



# Scole Parish Council

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

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

**In attendance:** Sara Campbell (Clerk) 3 members of the public

MINUTES	ACTION
<p>1. <b>To consider accepting apologies for absence:</b> Apologies accepted from Cllr M Richmond and Cllr J Jones.</p>	
<p>2. <b>To approve the minutes of the Council meeting held on 22 August 2016 -</b> The minutes of the meeting (pages 943 - 948) held 22 August, 2016 previously circulated to all members, were proposed by Cllr C Brooks, seconded C Blakesley and unanimously agreed and signed by the Chair.</p>	
<p>3. <b>To record declarations of interest from members in any item to be discussed:</b> None</p>	
<p>4. <b>Adjourn the meeting to allow public participation</b> – the meeting was adjourned at 7.36 pm.</p>	
<p>4.1. <b>Parishioners' Questions or Comments:</b></p> <ul style="list-style-type: none"> <li>• The dog bin at Upper Street Billingford is not listed on the Website – Clerk to update.</li> <li>• The dog bin outside the Primary School is over flowing</li> <li>• The bin on Diss Road needs emptying</li> <li>• Suggestion to put a dog bin on the roundabout at entrance to The Rectory – Budget for in 2017/18</li> <li>• Street Light outside 20/21 Norwich Road is obscured by the hedge – Clerk to contact the landowner and ask him to cut the hedge.</li> </ul>	<p>Clerk Clerk Clerk  Clerk</p>
<p>4.2. <b>Reports from District &amp; County Councillors:</b> <i>No reports had been received.</i></p>	
<p>5. <b>Re-convene the meeting</b> – the meeting was re-convened at 7.52 pm.</p>	
<p>6. <b>To receive the Clerk's Report:</b></p>	
<p>6.1. <b>Review Schedule of Actions</b> – The Clerk reviewed the Schedule of Actions. The Clerk had contacted Thelveton Estate regarding Footpath 20 – Cllr Lady Mann updated the meeting that there is an alternative route around the edge of the field.</p>	
<p>7. <b>To discuss village traffic concerns:</b></p>	
<p>7.1. <b>General Traffic Concerns:</b> None</p>	
<p>8. <b>To receive any verbal reports of accidents within the parish:</b> The Air Ambulance had landed by the side of the A140 but there was no knowledge of an incident.</p>	



MINUTES	ACTION
<p>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></p> <p>The Clerk updated the meeting:</p> <p><b>Lot 1</b> –completed.</p> <p><b>Lot 2 &amp; Lot 4</b> –offer of £20,000 for Lot 2, and £10,000 for Lot 4 has been accepted by Norfolk County Council</p> <p>Cllr Brooks will meet with Ron and Graham and give them an update; the Council suggest that once the Completion Statement has been received from Steeles Law the Clements Close Conservation Group make the donation to the Parish Council.</p> <p><b>Lot 3</b> – Completion statement received. The abortive auction charges have been reduced; however, the Council do not agree with the principle of the charge, it was agreed to pay as do not wish to lose the land over £100.00. Clerk to contact NCC Highways regarding the water tank, this must be repaired before completion and access agreed. The Council were also surprised that a charge of £500 for surveyor’s fees was being made and they hadn’t picked up the water tank.</p> <p><b>GENERAL</b></p> <p><b>Mortgage</b> The Application for Borrowing Approval is signed and to be returned to Suffolk ALC.</p> <p><b>Donations</b> - Donations will be held by the Parish Council to be transferred to the Charitable Incorporated Organisation when it is established.</p>	
<p>10. <b>To receive an update on the Application for Borrowing Approval for Town/Parish Councils:</b></p> <p>The Application to borrow submitted to Norfolk ALC has been sent to Suffolk ALC for processing, however, the application form provided by Norfolk ALC is out of date. The correct form was signed by Cllr G Moore and the Clerk and will be submitted to Suffolk ALC for processing.</p>	
<p>11. <b>To consider the process and required procedures for setting up the Charitable Incorporated Organisations (CIO) for the management of the above Lots of land:</b></p> <p>Trustees need to be recruited – Cllr Brooks will speak to Ron and Graham. Cllr G Moore asked all Councillors to actively approach members of the village to be trustees of the Charities.</p>	<p><b>Councillors</b></p>



MINUTES		ACTION
12.	<p><b>To receive an update on the land for the proposed village hall, Norwich Road</b> – the Clerk was in receipt of an email to confirm that the area originally identified for allotments could become a “village orchard”. Clerk to contact Hollins and ask that this area is also transferred to the Parish Council.</p> <p>Clerk to enquire if there are any preliminary legal documents that the Council should be reviewing.</p>	<p>Clerk</p> <p>Clerk</p>
13.	<p><b>To receive an update on the flood avoidance work at Low Road, Scole</b> – the maintenance work clearing the ditch needs to be undertaken before the winter. The Council thanked Mr G Waterfield who has kindly offered to assist the council providing the use of a digger and labour if required. Clerk to write to Gary at the works to thank him and take him up on his generous offer of help.</p>	<p>Clerk</p>
14.	<p><b>To receive an update on the positioning in the parish of the recently discovered Marker Stone:</b></p> <p>To be completed.</p>	
15.	<p><b>To receive an update from the Planning Group (CM, CB) on any new &amp; o/s planning applications:</b></p>	
15.1	<p><b>To Comment on and Approve/Refuse any Current planning applications:</b></p> <p><b>2016/1983</b>  Applicant: Mr Stephen Alleyne  Location: Flax Farm Diss Road Scole Norfolk IP21 4DH  Proposal: Restoration of barn to include new tiled, pitched roof for storage of animal feed, machinery and poultry hatching  <b>COUNCIL APPROVED – NO COMMENTS</b></p> <p><b>2016/1735</b>  Applicant: Mrs Victoria Goodier  Location: Rose Cottage Upper Street Billingford IP21 4HP  Proposal: Installation of external wall insulation to solid wall areas, on front and sides. Render and topcoat in cream on top  <b>COUNCIL APPROVED – NO COMMENTS</b></p> <p><b>2016/1890</b>  Applicant: Mr Robert Cossey  Location: Chine Bungay Road Scole Norfolk IP21 4DX  Proposal: First floor extension above existing garage  <b>COUNCIL APPROVED – NO COMMENTS</b></p> <p><b>2016/1982</b>  Applicant: Mr Stephen Alleyne  Location: Flax Farm Diss Road Scole Norfolk IP21 4DH  Proposal: Conversion of 5 bed house to 2no 3 bedroom semi-detached houses  <b>COUNCIL APPROVED – Comment that Public Right of Way - No 35 goes right past the front door.</b></p>	



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**2016/1985**  
 Applicant: Mrs Charlotte du Toit  
 Location: Three Ways The Street Scole IP21 4DR  
 Proposal: Render exterior vent on single storey extension.  
**COUNCIL APPROVED – NO COMMENTS**

**2016/2157**  
 Applicant: Mr Donald Amey  
 Location: 1 Alexander Way Scole Norfolk IP21 4GA  
 Proposal: Install new lintel and 3 pane window 1770mm x 1000mm to lounge on west elevation  
**COUNCIL APPROVED – NO COMMENTS**

- 15.2 **Current planning applications:**  
None
16. **To receive an update on the proposed Diss & District Neighbourhood Plan:**  
Meeting to be held next month – currently nothing to report.

17. **FINANCE**

17.1 **AUTORISATION FOR PAYMENT:**

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
102163	Sara Campbell	Salary & Expenses	473.09		32.20
102164	Ann Foreman	Salary & Expenses	198.40		
102165	Westcotec	Lighting Maintenance	275.89	45.98	
102166	Christopher Brooks	Fuel	12.01		
102167	Royal British Legion	Poppy Wreaths	280.00		
D/D	E-on	Lighting September 2016	159.17	26.53	
<b>TOTAL</b>			<b>1,398.56</b>	<b>72.51</b>	<b>32.20</b>

Proposed Cllr C Blakesley seconded Cllr C Moore and unanimously agreed.

