



Sculthorpe Parish Council

Meeting Minutes

Wednesday 2 March 2022 at 7pm, Village Hall

Parish Councillors present: Tony Walters (Vice Chair), Roger London, Penny Ramm, Gillian White, Simon Read (from item 9.3), Tom FitzPatrick (until item 7). Also in attendance: Jodie Bond (Parish Clerk). There were 2 members of the public present.

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

Cllr Walters (Vice Chairman) chaired the meeting in Cllr Watkins' Absence.

The Vice Chairman welcomed those present.

Apologies were received from Cllr Watkin and Cllr Dawson. Apologies were accepted.

2. **Declarations of interest and requests for dispensations by Councillors**

No declarations of interest or requests for dispensations were made.

3. **Minutes of meeting held on 5 January 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**

- The mole pest controller has agreed to include the Blacketts Pond area at no additional cost.

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

Tom FitzPatrick (NNDC Councillor)

- The Visit North Norfolk Membership Scheme are offering hospitality businesses in North Norfolk free annual membership, worth £150.
- There was an avian flu outbreak at Pensthorpe – which was contained, as they closed for a few days.
- The Sustainable Communities Fund is still available for funding bids.
- The Chairman and Vice Chairman both attended the public session of the February NNDC full council meeting. Cllr FitzPatrick also attended and proposed an amendment to take Sculthorpe out of the report. When it came to the vote the amendment was passed, which means that the Sculthorpe boundary line will remain as it is. However, Cllr FitzPatrick advised that it is likely to come up for review again soon.
- Cllr FitzPatrick also added that it is likely there will be housing earmarked for the area next to the Shell garage, which would benefit the PC with precept funding.
- Cllr FitzPatrick also proposed an amendment to freeze the cost of inland car parks, but this was less successful and there will unfortunately be an increase.
- The Council Tax was set at the NNDC full council meeting last week. It will increase by £4.95 p/y (3.32% on a Band D property).
- Cllr Walters noted that there is a proposed parliamentary boundary change mentioned in the local newspaper but our current MP is situated nowhere near Sculthorpe. Cllr Fitzpatrick advised that the North Norfolk MP is no closer to Sculthorpe. The parliamentary boundaries are formed based on the number of constituents.

- Cllr London asked what support was being given to homeless people in the local area, as there is an empty property on Moor Lane which is up for auction that could be used for this purpose. Cllr FitzPatrick advised that the Government are putting a lot of money into getting people off the streets. If this property is privately owned then the Council are unable to offer it up for homeless people. NNDC do not have any housing stock.

Michael Dalby (NCC Councillor)

Not present.

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

One of the members of the public present volunteered to help with village litter picks if they are started up again. Thanks were given and it was agreed to include litter picking on the next agenda.

7. To receive update on the Governance Review (boundary change)

The Chairman and Vice Chairman attended the NNDC meeting to hear the verdict of the Governance Review. The NNDC Councillors RESOLVED to leave the parish boundary line as it currently is, which is a good result. However, as per item 5 this may be reviewed again soon.

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

8.1 Speed Watch report

Cllr London reported that things have been good, and no one has been caught speeding.

8.2 Village Hall Committee report

- The Clerk proposed that the Council considers membership to CAN for advice on Village Hall Committees. It was agreed to add this to the next agenda.
- There is also a NPTS seminar on 31st March with a speaker from Community Action Norfolk (CAN).
- Clerk is making arrangements for a roofing contractor to attend site and provide a quotation.
- Cllr Ramm reported that the committee are considering laying the front outside area to grass and removing the shingle and shrubs.
- The Committee are also considering purchasing a projector to encourage more people to use the hall. A sales representative came out to give a demo, however it is very expensive, so this is still being discussed.
- Cllr Ramm will double check that the committee insurance policy continues to cover both the buildings and contents insurance.

9. Open Spaces

Bus Shelter & Phone Box vandalism

Following discussion, the Council RESOLVED to replace the broken glass panel on the red phone kiosk in the hall car park, at a cost of £85 from AS Glazing.

Councillors present SUPPORT the replacement of the panel with metal, subject to the cost being agreed. Clerk to obtain some prices.

9.1 Blacketts Pond Area update

Clerk has been in touch with Nigel, as requested by NNDC, however a date has still not been set to meet on site. Clerk to follow up.

9.2 Play Area

9.2.1 The Council RESOLVED to purchase two 8ft treated wooden benches from Soulcraft for £520.

9.3 Report and Discuss any Highways Issues

Clerk to report the large dip in the road next to Crockley Pitt and request that it is filled.

Clerk to also follow up on the replacement of reflective bollards for Crockley Pitt.

