



Sculthorpe Parish Council

Meeting Minutes

Wednesday 2 November 2022 at 7pm, Village Hall

Parish Councillors present: Tony Walters (Vice Chair), Penny Ramm, Gillian White (from item 8.4), Simon Read, Ken Dawson. Also in attendance: Jodie Bond (Parish Clerk). There were no members of the public present.

1. Welcome and to receive apologies for absence

The Vice Chairman welcomed those present.

Apologies received from Brian Watkin (Chairman), Roger London, Tom FitzPatrick (District Councillor).

Apologies accepted.

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

Cllr Ramm declared a pecuniary interest in item 9.1. It was agreed that Cllr Ramm would abstain from participation in item 9.1.

3. Minutes of meeting held on 7 September 2022 to be approved

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

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

Clerk reported that the electricity company are unable to provide a forecast or estimated electricity bill for the coming year, at this time. Also, NNDC Planning Department has acknowledged the emails sent regarding the conditions for car parking spaces at Dels. Update to follow.

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

Michael Dalby (County Councillor)

Report can be viewed via our website, if provided, www.sculthorpepc.info

Tom FitzPatrick (District Councillor)

Report can be viewed via our website, if provided, www.sculthorpepc.info

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

There were none.

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

7.1 Speed Watch report

Cllr London reported that the team did 4 sessions last month and had no one speeding. This month they will be doing 3 extra sessions, as from the 14th - 20th it is National Road Safety Week.

7.2 Village Hall Committee report

Cllr Ramm reported that the committee has agreed to increase the hire rate for business users, but members of the public will remain the same.

The committee has also requested the help of the Parish Council again, to obtain quotes for a new roof. Clerk to make enquiries.

7.3 Receive report on school's use of playing field

Cllr Read met with the new Executive Head Teacher and advised that the school has free use of the playing field, but a small financial donation is made each year to help with the maintenance and grass cutting costs. They were unaware of the agreement to use the playing field. Clerk to forward an agreement / waiver in writing to the school.

Cllr Walters reminded the Council that The Francis Beckham trust owns the playing field and boundary fencing and therefore has the responsibility for any issues with it.

8. Open Spaces

Playing Field

Cllr Read reported that while carrying out a visual check he noticed there was some wear and tear damage on the ramp on the main climbing frame and the bottom rung on the ramp has snapped. Council AGREED to go ahead with necessary repairs or replacement work. Clerk to send photos to NGF Play for confirmation of cost.

Overgrown Hedge

It was noted that a recurring issue with an overgrown hedge from a property in Moor Lane has still not been resolved. Clerk to ask Highways to intervene. Clerk to also ask whether Highways will clear escaped gravel from the pavement.

8.1 Blacketts pond area update

The amended work schedule and estimate was received today. Clerk to forward this to the grant panel for further consideration.

8.2 Consider safety matting quotations

Clerk presented the quotations for the softbond matting received from NGF Play Ltd. The quote includes a breakdown of costs per item of play equipment. The overall cost, if all items of equipment were to receive the matting, would cost £22610 plus VAT. It was agreed to keep this on file and consider one item at a time as a project in the future.

8.3 Receive update on bus shelter panels

Fakenham Glass has quoted £80 to switch the existing panel or £180 if the panel has to be replaced. Clerk has given the go ahead following approval from the Council.

8.4 To consider quotations for grass cutting and pest control for 2023

Two quotations had been received. One from CGM Ltd and another from EG Care. Following discussion, the Council RESOLVED to accept the quotation from EG Care for £1456 plus VAT, subject to confirmation of the inclusion of the path near the allotments.

Cllr Walters noted that CGM Ltd has provided a good service in the past.

It was agreed to consider the pest control renewal at the next meeting.

9. Planning Matters

9.1 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

RV/22/1272 | Bramble Oaks, Fakenham Road, Sculthorpe

Removal of condition 3 (limiting occupation of the dwelling solely limited to a person or persons who meet with the definition of gypsies and travellers or the description of travelling show people in Circular 01/2006) of planning permission PF/11/0687 (conversion and extension of workshop/store to residential dwelling & office and erection of workshop).

PC comment – NEUTRAL | NNDC decision - PENDING

PF/22/1515 | The Grove, Creake Road, Sculthorpe, Fakenham, Norfolk, NR21 9NF

Erection of two-storey side extension, conversion of existing outbuilding to study and installation of swimming pool to rear garden.

PC comment – NEUTRAL | NNDC decision - APPROVED

PF/22/1587 - Stable Cottage, Moor Lane, Sculthorpe

Erection of two-bay cart shed with wood store

PC comment - NEUTRAL | NNDC decision - APPROVED

LA/22/1516 - The Grove, Creake Road, Sculthorpe

Internal and external works to facilitate erection of two-storey side extension and conversion of existing outbuilding to study

PC comment - NEUTRAL | NNDC decision - APPROVED

9.2 To receive and consider new applications

PF/22/2368 | Willow Barn, 1 The Grange, Lynn Road, Sculthorpe, NR21 9LL

Erection of domestic outbuilding (shed/summer house) to rear of dwelling

PC comment - NEUTRAL

PF/22/2425 | 11 - 15 The Street, Sculthorpe, Fakenham, Norfolk, NR21 9QD

Change of use of adjoining commercial building with extensions and external alterations to provide two storey extension to dwelling

PC comment – NEUTRAL.

PF/22/2443 | 63 Moor Lane, Sculthorpe, Fakenham, Norfolk, NR21 9PX

Dormers to north and south elevations and window to west elevation to facilitate conversion of loft to habitable space; porch to side

PC comment – OBJECT to the application based on the existing plans showing windows overlooking the neighbouring properties.

10. Receive and consider Correspondence

Clerks & Councils direct magazine – made available to Councillors.

Letter from Stalham Town Council regarding support with s106 agreements.

11. Financial Matters

11.1 To approve the bank reconciliation and payment of accounts list

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

Clerk	Salary	£377.25
Clerk	Wix Website Hosting	£93.60
Hempton PC	Clerk Expenses	£24.33
CGM Ltd	Grass Cutting	£192.00
	Total	£687.18

11.2 To consider and approve bank debit card application

Following discussion, the Council RESOLVED to apply for a debit card to be primarily used for the annual website and domain renewal fees. The Clerk and Chairman will duly sign the application forms.

11.3 To receive report from councillor checking finances

Cllr Ramm reported that the finances were in good order.

12. Review and approve the Financial Regulations and Risk Management Policy

Following review, the Council RESOLVED to approve the FR and RMP presented by the Clerk.

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

Items to be included on next agenda:- Agree the decision to make a donation to the church for £50. Discuss recent reports of apple throwing at properties.

The next meeting will be held on Wednesday 4 January 2023.

The Vice Chairman closed the meeting at 8.39pm.

Signed by Chairman: Date: