



# Scole Parish Council

**MINUTES** of the Parish Council Meeting held Monday 12 October 2015 at St Andrews Church, Scole

**Cllrs. Present:** Chair Cllr G Moore, Cllr C Moore, Cllr S Redgrave, Cllr C Brooks, Cllr C Blakesley, Cllr J Jones

**In attendance:** Sara Campbell (Clerk), 6 members of the public

MINUTES	ACTION
1. <b>To consider accepting apologies for absence:</b> None	
2. <b>To approve the minutes of the Annual Council meeting on 21 September 2015</b> - The minutes of the meeting (pages 885 - 890) on 21 September, 2015, previously circulated to all members were proposed by Cllr C Blakesley, seconded Cllr C Brooks and unanimously agreed and signed by the Chair.	
3. <b>To record declarations of interest from members in any item to be discussed</b> – None.	
4. <b>Adjourn the meeting to allow public participation</b> – the meeting was adjourned at 7.35 pm.	
<p>4.1. <b>Parishioners’ Questions or Comments:</b>  Issues raised:</p> <ul style="list-style-type: none"> <li>• Light outside 25 Reeve Close appears to have an ongoing fault – could the Parish Council consider replacing?</li> <li>• Pathway between 34 &amp; 36 Reeve Close through to the bungalows is very slippery again – Clerk to contact Norfolk County Council (NCC)Highways to confirm responsibility for clearance</li> <li>• Footpath outside the perimeter fence of the Playing Field up to Reeve Close sloping very steeply to the ditch making it dangerous to walk – refer to NCC Highways</li> <li>• Previously, the hedge around the recycling area has been kept tidy by Playing Field volunteers, but now the Playing Field paying for this to be cut; it was decided to remove the recycling area. All recycling can now be put into the recycling wheelie bins for roadside collection, therefore, this area is no longer required and the area can be returned to car parking</li> <li>• Ransome Avenue has been re-surfaced, the pot-holes on Reeve Close have been filled for re-surfacing but the equipment has been removed so the re-surfacing has not taken place. This Close has not been resurfaced during the last 46 years</li> <li>• Residents are unhappy about the use of new bricks in the rebuilding of the old wall at Ernest Seaman Close – Clerk to look at the plans.</li> <li>• Mr Hall and Mr Trevail have expressed an interest in becoming Councillors</li> <li>• A presentation of money donated by Councillors was given to Cllr Redgrave following her resignation from the Parish Council. Cllr G</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>



MINUTES	ACTION
Moore thanked her for her 20 years of service.	
<p>4.2. <b>Reports from District &amp; County Councillors:</b> <i>The reports will be available on the parish website. <a href="http://www.scoleparish.org.uk">www.scoleparish.org.uk</a>.</i></p>	
<p>5. <b>Re-convene the meeting</b> – the meeting was re-convened at 8.15 pm.</p>	
<p>6. <b>To receive the Clerk’s Report:</b></p>	
<p>6.1. <b>Review Schedule of Actions – OUTSTANDING ISSUES:</b></p>	
<p><b>BILLINGFORD POST BOX</b> – reported missing <b>17/6/13</b> Clerk spoke to Martin Wicks who said his superior had promised to contact us – to date no contact – Clerk to Chase. <b>17/2/14</b> Clerk has spoken with Grant at Royal Mail Ipswich , they will not be replacing the Post Box as it was hardly used and there is another in the village Box No: IP21 7081 Post Code: IP21 4HL. Cllr Redgrave unhappy with response and will chase Royal Mail for satisfactory solution. <b>22/4/14</b> –Cllr Redgrave is putting a petition in the pub to keep the Post Box. <b>19/5/14</b> Grant from Royal Mail will visit Billingford to investigate further. <b>21/7/14</b> No further information. <b>15/9/14</b> No further information. <b>13/10/14</b> Cllr Redgrave has spoken to Martin Wicks at Diss, she will meet Grant from Royal Mail he is coming to look at the site, it was mentioned that planning permission will be required Cllr Redgrave spoke with Cllr M Wilby who said that isn’t the case. <b>15/12/14</b> Cllr Redgrave has left 10 messages on Grant’s mobile phone no response received. She has spoken with Martin Wicks at Diss Post Office and told him of her dissatisfaction is the resolution of this situation. There is a petition that will be sent to Richard Bacon MP if no response is received. Clerk to find out if there is a Royal Mail Ombudsman. <b>19/1/15</b> Clerk has the details of the Royal Mail Ombudsman Cllr Redgrave asked the clerk to proceed with the complaint. <b>16/2/15</b> The Clerk has received an email from David Gee – Chairman and Chief Executive Office who is investigating our complaint. <b>16/3/15</b> David Gee has confirmed the Post Box will be replaced and should be in situ by w/c 20/4/15. <b>20/4/15</b> Post Box not in situ Clerk has chased David Gee. <b>18/5/15</b> Confirmation that this post box will be replaced but no guaranteed date. <b>15/6/15</b> Clerk to chase again. <b>21/9/15</b> Clerk had met with Grant Greetham and signed the necessary paper-work, replacement post box should be in place soon.</p> <p><b>ST ANDREWS CHURCH BURIAL GROUND</b> – <b>15/12/14</b> Clerk to send a letter confirming the Council have fulfilled their financial obligations regarding the conversion of the Rectory garden to a burial ground. <b>19/1/15</b> Clerk to apply for planning permission for change of use. <b>16/3/15</b> Planning Application to be sent after meeting. <b>18/5/15</b> problem with map submitted – Clerk to resolve. <b>12/10/15</b> Clerk has visited South Norfolk Council and resolved the issues plans discussed at meeting.</p> <p><b>BIN OUTSIDE SHOP 15/6/15</b> – Clerk has emailed Roy Philpott shop owner asking if the shop would consider purchasing a bin. <b>20/7/15</b> No response received – Clerk to email Linda co-owner. <b>21/9/15</b> email send to the shop – no response received. <b>12/10/15</b> Cllr Brooks to confirm email address with Clerk.</p>	
<p>6.2. <b>Police Statistics</b> – Due to changes in the reporting system at Norfolk</p>	



MINUTES		ACTION
Constabulary no figures were available this month.		
7.	<b>To discuss village traffic concerns:</b>	
7.1.	<b>General Traffic Concerns:</b> Cllr Moore to meet with Cllr Brooks to download the SAM2 data files.  Billingford Bridge is closed for repair – Cllr Redgrave proposed that the Parish Council consider how Low Road could be made safer. Add to Agenda for further discussion at the November meeting.	
8.	<b>To receive any verbal reports of accidents within the parish:</b> Two vehicles collided on A143 near Billingford.	
9.	<b>To receive an update regarding the sale of Lot 1 Bridge Road and the proposed sale of the other 3 Lots of land, Lot 2 to the rear of Clements Close, Lot 3 west of the A140 and Lot 4 to the rear of Karen Close</b>  The Clerk updated the meeting:  The application for Lots 1, 3 & 4 to be placed onto the Community Asset Register has been submitted to South Norfolk Council and is currently awaiting a decision.  An email has been sent to Historic England informing them of the proposed sale of the ancient monument sites.  The Council are to consider all possible options available to them including Adverse Possession.	
10.	<b>To consider the creation of a permissive path over land owned by Mr A &amp; Mr D West:</b>  The Clerk had spoken with the Council’s Insurers regarding Public Liability and the liability will be the Farmer’s responsibility. Clerk to contact the West’s for further discussion.	Clerk
11.	<b>To discuss &amp; vote on any new &amp; o/s planning applications:</b>	
11.1	<b>2015/1703</b> <b>Location:</b> The Rowans Karen Close Scole Norfolk IP21 4DL <b>Proposal:</b> Utility room extension from kitchen and car port <b>Recommendation:</b> Approve – any necessary archaeological concerns be taken into consideration.	
	<b>2015/2196</b> <b>Location:</b> Old Beams Diss Road Scole Norfolk IP21 4DH <b>Proposal:</b> Erection of new single storey extension to existing dwelling. Minor internal alterations to existing wc (revised application) <b>Recommendation:</b> Approve	
	<b>2015/2205</b> <b>Location:</b> Land East of The Rectory Mill Lane Scole Norfolk <b>Proposal:</b> To change the use from Rectory Garden to St Andrews Church Burial Ground	



# Scole Parish Council

MINUTES	ACTION
---------	--------

**Recommendation:** Approve

The following application arrived after the Agenda had been produced, however, Councillors' agreed to discuss.

**2015/2288 Location:** Oaklands Norwich Road Scole Norfolk  
**Proposal:** New laundry and first floor bedroom  
**Recommendation:** Approve

11.2 **Current planning applications:**  
None

12. **FINANCE**

12.1 **AUTORISATION FOR PAYMENT:**

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
102096	Kingfisher	CHQ CANCELLED	-196.19	-16.50	
102108	M W Services	CHQ CANCELLED	-516.00	-86.00	
102110	M W Services	Grass Maintenance	516.00	86.00	
102111	Sara Campbell	Salary & Expenses	385.82	0.00	
102112	Mazars	Audit Fee	240.00	40.00	
102113	Ann Foreman	Salary & Expenses	274.64	0.00	
D/D	E-on	Street Lighting	153.98	25.66	
<b>TOTAL</b>			<b>858.25</b>	<b>49.16</b>	

Proposed Cllr X and Seconded Cllr X and unanimously agreed.

