



Sculthorpe Parish Council

Annual Parish Council Meeting Minutes

Wednesday 8 May 2024

Parish Councillors present: Simon Read (Chairman), Roger London, Penny Ramm, Gillian White, and Ken Dawson. Also in attendance: Jodie Bond (Parish Clerk). There were 10 members of the public present.

1. To elect a Chairman for the coming 12 months

The Clerk invited nominations for the office of Chairman. Cllr Read was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Read to serve as Chairman for the coming twelve months. Proposed by Cllr London and seconded by Cllr Ramm. Cllr Read thanked councillors and signed his declaration of acceptance. Cllr Read took the remainder of the meeting as Chairman.

2. To elect a Vice Chairman for the coming 12 months

The Chairman invited nominations for Vice-Chairman. With there being no nominations a Vice Chairman was not elected.

3. Welcome and to receive apologies for absence

The Chairman welcomed those present. Apologies received from Michael Dalby (County Councillor). Apologies accepted.

4. Receive declarations of interest and requests for dispensations by Councillors

There were none.

5. Minutes of meeting held on 24 January 2024 to be approved

The minutes were approved without amendment and signed by the Chairman as a correct record.

6. To report progress on items not on the agenda from the last meeting

The issues with the buses driving up Moor Lane were reported. The bus services website conflicts with their response that the bus stops at both ends of Moor Lane, however we will continue to request a bus stop be installed on Moor Lane for pedestrian's safety, as it is concerning that people must wait for a bus while standing in the road or on someone's drive.

7. Open forum for Public Participation: an opportunity to hear from members of the public

A member from the Francis Beckham Trust was in attendance to update the Parish Council on the tree removal work that recently occurred along the A148. The work was carried out to improve access to the A148 and get more light to the allotments, among other reasons. The trees were assessed by a specialist at NNDC, one willow was dropping its limbs, and it was deemed essential to take the trees

down. As it was in a conservation area the Trust sought the correct consent from the relevant authority. The A148 is a safer place for clearing the trees and new hedgerow plants have since been planted. The Chairman thanked them for taking the time to attend our meeting and update members.

A parishioner reported that there was a sewerage leak in Sandy Lane around 2 ½ weeks ago, due to a pipe overflowing, but this has all been cleared up. Thanks, given for the information.

Another parishioner mentioned that Fakenham Town Council is considering another boundary change and wondered whether the Parish Council was aware. The Chairman explained that we had not been informed of a boundary change, however he went on to remind parishioners that following the last attempt, Cllr FitzPatrick did explain that it was likely to occur again in the future. The Chairman went on to explain that all affected residents were contacted last time to obtain their preferences regarding the proposed boundary change and the same assessment would be carried out if it occurred again. It was however stressed that although the Parish Council would support the majority of homeowners' decision, NNDC is the authority on this matter and would make the final decision.

A parishioner asked whether there are direct contact details for each of the Parish Councillors. It was explained that the main contact for all Parish Councillors was via the Clerk but also by attending Parish Council meetings.

Another parishioner wanted to express their concerns with the amount of dog mess around the village, in particular around the Church, also with the litter that is apparent along the Old Fakenham Road, the temporary signage that had been placed around the Eastgate end of Old Fakenham Road and wanted to make us aware that cameras have been erected at a property opposite the school.

The Chairman agreed to include another note in the newsletter asking people to clear up after their dogs, but also to report any evidenced culprits directly to NNDC. It was also agreed that the PC would ask the Environmental Team at NNDC to re-survey the area for dog fouling and implement some additional signs etc that may help. Another member of the public suggesting installing 'we are watching you' signs as a deterrent.

The Clerk suggested that a community litter pick could be arranged if volunteers could be rallied. The PC would be able to provide the necessary equipment and have the bags of litter collected.

Regarding the camera, if they are installed on private property there is nothing that can be done, if they are pointing into the school or into someone else's property then they could be reported to the police.

8. To receive updates from council members and agree any action required

8.1 Speed Watch Report

Cllr London reported since last meeting there have been 6 speeders, the fastest recorded at 50mph, two drivers were caught on mobile phones , two people reported with faulty lights (as this can now also be reported to the police), one person gesturing rude hand signals, which was also reported. The speed watch locations include Creak Rd, The Street, Foundry Close, Moor Lane but the parked cars interfere so this site is currently abandoned.

A member of the public was permitted to speak. They raised concerns with cars parking on the zig zag lines near the school. The Chairman advised this can be reported to the local police.

