



Sculthorpe Parish Council

Meeting Minutes

Wednesday 1 November 2023 at 7pm, Village Hall

Parish Councillors present: Simon Read (Chairman), Roger London, Penny Ramm, Gillian White, Tony Walters and Ken Dawson. Also in attendance: Jodie Bond (Parish Clerk) and Tom FitzPatrick (District Councillor).

There was 1 member of the public present.

1. **To elect a Chairman**

The Clerk invited nominations for the office of Chairman. Cllr Read was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Read to serve as Chairman. Proposed by Cllr Dawson and seconded by Cllr London. Cllr Read thanked Councillors and took the remainder of the meeting as Chairman.

2. **Welcome and to receive apologies for absence**

The Chairman welcomed those present. There were no apologies received.

3. **Receive declarations of interest and requests for dispensations by Councillors**

Cllr Read declared an interest in item 10.2 on the agenda and agreed to abstain from comment.

4. **Minutes of meeting held on 6 September 2023 to be approved**

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

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

Clerk advised that NNDC has now been notified of the gate installation at Dels Nursery, prior to the planning application decision.

6. **Receive reports from NCC Cllr & NNDC Cllr, if attending**

Tom FitzPatrick (District Councillor)

Sustainable Communities Fund is still open for grants up to £15k, there is a slight 'Green' theme. Sheringham Shoal Fund may a possibility to consider for the Village Hall roof.

Remembrance Sunday event on 12th November – The Limes in Fakenham.

Business Support Hub helping people expand businesses, running courses, help with business planning etc. Details can be found on the District Council website.

Fakenham library is currently being refurbished to include new windows, new roof and new lining, there is a temporary library in the Community Centre.

Following Cllr London's enquiry about the land in the centre of the village that has recently sold, Cllr FitzPatrick advised that this location was not included as a possible development site in the District Council Local Plan. Thanks, given

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

The member of the public present suggested that the roofing contractor currently working on the Fakenham library may be interested in quoting for the village hall roof. Cllr Ramm agreed to contact them.

8. To receive updates from council members and agree any action required

8.1 Speed Watch & SAM2 report

Sept

Location: OS The School

Traffic Report From 01/09/2023 15:00:00 through 14/09/2023

85th Percentile Speed 27.2 MPH

85th Percentile Vehicles 1574

Max Speed 40 MPH on 01/09/2023 19:00:00

Total Vehicles 1852

Oct

For Project: OS 4 The Street

Traffic Report From 17/10/2023 14:00:00 through 31/10/2023

85th Percentile Speed 33.5 MPH

85th Percentile Vehicles 5239

Max Speed 55 MPH on 19/10/2023 08:00:00

Total Vehicles 6164

Speed Watch

Cllr London reported that 4 speeders have been recorded, one driver with a mobile phone and one with abusive language who have all been reported.

Clerk to ask Wescotec whether it is possible to have solar panels fitted to charge the batteries. Cllr Read also proposed that we ask the Village Hall Committee to allow us to charge the batteries at the village hall. Cllr Ramm agreed to ask at the next committee meeting.

Following discussion about additional SAM2 brackets the council RESOLVED to approve the purchase of 2 or 3 additional brackets for the SAM2. Cllr Read agreed to source these. Thanks given.

8.2 Village Hall Committee report

Cllr Ramm reported that the Hall Committee would like a formal agreement set up with the Parish Council regarding ownership and responsibility of the hall for their insurance purposes. Following lengthy discussions and some research it was confirmed that the Village Hall is an asset of the Village Hall Committee Charity (no. 304056) and was built and founded by the charity in 1965. The Parish

Councillors discussed the option of becoming the residual trustee if this were something the Committee would like to propose to the PC in the future.

9. Open Spaces

Cllr London reported that some parishioners have noted that some local rights of way have been blocked off with gates. One on Turf Moor Lane and another on the Old Wells Road. Clerk to ask Highways Dpt to investigate and advise.

9.1 To discuss and report any highways issues that may have arisen

Cllr London expressed his concern with flooding on the road outside the Village Hall and feels that another drain is needed.

It was also noted that the Shell roundabout signage needs to be fixed as the signs post has fallen sideways and all the signs around the roundabout need to be cleaned.

Cllr FitzPatrick noted that he has already asked Highways to re-white the white lines around the roundabout.

9.2 Blacketts pond area update, if available

Clerk advised that the contractor is awaiting a firm date for the woodchipper operative but is confident they will be on site this month to start work.

9.3 To agree new dog bin for Fakenham Road

Clerk has obtained a quote for a new dog bin and the emptying fees for £350 plus £4.15 per empty. Following consideration, the Council APPROVED to go ahead with the new dog bin. Clerk to obtain a street furniture licence consent and notify NNDC. All agreed.

9.4 Agree a maintenance plan for the play area

Cllr Read proposed that we undertake a maintenance plan for the play area and play equipment. Clerk to enquire whether NGF Play would be able to quote for an annual maintenance schedule, Norfolk Soulcraft will also be invited to quote. Clerk to request a quote for filling the divots from the grass cutting contractor.

9.5 To discuss overgrown hedges and brambles along Moor Lane

Clerk has sent a letter to Victory Housing and to a parishioner directly regarding the noticeable overgrowth of brambles along Moor lane which are obstructing passers by. It was noted that the overgrowth has been cut back and cleared.

10. Planning Matters

10.1 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

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

Change of use of adjoining com. bldg with extensions & external alterations to provide 2 storey extension. PC comment – NEUTRAL | NNDC decision - PENDING

PF/23/1178 | Dels Nursery, Barsham Road,

Creation of vehicular access to highway for delivery vehicles.

PC comment – SUPPORT with comments | DC decision – PENDING

ADV/22/2705 | APPEAL - Land Off A148 Creake Rd, (Opp Shell Garage),

Installation of 1No. static non-illuminated advertisement

PC comment – no comment | DC decision – REFUSED

10.2 To receive and consider new applications

LA/23/2071 | 4 Moor Lane, Sculthorpe, Fakenham, Norfolk, NR21 9PY

Internal works inc. removal of pre-war fireplace and tiled hearth, non-historic and mixed brickwork held in place with cementitious products; re-instalment of righthand aspect of the front wall of chimney breast, taking chimney wall back to its original size; installation of steel lintel below the remaining part of the original wooden lintel still present

PC comment - SUPPORT

11. Receive and consider Correspondence

Clerks & Council Direct Magazine – Made available to Councillors.

Barclays letter – Clerk to call them.

12. Financial Matters

12.1 To approve the bank reconciliation and payment of accounts list

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

Payments

Clerk	Salary (Oct-Nov)	£404.25
Hempton PC	Clerk Expenses	£21.24
PKF Littlejohn	External Audit Fee	£48.00
EG Care Ltd	Grass Cutting	£249.60
NNDC	Elections Costs	£51.72
NNDC	Bin Emptying	£302.70

Receipts

NCC	PPS Grant for SAM2	£1641.50
NNDC	Precept 2 nd Instalment	£4709.50
NNDC	Textile Bank Credit	£22.55

13. To agree Clerks laptop and new mobile phone rental transfer to the Councils bank account

Following discussion, the Council RESOLVED to approve a new mobile phone contract and direct debit to be set up on the bank account,

14. To review and approve Risk Management Policy

Following review, the Council RESOLVED to approve the Risk Management Policy presented by the Clerk, subject to addition of the use and management of the SAM2.

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

Items for inclusion at the next meeting:- To ratify the new SAM2 bracket purchase.

The next meeting will be held on Wednesday 24 January 2024.

The Chairman closed the meeting at 8.55pm.

Signed by Chairman: Date: