

STANHOE PARISH COUNCIL

PARISH COUNCIL MEETING – MINUTES 9th September 2026

Clerk: Nicola Smith

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1. Welcome by the Chair – the Chair welcomed everyone. Three councillors signed the Safeguarding Policy.
2. No declaration of interests received.
3. Confirmation of the minutes, Parish Council meeting 15th July 2026 and Extra Ordinary meeting 26th August 2026 – Cllr Fitzjohn proposed. Cllr Shearer seconded. Approved and signed.
4. Present - Cllr M Wilson (chair), Cllr T Fitzjohn, Cllr Shaw, Cllr Shearer, Cllr R Wilson, Cllr T Chaplin
Cllr Sam Sandell -Borough Councillor
5. Public Session in accordance with the Public Participation Policy – 1 member of the public attended. The Chair allowed participation in the meeting.

6 .Matters arising

To maintain village appearance and amenities

6.1 - Playground and maintenance – Discussion took place around the items to be removed – Junior MultiPlay, Small Butterfly, 2 sets of beams. The fencing will also be altered in line with removal of items. Clerk to contact contractors for quotes for consideration and approval at November meeting.

6.2 – Village Inspection – hedgerows – Clerk updated. The ivy on Cross Lane has been cut back. Highways have written to the householder on Burnham Road in respect of the overhanging hedge. Clerk will chase if required. Item discharged.

6.3 – Ponds Project – Cllr Shearer proposed a vote of thanks to Cllr M Wilson for his work on the project. Thanks were given to Cllr M Wilson. The main pond has been dredged over three days. Local farmer has taken the silt. The Council passed on thanks to Charles Ralli.

Clerk to write letter of thanks.

The pond on Burnham Road has Himalyan Balsam so at this stage cannot be dredged.

Clerk to contact village maintenance contractor for costs to remove.

Cross Lane pond has water in so will be a project for when dredging can take place. There will also be Highways consideration for the dredging of these two ponds.

Total costs for the main pond are £4840. Cllr Fitzjohn has prepared and submitted application for a grant under the Borough Council Emergency Fund . The grant covered both the desilting and restoration. Awaiting decision. Cllr Sandell offered to chase up the application. Cllr Sandell updated that she was not able to use the Community Fund for a £500 grant discussed at the Extra Ordinary meeting on 26th August as this fund did not apply to Parish Councils.

A member of the public has set up a GoFundMe page to support the Ponds Project and has requested to use the Parish Council Bank Account for donations to the Council. £2255 had been raised to date.

1. The Parish Council agreed the Bank Account can be used.
2. The Parish Council agreed to accept the donations made through GoFundMe to use specifically for the Ponds Project
3. The Clerk to set up a Reserved Funds section in the accounts for the Ponds Project

Proposed Cllr Shearer. Seconded Cllr R Wilson. All approved.

Cllr Shearer discussed setting up a working party with residents to tidy around the pond area. Cllr Shearer to progress.

Discussion took place around biodiversity, restoration and planting for the future. Cllr M Wilson will make contact with the ecologist who has been advising local landowner for advice and guidance. A member of the public asked if there could be a route for donations from residents who could not access GoFundMe. Cllr R Wilson to publish in Saints Alive donations via BACS to Parish Council account.

Cllr M Wilson updated there had been an email about cracks in the village sign which is adjacent to the main pond. Council will continue to review.

6.4 – Signs for the Village Pond – council agreed the detail on the proposed informal signs. Clerk to discuss with the resident who designed them potential costs from Norfolk Signs for consideration either by Delegated Authority or November meeting.

6.5 – Meetings with MEHM Trust – the trustees have agreed to update the Charitable Objectives and transfer to a Charitable Incorporated Organisation. Discussion took place around next steps for the proposed new Committee and Trustees.

6.6 – Village Cross – Highways have submitted an application to Historic England to complete the works. Awaiting approval and response.

To ensure safety of the community

6.7 – Speed Strategy update – to discuss and approve purchase of signs – estimate for 2 additional Highway signs “Warning Ducks” at a cost of £819.56. Discussion took place around the value for money of the signs. It was proposed that one sign be purchased at a cost of £486.95. Proposed by Cllr Shearer. Seconded by Cllr R Wilson. 4 councillors agreed. Cllr Shaw and Cllr Fitzjohn objected. Purchase of sign approved. Cost to be taken from Council Expenses Budget head.

Clerk to arrange and discuss location with Highways.

6.8 – SAM 2 and Speedwatch update - third SAM machine has now been purchased and delivered. Speedwatch require volunteers and a Co Ordinator or the scheme may need to close. Volunteers were asked to update the Co Ordinator around shifts when they are contacted.

