

SCOLE PARISH COUNCIL

MEETING MINUTES

MINUTES of the Parish Council Meeting held on Monday 26 June 2023 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 Lady R Mann, Cllr T McEwen, Cllr G Fisher, Cllr L Trevail, Cllr D Ward and Cllr J Ward

In attendance: Sara Campbell (Clerk), District Cllr C Hudson and 1 member of the public

- 1. To consider accepting apologies for absence:**
All councillors present. Apologies were received from District Cllr Thompson
- 2. To approve the minutes of the Annual Parish Council Meeting held on 22 May 2023:**
The minutes of the Parish Council Meeting held on 22 May 2023 (pages 1-5 of 5) previously circulated to all members, were proposed for approval by Cllr T McEwen seconded Cllr J Ward and unanimously agreed.
- 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:**
Ian Carstairs spoke to the Council about recovering nature.
- 5. To receive the reports from the District & County Councillors:**
District Cllr Hudson reported:
 - The Community Action Fund (CAF) is open for applications which are considered by the CAF Panel, the next meeting is 20th October 2023 This fund is to support community initiatives, awards of £1,000 to £15,000 can be made. For more information visit <https://www.southnorfolkandbroadland.gov.uk/communities/community-action-fund>
 - Confirmed that the Planning Application for the Community Centre & Playing Field improvements has been approved.

6. To receive the Clerks Report:

The Clerk brought to the attention of the Council:-

- The Independent Examiners report on the Hoxne Neighbourhood Plan.
- 2024/5 Parish Partnership invitation to bid
- Thelveton noticeboard keys found – Clerk to hold a master copy
- Email from NCC regarding maintenance required on Footpath 26
- Letter received from Westcotec re their cessation of maintenance of street lights – **Clerk to get quotes and add to agenda for next meeting.**

7. To arrange a physical review of the parish assets:

Cllr McEwen and the Clerk will undertake the review on 11th July 2023.

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

- A discussion was held regarding the proposed boundary fence on the land at the Scole Parish Hub site, it was agreed that **Cllr Blakesley and Cllr J Ward mark the boundary where the new fence needs to be placed.**
- Waiting for a funding meeting to be held with South Norfolk Council.

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

Cllr Jones has received an email from the parish council solicitors, Wellers Hedley, confirming the lease has been sent to the Scole Parish Hub solicitors.

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

Should be ready for the next meeting on 24th July 2023.

10. To consider the Council creating a nature recovery area:

Cllr D Ward stated this is about the Council declaring itself to be a “Nature Recovery Area”.

Cllr C Blakesley suggested asking for support in the Post Horn.

Cllr Brooks will circulate more details to Councillors, Clerk to contact Harleston Town Council for more information as they have declared themselves a Nature Recovery Area.

11. PLANNING

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

None

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

None

12. FINANCE REPORT – 26 JUNE 2023

12.1. To approve payments (C):

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
Online	Npower	Electricity May 2023	286.80	13.66	
Online	C & G Trenching	Grass Cutting April	304.60		
Online	Sara Campbell	Salary & Expenses	594.79	2.00	
Online	Westcotec	Streetlight Clements Close	275.89	45.98	
Online	Christopher Brooks	Parish Maintenance	34.49	5.75	
Online	CAS	Insurance Premium	621.39		
Online	Robin Goreham	Internal Audit	75.00		
Online	Scole PCC	Churchyard Maintenance	200.00		
Online	Billingford PCC	Churchyard Maintenance	200.00		
Online	Thelveton PCC	Churchyard Maintenance	150.00		
Online	SLCC	Subscription	139.00		
		TOTAL £	2,881.96	67.39	

Payments proposed by Cllr Blakesley, seconded Cllr McEwen and unanimously agreed.

