

SCOLE PARISH COUNCIL

DRAFT MINUTES of the Annual Parish Council Meeting held on Monday 30 May 2022 at 7.00 pm at Scole Community Centre, Ransome Avenue, Scole.

Councillors Present: Cllr G Moore (Chair), Cllr C Blakesley, Cllr R Buckenham, Cllr Lady R Mann, Cllr T McEwen, Cllr L Trevail and Cllr J Ward

In attendance: Sara Campbell (Clerk), County Cllr M Wilby, and 5 members of the public

1. **To elect a chairman:** Cllr Moore did not wish to stand again. Cllr Blakesley proposed Cllr Jones who was unable to attend, Cllr Trevail seconded, and it was unanimously agreed.
2. **To receive the Chairman's Declaration of Acceptance of Office:**
Cllr Jones could not sign the Declaration of Acceptance of Office as he was unable to attend this meeting. Until the Declaration of Acceptance of Office is signed by Cllr Jones, Cllr Moore remains Chairman, therefore, Cllr Moore continued to chair the rest of the meeting.
3. **To appoint a Vice Chairman:**
Deferred to next meeting.
4. **To consider accepting apologies for absence:**
Apologies for absence were received and approved from Cllr Brooks, Cllr Jones and Cllr J Brewer
5. **To approve the minutes of the Parish Council Meeting held on 16 May, 2022:**
The minutes of the Parish Council Meeting held on 16 May 2022 (pages 1-2 of 2) previously circulated to all members, were proposed for approval by Cllr Blakesley seconded Cllr Trevail and unanimously agreed.
6. **To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests:**
Cllr Lady Mann – Neighbourhood Plan
Cllr Blakesley – C & G Trenching, Scole Community Centre
Cllr Ward – Scole Parish Hub
Cllr Jones – Scole Community Centre
7. **To receive questions or comments from the parishioners:**
One member of the public complimented the Parish Council on the quality of the grass cutting.

A representative from the Football Club approached the Council for a donation towards the maintenance work necessary on the football pitch. Add to the Agenda for discussion at the next meeting on 27 June 2022.

8. To receive the Clerks Report:

The Clerk updated the Council on:

- The Election of Cllr Eric Taylor as Mayor of Diss 2022/23
- An email received from Norfolk Police regarding changes for Parish Newsletters

9. To review Working Groups:

The council approved the changes to the Working Groups.

9.1. Employment Group – Cllr Jones (PJ), Cllr Blakesley (CAB) & Cllr Trevail (LT)

9.2. Internal Control Group – Cllr Jones (PJ), Cllr Ward (JW) & Cllr McEwen (TM)

9.3. Cycle Path Group – Cllr Jones

9.4. Diss & District Neighbourhood Plan Group – Mr G Moore, Mrs C Moore & Mrs D Ward

9.5. Scole Nature Trails Trust Group – Cllr Trevail (LT), Cllr Brooks (COB) & Mr G Fisher

9.6. Scole Community Centre – Cllr Brooks (COB) & Cllr Blakesley (CAB)

10. To undertake the annual review of:

10.1. Standing Orders – the Clerk updated the Council on the amendments to Standing Order 18 Financial Controls & Procurement

10.2. Financial Regulations – no amendments

10.3. Annual Review of Effectiveness of Internal Control – no amendments

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

The Hub committee are awaiting a cost estimate by a Quantity Surveyor this is due by 4/6/22.

New footpath sign is needed for the development and a replacement for Thelveton – **Clerk to request.**

It is necessary to fence the area of land now the developers have left the site, Mrs C Moore will attempt to get three quotes. Add to the agenda for approval at the next meeting.

11.1. To receive an update on the Agreement for Lease and Lease

Awaiting the amended version.

12. To approve the purchase of CCTV at the Scole Pocket Park

The Council had been provided with two options. Option 1 for a CCTV camera and a battery operating system, cost £798.99 and Option 2 for a Solar Powered battery charging system cost £997.99. Cllr Blakesley proposed Option 2 seconded Cllr McEwen and unanimously agreed.

13. To approve the installation of a plaque on the south side of Scole Bridge:

In principle the Councillors were in favour of the placing of a historical plaque inscribed with the wording by Daniel Defoe 1726.