7. Agenda Items

7.1 – Confirmation of January meeting date 13th January 2027 6pm

To maintain village appearance and amenities

7.2 – Grit Bins – discussion took place around costs and location.

Clerk to contact MEHM trust to request of Grit Bin could be located at the Village Hall.

Cllr Sandell updated that the Grit Bins are inclined to split, rubbish out into them and discussed the liability for the Council if any member of the public was injured if areas were gritted.

Council to review and discuss in November.

7.3 – Approval of purchase of replacement pads for Defibrillator. Pads expire October 2026.

Cost £56.40 including VAT. Cllr Shearer proposed. Cllr Fitzjohn seconded. Approved. Clerk to purchase and liaise with Cllr Shaw.

To ensure Council meets governance requirements and is financially responsible

7.4 – Letter from Deputy Leader NCC – PPS and grant funding – see 7.5 below

7.5 – Letter re Parish Partnership Scheme grant funding – 50% match funding for Highways initiatives is still required. Possibility to use for any future speed limit initiatives. Item discharged.

7.6 – Play Inspection Company – increase in annual fee from £141 to £151 – Cllr Shearer proposed. Cllr R Wilson seconded. Approved.

7.7 – Preliminary Precept and Budget discussion – discussion took place around potential future increase and to revisit current funding arrangements to external organisations. Grant Funding opportunities are limited and CIL funding no longer available. Cllr M Wilson to prepare proposed budget and precept for discussion at November meeting.

7.8– KLWNBC Local Plan Consultation 1st to 29th September – details on the Local Plan area available on KYWNBC website. Potential sites for 8500 houses across Norfolk. Landowners were asked to propose potential sites for building. Two identified in Stanhoe -Cross Lane – Field next to the Playing Field and the field between Cross Lane and Ramp Row.

Cllr Sandell updated on the plan. There is initial consultation for residents and councils. The Planning process will be moving to Delegated Authority at Borough Council.

Councillors proposed a Parish Consultation Meeting for residents to attend and views collated. 22nd September 6pm-8pm. Item to be placed on Stanhoe.org.by Cllr R Wilson.

Cllrs Chaplin, Shearer and R Wilson will complete the consultation document on behalf of the Parish Council.

Clerk to book village hall.

7.9 – Parish Councillor vacancy – no applications received

7.10 - Internal Control Policy – Cllr Shearer proposed. Cllr Shaw seconded. Approved.

7.11- Grants and Received Donations Policy – Cllr Shearer proposed. Cllr Shaw seconded. Approved.

8. Borough and County Councillor updates

8.1– Borough Councillor update – Cllr Sandell discussed with Councillors options for raising donations from second homes and holiday lets as some surrounding Parish Councils had done.

Clerk to liaise with Parish Clerks and research details of owners as appropriate. Clerk to contact Holiday Letting Agencies to request if letter could be sent via them to home owners who do not reside in the Parish. Cllr. R Wilson to draft letter.

The Local Government Reorganisation has been paused.

8.2 – County Councillor update – report received. Published on PC website and noticeboard.

9. Correspondence received after agenda published – Invoice Walpole Mowing. Approved within item 10.1.

10. Finance

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

NAME	BUSINESS	GROSS
NICOLA SMITH	CLERKS SALARY AUG	£309.55
	CLERKS SALARY SEPT	£309.55
HMRC	TAX FOR CLERKS SALARY	
	AUGUST	£77.26
	SEPTEMBER	£77.26
EE	BROADBAND AUG	£37.99
EE	BROADBAND SEPT	£37.99
WALPOLE MOWING	PLAYING FIELD CUTS	£214.28
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NALC
D G MCCREADIE
D G MCCREADIE
WESTCOTEC
NICOLA SMITH

COUNCILLOR TRAINING	£20.40
PULLING HIMALAYAN BALSAM	£52.80
VILLAGE MAINTENANCE	£580.80
SAM MACHINE	£4588.80
CLERKS EXPENSES	£12.28

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

10.3 – Review Internal Controls and Internal Audit Report. Cllr Shaw and Clerk to meet November 2026

11.Planning matters

11.1 – Planning Applications received -

Ref. No	Address	Planning details	Parish Council Decision
26/01296/F	Station Farm Stanhoe Road	Single storey rear extension,porch extension,reclad existing brickwork with new bricks and timber cladding and new garage.	Approved.

11.2 – Planning Applications received after agenda published - as above

12. Delegated Decisions - Proposal to spend £100 on duck food during the drought situation- 3 councillors objected – not approved.

13. Items to be added to the following months agenda – discussion for donation/grant to church towards Saints Alive.

14. Proposed date of next meeting 11th November 6pm

Meeting closed 7.40pm

Nicola Smith – Parish Clerk This agenda conforms to the Transparency Code 2015