



Scole Parish Council

MINUTES of the Parish Council Meeting held Tuesday 19 June 2018 at Scole Community Centre, Scole

Cllrs. Present: Cllr G Moore (Chair), Cllr C Brooks, Cllr G Fisher, Cllr P Jones, Cllr Lady R Mann, Cllr Blakesley, Cllr Cole and Cllr L Trevail

In attendance: 3 members of the public, District Cllr Wilby, County Cllr Wilby and the Parish Clerk

MINUTES		ACTION				
1.	Apologies were accepted from Cllr C Moore					
2.	To approve the minutes of the Annual Parish Council meeting held on 15 May 2018 - The minutes of the meeting (pages 1063 - 1068) on 15 May 2018, previously circulated to all members, were proposed by Cllr Blakesley, seconded Cllr Brooks and unanimously agreed and signed by the Chair.					
3.	To record declarations of interest from members in any item to be discussed – none					
4.	Adjourn the meeting to allow public participation – the meeting was adjourned at 7.35 pm.					
4.1.	Parishioners' Questions or Comments: <ul style="list-style-type: none"> Nick from B4RN attended to update the meeting with the progress of the Internet connectivity project. 					
4.2.	Reports from District & County Councillors: The District & County Councillors gave their reports.					
5.	Re-convene the meeting – the meeting was re-convened at 8.04 pm.					
6.	To receive the Clerk's Report: <ul style="list-style-type: none"> The Clerk update the Councillors on important items of correspondence: <ul style="list-style-type: none"> Email received from Cllr C Moore resigning from her position as Councillor – Cllr G Moore thanked her for all the hard work she has undertaken on behalf of the Council over the last 10 years. Email received from Wevik Town Council offering travel expenses to Cllr Blakesley and Cllr Brooks for their pending visit to Wervik to lay the wreath at the Last Post Ceremony in Ypres in memory of Ernest Seaman. Consider projects for Parish Partnership Funding Email from British Legion regarding Ernest Seaman's memorial service – forward to Rev'd Auckland CRIME FIGURES SCOLE AND DICKLEBURGH: <table border="0"> <tr> <td>Burglary- residential</td> <td>1</td> </tr> <tr> <td>Criminal Damage</td> <td>2</td> </tr> </table> 	Burglary- residential	1	Criminal Damage	2	Clerk
Burglary- residential	1					
Criminal Damage	2					



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MINUTES		ACTION
	<p>Domestic Possession of Controlled Substance 1</p> <p>Public fear, alarm or distress 4</p> <p>5</p> <p>If you would like a copy of the Diss Policing Monthly Newsletter please contact The Clerk.</p>	
7.	<p>To discuss Village Traffic Concerns:</p> <p>7.1 General Traffic Concerns</p> <ul style="list-style-type: none"> • Three traffic studies are taking place within our area: <ul style="list-style-type: none"> ○ Market Towns – Traffic Improvement Study ○ Highways England Major Routes Survey includes the A140 & A143 ○ Traffic Count for the proposed BP Garage <p>7.2 To receive any verbal reports of accidents within the parish</p> <p>Some A4 loose sheets of papers were blowing on A140.</p>	
8.	<p>To consider the safety of both pedestrians and motorists at the A140/A1066 Scole roundabout:</p> <p>Clerk has received dates from Gary Overland NCC, Cllr Moore, Cllr Brooks and Cllr Fisher can all make 5/7/18, Clerk to send email to confirm time. Meanwhile, the hedging has grown up on the south bound carriageway of the A140 again blocking sight of the count down markers, the chevrons and the pedestrian crossing sign.</p>	
9.	<p>To receive an update on the land for the proposed Village Hall on Norwich Road:</p> <p>Steeleslaw confirmed that the transfer is valid for Nil value, only if it was a purchase it would need to be for a £1.00. Cllr Moore to sign and return transfer to Clerk.</p>	Cllr Moore
10.	<p>Consider a new location and purchase of a Parish Noticeboard for Scole:</p> <p>At the proposed meeting with Gary Overland NCC Highway Councillors will ask if the Parish Council can have permission to put a notice board on the Highways owned land near the war memorial.</p>	
11.	<p>To receive an update on the plaque for the recently placed Marker Stone:</p> <p>Completed.</p>	
12.	<p>To approve the S137 donation to Scole Primary School for the purchase of a plaque to be awarded at the School Sports Day:</p> <p>Proposed Cllr C Blakesley, seconded Cllr Cole and unanimously agreed.</p>	
13.	<p>To review and approve the Parish Councils New GDPR Policies:</p> <p>Proposed Cllr G Moore, seconded Cllr Jones and unanimously agreed.</p>	
14.	<p>To review and approve the Parish Councils Policies and Procedures (Standing Orders, Annual Effectiveness of Internal Control, RFO Duties, Financial Risk Assessment and Financial Standing Orders:</p>	



