



# Scole Parish Council

**MINUTES** of the Parish Council Meeting held Monday 21 November 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) 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 C Moore. Apologies also received from District Cllr J Wilby.</p>	
<p>2. <b>To approve the minutes of the Council meeting held on 17 October 2016 -</b> The minutes of the meeting (pages 955 - 959) held 17 October, 2016 previously circulated to all members, were proposed by Cllr C Brooks, seconded Cllr Lady R Mann 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 7.37 pm.</p>	
<p>4.1. <b>Parishioners' Questions or Comments:</b></p> <ul style="list-style-type: none"> <li>Mr Robert Cole gave a brief presentation to the Council on why he would like to become a Parish Councillor. The Clerk will advertise the Casual Vacancy, providing no election is requested the Council will co-opt Mr Cole at the next meeting.</li> </ul>	
<p>4.2. <b>Reports from District &amp; County Councillors:</b> County Cllr M Wilby gave the reports on behalf of the County and District Councillor.</p>	
<p>5. <b>Re-convene the meeting</b> – the meeting was re-convened at 7.42 pm.</p>	
<p>6. <b>To receive the Clerk's Report:</b></p>	



MINUTES		ACTION
6.1.	<p><b>Review Schedule of Actions –</b>            The Clerk reviewed the Schedule of Actions.            The Clerk also brought to the attention of the Council:</p> <ul style="list-style-type: none"> <li>Lights at Ransome avenue are dim – Westcotec advise lanterns need replacing, to convert to LED lights it will cost £290.00 per light but will save 75% on maintenance and supply charges.              To purchase new conventional lanterns - £190.00 per light              To purchase re-conditioned sodium lights - £100.00 per light</li> </ul> <p>The Council has reserves for this upgrade, however, whilst cash flow is tight during the purchase of the lots this project will take place in 2017.</p> <ul style="list-style-type: none"> <li>Invoice for the emptying of dog bins for 2016/17 has been issued by SNC to bring the invoicing up to date however, this means two invoices to the Parish Council in one year, which has not been budgeted for. Council will budget for an additional payment next financial year. Clerk to communicate with SNC.</li> <li>Martin Whyberd is giving up ground-care so the Council will need to consider alternative arrangements.</li> </ul>	Clerk
7.	<p><b>To receive the Village Rangers Report –</b>the Clerk read the report received from the Village Ranger. Cllr Moore commented that the village is looking much better since the Village Ranger has been employed.</p>	
8.	<p><b>To discuss village traffic concerns:</b></p>	
8.1.	<p><b>General Traffic Concerns:</b>            Cllr Brooks has been unable to download the data from the SAM2 machine, will try again if no success Clerk will report to Westcotec.</p>	Cllr Brooks/ Clerk
9.	<p><b>To receive any verbal reports of accidents within the parish:</b>            None known.</p>	



MINUTES		ACTION
10.	<p><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, waiting for the Transfer of Part to be confirmed by Land Registry.</p> <p><b>Lot 2 &amp; Lot 4</b> – Progressing with our lawyers Steeles Law.</p> <p><b>Lot 3</b> – Cheque for payment of Lot 3 to be approved under Approve Payments Agenda Item 16.1</p> <p><b>GENERAL</b></p> <p>Timer on the street light at lot 1 needs tweaking – Clerk to speak to Norfolk County Council.</p> <p><b>Drainage Chamber Lot 3</b> - Clerk to chase Bob Edwards at Norfolk County Council regarding the repair of the damaged drain.</p> <p><b>Residents Consortium</b> – Clerk to investigate what legal requirements if any 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.</p> <p><b>Charity</b> - Donations will be held by the Parish Council to be transferred to the Charitable Incorporated Organisation when it is established.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
11.	<p><b>To receive an update on the Application for Borrowing Approval for Town/Parish Councils:</b></p> <p>The application for the Parish Council to borrow has been approved.</p>	
12.	<p><b>To approve the Application for a Loan by a Parish Council in England from the Public Works Loan Board:</b> It was unanimously agreed that the Clerk completes the Application for a Loan (LC1) from the Public Works Loan Board.</p>	Clerk
13.	<p><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>It was agreed to rename the Funding Opportunities Group to the Funding Opportunities and Charities Group. Cllr L Trevail will join Cllr G Moore and Cllr C Brooks who will meet and report to Council for approval.</p>	



MINUTES		ACTION
14.	<p><b>To receive an update on the land for the proposed village hall, Norwich Road</b> – The first meeting of the proposed Village Hall Trustees has been held this was attended by Trevor Raven, David Hillier and Pauline ? . Graham Moore has offered to assist with writing any documentation required.</p> <p>The monies will be paid once the first sod has been cut.</p> <p>It is intended that the Parish Council will hold the land and the money will go direct to the Charity.</p>	
15.	<p><b>To receive an update on the flood avoidance work at Low Road, Scole</b> – work is planned for Saturday, 26 November, 2016.</p>	
16.	<p><b>To consider the adoption of redundant phone boxes in the parish:</b> After lengthy discussions it was finally agreed by a majority decision to adopt all three phone boxes – Norwich Road, Scole Common and Lower Street Billingford.</p>	Clerk
17.	<p><b>To receive an update on the positioning in the parish of the recently discovered Marker Stone:</b> To be completed.</p>	
18.	<p><b>To receive an update from the Planning Group (CM, CB) on any new &amp; o/s planning applications:</b></p>	
18.1	<p><b>To Comment on and Approve/Refuse any Current planning applications:</b></p> <p><b>2016/2508</b>  <b>Applicant:</b> Mr Tim Jones  <b>Location:</b> Gable End The Street Scole IP21 4DR  <b>Proposal:</b> Replacement of kitchen and porch windows to rear  <b>COUNCIL HAD NO COMMENT</b></p> <p><b>2016/2504</b>  <b>Applicant:</b> Regal Healthcare Properties Ltd  <b>Location:</b> Oaklands Norwich Road Scole Norfolk IP21 4EE  <b>Proposal:</b> Minor alterations to approved permission 2015/2288 - Change proposed laundry into a bedroom and retain the existing Laundry room.  <b>COUNCIL HAD NO COMMENT</b></p> <p><b>2016/2512</b>  <b>Applicant:</b> Ms Sarah Crowder  <b>Location:</b> Orchard Cottage Kiln Lane Billingford Norfolk IP21 4HP  <b>Proposal:</b> Replacement of 12 windows and 2 doors  <b>COUNCIL HAD NO COMMENT</b></p>	
18.2	<p><b>To receive an update on any previous planning applications:</b> None</p>	
19.	<p><b>To consider the Pension Options for employees:</b> As the Council does not have any employees earning over £10,000 pa there are no obligations upon them to provide a pension.</p>	



