

SCOLE PARISH COUNCIL

MEETING MINUTES

MINUTES of the Parish Council Meeting held on Monday 24 June 2024 at 7.00 pm at Scole Community Centre, Ransome Avenue, Scole.

Councillors Present: Cllr P Jones (Chair), Cllr C Blakesley, Cllr G Blakesley, Cllr C Brooks, Cllr G Fisher, Cllr Lady R Mann, Cllr W Mann, Cllr L Trevail, Cllr J Ward & Cllr D Ward

In attendance: Sara Campbell (Clerk), District Councillor C Hudson

1. **To consider accepting apologies for absence:** Apologies received and approved for Cllr McEwen.
2. **To approve the minutes of the Parish Council Meeting held on 30 May 2024:** The minutes of the Parish Council Meeting held on 22 April 2024 (pages 1-7 of 7) were proposed for approval by Cllr C Blakesley seconded Cllr J Ward and unanimously agreed subject to **Item 14 being amended to say "Louise Thompson who runs the school outdoor classroom"**.
3. **To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests:**
Cllr C Blakesley – C & G Trenching
Cllr G Blakesley – C & G Trenching
Cllr J Ward – Scole Parish Hub
Cllr D Ward – Scole Parish Hub
Cllr Jones – Scole Community Centre and SNTT
Cllr C Brooks – SNTT
Cllr G Fisher – SNTT
Cllr L Trevail – SNTT
4. **To receive questions or comments from the parishioners:**
None
5. **To receive the reports from the District & County Councillors:**
County Cllr Wilby – The Clerk read the County Council report
District Cllr Hudson – District Cllr Hudson gave his report and will send the Clerk an copy of the report.
6. **To receive the Clerks Report and an update on correspondence received:**
The clerk updated the Council on the following item:
 - An email from a resident about water from Norwich Road entering their drive.

7. To receive an update on the installation of a plaque on the south side of Scole Bridge:

This is in the hands of Gary Waterfield to install the plaque and liaise with John Lewis, highways engineer who will inspect as the work is being completed, Councillors discussed installing the plaque on land owned by the Parish Council to make this this easier and quicker – **Clerk to email the resident.**

8. To receive updates on how the Parish Council can improve the play area in the parish:

Cllr D Ward had not had much success with Scope regarding accessible play equipment.

Councillors agreed that an article in the Post Horn asking for volunteers for a working group to improve the play area. Cllr Blakesley will also add to the Scole Community Facebook page.

9. To receive updates on how the Parish Hub field can be used for the benefit of the parish

Cllr Brooks & Cllr J Ward are communicating regarding the requirements for outdoor furniture and a grant application to Adnams will go in shortly.

10. To consider asking the Parish Hub to sign the previously agreed lease:

The Hub have insufficient funds to pay for maintenance of the site.

It was agreed that the lease will not be signed at this time and the site will be maintained by village volunteers.

11. PLANNING

11.1. To Comment on and recommend for Approval/Refusal any Current planning applications:

None

11.2. To receive an update on any previous planning applications:

The Clerk updated the Council on:

The withdrawal of planning application 2023/1729 for change of an agricultural building to 5 dwelling houses at Frenze Hall, Frenze.

Application 2023/2330 Land off Low Road an Appeal against Refusal has been made.

Cllr Jones left the meeting and Cllr Blakesley took the chair.

12. FINANCE

12.1. To approve receipts & payments (Appendix A)

Payments list previously circulated to all councillors and available on the website. Proposed Cllr Brooks, seconded Cllr G Blakesley and unanimously agreed.

12.2. To receive the Responsible Finance Officer's Report:

Details	CR/(DR)	BALANCE
Community Acct Balance B/fwd:		13,952.37
Total Receipts & Payments this month:	3,138.83	
Community Account Balance (after payments)		10,813.54
Business Saver Account		30,596.63
TOTAL Cash in Bank		41,410.17
Allocated Funds (Listed Below)		33,749.00
Community Account + Business Saver Account - Allocated Funds = AVAILABLE TO SPEND		7,661.17

12.3. Allocated funds for the financial year commencing 1-4-23:

Details	Closing Balance 31/3/23	CR/DR	Balance
Proposed Village Hall Site (Lease) 26/2/2024 Ian Garnham - £1,400.00	553.00	1,000.00 -1,400.00	153.00
Street Lights	1,478.68	500.00	1,978.68
Contingency Fund 22/5/23 £100 for streetlight Clements Close	11,240.80	3,013.43 -100.00	14,154.23
CIL	16,463.09		16,463.09
Cycle Path	1,000.00		1,000.00
Insurance re: Clements Close Streetlight 22/5/23 Westcotec re repair of streetlight		1,650.00 -1,650.00	1,650.00 0.00
TOTAL £	30,735.57		33,749.00

13. YEAR END:

13.1. To consider the Internal Auditor's report for year ending 31 March 2023:

Proposed Cllr Brooks, seconded Cllr D Ward and unanimously agreed.

13.2. To approve and sign Section 1 – Annual Governance Statements 2022/23

The Clerk read the Annual Governance Statements to the Council who agreed each Statement.

Proposed Cllr C Blakesley, seconded Cllr Brooks and unanimously agreed.

13.3. To approve and sign Section 2 – Accounting Statements 2022/23

Proposed Cllr J Ward, seconded Cllr Brooks and unanimously agreed.

Cllr Jones returned to the meeting and continued to chair.

14. To receive reports from the current Working Groups and review membership of these working groups:

14.1. Employment Working Group (GB, CAB, LT) – Nothing

14.2. Internal Control (PJ, JW, TM) – Internal Control Audit completed.

14.3. Cycle Path Group (PJ,) - Nothing, Cllr Jones keeps watch for any potential funding available.

14.4. Diss & District Neighbourhood Plan (DDNP) (Graham Moore, Corinne Moore, DW) First meeting of the new management group is took place, the consultant is being retained. The plan will be reviewed on an ongoing basis. Reviews against South Norfolk Local Plan will be annually. Small payments from each parish have been agreed to keep the work continuing. The group will meet monthly.

14.5. Scole Nature Trails Trust Group (COB, LT, GF)

Caught up will all the mowing in the parish following “No Mow May”.

14.6. Community Centre (PJ)

The Fete was well attended, there is a meeting to review how it went. Lots of volunteers. Planning to repeat and improve next year.

14.7. Scole Parish Hub (DW, JW)

New plans to go to South Norfolk District Council for further assistance.

15. To report any incidents of overflow, spillage and discharge into the river during the month:

- No reports of overflow, spillage or discharge.

16. To consider any training requirements for Councillors:

None

17. To receive and discuss items from Parish Councillors:

Issues to be reported to/chased with Highways:

- Chevrons on roundabout A140/A1066 **still** not repaired – **Clerk** to chase
- Dangerous manhole cover on Lot 3 - **Cllr Brooks** to send Clerk
What3Words

Cllr G Fisher – sight splay on property Diss Road/The Street, Cllr Trevail will visit the home owners.

Cllr C Blakesley – Bricks blocking the drain from Street Farm to houses.

New bus stop has been erected in Bungay Road causing problems to a resident.

Gardening Club Community Garden, the Gardening Club no longer wish to maintain this area. Land is owned by Highways.

Cllr Brooks – Thanked Cllr W Mann for getting Low Road cleared.

Cllr Trevail – Post for sign on A1066/A140 roundabout & large sign on Bridge Road posts are rotten - Clerk to photograph and report to Highways.

18. To receive items for the next Agenda:

Any other items for the next Agenda please contact the Clerk.

19. Next meeting of the Parish Council is on Monday 22 July 2024 at 19:00 could be an issue as Bowls Club have Hall booked, consider another date.

20. Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of 23. for the Council to discuss streetlight maintenance quotes:

Cllrs unanimously agreed to close the meeting.

21. To discuss the quotes received for the upgrading of the remaining streetlights to LED lanterns.

Cllr Jones proposed using Cozens for the upgrading of the remaining LED lights, seconded Cllrs C Blakesley and unanimously agreed.

Meeting closed at: 21:49

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APPENDIX A

Scole Parish Council PAYMENTS & RECEIPTS LIST

24 June 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Interest	03/06/2024		Barclays Saver		Receipt - Bank Interest	Barclays Bank	E	114.00		114.00
											114.00
17	Internal Audit	24/06/2024	13.1	Barclays Community		Payment - Audit	Robin Goreham	E	-75.00		-75.00
											-75.00
18	Insurance	24/06/2024	13.1	Barclays Community		Payment - Insurance Premium	Community Action Suffolk	E	-710.13		-710.13
											-710.13
21	Employee Expenses	24/06/2024	13.1	Barclays Community		Payment - Salary & Expenses	Sara Campbell	E	-7.20		-7.20
											-7.20
15	PWLB Repayments	24/06/2024	13.1	Barclays Community	Loan	Payment - Loan Repayment	Public Works Loan Board	E	-970.12		-970.12
											-970.12
21	Clerk's Salary	24/06/2024	13.1	Barclays Community		Payment - Salary & Expenses	Sara Campbell	E	-614.25		-614.25
											-614.25
14	NPower	24/06/2024	13.1	Barclays Community	NPower	Payment - Electricity	NPower Business Solutions	L	-332.60	-16.63	-349.23
											-349.23
20	General Parish Maintenance	24/06/2024	13.1	Barclays Community		Payment - Village Maintenance	Christopher Brooks	E	-144.90		-144.90
											-144.90
19	Grass Cutting	24/06/2024	13.1	Barclays Community		Payment - Grass Cutting	C & G Trenching	E	-316.00		-316.00
											-316.00
16	Streetlight Maintenance Contra	24/06/2024	13.1	Barclays Community		Payment - Streetlight	Cozens	S	-55.00	-11.00	-66.00
											-66.00
Total									-3,111.20	-27.63	-3,138.83

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