



Scole Parish Council

MINUTES of the Annual Parish Council Meeting held Monday 18 May 2015 at St Andrews Church, Scole

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

In attendance: Sara Campbell (Clerk), County Cllr M Wilby & 6 members of the public

MINUTES	ACTION
<p>1. To elect a Chairman: Cllr G Moore asked if which if any of the Councillors would like to be considered for the post, if not, he was prepared to stand again. Cllr Brooks proposed Cllr G Moore, seconded Cllr Redgrave and unanimously agreed.</p>	
<p>2. To receive the Chairman’s Declaration of Office: Cllr G Moore signed the Declaration of Office.</p>	
<p>3. To appoint a Vice-Chairman: Cllr G Moore proposed Cllr Redgrave, seconded Cllr Brooks and unanimously agreed.</p>	
<p>4. To review working groups: Employment Group – Cllr C Moore, Cllr Richmond, Cllr Redgrave Finance – Cllr G Moore, Cllr Redgrave, Cllr Jones Community Survey – Cllr Jones, Cllr C Moore, Cllr Richmond Funding Opportunities – Cllr G Moore, Cllr Brooks Planning – Cllr C Moore, Cllr Blakesley Pocket Park & Footpath Warden – Cllr Brooks</p>	
<p>5. To consider accepting apologies for absence: Apologies were received from Cllr Lady R Mann.</p>	
<p>6. To approve the minutes of the council meeting on 20 April 2015 - The minutes of the meeting (pages 859- 863) on 20 April, 2015, previously circulated to all members were proposed by Cllr S Redgrave, seconded Cllr M Richmond and unanimously agreed and signed by the Chair.</p>	
<p>7. To record declarations of interest from members in any item to be discussed – none</p>	
<p>8. Adjourn the meeting to allow public participation – the meeting was adjourned at 8.08 pm.</p>	
<p>8.1. Parishioners’ Questions or Comments: Light outside 25 Ransome Avenue is not working.</p>	
<p>8.2. Reports from District & County Councillors: <i>The reports will be available on the parish website. www.scoleparish.org.uk.</i></p> <p>District Cllr Wilby reminded the Council that there is a Members Grant of £1,000 for any small village projects.</p>	



MINUTES	ACTION
<p>9. Re-convene the meeting – the meeting was re-convened at 8.16 pm.</p>	
<p>10. To receive the Clerk’s Report:</p>	
<p>10.1. Review Schedule of Actions – OUTSTANDING ISSUES: Billingsford Post Box – reported missing 17/6/13 Clerk spoke to Martin Wicks who said his superior had promised to contact us – to date no contact – Clerk to Chase. 17/2/14 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. 22/4/14 –Cllr Redgrave is putting a petition in the pub to keep the Post Box. 19/5/14 Grant from Royal Mail will visit Billingsford to investigate further. 21/7/14 No further information. 15/9/14 No further information. 13/10/14 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. 15/12/14 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. 19/1/15 Clerk has the details of the Royal Mail Ombudsman Cllr Redgrave asked the clerk to proceed with the complaint. 16/2/15 The Clerk has received an email from David Gee – Chairman and Chief Executive Office who is investigating our complaint. 16/3/15 David Gee has confirmed the Post Box will be replaced and should be in situ by w/c 20/4/15. 20/4/15 Post Box not in situ Clerk has chased David Gee. 18/5/15 Confirmation that this post box will be replaced but no guaranteed date. Pot Holes – Upper Street outside Fox Cub Cottage. 16/3/15 Cllr Redgrave to send photos to the Clerk who will email to Highways. 20/4/15 Photos send to Bob Edwards Highways awaiting response. 18/5/15 Higways responded” that the potholes are outside the Highways Boundary so he can not authorise repair, Cllr Redgrave asked the Clerk to arrange a meeting with Highways. Bungay Road/Norwich Road STOP sign and better road markings: 16/3/15 Cllr Blakesley to photograph and send to Clerk. 18/5/15 awaiting Highways to complete. Road Surface subsiding at the entrance to Bungay Road – 15/12/14 Clerk has reported to Highways. 19/1/14 Clerk to chase Highways. 16/2/15 Highways requested more info. 16/3/15 Cllr Blakesley to email photos to the Clerk 18/5/15 photos received and emailed to Highways awaiting response. St Andrews Church burial ground – 15/12/14 Clerk to send a letter confirming the Council have fulfilled their financial obligations regarding the conversion of the Rectory garden to a burial ground. 19/1/15 Clerk to apply for planning permission for change of use. 16/3/15 Planning Application to be sent after meeting. 18/5/15 problem with map submitted – Clerk to resolve. Pot Holes Karen Close - 16/3/15 Awaiting response from Highways. Reinstate Verges on New Road 16/3/15 Awaiting response from Highways.</p>	