9.4 To discuss the Queens's Jubilee Celebrations

The Hall Committee are organising a community event for Friday 3rd June. The Fakenham Ukes have been booked, a live singer and also a hog roast. Further details to follow.

10. Planning Matters

10.1 To receive results of applications

LA/21/2621 | Grove Farm, Creake Road, Sculthorpe, Norfolk, NR21 9NF

Internal and external works to main farmhouse, with associated works to north boundary wall

PC comment – Support | NNDC decision - APPROVED

PF/21/2620 | Grove Farm, Creake Road, Sculthorpe, Norfolk, NR21 9NF

External alterations to main farmhouse including alterations to window openings, replacement of some windows & new porch, associated works to north boundary wall; erection of garden storage building in.

PC comment – Support | NNDC decision - APPROVED

10.2 To receive and consider new applications

PF/22/0255 | 33 Sandy Lane, Fakenham

Single-storey rear extension (revised scheme)

PC comment – NEUTRAL

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 - No objection but the additional cars parking must be considered.

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

Creation of new vehicular access.

PC comment – NEUTRAL - No objection as long as all the car parking spaces highlighted on the plan are free for vehicles to park in and the vehicles should not park outside along the verge.

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

11. Receive and consider Correspondence

- o A letter had been received regarding a paper social club and licencing at the village hall, a copy had been sent by the writer directly to the hall committee also. It was agreed that this will be discussed with the hall committee, and a response will be sent to the writer.
- o An email had been received about opposing the proposed development of properties on the land next to the Shell Garage, Cllr Watkin had replied to the writer explaining that the Parish Council can only comment once a planning application has been received, which it has not, and that this area of land has been earmarked by NNDC for development.

- o A complaint had been received about light pollution from a property in Moor Lane. Clerk to write a letter to the resident in the first instance asking for the light to be adjusted. However, if unsuccessful the complainant will be advised to report this to NNDC Env Health Dpt.
- o A complaint had been received about a resident in Creake Road who has piled hedge cuttings on the public land on the opposite side of the road. This will be monitored by Councillors and if it is not moved after the weekend then it will be reported to NNDC/NCC.
- o A complaint had been received about the excessive amount of gravel on the pavement along Moor Lane, which causes a hazard, such as children falling off scooters and people slipping and tripping up. It was also noted that there is cracking in the tarmac in places and dips are forming. Clerk to report to the NCC Highway Rangers. If unsuccessful a letter will be circulated to residents of Moor Lane, reminding them that it is their responsibility to ensure the public pavement it kept clear.

12. Financial Matters

12.1 To review the asset register

The Council RESOLVED to approve the asset register presented by the Clerk.

12.2 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 12.2)			
Payment to	Description		Payment (£)
K&M Lighting	Street Lighting	SO	22.17
Eon	Electricity	DD	84.79
Acorn Pest & Country Service	Mole Pest Control	100872	228.00
J Bond	Clerks Salary (Feb-Mar)	100873	363.48
Hempton Parish Council	Clerks Expenses	100874	17.47
Samantha Jackson	Payroll Fee	100875	50.00
Norfolk PTS	Annual Subscription	100876	94.19
ICO	Annual Membership Fee	DD	35.00
Total payments approved			£895.10
Receipt from	Description		Receipt (£)
HMRC	VAT Refund	DC	414.05
Total payments received			£414.05

12.2 To receive report from parish councillor checking finances

Cllr Ramm reviewed the finances and reported that they were in good order. Thanks, given. The Council AGREED that Cllr Ramm will carry out the financial checks for coming year.

12.3 To approve the payroll agents fee for 2022

The Council RESOLVED to approve the increase in the payroll agents fee from £50 to £55 per year.

13. To consider clerk/councillor training and events for 2022

Following discussion, the Council RESOLVED to arrange group councillor training, possibly with the Clerk's other councils. Clerk to obtain some prices and organise some dates.

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

The next meeting will be the APM followed by the APCM, held on Wednesday 4 May 2022.

The Vice Chairman closed the meeting at 8.40pm.

Signed by Chairman: Date:

15. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items:

15.1 Consider quotations for levelling the playing field

One quotation has been received. It was therefore agreed to consider this again once a further quote has been received.

15.2 Consider quotations and approve grass cutting contractor for the 2022 season

The Clerk had received two quotations. Following consideration, the Council RESOLVED to award the work to CGM Ltd for £1,327.93 + vat, based on previous experience. Clerk to action.

15.3 To consider and approve Clerks pay increase and change to the Clerks working week

Following discussion, the Council RESOLVED to increase the clerks pay scale by one point and approve the national pay increase of 1.75%, to be back dated to 1 April 2021.

The Council also APPROVED the Clerk's weekly hours to be carried out flexibly between Monday and Thursday.