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	Proposed Cllr G Moore, seconded Cllr Fisher and unanimously agreed.	
15.	<p>To approve a procedure for the applying of and awarding of a Parish Council Grant:</p> <p>For the benefit of the public the Clerk read through the proposed procedure outlined in the Scole Parish Council Grant Awarding Policy previously circulated to all Councillors. Cllr Cole proposed to accept the policy seconded Cllr Brooks and unanimously agreed.</p>	
16.	<p>To consider the request from the Scole Community Centre for assistance in the purchase of a Disabled Toilet:</p> <p>The Community Centre's Grant Application has been declined as they have already received a grant in the last year therefore, the Community Centre are appealing to the Parish Council for assistance in the purchase of a Disabled Toilet Cabin – a legal requirement. After a lengthy discussion Councillors unanimously agreed to purchase the disabled toilet cabin for the Community Centre.</p>	
17.	<p>To consider the involvement of Scole Parish in the South Norfolk Council's Residents Parking Scheme:</p> <p>Further investigations need to take place in the village and opinions of residents need to be canvassed. The Clerk will respond that the Parish Council would like to remain on the circulation list and any meetings will be attended by Cllr Blakesley.</p>	Clerk/Cllr Blakesley
18.	To receive an update from the Planning Group (CM, CB) on any new or outstanding planning applications:	
18.1.	To comment on and Approve/Refuse any current planning applications: No Applications	
18.2.	<p>To receive an update on any Previous planning applications: 17/03027</p> <p>Location: Land at Scole Roundabout (junction A143 and A140)</p> <p>Proposal: Full Planning Application – erection of petrol filling station and associated sales building, restaurant and drive-thru takeaway and associated works; construction of new vehicular access from A140 and exit A143.</p> <p>Update: Approval has been given.</p>	
19.	FINANCE	
19.1.	AUTORISATION FOR PAYMENT:	

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
102269	Sara Campbell	Salary & Expenses	473.92		33.20
102270	Norse Eastern Ltd	Grass Cutting	1,451.88	241.98	
102271	Mr C Brooks	Expenses	63.00		
102272	Westcotec	Lighting Maintenance	275.89	45.98	
102273	Pauline James	Internal Audit	200.00		
DD	PWLB	Loan Repayment	970.12		



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MINUTES					ACTION
DD	E-on	Electricity June 2018	227.03	37.84	
TOTAL £			3,661.84	325.80	33.20

Payments proposed Cllr Jones, seconded Cllr Blakesley and unanimously agreed.

19.2. RECEIPTS THIS MONTH:

Date	Account	Received From	Amount
	Business Saver	Interest	2.30
TOTAL £			2.30

19.3. RESPONSIBLE FINANCE OFFICER REPORT:

Details		CR	DR	
Cash Book Balance Brought Forward (Community Account)	A	20,350.17		
Receipts this month (Community Account) listed above):	B			
Payments this month (listed above):	C		3,661.84	
Cash Book Balance Carried Forward (=A+B-C)				16,688.33
Community Account Balance				
Business Saver Account Balance				
Interest		2.30		4,612.28
TOTAL MONIES £				21,300.61

19.4. ALLOCATED FUNDS

Details	Balance 1/4/18	CR/DR	Balance
Proposed Village Hall Site (Legal Fees, Ground Work)	4,000.00		4,000.00
Street Lights	3,205.68		3,205.68
Contingency Fund	4,418.82		4,418.82
Money holding prior to SNTT Charity Set-up	4,115.29		4,115.29
Grant re Marker Stone	233.00		233.00
CIL	457.36		457.36
Volunteer Award (Scole Community Areas)	470.00		470.00
TOTAL £			16,900.15

Allocated Funds proposed Cllr Jones, seconded Cllr Moore and unanimously agreed.

