

SCOLE PARISH COUNCIL

MEETING MINUTES

MINUTES of the Parish Council Meeting held on Monday 23 June 2025 at 7.00 pm at Scole Community Centre, Ransome Avenue, Scole.

Councillors Present: Cllr P Jones (Chair), Cllr C Brooks, Cllr G Fisher, Cllr D Ward, Cllr J Ward, Cllr L Trevail, Cllr G Blakesley, Cllr T McEwen, Cllr J Orford

In attendance: Alison Cowles (Clerk), Sara Campbell (RFO), District Cllr D Thomson

1. **To consider accepting apologies for absence:** Apologies received from Cllr Lady Mann
2. **To appoint a Vice-Chair:**
Cllr G Blakesley proposed that Cllr McEwen is elected to the role of Vice-Chair, seconded Cllr Brooks and unanimously agreed.
3. **To approve the minutes of the Parish Council Meeting held on 2nd June 2025:**
The minutes of the Parish Council Meeting held on 2nd June 2025 (pages 1-6) were proposed for approval by Cllr J Ward seconded Cllr C Brooks and agreed by all but Cllr McEwen abstained.
4. **To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests:**
Cllr G Blakesley – C & G Trenching
Cllr J Ward – Scole Parish Hub
Cllr D Ward – Scole Parish Hub
Cllr Jones – Scole Community Centre
Cllr C Brooks – SNTT
Cllr G Fisher – SNTT
Cllr L Trevail – SNTT
5. **To receive questions or comments from the parishioners:**
None
6. **To receive the reports from the District & County Councillors:**
County Cllr Wilby -Clerk read report
 - Saffron Housing to extend affordable housing into Harleston with 107 brand new independent living homes for over 55's who have additional care needs. Onsite 24/7 support will be available.
 - NCC has agreed to create a Norfolk Community Fund that councillors can award to local groups. Each councillor will be allocated £5000 which they can distribute in the form of grants ranging from £200-

£2500 supporting local projects promoting inclusion, volunteer opportunities and community engagement

7. To receive the Clerks Report and an update on any correspondence received:

The Crossways have been visited by the Licensing and Enforcement Officer who reported that the venue have now appointed a member is SIA to deter anti social behaviour and do random ID checks. The Officer also carried out a number of random ID checks and all were found to be in order. The local beat officer PC Baker has also been informed and will do checks when resources and time allows.

A request has been received from a local Forest School to trial some sessions at the Pocket Park and outside classroom. All Cllr's in agreement and Clerk to respond and copy Cllr C Brooks to liase with them.

8. To receive an update on the approach from South Norfolk Council to explore reallocation of the \$106 funds to another project:

Cllr P Jones has been in contact with Joel Pales regarding this matter and it is hoped that the monies originally allocated for the hub can be used to update the existing community centre with the addition of a kitchen, accessible toilet and an extension to the main hall. This work will commence as soon as the funds are available.

A variation of the current fund would need to be agreed by all involved and it has been suggested that a meeting be held with all those involved and a legal representative.

9. To consider a subscription to the Norfolk Parish Training and Support

It was agreed that the Parish Council would subscribe for a years membership at a cost of £331.82 + VAT, proposed Cllr J Ward seconded Cllr G Fisher and unanimously agreed.

10. To consider a donation to St Leonard's Church Billingford for the remedial work undertaken.

It was decided not to donate at this time.

Proposed Cllr T McEwen seconded Cllr G Fisher and unanimously agreed.

11. To consider the Section 38 agreement between NCC and TM Browne developments Ltd and Broadleaf Norwich Road Ltd and Scole Parish Council

11.1.To agree to sign above agreement Not in agreement to sign the S38 Until further information is received.

11.2.To consider instructing solicitors for advice

Await for information before solicitors instructed.

12. PLANNING

12.1.To Comment on and recommend for Approval/Refusal any Current planning applications:

None

12.2. To receive an update on any previous planning applications:

None

13. FINANCE**13.1. To approve receipts & payments (Appendix A)**

Payments list previously circulated to all councillors and available on the website is proposed by Cllr Brooks, seconded Cllr J Ward and unanimously agreed.

13.2. To receive the Responsible Finance Officer's Report:

Details	CR/(DR)	BALANCE
Community Acct Balance B/fwd:		16,048.33
Total Receipts	86.13	
Total Payments	3,531.76	
Transferred from Business Saver Account	0.00	
Community Account Balance (after payments)		12,602.70
Business Saver Account		25,928.41
TOTAL Cash in Bank		38,531.11
Allocated Funds (Listed Below)		31,539.85
Community Account + Business Saver Account - Allocated Funds = AVAILABLE TO SPEND		6,991.26

13.3. Allocated funds for the financial year commencing 1-4-25:

Details	Closing Balance 31/3/24	CR/DR	Balance
Proposed Village Hall Site (Lease)	153.00		
Legal fees Parish Hub Lease		(153.00)	0.00
Street Lights	1,978.68		
Spent on Street Light upgrades 1,978.68		(1,978.68)	0.00
Contingency Fund	14,154.23		
Spent on Street Light upgrades 1,496.38		(1,496.38)	
Street Light repair outside 27 Ransome Avenue		(390.00)	
Legal Fees Parish Hub Lease		(547.00)	
1/4/2025		2,355.91	14,076.76
CIL	16,463.09		16,463.09
Cycle Path	1,000.00		1,000.00
TOTAL £	33,749.00		31,539.85

14. YEAR END:**14.1. To consider the Internal Auditor's report for year ending 31 March 2025:**

Proposed Cllr J Ward seconded Cllr L Trevail and unanimously agreed.

