

STANHOE PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING – MINUTES 10th September 2025

Clerk: Nicola Smith

Tel: 07508336005

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1. Welcome by Chair
2. Public Session in accordance with the Public Participation Policy – 2 members of the public attended. No items raised.
3. Present and apologies - Present - Cllr M Wilson, Cllr T Fitzjohn, Cllr R Wilson, Cllr S Shaw, Cllr T Chaplin, Cllr N Shearer, Cllr N Girling

Apologies – Cllr S Sandell

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

5. Confirmation of the minutes Parish Council meeting 16th July 2025 – Cllr Fitzjohn proposed. Cllr Shearer seconded. Minutes approved and signed.

6. Matters arising

To maintain village appearance and amenities

6.1 – Playground and maintenance – Cllr M Wilson had contacted a contractor and had sent a copy of the Inspection report for advice on repair to the moderate risk item. Awaiting reply. Discussion took place around the advice from the Council insurer in respect of weekly playground inspections. Councillors to monitor on a weekly basis and update the Clerk who will retain a spreadsheet of dates and any notes.

To ensure safety of the community

6.2 – Highways and Trods – discussion took place around grants and fundraising which would need to be significant. Awaiting advice from Highways. Clerk to chase and as at 6.4 below.

6.3 – SAM 2 and Speedwatch – the new SAM machine is now in place. Bircham Road hedge requires trimming and SAM can be placed at that location as required. Cllr M Wilson will provide SAM information at the November meeting after the changes and updates to locations. It was noted that the Burnham Road location had been approved in the Highways report.

6.4 – Speed limit strategy – Discussion took place following the Highways visit. Cllr M Wilson had discussions with the Parish Council Chair at Burnham Overy around their speed limit changes. Funding will be required for any speed surveys undertaken. A working group to be set up to work on the strategy to present to the November meeting– Cllr M Wilson, Cllr Shearer and Cllr Fitzjohn. Cllr M Wilson to write to Cllr Chenery re any funding available.

To ensure Council meets governance requirements and is financially responsible

6.5- Gov.uk email addresses and Assertion 10 – Clerk updated that in the AGAR for year end 2025/26 Councils would be required to confirm they were using gov.uk email addresses to comply

with GDPR and FOI. The clerks email address had now been updated and councillors were updating their own to gov.uk emails.

7. Agenda Items

7.1 – Confirmation of November meeting date – 12th November 2025

Proposed January date – 14th January 6pm

To maintain village appearance and amenities

7.2 Himalyan Balsam - the clerk updated that she had been in contact with Highways and with the local maintenance contractor. Highways will clear any of the plant that has gone onto the Highway. As the area is common land Council will await the cost for the local contractor to cut and dispose. Clerk to chase.

7.3 Letter to Estate agents re Boards – Discussion took place around the additional For Sale Boards and Event Boards placed in the village. The policy had been emailed to local estate agents following the July meeting. It was proposed the Clerk write again. Cllr Shearer proposed. Cllr Fitzjohn seconded. Cllr Shearer to draft a letter for the Clerk to send.

To ensure Council meets governance requirements and is financially responsible

7.4 – Council laptop – the Clerk reported that the laptop was now slow and was some years old. Councillors discussed that as the technology was old it was not worth trying to service the laptop. A new laptop would be budgeted for in 2026/27. Cllr M Wilson proposed. Cllr Shearer seconded. Approved as a budget item for 2026/27.

7.5– NJC Pay Award – The NJC pay award had been approved nationally and arrangements had been made for back pay from 1st April 2025.

7.6 – Updated Code of Fundraising Practice November 2025 – the Clerk had sent the updated Code to Councillors and to the MEHM Trust Chair and Secretary for consideration for any future fundraising events. Discussion took place around training for Councillors due to ongoing and updated changes in codes of practice and legislation. Cllr M Wilson updated on potential training opportunities – Council Communications and Councillor Refresher. Cllr Shaw did not feel that the course for Council Communications would not be good use of Council funds.

Discussion took place around the need to update versus value for money. Cllr R Wilson to attend the Councillor Refresher and feedback.

8. Borough and County Councillor updates

8.1– Borough Councillor update - none

8.2 – County Councillor update - none

9. Correspondence received after agenda published – Invoice from D.G McCreadie for payment

10. Finance

10.1 To approve accounts for payment. Cllr Shearer proposed. Cllr Fitzjohn seconded.
Approved.

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY JULY	£283.88
NICOLA SMITH	CLERKS SALARY AUGUST PLUS	£329.68
	PAY AWARD	
HMRC	PAYE JULY	£70.84
HMRC	PAYE AUGUST	£82.45

NICOLA SMITH	CLERKS EXPENSES	
NURTURE LANDSCAPES	JULY/AUG	£7.20
NURTURE LANDSCAPES	JULY INVOICE	£121.50
EE	AUGUST INVOICE	£121.50
	VILLAGE HALL BROADBAND	
	JULY	£34.99
	AUGUST	£34.99
NALC	E MAIL HOSTING	£14.40
WESTCOTEC	SAM MACHINE	£4627.20
D.G MCCREADIE	VILLAGE/CHURCH	£607.20
	MAINTENANCE	

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

10.3 – Cllr Shaw and Clerk to meet November 2025.

11.Planning matters

11.1 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision
25/01227/LDE	Station Farm, Station Road	Application for lawful development certificate	Approved

11.2 – Planning Applications received after agenda published

12. Delegated Decisions

12.1 Planning application – Station Farm, Station Road – APPROVED

13. Items to be added to the following months agenda – 1. Budget 2026/27 Planning
A Working Group to be set up to plan budget priorities to present to November meeting – to meet
5pm 12th November
2. Training – Councillors skills and development

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

15. Date of next meeting – 12th November 2025

Meeting closed at 7pm