



Sculthorpe Parish Council

Annual Meeting of the Parish Council

Meeting Minutes

Wednesday 5 May 2021 at 7pm, via video conferencing

Parish Councillors present: Brian Watkin, Tony Walters, Gillian White, Roger London, Simon Read, Penny Ramm, Ken Dawson. Also in attendance: Jodie Bond (Parish Clerk), there were no members of the public.

1. To elect a chairperson for the coming year.

Clerk invited nominations for the office of Chairman. Cllr Watkin was nominated by councillors' present and it was agreed to elect Cllr Watkin to serve as Chairman for the coming twelve months. Proposed by Cllr Dawson and seconded by Cllr Walters. Cllr Watkin thanked councillors and agreed to sign his declaration of acceptance and send to the clerk. Cllr Watkin took the remainder of the meeting as chairman.

2. To elect the 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

Chairman welcomed those present.

Apologies received from Cllr Marie Strong.

4. Declarations of interest and requests for dispensations by Councillors

No declarations of interest or requests for dispensation were made.

5. Minutes of meeting held on 3 March 2021 to be approved

The minutes were approved without amendment.

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

A payroll agent has been sourced (Samantha Jackson) since the last meeting that will provide the Clerks payroll service for £50 instead of £90 per year. Clerk to action.

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

There were none.

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

8.1 Speed Watch report

The team has started up again and been out 3 times. They will start doing evening times at the end of Moor Lane as it is an agreed location.

Cllr White wished to thank Speed Watch for their efforts. The Chairman also asked Cllr London to extend the Parish Councils sincere thanks to the Speed Watch team for their continued efforts.

8.2 Village Hall Committee report

The Hall Committee Terms of Reference had been circulated to Councillors prior to the meeting. Following review, the Council RESOLVED to approve the Terms of Reference. Cllr Watkin will forward a copy to the committee for signing. A signed copy will be retained for the Parish Council records.

Cllr Ramm was unable to attend the last committee meeting, however the minutes highlighted that a coffee morning will be held soon but they will be unable to provide cakes due to social distancing issues in the kitchen area. They are looking for a dishwasher, also, the £500 grant money for VE Day is still being held by the Parish Council.

9. Open Spaces

9.1 Blacketts Pond Area Update

- Clerk has contacted the field owner to request use of the pit to dispose of the pond spoil. No reply has been received yet.
- A new resident will be moving into a property to the rear of the pond area, and they intend to fit a new 6ft high fence all around their garden as they have pets.
- The resident's surveyor suggested that the tree just outside the property boundary may need attention as if it was to fall it would crush the new fence. Clerk to contact Simon Case at NNDC to have it surveyed. NNDC to also confirm the ownership of the tree and if necessary, the Clerk will request a quote for its removal from John Service.
- Cllr London suggested that a few more benches would be beneficial to the parishioners around this area. As previously mentioned, new benches will be considered with the whole pond project.

9.2 Play Area

Cllr Read had been approached by parishioners requesting more seating on the play area, however it was agreed that there are ample benches already, including the hut, the gazebo and 2 x picnic benches. It was therefore agreed not to pursue this request at this time.

9.2.1 Zip Wire Platform Update

A quotation had been received from NGF Play for an earth mound ramp for £1040 plus VAT and new toddler fencing for £3416 plus VAT.

Safety inspectors currently do not advise solid ramps or platforms within the fall zone, hence the earth ramp. Cllr Read will request a quotation for the toddler fencing from a local carpenter and Cllr Watkin will also request a quote from another local carpenter for comparison.

It was suggested that the fence posts may just need replacing and the existing panels re-used.

Clerk to ask NGF Play and David Bracey about the maximum weight restrictions for the zip wire and other equipment and whether a sign should be displayed, following concerns about a parent using the play equipment.

9.2.2 Outdoor Gym Equipment

Cllr Read advised that feedback from parishioners was that gym equipment would be preferred in the play area instead of the pond area. Further consideration and research is required. Clerk to contact Colkirk Parish Council to find out how much their gym equipment is used.

9.2.3 Social Media Page

Following discussion, the Council RESOLVED to set up a Parish Council Facebook page.

The Clerk will be the administrator.

The Council RESOLVED to adopt the social media policy presented by the Clerk.

The FB page will be utilised in line with an agreed social media policy.

Cllr Watkin proposed that the existing play area page is closed and a new PC page is created.

Seconded by Cllr Read. All agreed. Clerk to action.

9.3 Highways Issues

- Barsham Road (Dels Road) will be closed on 15 May for roadworks.
- Cllr London reported the hedge cuttings have been cut and left in the gully/ditch along the side of the road as you enter the village from A148, which could cause flooding. Clerk to report to Highways.
- Cllr Read reported damaged kerbs/verge outside a small holding that runs parallel to the bypass close, to Fakenham Rugby Club. It is believed this damage has been caused by the owners of the small holding. Clerk to contact Highways to assess it and ask them to contact the owners directly and ask them to repair the damage.

9.4 Parish Partnership Scheme

9.4.1 SAM2

Clerk should receive an invitation to bid in June. The Clerk and Chairman will meet with a Highways Inspector on Tuesday 11 May to agree the SAM2 locations.

