



# Scole Parish Council

**MINUTES** of the Parish Council Meeting held Tuesday 20 June 2017 at Scole Community Centre, Ransome Avenue, Scole

**Cllrs. Present:** Chair Cllr G Moore, Cllr C Blakesley, Cllr C Brooks, Cllr R Cole, Cllr J Jones, Cllr Lady Mann, Cllr C Moore, Cllr L Trevail

**In attendance:** Sara Campbell (Clerk), 5 members of the public, District Cllr M Wilby, County Cllr J Wilby

| MINUTES   | ACTION |
|---|--------|
| <p>1. <b>To receive the Chairman’s declaration of office</b> – Cllr Moore was absent at the last meeting when elected as Chairman, therefore, the Declaration of Office was signed by him tonight.</p> <p>2. <b>To consider accepting apologies for absence:</b><br/>None</p> <p>3. <b>To approve the minutes of the Council meeting held on 16 May 2017</b> - The minutes of the meeting (pages 999 - 1003) held 16 May 17 previously circulated to all members, were proposed by Cllr Brooks, seconded Cllr Blakesley and unanimously agreed and signed by the Chair.</p> <p>4. <b>To record declarations of interest from members in any item to be discussed:</b> None</p> <p>5. <b>Adjourn the meeting to allow public participation</b> – the meeting was adjourned at 7.35 pm.</p> <p>5.1 <b>Parishioners’ Questions or Comments:</b></p> <ul style="list-style-type: none"> <li>• Streetlights on A140/A1066 roundabout are currently on all the time, no 11 is out. Clerk to report to Norfolk County Council.</li> <li>• A resident had been trying to get an indoor curling group going but this has been abandoned due to lack of interest.</li> </ul> <p>5.2 <b>Reports from District &amp; County Councillors:</b> The District &amp; County Councillor gave their reports these will be available on the website.</p> <ul style="list-style-type: none"> <li>• Burston Crown was the winning Pub of the Year</li> <li>• The 10k zone for Avian Flu should be lifted end of July</li> <li>• 2/7/17 South Norfolk on Show</li> </ul> <p>6. <b>Re-convene the meeting</b> – the meeting was re-convened at 7.52 pm.</p> <p>7. <b>To receive the Clerk’s Report:</b></p> <p>The Clerk brought to the attention of the Council:</p> <ul style="list-style-type: none"> <li>• an email received regarding the cost of school transport for six-form pupils.</li> <li>• A request for work to be undertaken by the Highways Rangers.</li> </ul> |        |



| MINUTES   | ACTION   |
|---|--|
| <p><b>Review Schedule of Actions –</b><br/> The Clerk reviewed the Schedule of Actions.</p> <ul style="list-style-type: none"> <li>• Investigate lighting options for area by War Memorial – (25/4/17)<br/> <i>update received from Westcotec no electrical supply Clerk to contact NCC to ask if they would put a street light at this location. (16/5/17)</i><br/> <i>No further update</i></li> <li>• Chase outstanding Highways issues.</li> <li>• Crime figures for Scole and Dickleburgh:</li> </ul> <p><b>Arson</b> <span style="float: right;">1</span><br/> <i>Damage caused as a result of fire.</i></p> <p><b>Anti-Social Behaviour (ASB)</b> <span style="float: right;">1</span><br/> <i>Harassment, alarm or distress is caused in a non-crime incident.</i></p> <p><b>Burglary - Residential</b> <span style="float: right;">1</span><br/> <i>Entry to any building within the curtilage/boundary of a residence, e.g. garden sheds and garages</i></p> <p><b>Criminal Damage</b> <span style="float: right;">2</span><br/> <i>A person destroys or damages property belonging to someone else.</i></p> <p><b>Domestic</b> <span style="float: right;">5</span><br/> <i>Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.</i></p> <p><b>Public fear, alarm or distress</b> <span style="float: right;">1</span><br/> <i>Public order offences e.g. from a verbal altercation to offences just short of violence.</i></p> <p><b>8. To receive the Village Rangers Report –</b>The Clerk read the Rangers report.<br/> There has been three incidents of fly tipping this month</p> <p><b>9. To discuss village traffic concerns:</b></p> <p><b>9.1. General Traffic Concerns:</b><br/> None</p> <p><b>10. To receive any verbal reports of accidents within the parish:</b><br/> None</p> <p><b>11. To receive an update regarding the purchase Lot 2 to the rear of Clements Close, and Lot 4 to the rear of Karen Close.</b></p> <p>The Clerk updated the meeting:<br/> <b>Lot 2–</b> Simon Waters is still waiting for a response from Highways regarding the trees marked with a white cross. Quotes being collated for the tree work. Exchange of contract to be delayed until a course of action in removing the dangerous trees is agreed.<br/> <b>Lot 4 –</b> Clerk to release loan so contracts can be signed at the next meeting.</p> | <p style="text-align: right;"><b>Clerk</b></p> |



