STANHOE PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING – MINUTES 12th November 2025

Clerk: Nicola Smith
Tel: 07508336005
Email: clerk@stanhoe.norfolkparishes.gov.uk

1. Welcome by Chair

2. Public Session in accordance with the Public Participation Policy – 5 members of the public attended. The Chair opened up for discussion throughout the meeting as appropriate and suspended Standing Orders as required.

3. Present and apologies - Present – Cllr. M Wilson, Cllr Fitzjohn, Cllr Shearer, Cllr Shaw, Cllr Chaplin, Cllr R Wilson. County Councillor Chenery.

   Apologies – via Cllr Chenery – Cllr Sandell, Borough Councillor.

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

5. Confirmation of the minutes Parish Council meeting 10th September 2025 – Cllr Shearer proposed. Cllr Fitzjohn seconded. Minutes approved and signed by the Chair.

6. Co option of Councillor – no applications were received. Advert to remain in place. The Chair gave thanks to ex Cllr Nigel Girling for his support and service whilst on the Parish Council.

7.Matters arising

To maintain village appearance and amenities

7.1 – Playground and maintenance – Cllr M Wilson updated that the estimate to replace the equipment requiring repair was £6000.Discussion took place around insurance and council liability for the existing piece of equipment. Discussion took place around a future strategy for the Play Area and seeking grants to update equipment as required. Considerations were around what items are required for a small village, less equipment but better quality and to discuss requirements and ideas with residents. A working group was set up to review – Cllr R Wilson, Cllr Shearer and Cllr Fitzjohn.
Weekly inspections – to be carried out by all councillors and update Clerk.
Monthly inspections – Cllr Shearer to take this on. Clerk to send the Inspection Form.

7.2 – Himalayan Balsam – The Council had agreed to pay the village contractor for the additional work by Delegated Decision. Clerk had contacted the contractor for the work to be undertaken. Resident updated.

To ensure safety of the community

7.3 – Highways and Trods – Highways had replied but the response had not provided the updates required. An update was given that quotes for sections of TRODS had been received

from Highways. Highways had visited and advised that a kerb would be required on the section between Cross Lane and the Pond. Discussion took place around grants and funding. Cllr Fitzjohn updated from his recent training that the grant landscape is not supportive. A grant via Parish Partnerships would be the only option for a TROD which requires 20% match funding. Cllr Fitzjohn updated on the revised CIL grant requirements.
The Chair suspended Standing Orders and opened the meeting up to allow questions.
Discussion took place around the need for a TROD and support from residents.
Permissive Path – this option was discussed. Cllr M Wilson and Cllr Chaplin to approach local landowner.
Cllr R Wilson expressed thanks to the work undertaken by the Councillors on the working groups on the above matters.

7.4 – SAM 2 and Speedwatch – Cllr M Wilson updated on the SAM statistics.
June/July
Pond facing Burnham Market
Volume of vehicles – 47179
30-35 mph 9785 21%
35-40 mph 2668 6%
Over 40mph 613 1%
Sept-Oct
Clover facing Bircham (40mph limit)
Volume of vehicles 19381
Over 40mph 642 3%
October
Longwall Barn facing Pond
Volume of vehicles 12393
30-35 mph 4205 34%
35-40 mph 873 7%
Over 40mph 49 0%

There is still a need for Speedwatch volunteers. Discussion took place around the Speedwatch in the village which is the longest serving team in Norfolk.

7.5 – Speed limit strategy – Discussion took place around funding for a Speed Survey which would cost approx. £5000. The Council would be required to fund this plus any new signage if the speed limit was reduced. Cllr Chenery updated on the Local Members Fund. This is available until March 2026 and must be linked with Highways so the Speed Survey would meet the requirements.
Action – Clerk to email Cllr Chenery to request consideration of funding for the Speed Survey. Proposed Cllr Fitzjohn. Seconded Cllr Chaplin. Approved.

8.Agenda Items
8.1 – January meeting date – 14th January 2026
May APCM and APM – 27th May 2026

To maintain village appearance and amenities
8.2 – Quotes for cutting the Playing Field and maintain Play Area – 3 quotes had been received.
Quote one- £2713.20 – 10 cuts
Quote two - £2592 – 18 cuts
Quote three - £1000 – 10 cuts
It was proposed to give notice to the current provider – Cllr Shaw proposed. Cllr Shearer seconded. Council approved. Clerk to email and end contract.

Council requested further references be obtained for quote three and to check the cost for 15 cuts. Clerk to progress.

To ensure safety of the community

8.2 – Operation Radium – Council supported the request to assist with the prevention of scams and fraud. Point of contact with the Police will be the Clerk. Clerk will update the Stanhoe.org team and Council website as appropriate.

8.3 – Request for village CCTV from resident – the Chair suspended Standing Orders and opened up the meeting for public discussion. Permissions would be required from the Police, residents, the Information Commissioners Office and it was not an area that the Council could be involved in. Discussion took place around raising awareness of crime for residents. Clerk to contact Crimestoppers and arrange for a presentation for residents.

To ensure Council meets governance requirements and is financially responsible

8.4 – Budget 2026/27 – Working Party met 12th November with proposals. Budget and precept to be agreed and approved at January meeting.

8.5 – Training – Cllr Fitzjohn and Cllr R Wilson updated on their recent training courses – Effective Councillor and Grants and Funding.

8.6 – Signatories for Barclays and The Cambridge Building Society – Cllr Chaplin to be third signatory for Barclays. Cllr Shaw proposed the Clerk as third signatory on the Cambridge Building Society Account for access to the account on behalf of the Council. Cllr R Wilson seconded. Approved.

8.7 – Changes to CIL funding criteria – Clerk updated on the changes to the requirements that must be in place to apply for CIL Funding.

9.Borough and County Councillor updates

9.1– Borough Councillor update – no updates received

9.2 – County Councillor update - Cllr Chenery updated on the Local Members Fund and the potential elections for the County Council.

10. Correspondence received after agenda published- None

11.Finance

11.1 To approve accounts for payment. Cllr Shaw Proposed. Cllr R Wilson seconded. Payments approved.

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY SEPTEMBER	£292.96
NICOLA SMITH	CLERKS SALARY OCTOBER	£292.96
HMRC	PAYE SEPTEMBER	£73.24
HMRC	PAYE OCTOBER	£73.24
NICOLA SMITH	CLERKS EXPENSES SEPT/OCT	£11.86
NURTURE LANDSCAPES	SEPTEMBER INVOICE	£121.50
NURTURE LANDSCAPES	OCTOBER INVOICE	£121.50
EE	VILLAGE HALL BROADBAND	
	SEPTEMBER	£34.99
	OCTOBER	£34.99
NORFOLK PARISH TRAINING AND SUPPORT	COUNCILLOR TRAINING COURSES	£120.00
D G Mc CREADIE		£158.40

	VILLAGE/CHURCHYARD MAINTENANCE

11.2– Income and expenditure accounts – Cllr M Wilson proposed. Cllr Shaw seconded. Accounts approved.
11.3 – Cllr Shaw and Clerk to meet 14th November 2025.

12.Planning matters
12.1 Potential planning application for dog walking field – no queries were raised by the Council.
12.2 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision

12.3 – Planning Applications received after agenda published

13. Delegated Decisions
13.1 Council to approve costs for removal of Himaylan Balsam – Cllrs M Wilson, R. Wilson, Shearer and Chaplin approved. Cllrs Shaw and Fitzjohn objected. Additional costs and removal approved.

14. Items to be added to the following months agenda – Budget and Precept 2026/27

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

16. Proposed date of next meeting – 14th January 2026