

STANHOE PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING – MINUTES 27th May 2026

Clerk: Nicola Smith

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1. Election of Chair and Vice Chair

1.1 Elect a Chair for the Council year 2026/27 - M Wilson nominated. Proposed Cllr R Wilson.

Seconded Cllr Fitzjohn. Cllr Mike Wilson voted as Chair.

1.2 Chair Declaration of Acceptance of Office - signed

1.3 Elect a Vice Chair for the Council year 2026/27 – T Fitzjohn nominated. Cllr R Wilson proposed. Cllr Shearer seconded. Cllr T Fitzjohn voted as Vice Chair

1.4 Vice Chairs Declaration of Acceptance of Office - signed

1.5 Co option of Councillors, Declaration of Acceptance and Register of Interests – forms signed.
The Councillor vacancy will be readvertised.

2. To receive declaration of interests on agenda items. No declarations received.

3. Confirmation of the minutes, General Parish Council meeting 24th

March 2026 – Cllr Fitzjohn proposed. Cllr Shearer seconded. Minutes approved and signed.

4. Present and apologies – Cllr M Wilson, Cllr T Fitzjohn, Cllr Shaw, Cllr Shearer, Cllr R Wilson, Cllr Chaplin.

Apologies Cllr Sam Sandell.

5. Approve Standing Orders

6. Approve Financial Regulations

7. Approve the Code of Conduct

Items 5 to 7 proposed by Cllr R Wilson. Seconded by Cllr Shaw. Approved

8. Updated Safeguarding Policy – Cllr R Wilson proposed. Cllr Shaw seconded. Approved.

9. Public Session in accordance with the Public Participation Policy - 2 members of the public attended. No items were raised.

10 .Matters arising

To maintain village appearance and amenities

10.1 - Playground and maintenance – Cllr Shearer completed monthly inspection. Rubber mats and equipment requires cleaning. Date of 22nd June at 2.30pm arranged for cleaning, removal and detailed check of equipment in the Play Area.

10.2 – Village annual inspection- undertaken by Cllrs M Wilson, Shearer and Chaplin.

Village sign – good condition

War Memorial – good condition

Cross sign - border damaged by lorries and may also need a protective rail to protect monument.

Highways

- All the village gates and attached speed signs need cleaning

- White lines throughout village and associated Stop words need re-painting
- Most of the speed limit signs other than on gates are very small
- 40mph sign at post box on Bircham Road small sign and hidden
- 30mph, Cross Lane small and hidden
- At pond on Bircham road – difficult bend needs slow painted on both carriageways
- Direction signs at junction at pond, hedge needs trimming - sign obscure
- Consideration of implementing warning signs at pond re ducks and geese

Village paths

- Eider cottage - Path narrowed by overgrown border below hedge
- Pilgrims - Hedge and border blocking use of footpath

Actions – Clerk to contact Highways and English Heritage for advice and costs for the Cross.

Clerk to draft an email to Highways with the proposal for visit to review lines and signs.

Clerk to draft letters to cottages re hedges and footpaths to be cleared.

To ensure safety of the community

10.3 – Speed Strategy update – discussion around email from NCC re the substantial costs for a Speed Survey. Clerk to email Highways in respect of village assessment recommendations to support a longer term, cost effective strategy.

10.4 – SAM 2 and Speedwatch - Chair updated speeding figures (available on Parish Council webpage). Awaiting result of Jacks Farm grant application for a third SAM. This will eventually replace the older SAM machine. Chair attended Safer Neighbourhoods Meeting via Zoom but found the issues raised at the meeting were not relevant to Stanhoe.

10.5 – Rural Crime Prevention talk – Clerk has arranged for 28th July 6pm in the Village Hall. Event to be advertised on Stanhoe.org and in Saints Alive.

To ensure Council meets governance requirements and is financially responsible

10.6 - Signatories for Barclays -Cllr Chaplin to complete and return to Clerk

10.7– Security software for laptop –now purchased

11. Agenda Items

11.1 – Confirmation of July meeting date 15th July 6pm

To maintain village appearance and amenities

11.2 – Rights of Way and Footpaths – one public Right of Way from Station Road to High Barn and out onto Burnham Road. Cllr Fitzjohn will walk and check the footpath remains clear and signage is in place.

11.3 – Potential Sign for the Village Pond – discussed under Item 10.2. Discussion took place around type of signage and location. To place on hold at present pending further discussions with Highways.

11.4 – Update on meetings with MEHM Trust – Cllr Shaw updated on current issues for the MEHM Trust. The trustee structure is no longer sustainable. There is a need for continued discussion around the future of the Trust and the Hall due to gaps in the running of the building. A meeting will be held on Tuesday 2nd June between the Parish Council and the remaining Trustees. Support is needed for the MEHM Trust to progress and continue.

11.5 – Village Cross – discussed under item 10.2. Clerk to progress with English Heritage and Highways.

To ensure Council meets governance requirements and is financially responsible

11.5 – Insurance renewal -Clerk updated that the payment has been made to Clear Councils as part of the three year deal.

11.6 – Risk Assessment for Public Meetings - Cllr Shaw proposed. Cllr Shearer seconded. Risk Assessment approved.

12..Borough and County Councillor updates

12.1– Borough Councillor update – update will be published on Parish Council webpage.

12.2 – County Councillor update - no update was received.

13. Correspondence received after agenda published - none

14.Finance

14.1 To approve accounts for payment. Cllr Shearer proposed. Cllr Fitzjohn seconded.

Approved.

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY APRIL	309.55
	CLERKS SALARY MAY	309.55
HMRC	TAX FOR CLERKS SALARY	
	APRIL	77.26
	MAY	77.26
R CANWELL	INTERNAL AUDIT	£40.00
EE	BROADBAND APR	£38.38
EE	BROADBAND MAY	£38.38
WALPOLE MOWING	PLAYING FIELD CUTS	£214.28
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KLWNBC	DOG BIN 26/27	£273.31
ESET	LAPTOP SECURITY	£45.49
CLEAR COUNCILS	INSURANCE	£586.43
NICOLA SMITH	CLERKS EXPENSES	£13.78
W LEIGHTON	TEMPORARY EVENT NOTICE	£21.00
MEHM TRUST	HIRE OF HALL 2025/26	£164.00
NALC	MEMBERSHIP FEES	£113.15

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

14.2 – Review Internal Controls and Internal Audit Report. Cllr Shaw and Clerk to meet July 2026. Date to be arranged.

14.3 – Variance Report – Council noted.

14.4 – Approval of the Annual Governance Statement 25/26 (AGAR) -Cllr Shearer proposed. Cllr Chaplin seconded. Approved. The Clerk read out the Internal Auditors report. The Chair signed the AGAR for 2025/26.

14.5 – Approval of the Accounting Statements 25/26 – Cllr Shearer proposed. Cllr Chaplin seconded. Approved.

15.Planning matters

15.1 – Planning Applications received

Ref. No	Address	Planning details	Parish Council Decision
26/00569/F	Isabel Lodge Church Lane Stanhoe	Extension and alterations to house and garage block	Approved by Delegated Authority

15.2 – Planning Applications received after agenda published - none

16. Delegated Decisions

16.1 – Planning Application -Isabel Lodge - APPROVED

17. Items to be added to the following months agenda – Village Hall

18. Date of next meeting 15th July 6pm

The meeting finished at 7.05 pm