

STANHOE PARISH COUNCIL

PARISH COUNCIL MEETING – MINUTES 24th March 2026

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 asked about the purchase of a speed camera for the village. The Chair updated on the legal requirements and Council updated on potential costs both of which identified that this would not be an option.
3. Present and apologies – Cllr M Wilson (Chair), Cllr T Fitzjohn, Cllr R Wilson, Cllr T Chaplin, Cllr S Shaw, Cllr N Shearer. Cllr Sandell – Borough Councillor
4. To receive declaration of interests on agenda items. None.
5. Confirmation of the minutes Parish Council meeting 14th January 2026 – Cllr Shearer proposed. Cllr R Wilson seconded. Minutes approved and signed by the Chair.
6. Co Option of Councillor – there had been a mis understanding around the time of the meeting. Co option to take place at a future meeting.
7. Matters arising

To maintain village appearance and amenities

7.1 – Playground and maintenance – The Working Group had met with the MEHM Trust. Several items of equipment were grant funded some years ago and now require substantial repair or replacement. Options were discussed as new items are expensive so consideration of reduced number of equipment and funding required. There may be a need to review the fencing. Chair had researched some companies. Discussion took place around future provision and potential donations.

There is a need to remove one item. Chair to discuss with Playscape future provision, costs of equipment and removal.

To ensure safety of the community

7.2 – Highways and Trods – Discussion took place that the Council are unlikely to gain funding for the TROD . Item discharged.

7.3– SAM 2 and Speedwatch – Discussion took place for the grant application for a third SAM machine and priorities for the village. Cllr Fitzjohn proposed. Cllr Shearer seconded. Five Councillors approved. One Councillor objected. Grant application approved. Cllr Fitzjohn to progress.

The Chair updated on the SAM data and is seeking ways to present this for the future. Docking Road between 1st December and 2nd February – 65% of vehicles exceeded the 30 mph limit.

Cllr Sandell updated that speeding is an issue for all surrounding Parish Councils and villages.

Chair to attend the Safer Neighbourhoods Strategy meeting with the Police and other Councils on 27th April.

7.4– Speed limit strategy – the Council wish to continue to pursue this. Chair to draft a letter to James Wild MP raising concerns. Discussion took place around support from residents and priorities. Consideration of a survey to identify needs and communicate potential costs with residents of projects. Councillors will use the village Bar Nights to gain informal feedback.

7.5 - Rural Crime Prevention talk – Clerk to contact the Crime Prevention team to arrange a session in the village.

7.6 – Burnham Road accidents – Highways will arrange for a technician to visit and assess if signage needs updating and refreshing. Item discharged.

To ensure Council meets governance requirements and is financially responsible

7.7 – Signatories for Barclays and The Cambridge Building Society – Clerk is now a signatory for the Cambridge Building Society to ensure access to interest payments etc. Cllr Chaplin required a further mandate. Clerk to arrange.

7.8 – Purchase of Council laptop-laptop in use. Clerk reported it requires security software. Cllr Shearer proposed purchase. Cllr R Wilson seconded. Purchase of software approved.

8. Agenda Items

8.1 – Confirmation of May meetings Annual Parish Meeting and Annual Parish Council Meeting . Discussion took place around the meeting calendar, the format of the Annual Parish meeting and engagement of residents. The APM will be promoted on Stanhoe.org, Saints Alive and the Council webpage. The meeting will be an opportunity for residents to provide feedback on potential projects.

Annual Parish Council Meeting 6pm Wednesday 27th May

Annual Parish Meeting 6pm Friday 29th May

Parish Council Meeting 6pm Wednesday 15th July

Parish Council Meeting 6pm Wednesday 9th September

Parish Council Meeting 6pm Wednesday 11th November

To maintain village appearance and amenities

8.2 – Annual Inspection of Council assets and checklist – Council to undertake review 22nd April. Any actions required will be fed back to Clerk.

8.3 – Approval of SAM policy and risk assessment – Cllr Shearer proposed. Cllr Shaw seconded. Policy approved.

8.4 – Parish Infrastructure Investment Plan – Councillor Sandell updated that CIL funding will not apply to Stanhoe due to lack of new infrastructure. Councillor Sandell updated on the background to the Plan and form. Discussion took place around completion of the PIIP and community engagement. Council identified it was not necessary to complete the PIIP but it remains a useful guide for potential survey questions.

To ensure Council meets governance requirements and is financially responsible

8.5 – Health and Safety Policy

8.6 – Lone Working Policy and Risk Assessment

8.7 – Publication and Charging policy (currently known as Freedom of Information Policy)

8.8 – Insurance Policy

Cllr Fitzjohn proposed. Cllr R Wilson seconded. Policies approved en bloc.

9. Borough and County Councillor updates

9.1– Borough Councillor update – Cllr Sandell updated that all villages struggle with community engagement. The decision on the changes to the local authority will be known by 27th March. Small parishes will be unlikely to apply for CIL funding as there are no new infrastructure developments. The Council budget will have half a million pounds to assist rural community projects across West Norfolk. Anglian Water are opposing new development due to the aging

treatment plant at Heacham. KLWNBC are now required to build 956 new homes in the area. It was previously 555. The Council will be fined if it does not achieve this target.

9.2 – County Councillor - no update

10. Correspondence received after agenda published - none

11. Finance

11.1 To approve accounts for payment. Cllr Shearer proposed. Cllr R Wilson seconded.

Payments approved.

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY JANUARY	£292.96
NICOLA SMITH	CLERKS SALARY FEBRUARY	£292.96
NICOLA SMITH	CELRS SALARY MARCH	£292.96
HMRC	PAYE JANUARY	£73.24
HMRC	PAYE FEBRUARY	£73.24
HMRC	PAYE MARCH	£73.24
NICOLA SMITH	CLERKS EXPENSES INCLUDING	
	COUNCIL LAPTOP	£504.98
	EXPENSES JAN/FEB/MAR	
EE	VILLAGE HALL BROADBAND	
	JANUARY	£34.99
	FEBRUARY	£34.99
	MARCH	£34.99
NORFOLK PARISHES AND TRAINING	CLERK TRAINING – RISK	
	MANAGEMENT	£72.00
MICROSOFT	MICROSOFT 365 SOFTWARE	£84.99
SQUARESPACE	STANHOE.ORG	£244.80
DOCKING PARISH COUNCIL	COUNCILLOR UPDATES AND	
	TRAINING	£40

11.2– Income and expenditure accounts – Cllr Shearer proposed. Cllr R Wilson seconded. Accounts approved.

11.3 – Cllr Shaw and Clerk met 4th March 2026. Next Internal Control meeting will be in July.

12.Planning matters

12.1– Planning Applications received - none

Ref. No	Address	Planning details	Parish Council Decision

12.2 – Planning Applications received after agenda published - none

13. Delegated Decisions

13.1 Approval to appoint Internal Auditor – R Canwell – Approved

13.2 Decision to purchase Lenovo Laptop 16GB RAM following decision to purchase a new laptop up to £500– 4 Councillors approved, one abstained, one objected - Approved

14. Items to be added to the following months agenda – no items

15. CONFIDENTIAL SECTION – no items

16. Date of next meeting - APCM 27th May 6pm
APM 29th May 6pm

Meeting ended 7.25pm