any payments will be made via the Council Grants Policy and will be subject to review. Cllr M Wilson to contact the MEHM Trust to update.

Cllr Shearer proposed the payment via Grants Policy. Cllr R Wilson seconded. Approved.

Clerk to send Grants Policy to Cllr M Wilson.

6.2- Village improvements/maintenance/priorities – Cllr Shearer updated on his recent review of Council assets and those spaces that the Council is not responsible for eg Highways signs. He proposed an annual walk around the village to review areas and identify those that require improvement or update. This will assist in informing the budget process for future years. Cllr Shearer to arrange a date.

Cllr Shaw proposed a litter pick. Date 10th May 10 am. Item to be placed in Saints Alive.

Cllr M Wilson advised that the Playing Field and Play Area now had several mole hills. Clerk to obtain quotes for mole control.

To ensure safety of the community

6.3 – Highways and Trods – the CIL application was unsuccessful. Cllr Sandell advised that Parish Partnerships may be a better source of funding and possibly more provision from our County Councillor. CIL applications were oversubscribed - £2m request for £1.6m available funds. The Borough Council is now reviewing applications to identify where organisations are actively fundraising to support the CIL application. Borough are reducing grants where there are no improvements or building taking place in villages – the rationale being that there would not be enough residents to benefit from the funding. Cllr Sandell advised the Council could look at funding but was very aware there was a small precept. Discussion took place around looking for Parish Partnership money and putting together a plan for a proposal for 2026.

Cllr M Wilson to pursue with Highways and costings for 2026.

Cllr Fitzjohn to research Parish Partnership funding.

6.4 – SAM 2 and Speedwatch update

Speed Analysis

January Lodge Facing Docking

14078 vehicles

30 mph-40 mph – 3213 23%

Greater than 40 mph – 1428 10%

Greater than 45 mph – 476 3%

Maximum speed 65 mph

February Clover Cottage Facing Bircham

16573 vehicles

30mph-40mph – 1743 11%

Greater than 40 mph-350 2%

Greater than 45 mph -54 0%

Council to consider Jacks Lane grant for further SAM funding.

To ensure Council meets governance requirements and is financially responsible

6.5 - Online banking with Unity Trust – discussion took place around Unity Trust and the monthly cost of £6 per month and issues around no Debit Card issued. It was proposed to continue with Barclays. Cllr Fitzjohn proposed. Cllr Shearer seconded. Approved to continue with Barclays.

To effectively engage with the community

6.6– Stanhoe.org – Cllr R Wilson updated that the new website is being produced and resident Becky Chaplin has instrumental in developing this. The Council passed on their thanks to Becky. Becky will discuss with Charles further aspects such as the archive material. Discussion took place around some email addresses that are linked to Stanhoe.org. Residents with these will be given notice that these will no longer be linked.

Clerk to email thanks to Becky.

6.7 – Village Survey results – discussion took place around how the results will be published.

This will be a summary and list of potential projects that may arise from the feedback in Saints Alive. Cllr Shearer to progress.

Cllr M Wilson to check and confirm data. Cllr M Wilson to send a copy of the results to all Councillors.

7. Agenda Items

7.1 – Confirmation of May meeting date – 8th May 2025. Annual Parish Council meeting 6pm to be followed by the Annual Parish meeting at 7pm.

July date – 17th July 6pm

To maintain village appearance and amenities

7.2 – Village maintenance specification and tender - Mr D Scales has now retired. The Council passed on their thanks for all his work over many years in maintaining village areas. Council confirmed the same specification for the new tender. Cllr Shearer proposed. Cllr Chaplin seconded. Clerk to progress.

7.3 – Cross Lane Pond – residents have paid for the willow tree to be maintained and one tree removed which has improved the area. Council passed on their thanks to the residents. It was confirmed that the Parish Council do not own this land or pond.

7.4 – Land adjoining Cross Lane – a survey had been undertaken. No planning request have been received. Cllr Sandell updated that Borough are required to build 1000 new homes in North West Norfolk rather than previously 500.

To effectively engage with the community

7.3 – Saints Alive – the editor has now retired. Cllr R Wilson has taken over on a temporary basis. A new format is now in place.

To ensure Council meets governance requirements and is financially responsible

7.4 – Complaints Procedure – Cllr Shaw proposed. Cllr Shearer seconded. Approved.