# Scole Parish Council

| MINUTES  |   | ACTION               |               |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
|----------|---|----------------------|---------------|-------------|---------------|-----|------|--------|---------------|-------------------|--------|--|-------|--------|----------------|-------------------|--------|--|-------|--------|-----------------------|---------------|---------|-------|--|--------|-----------------------|----------|--------|--|--|--------|-------------|------------------|----------|--------|--|--------|-------------------|---------------|----------|--------|--|--------|-----------|----------------------|--------|-------|--|--------|------------|---------------|-------|------|--|--|
| 12.      | To receive an update on the land for the proposed village hall, Norwich Road – no further update.   |                      |               |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 13.      | To consider the adoption of redundant phone boxes in the parish: Clerk has received an email to confirm once the telephony has been removed the Council will be sent a completion notice. Cllr C Moore asked - if once adopted these telephone boxes could be moved – Clerk to enquire.   | Clerk                |               |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 14.      | To receive an update on the positioning in the parish of the recently discovered Marker Stone: Completed. Awaiting details of a plaque.   | Cllr G Moore         |               |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 15.      | To receive an update on the emptying of the parish dog bins: Clerk to chase Mid Suffolk Council regarding a price for them to empty the dog the bins in Scole.  |                      |               |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 16.      | To receive an update on the Clerk’s investigations regarding the Parish Web Site: After a lengthy discussion it was decided to leave the Parish Council website as it is at present, however Cllr Brooks will approach a parishioner who works at DataTech DTP to see if he can help.   | Cllr C Brooks        |               |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 17.      | To receive an update from the Planning Group (CM, CB) on any new & o/s planning applications:   |                      |               |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 17.1     | To Comment on and Approve/Refuse any Current planning applications:<br><br>2017/1378<br>Applicant: Mr Danny Ward<br>Location: The Old Sack Factory Norwich Road Scole IP21 4ED<br>Proposal: Extension to existing industrial building<br>Comment: No comments   |                      |               |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 17.2     | To receive an update on any previous planning applications:<br>None   |                      |               |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 18.      | FINANCE   |                      |               |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 18.1     | AUTORISATION FOR PAYMENT:   |                      |               |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
|          | <table border="1"> <thead> <tr> <th>PAY TYPE</th> <th>PAYEE</th> <th>DESCRIPTION</th> <th>ACTUAL AMOUNT</th> <th>VAT</th> <th>PAYE</th> </tr> </thead> <tbody> <tr> <td>102203</td> <td>Sara Campbell</td> <td>Salary &amp; Expenses</td> <td>477.64</td> <td></td> <td>33.20</td> </tr> <tr> <td>102204</td> <td>Mrs C L Wright</td> <td>Salary &amp; Expenses</td> <td>168.20</td> <td></td> <td>36.80</td> </tr> <tr> <td>102189</td> <td>Diss First Responders</td> <td>Chq Cancelled</td> <td>-300.00</td> <td>30.00</td> <td></td> </tr> <tr> <td>102205</td> <td>Diss First Responders</td> <td>Donation</td> <td>300.00</td> <td></td> <td></td> </tr> <tr> <td>102206</td> <td>Ian Garnham</td> <td>Tree Maintenance</td> <td>2,340.00</td> <td>390.00</td> <td></td> </tr> <tr> <td>102207</td> <td>Norse Eastern Ltd</td> <td>Grass Cutting</td> <td>1,232.62</td> <td>205.44</td> <td></td> </tr> <tr> <td>102208</td> <td>Westcotec</td> <td>Lighting Maintenance</td> <td>275.89</td> <td>45.98</td> <td></td> </tr> <tr> <td>102209</td> <td>Eurooffice</td> <td>Ink Cartridge</td> <td>57.59</td> <td>9.60</td> <td></td> </tr> </tbody> </table> | PAY TYPE             | PAYEE         | DESCRIPTION | ACTUAL AMOUNT | VAT | PAYE | 102203 | Sara Campbell | Salary & Expenses | 477.64 |  | 33.20 | 102204 | Mrs C L Wright | Salary & Expenses | 168.20 |  | 36.80 | 102189 | Diss First Responders | Chq Cancelled | -300.00 | 30.00 |  | 102205 | Diss First Responders | Donation | 300.00 |  |  | 102206 | Ian Garnham | Tree Maintenance | 2,340.00 | 390.00 |  | 102207 | Norse Eastern Ltd | Grass Cutting | 1,232.62 | 205.44 |  | 102208 | Westcotec | Lighting Maintenance | 275.89 | 45.98 |  | 102209 | Eurooffice | Ink Cartridge | 57.59 | 9.60 |  |  |
| PAY TYPE | PAYEE   | DESCRIPTION          | ACTUAL AMOUNT | VAT         | PAYE          |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 102203   | Sara Campbell   | Salary & Expenses    | 477.64        |             | 33.20         |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 102204   | Mrs C L Wright  | Salary & Expenses    | 168.20        |             | 36.80         |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 102189   | Diss First Responders   | Chq Cancelled        | -300.00       | 30.00       |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 102205   | Diss First Responders   | Donation             | 300.00        |             |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 102206   | Ian Garnham   | Tree Maintenance     | 2,340.00      | 390.00      |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 102207   | Norse Eastern Ltd   | Grass Cutting        | 1,232.62      | 205.44      |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 102208   | Westcotec   | Lighting Maintenance | 275.89        | 45.98       |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |
| 102209   | Eurooffice  | Ink Cartridge        | 57.59         | 9.60        |               |     |      |        |               |                   |        |  |       |        |                |                   |        |  |       |        |                       |               |         |       |  |        |                       |          |        |  |  |        |             |                  |          |        |  |        |                   |               |          |        |  |        |           |                      |        |       |  |        |            |               |       |      |  |  |