12.2. Receipts (B):

Date	Account	Received From	Amount
	Community	Npower overpayment	170.14
Community Acct TOTAL £			170.14

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

Details	CR	DR	
Cash Book Balance Brought Forward (Community Account 00473138) A	12,541.37		
Receipts this month (Community Account) (listed above): B	170.14		
Transferred from Savings Account			
Payments this month (listed above): C		2,881.96	
Cash Book Balance Carried Forward (=A+B-C-D) Community Account Balance			9,829.55

Details	CR	DR	
Business Saver Account			
Opening Balance 1/4/23 - £31,691.34			
22/5/23 Transferred re Streetlight		1,750.00	
15/6/23 Interest		65.15	30,006.85
Cash in Bank			39,836.40
Allocated Funds (Listed Below)			35,149.00
Community Account + Business Saver Account - Allocated Funds = AVAILABLE TO SPEND			£4,687.40

12.4. Allocated funds for the financial year commencing 1-4-23:

Details	Closing Balance 31/3/23	CR/DR	Balance
Proposed Village Hall Site (Lease)	553.00	1,000.00	1,553.00
Street Lights	1,478.68	500.00	1,978.68
Contingency Fund	11,240.80	3,013.43	
22/5/23 £100 for streetlight Clements Close		-100.00	14,154.23
CIL	16,463.09		16,463.09
Cycle Path	1,000.00		1,000.00
Insurance re: Clements Close Streetlight		1,650.00	1,650.00
22/5/23 Westcotec re repair of streetlight		-1,650.00	0.00
TOTAL £	30,735.57		35,149.00

12.5. To consider the Internal Auditor's report for year ending 31 March 2023:

Noted and unanimously approved.

12.6. Approve and sign Section 1 – Annual Governance Statement 2022/23:

The Clerk read the Governance Statements 1-8 in Section 1 – Page 4 of 6 of the AGAR, the Council responded YES to each statement and confirmed the statement relating to the Council being a Sole Managing Trustee was not applicable. The Clerk and the Chair duly signed the statement.

12.7. Approve and sign Section 2 – Annual Accounting Statements 2022/23:

The Clerk read and explained the figures in the Accounting Statements 2022/23 in Section 2 – Page 5 of 6 of the AGAR – The Chair signed to approve the Accounting Statements

13. To receive reports from Working Groups:

13.1. Employment Working Group (PJ, CAB, LT) – Cllr G Blakesley to replace Cllr P Jones.

13.2. Internal Control (PJ, JW, TM) – Cllr Jones, Cllr McEwen and Cllr J Ward completed the internal control review of the 2022/23 accounts and reported all was in good order.

13.3. Cycle Path Group (PJ) - Cllr Jones is trying to organise an online meeting with District Councillors to see what can be done..

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

Waiting for the referendum in the parishes.

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

- Preparing to install the CCTV
- Some ash tree die back, affected trees need to come down.
- Agenda to appoint Jordan Dunning as preferred supplier for one year.
- Approached police in Pocket Park to discuss CCTV, they were happy with suggestions.
- Two willows needing remedial work, one belongs to Highways –

Clerk to report.

Cllr Brooks to ask Jordan Dunning for a quote to undertake work on the willow on the permissive path.

13.6. Community Centre (PJ) – Planning permission has been received, now applying for Building Regulations, funding requires 3 quotes.

Hopkins Homes are holding a planning meeting regarding the new development on 19th July 2023.

Proloudic have quoted to repair equipment, it is higher than previously stated, Councillors unanimously voted to get the work undertaken, using \$106 money.

14. To report any incidents of overflow, spillage and discharge into the river during the month:

None.

Cllr Mann left the meeting at 9.05 pm

15. To receive and discuss items from Parish Councillors:

Cllr G Blakesley

- Problems with the trees on Reeve Close roundabout, Reeves Close/Ransome Avenue and near War Memorial all need cutting back.

Cllr C Brooks

- Fly tipping fridges etc been cleared
- Quad bike using Low Road/Common Road has removed posts and pushed bank into ditch. **Clerk to report fence to Highways.**

Cllr G Blakesley

- Fly tipping at Thelveton reported but not collected.

Cllr L Trevail

- **Clerk to chase the proposed sewer BP/McDonalds to Diss Road roundabout – Cllr Trevail to send numbers.**

16. 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.

17. To receive items for the next Agenda:

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

18. Next meeting of the Parish Council is on Monday 24th July 2023 at 7.00 pm.

Meeting closed at: 21:15 pm.

DRAFT