7.5 – Communications Policy – Cllr Shaw proposed. Cllr Fitzjohn seconded. Approved.

7.6 – Precept and budget

7.6.1 Payments from KLWNBC – precept payments will now be sent in two payments (April and September) rather than just one in April. Discussion took place around the impact on the budget. The interest rate has decreased in the Barclays savings account. It was proposed to transfer the funds in this account (£1875) into the current account to support any payments that the change in precept payments may impact upon. Cllr Fitzjohn proposed. Cllr Shearer seconded. Approved to transfer funds.

7.6.2 Communication from residents re budget and precept – Cllr M Wilson presented the calculation of the tax base, as was presented in the January meeting. He highlighted that the change to second homes council tax added 32 properties to the tax base. Each budget area was discussed and it was highlighted that there have been increases in costs in the majority of budget heads - from Council suppliers and contractors – some examples were dog bin emptying, grass cutting, village maintenance, Village Hall costs. The Clerks role and salary, as Proper Officer of the Council in law, and contractual arrangements had required significant review. The precept has increased for 2025/26 and added £3.39 per annum or £0.065 per week- to a Band D property.

7.6.3 Publication of the precept and budget -it was proposed to publish the budget with the minutes. Cllr Shearer proposed. Cllr Chaplin seconded. Approved.

7.7 - Reserves Policy – discussion took place around the reserves to be held. Cllr Shearer proposed between 50% and 100% of the precept at any given time. Cllr R Wilson seconded. Policy approved.

7.8 – Devolution updates - under 8.1 below

8. Borough and County Councillor updates

8.1– Borough Councillor update – Cllr Sandell gave an update on the Devolution proposals. She urged all residents to view and comment on the proposals during the consultation period. (Details on Parish Council website, Stanhoe.org and posters at Village Hall). The Borough Council must submit their proposals as to how they see the functions going forward under Devolution. Norfolk County Council want one single Unitary council which would save £29m. There is also a proposal for a West Norfolk Council, an East Norfolk Council and Norwich as a Unitary Council. There will be potential redundancies and redeployment under the Devolution proposals.

County Elections will not be held in May 2025.

Mintlyn Crematorium has donated funds to Tapping House.

There is a new Asst Director for Health and Leisure Services.

8.2 – County Councillor update - none

9. Correspondence received after agenda published – invoices from Nurture Landscapes and the MEHM Trust. Approved under 10.1.

10.Finance

10.1 To approve accounts for payment. Cllr Shearer proposed. Cllr Shaw seconded. Accounts approved for payment.

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY JANUARY	£274.49
NICOLA SMITH	CLERKS SALARY FEBRUARY	£274.49
HMRC	PAYE JANUARY	£68.64
HMRC	PAYE FEBRUARY	£68.64
NICOLA SMITH	CLERKS EXPENSES	£10.50
	JAN/FEB	
KLWNBC	DOG BINS	£244.61
UKWEBHOSTING 9059281	STANHOE.ORG	£24.00
UKWEBHOSTING 9059735	STANHOE.ORG	£24.00
NURTURE LANDSCAPES	MONTHLY PAYMENT JAN	£121.50
SQUARESPACE	STANHOE WEBSITE	£244.80
D.SCALES	VILLAGE MAINTENANCE	£306.00
NURTURE LANDSCAPES	MONTHLY PAYMENT FEB	£121.50
MEHM TRUST	HALL RENTAL	£162.00

10.2– Income and expenditure accounts – Cllr Shearer proposed. Cllr Shaw seconded. Approved.

10.3 – Cllr Shaw and Clerk to meet for Internal Control meeting 14th March

11.Planning matters

11.2 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision
25/00138/F	Old School House, Church Lane	Single storey extension, Replacement of flat roof upon existing side extension with	Approved. Clerks note – now approved by Borough.

		lean to roof and internal alterations.	
--	--	---	--

11.2 – Planning Applications received after agenda published - none

12. Delegated Decisions

12.1 Contribution towards Bircham Road Trod of £250 from Council if CIL Application granted – 6 councillors approved. Cllr Shaw objected.

13. Items to be added to the following months agenda – No items

14. CONFIDENTIAL SECTION (not for public) – no items

15. Proposed date of next meeting – 8th May 2025

The meeting closed at 7.55pm