Cllr Read agreed to be the lead volunteer to maintain the SAM2 together with Cllr Watkin and any other local members of the public who may wish to volunteer.

9.5 Village Sign Refurbishment

Cllr Watkin has issued an article in the newsletter regarding the village sign.

Following some research Cllr Watkin sourced a company in Kent that would charge approx. £1500 to refurbish the sign but Cllr Watkin would be happy to refurbish it himself for the cost of the materials which is believed to be approx. £100. Cllr Ramm proposed that Cllr Watkin carry out the work, seconded by Cllr Read. All agreed.

10. Planning Matters

10.1 To receive results of applications

48 The Street, Sculthorpe NR21 9QD

PF/20/2514 | Use from private indoor heated swimming pool within rear garden of dwelling

PC comment – Support, but have concerns about parking, NNDC comment – Awaiting - Approved

St Nicholas Barn 8 The Grange, Lynn Road, NR21 9LL

PF/20/2398 | Detached domestic outbuilding with ground floor garden room; parking bay and first floor study
PC comment – Support, NNDC decision - Awaiting

49 Sculthorpe Road, Fakenham, Norfolk, NR21 9ET

PO/21/0374 | Erection of two storey detached dwelling - outline with details of access only
PC comment – Neutral | NNDC decision – Awaiting

Laburnum, 44C Creake Road, Sculthorpe, Fakenham, Norfolk, NR21 9NQ

PF/21/0194 | Single storey rear extension following removal of existing conservatory
PC comment – Neutral | NNDC decision – Approved

10.2 To receive and consider new applications

Sculthorpe - Land At Grid Reference 591266.85 330032.81, Goggs Mill Road, Fakenham

PF/21/0779 | Erection of detached dwelling with associated parking

PC comment – Does not fit sympathetically with surrounding properties and environment and therefore object to the design of the proposed property.

NNDC decision –

49 Sandy Lane, Fakenham, Norfolk, NR21 9EX

PF/21/0605 | Demolition of conservatory, and erection of front and rear two storey extensions, including first floor balcony, juliette balcony, and erection of detached garage

PC comment – Neutral | NNDC decision –

Clerk to make enquiries with NNDC planning dept regarding a change of use of the swimming pool at Whispers, The Street. It is believed that when the pool was originally built planning permission was granted for commercial use. Clerk to clarify.

Clerk to make enquires with NNDC planning dept regarding a new fence that has been installed at the Old Forge which is in the conservation area and is taller than the previous fence.

11. Correspondence

- Parish Boundary Governance Review - A comment had been submitted to NNDC opposing the proposed boundary change. This decision was based on the affected residents' comments and the reduction in precept. Cllr FitzPatrick will support the Council's decision. Cllr Watkin will speak to Cllr FitzPatrick further, after the local elections.
- Cllr Watkin had received a message from a parishioner requesting a new dog bin at the end of the village (near the village sign). Clerk advised the cost to install a new dog bin is approx. £190, and the cost of each empty is approx. £3.50.
- Cllr Watkin will contact the parishioner to investigate further before a decision is made.

12. Finance

Cllr Watkins has had issues with Barclays online banking. Many hours have been wasted with telephone calls. Clerk and Cllr Watkin will discuss this, make a formal complaint and hopefully resolve the issues.

The streetlighting contract for K&M Lighting is due for renewal in June. Following discussion, the Council RESOLVED to renew the contract for a further 3-year period, subject to the price remaining the same for the duration. Clerk to action.

12.1 To review the asset register for year ending 31 March 2021

The council RESOLVED to agree the asset register presented by the Clerk subject to the removal of the 3 x old litter bins. The total asset figure for 2020/21 was then confirmed.

12.2 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.

12.3 To approve the Certificate of Exemption

The Clerk read out the total payments and receipts. The Council RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk agreed to sign Certificate of Exemption after the meeting on behalf of the Council.

12.4 To approve the Annual Governance Statement in the 2020-21 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 2020-21 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 agreed to sign the AGAR on behalf of the Council after the meeting.

12.6 To approve the payment of accounts list

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

Sculthorpe Parish Council payment of accounts list (item 12.6)			
Payment to	Description		Payment
Clerk	Salary	100840	£348.64
Hempton PC	Clerk Expenses	100841	£22.51
CGM Ltd	Grass Cutting	100842	£332.64
Acorn Pest Control	Moles	100843	£114.00
Eon	Electricity	DD	£47.12
K&M Lighting	Street Lighting	SO	£20.66
Total payments approved			£817.79
Receipt from	Description		Receipt
NNDC	Precept 1 st Instalment	DC	4042.50
Total payments received			£4042.50

12.7 To appoint a Councillor as Internal Audit Control Officer for the coming year

Following discussion, the Council RESOLVED to appoint Cllr London and Cllr Ramm as the internal audit control officers for the coming year.

12.8 To agree renewal of insurance with BHIB (year 2 of 3-year policy)

Following consideration, the Council RESOLVED to approve the renewal of the insurance policy with BHIB. Clerk to action.

13. To review and approve the information audit

Following consideration and discussion the Council RESOLVED to approve 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 7 July 2021 in the village hall, subject to Government guidelines. The Chairman closed the meeting at 9.25pm.

Signed by Chairman: Date: