

SCOLE PARISH COUNCIL

MEETING MINUTES

MINUTES of the Parish Council Meeting held on Monday 28 July 2025 at 7.00 pm at Scole Community Centre, Ransome Avenue, Scole.

Councillors Present: Cllr P Jones (Chair), Cllr C Brooks, Cllr G Fisher, Cllr D Ward, Cllr J Ward, Cllr L Trevail, Cllr G Blakesley, Cllr T McEwen, Cllr Lady Mann,
In attendance: Alison Cowles (Clerk)

1. **To consider accepting apologies for absence:** Apologies received from Cllr J Orford
2. **To approve the minutes of the Parish Council Meeting held on 23rd June 2025:**
 The minutes of the Parish Council Meeting held on 23rd June 2025 (pages 1-6) were proposed for approval by Cllr Fisher seconded Cllr D Ward and all agreed
3. **To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests:**
 Cllr G Blakesley – C & G Trenching
 Cllr J Ward – Scole Parish Hub
 Cllr D Ward – Scole Parish Hub
 Cllr Jones – Scole Community Centre
 Cllr C Brooks – SNTT
 Cllr G Fisher – SNTT
 Cllr L Trevail – SNTT
4. **To receive questions or comments from the parishioners:**
 None
5. **To receive the reports from the District & County Councillors:**
 None
6. **To receive the Clerks Report and an update on any correspondence received:**
 An email was received by a Senior Leader from Scole Primary School who starts his post in September and wishes to grow community links and support community projects. The Parish Council are keen to develop this and look forward to raising the profile of the Village.
7. **To receive an update on the approach from South Norfolk Council to explore reallocation of the \$106 funds to another project:**
 No updates on this at the moment

8. To consider the Section 38 agreement between NCC and TM Browne developments Ltd and Broadleaf Norwich Road Ltd and Scole Parish Council.

Hayes-Watt are still awaiting instructions before they respond regarding drainage and surface water.

9. To discuss the War Memorial and the timescale the Poppy Wreaths are present.

It was decided that the Poppy Wreaths can remain at the War Memorial until the Vernal Equinox which is usually 20th March each year unless they become damaged or weatherbeaten, they will then be removed earlier. Proposed Cllr J Ward, Seconded Cllr G Fisher. All in favour.

10. To approve essential work on the willow tree on the Permissive Path which will remain closed until made safe

A survey and quote have been received by JD Tree Services and Countryside Management and permission received from the land owner to allow works to go ahead.

Proposed Cllr J Ward, Seconded Cllr Lady Mann .All in favour

11. To consider additional hours for RFO to enable all policies and documents to be updated and loaded onto website

Up to 10 hours approved to be used to ensure all documents are updated and loaded onto website. Proposed Cllr G Blakesley, seconded Cllr C Brookes. All in favour

12. PLANNING

12.1. To Comment on and recommend for Approval/Refusal any Current planning applications:

Applicant: Mrs Y Gilchrist-Mason

Location: Agricultural Building Frenze Scole Norfolk

Proposal:

Part conversion / part re-build of existing barn into 2 residential dwellings with additional cartshed for parking

Application Type: Full Planning Permission

No objections from Parish Council. Proposed Cllr L Trevail, Seconded Cllr T McEwen.

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

None

13. FINANCE

13.1. To approve receipts & payments (Appendix A)

Payments list previously circulated to all councillors and available on the website is proposed by Cllr J Ward, seconded Cllr G Fisher and unanimously agreed.

