SCOLE PARISH COUNCIL

**MINUTES** of the Annual Parish Council meeting held on Monday 24 May 2021 at 7.00 pm at Scole Community Centre, Ransome Avenue, Scole.

**Councillors Present**: Cllr G Moore (Chair), Cllr C Blakesley, Cllr C Brooks, Cllr R Buckenham, Cllr P Jones, Cllr Lady R Mann, Cllr L Trevail and Cllr J Ward

**In attendance:** Sara Campbell (Clerk), County Councillor M Wilby and 4 members of the public.

## To elect a Chairman:

Cllr Moore is prepared to stand for another year only. Cllr Brooks proposed Cllr Moore, seconded Cllr Jones and unanimously agreed.

## To receive the Chairman’s’ Declaration of Acceptance of Office:

Cllr Moore signed the declaration of office before the Proper Officer (Clerk) of the Council.

## To appoint a Vice-Chairman:

Cllr Jones proposed Cllr Blakesley as Vice-Chair, seconded Cllr Brooks and unanimously agreed.

## To consider accepting apologies for absence:

None.

## To approve the minutes of the Parish Council Meeting held on 26 April, 2021:

The minutes of the Parish Council Meeting held on 26 April 2021 (pages 1-6 of 6) previously circulated to all members, were amended as follows - item 14. was changed to read … “Cllr Moore proposed that a better solution is found to the problem with the sight splays at Rose Farm and Cllr Moore will discuss with Thelveton Estates.” The amendment and minutes were proposed for approval by Cllr Blakesley, seconded Cllr Jones and unanimously agreed.

## To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests:

Cllr Ward – Scole Parish Hub

Cllr Moore – Scole Parish Hub

Cllr Jones, Cllr Brooks and Cllr Trevail – Scole Nature Trails Trust

## To receive questions or comments from the parishioners:

One member of the public raised the naming of the new development, St Andrews Gardens on Norwich Road, the Clerk has been in contact with South Norfolk Council regarding this matter and they confirmed that the usual procedure is for developers to name the roads and development, but they will note that the Parish Council would in future like to be consulted. County Councillor Wilby suggested the Clerk contacts the developers to see if there is any chance it can be changed. **Clerk will contact developers.**

Member of the public suggested the planting of wildflowers on the grass from the top of the trod on Norwich Road to Norgate Lane. Also, they raised the name of the development St Andrews Gardens as the village already has a St Andrew’s Road, could be an issue for emergency services.

## To receive the reports from the District & County Councillors:

**District Councillor Clayton Hudson:**

County Councillor Wilby reported he was pleased to be re-elected to serve East Depwade for the next 4 years, and he thanked everyone for their continued support.

The annual surface dressing has started on 305 miles of Norfolk’s roads.

County Cllr Wilby encouraged everyone to respond to the Village Clusters Consultation commencing 7 June, 2021 to view the consultation go to [www.south-norfolk.gov.uk/vchap](http://www.south-norfolk.gov.uk/vchap).

**County Councillor Wilby left the meeting at 7.35 pm**

## To receive the Clerks Report:

* The Clerk brought to the attention of the Council emails received from:
Diss & District Neighbourhood Plan confirming the 3 areas of land proposed as Local Green Spaces in the Neighbourhood plan these are:
Playing Fields (SCO-LGS5)
Pocket Park (SCO-LGS6 (Part) Lots 1-4 & Dragon Park
Bowling Geen SCO-LGS8
* Norfolk Police – start up of the Community Forum first meeting 27 May 2021 @ 6pm on Teams contact for the joining link
* Resident regarding flooding in Billingford.
* Resident regarding streetlights on St Andrews Road
* Hopkins Homes regarding sites SN4022 and SN4023

## To review working groups:

The working groups were reviewed, Councillors joined groups as below:

## Employment Group – Cllr Jones, Cllr Blakesley, Cllr Trevail

## Finance Group – Cllr Moore, Cllr Buckenham, Cllr Jones

## Diss & District Neighbourhood Plan Group – Cllr Moore, Mrs D Ward, Mrs C Moore

## Scole Community Areas – Cllr Brooks, Cllr Trevail, Cllr Jones

## Scole Community Centre – Cllr Blakesley

## To consider a new cycle path working group:

Councillors agreed to the creation of a new cycle path working group which will consist of **Cllr Jones, Cllr Blakesley and Cllr Trevail.**

## To undertake the annual review of:-

## Standing Orders

## Financial Regulations

## Annual Review of Effectiveness of Internal Control

The Clerk reported that several policies need re-writing, **Clerk will review and add to Agenda for approval as required.**

## To consider suitable areas for the Wildflower Verge campaign:

Areas suggested for the wildflower verge campaign are:

New Permissive Path from A1066 to Dark Lane

Bungay Road (start at brick wall to tree)

Scole Common Road/Burston Road

**Clerk to contact Norfolk County Council to see if they have any signs and what seeds they will provide.**

## To consider the use of S106 money for a recycled plastic bench for the outdoor classroom and a fishing/canoe launch platform in the Pocket Park:

Cllr Brooks proposed that a heavy-duty plastic picnic table, and the third wooden fishing/canoe launch platform, totalling approximately £3,500 is purchased from the S106 Open Spaces money. Seconded Cllr Buckenham and unanimously agreed. **Clerk to liaise with Cllr Brooks & South Norfolk Council**

**Clerk to also investigate if the S106 money will provide for a new parish noticeboard.**

**Clerk to add to the Agenda for 28-6-21 restoration of two parish benches.**

## To receive an update on the progress of the Scole Parish Hub:

Currently looking to work with the original architect to design something more affordable and sustainable, the original plans would cost close to £2 million to build. Looking to design a building that can be built in stages and therefore, funded in stages. Meeting with architect arranged for next week.