20. To review the Annual Internal Audit Report and approve Sections 1 & 2 of the Annual Governance and Accountability Return (AGAR) for the Year



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<p>Ended 31 March 2018: The Clerk read through the statements in Section 1 of the Annual Governance Statement 2017/18 the Councillors unanimously agree each statement. The Clerk reviewed the figures in Section 2 – Accounting Statements 2017/18 , the Clerk and Chairman signed the Annual Governance and Accountability Return to certify that the Accounting Statements fairly present the financial position of the Parish Council.</p>	
<p>21. Appoint the Internal Auditor for the financial year ending 31 March 2019: Cllr Brooks proposed the Council continue with the services of Pauline James in the Annual Auditing of the accounts for the year ending 31 March 2019, seconded Cllr Cole and unanimously agreed.</p>	
<p>22. To receive and discuss items from Committees/Groups: 22.1. Employment Group (CM, CAB, RC) –nothing to report</p>	
<p>22.2. Finance Group (GM, COB, JJ) – Audit of Y/E Accounts completed by Cllr Fisher, Cllr Moore and Cllr Brooks. Internal Audit of Accounts completed by Mrs P James and report confirmed all in order.</p>	
<p>22.3. Scole Community Centre & Playing Field (SCCPF) (CAB)</p> <ul style="list-style-type: none"> • Pre-school finishing at the end of the current academic year. • Sky contract has been cancelled • Car Park to be tarmaced • B4RN up and running again • New website www.scoleonline.org • Claire’s Games 7 July 2018 at 3.00 pm • Fun Day 5 August 2018 • FA will match fund £5,000 to improve changing rooms 	
<p>22.4. Diss & District Neighbourhood Plan (DDNP) (GM, CM, LT) –</p> <ul style="list-style-type: none"> • Comments from the questionnaire have been added to the Consultation Document 	
<p>19.4.1 Greater Norwich Local Plan (GNLP) Consultation: Consultation finished awaiting outcome.</p>	
<p>22.5. Funding Opportunities and Charities Group (GM, COB, LT) – Nothing to report</p>	
<p>22.6. Scole Community Areas (COB) –</p> <ul style="list-style-type: none"> • 165 hours worked this month including all litter picking • Bank cut opposite church • 3 incidents of fly tipping including a car gearbox and kitchen cupboards • New litter pick regime working well • Cllr Moore & Cllr Brooks working with Mid-Suffolk Babergh Council to agree a long term lease or freehold of the land at Dragons Park 	



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<p>23. To receive an update on any meetings attended:</p>	
<p>24. To receive and discuss items from Parish Councillors:</p> <p>Cllr C Brooks</p> <ul style="list-style-type: none"> • Engineer had forgotten about new street light • Full bridge inspection 5/9/18 of A140 bridge will take 2 days • Sign by Common Road bridge rusted through • Disable resident is having problems getting to Diss using the pavement on side of A1066 and overgrown. <p>Cllr G Moore</p> <ul style="list-style-type: none"> • Apply to SNC for grant money for laying Ernest Seaman paving stone <p>Cllr P Jones</p> <ul style="list-style-type: none"> • Bungay Road, St Edmunds Lodge – Cllr Jones will check light in the dark and confirm if still out and confirm with Clerk to chase Westcotec 	
<p>25. 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.</p>	
<p>26. To receive items for the next Agenda – Position of Ernest Seaman memorial paving stone. Any suggestions for agenda items please contact the Clerk.</p>	
<p>27. Date of next meeting: Tuesday, 17 July 2018 at 7.30 pm.</p> <p>Meeting Adjourned at 10.18 pm</p>	