



# Scole Parish Council

**MINUTES** of the Parish Council Meeting held Monday 21 March 2017 at Scole Community Centre, Ransome Avenue, Scole

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

**In attendance:** Sara Campbell (Clerk), County Councillor M Wilby and 2 members of the public

MINUTES	ACTION
<p>1. <b>To consider accepting apologies for absence:</b> Apologies accepted from Cllr J Jones, Cllr Lady Mann .</p>	
<p>2. <b>To approve the minutes of the Council meeting held on 21 February 2017 -</b> The minutes of the meeting (pages 980 - 985) held 21 February, 2017 previously circulated to all members, were proposed by Cllr Blakesley, seconded Cllr Cole 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 7.35 pm.</p>	
<p>4.1. <b>Parishioners’ Questions or Comments:</b> None.</p>	
<p>4.2. <b>Reports from District &amp; County Councillors:</b> County Councillor M Wilby gave the reports on behalf of the County and District Council.</p>	
<p>5. <b>Re-convene the meeting</b> – the meeting was re-convened at 7.44 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.</p> <ul style="list-style-type: none"> <li>• Investigate lighting options for area by War Memorial – <i>awaiting for Westcotec to provide suggestions</i></li> <li>• Timer on street light Lot 1</li> <li>• Awaiting for a response from Bob Edwards on several outstanding Highways issues – <i>Bob Edwards is leaving Highways at the end of March and Gary Overland will be our replacement Highways Engineer I will contact Gary with ALL the Councils outstanding issues early April.</i></li> </ul>	



MINUTES		ACTION														
	<ul style="list-style-type: none"> <li>Crime figures have been received from Norfolk Police for Scole and Dickleburgh:               <table border="0"> <tr><td>Anti-Social Behaviour</td><td>1</td></tr> <tr><td>Burglary in a Dwelling</td><td>1</td></tr> <tr><td>Criminal Damage</td><td>1</td></tr> <tr><td>Domestic</td><td>6</td></tr> <tr><td>Possession of Controlled Subs</td><td>1</td></tr> <tr><td>Public Fear, alarm or distress</td><td>1</td></tr> <tr><td>Theft from Motor Vehicle</td><td>1</td></tr> </table> </li> </ul>	Anti-Social Behaviour	1	Burglary in a Dwelling	1	Criminal Damage	1	Domestic	6	Possession of Controlled Subs	1	Public Fear, alarm or distress	1	Theft from Motor Vehicle	1	
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7.	<b>To receive the Village Rangers Report</b> –the Clerk read the report received from the Village Ranger – 20 bags of rubbish have been collected in February/March. Bags of dog mess are being left alongside the development land on Norwich Road.															
8.	<b>To discuss village traffic concerns:</b>															
8.1.	<b>General Traffic Concerns:</b> Cllr Brooks still unable to download the data from the SAM2 machine, if no success Clerk will report to Westcotec.	Cllr Brooks/ Clerk														
9.	<b>To receive any verbal reports of accidents within the parish:</b> <ul style="list-style-type: none"> <li>Bungay Road/Norwich Road</li> <li>Dark Lane vehicle in the hedge</li> </ul>															
10.	<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: <b>Lot 1</b> – Finished land belongs to the Parish Council. <b>Lot 2 &amp; Lot 4</b> – Progressing. <b>Lot 3</b> – Purchase completed awaiting receipt of the Transfer.  <b>GENERAL</b>  <b>Drainage Plans</b> – Clerk to contact Gary Overland/Simon Waters regarding the vehicle access on Lot 4 to maintain Norfolk County Council drainage. Cllr Brooks will lift the drain cover.															
11.	<b>To receive an update on the land for the proposed village hall, Norwich Road</b> – No update.															



MINUTES		ACTION
12.	<b>To consider the adoption of redundant phone boxes in the parish:</b> Request has been sent to BT, response received stating " <i>large number of enquiries we're working through at the moment. We're doing this as quickly as possible and will send you a full response as soon as we can</i> "	
13.	<b>To receive an update on the positioning in the parish of the recently discovered Marker Stone:</b> Outstanding	
14.	<b>To receive an update from the Planning Group (CM, CB) on any new &amp; o/s planning applications:</b>	
14.1	<b>To Comment on and Approve/Refuse any Current planning applications: 2017/0502</b> <b>Applicant:</b> Miss S Crowder <b>Location:</b> Orchard Cottage Kiln Lane Billingford Norfolk IP21 4HP <b>Proposal:</b> Repairs to timber structure and replacement of render <b>Response:</b> NO VIEWS	
14.2	<b>To receive an update on any previous planning applications:</b> None	
15.	<b>To receive an update on the emptying of the Parish Dog Bins:</b> The Clerk has spoken to Mid Suffolk District Council regarding the emptying of the Parish Dog Bins, they will provide a quote for undertaking this contract – Clerk to provide a map showing the location of all the bins in the Parish.	
16.	<b>To discuss how to improve the Parish Web Site:</b> The Council need to find a new host for the website which is currently hosted by NorfolkALC as part of the membership subscription and the Council are no longer members. A brief discussion was held regarding whether this should be a "Community" website or just Parish Council. Clerk will investigate hosting with 123reg and other options.	
17.	<b>To approve the grass maintenance contract price provided by Norse:</b> The Clerk met with the Grounds Technical Manager from Norse and showed the areas of grass to be cut they have provided a price of £2,054.35 to cut fortnightly from April to end October (14 cuts in total). This is less than the previous contractor. Cllr Cole proposed the Council accept this quote seconded Cllr Blakesley and unanimously agreed.	
18.	<b>To approve the purchase of a tree to be planted at Billingford Mill in memory of Cllr Mark Richmond:</b> The cost of this will be taken from the Chairman's Allowance.	
16.	<b>FINANCE</b>	
16.1	<b>AUTORISATION FOR PAYMENT:</b>	