14.2. To approve and sign Section 1 – Annual Governance Statements 2024/25

The Clerk read the Annual Governance Statements to the Council who agreed each Statement.

Proposed Cllr J Ward, seconded Cllr L Trevail and unanimously agreed.

14.3. To approve and sign Section 2 – Accounting Statements 2024/25

Proposed J Ward, seconded Cllr L Trevail and unanimously agreed.

15. To receive reports from the current Working Groups:

15.1. Employment Group (GB, LT) – Nothing to report

15.2. Internal Control (PJ, JW, TM) – All in order

15.3. Cycle Path Group (PJ,) - Nothing to report

15.4. Diss & District Neighbourhood Plan (DDNP) (Graham Moore, DW)

Nothing to report

15.5. Scole Nature Trails Trust Group (COB, LT, GF) All up to date with current works in the village. The camp that the rough sleeper was using to be removed by Cllr C Brooks and Cllr T McEwen. Willow tree by West's permissive path has splits in trunk. – Clerk to contact JD Tree Services & Countryside Management to obtain a report and costs to make safe.

15.6. Community Centre (PJ) Group from football club spent time at the community centre and filled a skip with accumulated rubbish.

Village Fete held in June wasn't supported as well as was hoped – it was agreed that better advertising would be advantageous in the future.

15.7. Scole Parish Hub (DW, JW) Need to review the electrical box onsite to make sure it is safe and stop the availability of water to the stand pipe by turning off the stop cock or remove the handle.

16. To report any incidents of overflow, spillage and discharge into the river during the month – A quiet month.

Markings been put on the road in Karen Close for possibility of planned works? Clerk to contact Anglian Water for an update on any planned works.

17. To consider training for Parish Councillors:

None required

18. To receive and discuss items from the Parish Council

The willow tree on the right hand side of Pocket Park is restricting the light. Cllr P Jones to speak to the owner.

The drain cover outside the old Post Office is a hazard – Clerk to contact Anglian Water

RFO S Campbell to update Cllr T McEwen on the LED street lighting program.

19. To receive items for the next Agenda:

Any other items for the next Agenda please contact the Clerk.

20. Next meeting of the Parish Council is on 28th July 2025 at 19:00

Meeting closed at 21.02

APPENDIX A

Payment List

Scole Parish Council PAYMENTS LIST

23 June 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
18	Clerk's Training	23/06/2025		Barclays Community		Training	Norfolk Parish Training & S	Z	100.00		100.00
											100.00
19	Grass Cutting	23/06/2025		Barclays Community		Grass Cutting	C & G Trenching	Z	278.21		278.21
											278.21
20	Streetlight Maintenance Contra	23/06/2025		Barclays Community		Streetlight	Cozens	S	55.00	11.00	66.00
											66.00
21	PWLB Repayments	23/06/2025		Barclays Community		Loan Repayment	Public Works Loan Board	E	970.14		970.14
											970.14
22	Insurance	23/06/2025		Barclays Community		Insurance Premium	Community Action Suffolk	E	793.18		793.18
											793.18
23	Billingford Church	23/06/2025		Barclays Community		Churchyard Maintenance	Billingford PCC	Z	200.00		200.00
											200.00
24	Thelveton Church	23/06/2025		Barclays Community		Churchyard Maintenance	Thelveton PCC	Z	150.00		150.00
											150.00
25	Scole Church	23/06/2025		Barclays Community		Churchyard Maintenance	Scole PCC	Z	200.00		200.00
											200.00
26	Employee Expenses	23/06/2025		Barclays Community		Salary & Expenses	Alison Cowles	E	3.60		3.60
26	Clerk's Salary	23/06/2025		Barclays Community		Salary & Expenses	Alison Cowles	E	318.98		318.98
											322.58
27	Clerk's Salary	23/06/2025		Barclays Community		Salary & Expenses	Sara Campbell	E	212.81		212.81
											212.81
28	Clerk's Salary	23/06/2025		Barclays Community		Salary & Expenses	HMRC	E	79.60		79.60
											79.60
29	General Parish Maintenance	23/06/2025		Barclays Community		Village Maintenance Expenses	Christopher Brooks	Z	144.90		144.90
29	General Parish Maintenance	23/06/2025		Barclays Community		Village Maintenance Expenses	Christopher Brooks	Z	14.34		14.34
											159.24
Total									3,520.76	11.00	3,531.76

tel: 01953 861138
email: clerk@scoleparish.org.uk

31 March 2025
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Signed
Chair

Receipts

Scole Parish Council
RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
2	Interest	02/06/2025		Barclays Saver		Bank Interest	Barclays Bank	E	86.13		86.13
									Total	86.13	86.13

DRAFT