



# Scole Parish Council

**MINUTES** of the Parish Council Meeting held Monday 22 August 2016 at St Andrews Church, Norwich Road, Scole

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

**In attendance:** Sara Campbell (Clerk) District Cllr J Wilby and 3 members of the public

MINUTES	ACTION
<p><b>1. To consider accepting apologies for absence:</b> Apologies accepted from Cllr M Richmond and Cllr Lady R Mann. Apologies were also received from District Cllr J Wilby and County Cllr M Wilby.</p> <p><b>2. To approve the minutes of the Council meeting held on 18 July 2016 -</b> The minutes of the meeting (pages 937 - 942) held 18 July, 2016 previously circulated to all members, were proposed by Cllr C Brooks, seconded Cllr J Jones and unanimously agreed and signed by the Chair.</p> <p><b>3. To record declarations of interest from members in any item to be discussed:</b> None</p> <p><b>4. Adjourn the meeting to allow public participation</b> – the meeting was adjourned at 7.38 pm.</p> <p><b>4.1. Parishioners' Questions or Comments:</b></p> <ul style="list-style-type: none"> <li>No questions or comments this month</li> </ul> <p><b>4.2. Reports from District &amp; County Councillors:</b> <i>The Clerk read the District &amp; County Councillors reports to the Council; these reports will be available on the parish website. <a href="http://www.scoleparish.org.uk">www.scoleparish.org.uk</a>.</i></p> <p><b>5. Re-convene the meeting</b> – the meeting was re-convened at 7.40 pm.</p> <p><b>6. To receive the Clerk's Report:</b></p> <p><b>6.1. Review Schedule of Actions</b> – The Clerk reviewed the Schedule of Actions.</p> <p>The Clerk updated the Council on the resignation of Cllr M Hall.</p> <p>The Clerk had also received a letter of resignation from the Village Ranger. Councillors agreed to advertise the position. Cllr C Moore will prepare a poster for the noticeboards.</p> <p><b>7. To discuss village traffic concerns:</b></p>	



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<p><b>7.1. General Traffic Concerns:</b> Information from SAM2 Machine:</p> <ul style="list-style-type: none"> <li>• Bungay Road heading out of village – average speed 35 mph.</li> <li>• Bungay Road heading into village – average speed 34 mph</li> <li>• Norwich Road heading into village – average speed 34 mph</li> </ul> <p>Average vehicles 750 per day</p> <p><b>8. To receive any verbal reports of accidents within the parish:</b> None.</p> <p><b>9. 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> – is completed.</p> <p><b>Lot 2 &amp; Lot 4</b> – the Clerk had received an email 22/8/2016 from Steeles Law confirming the Councils offer of £20,000 for Lot 2, and £10,000 for Lot 4 had been accepted. The Council are still waiting for confirmation from Norfolk County Council.</p> <p><b>Lot 3</b> – This sale is progressing through the legal system.</p> <p><b>GENERAL</b></p> <p><b>Mortgage</b> The Application for Borrowing Approval is completed and the Council will approve at Agenda item 10.</p> <p><b>Charity</b> – the Parish Council’s vision is to set up a Charitable Incorporated Organisation (CIO) to manage what will become the “Park”. Cllr Moore confirmed that this needs to be investigated.</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><b>10. To approve the Application for Borrowing Approval for Town/Parish Councils:</b></p> <p>The Clerk reviewed the figures with the Council:</p> <p>Total Project Cost - £45,501.00 (Lot 1 £1.00, Lot 2 £20,000, Lot 3 £10,000, Lot 4 £10,000 estimated legal costs £5,500)</p> <p>Funding - £45,501 (Donations £20,501 Loan £25,000)</p> <p>Cllr G Moore proposed that the Council complete the process to apply for a loan by submitting the Application for Borrowing Approval for Town/Parish Councils, seconded Cllr Jones and unanimously agreed.</p>	



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11.	<p><b>To receive an update on the proposed Site Survey Conveyance Plan for the land for the proposed village hall, Norwich Road</b> – the new plan has been signed and returned to Hollins.</p> <p>The Council discussed the proposed allotments. Cllr G Moore proposed that the Clerk contacts Hollins and ask that if the Council did not want the allotments could the Council have the land and maintain it as a “village orchard” planting apple trees native to Norfolk, seconded Cllr Blakesley and unanimously agreed.</p>	
12.	<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>	
13.	<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>	
14.	<p><b>To receive an update from the Planning Group (CM, CB) on any new &amp; o/s planning applications:</b></p>	
14.1	<p><b>To Comment on and Approve/Refuse any Current planning applications:</b> The Clerk was in receipt of an email from Philip Whitehead at South Norfolk County Council regarding 1 Bottle Cottages replacing soft wood windows with hard wood. The Council had no comments and felt that as this is a listed property, Listed Buildings are best informed to make the decision. Clerk to respond to Philip Whitehead.</p>	
14.2	<p><b>Current planning applications:</b> None</p>	
15.	<p><b>To receive an update on the proposed Diss &amp; District Neighbourhood Plan:</b></p> <p>Cllr C Moore had attended a recent meeting of the above working group. Diss Town Council need the Parish Councils interested in this joined up Neighbourhood plan to confirm their involvement. Cllr C Moore proposed Scole Parish Council work with Diss Town Council to produce a Diss &amp; District Neighbourhood Plan, seconded Cllr G Moore and unanimously agreed. The next meeting will be held early October, Cllr C Moore appealed for other Councillors to become involved, Cllr G Moore, Cllr J Jones, Cllr L Trevail and Cllr C Brooks all offered their support.</p> <p>This will remain an Agenda item.</p>	
16.	<p><b>FINANCE</b></p>	
16.1	<p><b>AUTORISATION FOR PAYMENT:</b></p>	



