

STANHOE PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING – AGENDA 16TH July 2025

Clerk: Nicola Smith

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I hereby give you notice that the Parish Council meeting of the above-named Parish Council will be held in The Reading Room and Village Hall, Cross Lane, Stanhoe on Wednesday 16th July 2025 at 6.00pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Stanhoe Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public session. The law does not permit members of the public and press to take part in the debates.

1. Welcome by Chair
2. Public Session in accordance with the Public Participation Policy – Maximum time 15 minutes, 3 minutes for each person as per Standing Orders
3. Present and apologies – apologies Cllr Fitzjohn
4. To receive declaration of interests on agenda items. Please indicate whether the interest is a personal one or one which is also prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest the member may speak and vote on the matter. If a prejudicial interest is declared the member should withdraw from the room whilst the matter is discussed.
5. Confirmation of the minutes, Annual Parish Council meeting 8th May 2025
6. Matters arising
 - To maintain village appearance and amenities**
 - 6.1 – Broadband for Village Hall – update and ratify decision for Council to set up the Broadband contract under the Parish Council name for two years effective from June 2025.
 - 6.2- Village improvements/maintenance/priorities – update
 - 6.3 - Advertising policy – consideration and approval
 - To ensure safety of the community**
 - 6.4 – Highways and Trods – update and ratify Delegated Decision to change to a sole application for a SAM 2 machine via Jacks Lane process.
Clerks Note – application successful
Update and ratify decision to proceed with grant application for the TROD with use of Reserves.
Clerks Note – application was not successful.
 - 6.5 – SAM 2 and Speedwatch- update

To effectively engage with the community

6.6 – Village Survey results - update

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 – priorities/decisions

To ensure Council meets governance requirements and is financially responsible

7.3 - Pension re enrolment – Clerks update

7.4 - Gov.uk email addresses – new digital and data compliance requirements

7.5 – Parish Council IT Policy - approval

7.6 - Councillor Training

8. Borough and County Councillor updates

8.1– Borough Councillor update

8.2 – County Councillor update

9. Correspondence received after agenda published

10. Finance

10.1 To approve accounts for payment.

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 - approve

10.3 – Cllr Shaw and Clerk met for Internal Control meeting 2nd July.

11.Planning matters

14.1 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision

11.2 – Planning Applications received after agenda published

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 – (NOT FOR DISCUSSION DURING THIS AGENDA ITEM)

14. CONFIDENTIAL SECTION (not for public)

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

The agenda is issued 9th July 2025 by Nicola Smith – Parish Clerk This agenda conforms to the Transparency Code 2015