# Scole Parish Council

MINUTES	ACTION
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**20. FINANCE**

**20.1 AUTORISATION FOR PAYMENT:**

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
102172	Sara Campbell	Salary & Expenses	461.33		32.20
102173	Mrs C L Wright	Salary & Expenses	270.30		58.80
102174	Mrs C Moore	Re Workwear (For Ranger)	187.66	25.45	
D/D	E-on	Lighting November 2016	183.73	30.62	
<b>TOTAL</b>			<b>1,103.02</b>	<b>56.07</b>	<b>91.00</b>

Proposed Cllr Blakesley seconded Cllr Brooks and unanimously agreed.

**20.2 RECEIPTS THIS MONTH:**

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

**20.3 RESPONSIBLE FINANCE OFFICER REPORT:**

Details	CR	DR	
Balance Brought Forward from last Month (Community Account) <b>A</b>	5,862.29		
Receipts this month (Community Account) listed above: <b>B</b>	0.00		
Payments this month (listed above): <b>C</b>		1,103.02	
Community Account Balance (=A+B-C)			<b>4,759.27</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>9,365.57</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>



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MINUTES			ACTION
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>

## 20.4 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
<b>TOTAL</b>	<b>16,041.41</b>	<b>10,305.56</b>	<b>5,735.58</b>

21. **To approve moving the Parish Council meetings to Scole Community Centre from January 2017** – Cllr G Moore proposed that the Parish Council move the meetings to the Scole Community Centre, the acoustics in the Church and the noisy heating system, make it difficult for both the public and the Councillors to hear what is being discussed, seconded Cllr J Jones and unanimously agreed. Clerk to contact David Hillier to cancel booking of the church.

Clerk

Councillors unanimously agreed to the **meetings moving to take place on the third Tuesday of every month.**

22. **To receive and discuss items from Committees/Groups:**

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

22.2 **Finance Group (GM, JJ, COB)** – review of finance file.

22.3 **Scole Community Centre & Playing Field (CAB)** – Cllr C Blakesley reported

- Meetings held with Action Play at Carleton Rode regarding the refurbishment of existing and purchase of new play equipment.
- Intentions are to refurbish the current changing rooms, new ladies facilities are required and a new kitchen.
- An offer has been made to Sir Rupert Mann for the purchase of 3.53 acres of land next to the bowls club, which has been approved in principle.



MINUTES	ACTION
<p>22.4 <b>Diss &amp; District Neighbourhood Plan (D&amp;DNP)</b> – Cllr G Moore reported that he has a document to review. Oakley and The Heywood still have not agreed to be involved.</p>	
<p>22.5 <b>Funding Opportunities Group (GM, COB)</b> –Nothing to report</p>	
<p>22.6 <b>Footpath Warden (COB)</b> – 114.50 hours have been worked by volunteers this month. Tasks completed:</p> <ul style="list-style-type: none"> <li>• Cutting the churchyard conservation areas</li> <li>• Cutting and raking off the Pocket Park conservation meadow</li> <li>• Lots 3 &amp; 4 cut and blackberry brambles are being cleared, nettles either side of the Waveney permissive path have been cleared.</li> <li>• Work to clear the village centre and War Memorial prior to Armistice Day with the help from Roy Waterfield and his dumper to remove five loads of leaves</li> <li>• Dick and Barry from Bierton and Woods cleaned the War Memorial</li> </ul>	
<p>22.7 <b>Scole Pocket Park (COB)</b> – As above.</p>	
<p>23. <b>To receive an update on any meetings attended:</b></p> <ul style="list-style-type: none"> <li>• Tree Warden Forum</li> <li>• Waveney Trust Meeting</li> </ul>	
<p>24. <b>To receive and discuss items from Parish Councillors:</b></p> <ul style="list-style-type: none"> <li>• Finger post Norgate Lane entrance to Billingford Hall is in the ditch</li> <li>• Norgate Lane needs sweeping</li> <li>• Drains blocked on A143 road to Church – Clerk to contact Highways to establish why they are not clearing the drains</li> <li>• Light 15 timer is incorrect</li> <li>• Drain on Norwich Road needs cleaning</li> <li>• Stiles at Frenze Hall have been removed, gates padlocked – Cllr Brooks to investigate.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Brooks</p>
<p>25. <b>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>26. <b>To receive items for the next Agenda</b> please send any Agenda requests to the Clerk.</p>	
<p>27. <b>Date of next meeting: Monday 19 December, 2016 at 7.00 pm</b></p>	
<p><b>Meeting Adjourned at 10.10 pm</b></p>	