# Scole Parish Council

MINUTES					ACTION
PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
102161	Sara Campbell	Salary & Expenses	461.51		32.20
102162	Ann Foreman	Salary & Expenses	159.35		
D/D	E-on	Lighting July 2016	154.04		
D/D	E-on	Lighting August 2016	159.17		
<b>TOTAL</b>			<b>934.07</b>		<b>32.20</b>

Proposed Cllr C Blakesley, seconded Cllr L Trevail 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>	14,337.11		
Receipts this month (Community Account) listed above): <b>B</b>			
Payments this month (listed above): <b>C</b>		934.07	
Community Account Balance (=A+B-C)			<b>13,403.04</b>
Business Saver Account Balance C/ F £4,605.16 Interest 6/6/16	0.57		<b>4,605.73</b>
<b>TOTAL MONIES</b>			<b>18,009.13</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>



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**16.4 Allocated Funds:**

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

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|---|-------|
| <p><b>17.</b> To discuss the request from the Scole Community Centre &amp; Playing Field (SCC&amp;PF) for financial support towards the provision of the play area – Cllr Blakesley update the Council that the current play equipment is very old and needs replacing. Cllr Blakesley proposed that the Parish Council seek funding opportunities on behalf of the SCC&amp;PF, seconded Cllr G Moore and unanimously agreed.</p>   | Clerk |
| <p><b>18.</b> To receive and discuss items from Committees/Groups:</p> <p><b>18.1 Employment Group (CM, MR, CAB)</b> – to recruit a replacement Village Ranger. Clerk to write to current Ranger thanking her for all her work in keeping the village tidy.</p> <p><b>18.2 Finance Group (GM, JJ, COB)</b> – Nothing to report</p> <p><b>18.3 Scole Community Centre &amp; Playing Field (CAB)</b> – Cllr C Blakesley reported that a</p> <ul style="list-style-type: none"> <li>• Successful Fun Day had raised £1,500.</li> <li>• Lee Vasey had played, 200 tickets were sold and £1,500 raised</li> </ul> <p>A Petanque club is moving to the Playing Fields.<br/>Pre-school is returning 6/9/2016.</p> <p>Plans are still to build new changing rooms, Danny Ward is now involved.</p> <p><b>18.4 Community Survey Group (CM, JJ, MR)</b> – Nothing to report.</p> <p><b>18.5 Funding Opportunities Group (GM, COB)</b> – Nothing to report</p> <p><b>18.6 Footpath Warden (COB)</b> – 101 hours have been worked by 13 volunteers keeping on top of the grass cutting, rubbish collecting etc..</p> <p><b>18.7 Scole Pocket Park (COB)</b> – As above.</p> | Clerk |
| <p><b>19.</b> To receive an update on any meetings attended:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>   |       |



MINUTES		ACTION
20.	<p><b>To receive and discuss items from Parish Councillors:</b></p> <ul style="list-style-type: none"> <li>• Cllr C Moore – The A board on the pavement advertising The Crossways has returned – Clerk to contact South Norfolk &amp; Highways.</li> <li>• Cllr C Brooks – Chase the surface on Karen Close– Clerk to chase. Bridge over Frenze Beck is not safe several planks are broken. Clerk to establish whose responsibility it is to repair.</li> <li>• Cllr L Trevail – is continuing to investigate the village’s connections to Ralph Vaughan Williams. Following the circulation of an email from BT regarding the adoption of the Red Phone boxes, Cllr Trevail suggests the Council adopt the box on Frenze Common and move into the village. A short discussion ensued, it was felt that the phone box would need to remain in its current location. Review when confirmation is received from BT re which phone- boxes are for adoption.</li> <li>• Cllr J Jones – asked the Clerk to check if the Council are still paying for the emptying of the dog bin at Thelveton if so to cancel it as there is no bin and appears no need for a replacement bin.</li> <li>• Cllr G Moore – Footpath from north of New Road to Burstn Footpath No 3 and Footpath 20 are impassable – Clerk to email Cllr Lady Mann.</li> <li>•</li> </ul>	<p>Clerk Clerk Clerk</p>
18.	<p><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>	
19.	<p><b>To receive items for the next Agenda</b> please send any Agenda requests to the Clerk.</p>	
20.	<p><b>Date of next meeting: Monday 19 September, 2016 at 7.30 pm</b></p> <p><b>Meeting Adjourned at 10.04 pm</b></p>	