



Sculthorpe Parish Council

Annual Parish Council Meeting Minutes

Wednesday 4 May 2022 at 7.15pm, Village Hall

Parish Councillors present: Brian Watkin (Chair), Tony Walters (Vice Chair), Roger London, Penny Ramm. Also in attendance: Jodie Bond (Parish Clerk). There were 10 members of the public present.

1. To elect a Chairperson for the coming year

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

2. To elect a Vice Chairperson for the coming year

Cllr Watkin invited nominations for Vice-Chairman. Cllr Walters was nominated by Cllr Watkin and seconded by Cllr London. With no further nominations, all agreed to elect Cllr Walters to serve as Vice-Chairman for the coming twelve months.

3. Welcome and to receive and accept apologies for absence

The Chairman welcomed all those present.

Apologies were received from Gillian White, Simon Read and Michael Dalby (County Councillor). Apologies were accepted.

4. Declarations of interest and requests for dispensations by Councillors on items on the agenda

No declarations of interest or requests for dispensations were made.

5. Minutes of meeting held on 2 March 2022 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

- o Gravel escaping has been reported to NCC Highways
- o Reported overgrown drains on Moor Lane and junction of Creake Road with Burnham Market Road.
- o Highways engineers have now installed larger reflective bollards at Crockley Pitt.

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

Members of the public raised the followed concerns:-

Enquiry about the road outside Dels Nursery and the mess that has accrued over time due to vehicles parking on the grass verges and other cars trying to pass. The grass verges are being destroyed.

It was noted that there are currently only 6 parking space available as the rest are all being used to store surplus.

DRAFT until agreed at the next meeting

The hedges need to be cut along Dels Road. The Council agreed to ask Highways to intervene and either cut the hedges back or ask the owner to cut the hedges back, also the tree at the end of the junction is obscuring drivers visibility.

Speeding near the school. Discussion ensued and the Chairman agreed to contact the school to ask them to ask parents to keep their speed down and to park considerately. Flashing school signs and the SAM2 were mentioned. There is an app that can be downloaded to gauge speeding vehicles, this may be useful. The Chairman will look into it.

There are no pavements along The Street from the houses to the bus shelter or outside the school and people have to walk in the road. Can this be reviewed please.

The Chairman explained that a trod was installed outside the play park by Highways, but a further trod would cost the PC a lot of money, even with 50% price match funding. Chicanes may be a consideration for Creake Road near the school and The Street. Clerk will arrange a meeting with the Highways Inspector to discuss these concerns and hopefully find some feasible and effective resolutions.

Flooding on Creake Road needs attention, near the pond. Creake Road potholes outside the Anglia Water substation and further along. These issues will also be discussed with the Highways Inspector.

8. To receive updates from council members (for information only)

8.1 Speed Watch report

The co-ordinator advised that the team will be going out for an intensive week, to attempt to capture speeding on a varying scale across different days and times of day. Thanks given.

8.2 Village Hall Committee report

- It was discussed and AGREED that a projector will be purchased for the Hall following a request from the committee.
- The new door has been completed and the new grass area out the front has been finished.
- The exterior walls will be painted blue to freshen them up.
- A Jubilee event has been arranged for Friday 3rd and a beacon will be lit on Thursday 2nd June at 9.15pm.

9. Open Spaces

9.1 Blacketts pond area update

We have received partial funding for the project benches and are awaiting a date for a site meeting to discuss further environmentally friendly options for the pond. Cllr London suggested a new litter bin too. Member of the public mentioned the new benches in Hempton were nice. Clerk advised these were Tudor benches from Hanworth Timber that cost £357 each.

9.2 Play Area

9.2.1 Receive update on benches

These are in hand and will be delivered soon.

9.2.2 Consider levelling up quotations

As the quotations received varied greatly it was agreed to meet the contractors on site to confirm the areas they are quoting for. Clerk to action.

9.2.3 Discuss the boundary fence line weed/grass strimming

The weeds have now been sprayed.