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<p>Other Issues:</p> <p>The Clerk has contacted other suppliers who deal in unmetered supply for alternative prices, waiting to receive this information.</p>	
<p>10.2. Police Statistics – Crime reported for the month of March 2015.</p> <p>Theft Other – 1 Theft of a Motor Vehicle – TWOC - 1 Violence against Person – 11</p>	
<p>11. To discuss village traffic concerns:</p> <p>11.1. General Traffic Concerns: Taxis are speeding through the village – Clerk to contact Rosie Broome at South Norfolk Council.</p> <p>Simons Buses also speeding through the village.</p>	Clerk
<p>12. To receive any verbal reports of accidents within the parish: None</p>	
<p>13. To review Policies and Procedures:</p> <p>13.1 Standing Orders – reviewed no amendments. 13.2 Financial Standing Orders, Financial Risk Assessment, RFO Duties - reviewed no amendments. 13.3 Review of the effectiveness of Internal Control – reviewed no amendments.</p>	
<p>14. To receive an update on the laying of the VC Paving Stones in recognition of Gordon Flowerdew and Ernest Seaman:</p> <p>Nothing to report.</p>	
<p>15. To receive an update on the allocated development of land at Norwich Road Scole:</p> <p>Cllrs to discuss at the next meeting.</p>	
<p>16. To consider Parish Council's involvement in the St Andrews Church 50 year celebration: On Agenda in error – discussed May 2014.</p>	
<p>17. To discuss & vote on any new & o/s planning applications:</p> <p>17.1 Previous planning applications: None.</p> <p>17.2 Current planning applications: None.</p>	
<p>18. To approve the purchase of a replacement dog bin at Thelveton:</p> <p>The dog bin in Thelveton has been blown up. Crime has been reported to the police. Cllr G Moore proposed that the bin should be replaced with a metal</p>	



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bin, seconded Cllr Jones, and unanimously agreed the Clerk will purchase a new dog bin. Consideration needs to be given to where the new bin will be sited to avoid vandalism in the future.

Clerk

19. FINANCE

19.1 AUTORISATION FOR PAYMENT:

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
102074	Sara Campbell	Salary & Expenses	307.50	0.00	
102075	Ann Foreman	Salary & Expenses	185.20	0.00	
D/D	E-on	Street Lighting	115.94	19.32	
102076	SNC	Dog Bin Emptying	662.04	110.34	
102077	Norfolk ALC	Subscription	229.55	0.00	
102078	G Moore	Picnic Table Bridge Road	139.00		
102079	C Brooks	Fuel for equipment	11.91	1.86	
102080	C Blakesley	Concrete for Bridge Road	20.82	3.47	
102081	SLCC	Subscription	118.00	0.00	
102082	Scole PCC	Churchyard Maintenance	150.00	0.00	
102083	Thelveton PCC	Churchyard Maintenance	150.00	0.00	
102084	Billingford PCC	Churchyard Maintenance	150.00	0.00	
102085	M W Services	Grass Cutting	1,375.99	0.00	
102086	SNC	Playing Field Planning Application	577.50	0.00	
TOTAL			4,193.45	134.99	

Proposed Cllr Redgrave and Seconded Cllr Brooks and unanimously agreed.