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
102186	Sara Campbell	Salary & Expenses	469.50		32.40
102187	Mrs C L Wright	Salary & Expenses	135.55		30.40



# Scole Parish Council

MINUTES					ACTION
102188	Westcotec	Lighting Maintenance	275.89	45.98	
D/D	E-on	Lighting February 2017	165.96	27.66	
102189	Diss First Responders	S137 Donation	300.00		
<b>TOTAL</b>			<b>1,346.90</b>	<b>73.64</b>	<b>62.80</b>

Proposed Cllr C Blakesley, seconded Cllr R Colce and unanimously agreed.

## 16.2 RECEIPTS THIS MONTH:

Date	Account	Received From	Amount
3/3/2017	Community	South Norfolk Council Re Volunteer Award Winner	250.00
<b>TOTAL</b>			<b>250.00</b>

## 16.3 RESPONSIBLE FINANCE OFFICER REPORT:

Details	CR	DR	
Balance Brought Forward from last Month (Community Account) <b>A</b>	2,851.36		
Receipts this month (Community Account) listed above: <b>B</b>	250.00		
Payments this month (listed above): <b>C</b>		1,346.90	
Community Account Balance (=A+B-C)			<b>1,754.46</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>6,361.33</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>



# Scole Parish Council

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From South Norfolk Council	250.00		<b>2,570.01</b>

## 16.4 Allocated Funds:

APPROVED RESERVES:			
	Reserve 1/4/16	+ /(-)	BALANCE
Bridge Road	2,320.01	250.00	2,570.01
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) (1,500.00)	0.00 -1,500.00
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
	<b>TOTAL</b>	<b>16,041.14</b>	<b>(11,555.56)</b>
			<b>4,485.58</b>

## 17.

### To receive and discuss items from Committees/Groups:

17.1 **Employment Group (CM, CAB)** – Nothing to report.

17.2 **Finance Group (GM, JJ, COB)** – Nothing to report.

17.3 **Scole Community Centre & Playing Field (CAB)** –

- AGM end of March.
- Awaiting delivery of Garden Tractor, looking to purchase gang mowers to undertake grass maintenance in- house
- New container to store equipment
- Looking to install advertising boards across the back of the football pitch
- Accounts to be audited by 31 March 2017
- Diary Dates           24 June 2017 – Band Night - £10.00 per head  
6 August 2017 – Fun Day

17.4 **Diss & District Neighbourhood Plan (D&DNP)**

17.4.1 **Approve the Diss & District Neighbourhood Plan Governance Document** – The Governance Document which outlines how the participating Councils will work together has been submitted to South Norfolk Council & Norfolk County Council following which, some improvements have been made. Cllr G Moore went through the Governance Document (MJB V3 20170201) and proposed the Council approve, seconded Cllr C Moore and unanimously agreed.

17.5 **Funding Opportunities Group (GM, COB)** – Cllr G Moore is watching for opportunities.



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<p><b>17.6 Scole Community Areas (COB)</b> – 113 hours have been worked by 8 volunteers this month. Tasks completed:</p> <ul style="list-style-type: none"> <li>• Most work has been undertaken in the Churchyard</li> <li>• Chipped the foliage cut down in the winter</li> <li>• Wood chipped footpath Bungay Road</li> <li>• Repaired Suffolk end height barrier which had been removed</li> <li>• All footpaths walked and are clear</li> </ul> <p><b>19. To receive an update on any meetings attended:</b></p> <ul style="list-style-type: none"> <li>• 23/2 Waveney Trust Meeting – COB</li> <li>• 22/2 Tree Wardens Meeting – COB</li> <li>• DDNP Meeting – GM, CM</li> </ul> <p><b>20. To receive and discuss items from Parish Councillors:</b></p> <ul style="list-style-type: none"> <li>• Cllr Brooks – cycle way signs of roundabout need repairing. Laybys on A140 littered – SNC or Highways to clear – Clerk to report</li> <li>• 8 July 2017 Picnic in the Park</li> <li>• Cllr C Moore - road surface on Thelveton Bridge breaking up. All A140 has holes appearing – Clerk to report to Highways. Consider a Weight Limit on the Scole/Thelveton Road to minimise the heavy traffic using this road, the road surface is not capable of supporting the amount of vehicles using it. Ask Gary Overland for suggestions.</li> <li>• Cllr Trevail – ask Oaklands to trim hedge as encroaching onto the trodpath</li> <li>• Cllr R Cole – robbery at Moat House</li> </ul> <p><b>21. 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>22. To receive items for the next Agenda</b> – any requests for Agenda items please notify the Clerk.</p> <p><b>Date of next meeting: Tuesday , 25 April 2017 at 7.30 pm</b></p> <p><b>Meeting Adjourned at 10.00 pm</b></p>	