



Scole Parish Council

MINUTES of the Parish Council Meeting held Tuesday 17 July 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, and Cllr L Trevail

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

MINUTES	ACTION
<p>1. Apologies were accepted from Cllr R Cole and Cllr C Blakesley and Apologies were also received from County Cllr M Wilby and District Cllr J Wilby</p>	
<p>2. To approve the minutes of the Annual Parish Council meeting held on 19 June 2018 - The minutes of the meeting (pages 1069 - 1074) on 19 June 2018, previously circulated to all members, were proposed by Cllr C Brooks, seconded Cllr Fisher and unanimously agreed and signed by the Chair. The Clerk was asked to minute if/when any Councillors leave prior to the official closure of the meeting.</p>	
<p>3. To record declarations of interest from members in any item to be discussed – none</p>	
<p>4. Adjourn the meeting to allow public participation – the meeting was adjourned at 7.35 pm.</p>	
<p>4.1. Parishioners’ Questions or Comments:</p> <ul style="list-style-type: none"> • A thank you was given to all that worked for the Pocket Park BBQ. • A second marker stone is at Shingle House and the third is at Street Farm. Cllr Trevail suggested that these are photographed as reference for future generations of what/where these are situated. Action - Cllr Trevail will speak to residents of the properties. 	Cllr Trevail
<p>4.2. Reports from District & County Councillors: The Clerk gave the reports on behalf of the District & County Councillors.</p>	
<p>5. Re-convene the meeting – the meeting was re-convened at 7.43 pm.</p>	
<p>6. To receive the Clerk’s Report:</p> <ul style="list-style-type: none"> • The Clerk confirmed that any volunteers working on Parish Council land are covered by the Parish Council Employers/Public Liability Insurance. The Clerk suggested that an up-to-date Risk Assessment is completed and that access to the correct equipment, training and protective clothing is in place. • The Clerk brought to the attention of the Council the proposed collaboration of South Norfolk and Broadland Councils. • An email had been received from Rev’d S Auckland regarding the blocked Public Footpath from Bungay Road – this has been cleared. • The Clerk gave a brief update on the application for funding for the laying of the Ernest Seaman paving stone – a decision should be made in the next couple of weeks. 	



Scole Parish Council

MINUTES	ACTION												
<ul style="list-style-type: none"> • CRIME FIGURES SCOLE AND DICKLEBURGH: <table border="0" style="margin-left: 20px;"> <tr><td>Burglary- residential</td><td style="text-align: right;">4</td></tr> <tr><td>Criminal Damage</td><td style="text-align: right;">1</td></tr> <tr><td>Domestic</td><td style="text-align: right;">5</td></tr> <tr><td>Hate incident</td><td style="text-align: right;">1</td></tr> <tr><td>Possession of Controlled Substance</td><td style="text-align: right;">1</td></tr> <tr><td>Public fear, alarm or distress</td><td style="text-align: right;">3</td></tr> </table> <p>If you would like a copy of the Diss Policing Monthly Newsletter please contact The Clerk.</p> <p>Cllr Jones brought to the attention of the Council a recent incident of an attempted break-in to a company van parked outside a private house that took place, at 1.15 am the police were called, their response was very quick. The Police carried out a search of the local area but no-one was found.</p>	Burglary- residential	4	Criminal Damage	1	Domestic	5	Hate incident	1	Possession of Controlled Substance	1	Public fear, alarm or distress	3	
Burglary- residential	4												
Criminal Damage	1												
Domestic	5												
Hate incident	1												
Possession of Controlled Substance	1												
Public fear, alarm or distress	3												
<p>7. To discuss Village Traffic Concerns:</p> <p>7.1 General Traffic Concerns Cllr Brooks witnessed a “near miss” when a child on a bike turned from Norwich Road straight in front of a car into Diss Road.</p> <p>7.2 To receive any verbal reports of accidents within the parish</p> <ul style="list-style-type: none"> • Two school buses had a altercation on the Dickleburgh roundabout. • Continuing problems at the Primary School, a parent stopped at the Island to let children out - cars had to go onto the wrong side of the road to get past. Action – contact school at the beginning of the Autumn Term. 													
<p>8. To consider the safety of both pedestrians and motorists at the A140/A1066 Scole roundabout: Cllr Moore, Cllr Fisher and Cllr G Trevail met with Gary Overland, NCC Highways to consider options. Highways have very limited funds for any work, however, NCC will replace the damaged chevrons and move them over to the right, this will increase visibility from the fast lane. They will replace the 30 mph signs and refresh the crossing. They will not consider shell grip or paint on the carriageway.</p>													
<p>9. To receive an update on the land for the proposed Village Hall on Norwich Road: Nothing to report.</p>													
<p>10. Consider a new location and purchase of a Parish Noticeboard for Scole: The Clerk has received the necessary paperwork from Highways granting permission to the Council for both the Notice Board and the Memorial Paving</p>													



