

SCOLE PARISH COUNCIL

DRAFT MINUTES of the Parish Council Meeting held on Monday 19 December 2022 at 7.00 pm at Scole Community Centre, Ransome Avenue, Scole.

Councillors Present: Cllr P Jones (Chair), Cllr C Blakesley, Cllr G Blakesley, Cllr C Brooks, Cllr G Fisher, Cllr Lady R Mann, Cllr D Ward and Cllr J Ward

In attendance: Sara Campbell (Clerk), 1 members of the public

1. To consider accepting apologies for absence:

Apologies for absence were received and approved from Cllr L Trevail and Cllr T McEwen. Cllr J Brewer was also absent.

2. To approve the minutes of the Parish Council Meeting held on 28 November 2022:

The minutes of the Parish Council Meeting held on 28 November 2022 (pages 1-6 of 6) have been circulated to all members. Cllr Fisher stated that his comment under item 16. was incorrect, this was amended to read "Cllr Fisher enquired if the pavements are swept regularly. **Clerk to enquire**". The amended minutes were proposed for approval by Cllr Ward seconded Cllr Brooks and unanimously agreed.

Update: Cllr Ward raised that 8.1 of the minutes states that there had been discussions between Jackamans & Wellers Hedley, having spoken with Jackamans recently there had been no such discussions.

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

Cllr C Blakesley – C & G Trenching
Cllr G Blakesley – C & G Trenching
Cllr J Ward – Scole Parish Hub
Cllr D Ward – Scole Parish Hub
Cllr Jones – Scole Community Centre

4. To receive questions or comments from the parishioners:

One member of the public raised her concerns on the length of time it was taking to sort the lease for the land for the Scole Parish Hub and Heritage Centre. The member of the public is also interested in the progress of the proposed cycle path.

5. To receive the reports from the District & County Councillors:

None

6. To receive the Clerks Report:

The Clerk brought to the attention of the Council:-

- An email from the SAAA stating that PKF Littlejohn are appointed the external auditor for a further 5 year period until 2026/27
- An email regarding an overgrown weeping willow tree the Clerk has forwarded email to the landowner.

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

South Norfolk Council are very keen to support the project and have appointed an external consultant to undertake a feasibility study of the villages within a 10 mile radius, there are 109 parish councils and parish meetings.

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

The communication with Roger Taylor improved. The advice from Wellers Hedley is that the tenant will erect the facility to the plans and standards required by the Parish Council within 10 years of the grant of the lease, after which time the Council may, but is not obliged to, bring the lease to an end if the building has not been constructed. The draft lease should be forwarded to Jackamans in a "few days".

The lease needs to clarify who is responsible for the lagoons and boundary fencing – **Clerk to contact Wellers Hedley.**

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

Clerk to complete the necessary paperwork for approval.

9. To approve the replacement of the streetlight on Clements Close:

Cllr Fisher has contacted UK Power Networks who emailed a form to be completed for a quote to be provided. This form has been completed by Westcotec who have received the quotation and requested an invoice so a payment can be made and the work scheduled. Cllr Fisher is still frustrated and wishes to chase Westcotec regarding payment. **Clerk to send contact details.**

Cllr Jones, is also unhappy about the time this has taken and is going to contact Ofgem for answers and Richard Bacon MP.

10. To approve the CCTV Policy for use at the Scole Pocket Park:

Having started the policy more research is required – **Clerk to research and policy to be approved at January meeting.**

11. To discuss the repair of play equipment at Scole Community Centre:

Cllr Jones raised that the play equipment needs repairing and upgrading. Cllr C Blakesley suggest the Community Centre contacts Action Play who have previously quoted for repairing some of the equipment. Prices need to be available for the budget meeting. **Cllr Jones**

12. PLANNING

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

None

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

None.

13. FINANCE REPORT

13.1. To approve payments (C):

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
DD	Npower	Streetlight Electricity November	95.47	4.55	
Online	Sara Campbell	Salary & Expenses	582.45		
D/D	PWLB	Loan Payment	970.12		
Online	Westcotec	Street Light Maintenance	275.89	45.98	
Online	PKF Littlejohn	External Audit	360.00	60.00	
Online	Scole Football Club	\$106 Money re Pitch Maintenance	3,608.04		
			TOTAL £	5,891.97	110.53

Proposed Cllr G Blakesley, seconded Cllr C Blakesley and unanimously approved.

13.2. Receipts (B):

Date	Account	Received From	Amount
18/11/22	Community	SNTT	22.10
2/12/22	Community	SNC \$106 Money for Football Club	2,588.04
		Community Acct TOTAL £	2,610.14

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

Details	CR	DR	
Cash Book Balance Brought Forward (Community Account 00473138) A	9,720.06		
Receipts this month (Community Account) (listed above): B	2,610.14		
Transferred from Savings Account			
Payments this month (listed above): C		5,891.97	
Cash Book Balance Carried Forward (=A+B-C-D) Community Account Balance			6,438.23

Details	CR	DR	
Business Saver Account Opening Balance 1/4/20 - £4,630.31			
6/6/22 Interest	0.35		
Transferred from Community Acct	29,327.91		
Transferred to Community Acct (from reserves)		2,333.00	
5/9/22 Interest	8.86		
28/11/22 Transferred to Community Acct		750.00	
5/12/22 Interest	17.63		31,652.06
Cash in Bank			38,090.29
Allocated Funds (Listed Below)			30,875.57
Community Account + Business Saver Account - Allocated Funds = AVAILABLE TO SPEND			£7,214.72

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

Details	Opening Balance 1/4/22	CR/DR	Balance
Proposed Village Hall Site (Lease) I Garnham Fencing 31/8	1,897.00	-1,344.00	553.00
Street Lights	1,478.68		1,478.68
Contingency Fund CCTV 31/8 Grant SCC Platinum Jubilee 31/8 Tree Pollarding @ Pocket Park	12,979.80	-789.00 -200.00 -750.00	11,240.80
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		30,875.57

14. To receive reports from Working Groups:

14.1. Employment Working Group (PJ, CAB, LT) – Nothing

14.2. Internal Control (PJ, JW, TM) – Nothing

14.3. Cycle Path Group (PJ) - Cllr Jones has ideas on how to improve the existing path – needs to speak with County Councillor Wilby. Long term goal is to be able to put a lit 3m path but this will cost approx £1million, keep investigating funding opportunities.

14.4. Diss & District Neighbourhood Plan (DDNP) (Graham Moore, Corinne Moore, Dola Ward)

Graham Moore updated the Council that the Regulation 16 Consultation has finished, South Norfolk Council and North Suffolk accept the plan, next step is for an independent assessor to review the plan, the assessor has been appointed and will start in January it will take 6-8 weeks to finish his work. It is anticipated the plan will go to election in March 2023. Planning Officers will consider what is in the current plan when reviewing new planning applications.

14.5. Scole Nature Trails Trust Group (COB, LT, GF)

- Everything up-to-date.

14.6. Community Centre (PJ)

- Final plans have been approved by the Football Foundation. Now to submit plans to South Norfolk Council.

15. To consider any training requirements for Councillors:

Cllr D Ward is booked onto Induction Training in the New Year.

16. To receive and discuss items from Parish Councillors:

Cllr Brooks

- Culverts on the A140 have been cleaned.

Cllr Jones

- Attended Planning Training with NPTS. Asked about the sewage system issues in Scole, the trainer a retired Senior Planning Officer said this is a material planning consideration for the Parish Council to raise, which is good, but, if Anglian Water are able to respond confirming the capacity of the existing system is adequate, it will override the concerns of the Parish Council.
- The Council need to record all incidents of the sewage system failing,

Clerk to create a spreadsheet to record date, time, weather conditions and any photographs for all overflow, spillage and discharge into the river. **Cllr Fisher to send his record details to the Clerk**

Cllr Blakesley

- Streetlights on The Terrace have been fixed, the cable had been cut by UP 3 times.
- The road and pavement at St Andrews Gardens has been surfaced.

17. 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.

18. To receive items for the next Agenda:

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

**19. Next meeting of the Parish Council is on Monday 23 January 2023 at 7.00 pm.
Meeting closed at: 20:10 pm.**

DRAFT