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

Details	CR/(DR)	BALANCE
Community Acct Balance B/fwd:		12,516.57
Total Receipts		
Total Payments	1,897.85	
Transferred from Business Saver Account	0.00	
Community Account Balance (after payments)		10,618.72
Business Saver Account		26,014.54
TOTAL Cash in Bank		36,633.26
Allocated Funds (Listed Below)		31,539.85
Community Account + Business Saver Account - Allocated Funds = AVAILABLE TO SPEND		5,093.41

13.3. Allocated funds for the financial year commencing 1-4-25:

Details	Closing Balance 31/3/24	CR/DR	Balance
Contingency Fund 1/4/2025	11,720.85	2,355.91	14,076.76
CIL	16,463.09		16,463.09
Cycle Path	1,000.00		1,000.00
TOTAL £	33,749.00		31,539.85

14. To receive reports from the current Working Groups:**14.1. Employment Group (GB, LT)** – Nothing to report**14.2. Internal Control (PJ, JW, TM)** – All in order**14.3. Cycle Path Group (PJ,)** - Cllr CBrooks to contact council for an update on this**14.4. Diss & District Neighbourhood Plan & Management Review Group (DDNPMRG) (Graham Moore, DW)** Name Change**14.5. Scole Nature Trails Trust Group (COB, LT, GF)** Cllr C Brooks reported that all in order and up to date.**14.6. Community Centre (PJ)** – The football club has several friendlies planned over the summer and the U15's have moved to Scole.**14.7. Scole Parish Hub (DW, JW)** Cllr TMcEwen has checked the box and the water supply is no longer live and the water meter has been read.**14.8 Devolution Working Group (PJ,JW,TM)** No further information.

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

The rain we have had has caused no problems.

There was reports of a blockage on 29.06.25 on the junction of Robinson Road. Manhole was lifted and all was clear. Not enough liquid to check for contamination and appears to be an ongoing problem. – Clerk to contact Anglian Water/Highways.

16. To consider training for Parish Councillors:

None required

17. To receive and discuss items from the Parish Council

Lack of signage on approach to roundabout – Clerk to email

Cllr CBrooks mentioned Lleylandi hedges on bridge road need some maintenance – Chair P Jones to mention to property owner.

Flowerdew Meadow (Solar Housing) – canopy needs raising on the oak trees – Clerk to email

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 22nd September 2025 at 19:00

Meeting closed at 20.46

APPENDIX A

Payment List

Scole Parish Council PAYMENTS LIST

28 July 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
30	Grass Cutting	28/07/2025	13.1	Barclays Community		Grass Cutting	C & G Trenching	Z	278.21		278.21
											278.21
31	Asset Maintenance & Repair	28/07/2025	13.1	Barclays Community		Village Maintenance Expenses	Westcotec	S	236.00	47.20	283.20
											283.20
32	NPTS	28/07/2025	13.1	Barclays Community		Subscription	Norfolk Parish Training & S	S	331.82	66.36	398.18
											398.18
33	Streetlight Maintenance Contra	28/07/2025	13.1	Barclays Community		Streetlight	Cozens	S	55.00	11.00	66.00
											66.00
34	Streetlight Maintenance Contra	28/07/2025	13.1	Barclays Community		Village Maintenance Expenses	Cozens	S	55.00	11.00	66.00
											66.00
35	External Audit	28/07/2025	13.1	Barclays Community		Audit	Robin Goreham	Z	80.00		80.00
											80.00
36	Employee Expenses	28/07/2025	13.1	Barclays Community		Salary & Expenses	Alison Cowles	X	3.60		3.60
36	Clerk's Salary	28/07/2025	13.1	Barclays Community		Salary & Expenses	Alison Cowles	X	359.54		359.54
											363.14
37	Employee Expenses	28/07/2025	13.1	Barclays Community		Salary & Expenses	Sara Campbell	X	7.20		7.20
37	Clerk's Salary	28/07/2025	13.1	Barclays Community		Salary & Expenses	Sara Campbell	X	261.04		261.04
											268.24
38	Clerk's Salary	28/07/2025	13.1	Barclays Community		Salary & Expenses	HMRC	X	94.88		94.88
											94.88
Total									1,762.29	135.56	1,897.85

Receipts

None

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email: clerk@scoleparish.org.uk

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Signed
Chair