8.2 SAM2 report

SAM2

For Project: OS The Park on Moor Lane

Location/Name: Incoming

Traffic Report From 15/03/2024 11:00:00 through 26/04/2024 06:59:59

85th Percentile Speed 29.4 MPH

85th Percentile Vehicles 6802

Max Speed 60 MPH on 13/04/2024 09:25:00

Total Vehicles 8002

8.3 Village Hall Committee report

8.3.1 Discuss the Hall Committees responsibility/ownership of the Village Hall

A representative from the Hall Committee summarised that they have a governing document from the Charities Commission which precedes the terms of reference between the Hall Committee and Parish Council. The Chairman asked for a copy of this document again, as was requested at the January meeting, so that Councillors may read and divulge the contents and enable a resolution to be made regarding the ownership of the Hall for the good of the community. In principle the Parish Council would be happy to dissolve the terms of reference and relinquish responsibility of the hall, but this will be subject to having sight of the governing document.

9. Open Spaces

The Council APPROVED the street lighting maintenance contract renewal with K&M Lighting.

9.1 To discuss and report any highways issues that may have arisen

There were none.

9.2 Blacketts pond area update, if available

Cllr Read reported that the works have been delayed due to the wet weather, but the contractor has been in touch with the waste disposal company and will be meeting on site imminently, to organise the removal of the pond waste. The work will continue over the next few months.

9.3 To discuss the future of the Bowls Club

A Bowls club member had reported to a Parish Councillor prior to this meeting, that the club would be disbanding. However, there was a change of plans, and the club will now be continuing. A member of the bowls club presented the clerk with £100 in cash for the annual rent. They also explained that the access to the bowls club would only be granted while it remained a bowls club.

Should there be any change in the future the Chairman would propose that the bowls green be rented to the school. The Chairman also confirmed that having researched the bowls club on the English Heritage site the bowls club wall is not listed.

10. Planning Matters

10.1 To receive results of applications

PF/22/0329 | The Old Rectory, Creake Road, Sculthorpe

Demolition of hay barn and erection of building for use as art gallery with self-contained serviced artist accommodation/holiday let. PC comment – NEUTRAL | NNDC decision – PENDING

10.2 To receive and consider new applications

PF/24/0890 | 37 Sandy Lane, Fakenham, Norfolk, NR21 9EX

Detached double garage to front of dwelling

PC comment – NEUTRAL with comments: It was noted that the description and plans are not very informative. Also having surveyed the site prior to this meeting the Chairman suggested that the removal of the mature shrubs and greenery would have a detrimental effect on the area and are concerned with the over developed appearance for its surroundings. All AGREED.

11. Receive and consider Correspondence

There were none.

12. Financial Matters

12.1 To approve the asset register

Following review, the Council APPROVED the asset register presented by the Clerk.

12.2 Note the Internal Audit Report

Dan Andrews carried out the internal audit, which has been completed and everything is in order.

12.3 To approve the Certificate of exemption

The Clerk read out the total annual payments and receipts. The Council then RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk signed the Certificate of Exemption on behalf of the Council.

12.4 To approve the Annual Governance Statement in the 2023-24 Annual Governance Annual Return (AGAR)

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

12.5 To approve the Statement of Accounts in the 2023-24 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

12.6 To approve the bank reconciliation and payment of accounts list

The Council RESOLVED to approve the bank reconciliation and payments list below.

Payments

Clerk	Salary (Apr-May)	£332.70
HMRC	PAYE	£5.05
EG Care Ltd	Grass Cutting	£540.00
Clear Councils	Insurance (yr 2 of 3)	£525.61
NALC	Subscription	£162.29
Acorn Pest	Mole Control	£270.00
Dan Andrews	Internal Audit	£30.00

Receipts

NNDC	Precept	£4709.50
Raynham PC	Clerks Expenses Contribution	£15.66
West Rudham PC	Clerks Expenses Contribution	£14.66

12.7 To approve the renewal of insurance with BHIB (year 2 of 3-year policy)

Following consideration, the Council RESOLVED to approve the yr 2 of 3 insurance renewal with BHIB Ltd. It was noted that BHIB has changed their name to Clearwater.

12.8 To agree monthly standing order for Clerks salary

Following consideration, the Council RESOLVED to pay the Clerks salary on a monthly basis via standing Order. Clerk at action.

13. To review and approve the Risk Management Policy and Information Audit Policy

Following review, the Council APPROVED the Information Audit presented by the Clerk.

14. Receive items for next agenda and note the date of the next meeting

The next meeting will be held on Wednesday 3 July 2024.

The Chairman closed the meeting at 8.51pm.

Signed by Chairman: Date: