



# Meeting Minutes

## Sculthorpe Parish Council

Wednesday 3 March 2021 at 7pm, via video conferencing

Parish Councillors present: Brian Watkin (Chairman), Tony Walters (Vice Chairman), Gillian White, Roger London, Simon Read, Marie Strong (County Councillor) until item 8.1, Tom FitzPatrick (District Councillor) until item 8. Also in attendance: Jodie Bond (Parish Clerk), there were no members of the public.

1. **Welcome and to receive and accept apologies for absence**  
Apologies received from Cllrs Penny Ramm, Ken Dawson and Lynne Johnson. The Chairman reported that due to other commitments Cllr Johnson has decided to resign from the Council.
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 6 January 2021**  
The minutes were approved without amendment.
4. **To report progress on items not on the agenda from the last meeting**  
Cllr Read had spoken to a local landowner regarding access across their land. However, it was expressed that permissive access would not be granted to the general public.
5. **Receive reports from Local PC, NCC Cllr & NNDC Cllr, if attending**  
[NCC Cllr Strong – Please see report via www.sculthorpepc.info](http://www.sculthorpepc.info)
  - Cllr Strong updated the council regarding the flooding on Creake Road and a NCC Highways Inspector will meet the Chairman and a parishioner on site next week to assess the situation. Thanks, given.
  - It was noted that the grit bins still need to be checked and monitored.  
[NNDC Cllr Tom FitzPatrick – Please see report via www.sculthorpepc.info](http://www.sculthorpepc.info)
6. **Open forum for Public Participation: an opportunity to hear from members of the public**  
There were none.
7. **To receive updates from council members (for information only)**
  - 7.1 Speed Watch report  
Cllr London advised that they are awaiting an email from the police and speed watch co-ordinator to know when the team can go out again.
  - 7.2 Village Hall Committee report
    - WIFI has now been installed in the village hall.
    - The hall has been redecorated ready for when it re-opens. A grant had been received to help fund this.
    - Cllr Watkin has forwarded some further grant information to the committee which may be suitable for hall roof and for funding community groups such as the silver suffers IT Training groups.
    - Coffee mornings will resume once it is possible to do so.
    - Cllr Watkin will follow up with the owner of the fallen tree in the hall car park and arrange to have the remaining tree debris cleared.
8. **Open Spaces**  
**Grass Cutting**  
Grass cutting quotations have been received from:-
  - CGM Ltd - £1057.93 + VAT
  - Robert Cox - £4490
  - Barry & Shaun Andrews - £2605.50Following discussion, the Council RESOLVED to award the contract to CGM Ltd based on price and previous experience. Clerk to action.

### **Moles**

The number of mole hills had reduced but there have been quite a few pop up within the last day or so. Clerk to relay this information to the contractor. Cllr White also found a set trap at the edge of the playing field. It had been placed on top of the grass at the edge of the field. Clerk to establish which contractor it belongs to and notify them.

#### 8.1 Blacketts Pond Area update

- A quotation has been received from John Service for £4478 (excluding the disposal of large tree trunks and pond spoil). Which had been circulated to Councillors.
- Cllr White has made enquiries with a local landowner to remove and dispose of the pond spoil with a tractor and trailer for £40 per hour. The spoil must not be contaminated.
- John Service also provided an estimated price for removal and disposal of the spoil using a waste disposal company at an approximate cost of £8800.
- Before the spoil is spread on arable land a sample must be taken and tested by NCC Labs at an approximate cost of £70 each.
- Cllr Walters will liaise with Bruce Duffy and enquire about putting the spoil into the pit on his land. If this is not successful Clerk will obtain quotes from Mick George or MPH.
- Once the final quotation for the pond area has been received the Clerk will apply to NN Sustainable Communities Fund for a grant for the work. Clerk to ascertain how many applications can be submitted at any one time and the frequency.
- Cllr Watkin suggested siting the outdoor gym equipment next to the pond, on the old lorry park and for this to become part of the Blacketts pond project. However, it was agreed that further discussion is required regarding the location of the gym equipment and it will be considered further at our next meeting.

#### 8.2 Play Area

##### **Sculthorpe Play Park Facebook Page**

Clerk reported that posts had been made to the Sculthorpe Play Area Facebook page by members of the public that were not entirely correct. Clerk, as the admin, changed the settings. It was discussed and AGREED to change the name of the FB page to Sculthorpe Parish Council to enable the Council to post parish news and events on FB, rather than just play area related news. This will be subject to adoption of a social media policy, which the Clerk will action. The Clerk and Cllr Read will be the admins of the new page. Further discussion and resolution to be made at our next meeting.

##### 8.2.1 Zip wire platform update

A quotation for a new seat and or tail for the zip wire seat would cost approx. £93.50 plus VAT, from NGF Play. NGF Play stated that steps or ramps have been a concern to inspectors if they are in the fall area, hence the vertical steps on your platform. Clerk is still awaiting advice from ROSPA concerning the fall zone and whether a platform or steps could be considered. It was also suggested that a ramp could be a suitable option and to lengthen the chain of the seat to allow children to get onto the zip wire more easily. Clerk to make enquires.

Cllr Read raised the issue of the toddler fence which is in poor condition. The gate does not open without force and a few slats have now broken off the gate. It was suggested that in the longer term the fence may have to be replaced, and in the short term the soil needs to be removed from behind the gate to allow it to open more freely. Clerk to obtain some quotes for a new fence for consideration at a future meeting.