The Clerk will contact Suffolk County Council regarding permission to place the plaque flat centrally on the south side of Scole Bridge.

Cllr Trevail proposed the Council approve this once final costings have been received, seconded Cllr Blakesley and unanimously agreed.

14. PLANNING

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

Amended Planning Application 2022/0943 – Councillors asked that this is added to the next agenda for further investigation – Clerk to ask for an extension.

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

None.

15. FINANCE

15.1. To approve payments (C):

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
Online	Sue Redgrave	Platinum Jubilee Grant	200.00		
DD	Npower	Street Light Electricity (April)	298.71	14.22	
Online	Sara Campbell	Salary & Expenses	560.82		
Online	C & G Trenching	Grass Cutting	283.33		
Online	J D Tree Services	Emergency Tree Work	144.00	24.00	
Online	Community Action Suffolk	Insurance	316.55		
Online	121 Computers	Computer Screen Repair	122.99	20.49	
Online	Scole Community Centre	Platinum Jubilee Grant	200.00		
			TOTAL £	58.71	

Proposed Cllr Ward, seconded Cllr McEwen and unanimously agreed.

15.2. Receipts (B):

Date	Account	Received From	Amount
18/5/22	Community	SNC (Platinum Jubilee Grant)	200.00
6/5/22	Community	Ashtons Legal (re Starston land)	20.00

Date	Account	Received From	Amount
Community Acct TOTAL £			220.00

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

Details	CR	DR	
Cash Book Balance Brought Forward (Community Account 00473138) A	38,596.10		
Receipts this month (Community Account) (listed above): B	220.00		
Payments this month (listed above): C		2,126.40	
Cash Book Balance Carried Forward (=A+B-C) Community Account Balance			36,689.70
Business Saver Account Opening Balance 1/4/20 - £4,629.83			4,630.19
Cash in Bank			41,319.89
Allocated Funds (Listed Below)			33,958.57
Community Account + Business Saver Account - Allocated Funds = AVAILABLE TO SPEND			£7,361.32

15.4. Allocated funds for the financial year commencing 1-4-22:

Details	Opening Balance 1/4/22	CR/DR	Balance
Proposed Village Hall Site (Lease)	1,897.00		1,897.00
Street Lights	1,478.68		1,478.68
Contingency Fund	12,979.80		12,979.80
CIL Payment receive 20/4/22	1,371.93	15,091.16	16,463.09
Neighbourhood Plan	0.00		0.00
Cycle Path	1,000.00		1,000.00
Post Horn Payment made 3/5/22	400.00	-400.00	0.00
Room Hire	140.00		140.00
Electricity Payment made 3/5/22	670.73	-670.73	0.00
TOTAL £	19,938.14		33,958.57

15.5. To consider and approve the transfer of monies from the Community

Account to the Business Saver Account: Councillors unanimously agreed that the Clerk will transfer the Allocated Funds amount £33,958.57 to the Business Saver Account.

16. To consider any training requirements for Councillors':

Cllr Jones would like to attend the Charing Successful Meetings training in Norwich on Friday 16th June, 2022 cost £60.00. Councillors unanimously approved.

17. To receive and discuss items from Parish Councillors:

Cllr Buckenham – will be moving in approximately 4 months.

Cllr Blakesley – trees on Reeve Close and roundabout need pollarding. **Clerk to confirm if this is a Parish Council responsibility or Saffron Housing**

Bunting has been purchased for the Jubilee and will go up on 21st May 2022.

Cllr Brooks – Sunken pavement on Bridge Road.

Cllr Jones – Bridges on Angles Way across Frenze Beck to be replaced.

Surface at Bungay Road junction needs replacing. **Clerk to report to Highways.**

Christmas Tree by War Memorial, **Clerk to investigate electricity source.**

Cllr McEwen – All previously reported problems are now fixed.

Cllr Moore – Thanks to Roy at Westcotec for resolving the issues with the light New Road/Norwich Road, Thelveton.

18. To receive an update on correspondence received:

None

19. To receive items for the next Agenda:

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

20. To agree the proposed time and date of the next Parish Council meeting on Monday 27 June 2022 at 7.00 pm.

Meeting closed at: 21:13 pm.