

STANHOE PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING – MINUTES 16TH July 2025

Clerk: Nicola Smith

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1. Welcome by Chair
2. Public Session in accordance with the Public Participation Policy – 3 members of the public attended. A question was raised on Stanhoe archive. This is now a separate domain – stanhoearchive.org- maintained by Charles Butcher. Cllr R Wilson to highlight the link from Stanhoe.org and place an article in Saints Alive.
3. Present and apologies – Present – Cllr M Wilson, Cllr R Wilson, Cllr Shearer, Cllr Shaw, Cllr Girling, Cllr Chaplin.

Apologies – Cllr Fitzjohn. Cllr Chenery

4. To receive declaration of interests on agenda items. None
5. Confirmation of the minutes Parish Council meeting 8th May 2025. Cllr Shearer proposed. Cllr Girling seconded. Minutes approved and signed.

6. Matters arising

To maintain village appearance and amenities

6.1 – Broadband for Village Hall – Installed 4th June. Details of the log in and passcode are on the Notice Board. Awaiting signed Memo of Understanding from MEHM Trust – the Council will pay for the Broadband for two years from June 2025. This will then be subject to review. Item discharged.

6.2- Village improvements/maintenance/priorities – letters in respect of overgrown verges/hedges had been delivered as required. Church Lane (church end) remains overgrown. Council to monitor. Item discharged.

6.3 - Advertising policy – Cllr Shearer proposed. Cllr Chaplin seconded. Approved. Clerk to email to local estate agents.

To ensure safety of the community

6.4 – Highways and Trods – Grant application for a SAM 2 machine via Jacks Lane process. – application successful. Cllr M Wilson and Cllr Fitzjohn to liaise to place order for new machine. The funding has been received from NCF.

Cllr Shearer updated Council on the visit from the Highways Engineer on 4th July. The speed sign/SAM locations were reviewed and the Memo of Understanding (MOU) has been sent to the Council for signature. Assessment report has been received.

Bircham road site – requires a slight location move. Cllr M Wilson to arrange.

Docking Road – to remain but due to location cannot be used for speed data. Discussion took place that the sign was a deterrent for motorists.

TROD – grant application was not successful. The Highways Engineer identified a concern that a TROD near the pond would require a kerb to delineate the highway and path with a significant cost implication.

40mph Bircham Road – Highways have stated that the speed limit should not be altered but recommend a Vehicle Activated Sign which would be permanent. However, if a member of the public places an objection, any application would have to be withdrawn.

Discussion took place around speed limit reduction and a strategy for this.

It was proposed;

1. The assessment report to be noted. Bircham Road SAM to move. Docking Road SAM to remain as a deterrent.
2. Cllr Shearer to draft a letter to Highways for the Clerk to send. Copies to Cllr Chenery and Cllr Sandell.
3. Clerk to sign the MOU and send with letter
Cllr R Wilson proposed. Cllr Chaplin seconded. Approved.

6.5 – SAM 2 and Speedwatch- Cllr Shaw stated that there was a need for more Speedwatch volunteers or the scheme may not be able to continue. Discussion took place around the requirements for volunteers. Cllr R Wilson to place an item on Stanhoe.org and in Saints Alive. SAM 2 - no update for this period.

To effectively engage with the community

6.6 – Village Survey results – no further updates. Cllr M Wilson will review and contact any residents who had indicated they would be willing to volunteer on Speedwatch. A further speed survey may be required for future Road Safety projects. Item discharged.

7. Agenda Items

7.1 – Confirmation of September meeting date – 10th September 2025

To maintain village appearance and amenities

7.2 – Review of Playground Inspection report – Council reviewed the annual Inspection Report. Discussion took place for the Moderate Risk item – the toddler multi play - and whether to repair or replace. Cllr M Wilson to research contractors for advice and quotes for repair. Discussion took place around the future provision of the Play Area and grant/funding opportunities to assist with repairs or new equipment.

To ensure Council meets governance requirements and is financially responsible

7.3 - Pension re enrolment – the clerk updated that she has re enrolled the Council in line with Pension legislation. No pension is currently paid but it was highlighted this could change with any future legislation, salaries etc.

7.4 – There is now a requirement for all councils to move to gov.uk email addresses for security, Data Access and FOI requests. This also provides long term email security. NALC can provide this for £20 plus VAT per annum for unlimited email addresses. Cllr Shearer proposed. Cllr R Wilson seconded. Approved to move to gov.uk email addresses.

7.5 – Parish Council IT Policy – Cllr Shaw proposed. Cllr Shearer seconded. Approved.

7.6 - Councillor Training - Cllr M Wilson encouraged Councillors to undertake any relevant training which would assist and benefit their roles. Discussion took place around the benefits to Councillors.

8. Borough and County Councillor updates

8.1– Borough Councillor update - none

8.2 – County Councillor update – emailed to Councillors

9. Correspondence received after agenda published - none

10.Finance

10.1 To approve accounts for payment. Cllr Chaplin proposed. Cllr Girling seconded.
Approved.

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY MAY	£283.88
NICOLA SMITH	CLERKS SALARY JUNE	£283.88
HMRC	PAYE MAY	£70.84
HMRC	PAYE JUNE	£70.84
NICOLA SMITH	CLERKS EXPENSES	
	MAY/JUNE	£42.56
CLEAR COUNCILS	INSURANCE	£581.43
R CANWELL	INTERNAL AUDIT	£35.00
NALC	MEMBERSHIP FEE	£113.15
NALC	COUNCIL WEBSITE FEE	£210.00
NURTURE LANDSCAPES	APRIL INVOICE	£121.50
NURTURE LANDSCAPES	MAY INVOICE	£121.50
NURTURE LANDSCAPES	JUNE INVOICE	£121.50
INFORMATION COMMISSIONER	GDPR	£52.00
EE	VILLAGE HALL BROADBAND	£34.99
PLAY INSPECTION COMPANY	PLAYGROUND INSPECTION	£141.60

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

10.3 – Cllr Shaw and Clerk met for Internal Control meeting 2nd July. The next meeting will be in November.

11.Planning matters

14.1 – Planning Applications received - None

Ref. No	Address	Planning details	Parish Council Decision

11.2 – Planning Applications received after agenda published - None

12. Delegated Decisions

12.1 Decision to change the Jacks Lane Grant application to SAM only following advice from Norfolk Community Foundation – all Councillors APPROVED.

12.2 Decision for the Parish Council to set up the Broadband contract for the Village Hall under the Parish Council name for a period of 2 years – 6 councillors approved, Cllr Chaplin objected – APPROVED

12.3 Decision to proceed with Grant application for TROD with use of Reserves – Cllr Shaw objected, Cllr Girling abstained, 5 councillors approved.

13. Items to be added to the following months agenda – Council laptop

14. CONFIDENTIAL SECTION - no items

15. Proposed date of next meeting – 10th September 2025

The meeting closed at 7pm