

# SCOLE PARISH COUNCIL

**DRAFT MINUTES** of the Parish Council Meeting held on Monday 27 June 2022 at 7.00 pm at Scole Community Centre, Ransome Avenue, Scole.

**Councillors Present:** Cllr P Jones (Chair), Cllr C Blakesley, Cllr C Brooks, Cllr R Buckenham, Cllr Lady R Mann, Cllr T McEwen and Cllr L Trevail

**In attendance:** Sara Campbell (Clerk), 1 member of the public and District Councillor Hudson.

1. **To consider accepting apologies for absence:**  
Apologies for absence were received and approved from Cllr J Brewer and Cllr J Ward. County Councillor Wilby also gave his apologies.
2. **To co-opt Graham Fisher to the current vacant position of Parish Councillor:**  
Cllr Fisher gave a brief presentation on why he would like to join the Council. Councillors voted unanimously to co-opt Graham Fisher. Cllr Fisher joined the meeting.
3. **To appoint a Vice-Chairman:** Cllr Lady Mann proposed Cllr Blakesley stays as the Vice-Chairman, seconded Cllr Brooks and unanimously agreed.
4. **To approve the minutes of the Parish Council Meeting held on 30 May, 2022:**  
The minutes of the Parish Council Meeting held on 30 May 2022 (pages 1-5 of 5) previously circulated to all members, were proposed for approval by Cllr Blakesley, seconded Cllr Buckenham and unanimously agreed.
5. **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 Jones – Scole Community Centre
6. **To receive questions or comments from the parishioners:**  
None.
7. **To receive the reports from the District & County Councillors:**  
**The Clerk read the update from County Councillor Wilby:**
  - **Electric Vehicle Charging Points** – have been installed at Dickleburgh Village Hall as part of Norfolk County Council's electric vehicle strategy.
  - **The Local Transport Plan (LTP4)** – the County Council's vision for improving transport between now and 2036 and is intended to encourage walking, cycling, bus and rail use and delivering major by pass projects.
  - **The Rise Up Programme** – to help teachers to support the mental health of their pupils is being rolled out to secondary schools in Norfolk.

**District Councillor Clayton Hudson gave his report:**

District Councillor Hudson recognised the length of service given by the retiring Chairman Graham Moore, 15 years is a great achievement and many successful projects completed.

The accommodation review regarding the location of Broadland/South Norfolk Council is completed and South Norfolk Council will move to Broadland Business Park.

District Cllr Hudson is now a member of the Planning Committee and therefore, will need to be careful in future regarding being pre-determined on proposed planning applications.

**8. To receive the Clerks Report:**

The Clerk brought to the attention of the Council:-

- Email from South Norfolk regarding Electric Vehicle Charging Points – **Clerk to respond that the Council interested to know more.**
- Email from South Norfolk regarding Shaping the Future Together – **Clerk to find out more information and circulate to Councillors and Mrs C Moore for the Scole Parish Hub.**
- An email from Norfolk County Council regarding Jubilee Trees for Norfolk.

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

Still waiting for the Quantity Surveyor's report.

**9.1. To receive an update on the Agreement for Lease and Lease**

The Clerk has chased and is still waiting for the amended lease to be returned.

**9.2. To approve the Scole Parish Hub lowering the kerb at the entrance to the new Parish Hub:** The Clerk has contacted the developer to establish who owns the footway and kerb that needs dropping and is waiting for a response.

**9.3. To consider and approve if appropriate the quotes for the fencing of the land owned by the Parish Council:** Mrs C Moore representative of the Scole Parish Hub presented the Council with one written quotation for the fencing, waiting for others to be submitted. Cllr Blakesley contacted another fencing contractor who will provide a quote. Once all quotes received a decision can be made.

**10. To consider a donation to the Scole Community Centre for improvements to the football pitch:**

The Clerk has contacted South Norfolk Council as this could be a project for the S106 open spaces money. South Norfolk considers this would be a suitable project and requested the written quotations.

**11. To receive an update on the installation of a plaque on the south side of Scole Bridge:**

The Clerk has contact Suffolk County Council and is awaiting a response.

**12. To approve the purchase of a Scroll for presentation at Scole Primary School sports day:** The Clerk contacted the school for a price of the scroll, the school are not making a presentation of the scroll this year.

**13. PLANNING**

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

**2022/0943 (Amended)**

**Location:** The Old Granary Upper Street Billingford Norfolk IP21 4HP

**Proposal:** Single Storey rear extension and retrospective conversion of garage

**Application Type:** Householder

**Comment: not recommending** – Councillors believe work on this extension has already started.

The Councils concerns are:

Loss of light to neighbours

Loss of privacy to neighbours

Size of extension is relation to existing building and plot

Carparking and access from lane

Future conversion into two dwellings

**13.2. To receive an update on any previous planning applications:**

The Clerk updated the Council on the list of current planning enforcements in the parish.