Scole Parish Council

MINUTES		ACTION																																																						
<p>Stone to be placed on the area of land belonging to Norfolk County Council at the junction of Bungay Road/Norwich Road.</p> <p>Actions – 1. Clerk to complete and return Application to Norfolk County Council Highways - completed.</p> <p>2. Cllr Blakesley to get a price for a Noticeboard.</p>		<p>Clerk</p> <p>Cllr Blakesley</p>																																																						
11.	<p>Agree the siting of the Ernest Seaman Memorial Paving Stone: See Above</p>																																																							
12.	<p>To receive an update from the Planning Group (CM, CB) on any new or outstanding planning applications:</p>																																																							
12.1.	<p>To comment on and Approve/Refuse any current planning applications: 20187/1554 Location: The Gables Bungay Road Scole IP21 4DT Proposal: Side extension and new vehicular access. Comment: The Council have no views or comments about this application.</p> <p>20187/1405 Location: Land South of Upper Street Billingford Norfolk Proposal: Create a winter storage irrigation reservoir following 2018/0787. Comment: The Council have no views or comments about this application.</p>																																																							
12.2.	<p>To receive an update on any Previous planning applications: None</p>																																																							
13.	<p>FINANCE</p>																																																							
13.1.	<p>AUTHORISATION FOR PAYMENT:</p> <table border="1"> <thead> <tr> <th>PAY TYPE</th> <th>PAYEE</th> <th>DESCRIPTION</th> <th>ACTUAL AMOUNT</th> <th>VAT</th> <th>PAYE</th> </tr> </thead> <tbody> <tr> <td>102274</td> <td>Sara Campbell</td> <td>Salary & Expenses</td> <td>469.10</td> <td></td> <td>33.20</td> </tr> <tr> <td>102275</td> <td>HMRC</td> <td>PAYE</td> <td>99.40</td> <td></td> <td></td> </tr> <tr> <td>102276</td> <td>VOID</td> <td></td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>102277</td> <td>Westcotec</td> <td>Replacement Lights Ransome Avenue</td> <td>1,140.00</td> <td>190.00</td> <td></td> </tr> <tr> <td>102278</td> <td>SNTT</td> <td>Charity money</td> <td>4,115.29</td> <td></td> <td></td> </tr> <tr> <td>102279</td> <td>Mr C Brooks</td> <td>Fuel</td> <td>18.88</td> <td></td> <td></td> </tr> <tr> <td>D/D</td> <td>E-on</td> <td>Street Lights</td> <td>219.70</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL £</td> <td>6,062.37</td> <td>190.00</td> <td>33.20</td> </tr> </tbody> </table> <p>Payments proposed Cllr Jones, seconded Cllr Moore and unanimously agreed.</p>	PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE	102274	Sara Campbell	Salary & Expenses	469.10		33.20	102275	HMRC	PAYE	99.40			102276	VOID		0.00			102277	Westcotec	Replacement Lights Ransome Avenue	1,140.00	190.00		102278	SNTT	Charity money	4,115.29			102279	Mr C Brooks	Fuel	18.88			D/D	E-on	Street Lights	219.70			TOTAL £			6,062.37	190.00	33.20	
PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE																																																			
102274	Sara Campbell	Salary & Expenses	469.10		33.20																																																			
102275	HMRC	PAYE	99.40																																																					
102276	VOID		0.00																																																					
102277	Westcotec	Replacement Lights Ransome Avenue	1,140.00	190.00																																																				
102278	SNTT	Charity money	4,115.29																																																					
102279	Mr C Brooks	Fuel	18.88																																																					
D/D	E-on	Street Lights	219.70																																																					
TOTAL £			6,062.37	190.00	33.20																																																			
13.2.	<p>RECEIPTS THIS MONTH:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Account</th> <th>Received From</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL £</td> <td>0.00</td> </tr> </tbody> </table>	Date	Account	Received From	Amount					TOTAL £			0.00																																											
Date	Account	Received From	Amount																																																					
TOTAL £			0.00																																																					
13.3.	<p>RESPONSIBLE FINANCE OFFICER REPORT:</p> <table border="1"> <thead> <tr> <th>Details</th> <th>CR</th> <th>DR</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Details	CR	DR																																																				
Details	CR	DR																																																						



