



# Meeting Minutes

## Sculthorpe Parish Council

Wed 1 July 2020 at 7.15pm, via video conferencing

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Parish Councillors present: Brian Watkin (Chairman), Tony Walters (Vice Chairman), Gillian White, Simon Read (until item 8.3.3). Also in attendance: Jodie Bond (Parish Clerk), Tom FitzPatrick (District Councillor), there were no members of the public.

**1. Welcome and to receive and accept apologies for absence**

Apologies received from Cllr Strong, London, Ramm, Dawson. Apologies accepted.

**2. To receive declarations of interest in items on the agenda and consider any requests for dispensations**

No declarations of interest or requests for dispensation were made.

**3. To approve the minutes of the meetings held on 15 May 2020**

The minutes were approved without amendment.

**4. To report progress on items not on the agenda from the last meeting**

Clerk confirmed Cllr Dawson's declaration of office and register of interest had been signed and received.

**5. Receive reports from Local PC, NCC Cllr & NNDC Cllr, if attending**

NNDC Cllr Tom FitzPatrick - report to follow

During the lockdown NNDC been giving out assistance to local small businesses offering various grants. Some businesses did not want the support grants.

10 distribution centres were set up by NNDC providing supplies, which have now been reduced down to 4 as the restrictions are eased by Government.

There is a scheme set up to help the lonely and vulnerable people.

NNDC public car parks have all now opened up again.

They are looking to move back to as normal as possible, by moving more people back to the office.

Cllr Walters mentioned that due to the Parish Council experience with Steve Blatch in the past he would like to congratulate Steve on his latest promotion on behalf of the Parish Council. Cllr FitzPatrick advised that this would be fine as this decision had been ratified at their last council meeting and so is public knowledge.

The NNDC Local Plan is being reviewed and the area of behind the Shell garage is being discussed by Mark Ashwell. Cllr FitzPatrick informed Mr Ashwell that this land is in Sculthorpe not Fakenham and that any consultation should include Sculthorpe Parish Council. Thanks, given.

**6. Open forum for Public Participation: an opportunity to hear from members of the public**

None present

**7. To receive updates from council members (for information only)**

7.1 Speed Watch

No update due to Cllr London being absent.

7.2 Village Hall Committee report

There is a meeting planned on 11th July to discuss the reopening of the hall and the amount of cleaning that needs to be carried out in between uses.

The sign that was installed on the grassy bank is believed to be the Parish Council/Village Hall property and not on the private land that lies the other side of the hedge.

7.2.1 To receive an update on the land registry of the village hall and bowling green

The valuations are now with Butcher Andrews Solicitors and they have advised that the necessary forms have been sent to land registry. Clerk to notify council once completed.

**8. Open Spaces**

8.1 Discuss and progress plans for the Blacketts pond area

It was discussed and agreed that the Clerk will obtain some up to date quotes for the pond edge grading, including removal of the willow trees, replanting of a live willow hedge to either side of the pond and a fence to be installed next to the roadside all the way up to the end of the hard standing lorry park (or alternatively a barrier of some kind across the lorry park)

It has been noted that cars park on the grass area, and use the hard standing as a turning point, which they should not.

8.2 Dog fouling

Clerk has sourced another contractor to fit the 3 posts in readiness for the No Dog signs, but is still awaiting a confirmed price. The council RESOLVED to proceed with this work subject to the cost not exceeding £330.

8.3 Highways issues

8.3.1 Issues with parking on pavements

Cllr Read advised that vehicles are being parked completely across the pavement on Moor Lane, children and elderly are having to walk in the road to pass. Also, emergency vehicles may not be able to pass.

Also, cars still park at bottom of Moor lane and opposite the junction with the street which makes it very difficult to turn into and out of this junction.

It was mentioned that there are some cars in Moor Lane that make a tremendous noise.

Agreed to include a polite notice in the next newsletter asking residents to park considerately, also for residents to cut back overhanging hedges etc that encroach onto the pavement and to sweep any escaping gravel from driveways off of the pavement (as this also causes problems for pushchairs, wheel chairs, mobility scooters and the elderly walking along).

Cllr White wished to praise NCC Highways for the action taken with the highways issues that we have reported, including replacement of bollards on Moor Lane, filling pot holes, replacing rusty /broken sign posts etc.

Clerk will report the parking issues to the local police.

Cllr Walters wished to add that the small cameras the poles near the bus shelters on A148 are there to survey the volume of passing traffic and are part of a nationwide survey.