## To receive an update on the proposed lease

Waiting for response from Wellers Hedley.

## To approve offering £5,000 CIL money received from the new development to the Scole Parish Hub:

Cllr Trevail proposed that the Council give the £5,000 to the Scole Parish Hub to get the Scole village hall project off the ground. Seconded Cllr Brooks, 5 councillors voted 5 and 3 councillors abstained.

## To receive an update on the associated costs relating to the transfer of land for the building of a village hall:

The S106 money has been received from South Norfolk Council and the bills associated with the building of the village hall will be paid.

## To receive an update on the cycle path from Scole to Diss alongside A1066:

The signed Permissive Path Agreement has been received from the landowner. Clerk to send the landowner a copy of the agreement.

## To receive an update on the Diss & District Neighbourhood Plan:

Consultation under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended) will commence on 22 June 2021 and will be open for 6 weeks, this will be online only. Cllr Moore added hard copies will be provided to any resident unable to complete online.

## PLANNING

## To Comment on and Recommend/Object any Current planning applications:

**2021/1040**

**Location:** 48 St Leonards Close, Scole, Norfolk. IP21 4DW

**Proposal:** Retention of pergola with pitched roof over patio to create shaded seating area.

**Application Type:** Householder

**Council Comment:** No comment

## To receive an update on any previous planning applications:

None

## FINANCE

## To approve payments (C):

| **PAY TYPE** | **PAYEE** | **DESCRIPTION** | **ACTUAL AMOUNT** | **VAT** | **PAYE** |
| --- | --- | --- | --- | --- | --- |
|  D/D  |  E-on  |  Electricity May 2021  |  205.12  | 9.77 |  |
|  Online  |  Sara Campbell  |  Salary & Expenses  |  528.89  |  |  |
|  Online  |  Barry Tunmore  |  Re: Village Hall  |  12,649.08  |  |  |
|  Online  |  CAS  |  Annual Insurance  |  316.55  |  |  |
|  Online  |  C & G Trenching  |  Grass Cutting  |  442.84  |  |  |
|  Online  |  SLCC  |  Membership  |  130.00  |  |  |
|  |  | **TOTAL £** |  **14,272.48**  | **9.77** |  |

Proposed Cllr Jones seconded Cllr Blakesley and unanimously agreed.

## Receipts (B):

| **Date** | **Account** | **Received From** | **Amount** |
| --- | --- | --- | --- |
| 28/04/21 | Community | SNC (Precept) | 12,005.00 |
| 05/05/21 | Community | SNC (S106) | 12,649.08 |
|  |  | **TOTAL £** | **24,654.08** |

## To receive the Responsible Finance Officer’s Report:

| **Details** | **CR** | **DR** |   |
| --- | --- | --- | --- |
| **Details** | **CR** | **DR** |   |
| Cash Book Balance Brought Forward(Community Account 00473138) **A** | 14,856.37 |   |   |
| Receipts this month (Community Account)(listed above): **B** | 24,654.08 |   |   |
| Payments this month (listed above): **C** |   | 14,272.48 |   |
| Cash Book Balance Carried Forward(=A+B-C)**Community Account Balance** |   |   | **25,237.97** |
| **Business Saver Account** Opening Balance 1/4/20 - £4,629.83 |   |   | **4,629.83** |
| **Cash in Bank** |   |   | **29,867.80** |
| **Allocated Funds (Listed Below)**  |   |   | **17,209.43** |

## Approve allocated funds for the financial year commencing 1-4-21:

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **Balance****1/4/20** | **CR/(DR)** | **Balance**  |
| Proposed Village Hall Site (Legal Fees, Ground Work)Legal Fees (paid 28/9/20)S137 Donation to Scole Parish Hub (25/1/21) | **4,000.00** | **-603.00****-2,000.00** | **1,397.00** |
| Street Lights | **2,983.68** | **-1,505.00** | **1,478.68** |
| Contingency Fund | **9,466.82** |  | **9,466.82** |
| CIL28/4/21 | **1,341.54** | **5,030.39** | **6,371.93** |
| Neighbourhood Plan (paid 22/6/20) | **1,000.00** | **-1,000.00** | **0.00** |
|  |  |  |  |
| **TOTAL £** | **18,792.04** | **3,603.00** | **17,209.43** |

## To consider any training requirements for Councillors’:

The list of training courses offered by Norfolk Parish Training & Support has been circulated to all Councillors, Cllr Ward & Cllr Buckenham need to complete an Induction Course.

## To receive and discuss items from Parish Councillors’:

**Cllr Jones** – brought to the attention of the Council that the lake at Dickleburgh has dried up.

**Cllr Trevail** –congratulated the Community Centre on the quality of the football pitches.

**Cllr Brooks** – Fly tipping at the Billingford Horseshoes, fire extinguishers, and British Gas safety posts.

**Cllr Blakesley** – more problems with adolescents at the playing field.

## To receive an update on correspondence received:

The correspondence list was circulated to all Councillors’ if any Councillor would like a copy of any correspondence, please contact the clerk.

## To receive items for the next Agenda:

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

## To agree the proposed time and date of the next Parish Council meeting on Monday, 28th June, 2021 at 7.00 pm.

**Meeting adjourned at: 21:00 pm.**