12.2 **RECEIPTS THIS MONTH:**

Date	Account	Received From	Amount
24/9/15	Community	South Norfolk Council	8,383.00
<b>TOTAL</b>			<b>8,383.00</b>

12.3 **RESPONSIBLE FINANCE OFFICER REPORT:**

Details	CR	DR	
Balance Brought Forward from last Month (Community Account) <b>A</b>	4,644.14		
Receipts this month (Community Account) listed above): <b>B</b>	8,383.00		
Payments this month (listed above): <b>C</b>		858.25	
Community Account Balance (=A+B-C)			<b>12,168.89</b>
Business Saver Account Balance C/ F £4,602.83			
Interest 8/6/15	0.62		
Interest 7/9/15	0.57		
<b>TOTAL MONIES</b>			<b>16,772.91</b>

**BRIDGE ROAD ALLOCATED FUNDS**

Details	CR	DR	Balance
---------	----	----	---------



# Scole Parish Council

MINUTES			ACTION
Allocated Funds South Norfolk Council Grant			<b>1,906.00</b>
SNDC Planning Application		192.50	<b>1,713.50</b>
SNDC Contribution to Picnic Tables	250.00		<b>1,963.50</b>
Credit £4,000 from Reserves	4,000.00		<b>5,963.50</b>
D J Ireland Invoice £5,908.80 less VAT £984.80		4,924.00	<b>1,039.50</b>
Dissigns – Scole Pocket Park Signs (Clive Blakesley)		162.00	<b>877.50</b>
Donation from Rosedales	200.00		<b>1077.50</b>
Purchase of waste bin		239.87	<b>837.63</b>
Donation Mrs Spratling	50.00		<b>887.63</b>
Cllr G Moore – Picnic Table		139.00	<b>748.63</b>
Cllr C Blakesley – Concrete for Picnic Table		20.82	<b>727.81</b>
Credit from Reserves Account	1,772.19		<b>2,500.00</b>

**12.4 Allocated Funds:** The Clerk had prepared reserves for the commencement of the financial year commencing 1/4/ 2015

<b>APPROVED RESERVES:</b>			
	<b>Reserve 1/4/15</b>	<b>Spent</b>	<b>BALANCE</b>
Bridge Road	2,500.00		<b>2,500.00</b>
Street Lights	6,205.68		<b>6,205.68</b>
General Contingency	19.53		<b>19.53</b>
VC Celebration Payment from District Councillor	250.00		<b>250.00</b>
<b>TOTAL</b>	<b>8,975.21</b>		<b>8,975.21</b>

- 13. To receive and discuss items from Committees/Groups:**
- 13.3. Employment Group** – Cllr Redgrave to be replaced.
- 13.4. Finance Group** – Cllr Redgrave to complete the half yearly accounts audits. Signatories to be set up – Cllr Brooks, Cllr Jones and Cllr G Moore. Remove Cllr Redgrave from Telephone Banking.
- 13.5. Scole Community Centre & Playing Field** – Tree down on playing field.
- 13.6. Community Survey Report** – nothing to update.
- 13.7. Funding Opportunities Group** – nothing to update.
- 13.8. Footpath Warden** – see below.
- 13.9. Scole Pocket Park** – During the last month a total of 48 hours have been worked by volunteers around the village, cutting back brambles, litter picking and grass cutting all the paths. Four volunteers removed a willow from the A140.
- Cllr Brooks attended the Tree Wardens meeting at South Norfolk Council.
- A meeting is planned with the Woodland Trust to plant trees on both sides of the Pocket Park.
- 14. To receive an update on any meetings attended:**  
None.
- 15. To receive and discuss items from Parish Councillors:**



# Scole Parish Council

MINUTES	ACTION
<p><b>Cllr C Moore</b></p> <ul style="list-style-type: none"> <li>• has created a poster to display on village notice boards to recruit Councillors</li> <li>• Light out intermittently at Norwich Road, Thelveton opposite School House, Clerk to report to Westcotec</li> </ul> <p><b>Cllr S Redgrave</b></p> <ul style="list-style-type: none"> <li>• Asked where the Parish Council wheel barrow is? It is with Cllr Blakesley</li> <li>• Electric Pole on Ransome Avenue is rotten – previously reported Clerk to report again</li> <li>• Grass cutting contract for 2016/17 needs approving add to the Agenda for next month</li> </ul> <p><b>Cllr Brooks</b></p> <ul style="list-style-type: none"> <li>• Gulleys on A140 blocked.</li> <li>• The River to Billingford Bridge is being worked on</li> <li>• There have been dead fish in the river close to Diss</li> </ul> <p><b>Cllr G Moore</b></p> <ul style="list-style-type: none"> <li>• Car bottoming out on New Road</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p>17. <b>Correspondence received</b> – ask Clerk for any correspondence required.</p>	
<p>18. <b>To receive items for the next Agenda</b> – send any Agenda items to Clerk.</p>	
<p>19. <b>Date of next meeting: Monday, 16 November, 2015 at 7.30 pm</b></p>	
<p><b>Meeting Adjourned at 9.32pm</b></p>	