8.3.2 Discuss and consider projects for the Parish Partnership Scheme bid application

Cllr Read wished to consider a Speed Awareness Machine (SAM2) which could be moved between 5 locations within the village, including outside the school.

Clerk to forward prices and more information to Councillors for further consideration.

Cllr Read gave his apologies and had to leave the meeting.

8.3.3 Discuss options to reduce the speed limit outside the school

See item 8.3.2.

8.4 Play Area

The annual play area inspection had been carried out and a report received and circulated. The Council REOLVED to obtain quotes for the minor issues that were highlighted.

We are permitted to re-open the play area from 4<sup>th</sup> July and put up signage to advise that equipment is not cleaned etc. It was AGREED to keep the play area closed and the Clerk will make enquiry's with NNDC; what are they doing about reopening play areas? do they have prepared signage that we could have? Cllr FitzPatrick advised that they use Structure Flex in Cromer.

Cllr Walters added that many families enjoy using the play area, many of which are from outside of the village, and it will be a shame they cannot use it.

The school are using the playing field under supervised lessons, but not the play equipment.

**9. Planning Matters**

9.1 To receive results of applications

Glebe Farmhouse, Creake Road, Sculthorpe, Fakenham, NR21 9NG

PF/20/0659 | Variation of condition 2 (approved plans) of planning permission PF/18/2167 (demolition of part former agricultural building and conversion and extension to single dwelling, erection of boundary wall, detached cart port and store) to allow for amended cartshed position and openings to building – No objection - Approved

9.2 To receive and consider new applications

Lodge Farmhouse, Wells Dry Road, West Barsham, Fakenham, NR21 9NW

PF/20/0931 | Conversion of former farm buildings with associated external alterations to form single dwelling with annexe; erection of detached garage and store building (part retrospective) – No objection -

**10. Correspondence**

There was none.

**11. Finance**

Agreed that funds in the Blakett Account would be used towards the Blaketts pond works.

11.1 The Council RESOLVED to approve the payments list (below)

| <b>Sculthorpe Parish Council payment of accounts list</b> |  |                |                 |                            |
|---|--|----------------|-----------------|----------------------------|
| <b>Payment to</b>   | <b>Description</b>                     | <b>Chq No.</b> | <b>Payment</b>  | <b>VAT to be reclaimed</b> |
| K&M Lighting*   | Streetlighting                         | DD             | 20.66           | 3.44                       |
| CGM Ltd   | Grass Cutting                          | 100812         | 171.95          | 28.66                      |
| Bailey Bird   | Land valuations                        | 100813         | 150.00          | 25.00                      |
| NPTS  | Internal Audit                         | 100814         | 30.00           |                            |
| Clerk   | Salary                                 | 100815         | 341.14          |                            |
| Hempton PC  | Clerk mobile & stationery contribution | 100816         | 24.03           |                            |
| David Bracey  | Play Area Inspection                   | 100817         | 96.00           | 16.00                      |
| BHIB  | Insurance                              | 100818         | 480.09          |                            |
| CGM Ltd   | Grass Cutting                          | 100819         | 158.40          | 26.40                      |
| <b>Total payments approved</b>                            |  |                | <b>£1472.27</b> | £99.50                     |
|   |  |                |                 |                            |
| <b>Receipt from</b>                                       | <b>Description</b>                     |                |                 |                            |
| Barclays Bank   | Interest                               | DC             | 1.42            |                            |
| <b>Total payments received</b>                            |  |                | <b>£1.42</b>    |                            |

\* K&M Lighting paid by direct debit on  
Payments to be made by cheque.

11.2 To consider and agree setting up online banking for making payments  
The council RESOLVED to set up online banking to allow for easier and faster transactions. Both Cllr Watkin and Cllr White agreed to become online signatories. Clerk to forward the contact details to enable them to register for online banking.

**12. Receive items for next agenda and note the date of the next meeting**

To discuss and agree an alternative member to carry out the internal audit control.  
Inclusions to be received by the Clerk by 26<sup>th</sup> August.  
Based on advice from NALC it was agreed that we would continue to hold virtual meetings for the foreseeable future. Cllr FitzPatrick suggested considering MS Teams as an alternative to Zoom.  
Next meeting will be Wednesday 2 September 2020 at 7pm (**Note new start time**).  
Meeting closed at 8.55pm

Signed by Chairman: ..... Date: .....