



Scole Parish Council

MINUTES of the Parish Council Meeting held Monday 19 December 2016 at St Andrews Church, Norwich Road, Scole

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

In attendance: Sara Campbell (Clerk) no members of the public

| MINUTES | ACTION |
|---|--------------|
| <p>1. To consider accepting apologies for absence: Apologies accepted from Cllr M Richmond, Cllr Jones and Cllr C Blakesley. .</p> | |
| <p>2. To approve the minutes of the Council meeting held on 21 November 2016 - The minutes of the meeting (pages 960 - 966) held 21 November, 2016 previously circulated to all members, were proposed by Cllr C Brooks, seconded Cllr L Trevail and unanimously agreed and signed by the Chair.</p> | |
| <p>3. To record declarations of interest from members in any item to be discussed: None</p> | |
| <p>4. Adjourn the meeting to allow public participation – the meeting was adjourned at 7.05 pm.</p> | |
| <p>4.1. Parishioners’ Questions or Comments:</p> <ul style="list-style-type: none"> • none | |
| <p>4.2. Reports from District & County Councillors: The Clerk read the reports on behalf of the County and District Councillor.</p> | |
| <p>5. Re-convene the meeting – the meeting was re-convened at 7.06 pm.</p> | |
| <p>6. To receive the Clerk’s Report:</p> | |
| <p>6.1. Review Schedule of Actions – The Clerk reviewed the Schedule of Actions.</p> <ul style="list-style-type: none"> • Investigate lighting options for area by War Memorial • Bridge at Frenze Beck has been repaired <p>The Clerk also brought to the attention of the Council:</p> <ul style="list-style-type: none"> • Norfolk Parish Training & Support are launching a Subscription Service to provide support to Clerks. • A Norfolk Association of Local Councils response to a proposal to allow Video Conferencing for joint committees and combined authorities. | Clerk |
| <p>7. To receive the Village Rangers Report –the Clerk read the report received from the Village Ranger. The worst of the village littering is outside the village shop.</p> | |



| MINUTES | | ACTION |
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| 8. | To discuss village traffic concerns: | |
| 8.1. | General Traffic Concerns: Cllr Brooks still unable to download the data from the SAM2 machine, Cllr G Moore will assist, if no success Clerk will report to Westcotec. | Cllr Brooks/ Clerk |
| 9. | To receive any verbal reports of accidents within the parish: None known. | |
| 10. | 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 The Clerk updated the meeting: Lot 1 –completed, Title registered with Land Registry completed. Lot 2 & Lot 4 – Progressing with our lawyers Steeles Law. Confirm Ian Garnham has dealt with the dangerous trees. Lot 3 – Cheque raised, a few amendments to the Transfer from NCC nothing concerning for the Parish Council awaiting updated transfer to sign. GENERAL Timer on the street light at lot 1 needs tweaking – Clerk to speak to Norfolk County Council. Drainage Chamber Lot 3 – an email received from Bob Edwards @ Norfolk County Council confirmed the cover has been moved back. Drainage Plans – Norfolk County Council do not have a plan of the A140 drainage, these were not handed over by the Trunk Road Agency. Bob Edwards (NCC) is suggesting there is a similar holding chamber as Lot 3 on Lot 4, Councillors were unsure and it was suggested a meeting is arranged on site to view and discuss. Clerk to contact Bob to arrange a meeting for the new year. Residents Consortium – Clerk to investigate what legal requirements if any are need to be agreed prior to the donation being received. The donors wish for the area to the rear of their properties to remain a "wild life" area with no public access. Some remedial work needs to be undertaken on the trees and vegetation cut back. Charity - Donations will be held by the Parish Council to be transferred to the Charitable Incorporated Organisation when it is established. | Clerk Clerk Clerk |
| 11. | To receive an update on the Application for Borrowing Approval for Town/Parish Councils: The Loan application has been submitted awaiting transfer of the money. | |



| MINUTES | | ACTION |
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| 12. | To receive an update on the land for the proposed village hall, Norwich Road – Nothing to report. | |
| 13. | To receive an update on the flood avoidance work at Low Road, Scole – work is completed. Thank you to Gary Waterfield for his time and digger – Clerk to send a letter, also thanks to June Brooks for providing refreshments to the team. | Clerk |
| 14. | To consider the adoption of redundant phone boxes in the parish: Request to adopt all three boxes has been submitted to South Norfolk Council and will be passed to BT by 9/12/16. | Clerk |
| 15. | To receive an update on the positioning in the parish of the recently discovered Marker Stone: Will be completed between Christmas and New Year. | |
| 16. | To receive an update from the Planning Group (CM, CB) on any new & o/s planning applications: | |
| 16.1 | To Comment on and Approve/Refuse any Current planning applications: None | |
| 16.2 | To receive an update on any previous planning applications: None | |
| 17. | FINANCE | |
| 17.1 | AUTORISATION FOR PAYMENT: | |

| PAY TYPE | PAYEE | DESCRIPTION | ACTUAL AMOUNT | VAT | PAYE |
|--------------|----------------|------------------------|-----------------|--------------|--------------|
| 102178 | Sara Campbell | Salary & Expenses | 502.68 | 4.78 | 32.20 |
| 102176 | Mrs C L Wright | Salary & Expenses | 156.24 | | 32.00 |
| 102177 | Westcotec Ltd | Lighting Maintnenace | 275.89 | 45.98 | |
| D/D | E-on | Lighting December 2016 | 177.82 | 29.64 | |
| TOTAL | | | 1,112.63 | 80.40 | 64.20 |

Proposed Cllr C Brooks, seconded Cllr C Moore and unanimously agreed.

17.2 RECEIPTS THIS MONTH:

| Date | Account | Received From | Amount |
|--------------|---------|---------------|--------|
| | | | |
| | | | |
| TOTAL | | | |

17.3 RESPONSIBLE FINANCE OFFICER REPORT:

| Details | CR | DR | |
|--|----------|----|--|
| Balance Brought Forward from last Month (Community Account) A | 4,759.27 | | |



Scole Parish Council

| MINUTES | | | ACTION |
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| Receipts this month (Community Account) listed above): | B | 200.00 | |
| Payments this month (listed above): | C | | 1,112.63 |
| Community Account Balance (=A+B-C) | | | 3,846.64 |
| 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 | |
| TOTAL MONIES | | | 8,453.51 |

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 |
| Credit from Reserves Account | 1,772.19 | | 2,500.00 |
| Cllr G Moore – Wooden Bench | | 179.99 | 2,320.01 |

17.4 Allocated Funds:

| APPROVED RESERVES: | | | |
|---|-------------------|------------------|-----------------|
| | Reserve 1/4/16 | Spent | BALANCE |
| Bridge Road | 2,320.01 | | 2,320.01 |
| Street Lights | 1,205.68 | | 1,205.68 |
| General Contingency | 19.53 | | 19.53 |
| VC Celebration Payment from District Councillor | 250.00 | | 250.00 |
| Purchase of Land | 10,305.56 | 10,305.56 | 0.00 |
| Donations for Land holding pre Charity set-up | 1,250.00 | | 1,250.00 |
| Grant re Marker Stone | 233.00 | | 233.00 |
| CIL | 457.36 | | 457.36 |
| | | | |
| TOTAL | 16,041.41 | 10,305.56 | 5,735.58 |



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| 18. | To approve moving the Parish Council meeting to Scole Community Centre from January 2017. It was unanimously agreed to move the meetings to Scole Community Centre as St Andrews church is too cold and the acoustics poor. The seating at the school is inappropriate for older parishioners attending the meetings. Therefore, the only option left to the Council is the Community Centre. Due to a regular Monday booking the meeting will move to the third Tuesday of the month, commencing Tuesday, 17 th January 2017 at 7.30 pm. The cost will be £200 per annum. | |
| 19. | To receive and discuss items from Committees/Groups: | |
| 19.1 | Employment Group (CM, MR, CAB) – Nothing to report. | |
| 19.2 | Finance Group (GM, JJ, COB) – review of finance file. | |
| 19.3 | Scole Community Centre & Playing Field (CAB) – Nothing to report. | |
| 19.4 | Diss & District Neighbourhood Plan (D&DNP) – meeting planned for early 2017. | |
| 19.5 | Funding Opportunities Group (GM, COB) – Cllr G Moore has started work on the Charity documents. | |
| 19.6 | Footpath Warden (COB) – 68 hours have been worked by volunteers this month. Tasks completed: <ul style="list-style-type: none"> • Leaf clearing around the village centre • Hedge cutting on the conservation areas • Final cut at the churchyard. • Removal of the wrought iron fence at churchyard, hedging plants order. • Thanks to Trevor Raven, bird nest boxes will be put up in the Pocket Park during the Christmas break | |
| 19.7 | Scole Pocket Park (COB) – As above. | |
| 23. | To receive an update on any meetings attended: <ul style="list-style-type: none"> • Waveney Trust Meeting at Earsham. Waveney Trust will be losing this site in April 2017. | |
| 24. | To receive and discuss items from Parish Councillors: <ul style="list-style-type: none"> • Cllr C Moore brought to the attention of the Council that there have been reports of bogus rubbish collectors. Always ask for an ID if the rubbish is fly tipped the rubbish is the responsibility of the rubbish owner • Article from Jim Squires – Norfolk Police, planning on working more in the Community. • Cllr Brooks someone is bagging dog poo and leaving it in the Karen Close children's play area . • There is a large lump in the pavement close to the access of Lot 3, (south-western side of the A1066/A140 roundabout) 6" higher. Clerk to report to Bob Edwards at NCC, it will be marked using yellow marker paint. | Clerk |



Scole Parish Council

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| 22. | Correspondence received – 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. | |
| 23. | To receive items for the next Agenda – Co-option of Mr R Cole, Approval of the 2017/18 Budget/Precept request. Please send any additional Agenda requests to the Clerk. | |
| 24. | Date of next meeting: Tuesday , 20 February 2017 at 7.30 pm | |
| | Meeting Adjourned at 8.42 pm | |

DRAFT