**14. FINANCE**

**14.1. To approve payments (C):**

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
DD	PWLB	Loan repayment	970.12		
DD	Npower	Street Light Electricity (May)	288.04	13.72	
Online	Robin Goreham	Internal Audit	75.00		
Online	Norfolk PTS	Charing Successful Meeting P Jones	60.00		
Online	Westcotec	Streetlight Maintenance	275.89	45.98	
Online	C & G Trenching	Grass (May)	283.33		
Online	Chris Brooks	Parish Maintenance Expenses	23.21		
Online	Thelveton PCC	Churchyard Maintenance (\$137)	150.00		
Online	Billingford PCC	Churchyard Maintenance (\$137)	175.00		
Online	Scole PCC	Churchyard Maintenance (\$137)	175.00		
Online	Sara Campbell	Salary & Expenses	544.98		
Online	SLCC	Membership	134.00		
Online	Scole Community Centre	Donation	2,900.00		

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
		<b>TOTAL £</b>	<b>6,054.57</b>	<b>59.70</b>	

Proposed Cllr Blakesley, seconded Cllr Buckenham and unanimously agreed.

#### 14.2. Receipts (B):

Date	Account	Received From	Amount
26/05/2022	Community	NCC	2,488.10
<b>Community Acct TOTAL £</b>			<b>2,488.10</b>

#### 14.3. To receive the Responsible Finance Officer's Report:

Details	CR	DR	
Cash Book Balance Brought Forward (Community Account 00473138) <b>A</b>	36,689.70		
Receipts this month (Community Account) (listed above): <b>B</b>	2,488.10		
Payments this month (listed above): <b>C</b>		6,054.57	
Transferred to Business Saver Acct <b>D</b>		29,327.91	
Cash Book Balance Carried Forward (=A+B-C-D) <b>Community Account Balance</b>			<b>3,795.32</b>
<b>Business Saver Account</b>			
Opening Balance 1/4/22 - £4,630.31			
Interest	0.35		
Transferred from Community Acct	29,327.91		<b>33,958.57</b>
<b>TOTAL Cash in Bank</b>			<b>37,753.89</b>
Allocated Funds (Listed Below)			<b>33,958.57</b>
<b>Community Account + Business Saver Account - Allocated Funds = AVAILABLE TO SPEND</b>			<b>£3,795.32</b>

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

Details	Opening Balance 1/4/22	CR/DR	Balance
Proposed Village Hall Site (Lease)	<b>1,897.00</b>		<b>1,897.00</b>
Street Lights	<b>1,478.68</b>		<b>1,478.68</b>
Contingency Fund	<b>12,979.80</b>		<b>12,979.80</b>
CIL	<b>1,371.93</b>		
Payment received 20/4/22		<b>15,091.16</b>	<b>16,463.09</b>
Neighbourhood Plan	<b>0.00</b>		<b>0.00</b>
Cycle Path	<b>1,000.00</b>		<b>1,000.00</b>

Post Horn Payment maded 3/5/22	<b>400.00</b>	<b>-400.00</b>	<b>0.00</b>
Room Hire	<b>140.00</b>		<b>140.00</b>
Electricity Payment maded 3/5/22	<b>670.73</b>	<b>-670.73</b>	<b>0.00</b>
<b>TOTAL £</b>	<b>19,938.14</b>		<b>33,958.57</b>

## 15. To receive reports from Working Groups:

**15.1. Employment Working Group (PJ, CAB, LT)** – Nothing to report

**15.2. Internal Control (GM, RB, PJ)** – Internal Control audit completed and no reported issues.

**15.3. Cycle Path Group (PJ, CB, LT)** - **Cllr Jones** reported that most of the allocated money for cycle paths and footpaths has been spent in Norwich and Great Yarmouth but he will contact County Cllr Wilby. **Cllr Brooks** suggested that once the crops have been harvested a permissive path is created. Cllr Jones will discuss proposal with the landowner.

**15.4. Diss & District Neighbourhood Plan (DDNP) (GM, Corinne Moore, Dola Ward)**

Nothing to report.

**15.5. Scole Nature Trails Trust Group (PJ, CB, LT)**

- Tesco's grant funding of £1,000 has been received to replace fencing.
- CCTV camera required for the Pocket Park, Cllr Brooks, Cllr Lady Mann, Cllr Blakesley & Cllr Fisher requested that this is put on the agenda to reconsider the decision made at the meeting on 30 May 2022.

**15.6. Community Centre (CAB)**

- Plans have been drawn and are on display in the Community Centre. Could be completed in modular form depending on funding options.

## 16. To consider any training requirements for Councillors':

Cllr Jones, still to attend the Planning Training previously paid for.

## 17. To receive and discuss items from Parish Councillors:

**Cllr McEwen**

- Lights by war memorial still not repaired – **Cllr McEwen to send numbers on the lamp posts to the Clerk**
- Pavements in a state of disrepair – **Cllr McEwen to walk round and report exact locations to the Clerk.**
- Road service on Bungay Road opposite the shop broken up – **Clerk to report to Highways**

**Cllr Fisher**

- Street Light 24 Clements Close, removed due to damage by a vehicle – **Clerk to chase.**
- Bungay Press getting involved in the campaign regarding the raw sewerage in the ditches/River Waveney.

**Cllr Brooks**

- A utility survey has taken place in Karen Close to replace the pipework at the pumping station.
- Consider an LED light by the dog bin in the centre of the village – **Clerk to speak to Westcotec**

**18. 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.

**19. To receive items for the next Agenda:**

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

**20. The next meeting of the Parish Council will be held on Thursday, 30<sup>th</sup> June, 2022 commencing 7.00 pm, at Scole Community Centre.**

**Meeting closed at: 21:12 pm.**

DRAFT