



Sculthorpe Parish Council

Annual Parish Council Meeting Minutes

Wednesday 10 March 2023 at 6.45pm, Village Hall

Parish Councillors present: Brian Watkin (Chairman), Simon Read (Vice Chair), Tony Walters, Penny Ramm, Gillian White and Ken Dawson. Also in attendance: Jodie Bond (Parish Clerk). There were 7 members of the public present.

1. To elect a Chairman for the coming 12 months

The Clerk invited nominations for the office of Chairman. Cllr Watkin was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Watkin to serve as Chairman for the coming twelve months. Proposed by Cllr Read and seconded by Cllr White. Cllr Watkin thanked councillors and signed his declaration of acceptance. Cllr Watkin took the remainder of the meeting as Chairman.

2. To elect a Vice Chairman for the coming 12 months

The Chairman invited nominations for Vice-Chairman. Cllr Read was nominated by Cllr Dawson and seconded by Cllr White. With no further nominations, all agreed to elect Cllr Read to serve as Vice-Chairman for the coming twelve months.

3. Welcome and to receive apologies for absence

The Chairman welcomed those present.

Apologies received from Roger London. Apologies accepted.

4. Receive declarations of interest and requests for dispensations by Councillors

There were none.

5. Minutes of meeting held on 1 March 2023 to be approved

The minutes were approved without amendment and signed by the Chairman as a correct record.

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

The SAM2 Fund acceptance will be signed and witnessed following this meeting and then returned to NCC Highways. Once received the SM2 will be ordered. Cllr Read will oversee responsibility for the SAM2. Thanks, given.

Clerk enquired about the streetlights and speed limit repeaters. Highways has confirmed that 'at least 3 in total can be considered a system. Where a lighting system is in place then 30mph repeaters are not used. repeaters need to be a max of 150m apart on alternate sides, i.e. 300m apart on the same side but staggered'.

7. Receive reports from NCC Cllr & NNDC Cllr, if attending

Not present.

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

A member of the public raised concern with cars parking on the zig zag lines outside the school. Chairman and Cllr Read directed them to the local police and suggested reporting it to the school. A member of the public enquired about their planning application at Goggs Mill and the Council's decision to object. The member went on to explain their situation and their intentions.

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

9.1 Speed Watch report

Cllr London sent an email report ahead of the meeting 'they had 3 speeders on Creake Road in April'.

9.2 Village Hall Committee report

Cllr Ramm reported that approx. 37 people came along to the Coronation Event and watched it on the big screen. There is another film night coming up, the viewing will be Top Gun.

10. Open Spaces

The Council agreed to accept the quote from David Bracey for this year's play area inspection.

10.1 To discuss and report any highways issues that may have arisen.

Clerk to request that the overgrowth around the bollards at Crockly Pitt is strimmed back during the Rangers visit.

10.2 Blacketts pond area update.

We are still awaiting the decision of the NNDC Sustainable Communities fund application.

11. Planning Matters

11.1 To receive results of applications

PF/22/0329 | The Old Rectory, Creake Road, Sculthorpe

Demolition of hay barn and erection of building for use as art gallery with self-contained serviced artist accommodation/holiday let.

PC comment – NEUTRAL | NNDC decision – PENDING

RV/22/1272 | Bramble Oaks, Fakenham Road, Sculthorpe

Removal of condition 3 (limiting occupation of the dwelling solely limited to a person or persons who meet with the definition of gypsies and travellers or the description of travelling show people in Circular 01/2006) of planning permission PF/11/0687 (conversion and extension of workshop/store to residential dwelling & office and erection of workshop).

PC comment – NEUTRAL | NNDC decision – PENDING

PF/22/2425 | 11 - 15 The Street, Sculthorpe, Fakenham, Norfolk, NR21 9QD

Change of use of adjoining com. bldg with extensions & external alterations to provide 2 storey extension

PC comment – NEUTRAL | NNDC decision - PENDING

PF/22/2443 | 63 Moor Lane, Sculthorpe, Fakenham, Norfolk, NR21 9PX

Dormers to north and south elevations and window to west elevation to facilitate conversion of loft to habitable space; porch to side

PC comment – OBJECT | NNDC decision – PENDING

PF/23/0077 | Falgate House, Fakenham Road, Sculthorpe, NR21 9NE

Two storey front and single storey side and rear extensions

PC comment – NEUTRAL | DC decision - APPROVED

11.2 To receive and consider new applications

PF/23/0908 | Groane Cottage, 36 Creake Road, Sculthorpe, NR21 9NQ

Proposed rear extension and porch

PC comment – NEUTRAL

RV/23/0495 | Cranmer Lodge, Creake Road, Sculthorpe

Variation of conditions 2 & 3 of planning permission PF/12/0974

DC decision – APPROVED

12. Receive and consider Correspondence

A TPO for the trees along Creake Road – made available to councillors.

Text received regarding plantation way/lovers lane – clerk has reported the issues that pedestrians are experiencing when accessing the lane – however Highways had confirmed that the designation of the land means that 4x4 vehicles and farm traffic are permitted to use the lane and therefore the PC is unable to take this any further.

13. Financial Matters

13.1 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented all matters were in good order, however she has made some minor advisory notes. It was agreed that these notes will be implemented by the Clerk.

13.2 To approve the Certificate of exemption

The Clerk read out the total annual payments and receipts. The Council then RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk signed the Certificate of Exemption on behalf of the Council.

- 13.3 To approve the Annual Governance Statement in the 2022-23 Annual Governance Annual Return (AGAR)

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

- 13.4 To approve the Statement of Accounts in the 2022-3 AGAR
- The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

- 13.5 To approve the bank reconciliation and payment of accounts list
- The Council RESOLVED to approve the bank reconciliation and payments list below

Payments

Clerk	Salary Apr-May)	££360.00
Hempton PC	Clerk Expenses	£24.96
CGM Ltd	Grass Cutting	£868.80
BHIB Ltd	Insurance (1 of 3)	£488.16
Sam Jackson	Payroll Agent Fee	£55.00

Receipts

NNDC	Precept (1 st Instalment)	£4709.50
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- 13.6 To approve the renewal of insurance with BHIB (year 1 of 3-year policy)
- Following consideration, the Council RESOLVED to approve the insurance renewal with BHIB Ltd and undertake a 3 YLT undertaking. Clerk to action.

- 14. To agree to adopt the General Power of Competence.**
- Following consideration, the Council RESOLVED to adopt the General Power of Competence.

- 15. To review and approve the Code of Conduct, Information Audit & Social Media Policy**
- Following review, the Council RESOLVED to adopt the policies presented by the Clerk.

- 16. Receive items for next agenda and note the date of the next meeting**
- Items for next agenda:- Discuss new gateway opening onto A148, decision on allocation of SVAG funds, consider whether NALC membership would be beneficial. The next meeting will be held on Wednesday 5 July 2023. The Chairman closed the meeting at 8.33pm.

Signed by Chairman: Date: