

STANHOE PARISH COUNCIL

PARISH COUNCIL MEETING – MINUTES 15th JULY 2026

Clerk: Nicola Smith

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1. Welcome by the Chair – the Chair welcomed everyone and gave thanks from both the Council and the public for the support received from County Councillor Michael Chenery who has recently passed away. The Chair confirmed the Council was quorate. Councillors present signed the Safeguarding Policy.
2. Co option of Councillor - no applications received. Clerk will continue to advertise.
3. To receive declaration of interests on agenda items. None
4. Confirmation of the minutes, Parish Council meeting 27th May 2026 – Cllr Shaw proposed. Cllr Shearer seconded. Approved and signed.
5. Present - Cllr Fitzjohn (chair), Cllr Shaw, Cllr Shearer.
Cllr Sam Sandell -Borough Councillor
Apologies – Cllr M Wilson, Cllr R Wilson, Cllr T Chaplin.
6. Public Session in accordance with the Public Participation Policy – 2 members of the public attended. No issues raised.
- 7 .Matters arising
 - To maintain village appearance and amenities**
 - 7.1 - Playground and maintenance – Cllrs M Wilson and Shearer had reviewed the equipment and identified items for removal which were deemed as moderate risk from the Annual Inspection Report. These are the Multi Play and Wooden Beams. The Pole will also be removed. Discussion took place around a smaller play area and new fencing to enclose. This will provide a for a smaller but manageable Play Area for the future. Cllr Shearer will discuss with Cllr M Wilson options and costs for removal and bring to September meeting. Councillors will meet to clean the rubber matting.
 - 7.2 – Village Inspection – the Clerk updated that three letters had gone out to householders. Highways reviewed the fallen hedge on Cross Lane during the visit on 2nd July. Issues remain with this and with hedging on Docking Road blocking the footpath, although this has been cut back. Clerk to log on Highways portal.
 - 7.3 – Rights of Way and Footpaths – Highways are aware a new sign needs to be in place to mark the Public Footpath and will progress in their schedule. Item discharged.
 - 7.4 – Potential Signs for the Village Pond – Cllr Shearer has discussed “ Mind The Ducks “ signage with a resident who has developed a draft. Cllr Shearer to send to Clerk for distribution to all Councillors.
 - 7.5 – Meetings with MEHM Trust – A Management Committee is being established for the MEHM Trust comprising of residents. The Committee will run day to day business and the Trustees will remain as per the Trust requirements. The Trust will remain as a charity and will look to update the Charitable Objectives.

7.6– Village Cross – Highways are in consultation with Historic England to take forward new kerbing to protect the verges and monument.

To ensure safety of the community

7.7 – Speed Strategy update - Highways met with Councillors on 2nd July and will;

A) Re paint white lines in key areas of the village

B) Paint “ SLOW” on Bircham Road approaching the main pond.

C) Place a third red triangle re Ducks on road

D) Highways have a programme of replacing Cats Eyes and white lines along middle of road and Stanhoe will be included in this.

E) As Item 7.6 Highways will put in place new kerbing to protect the Village Cross.

7.8 – SAM 2 and Speedwatch update – Speedwatch still require volunteers. Additional sessions have taken place in conjunction with recent National Speed Initiative.

To ensure Council meets governance requirements and is financially responsible

7.9 – Cllr Chaplin is now a signatory for Barclays.

8. Agenda Items

8.1 – Confirmation of September meeting date 9th September 6pm

To maintain village appearance and amenities

8.2 – Village Hall – as Item 7.5

8.3 – Feedback from Annual Parish Meeting – Clerk had prepared Feedback spreadsheet. Council thanked those who attended. The event went well and will be repeated in 2027. The feedback was in line with Council strategy. Grit Bins had been identified as part of the feedback and were discussed. Funding is no longer available for Councils. Clerk to identify prices and on going costs .

To ensure Council meets governance requirements and is financially responsible

8.4 – Biodiversity Policy – Cllr Shaw proposed to update and approve all policies on the agenda. Cllr Shearer seconded. Approved.

8.5 – Delegated Decisions protocol – Approved as per 8.4

8.6 – Employment updates – The clerk updated that mileage allowance had increased from 45 p per mile to 55p per mile from 1.4.26. Changes to contractual terms and conditions – sickness payments are now paid from Day One of employment.

8.7 – Data Protection Complaints Handling Process – approved as per 8.4

9. Borough and County Councillor updates

9.1– Borough Councillor update – Cllr Sandell updated that 750 sites have been identified for planning under the Local Plan Review. The £11000 and £5000 grants provided to County Councillors for local infrastructure projects are no longer available.

Jacks Lane Windfarm grants will no longer support SAM machines.

There is £115000 available from Borough for Small Grants – applications in by 31 st August. Cllr Sandell to send details to Clerk.(received – Parish and Town Councils are not eligible to apply)

Cllr Sandell advised that Parishes will need to look at increasing precepts in order to fund projects in future.

9.2 – County Councillor update - no report received.

10. Correspondence received after agenda published – NALC Invoice. Payment for Website hosting and management.

11. Finance

11.1 To approve accounts for payment. Cllr Shearer proposed. Cllr Shaw seconded. Approved.

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY JUNE	£309.55
NICOLA SMITH	CLERKS SALARY JULY	£309.55
HRMC	TAX	£77.26
HMRC	TAX	£77.26
EE	BROADBAND JUNE	£37.99
EE	BROADBAND JULY	£37.99
WALPOLE MOWING	PLAYING FIELD CUTS	£214.28
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NICOLA SMITH	CLERKS EXPENSES	£7.20
INFORMATION COMMISSIONER	DATA PROTECTION FEE	£52.00
SQUARESPACE	STANHOE.ORG	£19.20
MEHM TRUST	APM EXPENSES	£77.50
PLAY INSPECTION COMPANY	ANNUAL INSPECTION	£147.00
NALC	WEBSITE FEES	£285.43

11.2– Income and expenditure accounts - Cllr Shearer proposed. Cllr Shaw seconded. Approved.

11.3 – Review Internal Controls and Internal Audit Report. Cllr Shaw and Clerk met 8th July. No issues raised. To meet November 2026.

12. Planning matters

12.1 – Planning Applications received - none

Ref. No	Address	Planning details	Parish Council Decision

12.3 – Planning Applications received after agenda published - none

13. Delegated Decisions - none

14. Items to be added to the following months agenda – Long term resilience of THE PIT (main pond).

Thanks were given to residents who were supporting the wildlife during this prolonged period with no rain. Clerk to research potential areas of advice and support for the pond area for September meeting.

15. Date of next meeting – 9th September 2026 6pm

The meeting finished at 7.05 pm