16.2 **RECEIPTS THIS MONTH:**

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

16.3 **RESPONSIBLE FINANCE OFFICER REPORT:**

Details	CR	DR	
Balance Brought Forward from last Month (Community Account) <b>A</b>	13,403.04		
Receipts this month (Community Account) listed above): <b>B</b>			
Payments this month (listed above): <b>C</b>		1,398.56	



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Community Account Balance (=A+B-C)			<b>12,004.48</b>
Business Saver Account Balance C/ F £4,605.16			
Interest 6/6/16	0.57		
Interest 6/9/16	0.57		<b>4,606.30</b>
<b>TOTAL MONIES</b>			<b>16,610.78</b>

## BRIDGE ROAD ALLOCATED FUNDS

Details	CR	DR	Balance
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>
CLlr G Moore – Wooden Bench		179.99	<b>2,320.01</b>

### 16.4 Allocated Funds:

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

18. **To discuss the request from the Scole Community Centre & Playing Field (SCC&PF) for financial support towards the provision of the play area** –it was suggested that the Playing Field agree what is required and get two quotes, once received the Clerk will investigate potential funding sources.
19. **To receive and discuss items from Committees/Groups:**
- 19.1 **Employment Group (CM, MR, CAB)** –Village Ranger interviews 28/9/2016 and appointment from 1/10/2016. Council agreed to purchase boots and jacket from Workwear.



MINUTES	ACTION
<p><b>19.2 Finance Group (GM, JJ, COB)</b> – half year review at next meeting.</p>	
<p><b>19.3 Scole Community Centre &amp; Playing Field (CAB)</b> – Cllr C Blakesley reported</p> <ul style="list-style-type: none"> <li>• Heating is installed.</li> <li>• Money needs to be raised to build new changing rooms, Football Club to assist in raising this money</li> <li>• Rick Wakeman is going to play at a concert next year</li> </ul>	
<p><b>19.4 Community Survey Group (CM, JJ, MR)</b> – This is replaced by the Neighbourhood Plan.</p>	
<p><b>19.5 Funding Opportunities Group (GM, COB)</b> –Nothing to report</p>	
<p><b>19.6 Footpath Warden (COB)</b> – 104 hours have been worked by volunteers. There has been a recent increase in inconsiderate dog owners and litter louts. The Village Ranger has been missed. Cllr Brooks filled a canoe with rubbish from the river bank. Most footpaths are clear only the back of Moat House to do.</p>	
<p><b>19.7 Scole Pocket Park (COB)</b> – As above.</p>	
<p><b>20. To receive an update on any meetings attended:</b></p> <ul style="list-style-type: none"> <li>• Tree Warden (CB)</li> <li>• Waveney Trust Meeting next week (CB)</li> </ul>	
<p><b>21. To receive and discuss items from Parish Councillors:</b></p> <ul style="list-style-type: none"> <li>• Cllr C Moore – 15 Poppy Wreaths have been ordered – Armistice Day is Sunday 13 November 2016</li> <li>• Cllr L Trevail – the school are using the Pocket Park as an educational facility – Cllr Trevail has asked them to write and confirm its value to their timetable and the wider community.</li> <li>• Cllr G Moore – A-Board on pavement Diss Road - Clerk to write to landlady of the Crossways Public House. Increase in litter.</li> </ul>	<b>Clerk</b>
<p><b>18. 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>19. To receive items for the next Agenda</b> please send any Agenda requests to the Clerk.</p>	
<p><b>20. Date of next meeting: Monday 17 October, 2016 at 7.30 pm</b></p> <p><b>Meeting Adjourned at 9.52 pm</b></p>	