#### 8.3 Report and discuss any Highways issues

Cllr Watkin had received complaints from local parishioners regarding the gutters, which are full of gravel and debris all around the village. Also, gravel is escaping from peoples drives onto the pavement and a parishioner slipped on the spilled gravel.

Clerk to request a road sweeper from Highways to clear all roads in the village. Clerk to also draft a letter to the residents with gravel drives, requesting that they sweep it up and off the pavement.

Cllr White raised the issue with dog mess. A person was witnessed blatantly ignoring her dog, fouling on the street, even after they were approached. Clerk will draft a letter to the resident in question.

Cllr Read advised that there was old debris and remnants of people previously sleeping rough on the land adjacent to the bus shelter. As this is on private land the Clerk will draft a letter to the landowner/occupier to ask for it to be cleaned up.

- 8.4 Discuss and consider projects for the Parish Partnership Scheme bid application.  
8.4.1 SAM2

Clerk had obtained recommended SAM2 locations from the Speed Watch co-ordinator. Following discussion, the Council RESOLVED to submit a funding bid for 50% price match funding to NCC PPS and meet the remaining 50% with Council reserves. Total project cost would be approximately £3200 (£1600 via PPS and £1600 via PC) via NCC recommended supplier, Westcotec. Clerk to action.

- 8.4.2 Outdoor Gym Equipment

Please see item 8.1

## 9. Planning Matters

- 9.1 To receive results of applications

### 48 The Street, Sculthorpe NR21 9QD

PF/20/2514 | Use from private indoor heated swimming pool within rear garden of dwelling  
PC comment – Support, but have concerns about parking, NNDC comment – Awaiting - EOT

### St Nicholas Barn 8 The Grange, Lynn Road, NR21 9LL

PF/20/2398 | Detached domestic outbuilding with ground floor garden room; parking bay and first floor study  
PC comment – Support, NNDC decision - Awaiting

### 33 Sandy Lane, Fakenham, NR21 9EX

PF/20/2051 | Single storey rear extension  
PC comment – Neutral, NNDC decision – Approved

- 9.2 To receive and consider new applications

### 49 Sculthorpe Road, Fakenham, Norfolk, NR21 9ET

PO/21/0374 | Erection of two storey detached dwelling - outline with details of access only  
PC comment – Neutral | NNDC decision – Awaiting

### Laburnum, 44C Creake Road, Sculthorpe, Fakenham, Norfolk, NR21 9NQ

PF/21/0194 | Single storey rear extension following removal of existing conservatory  
PC comment – Neutral | NNDC decision – Awaiting

## 10. Correspondence

Citizens Advice Bureau donation request.

- 10.1 Discuss Parish Boundary – Governance Review

Following discussion, it was agreed that the Clerk will draft a letter to the affected residents, highlighting the financial differences and to obtain their feedback about the proposed boundary change. Clerk to also notify Cllr Strong of the Councils plans, as she expressed an interest in our views.

## 11. Finance

- 11.1 To approve the Payment of Accounts List

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

<b>Sculthorpe Parish Council payment of accounts list (item 11.1). Payments to be made online.</b>			
<b>Payment to</b>	<b>Description</b>		<b>Payment</b>
Clerk	Salary	Online	£348.64
Hempton PC	Clerk Expenses	Online	£19.56
HMRC	PAYE	Online	4.60
CR Networks	Hall WIFI (50%)	Online	291.00
<i>Eon</i>	<i>Electricity</i>	<i>DD</i>	<i>£94.24</i>
<i>K&amp;M Lighting</i>	<i>Street Lighting</i>	<i>SO</i>	<i>£41.32</i>
<i>T Walters</i>	<i>Expenses – John Johnson</i>	<i>Online</i>	<i>7.00</i>
CR Networks	Hall WIFI (50%)	Online	291.00
<b>Total payments approved</b>			<b>£1097.36</b>
<b>Receipt from</b>	<b>Description</b>		<b>Receipt</b>
Diocese Norwich	School Green Space Rent	DC	100.00
Village Hall Committee	Hall WIFI donation (50%)	100011	242.50
<b>Total payments received</b>			<b>£342.50</b>

- 11.2 To agree subscriptions to associations for 2021/22  
Quotations have been received from NALC (£125.49) and NPTS (£80.85). Following discussion, the Council RESOLVED to renew their subscription to NPTS for £80.85. Proposed by Cllr Walters, Seconded by Cllr Watkin.
- 11.3 To discuss and agree new payroll services for the Clerks salary  
Clerk presented various price options of payroll agent fees. The most competitive price was from Orchard Accountancy at £7.50 per month. However, the current annual fee is £49.50. Following discussion the Council RESOLVED to use Orchard Accountancy to carry out the payroll service to maintain professionalism, subject to the Clerks other Councils reflecting the same decision. The Council AGREED for the Clerk to process her own salary of that is the majority decision.
- 12. Receive items for next agenda and note the date of the next meeting**  
Inclusions for our next meeting to include Facebook Page and Social Media Policy Adoption - Inclusions to be received by 28 April.  
The next meeting will be the APM and APCM to be held on Wednesday 5 May 2021.  
The Chairman closed the meeting at 9.15pm.

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

- 13. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential staffing items:**
- 13.1 To report the outcome of the Clerk's appraisal  
It was agreed to postpone this item until the next meeting due to time constraints.