



# Meeting Minutes

## Sculthorpe Parish Council

Wednesday 2 September 2020 at 7pm, via video conferencing

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Parish Councillors present: Brian Watkin (Chairman), Tony Walters (Vice Chairman), Gillian White, Roger London, Penny Ramm, Tom FitzPatrick (District Councillor). Also in attendance: Jodie Bond (Parish Clerk), there were no members of the public.

**1. Welcome and to receive and accept apologies for absence**

Apologies received from Cllr Marie Strong (County Councillor), and Cllr Ken Dawson, Cllr Simon Read, Cllr Lynne Johnson. Apologies accepted.

**2. To receive declarations of interest in items on the agenda and consider any requests for dispensations**

No declarations of interest or requests for dispensation were made.

**3. To approve the minutes of the meetings held on 1 July 2020**

Following a small amendment to item 8.3.1 the minutes were approved.

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

- It was advised that the cars parked on the junction of Moor Lane and the Street are visitors to properties that are now leaving, so they will not be obstructing the junction anymore.
- The shed on the property on Moore Lane is being removed and will not obstruct the pavement.
- The white van that was parking on the pavement in Moor Lane has been mentioned to the Police.
- Clerk advised that the new website draft has been created and was being populated. It should go live within the next few months.

**5. Receive reports from Local PC, NCC Cllr & NNDC Cllr, if attending**

NNDC Cllr Tom FitzPatrick – (report to follow)

NCC Cllr Strong – not present – (please see report as appendix 1)

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

None present

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

7.1 Speed Watch

ClIr London reported that the team will be starting up in September – all members have PPE equipment, and are waiting for dates from Vyv. The only locations they are not doing is outside the school and half way down Moor Lane due to people walking past and trying to maintain social distancing.

ClIr White requested that the Speed Watch team swap locations to cover the area at the top of Moor Lane, as when cars are not parked, drivers speed along the road there. ClIr London will check with the co-ordinator to approve the change of location.

7.2 Village Hall Committee report

The hall agreement has been circulated and agreed.

There will be approx. 4 different groups that return to use the hall. There will be no parties. Everyone has agreed to help do a clean-up, all curtains will be taken down and cleaned – all chairs will be locked away with only 5 plastic chairs in hall. The tables won't be used – the carpet area will be taped off and the kitchen closed (but not locked as it has the emergency exit)

The committee are looking for a new caretaker and will advertise in next Messenger.

They received the £10,000 small business grant which has helped as finances had been badly affected due to the Covid-19 closure.

ClIr London has a plan that he will email over which show the boundaries for the hall.

7.2.1 To receive an update on the land registry of the village hall and bowling green

Butcher Andrews Solicitors have submitted the applications to land registry who have confirmed receipt. We will await the confirmation from them that the land has been registered in due course.

**8. Open Spaces**

8.1 Discuss and progress plans for the Blacketts pond area

ClIr Watkin has drawn up a plan – NWT will be free to meet at the end of September to discuss further options. Work will include grading the land down into pond and live willow hedges.

ClIr Ramm raised the concerns about the house bordering the pond and whether any work to the pond would affect or weaken the boundary line.

Clerk to contact FACT to see if they would be interested in helping with ongoing maintenance.

Clerk to ask our contractor to cut the area of grass next to the Blacketts pond when they cut the area in front of the pond.

It was noted that Crockley Pit has been cleared and looks lovely.

## 8.2 Dog fouling

Quotation received from RSL construction to supply and install a post and bins for £309. The bins have been ordered and will be delivered within 9 weeks.

Clerk to call NNDC to get it confirmed date ASAP. If there are further delays, we may consider buying the signs.

## 8.3 Highways issues

### 8.3.1 Issues with parking on pavements

Police have advised that they can intervene if they have specific details of vehicles and or addresses.

### 8.3.2 Discuss and consider projects for the Parish Partnership Scheme bid application

Following discussion Clerk will provide quotes for outdoor gym equipment (as suggested by a local resident), and for a SAM2 for a decision at our meeting in November.

An application to the PPS for 50% of the cost will then be submitted for the agreed project.

It was agreed that the first projects to complete would be the Blacketts pond area, and an item of outdoor gym equipment, then the SAM2.

### 8.3.3 Discuss options to reduce the speed limit outside the school

See item 8.3.2.

## 8.4 Play Area & Outdoor Gym

- Covid-19 signage had been purchased and erected at the play area.
- NGF Play have now attended site to remedy the issues highlighted in the annual play area inspection report.
- A resident had forwarded a request for some outdoor adult gym equipment to be installed near the play area. It was discussed and agreed that this would be a benefit to the community. Clerk provided some price options for consideration at our next meeting.

## 9. Planning Matters

### 9.1 To receive results of applications

#### **Lodge Farmhouse, Wells Dry Road, West Barsham, Fakenham, NR21 9NW**

PF/20/0931 | Conversion of former farm buildings with associated external alterations to form single dwelling with annexe; erection of detached garage and store building (part retrospective)

**PC comment - No objection, NNDC decision – No decision**

9.2 To receive and consider new applications

**6 Creake Road, Sculthorpe, Fakenham, NR21 9NF**

PF/20/1201 | Single-storey front extension

**PC comment – No objection, NNDC decision – No decision**

**10. Correspondence**

- Clerks & Councils direct magazine.
- Email regarding outdoor adult gym equipment.

**11. Finance**

Clerk advised that the Bowls club rent is outstanding for last 2 years. It was discussed and AGREED that due to Covid-19 the Parish Council would waive the rent for 2020 due to the club not playing this year. Clerk to follow up on the outstanding rent leading up to 2020.

11.1 The Council RESOLVED to approve the payments list (below)

<b>Sculthorpe Parish Council payment of accounts list</b>			
<b>Payment to</b>	<b>Description</b>	<b>Chq No.</b>	<b>Payment</b>
CGM Ltd	Grass Cutting	100812	171.95
Bailey Bird	Land valuations	100813	150.00
NPTS	Internal Audit	100814	30.00
Clerk	Salary	100815	341.14
Hempton PC	Clerk mobile & stationery contribution	100816	24.03
David Bracey	Play Area Inspection	100817	96.00
BHIB	Insurance	100818	480.09
CGM Ltd	Grass Cutting	100819	158.40
<b>Total payments approved</b>			<b>£1472.27</b>
<b>Receipt from</b>	<b>Description</b>		
Barclays Bank	Interest	DC	1.42
<b>Total payments received</b>			<b>£1.42</b>

Payments to be made by cheque.

DRAFT until agreed at the next meeting

11.2 To review and approve the 6 monthly budget

The 6 monthly budget had been circulated to Councillors. The figures were agreed. A SAM2, item of gym equipment or pond work may be funded using the parish councils' reserves and to be considered when agreeing the precept at our next meeting.

11.3 To agree to re-appoint the internal auditor for the 2020-21 financial year

It was discussed and AGREED to appoint Di Dann or a member of NPTS to carry out the annual internal audit for YE 31 March 2021.

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

Inclusions to be received by the Clerk by 28<sup>th</sup> October.

Next meeting will be Wednesday 4 November 2020 at 7pm (**Note new start time**).

Meeting closed at 8.53pm

Signed by Chairman: ..... Date: .....