# Scole Parish Council

| MINUTES      |                 |                             |                 |               | ACTION |
|--------------|-----------------|-----------------------------|-----------------|---------------|--------|
| 102210       | Billingford PCC | Churchyard Maintenance S137 | 175.00          |               |        |
| 102211       | Thelveton PCC   | Churchyard Maintenance S137 | 175.00          |               |        |
| 102212       | Scole PCC       | Churchyard Maintenance S137 | 175.00          |               |        |
| D/D          | E-on            | Lighting                    | 200.42          | 33.40         |        |
| <b>TOTAL</b> |                 |                             | <b>5,277.36</b> | <b>714.42</b> |        |

Proposed Cllr J Jones seconded Cllr C Moore and unanimously agreed.

## 18.2 RECEIPTS THIS MONTH:

| Date         | Account | Received From | Amount |
|--------------|---------|---------------|--------|
|              |         |               |        |
|              |         |               |        |
| <b>TOTAL</b> |         |               |        |

## 18.3 RESPONSIBLE FINANCE OFFICER REPORT:

| Details  | CR       | DR       |                 |
|--|----------|----------|-----------------|
| Balance Brought Forward from last Month (Community Account) <b>A</b> | 8,762.46 |          |                 |
| Receipts this month (Community Account) listed above): <b>B</b>      | 0.00     |          |                 |
| Payments this month (listed above): <b>C</b>                         |          | 5,277.36 |                 |
| Community Account Balance (=A+B-C)                                   |          |          | <b>3,485.10</b> |
| Business Saver Account Balance C/ F £4,605.16                        |          |          |                 |
| Interest 6/6/16  | 0.57     |          |                 |
| Interest 6/9/16  | 0.57     |          |                 |
| Interest 5/12/16   | 0.57     |          |                 |
| <b>TOTAL MONIES</b>  |          |          | <b>8,091.97</b> |

## 18.4 Allocated Funds:

| APPROVED RESERVES:                              |                |        |         |
|---|----------------|--------|---------|
|   | Reserve 1/4/17 | + /(-) | BALANCE |
| Bridge Road                                     | 2,115.29       |        |         |
| Street Lights                                   | 1,205.68       |        |         |
| VC Celebration Payment from District Councillor | 250.00         |        |         |
| Donations for Land holding pre Charity set-up   | 2,150.00       |        |         |
| Grant re Marker Stone                           | 233.00         |        |         |
| CIL   | 457.36         |        |         |
| Volunteer Award                                 | 250.00         |        |         |
|   |                |        |         |



| MINUTES |  |          | ACTION              |
|---------|--|----------|---------------------|
|         | TOTAL  | 6,661.33 |                     |
| 19.     | <p><b>To approve Sections 1 &amp; 2 of the Annual Return for the Year Ended 31 March 2017</b> –The Chairman read through the compliance statements of the Annual Return, the Councillors unanimously agreed each statement and approved the Annual Return. The Clerk and Chairman signed the return.</p>   |          |                     |
| 20.     | <p><b>To undertake a review of the Councils Policies &amp; Procedures:</b></p> <ul style="list-style-type: none"> <li>• Standing Orders – no amendments</li> <li>• Annual effectiveness of Internal Control – no amendments</li> <li>• RFO Duties – No amendments</li> <li>• Financial Risk Assessment – amend insurance dates to 1 June 2017 – 31 May 2018, amend Checklist Quarter to Checklist Annual, amend Is the annual risk assessment recorded in the minutes? To Is the annual Financial Risk assessment recorded in the minutes?</li> <li>• Financial Standing Orders – amend item 12 to Internal Assessment – From time to time the Finance Group will undertake a financial review of the accounts at least annually at year end.</li> </ul> |          |                     |
| 21.     | <p><b>To review working groups:</b><br/>Cllr R Cole will join the Employment Group, the Finance Group, the Diss &amp; District Neighbourhood Plan Group, the Funding Opportunities and Charities Group remain unchanged.</p>   |          |                     |
| 22.     | <p><b>To receive and discuss items from Working Groups:</b></p>  |          |                     |
| 22.1    | <p><b>Employment Group (CM, CAB) –</b> No update.</p>  |          |                     |
| 22.2    | <p><b>Finance Group (GM, JJ, COB) –</b> Annual audit was completed by Pauline James 23 May 2017, no problems. End of Year audit to be completed by Finance Group – CB can do a Friday afternoons, Clerk to send dates.</p>   |          |                     |
| 22.3    | <p><b>Scole Community Centre &amp; Playing Field (CAB) –</b></p> <ul style="list-style-type: none"> <li>• Renovation of the Kitchen and Ladies Toilets is finished</li> <li>• Garage has been removed</li> <li>• 40ft container is in place with electricity and a canopy</li> <li>• 10 m x 4 m Marquee has been purchased</li> <li>• Advertising boards around the football pitch are being sold</li> <li>• Preparations for the Annual Fete well underway</li> <li>• Music Night 24/6/17 bands booked</li> <li>• Pre-school issues appear to have died down</li> <li>• Diary Dates           24 June 2017 – Band Night - £10.00 per head<br/>                                  6 August 2017 – Fun Day</li> </ul>                                      |          |                     |
| 22.4    | <p><b>Diss &amp; District Neighbourhood Plan (D&amp;DNP) –</b> First public meeting to be held in the Diss Corn Hall between 7 – 9 pm on Thursday 22 June, 2017. Cllr G Moore urged Councillors and public to attend.</p>  |          | <b>Cllr G Moore</b> |



| MINUTES   | ACTION  |
|---|---|
| <p><b>22.5 Funding Opportunities Group (GM, COB) – Nothing to report</b></p> <p><b>22.6 Scole Community Areas (COB) – 121 hours have been worked this month.</b><br/> Tasks completed:</p> <ul style="list-style-type: none"> <li>• Church Footpath cleared.</li> <li>• Two trees cut down in Millers Lane</li> <li>• Trees removed from the river.</li> <li>• Michael &amp; Shirley Hall, Chris &amp; June Brooks have attached labels to trees around the village</li> <li>• Bat survey in the Park</li> <li>• Still masses of dog poo being collected.</li> <li>• Barbeque at the Park on 8/7/17</li> </ul> <p><b>23. To receive an update on any meetings attended:</b></p> <ul style="list-style-type: none"> <li>• 2 Waveney Trust Meetings – Cllr Brooks</li> <li>• Diss &amp; District Neighbourhood Plan Meeting – Cllr G Moore, Cllr C Moore</li> </ul> <p><b>24. To receive and discuss items from Parish Councillors:</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr C Moore</b> - could Norse be asked to extend grass cutting to include the trod path alongside Norwich Road just past Oaklands to the Lodge. Check who cuts the grass opposite Last's Garage – get quote from Norse for this to be cut by them.</li> <li>• <b>Cllr C Blakesley</b> – asked if we can speak to Norse about joining the grass cutting contract with Scole Community Centre.</li> <li>• <b>Cllr C Brooks</b> – ask Norse to cut the grass around the marker stone and to opposite the path that crosses the central reservation of the by-pass.</li> <li>• <b>Cllr L Trevail</b> – Parson Estate Agents are fly-posting around the village.</li> <li>• <b>Cllr R Cole</b> – the trod path into Scole Common Road is covered In moss and overgrown going over the bridge – add to Rangers list</li> </ul> <p><b>25. Correspondence received</b> – the Clerk previously circulated a list of correspondence received by email and post this month. If Councillors would like a copy of any correspondence please ask the Clerk.</p> <p><b>26. To receive items for the next Agenda</b> – any requests for Agenda items please notify the Clerk.</p> <p><b>27. Date of next meetings:</b><br/> <b>The next meeting will be held on Tuesday 18 July 2017 at 7.30 pm</b></p> <p><b>Meeting Adjourned at 9.56 pm</b></p> | <p style="text-align: center;"><b>Clerk</b></p> |