9.3 Discuss Highways issues and concerns with vehicles outside Dels nursery

This issue was raised at the time of submitting comments on the recent planning application. Highways have also been invited to assess the situation. (please also see item 7).

9.4 Discuss bus shelter vandalism

Quotation received to replace both vandalised and damaged glass panels. Both incidents have been reported to the local police separately. Following discussion the Council RESOLVED to place the order with AOT Engineering for pre-painted metal panels for £435.77. Clerk to action.

9.5 To receive update on Queen's Jubilee celebrations

Jubilee celebrations on Friday 3rd from 2pm onwards at the village hall. Including a hog roast, singer, disco, Fakenham Ukes, bar, best crown competition, best king/queen fancy dress (kids), best dressed red white & blue (adults).

9.6 To agree to organise a village litter pick

Following a suggestion by a member of the public at our last meeting, it was agreed that a community litter pick would be a good idea. Date agreed for Saturday 11th June at 10am, meet at the village hall. Clerk to request some litter picking equipment and bags from NNDC either on loan or to purchase. It will be announced on the FB page and newsletter to recruit volunteers to help.

Cllr Ramm noted that the dog fouling is also a problem again, especially along the footpath by the allotments.

10. Planning Matters

10.1 To receive results of applications

PF/22/0255 | 33 Sandy Lane, Fakenham

Single-storey rear extension (revised scheme)

PC comment – NEUTRAL | NNDC decision - APPROVED

PF/22/0219 | 48 The Street, Sculthorpe

Change of use from private indoor heated pool within rear garden of dwelling to commercial use

PC comment – NEUTRAL with comments | NNDC decision - APPROVED

PF/22/0288 | Dels Nursery, Barsham Road, Sculthorpe

Creation of new vehicular access.

PC comment – NEUTRAL with comments | NNDC decision - PENDING

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/22/0903 - Sculthorpe - Church View, 44B Creake Road, Sculthorpe

Single storey side extension to dwelling; single storey rear extension replacing conservatory; alterations to some windows and timber cladding over brick on some external walls; erection of detached double car port to front. PC comment - NEUTRAL

11. Receive and consider Correspondence

There was none.

12. Financial Matters

12.1 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented all matters were in good order, however she has made some minor advisory notes. It was agreed that these notes will be implemented by the Clerk.

12.2 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.

12.3 To approve the Annual Governance Statement in the 2021-22 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.

12.4 To approve the Statement of Accounts in the 2021-22 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.

12.5 To approve the bank reconciliation and payment of accounts list

The Council RESOLVED to approve the bank reconciliation and payments list (see below)

Sculthorpe Parish Council payment of accounts list (item 12.5)			
Payment to	Description		Payment (£)
K&M Lighting	Street Lighting	SO	22.17
Npower	Electricity	DD	234.72
Big Screen Cinema	Projector Screen (50% deposit)	100878	3525.23
J Bond	Clerks Salary (Apr-May)	100879	370.44
Hempton PC	Clerks Expenses	100880	19.91
CGM Ltd	Grass Cutting	100881	397.55
BHIB Ltd	Insurance	100882	535.71
Total payments approved			£5105.73
Receipt from	Description		Receipt (£)
Hall Committee	Contribution Towards Projector (50% deposit)	DC	2937.70
NNDC	Precept (1 st Instalment)	DC	4709.50
Total payments received			£7647.20

12.6 To approve the renewal of insurance with BHIB (year 3 of 3-year policy)
Following consideration, the Council RESOLVED to approve the renewal of the insurance policy with BHIB. Clerk to action.

13. To approve the Information Audit, GDPR Policy and Privacy Statement
Following review, the Council RESOLVED to approve the Information Audit, GDPR Policy and Privacy Statement presented by the Clerk.

14. To consider and agree CAN (Community Action Norfolk) membership
Following discussion, the Council RESOLVED to subscribe to the annual membership to CAN (Community Action Norfolk) to take advice regarding the village hall committee.

15. Receive items for next agenda and note the date of the next meeting
The next meeting will be held on Wednesday 6 July 2022.
The Chairman closed the meeting at 8.55pm.

Signed by Chairman: Date: