



Sculthorpe Parish Council

Meeting Minutes

Wednesday 7 July 2021 at 7pm, Village Hall

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

1. Welcome and to receive and accept apologies for absence

Chairman welcomed those present.

Apologies received from Cllr Read. Apologies accepted.

2. Declarations of interest and requests for dispensations by Councillors

No declarations of interest or requests for dispensation were made.

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

The minutes were approved without amendment.

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

The Sculthorpe Parish Council Facebook page is now up and running.

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

Not present

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

The team has started watches during late afternoons and have caught 9 people speeding.

One new member has now joined the team.

7.2 Village Hall Committee report

Following a committee meeting last Saturday Cllr Ramm asked the following questions:-

Could they have a key for the noticeboard and use it to promote events.

Could permission be given for temporary signage to be put on the verges and bus shelters to promote news and events.

The Council agreed to have an additional notice board key cut for the committee, however Parish Council notices will take priority over other notices if necessary.

It was also agreed that A4 event signage on temporary wooden stakes could be installed when required around the village on the verges, however the Parish Council will not be held responsible for any signs that are removed or broken, as Highways are responsible for cutting the verges.

Cllr Watkin also advised that the committee would like the building structure to be the responsibility of the Parish Council, as this is too much work for the members.

Following discussion, the Council RESOLVED to assume the responsibility for structurally related maintenance and building work that may be required in the future.

The Clerk requested that a copy of the annual accounts is forwarded to the Parish Council each year, following their financial year end.

7.3 Receive update on the land registry of the hall and bowls club

Clerk reported that the land registry for the village hall and bowls club has now been completed and copies of the necessary documentation have been received from Butcher Andrews. The total fee for this service is £318, which is less than originally estimated (£590).

Cllr White enquired about registering the land at Blacketts pond. It was discussed and agreed that the Clerk will carry out a land registry search for £3 - £6 and make enquiries with Butcher Andrews about the cost to have this parcel of land also registered, and to make enquiries with Parish Land Surveys into the cost to carry out a land survey of the area first.

8. Open Spaces

8.1 Blacketts pond area update

Clerk had made enquiries with John Service regarding leaving the pond spoil on the edge of the pond, and John confirmed this would be possible. This would remove the cost of disposal of the pond spoil. No communication has been received from the landowner regarding the use of the pit to dispose of the spoil. Following further discussion, the Council RESOLVED to complete a funding application based on the quotation already received and agreed to leave the spoil on the pond edge. Clerk to submit a fund application to North Norfolk Sustainable Societies Fund by the deadline of 9th August.

8.2 Play Area

The annual play area inspection has now been carried out and there are some low and medium risks highlighted. Cllr Watkin will fit new caps to the tops of the toddler fence posts that have eroded and were highlighted as a low risk in the report. Cllr Watkin also agreed to re-felt the gazebo roof and remove the weeds growing through the base.

Clerk to request NNDC to reposition the dog bin outside the play area which has slipped down to ground level.

Cllr White reported that the Moor Lane corner of the play area appears to be used frequently as a toilet and has suggested that the shrubs are cut back and the corner is cleared to prevent this from happening.

8.2.1 Zip wire platform update

It was agreed to postpone this item until our next meeting.

8.2.2 Receive quotations for new toddler fencing

Quotations have been received for an earth mound for the zipwire and new toddler fencing.

Cllr Watkin noted that the play area inspection only highlighted a low level risk to the fence which was to cover the holes in the tops of some of the fence posts. Cllr Watkin also added that the fence is not a requirement, and it could be removed entirely. Some residents feedback supports this suggestion. The gate

does not hang and swing properly and was highlighted as needing attention, therefore Cllr Walters proposed that the gate is removed, seconded by Cllr White, and all agreed.

8.3 Report and discuss any Highways issues

Mill Road flooding, Moor Lane drain at the top of the road and the overgrown hedges along The Street have been reported to the Highways Rangers.

Cllr London reported that the hedges and overgrowth along that stretch of The Street are encroaching closer to the road. Cllr Walters agreed to cut back the overgrowth along this stretch, however the Clerk will still report this separately to Highways, and request that all the highways' signs (such as speed limit signs etc) are trimmed around the bottom.

Cllr Dawson reported that HGV lorries are driving up Moor Lane and causing obstructions. When the drivers were quizzed, they explained they did not see the 'Not Suitable for HGV Vehicles' sign. The sign at the bottom of Moor Lane with the junction of The Street is overgrown and obscured. Clerk to report this also.

Following discussion about the reduced Highways rural cuts and the knowledge of drivers issues with overgrowth obscuring vision all around the area, it was agreed that the Clerk will draft a letter to Highways requesting that more frequent rural cuts of grassy verges are re-introduced. The Clerk will raise this issue with her other parish councils and draft a joint letter, in an effort to communicate these issues to NCC.

8.4 Discuss and consider projects for the Parish Partnership Scheme bid application

8.4.1 SAM2

Following a site meeting with a NCC Highways Inspector 6 locations were agreed for a SAM2. There are existing posts in the agreed locations that can be used.

