

STANHOE PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING – MINUTES 8th May 2025

Clerk: Nicola Smith

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1. Election of Chair and Vice Chair
 - 1.1 Elect a Chair for the Council year 2025/26 – Cllr Shearer proposed Cllr M Wilson. Cllr Girling seconded. Council voted to unanimously elect Cllr M Wilson as Chair.
 - 1.2 To receive the Chair Declaration of Acceptance of Office – acceptance signed
 - 1.3 Elect a Vice Chair for the Council year 2025/26 – Cllr R Wilson proposed Cllr Fitzjohn. Cllr Shearer seconded. Council voted unanimously to elect Cllr Fitzjohn as Vice Chair
 - 1.4 To receive Vice Chairs Declaration of Acceptance of Office – acceptance signed.
 - 1.5 Co option of Councillors, Declaration of Acceptance and Register of Interests – Cllrs signed Declaration of Acceptance.
2. Approve updated Standing Orders – Cllr Fitzjohn proposed. Cllr Shearer seconded. Standing Orders approved.
3. Approve Financial Regulations – Cllr Fitzjohn proposed. Cllr Shearer seconded. Financial Regulations approved.
4. Approve the Code of Conduct – Cllr Fitzjohn proposed. Cllr Shearer seconded. Code of Conduct approved.
5. Public Session in accordance with the Public Participation Policy – Maximum time 15 minutes, 3 minutes for each person as per Standing Orders.

Residents gave positive feedback on the new Stanhoe.org website. Council thanked the residents who had provided support to the tidy up of Cross Lane pond and the pollarding of the willow.

6. Present and apologies – all Council present. Cllr Chenery in attendance. Apologies from Cllr Sandell, Borough Council.
7. To receive declaration of interests on agenda items. None

8. Confirmation of the minutes, Parish Council meeting 6th March 2025 – Cllr M Wilson proposed. Cllr Shaw seconded. Minutes approved and signed.

9. Matters arising

To maintain village appearance and amenities

- 9.1 – Broadband for Village Hall – the MEHM trustees are giving consideration to the Grant Form on the 9th May
- 9.2- Village improvements/maintenance/priorities – Discussion took place around the appearance of the village and the growth of some hedgerows which were impeding

pavements. Cllr Shearer to undertake a review and feedback to the Clerk on hedgerows. Clerk to action appropriate reminders.

9.3– Village maintenance specification and tender – J Faulks has accepted the contract for general village maintenance.

To ensure safety of the community

9.4 – Highways and Trods – discussion took place around the proposed funding for the Trod and SAM machine. Only one application can be made to Jacks Lane windfarm grant for up to £10,000. Discussion took place as to whether this should be for the Trod or SAM machine. Cllr Chenery stated that the Parish Council could have up to £2000 for projects. Clerk to contact Martin Rose-Wells at Highways.

Discussion took place around a wider Road Safety Project to include the SAM and Trod which would form the basis of the grant application. Cllr Shearer proposed. Cllr Fitzjohn seconded. Council agreed to progress on this basis. Cllr Fitzjohn to take forward.

9.5 – SAM 2 and Speedwatch- SAM 2 as Item 9.4

SAM figures

April Lodge facing Docking

16103 vehicles

35mph-40mph 3507 vehicles 22%

Over 40mph 1685 vehicles 10%

Over 45mph 600 vehicles 4%

To effectively engage with the community

9.6– Stanhoe.org – Council passed on their thanks to Becky Chaplin for her work on the new website. Cllr R Wilson has also undertaken considerable work on the website. The new site is live. Residents comments had been vast improvement, easy to use, and information well set out. The Parish Council now own the website and domain name. In respect of the archive, Charles Butcher will retain this website – stanhoearchive.org. This is linked to the new Stanhoe.org page.

Cllr Chenery updated on the County archive.

9.7 – Village Survey results – Chair gave a presentation at the Annual Parish meeting. Results had been sent to all Councillors.

10. Agenda Items

10.1 – Confirmation of July meeting date – discussion took place to move the meeting to a Wednesday. Dates to be 16th July 2025. 10th September 2025. 12th November 2025

To maintain village appearance and amenities

10.2 Advertising/Estate agent boards in public spaces - discussion took place around estate agent boards on public land. Clerk to prepare a sign policy for consideration and approval.

To ensure Council meets governance requirements and is financially responsible

10.3 Dog Bin emptying costs – the Clerk updated on the change of invoicing date – from March of previous financial year to the April of the new year. The cost has now risen over 100% from £244 in 2024/25 to £ 527 for 2025/26.

10.4 Insurance quotes 2025/26 - Insurance quotes have risen from all providers. Council considered the two quotes from Clear Councils and Zurich. Clear Councils provided better cover for the War Memorial. Clear Councils was proposed by Cllr Shearer. Seconded by Cllr Chaplin. Approved. Clerk to arrange payment.

10.5 Playground Inspection April 2025 – Cllr Girling had completed his inspection and report. Areas requiring attention were the grab handles and loose screws. Some corrosion on the Cross Bar. Council will undertake the work themselves.

11.Borough and County Councillor updates

11.1– Borough Councillor update – Cllr Sandell had provided an update for the Annual Parish Meeting

11.2 – County Councillor update - Discussion took place around road signs. The Docking sign at Bircham Crossroads is pointing towards Stanhoe. The post on Bircham Road needs a new sign. Clerk to contact Martin Rose-Wells. Cllr Chenery had forwarded a number of reports and discussion took place around Devolution. Parish Councils will remain as they are at present. One Unitary authority is likely to be proposed. The aim is to reduce costs and overheads.

12. Correspondence received after agenda published – Cllr R Wilson had paid an invoice for Stanhoe.org. Added to accounts for approval.

13.Finance

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

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY MARCH	£274.49
NICOLA SMITH	CLERKS SALARY APRIL	£283.88
HMRC	PAYE MARCH	£68.64
HMRC	PAYE APRIL	£70.84
NICOLA SMITH	CLERKS EXPENSES	
	MAR/APR	£24.45
KLWNBC	DOG BIN EMPTYING	£527.28
	25/26	£24.00
UKHOSTING 9060301	STANHOE.ORG	£24.00
R WILSON	STANHOE.ORG	£8.64
NURTURE LANDSCAPES	MARCH INVOICE	121.50
SJA PEST CONTROL	MOLE CONTROL	£145.00
	PLAYING FIELD	

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

13.2 – Review Internal Controls and Internal Audit Report - the Clerk updated that the report had been received from the Internal Auditor. The accounts had been signed off.

13.3 – Variance Report – noted by Council

13.4 – Approval of the Annual Governance Statement 24/25 – Cllr Shearer proposed. Cllr Shaw seconded. AGAR approved. Signed by Chair and Clerk.

13.5 – Cllr Shaw and Clerk to meet for Internal Control meeting in July. Date to be arranged.

14.Planning matters

14.1 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision

14.2 – Planning Applications received after agenda published - none

15. Delegated Decisions

15.1 – Approval of Village Maintenance Contract

15.2 – Approval of quote from SJA Pest Control for mole control on the Playing Field

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

17. CONFIDENTIAL SECTION (not for public) No items.

18. Proposed date of next meeting – 16th July 2025

Meeting finished at 7.30pm