Scole Parish Council

MINUTES			ACTION
Cash Book Balance Brought Forward (Community Account)	A	16,688.33	
Receipts this month (Community Account) listed above):	B	0.00	
Payments this month (listed above):	C		6,062.37
Cash Book Balance Carried Forward (=A+B-C) Community Account Balance			10,625.96
Business Saver Account Balance Interest		2.30	4,612.28
TOTAL MONIES £			15,238.24

13.4.

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 17/7/18 Westcotec - Ransome Avenue Lights	3,205.68	DR 950.00	2,255.68
Contingency Fund	4,418.82		4,418.82
Money holding prior to SNTT Charity Set-up 17/7/18 Paid to SNTT Charity	4,115.29	DR 4,115.29	0.00
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		11,834.86

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

14.1. **Employment Group (CAB, RC)** –Nothing to report

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

14.3. **Scole Community Centre & Playing Field (SCCPF) (CAB)**

- Claire's Games was not as well attended as hoped and did not make any profit for the SCCPF funds.
- The Fun Day will be held on 5th August 2018 and additional advertising has been undertaken to hopefully improve turnout

14.4. **Diss & District Neighbourhood Plan (DDNP) (GM, CM, LT)** –

Diss Town Council are having a re-think about how they are going to handle the large amount of work involved with a Neighbourhood Plan. It is possible to outsource elements of the plan.



Scole Parish Council

MINUTES	ACTION
<p>All comments on the Review Document on the Neighbourhood Plan have been uploaded to the website.</p>	
<p>19.4.1 Greater Norwich Local Plan (GNLP) Consultation: Consultation finished awaiting outcome.</p>	
<p>14.5. Funding Opportunities and Charities Group (GM, COB, LT) – Nothing to report</p>	
<p>14.6. Scole Community Areas (COB) –</p> <ul style="list-style-type: none"> • 100 hours worked this month • 24 hours litter picking • Minimal grass cutting due to the hot weather • Lot 2 – proposed teaching area cut. Nettles cut down and ditch cleared • Bungay Road Footpath cleared • Pic-nic in the park another successful event • Bat survey carried out • Working to create a circular walk – Diss – Scole, Boudica Way – Angles Way • Flax Farm path moved to field margin 	
<p>15. To receive an update on any meetings attended: Cllr Moore – 3 Neighbourhood Plan Meetings River Waveney Trust Little Ouse Head Waters Project Cllr Brooks - River Waveney Trust</p>	
<p>16. To receive and discuss items from Parish Councillors:</p> <p>Cllr C Brooks</p> <ul style="list-style-type: none"> • Clerk to chase Amey about new street light 1 Karen Close. <p>Cllr G Moore</p> <ul style="list-style-type: none"> • Brought to the attention of the Council a planning application DC/18/02970 from BP Oil for the removal of access works prior to any other works Action: Cllr Moore proposed a response to Babergh Mid Suffolk Council raising the safety of removing the access works prior to any construction on site. The Council unanimously agreed to this response being submitted. • Chasing the Freehold of Dragon Park. <p>Cllr P Jones</p> <ul style="list-style-type: none"> • Presented scroll at Scole Primary School, met with the Head and discussed work of SNTT, further meeting to be scheduled in September. 	



Scole Parish Council

MINUTES	ACTION
<p>Cllr Lady Mann – A gate is being installed to restrict access by motor vehicles to the restricted by-way to prevent fly tipping</p>	
<p>Cllr Fisher – “There but not There” – Cllr Fisher asked if the Council would support the placing of a soldier in the parish. Cllr Moore suggested that the Council would support Cllr Fisher in this project but it is unlikely any financial support could be given.</p>	
<p>17. 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>18. To receive items for the next Agenda – Payment for Volunteer Parish Ranger duties. Any suggestions for agenda items please contact the Clerk.</p>	
<p>19. Date of next meeting: Tuesday, 18 September 2018 at 7.30 pm.</p>	
<p>Meeting Adjourned at 9.50 pm</p>	

DRAFT