19.2 RECEIPTS THIS MONTH:

Date	Account	Received From	Amount
7/4/15	Community	Dividend Hmt 2 ½ Cons	0.03
24/4/15	Community	SNC – Precept	9,914.00
TOTAL			9,914.03

19.3 RESPONSIBLE FINANCE OFFICER REPORT:

Details		CR	DR	
Cash Book Balance Brought Forward (Community Account)	A	3,723.88		
Receipts this month (Community Account) listed above):	B	9,914.03		
Payments this month (listed above):	C		4,193.45	
Cash Book Balance Carried Forward (=A+B-C) Community Account Balance				9,444.46
Business Saver Account Balance				4,602.83
TOTAL MONIES				14,047.29



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19.4	BRIDGE ROAD ALLOCATED FUNDS			
	Details	CR	DR	Balance
	Allocated Funds South Norfolk Council Grant			1,906.00
	SNDC Planning Application		192.50	1,713.50
	SNDC Contribution to Picnic Tables	250.00		1,963.50
	Credit £4,000 from Reserves	4,000.00		5,963.50
	D J Ireland Invoice £5,908.80 less VAT £984.80		4,924.00	1,039.50
	Dissigns – Scole Pocket Park Signs (Clive Blakesley)		162.00	877.50
	Donation from Rosedales	200.00		1077.50
	Purchase of waste bin		239.87	837.63
	Donation Mrs Spratling	50.00		887.63
	Cllr G Moore – Picnic Table		139.00	748.63
	Cllr C Blakesley – Concrete for Picnic Table		20.82	727.81
19.5	Review Reserves: Clerk to prepare Reserves			Clerk
19.6	Review Asset Register: Clerk to prepare Asset Register			Clerk
20.	To receive and discuss items from Committees/Groups:			
20.3.	Employment Group – nothing to report.			
20.4.	Finance Group – nothing to report.			
20.5.	Scole Community Centre & Playing Field – plans to be submitted as soon as possible.			
20.6.	Community Survey Report – consider applying for the Members Grant, and identify the Parish Partnership fund possibly for Street Lights.			
20.7.	Funding Opportunities Group – None			
20.8.	Footpath Warden – see below.			
20.9.	Scole Pocket Park – 70 hours worked by the volunteers. Since 1 st August, 2014 a total of 465 hours have been worked by volunteers. The Pocket Park has been cut twice; the new picnic bench is in place. Cllr Moore asked that the picnic bench funded by District Cllr Wilby's allowance is purchased.			
	Still waiting to hear details for the benches from Geoff Duggett.			
	Path between Church and Bungay Road has been trimmed.			
	Add the mower and picnic table to the Asset List.			
	Clerk to Contact Mr A West re permissive path.			Clerk
21.	To receive an update on any meetings attended: None			
22.	To receive and discuss items from Parish Councillors:			
22.1				
22.2	Cllrs C Brooks – Street Light out at Waterloo			
	Grass has been left by the grass cutting contractor on Bridge Road/Robinson Road and Crossways – Cllr Redgrave will telephone contractor.			Cllr Redgrave



MINUTES		ACTION
22.3.	<p>Cllr C Blakesley – has a customer who would like to donate to Billingford Windmill details were given to Cllr Redgrave for Sir Rupert.</p> <p>Donated two lawn mowers – Hayterette (£100) and Hayter Condor 2' 6" (£350).</p>	
22.4.	Cllr M Richmond – nothing to report	
22.5.	Cllr S Redgrave – reminded Cllrs to return their Election Expenses Claims.	
22.6.	<p>Cllr C Moore – proposed that the Council consider moving the bund at Low Road and declassify the Highway (as Bridge Road), it was agreed that Cllr C Moore would investigate.</p> <p>Dickleburgh Parish Council are holding a meeting with a South Norfolk Council representative to discuss Neighbourhood Plan Cllr C Moore asked if anyone was available to attend with her – Cllr Blakesley agreed to go too.</p>	<p>Cllr Moore</p> <p>Cllr Moore/ Cllr Blakesley</p>
22.7.	Cllr G Moore – asked that the Cllrs consider refunding monies personally spent to weld the lawn mower donated by Cllr Blakesley. Cllr Redgrave proposed to refund the monies, seconded Cllr Brooks and unanimously agreed.	Clerk
22.8.	Cllr J Jones – nothing to report	
23.	Correspondence received – ask Clerk for any correspondence required.	
24.	To receive items for the next Agenda – email any requests to the Clerk	
25.	<p>Date of next meeting: Monday, 20 July, 2015 at 7.30 pm</p> <p>Meeting Adjourned at 9.50 pm</p>	