Following discussion, the Council RESOLVED to submit a bid for the 50% (£1575) price match funding for the total project cost of £3150. The remaining 50% fund will be met by Parish Council reserves. Proposed by Cllr Watkin and Seconded by Cllr white. All agreed.

8.4.2 Outdoor gym equipment

It was agreed that this project will be considered in 2022.

8.5 Discuss and organise volunteers to help tidy up the village

Cllr White suggested that we may require someone who could carry out general tidying around the village, including the Moor Lane corner of the playing field, around the signs and various areas.

Clerk mentioned a handyman who charges £12.50 p/h that may be able to help. Clerk to make enquires.

8.6 Receive update on the NNDC governance review

A letter had been sent to members of the public directly affected by the proposed boundary review from NNDC. Following receipt of comments from members of the public it was discussed and agreed to submit a comment to NNDC to oppose the proposed Boundary Change. These comments were submitted to NNDC on 30 April 2021. We await a decision or update from NNDC.

8.7 Receive update on the village sign refurbishment

Cllr Watkin has made a start on the village sign refurbishment; however, it is a bigger job than initially expected and has had to rebuild the bottom, the cost of materials including resin, amounts to £130 approx. The Council RESOLVED to agree the additional costs and thanked Cllr Watkin for his efforts.

9. Planning Matters

9.1 To receive results of applications

PF/20/2398 | St Nicholas Barn 8 The Grange, Lynn Road, NR21 9LL

NNDC decision - pending

PO/21/0374 | 49 Sculthorpe Road, Fakenham, Norfolk, NR21 9ET

NNDC decision – pending

PF/21/0779 | Sculthorpe - Land At Grid Reference 591266.85 330032.81, Goggs Mill Road, Fakenham

NNDC decision – refused

NNDC confirmed that they can find no conditions restricting the use of the swimming pool.

NNDC confirmed that the new boundary fence erected at The Old Forge does not require planning permission.

9.2 To receive and consider new applications

PF/21/0605 | 49 Sandy Lane, Fakenham, Norfolk, NR21 9EX

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 - pending

PF/21/1227 | Sculthorpe Mill, Lynn Road, Sculthorpe, Norfolk, NR21 9QG

Construction of a temporary pergola to cover rear patio area and new bbq area; painted feather board cladding to exterior of toilet block; reinstatement of window on gable end; replacement of modern doors at the front and rear of the building to match existing Georgian door; rear extension to kitchen; replacement feather board fencing

PC comment – no comment | NNDC decision - pending

LA/21/1030 | Sculthorpe Mill, Lynn Road, Sculthorpe, Fakenham, Norfolk, NR21 9QG

Internal and external works associated with refurbishment of public house

PC comment – support | NNDC decision - approved

LA/21/1410 | Sculthorpe Mill, Lynn Road, Sculthorpe, Norfolk, NR21 9QG

Internal and external works and alterations including gable wall repairs and rebuilding gable wall of outbuilding

PC comment – support | NNDC decision - pending

PF/21/1543 | Dels Nursery, Barsham Road, Sculthorpe, Norfolk, NR21 9NA

Erection of cattle shed. PC comment – neutral | NNDC decision - pending

PF/21/1242 | Land At, Creake Road Stables, Creake Road, Sculthorpe, Norfolk,
Construction of menage. PC comment – no comment | NNDC decision - pending

LA/21/1228 | Sculthorpe Mill, Lynn Road, Sculthorpe, Norfolk, NR21 9QG
Internal and external works including painted feather board cladding to exterior of toilet block, reinstatement of window on gable end; Replacement doors at the front and rear of the building to match existing Georgian door; new rear extension to kitchen and formation of opening from existing blocked up window. PC comment – support | NNDC decision - pending

10. Receive and consider Correspondence

Letter from Barclays Bank regarding change to the T&C's – made available to read.

11. Financial Matters

11.1 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 11.1)			
Payment to	Description		Payment (£)
Clerk	Salary	100847	338.60
Hempton PC	Clerk Expenses	100848	26.23
CGM Ltd	Grass Cutting	100849	166.32
Acorn Pest Control	Moles	100850	114.00
D Bracey	Play Area Inspection	100851	102.00
Butcher Andrews	Land Registry Fee	100852	318.00
Langham Parish Council	Marie Strong Donation	100846	20.00
Eon	Electricity	DD	47.12
K&M Lighting	Street Lighting	SO	22.17
Total payments approved			£1154.44
Receipt from	Description		Receipt (£)
HMRC	VAT Refund	DC	256.64
Barclays	Interest	DC	0.17
Total payments received			£256.81

12. Consider and agree archived documents to be stored at the Norfolk Records Office

The Council RESOLVED to archive old documents at the Norfolk Records Office. Clerk to action.

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

Items for inclusion, to consider a request additional 30mph signs.

The next meeting will be held on Wednesday 1 September 2021.

The Chairman closed the meeting at 20.20pm.

Signed by Chairman: Date: